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

1. 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’.

3. Enter your username/password, click Login.
3. Recording a screen cast

A screen cast 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. Your selection will be displayed to the right of the capture source settings.

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. Recording PowerPoint slides

The benefit of recording directly from PowerPoint slides with Panopto is that your slide titles will be used to automatically create a table of contents which viewers can use to navigate your presentation when it is complete.

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. Open PowerPoint and the slides that you wish to present.


9. Tick the box to ‘Start presenting when the recording starts’.

10. Press the red **Record** button, this will open your slides in presentation view and commence the recording.

11. You can **Pause** or **Stop** the recording by maximizing the Panopto Recorder window from the task bar and then choosing the appropriate button.

12. 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.

5. Controlling the availability of recordings

If you do not wish for your recording to be instantly available for viewing you can adjust the date availability settings.

1. When you stop and recording you will be taken to the Recording Status tab. Once the recording has been uploaded (which may take a few minutes) click on the View link, this will show your recording.

Note: If you wish to wish to view a recording that was originally recorded on different computer you can access the view link via myBU (7. View recordings in myBU) or directly on the Panopto server (8. View the recording on the Panopto server).

2. Now click on the Settings ‘cog’ icon in the top right hand corner of the screen.

3. This will open the Settings window. Scroll down to the bottom of the page and adjust the Availability dates (US date format). Now press the ‘X’ in the top right hand corner to save your settings and close the window.

6. Edit recordings

The Panopto editor allows you to perform a range of editing activities from simple ‘top and tailing’ to inserting existing video and recordings and adding a table of contents to help navigation for the viewer. All edits can be played back in the editor as you go. The main features are as follows:

1. Remove sections from the start and end of your recording (top and tailing)
2. Remove segments from the middle of your recording.
3. Add ‘Events’ which creates a table of contents for the viewer.
4. Add existing videos or previous recordings into your recording.
5. Add PowerPoint slides.
6. Add captions.

Silverlight Plug In

The Panopto Editor is web browser based and requires the Silverlight plug in. This is installed on BU computers by default but may be disabled by your browser. When opening the Editor for the first time, if it doesn’t load, look for browser messages alerting disable plugins. Clicking on the alert message will give you the opportunity to enable the plug in for the Panopto website. Once this is done refresh your browser and the Editor should load normally.
Open the editor
From the ‘Recording Status’ tab of the Recorder, click on the ‘Edit’ link:

Note: If you wish to edit a recording that was originally recorded on different computer you can access the edit link via myBU (7. View recordings in myBU) or directly on the Panopto server (8. View the recording on the Panopto server).

Using the Editor

1. 'Top and tailing': Left click and drag the pale yellow handles to remove sections from the start and end of the recording.
2. Remove segments: Left click on the scissors, then click on the time line to mark the start of a section to be removed and then a second time to mark the end of a section to be removed. Once a section is marked you can left click and drag the markers if adjustment is required.
3. Play/Pause and Stop button: Use to preview your edits.
4. Moving through the recording: To move to different parts of your recording you can left click and drag the slider by the Play button or left click in the timeline area to move the play head (red bar).
5. Save your edits: To save your edits use the Save or Save As buttons.
7. Add captions: Click on the ‘Captions’ tab. Now add your caption text, set the play head to the correct location in your recording and press Return.

For further information on editing:
Video: [http://support.panopto.com/videos](http://support.panopto.com/videos)
Text: [http://support.panopto.com/documentation/editing](http://support.panopto.com/documentation/editing)
7. 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](http://goo.gl/u1iB4P)
**Text**: [http://support.panopto.com/documentation/viewing/viewing-0](http://support.panopto.com/documentation/viewing/viewing-0)
8. View recordings on the Panopto server

If your recordings are not going to be accessed via myBU or you wish to quickly view the content from multiple units you can access the server directly. This will allow you to view, edit and view statistics for your recordings.

- Go to https://bournemouth.cloud.panopto.eu/
- Unless instructed otherwise, use the drop down menu to ‘sign in using Blackboard’ and click Sign in.
- Enter your BU username and password.
- Use the folder navigation in the left hand menu to find your recordings.
- Click on the recording title to play the recording or mouse over the recording to reveal to options.

1. Folder navigation: use the folder navigation to locate your recordings.
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. Folder permission: Use this link to set the default folder permissions.
5. Recording settings:
   a. Settings: Use this to edit the recording title or set date availability.
   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.
6. Search options: Search for any spoken or written word that appears in any videos within the folder.

Further information on the playing Panopto videos:

Video: http://goo.gl/u1IB4P
Text: http://support.panopto.com/documentation/viewing/viewing-0

9. 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