UCC
University College Cork, Ireland
Coláiste na hOllscoile Corcaigh

Basics of Panopto for Module Teaching

(Windows)

Gahan, S. (2020)

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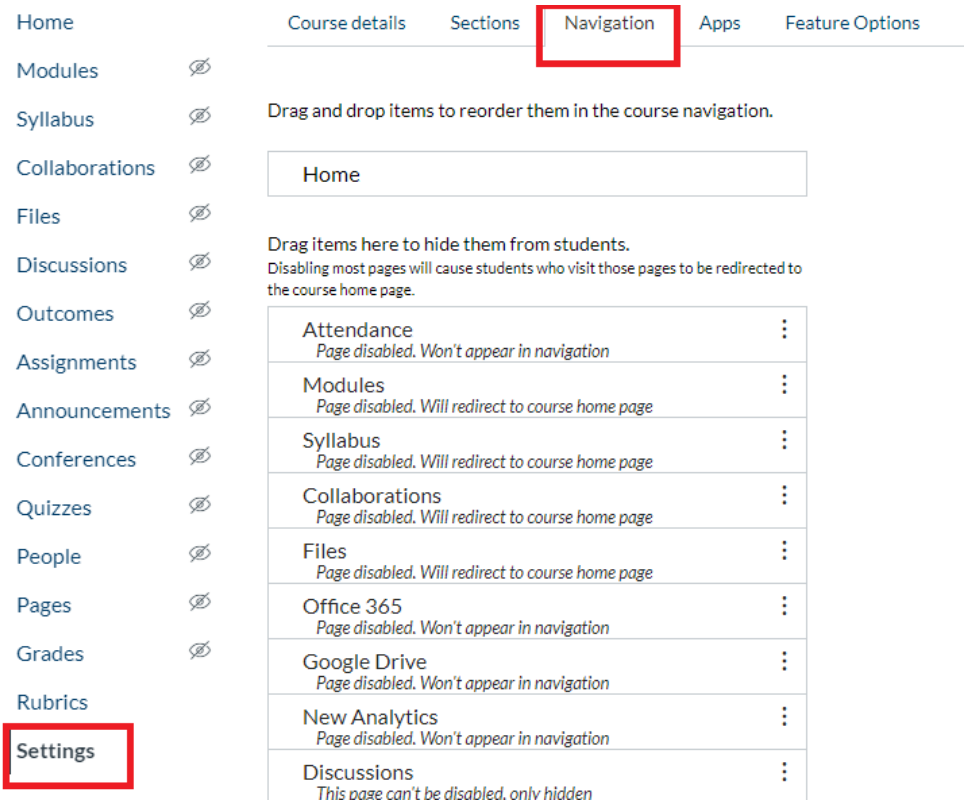
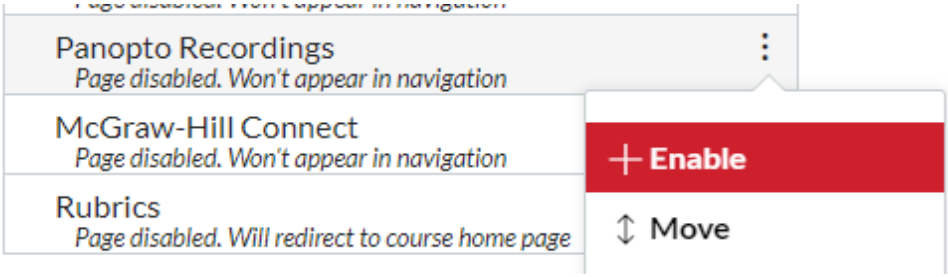
Install

Step 1. Navigate to the Canvas course for which you would like to record your session. From the course menu, click Settings>Navigation.



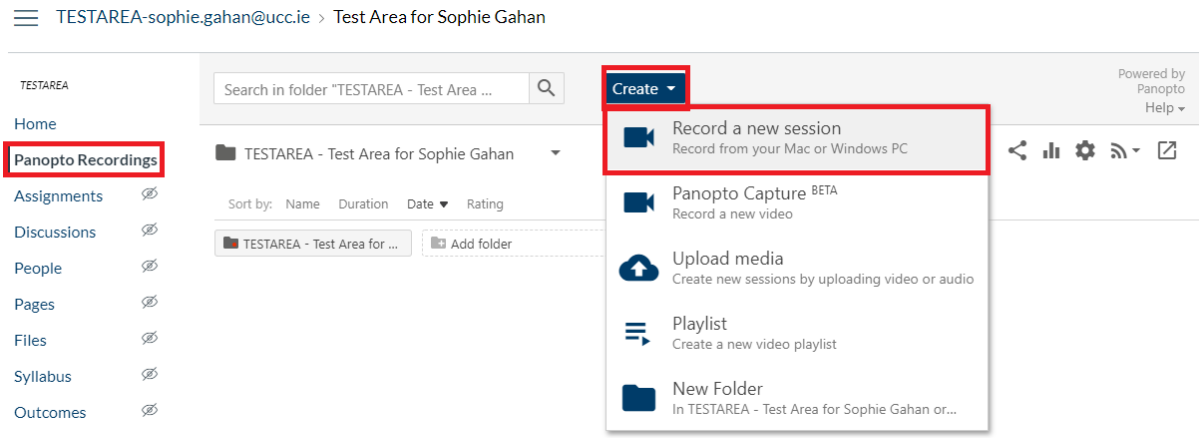
Step 2. Next to 'Panopto Recordings' select Enable



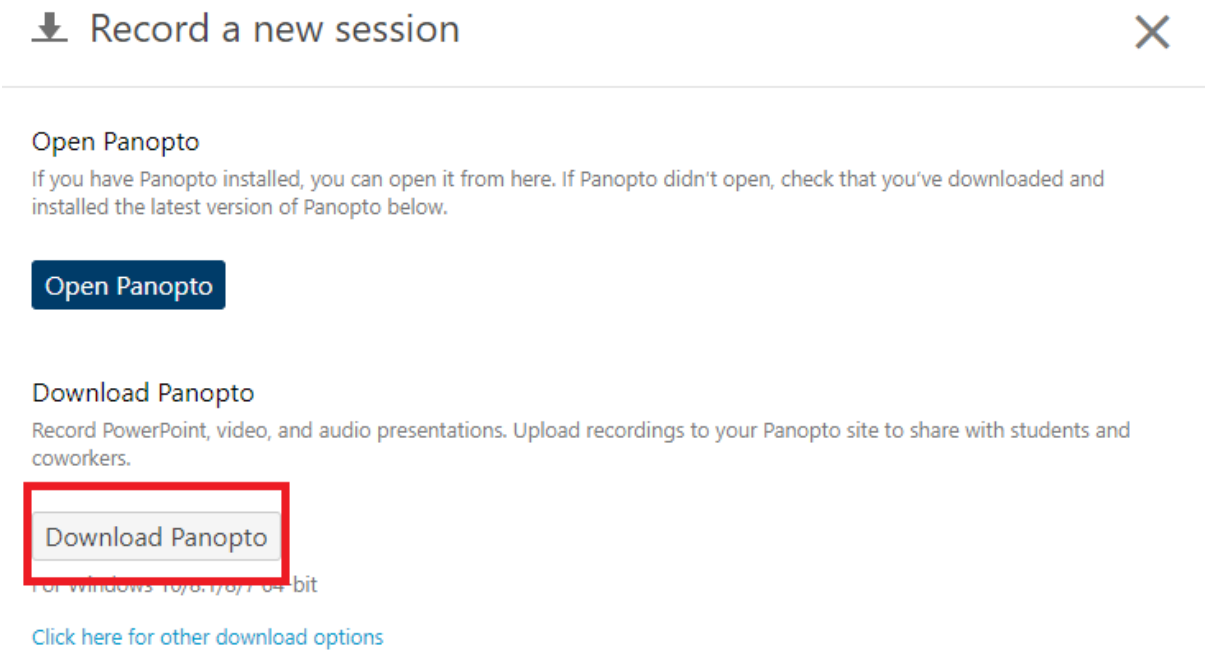
Step 3. Press Save

Step 4. The 'Panopto Recordings' link will now display as visible in your menu. Click into this area.

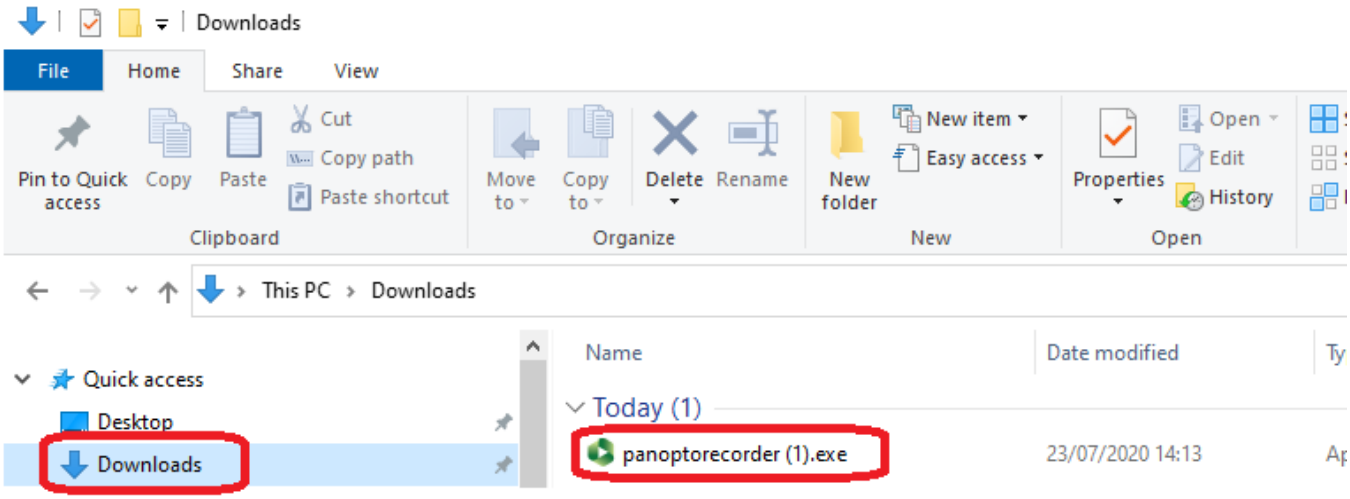
Step 5. From the 'Panopto Recordings' area, press Create> Record a New Session.



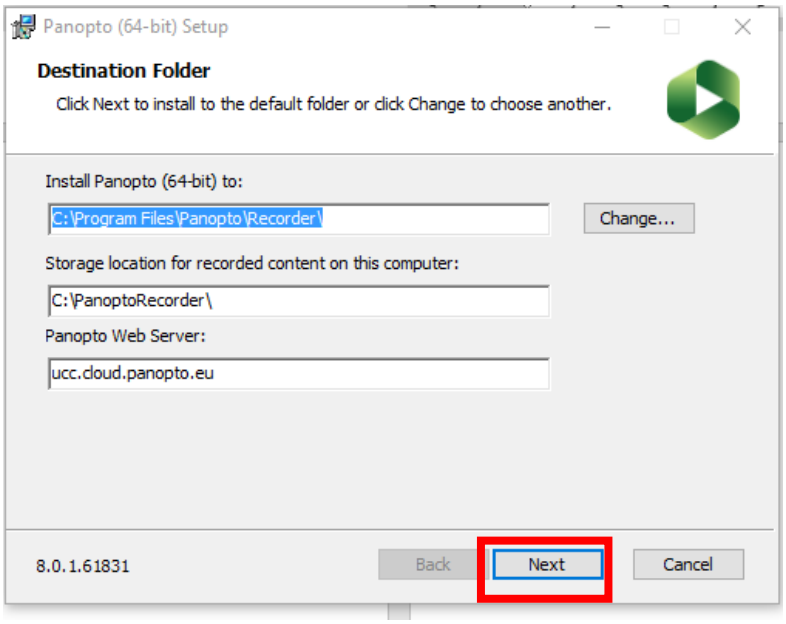
Step 6. Press 'Download Panopto.' Note: If using Windows 7, select 'Other Download Options.'

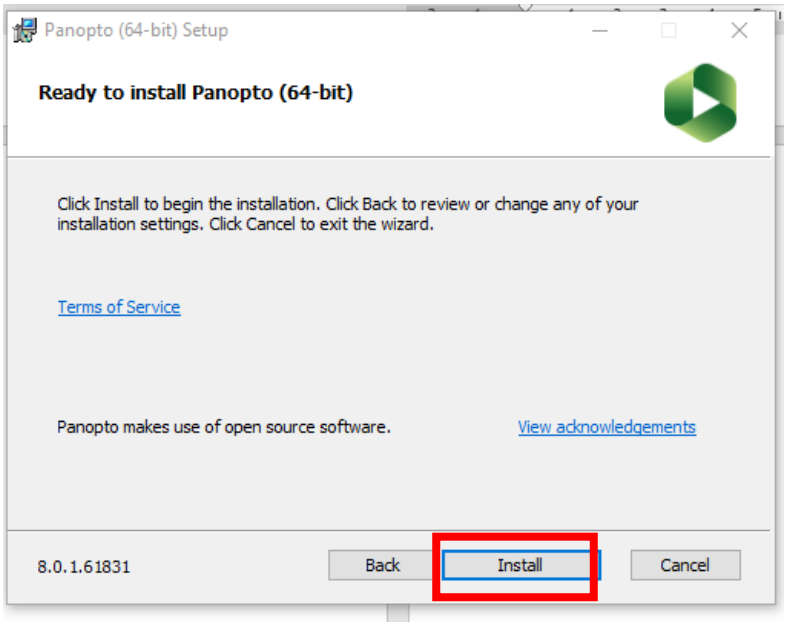


Step . The recorder will download to your PC. From the Downloads area, double click the icon of the recorder.



Step . Press Next and Install

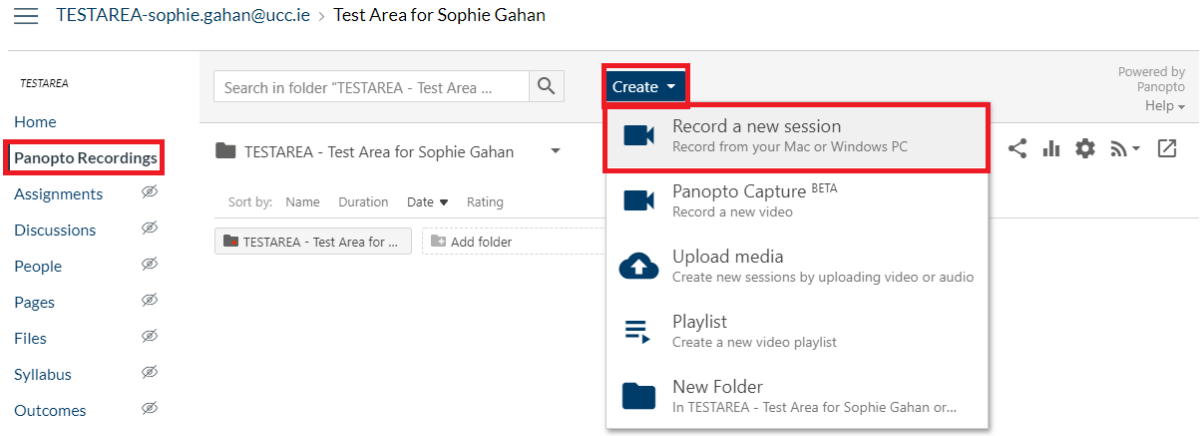




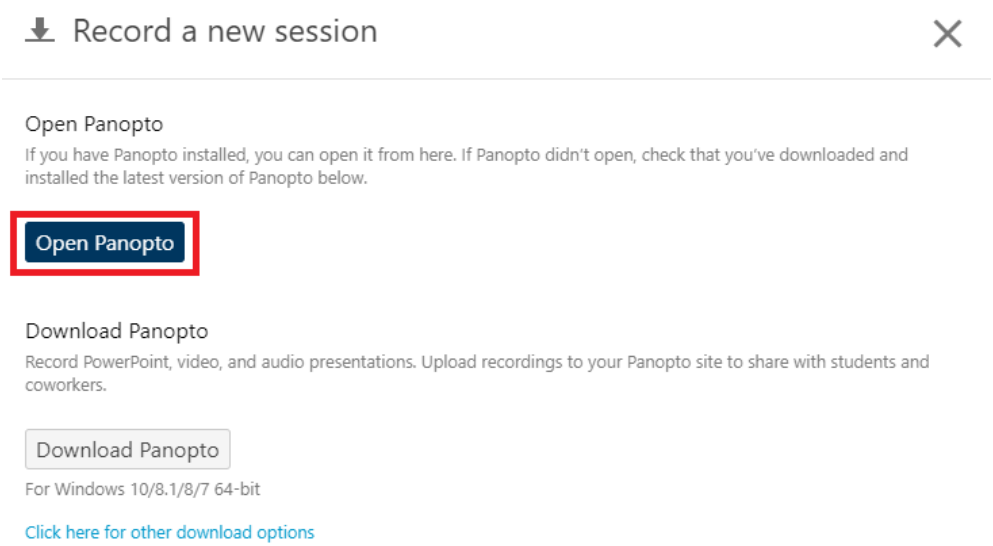
Record

Once you have followed the above steps to install Panopto, you can launch the recorder from your desktop shortcut or from Canvas at any time. The following steps outline how to launch the recorder from Canvas.

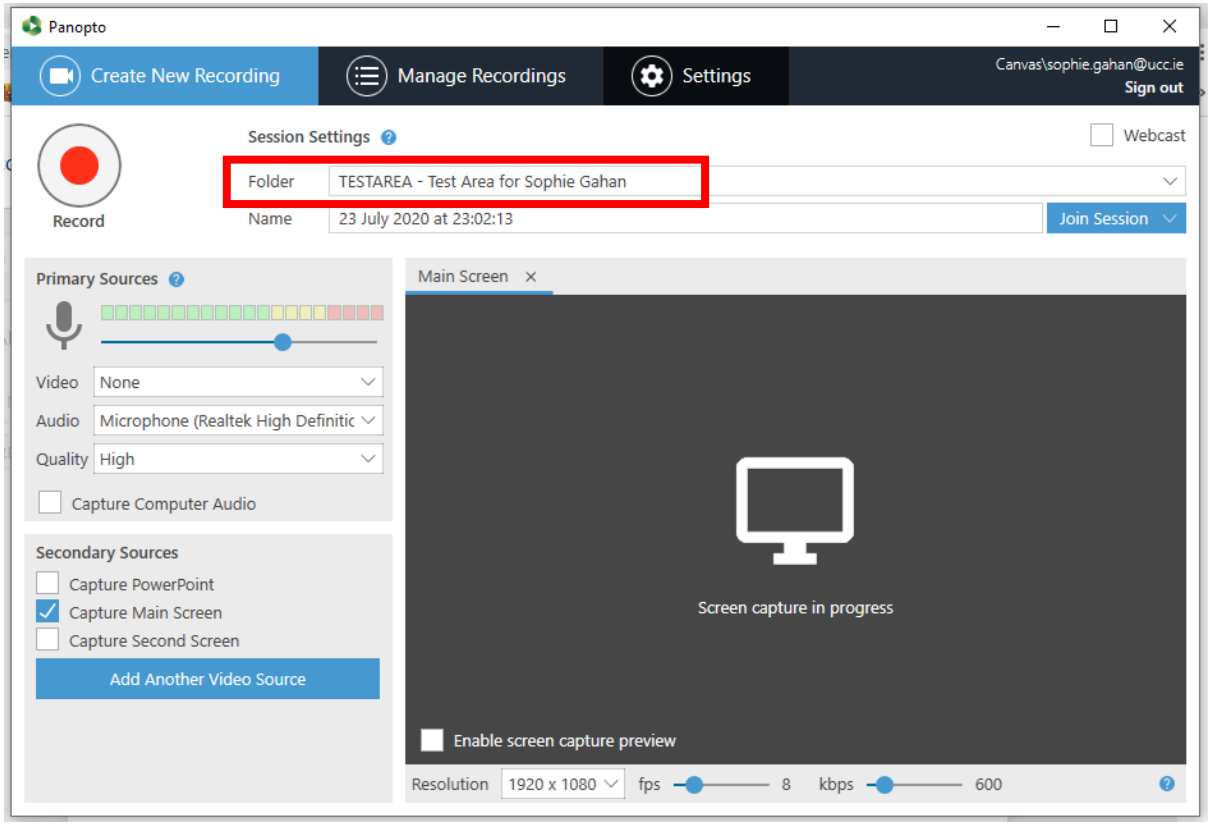
Step 1. From the 'Panopto Recordings' area, press Create> Record a New Session.



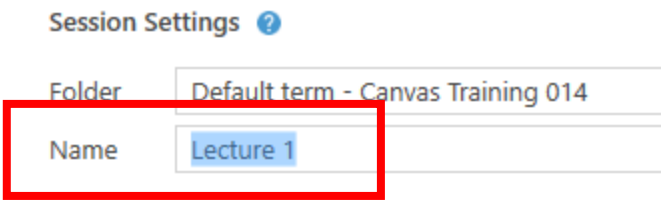
Step 2. Select 'Open Panopto.'



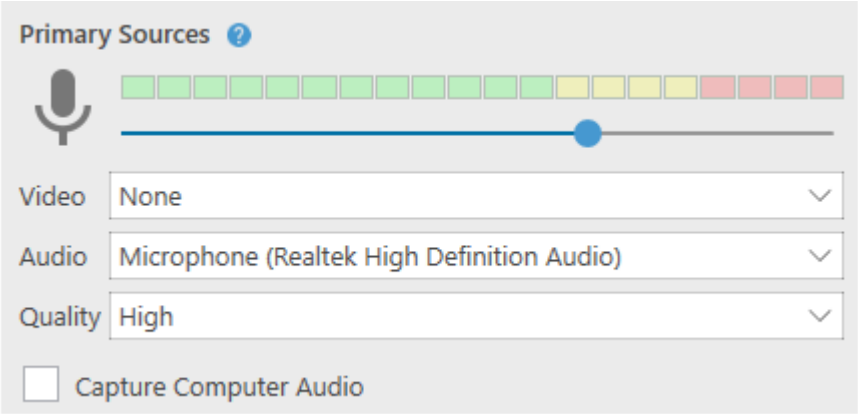
The recorder will launch and will look as follows. Notice that the folder details will autofill as the Canvas course from which you just launched the recorder.



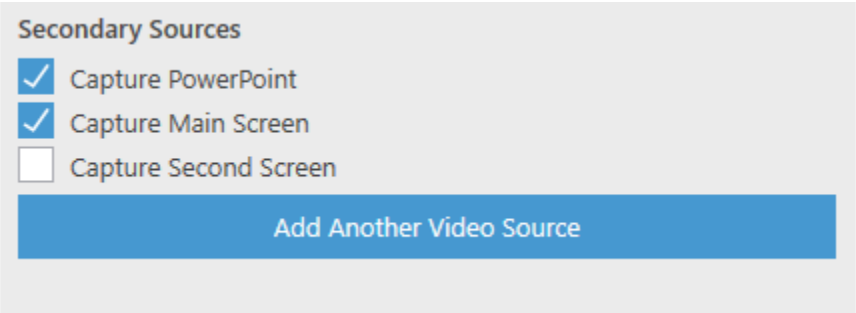
Step 3. Give the presentation a title



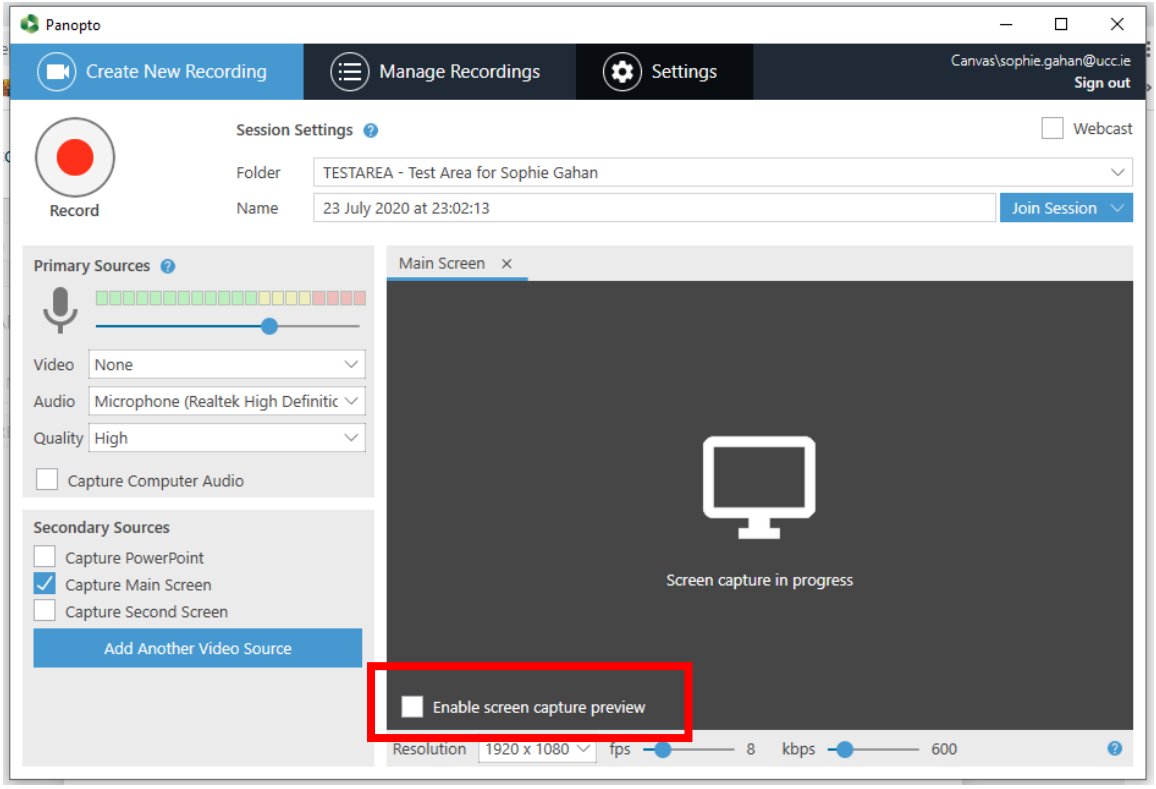
Step 4. Select your video and audio sources, also known as **Primary Sources**. Note: The word 'video' here means your webcam. If you do not wish to be seen in the presentation select 'none.'



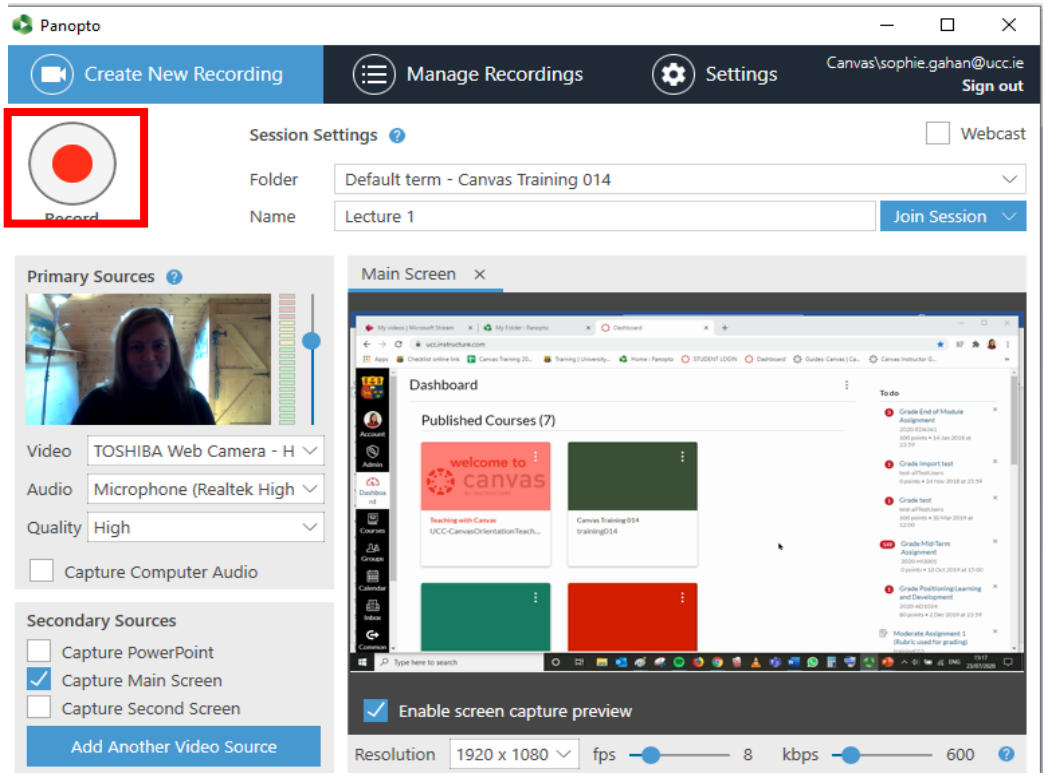
Step 5. Select your **Secondary Sources**. This is where you decide what material you are presenting eg a PowerPoint and/or your desktop.



Note: If recording your entire screen, it is useful to select 'Enable screen capture preview.'

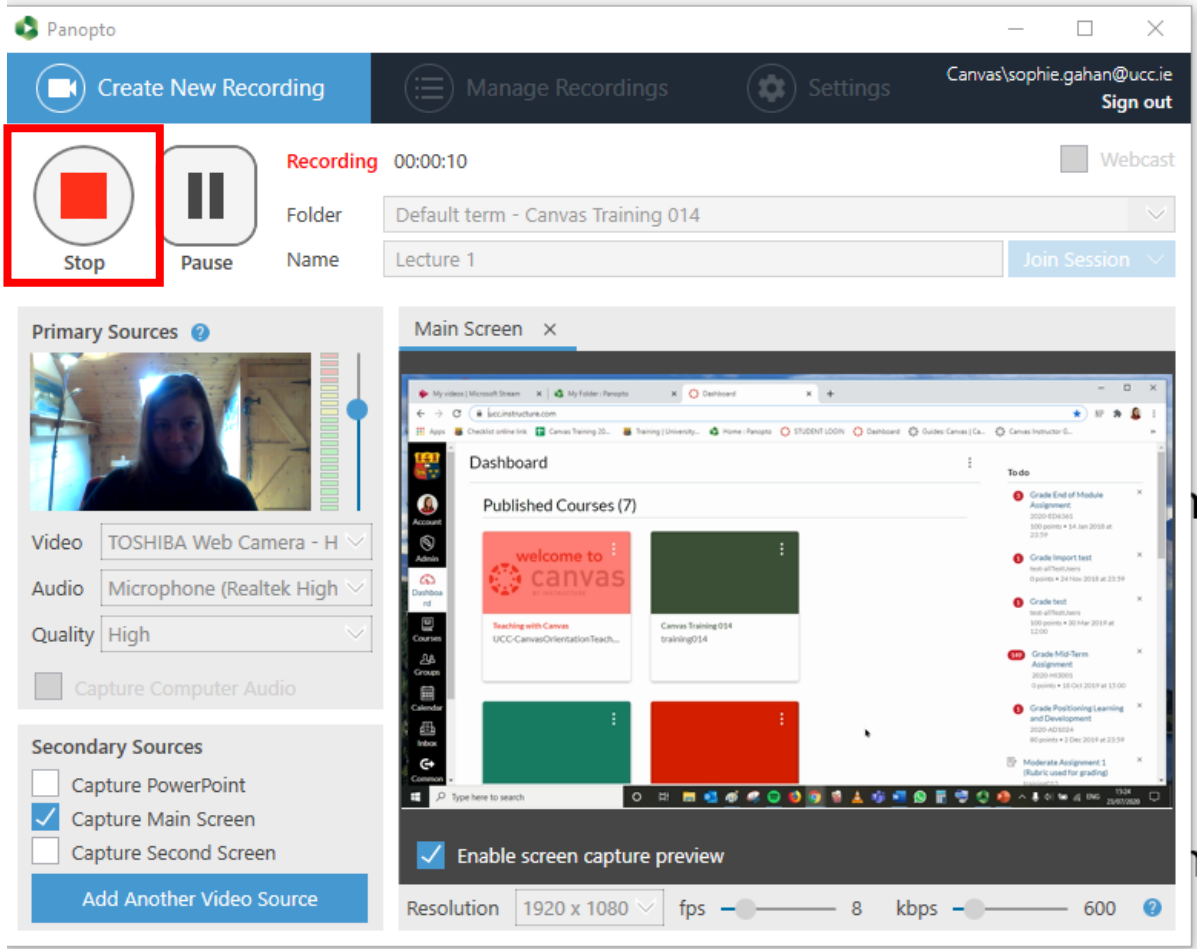


Step 6. Press Record



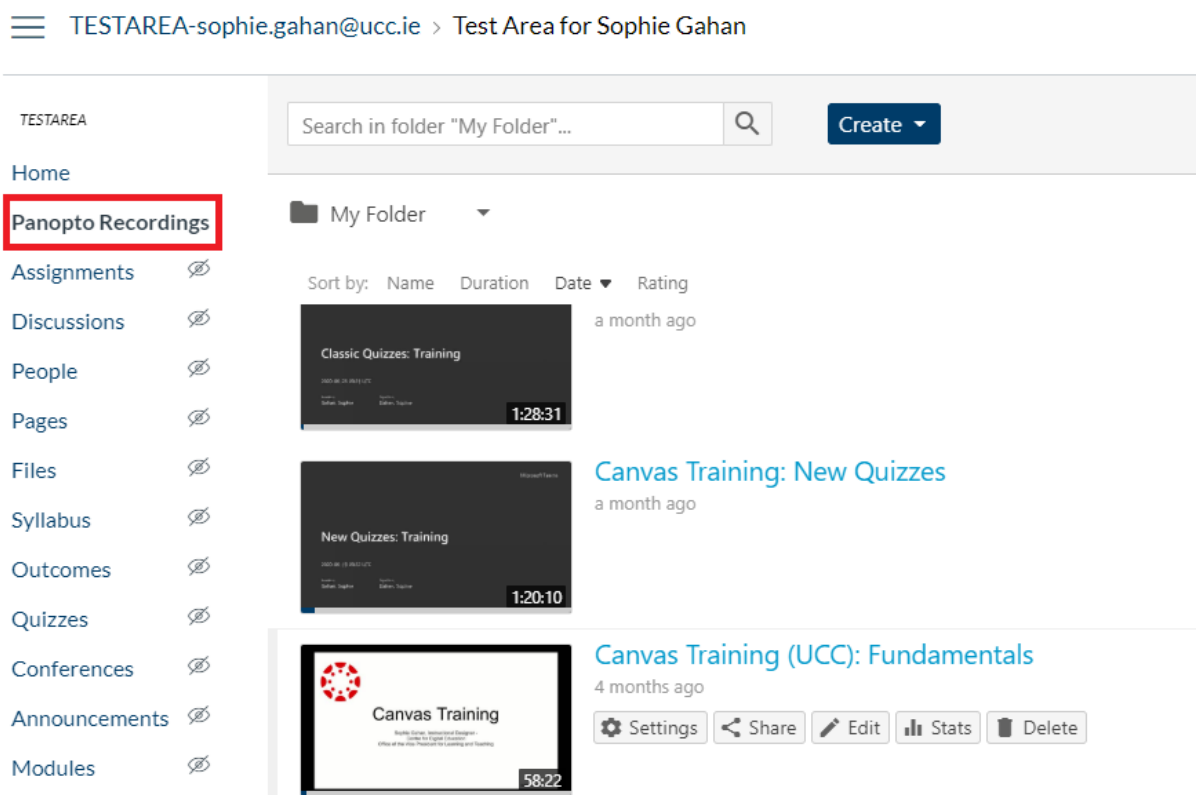
Note: In the above example I am capturing the Main Screen on my PC, in this case the browser window. If you select 'Capture PowerPoint' you will be invited to browse for the PowerPoint on your computer. When you press Record, the PowerPoint will open in Slideshow Mode and take over the screen. Simply click through your slides, narrate, and Panopto will record it all. If you would prefer to see Panopto whilst recording, use 'Capture Main Screen' only, and open your PowerPoint from the desktop.

Step 7. When you are finished press Stop

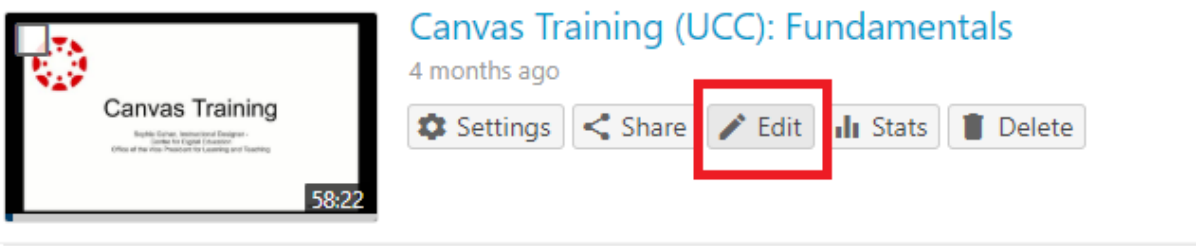


Edit

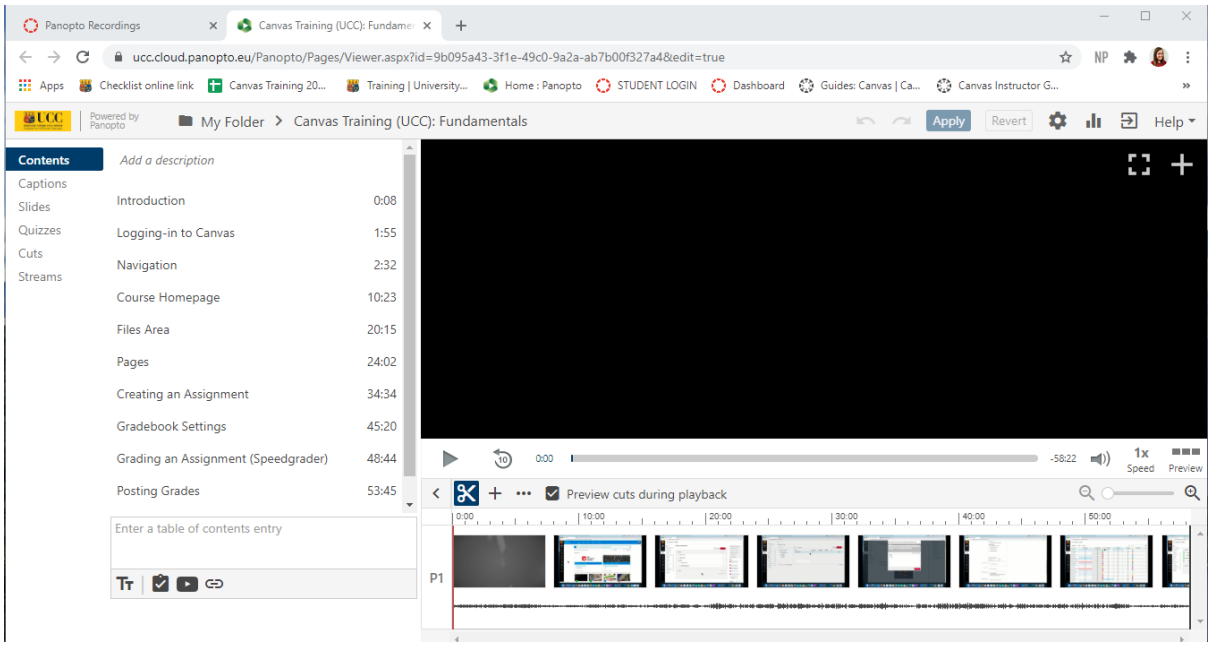
Step 1. Navigate to your 'Panopto Recordings' folder in Canvas



Step 3. Hover over the video you want to change and select 'Edit.'

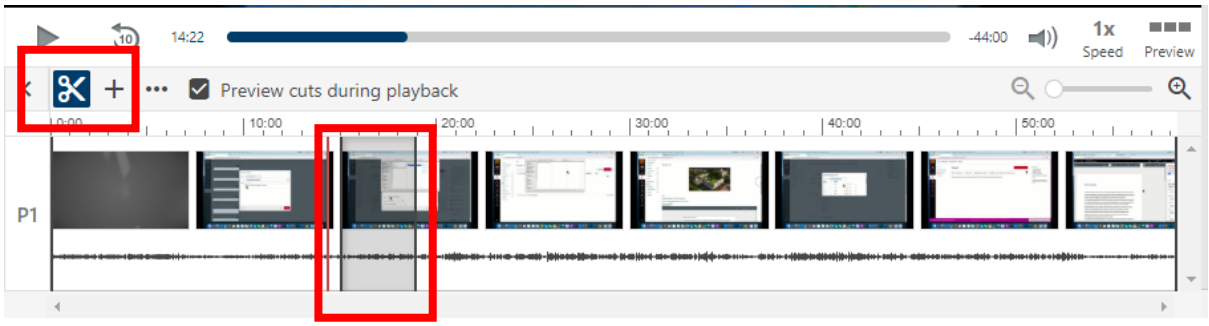


The editor will launch and will look as follows:

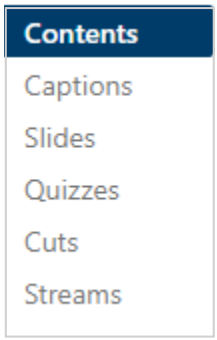


Step 4. To remove snippets from your recording, navigate to that area on the video timeline. Press the scissors icon. Press and hold on the timeline and drag the grey bar.

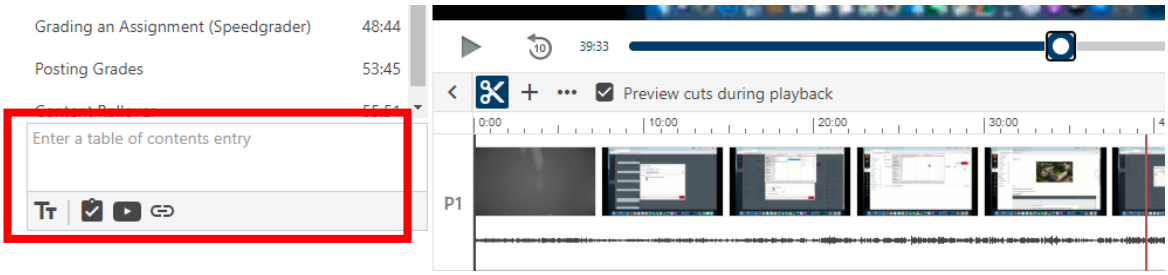
Tip: Do not click into the area that has the timings when selecting parts of the clip. See tutorial here.



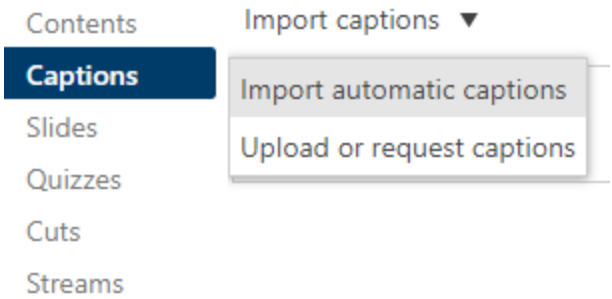
Step 5. To add a Table of Contents, first make sure you are clicked into **Contents** on the left.



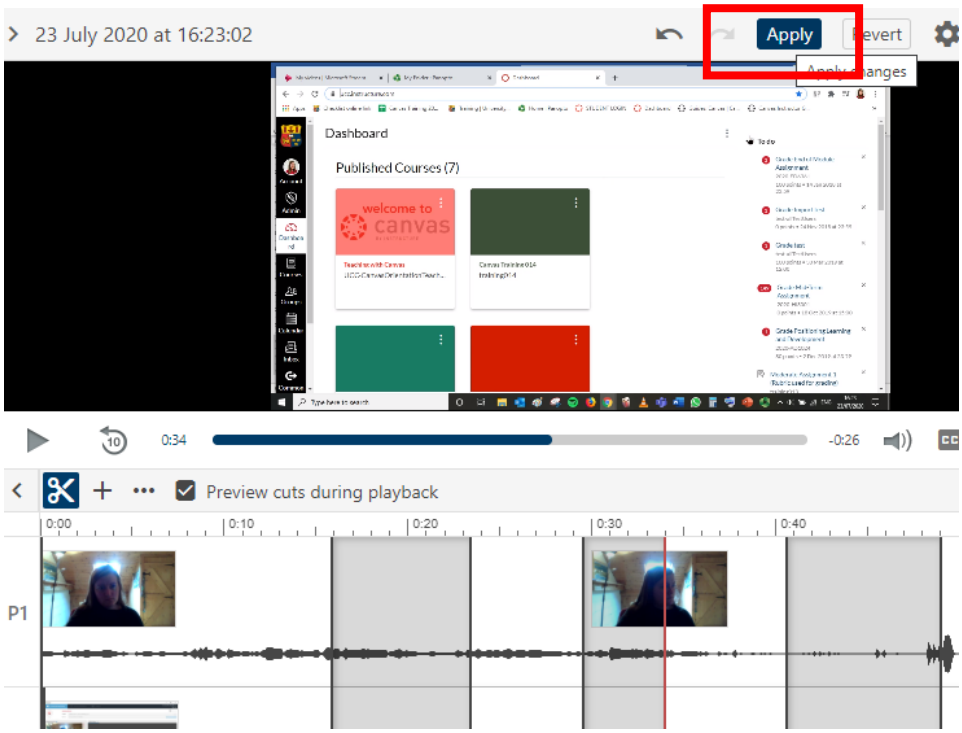
Then simply type the section title into the Contents area. Tutorial here.



Step 5. Enable captions by selecting **Captions** from the menu on the left and 'Automatic Captions.' Tutorial here.



Step 6. When you are done editing, press **Apply** at the top of the editing window. Note: All the parts that you cut from the video remain in-situ in grey highlight, do not expect these to disappear after pressing apply.



You can close the editor while the changes are saving. The changes may take several minutes to process.

Share

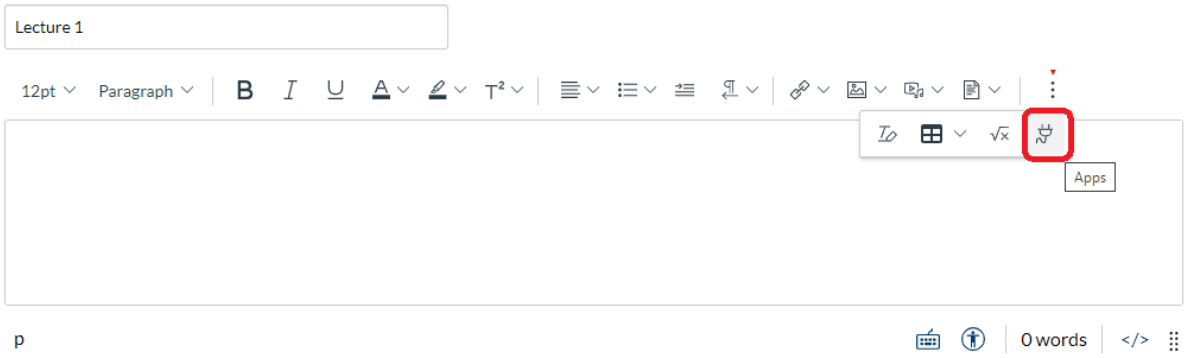
You can share your video in several ways:

1. Providing access to your 'Panopto Recordings' folder in the Canvas Menu (as seen under Install>Steps1-4 above).
2. Embedding it in a particular piece of Canvas content.
3. Sending a link to others.
4. Embedding it in a webpage.
5. Downloading as an MP4.

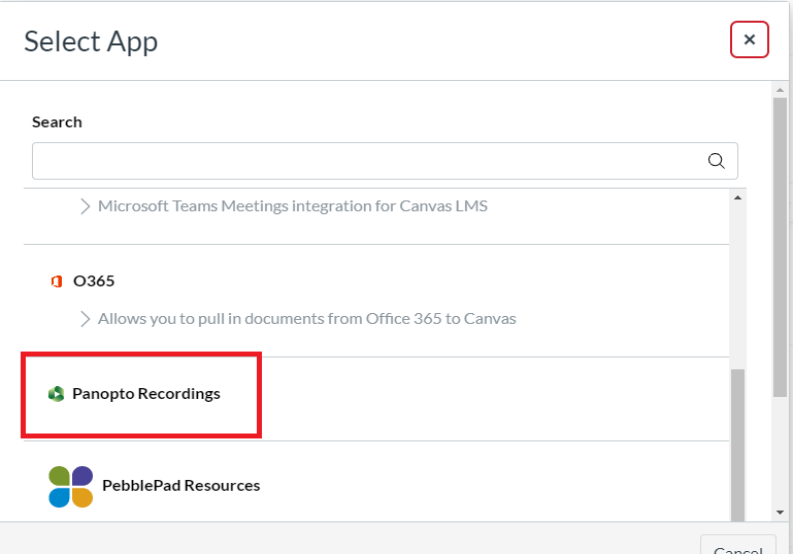
- **Embedding in Canvas Content**

You can embed your Panopto videos in any area of Canvas that contains the **Rich Content Editor** i.e Pages, Assignments, Quizzes, Discussion Boards, Announcements and The Syllabus.

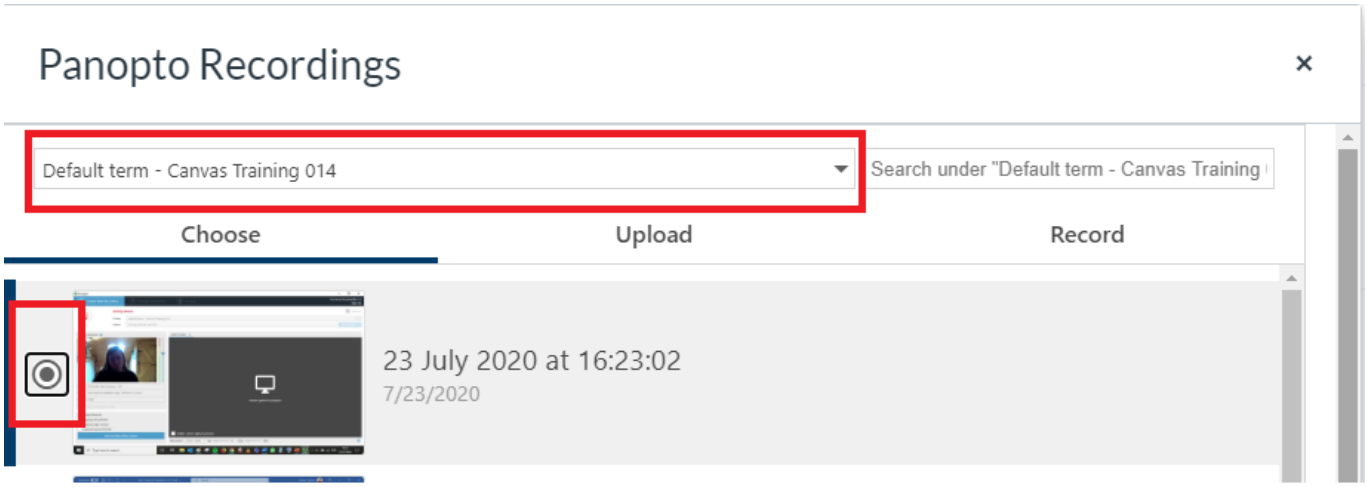
Step 1. Press the apps icon in the Rich Content Editor



Step 2. Select Panopto Recordings



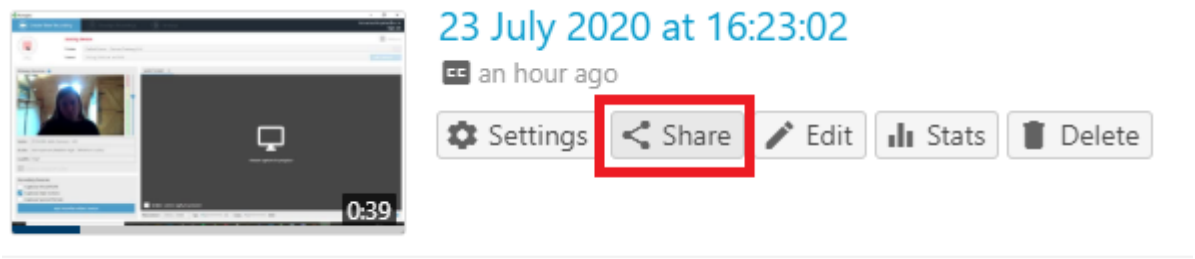
Step 3. Navigate to the folder and video that you need



Step 4. Press Insert

- **Sending a link to others**

Step 1. Navigate to your video under 'Panopto Recordings' in Canvas. Hover over the video and select **Share**.

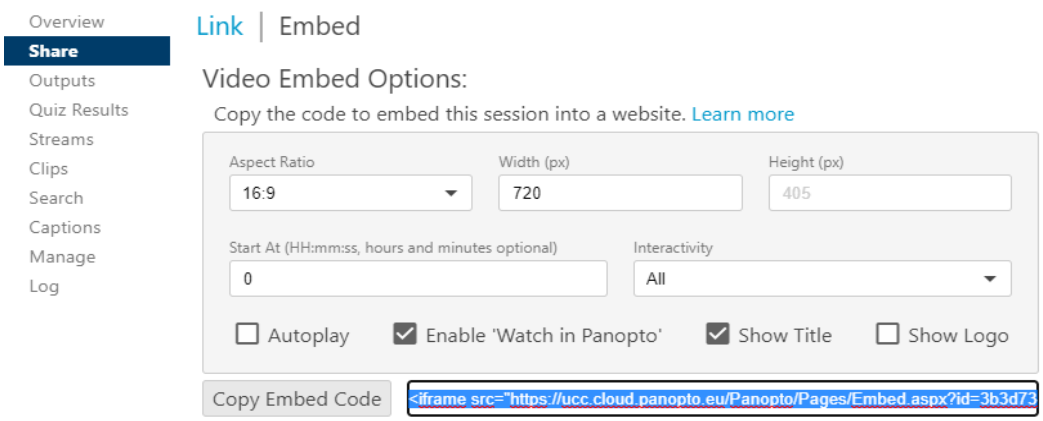


Step 2. Copy the link

- **Embedding it in a webpage**

Step 1. Copy Step 1 above.

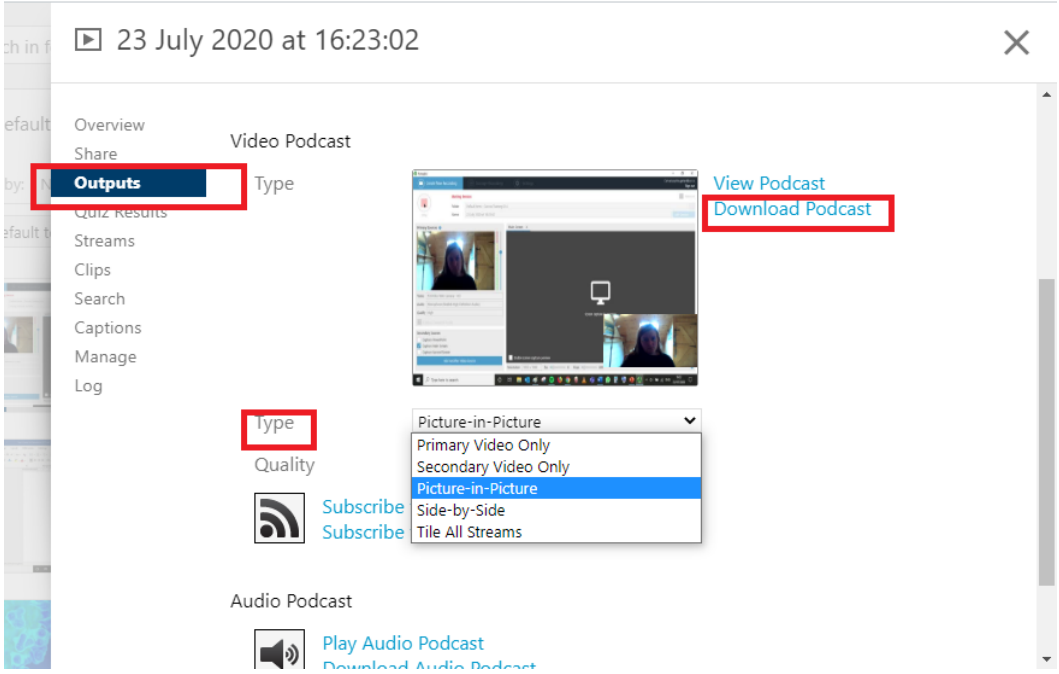
Step 2. Select **Embed** and copy the iframe code. This code can be inserted in the html area of your website.



- **Downloading as an MP4**

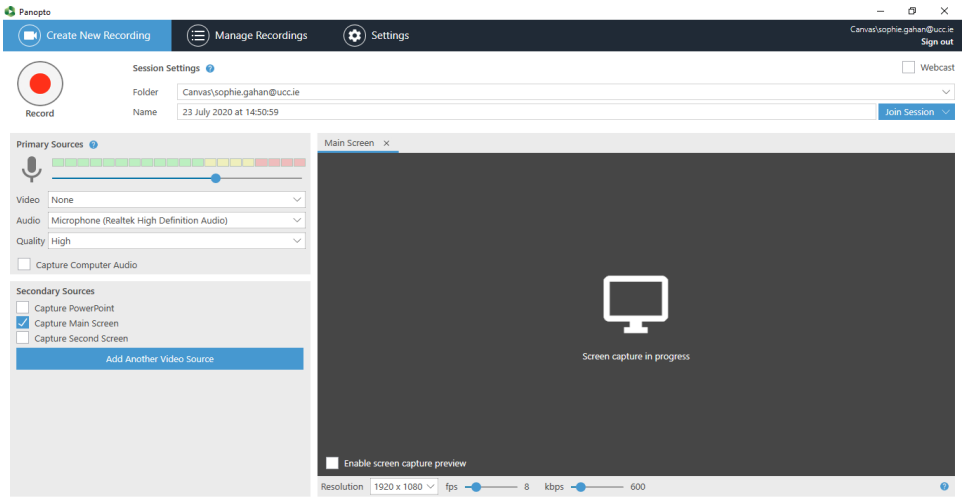
Step 1. Copy Step 1 above.

Step 2. Select **Outputs**. Choose how the video will display in the MP4 under 'Type.' Select 'Download Podcast.'



Glossary

- **Embed**: In regards to a video – this means creating a small preview of a video, that sits within a webpage, and can be played from there.
- **Enable**: Make active.
- **Install**: Download to your laptop or PC.
- **Main Screen:** Anything that you have open on your desktop eg a browser window or document.
- **Recorder:** The place where you record your presentations.



- **Primary Source:** Where you can enable a video recording of the presenter i.e your webcam.
- **Secondary Source:** The presentation you want to record.
- **Video Timeline:** The strip with the image of a soundwave at the bottom of the editor.

Resources

- The AVMS support page UCC
    - Email: panoptosupport@ucc.ie
- Panopto Documentation
- Panopto Video Tutorials