

# Panopto Quick Start

## Introduction

Panopto is a desktop or lecture capture program that works on a computer, through Blackboard, to capture a presentation. Panopto then uploads the resulting recording, allows you to do minimal editing, and you can control when your students can view it.

This quick-start guide assumes you have already enabled Panopto for your current Blackboard course. If that is not the case, please review our **Panopto Setup - First Time Use** document.

Please note, throughout this document we will use screen shots that may have red highlighting and/or arrows around pertinent areas of the illustrated screen. **These highlights will not appear on your computer screen as you work.**

This document is in two sections.

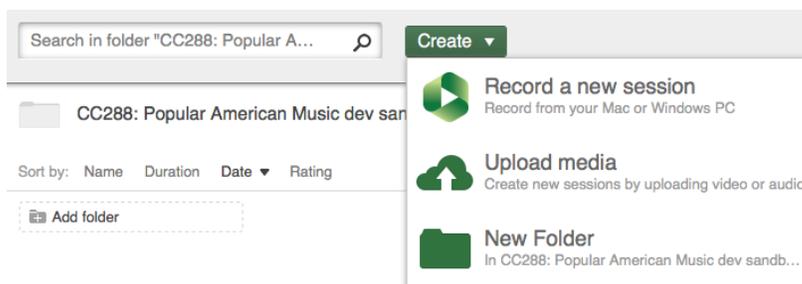
1. Making your first recording
2. Making the video available in your Blackboard course.,

## Section 1: Making your first recording

Most instructors prefer to make an audio recording of their voice while recording their computer screen. To do so, you need a microphone attached or built-in to your computer. To record yourself on video, you will need either a video camera or built-in webcam. Unsure what you have? Check with your CTLT liaison.

When in your Blackboard course, click on the Panopto link.

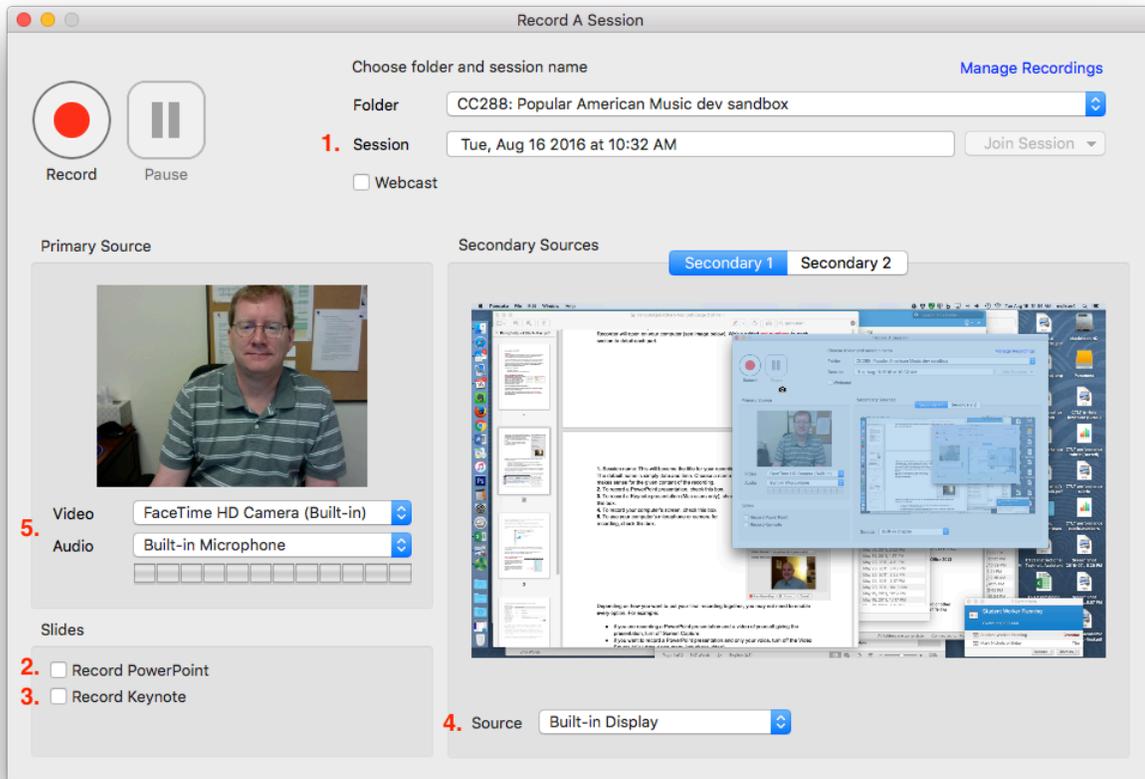
At the top of the Panopto window, you will notice a Create button. Click the button, then select Record a new session. See photo at right:



Your browser will ask you to Launch Recorder. Click the Launch button and the Panopto Recorder will open on your computer (see image below). We've added **red numbers** to each section to detail each part.

1. Session name: This will become the title for your recording. The default name is simply date and time. Choose a name that makes sense for the given content of the recording.
2. To record a PowerPoint presentation, check this box.
3. To record a Keynote presentation (Mac users only), check this box.
4. To record your computer's screen, be sure this says "built-in display".

5. To use your computer's microphone or camera for recording, make sure you have the correct choices listed (using a USB headset with mic will give you better recordings, if you have one).

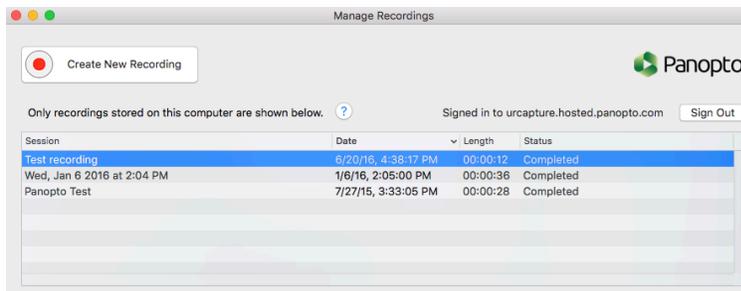


Depending on how you want to put your final recording together, you may not need to enable every option. For example:

- if you are recording a PowerPoint presentation and a video of yourself giving the presentation, turn off Screen Capture.
- if you want to record a PowerPoint presentation and only your voice, turn off the Video Source (click drop-down menu just above video).

Once everything is configured, click the Start Recording button. Panopto is now recording all the options you chose. You may want to minimize or move the record window since it may get in the way of what you're recording on your screen.

When you've completed your recording, click the Stop Recording button. A window similar to the one pictured below will open.

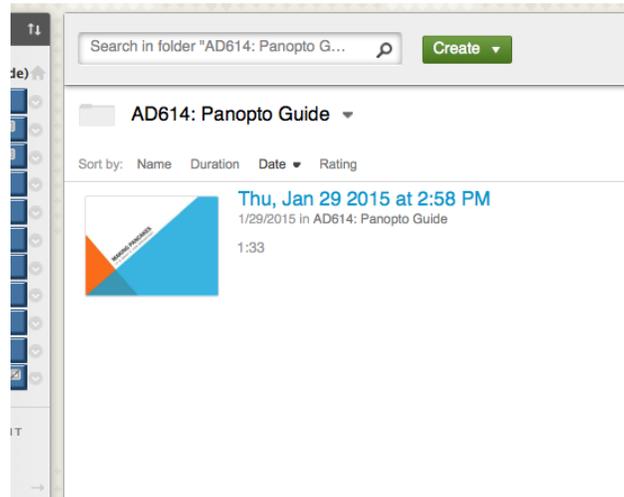


This window shows the recordings stored on the computer you are

using. It also shows the status of each recording (is it being uploaded, etc.). When you stop recording, Panopto uploads the video where it can be “processed” for viewing by your students. This process is called “encoding.” Encoding can take a while depending on the length of your recording. Once your recording is “completed,” Panopto will e-mail you indicating that it is ready.

If you are finished and won't be making a new recording, close the Panopto software.

Return to Blackboard and Click the Panopto Videos button on the left menu again. Your new recording will be listed there, and if the recording is still being encoded, that status will be listed as well.



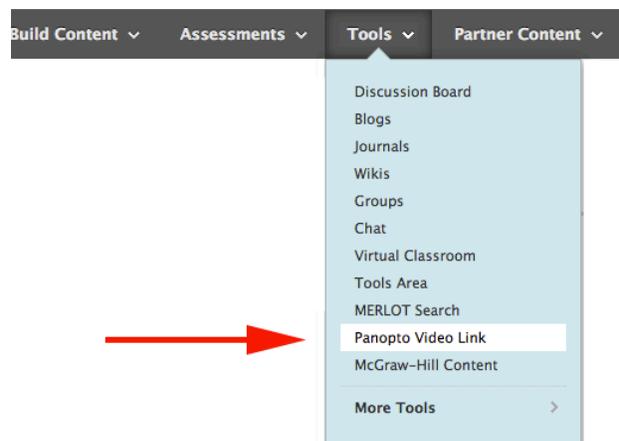
Once encoding is complete, your new recording is immediately available for your students to view unless you've hidden the Panopto Videos link. Section 4 below covers ways to make your recording available.

If you have any questions or would like assistance at any point, please contact your CTLT liaison at <http://learning.richmond.edu> and we will be happy to help.

## Section 2: Making the video available in your Blackboard course

When using Panopto in Blackboard, you can put links to your Panopto recordings almost anywhere in Blackboard, using the Panopto Video Link tool.

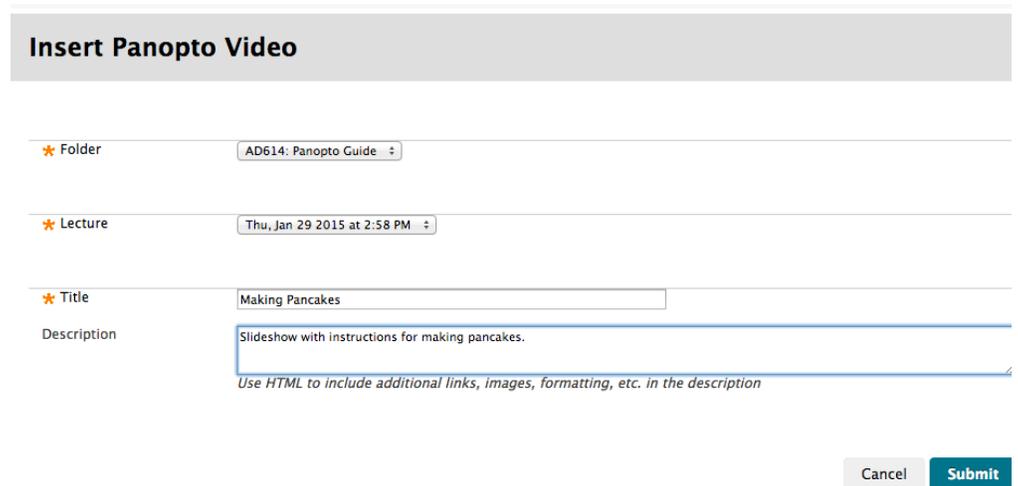
In Blackboard, browse to the area where you want put a Panopto recording. Click on the



**Tools** drop down menu and select Panopto Video Link.

A new window will open and offer several options for your new video content.

In this new window (right), you will need to select the folder from which your recording is to be linked - usually your course folder - and the recording you would like to link. The title will automatically fill from the title you gave the recording, but you can also change that here if needed.



The screenshot shows a form titled "Insert Panopto Video" with the following fields:

- Folder:** A dropdown menu showing "AD614: Panopto Guide".
- Lecture:** A dropdown menu showing "Thu, Jan 29 2015 at 2:58 PM".
- Title:** A text input field containing "Making Pancakes".
- Description:** A text area containing "Slideshow with instructions for making pancakes." Below the text area is a small note: "Use HTML to include additional links, images, formatting, etc. in the description".

At the bottom right of the form are two buttons: "Cancel" and "Submit".

You can offer a brief description of the recording if you choose, then click the Submit button. Click OK on the next screen, and you will return to the Blackboard Content screen with your new video now available.

Alternatively, if you enable the Panopto Videos link in your Blackboard left course menu, available recordings will be visible to your students as well. However, if you plan to record many sessions, you might consider using the link feature to avoid students having to wade through a long list of recordings.

As always, if you have any questions or would like assistance using Panopto, please contact your CTLT liaison at [learning.richmond.edu/contact](http://learning.richmond.edu/contact) and we will be happy to help.