Making a video using Panopto on Windows

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 option to download Panopto software is available for compatible operating systems.

Has Panopto been configured for your Blackboard unit?

Look for “Panopto” or “Lecture Recordings” in the Blackboard menu.

Click on any potential Panopto link; if it has been configured correctly you should see the following screen.

*Instructions on how to add Panopto to your Blackboard site are on the following page*
Adding Panopto to Blackboard

If Panopto has not been configured for your Blackboard unit, click on the plus symbol (1) at the top of the Blackboard menu and then select “Tool Link” (2).

Type in “Panopto” (3) in the name field and select the “Panopto Course Tool Application” (4) from the type selection; there is no need to select the “Available to Users” option, as you will be embedding Panopto recordings in the relevant Blackboard learning material. Finally, “Submit” (5).

The new Panopto link will appear at the bottom of the Blackboard menu. Click on the Panopto link, “Configure” (6), “Add Course to Panopto”, then “Return to course”; configuring Panopto in Blackboard only has to happen once.

Accessing the recorder

If you are ready to record, click on “Panopto” in the Blackboard menu, “Create” (7) and “Record a new session” (8).

“Open Panopto” (9) and tick “Always allow ecu.au.panopto.com to open links of this type in the associated app”.

If you are ECU Staff and require support/training please contact the Learning Technologies Support Officers, e: eLearningTraining@ecu.edu.au | p: 6304 2255
Recorder options explained

(10) The unit folder name should be visible here, NOT “My Folder”.  
(11) Name your recording; if you intend on keeping the recording for a few semesters, avoid dating the file and if the recording content can be used in different units, avoid broadcasting the unit name and code.  
(12) If you wish to record yourself, slides and/or screen, choose a video source else select “None”. This is not easily edited in or out.  
(13) Audio must be selected to record. Choose an audio source and check that it is working.  
(14) The quality can remain at “Standard” unless clear video footage is required; PowerPoints are clear in standard quality.  
(15) If a PowerPoint presentation is used in the recording, select “Capture PowerPoint”, then go to (16).  
(16) Click on the “PowerPoint” tab, then go to (17).  
(17) “Open a Presentation” by attaching your PowerPoint from a file. Make sure PowerPoint is closed before attaching the file; PowerPoint will open as soon as you start recording.  
(18) If the screen needs to be captured in the recording i.e. an instructional video, select “Capture Main Screen”, then go to (19).  
(19) Click on the “Main Screen” tab.  

PowerPoint recordings

Select the “Capture PowerPoint” options (15)+(16)+(17). The PowerPoint will usually open and obscure the Panopto recorder once started. If capturing “Video” (your face and background), remember to keep within the camera frame whilst presenting; you will not be able to see yourself, as the slides will hide the Panopto recorder. Use the arrow keys to move through the slides so your mouse click is less audible. Press “F10” to stop recording or navigate to the Panopto recorder and press the “Stop” button.  

Screen recordings

Select the “Capture Main Screen” options (18)+(19). When recording the screen, close all applications that may pop-up i.e. Teams messages and Outlook reminders.
There is a mouse highlighter available in “Settings” (20) + (21); any option changes must be saved (22). Mouse movements will be highlighted in yellow in the recording but will not be visible whilst recording.

Open any program or website to display in preparation.

Only “Capture Computer Audio” if sound from the computer must be captured in a recording.

**Recording**

When all the necessary options (detailed above) have been selected, click “Record”.

When the recording is finished, press the “Stop” button on the Panopto recorder or press “F10” (the stop recording short-cut).

If you are happy with the recording, there is a second opportunity to name it before clicking “Done” and sending it off to be published. If you are not happy with the recording, then click “Delete and record again”.

The following screen displays the progress of the recording; if the recording is long and contains PowerPoint slides, it will take some time to process. The recording can be edited once the “Edit” link (23) becomes available.
It is possible to exit this screen, but do not shut down the computer; the recording will stop uploading and will not complete the rendering.

**Editing a Panopto recording**

Click on “Edit” (23). There are a few edit options including **making cuts**, adding **quizzes** and **YouTube** videos. To get a better understanding on how to edit Panopto recordings, go to [https://support.panopto.com/s/article/Edit-a-Video](https://support.panopto.com/s/article/Edit-a-Video)

**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 item (26), click on the ellipsis on the toolbar (27), then click on the plus symbol (28).
Select “Panopto Video” (29).

Check that your Blackboard site name is visible (30); only students enrolled in your Blackboard site will be able to view your videos.

Tick the video you wish to embed (31) and then insert your video (32).

Text can be added either side of the video and files i.e. PowerPoint slides or PDFs can be attached, click on the “Submit” button to complete the video embed.

The embedded video is automatically sized @720x480, which is suitable for single recordings in the learning material space. If you wish to make better use of the learning space, you are able to reduce the size of these videos by editing the “Source code” (33); change the source code width and height.

Two recordings present well side by side @510x340.

Multiple recordings present well tiled; three videos side by side @300x200 is recommended and can be embedded within a table with multiple rows.

Text can be added on either side of the recording, and files can be attached. Scroll down to “Submit” the item when complete.
Single embedded recording 720x480

Welcome to PowerPoint 365

Two embedded recordings side by side 510x340

Welcome and a quick unit induction

Multiple recordings 300x200

Module 1 topics