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, <u>click here to open your personal folder</u>.
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 <u>one</u> 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 <u>Presenter</u> view.

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

Share your screen							
ecu.ap.panopto.com wants to share the contents of your screen. Choose what you'd like to share.							
	Your Entire Screen	Application Window	Chrome Tab				
٩	Panopto						
	Excel shortcut keys you SHOULD kr	now! - YouTube					
Bb	Panopto Content – Kates_Technical_	Support_Site					
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ECU	Share audio			Share			

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.

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Count down when pressing record 7		
Capture in HD 8		
Stream output		
Capture all streams separately		
Combine all video streams into one		
Panopto Labs		
Capture in Ultra HD (4K) and/or 60fps (requires hardware support)		
Get Smart Camera Activate Panopto Smart Camera, your personal AI camera crew 12		

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).

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

- The edit feature (21) allows for cuts, additional clips (other Panopto recordings), quizzes, and YouTube streams. Go to Panopto for more on <u>editing</u>.
- 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.

Getting your video ready for editing It's safe to close your browser window	Redo 16 Record New 17 3
15 Your video is ready	Fri Jun 05 2020 15:41:33 18 My Folder 19 Enter a description
eLearning Training	20 ✓ Edit 21 ♥ View 22
Share this video	
Enter people, groups, usernames, or email addresses	
Manage Access 24	Send

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 425
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Step 5: Select the video you wish to submit and click Insert.
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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.

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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.

Add content :	×
Common Tools	SELECT PANOPTO VIDEOS
Insert Local Files	
Insert Course Files	My Folder
Additional Tools	Panopto browser recording
Flickr Photo	
Panopto Student Video Submission	O Playlist test 2 Playlist 22/05/2020
Panopto Video	

An email will be sent to your student email account to confirm the successful submission of your video assignment; similar to the message below.

