

Student tip sheet: Panopto-Chrome assignment recording

Making a video using Panopto Capture on Google Chrome

Make sure you are using the [latest Google Chrome browser](#)

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 browser Panopto recorder

When you are ready to record, click on the “Create” button (2) and then select “Panopto Capture” (3).

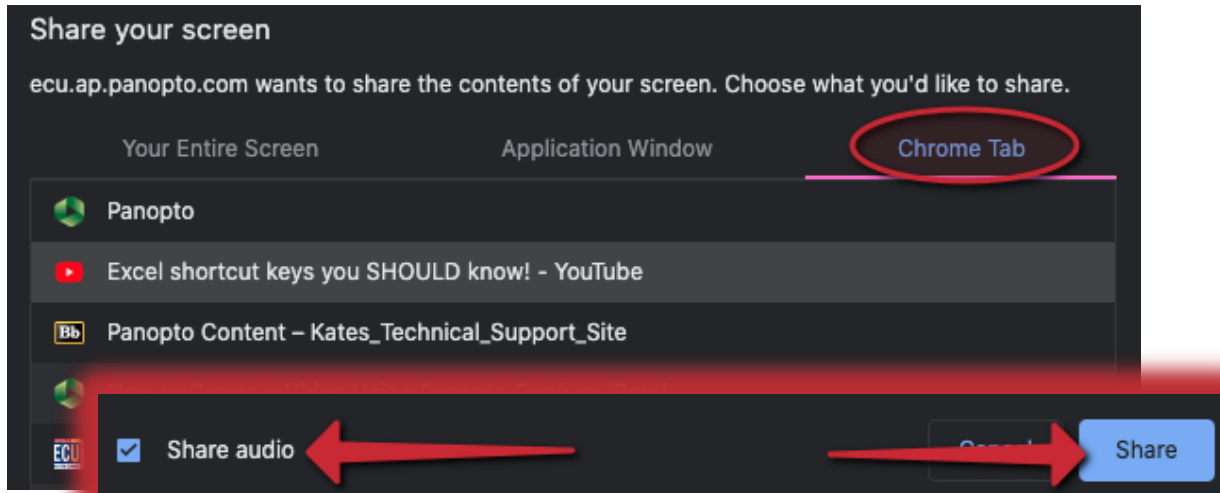
“Allow” [ecu.ap.panopto.com](#) to “Use your camera” and “Use your microphone”.

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

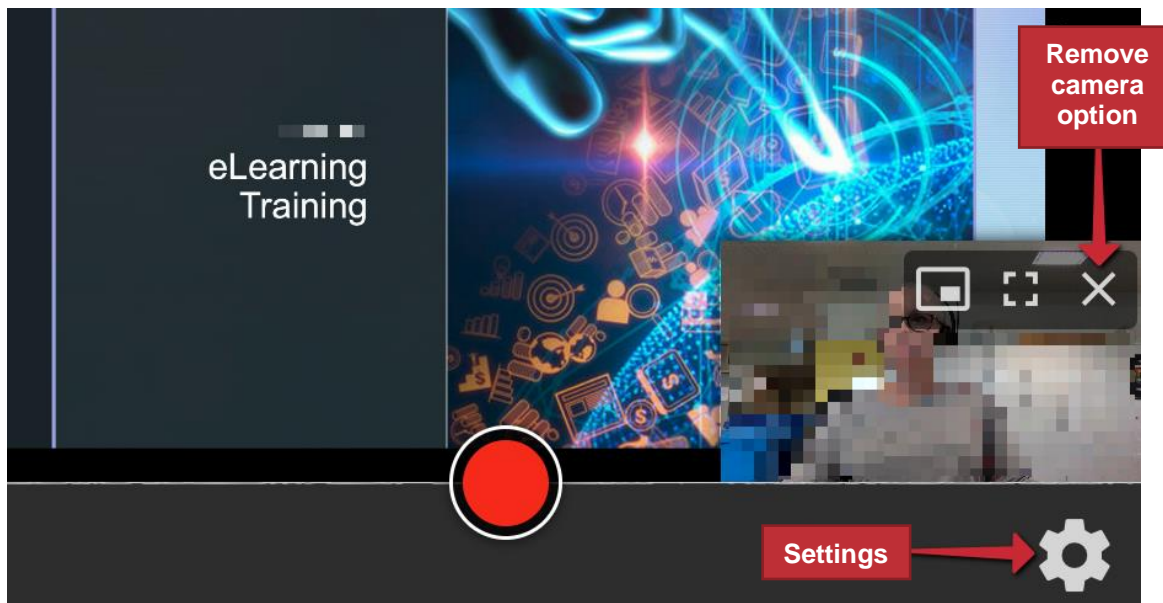
To create a video, you must select a microphone option (4) connected to your computer. If you wish to include your face in the recording, select the camera option (5); you can skip this step. To record a screen, application window (i.e. PowerPoint), or individual browser tab (i.e. Chrome), select the monitor icon (6).

If you are recording a slide presentation on one screen, tile the Panopto recorder and slides so that you can start recording (with countdown) and click to the slides; place the slides to full screen or [Presenter](#) view.

Chrome can record computer audio (i.e. YouTube) by ticking the “Share audio” button on the bottom-left of the “Chrome Tab” option.

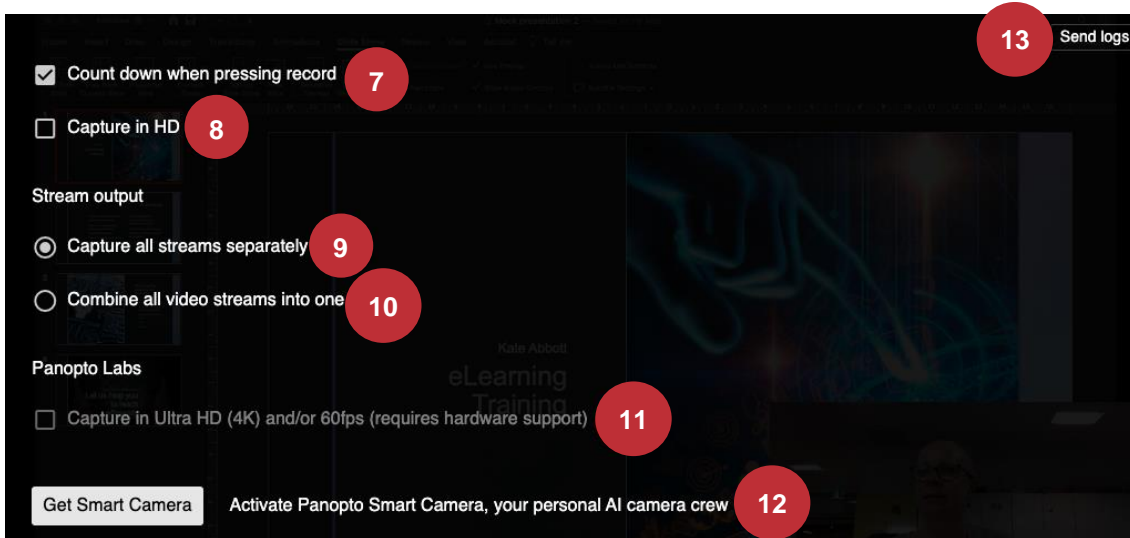


A preview of your selected video sources in Panopto is shown before recording. To remove a video source, hover over the preview of the source and click X. Additionally, the hover reveals a full-screen option. If you wish to change the video settings, click on the gear icon in the lower right corner.

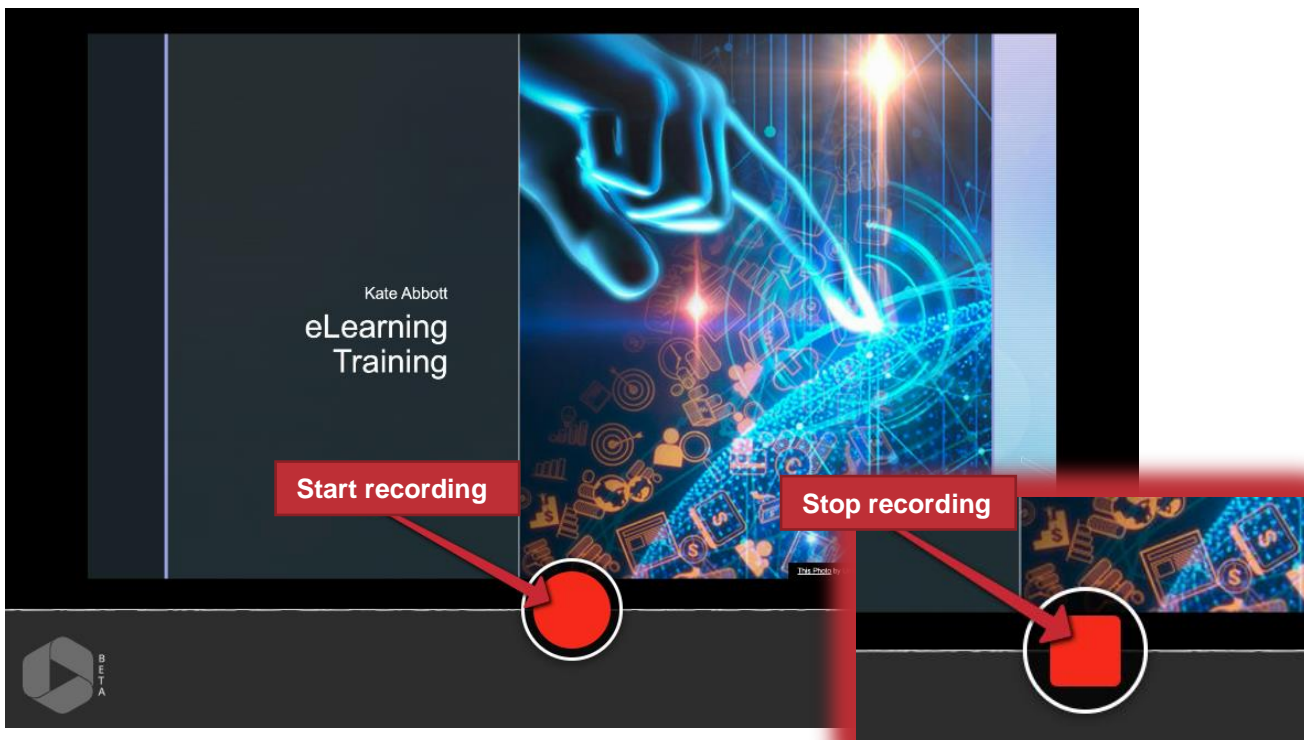


The following settings can be selected or deselected (see image over the page):

- Count down (7); a five second count down will appear on screen before recording begins if selected.
- Capture in HD (8); records in a higher standard definition resolution rather than default stand definition resolution.
- Capture all streams separately (9); will be arranged in the viewer automatically.
- Combine all video streams into one (10); allows you to pick between the picture-in-picture or side-by-side layouts.
- Capture in Ultra HD (11); is the highest definition resolution option but requires supporting hardware.
- Get smart camera (12); automatically tracks and follows the speaker’s face and requires a high-resolution camera and high-performance computer for best results.
- Send logs (13); allows you to send logs to Panopto Support.



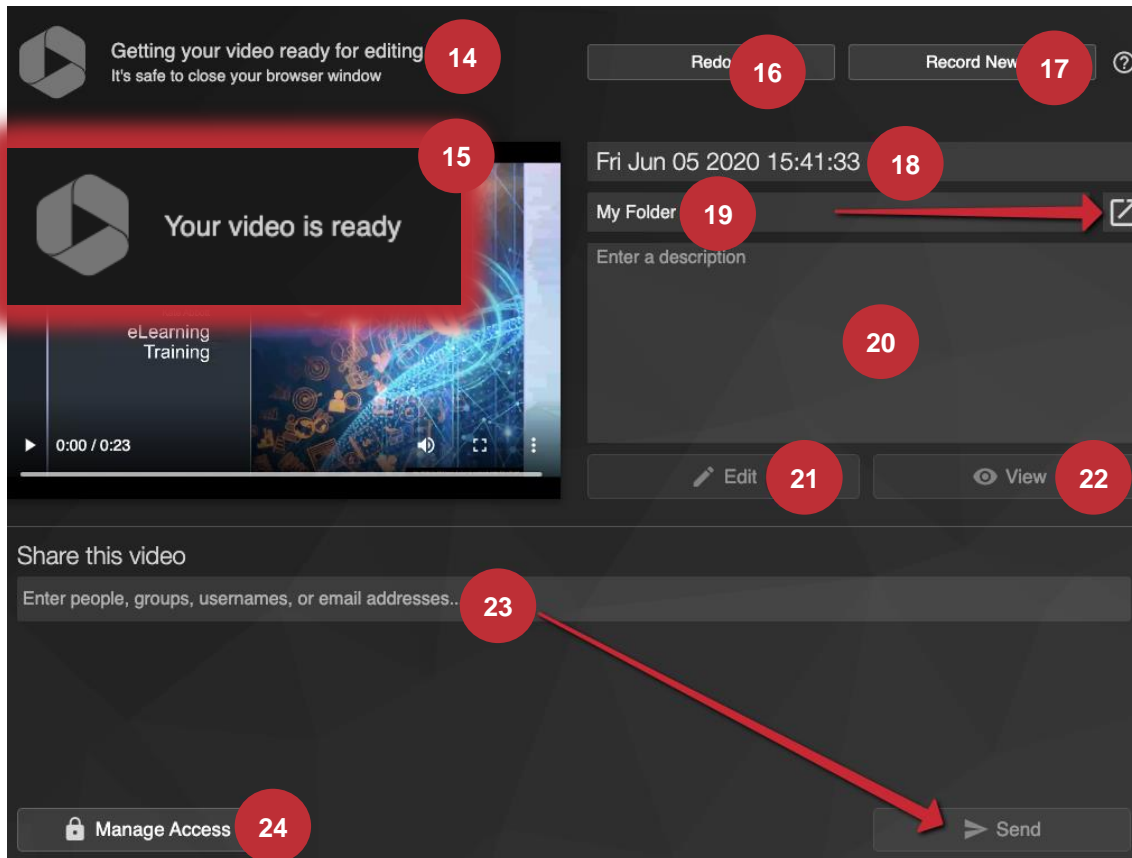
To begin recording your video, click the red circle button at the bottom centre of Panopto Capture; if enabled, a five second countdown will appear on the screen and then recording begins. To stop recording, select the red square button at the bottom centre of Panopto Capture; **DO NOT** close the Panopto Capture browser tab until the upload is complete.



Once the recording is stopped and the upload is complete, continue to monitor the video's progress from on-screen messaging (see image over the page):

- Getting your video ready for editing (14): It is safe to close the browser window.
- Your video is ready (15): the video has processed completely and can be edited.
- Redo (16): Is an option if you are not happy with the video you have produced.
- Record New (17): Is an option if you would like to make an additional recording.
- (18) is the recording name and automatically adds the date and time. Change the name to student name, assignment name and unit code i.e. S.Student_Assignment1_ECU1111.
- (19) is the folder where your recording is stored and should default to "My Folder"; exclusive to you unless you change share settings, which is **not recommended**.
- Adding a description is optional (20).

- The edit feature (21) allows for cuts, additional clips (other Panopto recordings), quizzes, and YouTube streams. Go to Panopto for more on [editing](#).
- To preview your video, select “View” (22).
- To share your video, enter a username or email address (23) and then select “Send”; you **DO NOT** need to share with your lecturer, just follow the assessment/assignment link instructions.
- Manage access (24) opens the video’s settings.



Submitting a Panopto recording to a Blackboard assignment link

Return to the assignment link (25) in your Blackboard unit and note the remaining instruction aligns with the steps.

Student presentation ← 25

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**.

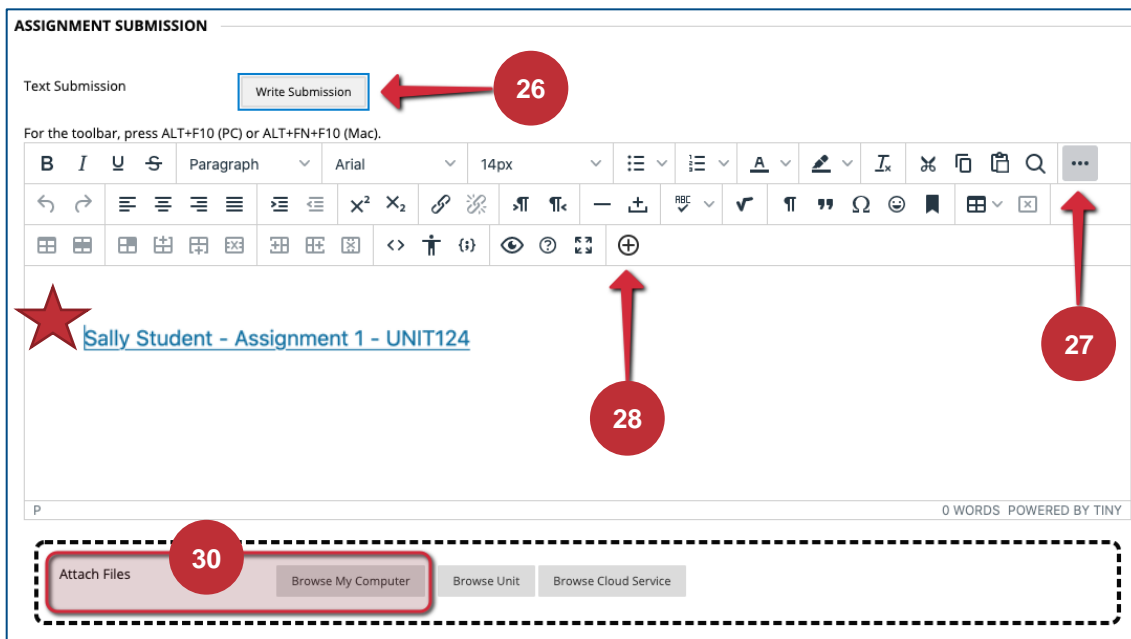
Step 6: Your video will be added to the submission. Add any extra information and **Submit**.

Click on “Write Submission” (26).

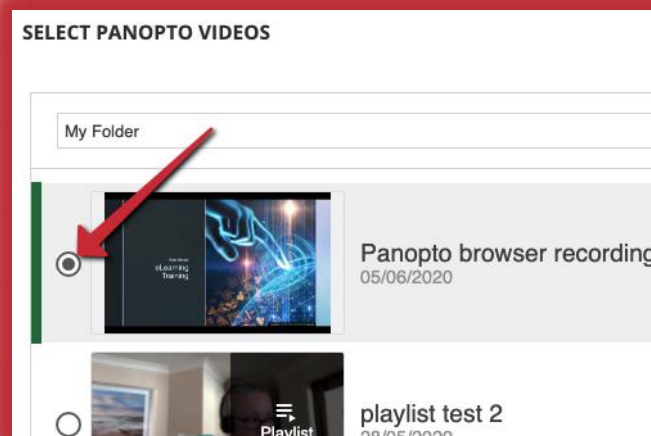
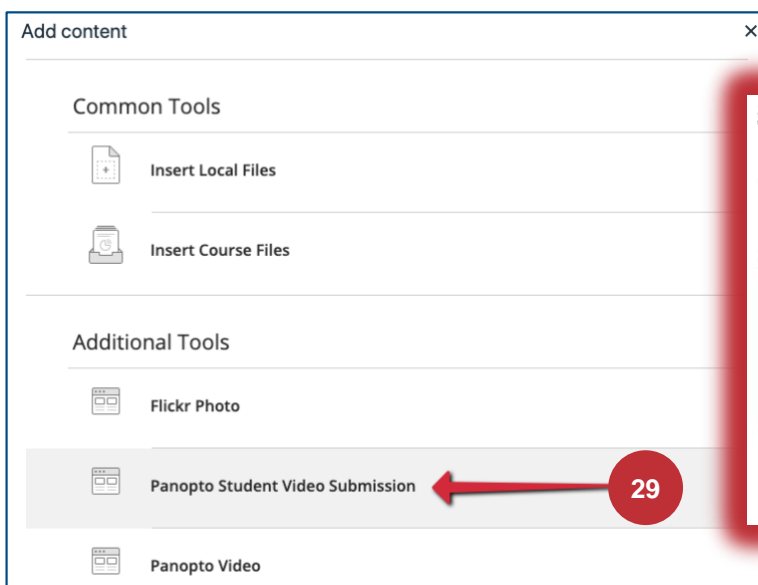
Click on the ellipsis on the toolbar (27) to reveal all the tools, click on the plus symbol (28), then click on **“Panopto Student Video Submission”** (29); you **MUST** select this option.

Select your video for the assignment submission, **scroll-down** and click on “Insert” or “Submit video”.

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” (30) 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.

