

Session aims: To introduce the learner to the Panopto lecture capture program, enabling the learner to begin recording presentations and to provide a familiarity with the main features of the software

# Panopto Lecture Capture

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# Course Aims and Objectives

## Aims

To introduce the Panopto Lecture Capture system for use in the classroom or the office.

## Duration

1 ½ hours

## Objectives

By the end of this training course, participants will be familiar with:

- The overall process behind the lecture capture system
- How to set and confirm microphone levels are set and optimal
- How Panopto is integrated into Blackboard
- Trimming a video in the editor

## Learning Outcomes

- How to select a Blackboard course to record a lecture to
- How to record a lecture with PowerPoint
- How students will see the recorded lecture
- How to disable access if required, both immediately after the lecture or at a later date
- How to find more advanced functions, e.g. changing the course name or folder

## Key



Important: For a successful recording, these steps must be followed.



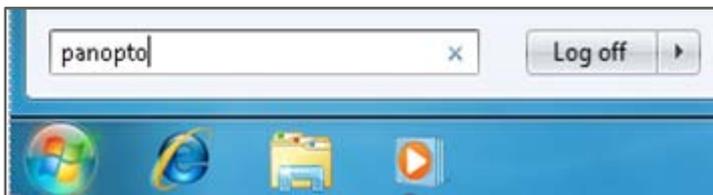
Useful information

## Step by Step: Getting Started

1. If your PC isn't currently logged in, log in with the Panopto Training username and password, which should be under your training PC's monitor
2. Plug the USB microphone into the PC (the headset should be in a box next to your monitor)
3. Allow Windows to install the necessary drivers

## Step by Step: Launching Panopto

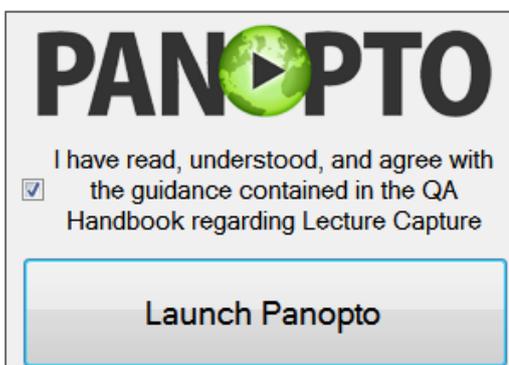
4. Click on the Start menu  or press the Start key  on the keyboard
5. In the search box that appears type "Panopto"



6. An icon will appear saying "Panopto [current version]" click on this icon



7. Tick the "I have read, understood, and agree with the guidance contained in the QA Handbook regarding Lecture Capture" tick box and press "Launch Panopto"



Or read the handbook by clicking on "Show QA Handbook: Lecture Capture"

8. Wait for the main Panopto interface to load. This may take 30 seconds or so if the computer has not run Panopto before.

## Step by Step: Logging in

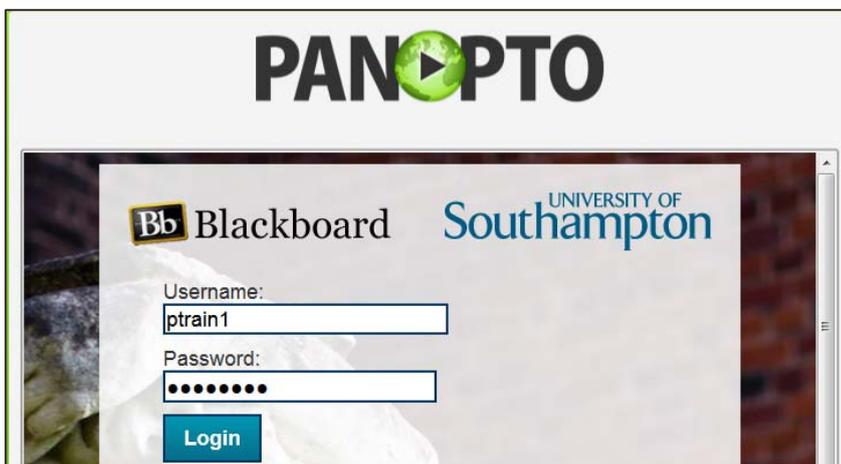
Panopto is fully integrated with Blackboard, all students and staff registered on courses are known to Panopto via Blackboard (which gets its information from Banner). You cannot log into Panopto using anything other than the “Log in with Blackboard” button.



9. Once Panopto has loaded, log in using the “Log in with Blackboard” button



10. Blackboard will load within the Panopto
11. For the training session, login with your Panopto Training account



12. Panopto will load in a few seconds

## Step by Step: Before you record

13. Maximise the Panopto window. This will help you see all the features available to you



## Step by Step: Primary Source



Panopto videos must have a primary source, otherwise they will never finish processing after the video has uploaded. It is not possible to recover the screen recording from a session that has not had a primary source recording.

If you wish to just record your screen, connect a headset and press the mute microphone button on its lead or turn down the recording volume to 0.

14. If you have a webcam connected (and wish to use it) select it from the “Video” drop down list, otherwise ensure it says None
15. From the “Audio” drop down menu select the microphone you wish to use. If you have just connected a USB headset (or other microphone) it should be pre-selected.
16. Make sure “Standard” is selected as the Quality. Videos are streamed from the Panopto website in standard quality and selecting this now ensures your video processes quickly.

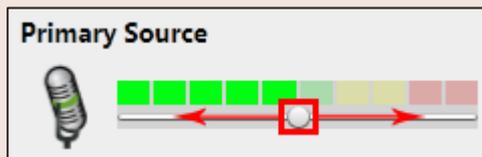
### Step by Step: Check your audio



The most important step in Panopto is to ensure that your microphone a) works and b) is set to the correct volume.



17. Speak into your microphone and adjust the recording volume slider so that your voice fills the green bar when speaking normally and doesn't light the last red square when speaking loudly



### Step by Step: Secondary Sources



You can add as many secondary sources as the computer can cope with. Normally this is easily 2 – 3 devices. Secondary sources are screens (primary or secondary), webcams, digital visualisers, CCTV cameras or any other video device that a Windows computer recognises.

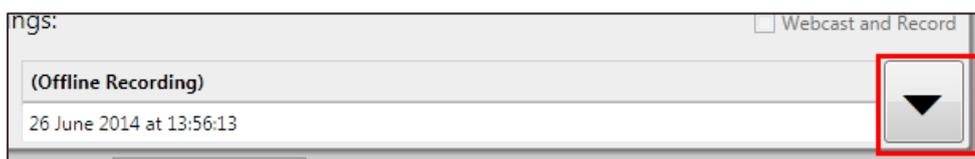


You should always capture **both** PowerPoint and Primary Screen when recording a presentation.

18. Primary screen and PowerPoint should already be ticked on your training PC. If they are not then select both now.

### Step by Step: Recording into a specific Blackboard course

19. Press the large down arrow on the right hand side of the Panopto recorder to select a Blackboard course to record into



20. Hover your mouse over “PT: Panopto Training”



21. Click on the “Add New Session” button that will appear in the PT: Panopto Training box

22. Give your session a name by changing the date next to “Record a new session called:” to *Ptrain#: Training Presentation*.

- a. As all trainees will record into the same folder, please ensure you add your training username to the start of the session name so you can find your own session later.

### Step by Step: Recoding

23. Open the PowerPoint file located on the desktop of the training room PC

24. Press “Record” on Panopto

25. Start the slideshow in PowerPoint

Panopto reads the information on the slides and creates auto chapter marks as you move through the presentation. It is important that you click “Start SlideShow” or press F5, otherwise Panopto will think you are just setting up your presentation.

26. Once you have finished presenting switch back (you’ll find it in the task bar) to Panopto and click “Stop”

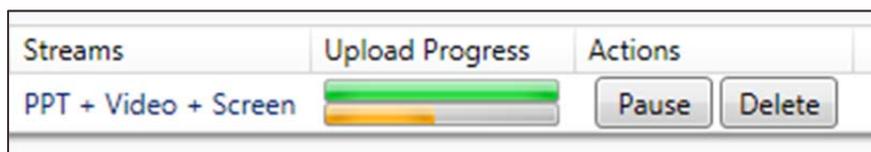
### Step by Step: Uploading

27. The progress bars show the recording uploading to Panopto. Once the bars disappear the recording is being processed by the server

28. If your material is confidential you may wish to wait until the upload has completed and select “Delete Local” to delete the local copy of the presentation from computer’s hard drive.



Panopto will continue to upload the presentation even if you log out of the computer, although you should not turn off the computer.



## Stopping students from viewing a presentation



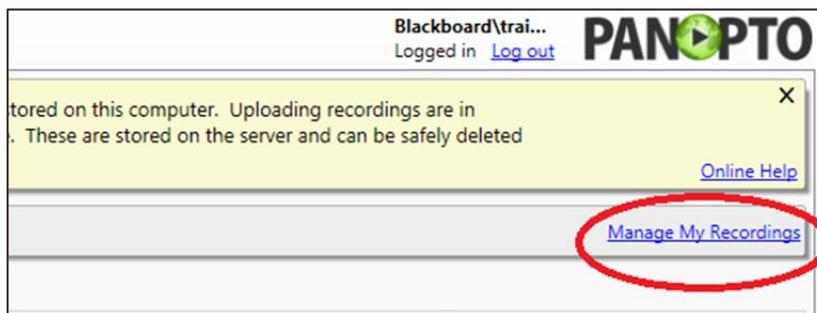
Panopto will automatically put your session into Blackboard within a few minutes of your lecture ending, but something may have happened during the session that you need to edit out before it is suitable for your students to view.



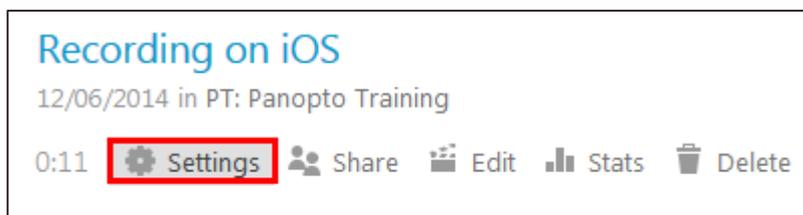
You will not have time to return to your office before the video will be available. You should perform these steps in the lecture theatre.

To make the video unavailable to students:

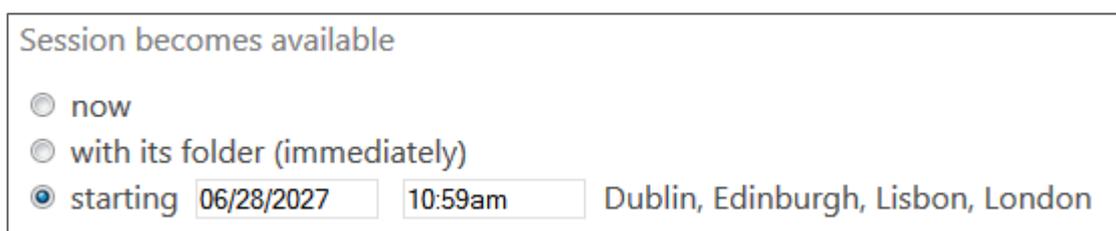
1. Click on “Manage My Recordings” in the Panopto Recorder (from the Recording Status tab)



2. Your video is likely to be at the top of the list of videos. Hover your mouse over it and select “Settings”



3. Under the “Availability” heading, then “Session becomes available” select the “starting” option. This is pre-set for 24 hours’ time. The time can be changed if you wish.



4. You can now log out of the computer and have 24 (or more) hours to edit the video or request help from ServiceLine.

## Editing videos

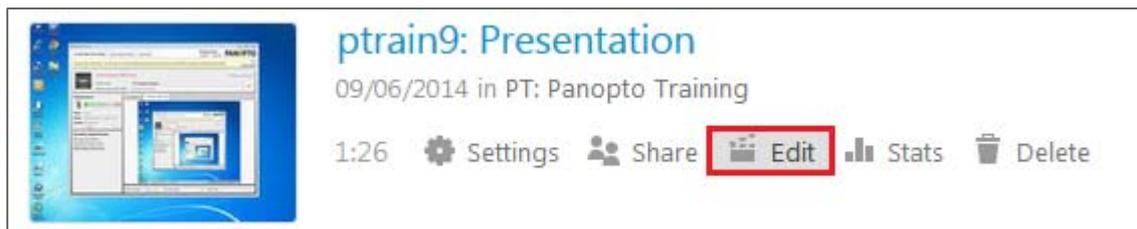


The Panopto website has a built in video editor that allows you to edit out the beginning, middle or end of a Panopto recording.

It is possible to edit secondary sources, remove slides and make a URL appear within Panopto, but this is not within the scope of this training course. For help in any of these advanced topics visit <http://go.soton.ac.uk/5yq>.

### Step by step: Loading the editor

1. Log into <https://coursecast.soton.ac.uk>
  - a. Or log into Blackboard, to your course, click Recorded Lectures, Panopto Folder Settings then close the pop-up window
2. Find the video you wish to edit and hover your mouse over the title
3. Click on the edit icon

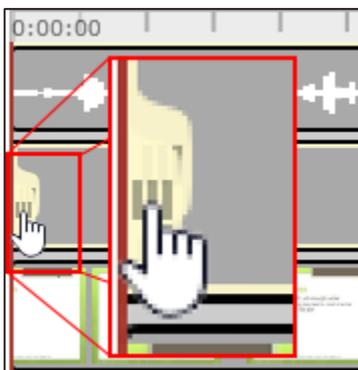


### To load the Panopto editor: Alternative

View the recording you wish to edit, ensuring you are logged in. An edit button should appear in the top right hand corner near “Help”.

### To edit out material from the beginning of the recording:

1. Hover your mouse over the large tab on the left hand side of the timeline



2. Drag the tab right until it reaches the point in time you wish the presentation to start

## To edit out material from the end of the recording

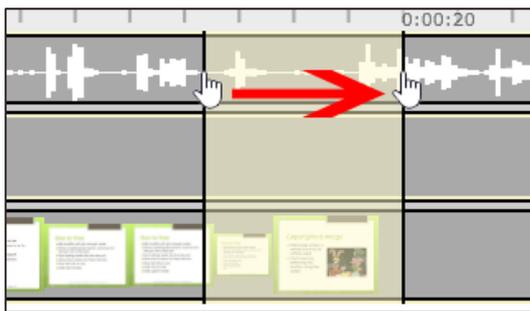
1. Hover your mouse over the large tab on the right hand side of the timeline
2. Drag the tab left until it reaches the point in time you wish the presentation to end

## To edit out material from the middle of a recording

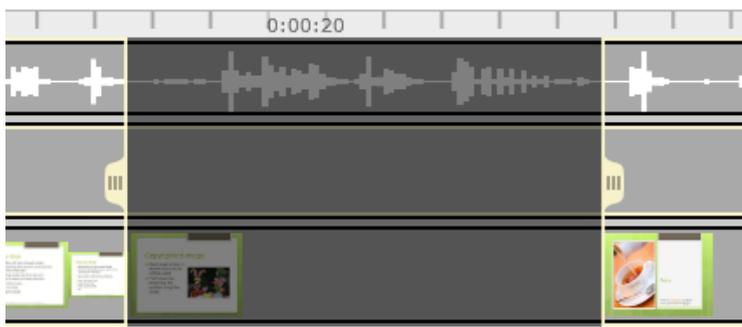
1. Click on the scissors icon (you do not need to click on the timeline at the point you wish to edit first)



2. Click and drag roughly around the area you wish to remove on the audio track of the timeline



3. Two new tabs will appear in the middle of the recording
4. Drag the left and right tabs to cover the area you wish to remove



## Removing PowerPoint slides from the index

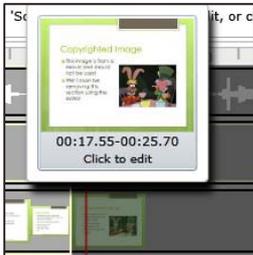
*This section is only relevant if you recorded PowerPoint during your session.*



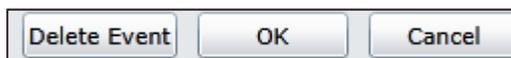
If you were to watch the Panopto recording at this point you would see that the material that has been edited out is never shown to the students, but still has a chapter mark and a thumbnail image.

To remove this chapter mark and thumbnail (collectively called an 'event')

1. Hover your mouse over the PowerPoint slide
2. Click on Click to edit



3. Click 'Delete Event' (and OK on the pop-up confirmation prompt)

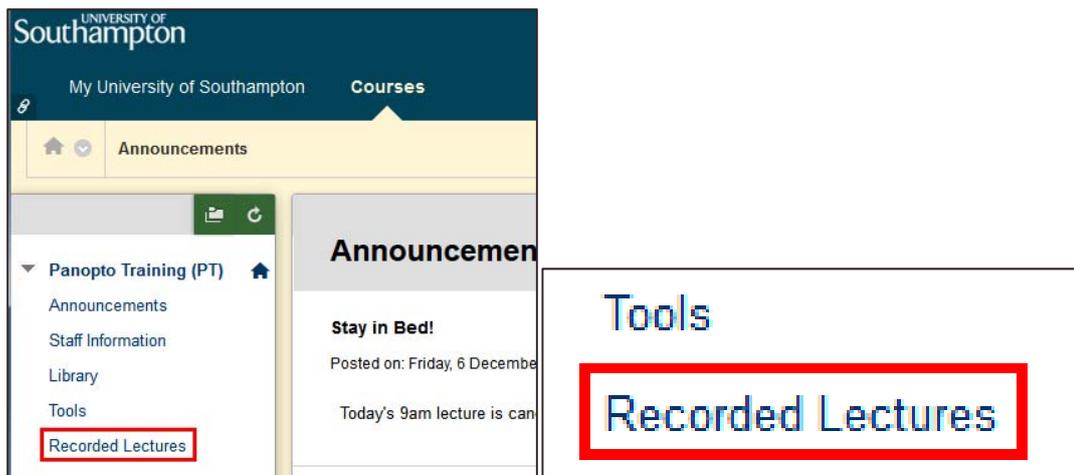


## Accessing videos from Blackboard



From Blackboard you can view sessions, edit details or move the session to a new folder.

1. Open Internet Explorer and go to <https://blackboard.soton.ac.uk>
  - a. You should still be logged in with your Panopto Training account, if not log in again
2. Access the “PT: Panopto Training” folder
3. Click on “Recorded Lectures” on the left hand side.



In your own course this menu item will need to be added. The instructions on how to do this are on our website: <http://go.soton.ac.uk/panopto>

4. From this page you will see all videos in the PT: Panopto Training folder. Videos are sorted from first recorded to last recorded
  - a. Other Panopto trainees may have used this folder. You can find your video at the bottom

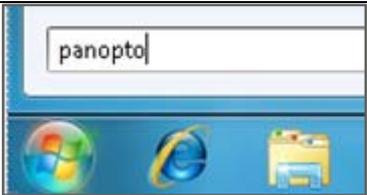
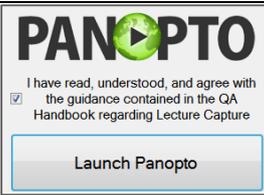
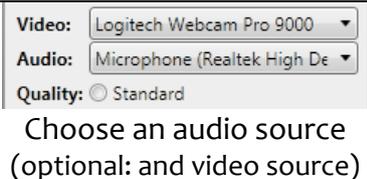
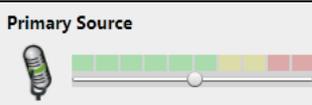
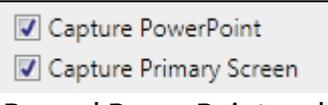
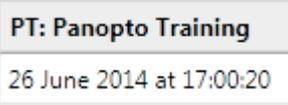
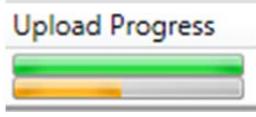
## Editing a title or moving a session

1. Click one of the video links to play the video
2. Click the settings cog on the top bar



3. From this page you can click “Edit” next to “Name” or next to “Folder” to either rename or move the file.

## Quick Reference guide

 <p>Load Panopto from the Start menu</p>	 <p>Accept the terms and launch Panopto</p>	 <p>Log in with Blackboard</p>
 <p>Choose an audio source (optional: and video source)</p>	 <p>Adjust your volume</p>	 <p>Record PowerPoint and Primary Screen</p>
 <p>Choose your course from the down arrow</p>	 <p>Click Add New Session next to your course</p>	 <p>Rename the video</p>
 <p>Press Record</p>	 <p>Press Stop</p>	 <p>Your session will upload</p>

## Help!

For answers to the most common questions about Panopto Lecture Capture

<http://go.soton.ac.uk/panopto>

If something goes wrong, we're here to help

Internal 25656 External / Mobile 023 80 59 56 56 or  
[southampton.ac.uk/ithelp](http://southampton.ac.uk/ithelp)

(Calls from lecture theatre phones are prioritised by ServiceLine)