Student tip sheet: Panopto-Windows assignment recording

Making a video using Panopto on Windows

Go to the assignment link in Blackboard; usually within the Assignment or Assessment section. Click on the link in "Step 1" (1).

Student presentation

Step 1: Record or upload your video in Panopto. To start creating your video, click here to open your personal folder.
Step 2: Open the assignment in Blackboard and select **Write Submission**.
Step 3: Click on the ellipsis (three dots on the top row far right) to expand the text editor, click on the plus symbol (bottom row far right), and select **Panopto Student Video Submission.**
**Step 4:** A window will open to show the videos in your personal folder. If your video is located in a different folder, select the correct folder from the drop-down at the top.
**Step 5:** Select the video you wish to submit and click **Insert**.
Step 6: Your video will be added to the submission. Add any extra information and **Submit**.

The option to download Panopto software is available for **compatible operating systems**.
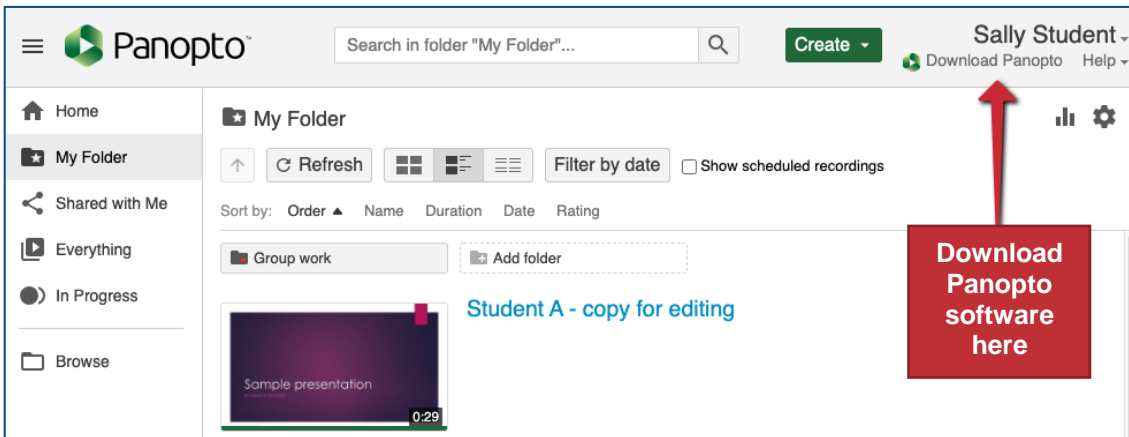
To start recording, click on "Create" (2) and "Record a new session" (3) and launch Panopto by following the instructions; you may be prompted "Open Panopto" to access the recorder.
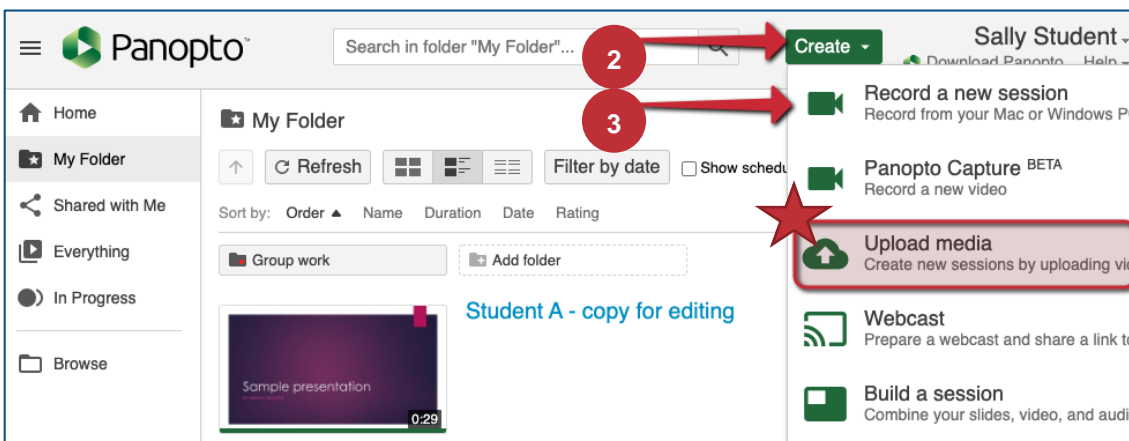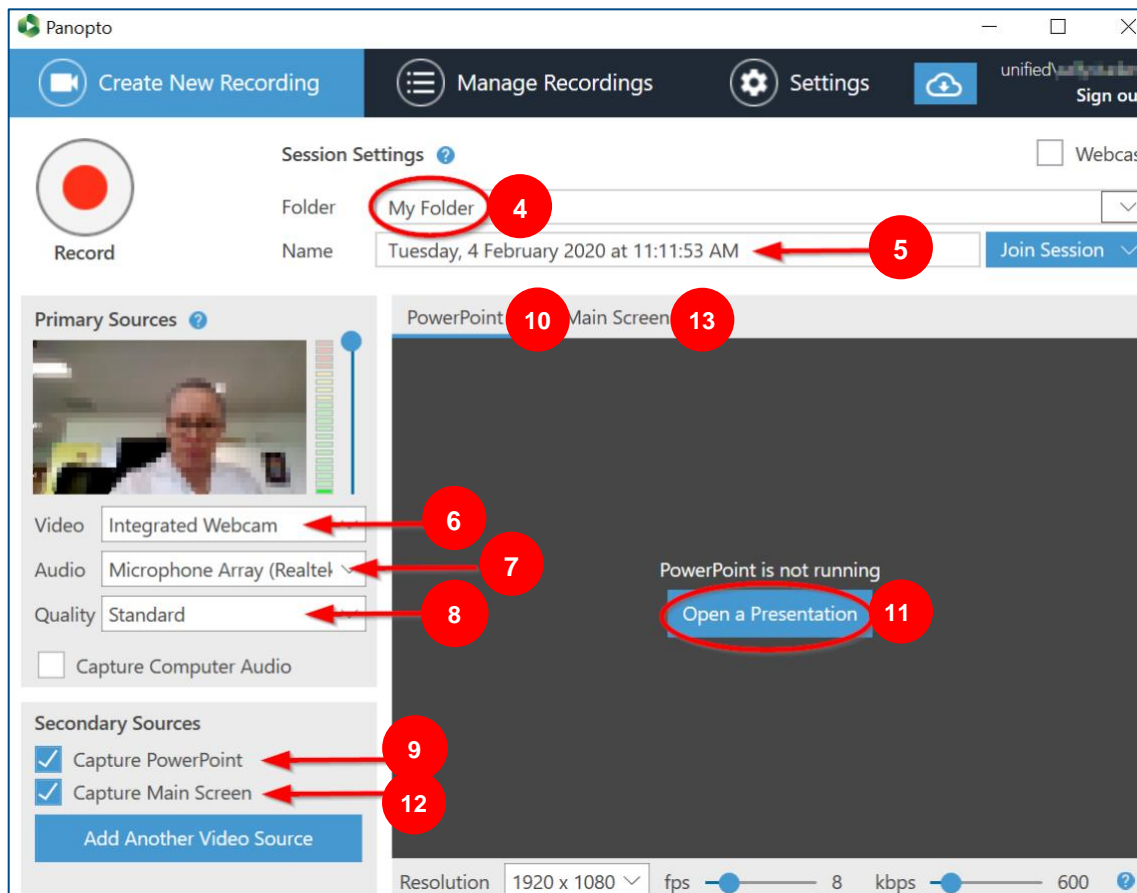
Note: "Upload media" is an option if you pre-record a presentation on another platform and several media file types are accepted. Recordings in ultra-high definition (UHD) i.e. 4K, will take a long time to process or may not load (get stuck) depending on your internet speed.

"4K videos are 4 times larger than 1080p videos. A 4K video can take multiple hours to finish high resolution processing" (Jordan, 2019).

Instant chat in Microsoft Teams to receive virtual peer support for online learning from the VEEPS team

Recorder options explained

Click on the "Create New Recording" tab.

(4)   Make sure "My Folder" is selected. If the folder is set to "Offline Recording", sign in with your ECU username and password.

(5)   Name your recording; Name, assignment name or number, unit code i.e. KateAbbott_CaseStudy_UNIT123

(6)   Choose video source i.e. "Integrated Webcam", to show your face and surroundings or select "None".

(7)   Audio **MUST** be selected to record. Choose audio source i.e. "Microphone Array", or any other audio option.

(8)   The quality can remain at "Standard" unless clear video footage is required; PowerPoints are clear in standard quality.

(9)   If a PowerPoint presentation is used in the recording, select "Capture PowerPoint", then go to (10).

(10)   Click on the "PowerPoint" tab, then go to (11).

(11)   "Open a Presentation" by attaching your PowerPoint from a file. Make sure PowerPoint is closed before attaching the file; PowerPoint will automatically open as soon as you start recording.

(12)   If the screen needs to be captured in the recording i.e. an instructional video, select "Capture Main Screen", then go to (13).

(13)   Click on the "Main Screen" tab.

PowerPoint presentations and screen recording can occur simultaneously, but will require some editing to focus the audience view i.e. when the audience views the slides and when they view the screen.

PowerPoint recordings

Select the "Capture PowerPoint" options (9)+(10)+(11). 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 (12)+(13). When recording the screen, there are a few things to be aware of:

- A yellow mouse highlighter can be added to screen recording capture, to help the audience follow the narrator actions. This option is available on the "Settings" tab; "Highlight the mouse cursor during screen capture" (14). If selected, "Save" the change (15).
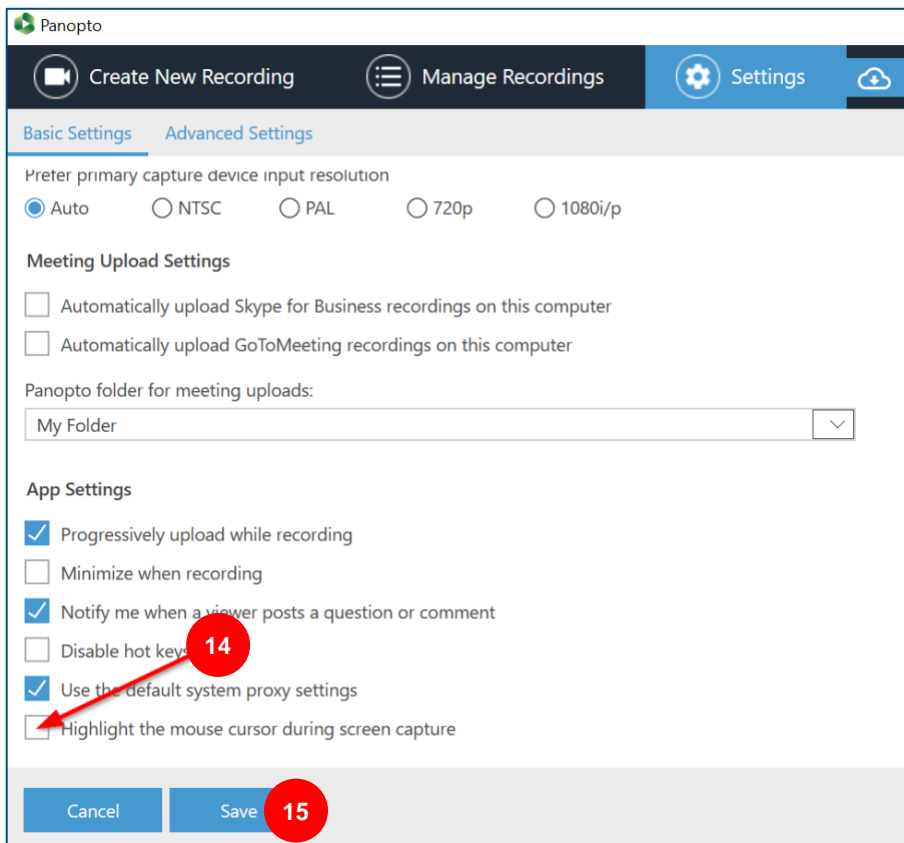
- Open any program or website to display in preparation.
- Close any applications or screens that may appear or pop-up in a recording i.e. email or Snapchat notifications.
- Only "Capture Computer Audio" if sound from the computer must be captured in a recording.
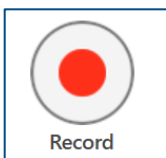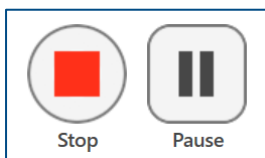
When all the necessary options are selected, click "Record".

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

There is a second opportunity to name the recording on the "Recording Complete" popup screen after you stop recording; make sure you include your student name. If you are happy with the video, click on "Done".

The "Manage Recordings" tab displays the progress of all recordings made on the device. Your recording should be located in your "My Folder" (16).

The recording can be edited once the "Edit" link (17) becomes available but allow some time for the video to process.

Note: Do not shutdown the computer while it is processing as it requires an internet connection to complete.
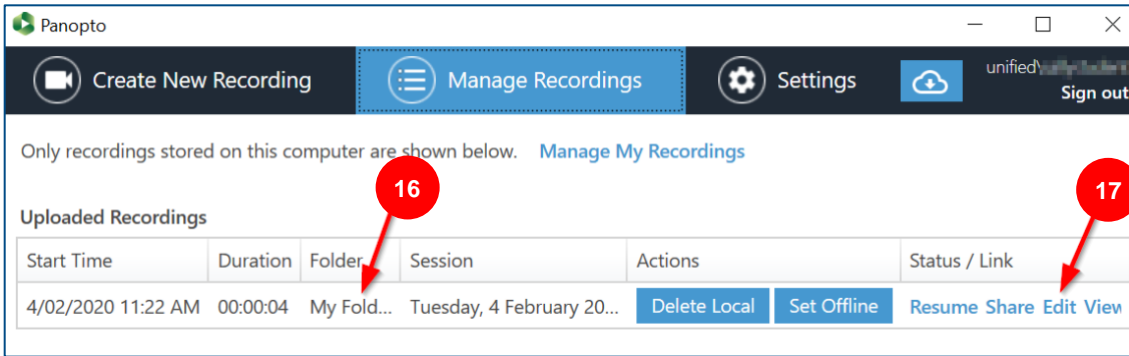
Editing a Panopto recording

Click on "Edit" (17) to reveal the edit options. Click on the scissors to make cuts (18) and click on the plus symbol (19) to add quizzes (20), add YouTube videos (21), or insert other Panopto videos (22).
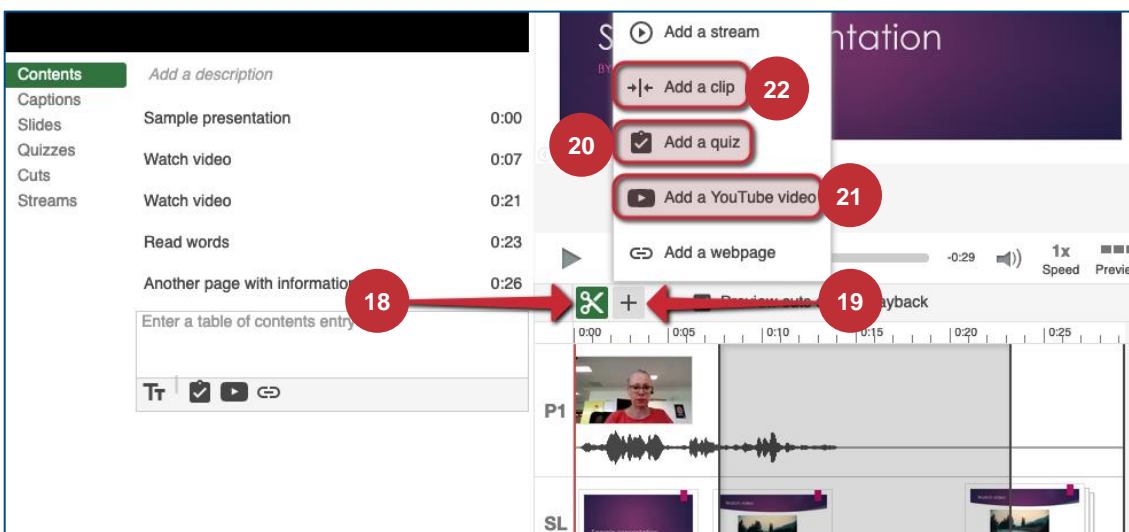
Submitting a Panopto recording to a Blackboard assignment link

Return to the assignment link (23) in your Blackboard unit and note the remaining instruction aligns with the steps.

Student presentation

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Step 4: A window will open to show the videos in your personal folder. If your video is located in a different folder, select the correct folder from the drop-down at the top.
**Step 5:** Select the video you wish to submit and click **Insert**.
Step 6: Your video will be added to the submission. Add any extra information and **Submit**.

Click on "Write Submission" (24).

Click on the ellipsis on the toolbar (25) to reveal all the tools, click on the plus symbol (26), then click on **"Panopto Student Video Submission"** (27); you **MUST** select this option.

Select your video for the assignment submission, **scroll-down** and click on "Insert" or "Submit video".
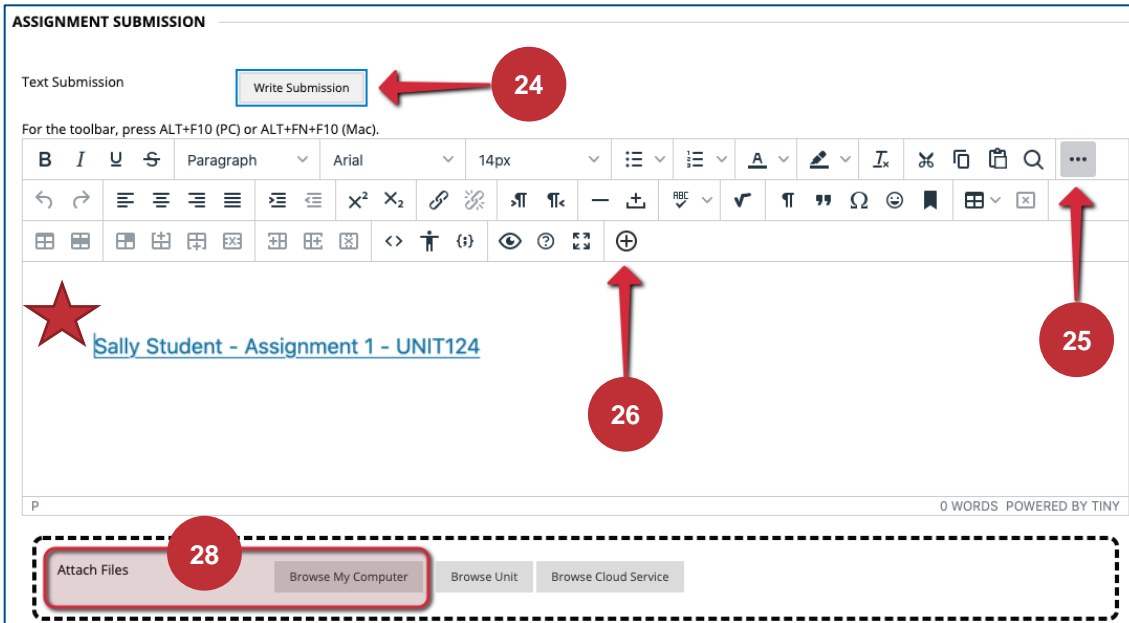
Note: The video will appear as a **link** if successful, **NOT a video**; additional text can be added either side of the link.

If you are required to attach additional files to the submission, click on "Browse My Computer" (28) and locate the files on your device. Scroll-down and click on the "Submit" button to finalise your submission.
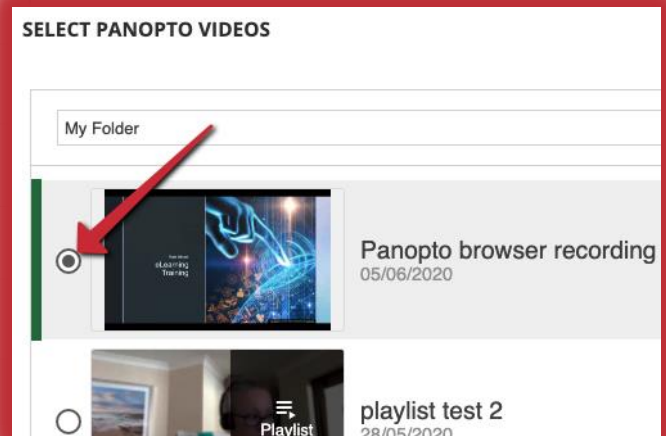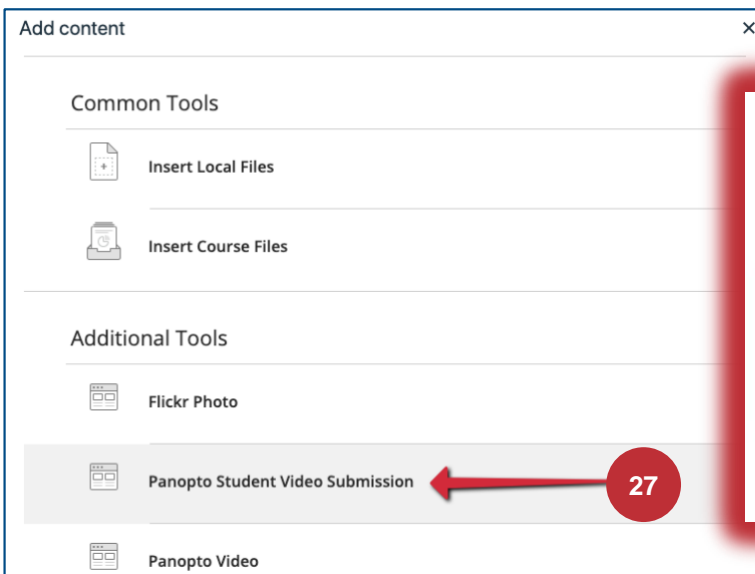
An email will be sent to your student email account to confirm the successful submission of your video assignment; similar to the message below.