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1. Before you start

In order to use Panopto for lecture/desktop recording you must first:

1. Request permissions

Contact your [Faculty Learning Technologist](#) and specify which myBU unit(s) should be enabled for Panopto. This will then permit you to record and automatically publish content to your myBU units.

If you do not wish (or need) your recordings to be available in myBU contact: learningtechnology@bournemouth.ac.uk.

2. Check software

Check that you have the Panopto Recorder software installed (**Start → All Programs → Panopto**).

Note: Panopto should be available on all University staff PCs, lecture theatres and teaching spaces.

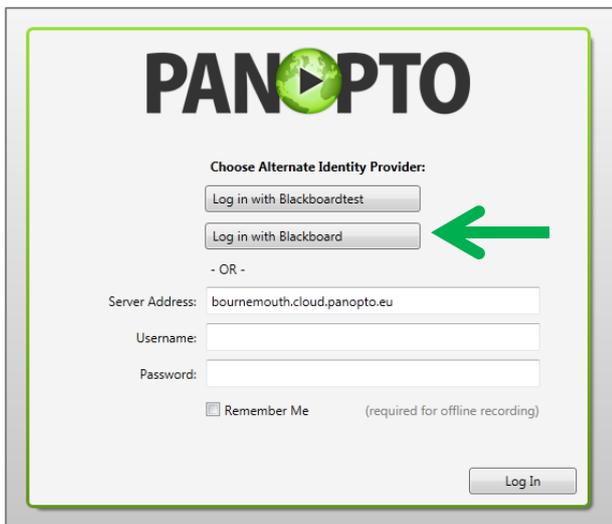
If you do not have the software contact the IT Service Desk (01202 9)6551.

If you wish to use the Panopto Recorder on a home computer (Windows or Mac) view the installation guides available on the [TEL Toolkit Panopto page](#).

2. Log into the Panopto Recorder

- First open the Panopto Recorder.
 - Via Windows: Start --> All Programs --> Panopto --> Panopto Recorder
 - Via Mac: Open Finder --> Applications --> Panopto Recorder

2. Click 'Log in with Blackboard'.



PANOPTO

Choose Alternate Identity Provider:

- OR -

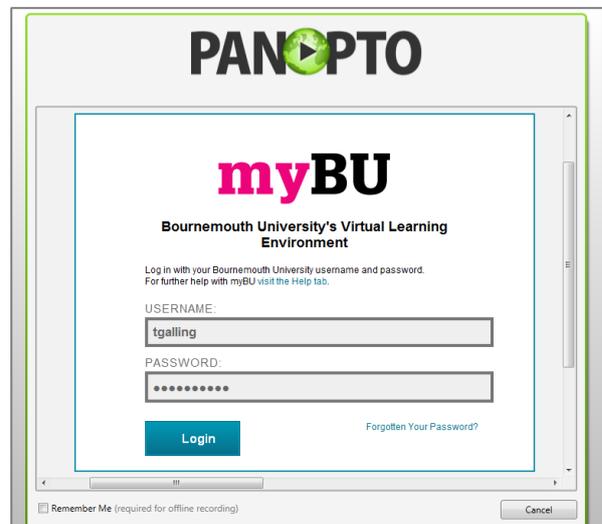
Server Address:

Username:

Password:

Remember Me (required for offline recording)

3. Enter your username/password, click Login.



PANOPTO

myBU

Bournemouth University's Virtual Learning Environment

Log in with your Bournemouth University username and password. For further help with myBU visit the Help tab.

USERNAME:

PASSWORD:

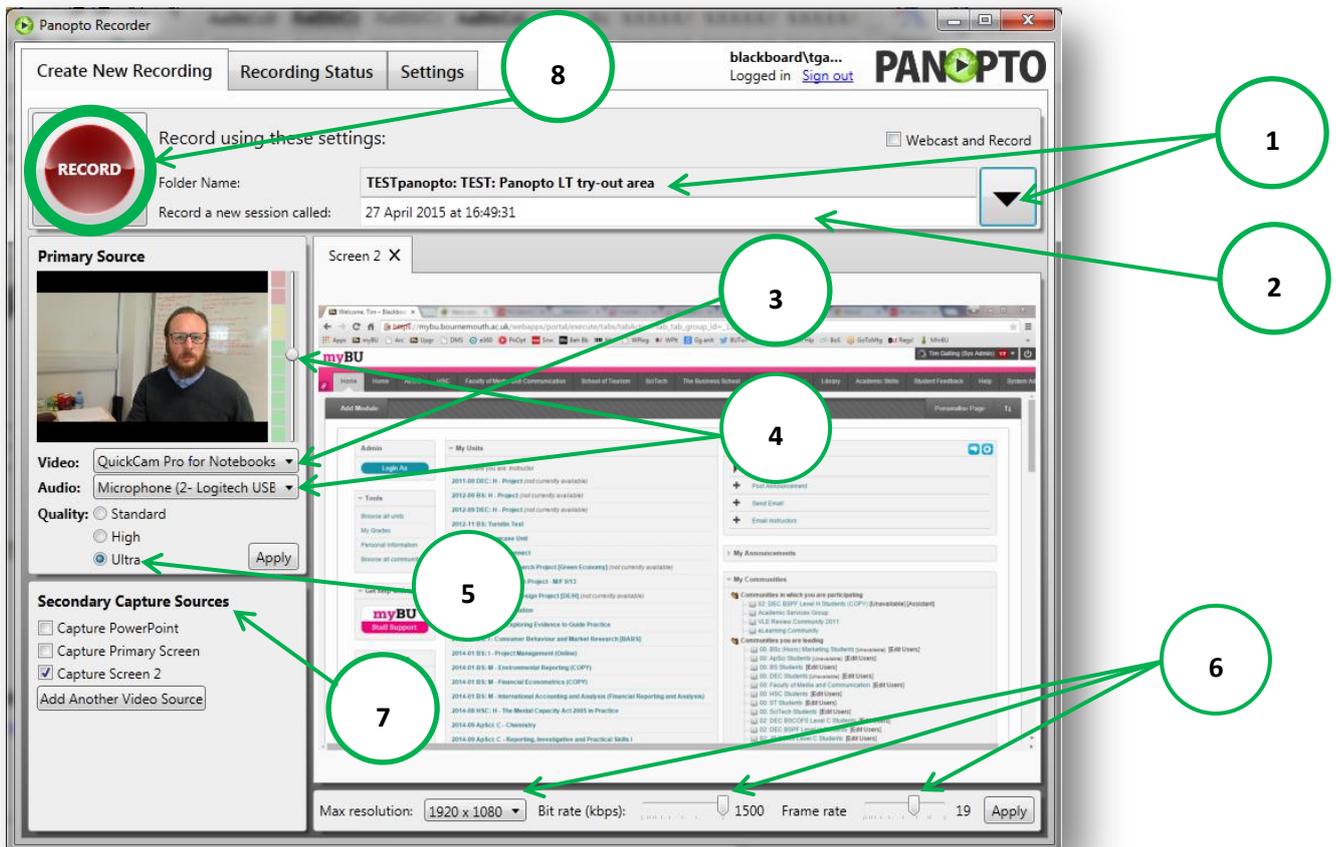
[Forgotten Your Password?](#)

Remember Me (required for offline recording)

3. Screencast recording

A screencast recording will record directly from the screen, so regardless of whether there are PowerPoint slides, web pages or other applications, it will all be recorded. This method can be used for both lecture and non-lecture based recording.

The following settings need to be made before you record. Once set, many of the settings will be saved the next time you open the Recorder.



1. **Select folder:** Select the destination folder for your recordings by clicking on the downward arrow button. This should reveal a list containing your unit, next to your unit name, click the 'Add new session' button.

*If you do not see your unit in the list you'll need to refresh the list by logging in to myBU, navigate to your unit and click on 'Panopto Video' in the unit menu. If your unit still does not appear in the Recorder contact your Faculty Learning Technologist.

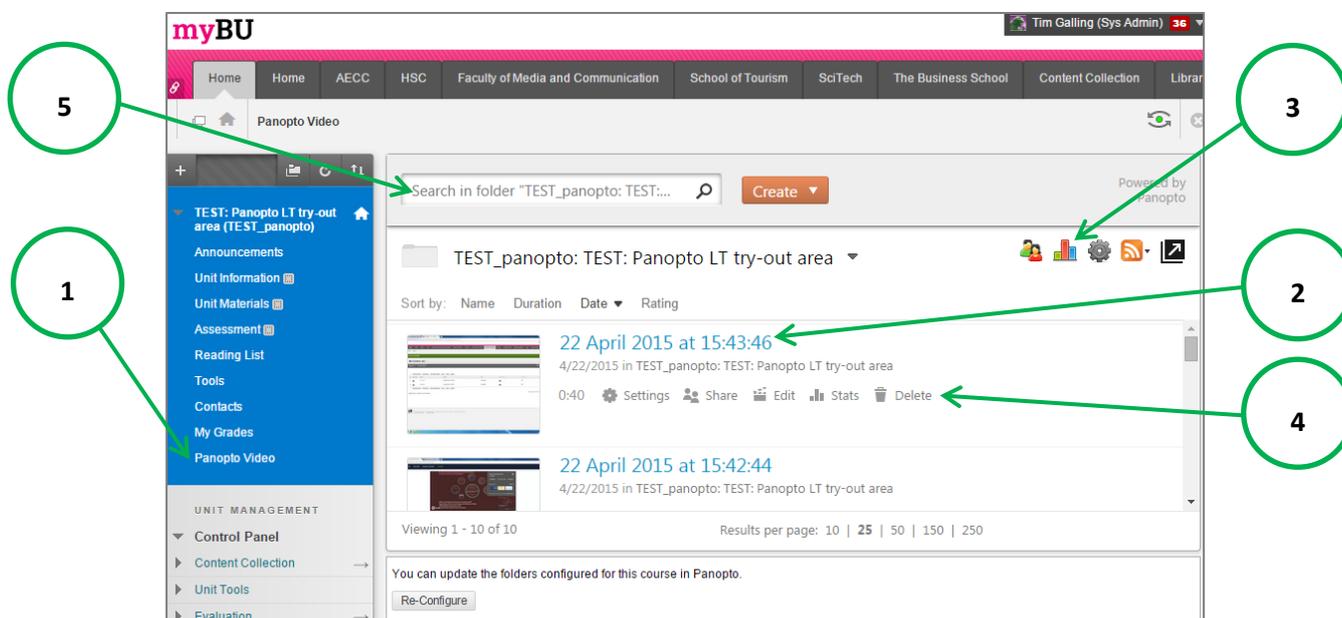
2. **Title:** Enter a title for your recording.
3. **Webcam:** If you wish to use a webcam, select the device from the drop down list.
4. **Microphone:** Select your microphone from the drop down list. Now talk into the microphone and adjust the slider (to the right of webcam) so that meter level reaches the top of the green.
5. **Quality:** Set 'Quality' to 'Ultra' and click 'Apply'.
6. **Resolution:** If your monitor is 17" or above, set the 'Max Resolution' to the highest setting, otherwise pick the resolution which is closest to your screen resolution.
7. **Capture source:** Select the screen that you wish to record. This will most likely be the **Primary screen**.
8. Press the red **Record** button in the top left hand corner to start recording.
9. Minimise the Recorder window and begin your presentation.
10. You can **Pause** or **Stop** the recording by maximizing the Panopto Recorder window from the task bar and then choosing the appropriate button.
11. **Once you stop the recording the presentation will automatically upload to the Panopto server.**

Note: If the destination folder for the recording is linked to a myBU unit then the recording will be available within myBU after the recording has been uploaded and processed. This normally takes a few minutes.

4. View recordings in myBU

Viewing your recordings in myBU not only shows you how the recordings are displayed to students but, as an author of the content it gives you access to adjust the **recording properties**, **edit** the recording and access the recording view **statistics**.

- Go to unit which corresponds to the folder where you have saved your recording.
- Click on Panopto Video from the left hand unit menu.
- Click on the recording title to play the recording or mouse over the recording to reveal to options



1. **Panopto Video link:** This link is added by default when a myBU unit is provisioned for Panopto and provides access to recording made for the unit.
2. **Recording title:** Click on the title to view the recording.
3. **Unit recording statistics:** This will show viewing statistics for all recordings made for this unit.
4. **Recording settings:**
 - a. **Settings:** Use this to edit the recording title or set date availabilities.
 - b. **Share:** By default, the share settings will only allow for the recordings to be viewed by unit members (staff and students) but these permissions can be adjusted.
 - c. **Edit:** This will open the browser based editing tool enabling you to edit the recording.
 - d. **Stats:** This will show statistics for the specific recording.
 - e. **Delete:** To delete the recording.
5. **Search options:** Search for any spoken or written words/phrases that appear in any of the videos that have been recorded for this unit.

Further information on the playing Panopto videos:

Video: <http://goo.gl/u1iB4P>

Text: <http://support.panopto.com/documentation/viewing/viewing-0>

6. Further support

- TEL Toolkit: <https://www1.bournemouth.ac.uk/about/centre-excellence-learning/tel-toolkit/tools-support-tel/fully-supported-tools/panopto>
- Getting started videos: <http://goo.gl/k2ijnU>
- Further support guides: <http://support.panopto.com/documentation/>
- Further support videos: <http://support.panopto.com/videos>
- Accessibility features: <http://support.panopto.com/documentation/viewing/accessibility-features>
- How to troubleshoot viewing issues: <http://support.panopto.com/documentation/viewing/how-troubleshoot-panopto-viewing-issues>
- For further information contact your **Faculty Learning Technologist**