Making a video using Panopto Capture on Google Chrome

First time Panopto user? Go to Panopto home and sign in using your ECU username and password: https://ecu.ap.panopto.com/Panopto/Pages/Home.aspx

The browser Panopto recorder

When you are ready to record, click on the “Create” button (1) and then select “Panopto Capture” (2).

“Allow” ecu.ap.panopto.com to “Use your camera” and “Use your microphone”.

Select all recording sources required to complete your assignment presentation task.

To create a video, you must select a microphone option (3) connected to your computer. If you wish to include your face in the recording, select the camera option (4); you can skip this step. To record a screen, application window (i.e. PowerPoint), or individual Chrome browser tab, select the monitor icon (5).
Note: Chrome can record audio (i.e. YouTube) by ticking the “Share audio” button on the bottom-left of the “Chrome Tab” option.

A preview of your selected video sources in Panopto is shown before recording. To remove a video source, hover over the preview of the source and click X. Additionally, the hover reveals a full-screen option. If you wish to change the video settings, click on the gear icon in the lower right corner.

The following settings can be selected or deselected (see over for related screen shot):

- **Count down (6)**; a five second count down will appear on screen before recording begins.
- **Capture in HD (7)**; records in a higher standard definition resolution rather than default standard definition resolution.
- **Capture all streams separately (8)**; will be arranged in the viewer automatically.
• Combine all video streams into one (9); allows you to pick between the picture-in-picture or side-by-side layouts.
• Capture in Ultra HD (10); is the highest definition resolution option but requires supporting hardware.
• Get smart camera (11); automatically tracks and follows the speaker’s face and requires a high-resolution camera and high-performance computer for best results.
• Send logs (12); allows you to send logs to Panopto Support.

To begin recording your video, click the red circle button at the bottom centre of Panopto Capture; a five second countdown will appear on the screen before recording begins, if countdown is enabled. To stop recording, select the red square button at the bottom centre of Panopto Capture; DO NOT close the Panopto Capture browser tab until the upload is complete.
Once the recording is stopped, continue to monitor the video’s progress. The following numbers match and explain the progress screen.

- **Getting your video ready for editing (13):** It is safe to close your browser window, but your video is not processed completely.
- **Your video is ready (14):** The video has processed completely and can be edited.
- **Redo (15):** An option if you are not happy with the video produced.
- **Record New (16):** An option if you would like to make another recording.
- **(17) is the recording name and will automatically add the date and time.** Change the name of your recording to suit its content.
- **(18) is the folder where your recording is stored and may default to “My Folder”.** “My Folder” is exclusive to you unless you change your share settings. It is recommended that you DO NOT change the share settings unless you wish to share your video outside ECU. If you wish to share your video with your students, make sure the Panopto tool is added to your Blackboard unit and that the recording is in the correct Panopto-Blackboard recording folder. Contact the LTSO team for assistance.
- **Adding a description is optional (19).**
- **The edit feature (20) allows for cuts, additional clips (other Panopto recordings), quizzes, and YouTube streams.** Go to Panopto for more on editing [https://support.panopto.com/s/article/Edit-a-Video](https://support.panopto.com/s/article/Edit-a-Video)
- **To preview your video, select “View” (21).**
- **To share your video with a colleague, enter their username or email address (22) and then select “Send”.** Embed your student recordings within your Blackboard learning materials; instructions are on the next page.
- **Manage access (23) opens the video’s settings.**
Embedding a Panopto recording in Blackboard

Go to the content area within Blackboard where you want your students to view your recording and select “Build Content” (24) at the top of the screen, then “Item” (25).

Name the Blackboard item where you will add your Panopto recording (26), then select “Panopto Video” (27).

Select the recording from the list (28) and “Insert Videos” (29).
To resize the recording, right-click on the yellow tile within the textbox and select “Edit Embedded Media” (30).

The size of recordings can vary by changing the left-hand dimension (31), then “Update” (32). It is not necessary to resize both dimensions, as they automatically constrain proportions.

500 is recommended as it displays the “Download”, “Watch in Panopto”, and “Enter fullscreen”; however, 250 sized tiles work well when multiple recordings are grouped together in the same Blackboard item.

Text can be added on either side of the recording, and files can be attached. “Submit” at the bottom of the item Blackboard page when complete.

The images on the following page are samples of how to display Panopto recordings on Blackboard. They include:

- Single recording
- Two recordings side-by-side
- Multiple recordings
Single embedded recording

Welcome to PowerPoint 365

Two embedded recordings side by side

Welcome and a quick unit induction

Multiple recordings

Module 1 topics