Getting Started with Panopto for Students

Brought to you by: Office of Instructional Resources

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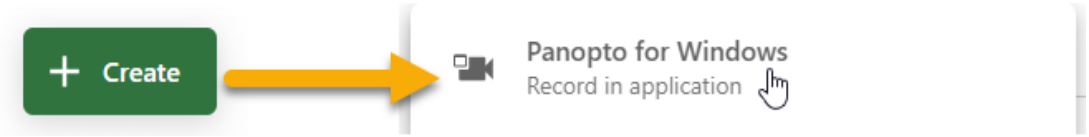
What is Panopto

Panopto is a video capture and indexing tool that will allow you to make videos and record presentations for class assignments. With it, you can capture from a single source or multiple sources such as main screen capture, PowerPoint slides, a camera source, or a combination of these.

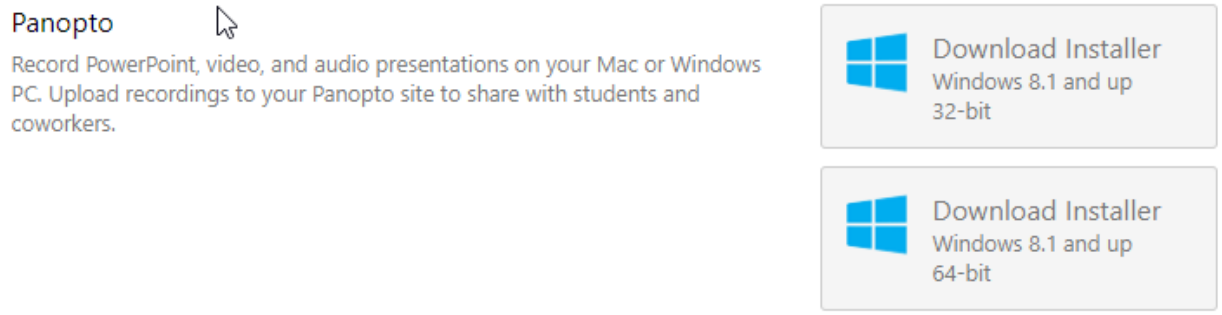
Downloading the Panopto Recorder

To download the Panopto recorder, start by opening a new browser tab. Navigate to wichita.hosted.panopto.com. Make sure the dropdown menu has “Blackboard” selected and then click the sign-in button. Sign-in using your Blackboard credentials. Select "Create" and then "Panopto for Windows."

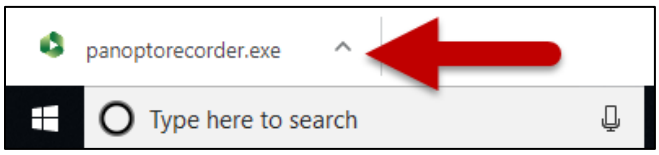


Installing on a PC

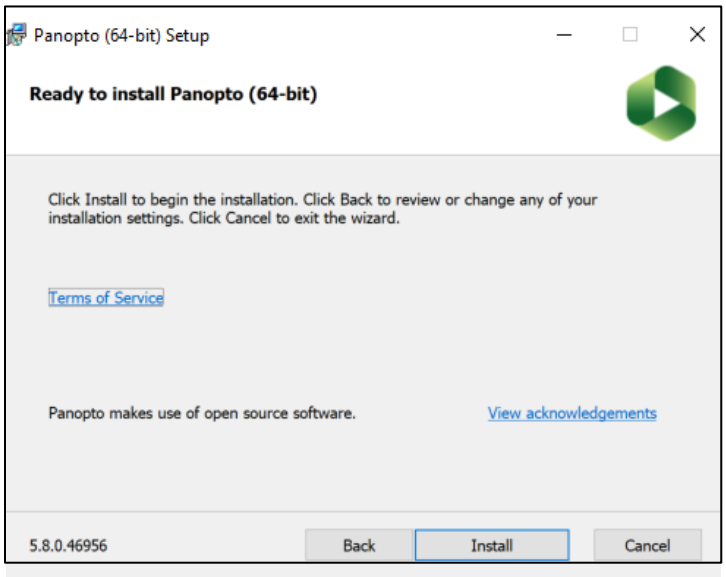
As with many downloads, installation varies between a PC and a Mac. We will cover both in this guide, starting with a PC. The “Record a new session” window should appear after the last step. Choose the correct version for your system.



Next, go to your downloads area and double click on or run the .exe file.

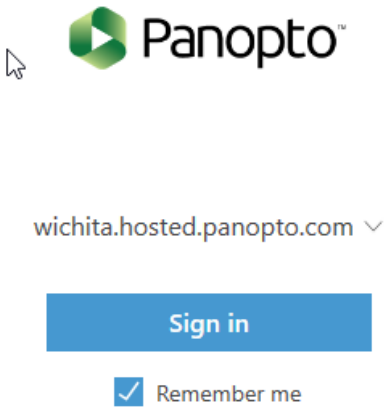


Click “Install” and follow the installer guide. Please note, in order to make changes and install on your computer, you will need admin privileges. If you do not have admin privileges, please contact ITS (978-4357, helpdesk@wichita.edu).



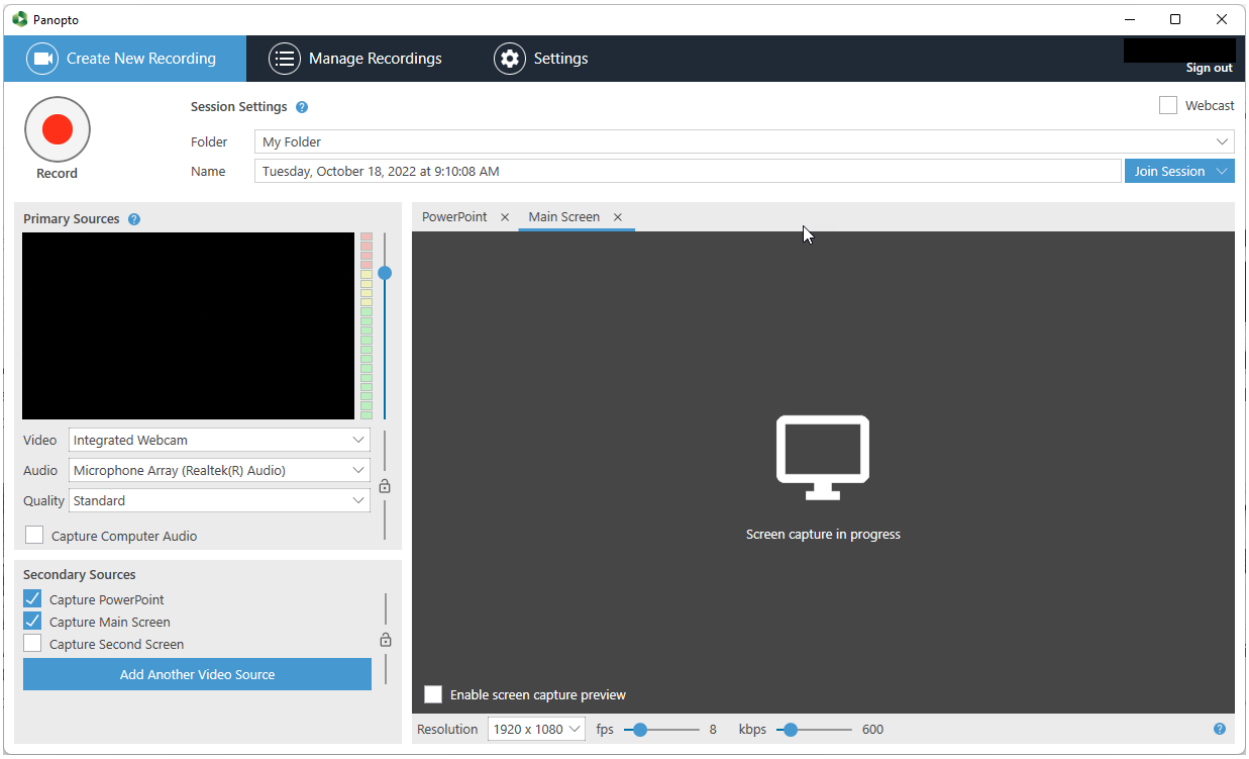
Signing in on a PC

A Panopto icon should now be located on your desktop. To access your Panopto Recorder, double-click this icon and sign-in using your Blackboard WSU credentials.



The Panopto “Tour” should automatically start. If you don’t wish to take the tour, click the grey “Skip Tour” button in the lower left of the Pop-Up Tour box.

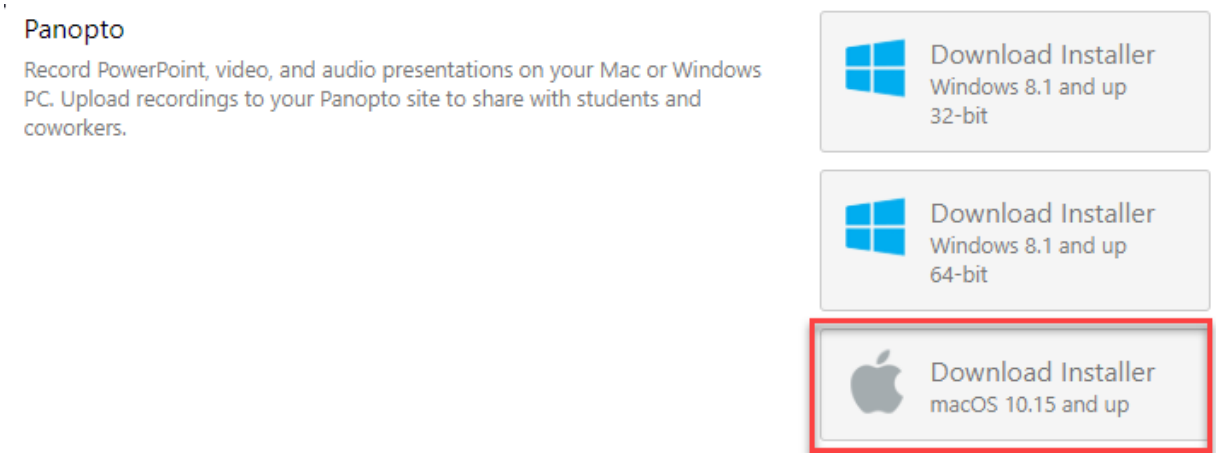
Otherwise, click the blue “Next” button in the lower-right of the Pop-Up Tour box to continue on the step-by-step Panopto Tour.



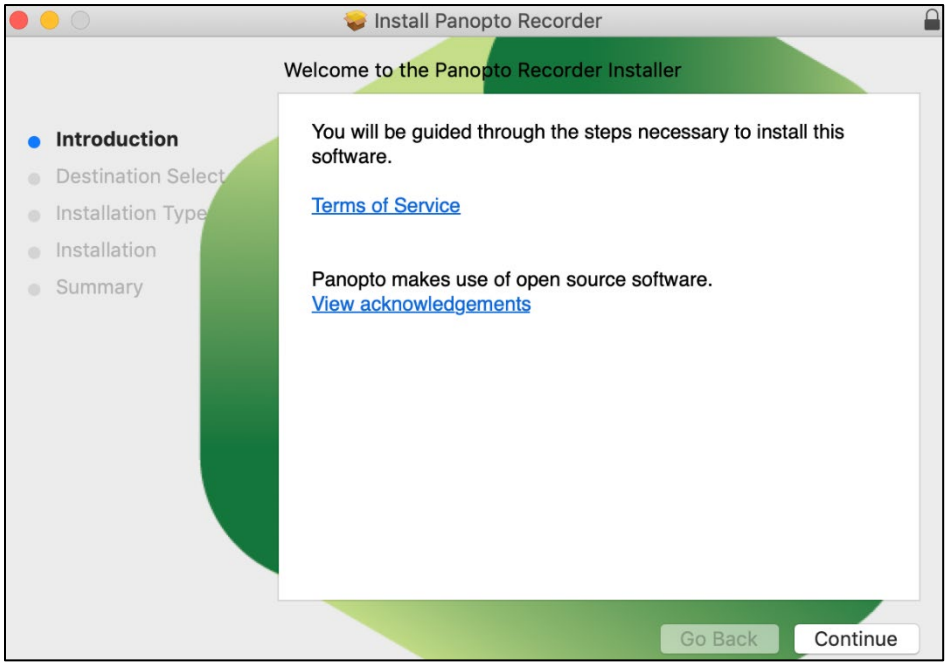
Installing on a Mac

After clicking “Download Panopto” in the ribbon, the Record a new session window will appear. Choose the right option for your system. Please note, in order to make changes and install on your computer, you will need admin privileges. If you do not have admin privileges, please contact ITS (978-4357, helpdesk@wichita.edu).

Click the green “Download Panopto” button.

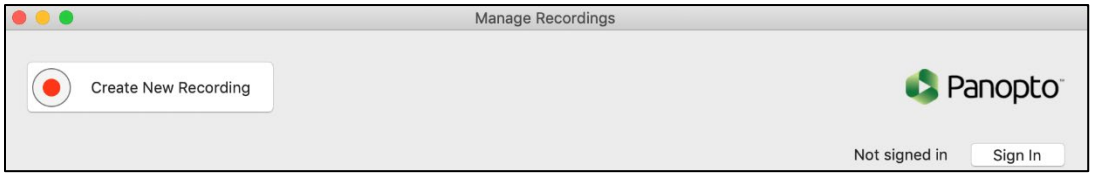


Double click or “run” the .exe file and follow the installer guide.



Signing in on a Mac

Next, we will need to sign-in. Open Panopto from your desktop and choose “Sign-in”.



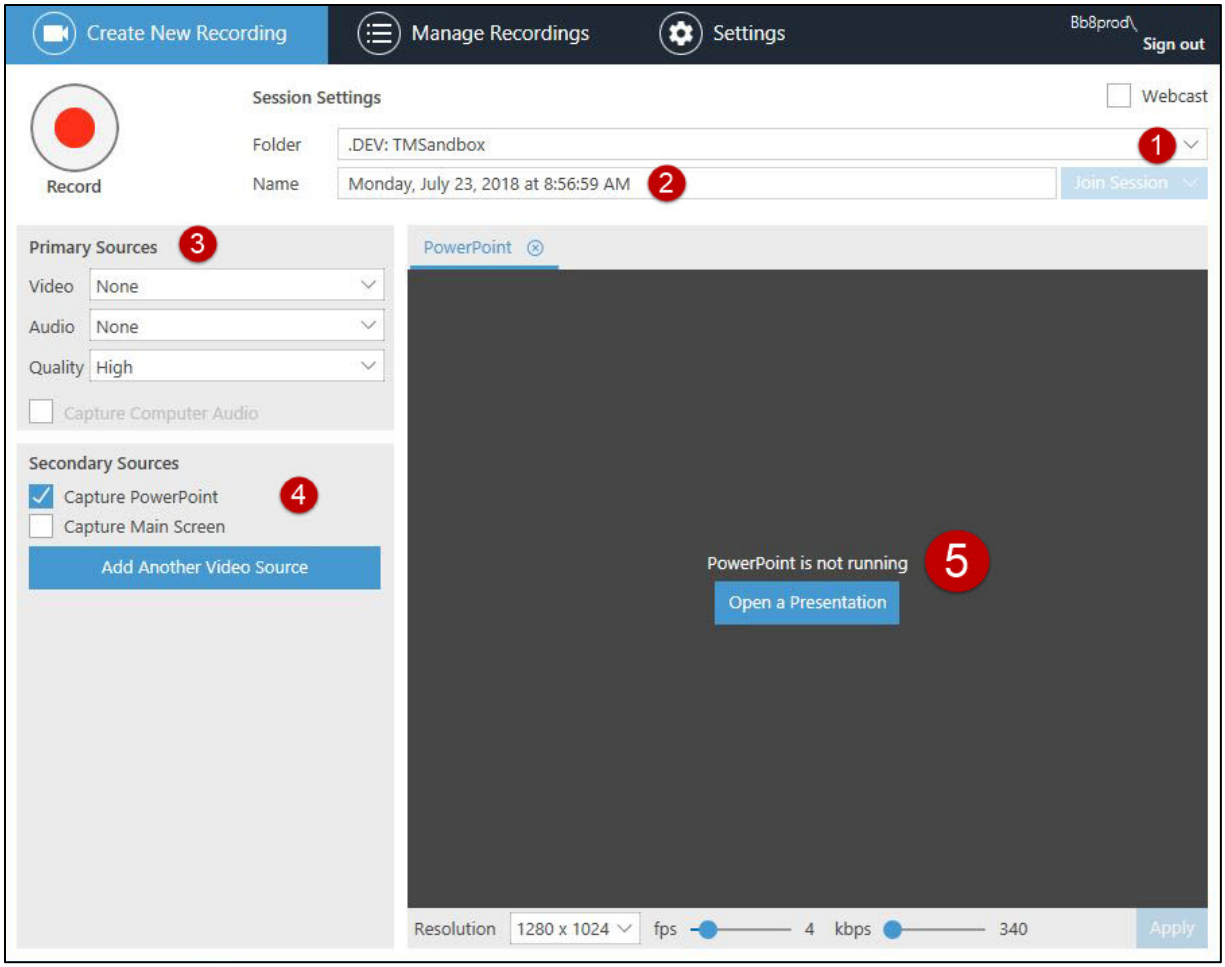
Make sure to select Blackboard and sign-in using your WSU Blackboard credentials.

Creating a Video with a PC

Creating a video with the Panopto recorder is different depending on whether you are using a PC or a Mac. Once again, we will start with learning the process on a PC and then on a Mac.

In order to create a video, you will need to check your recording settings.

1. IMPORTANT STEP! Select the proper folder from the folder dropdown. If the video is for an assignment, please see the section on *Creating a Video for an Assignment* and make sure you are in the correct folder for your course before going any farther.
2. In the name box, directly under the “folder” dropdown, provide a unique and descriptive name for your video. It is not recommended that you leave the pre-filled name of the date and time, since it can make it quite difficult to search for and locate your video in the future.
3. In the Primary Sources channel box, select your primary video, audio, quality, and if you want your computer audio captured. Your computer audio is the sounds your computer makes (as opposed to the sounds you make that are captured by the microphone). If you would like sounds made by the software you are using to be a part of your recording, make sure this is selected.
4. In the Secondary Sources channel box, select or deselect as needed for additional video sources. For instance: You are recording a lecture in which you are using PowerPoint slides. You want your students to be able to see both you and the slides in the video. In this case, your primary source for video will be a camera you select and the secondary source will be “capture PowerPoint.”
5. If you are using a PowerPoint, click on the “Open a PowerPoint” button to choose your presentation.

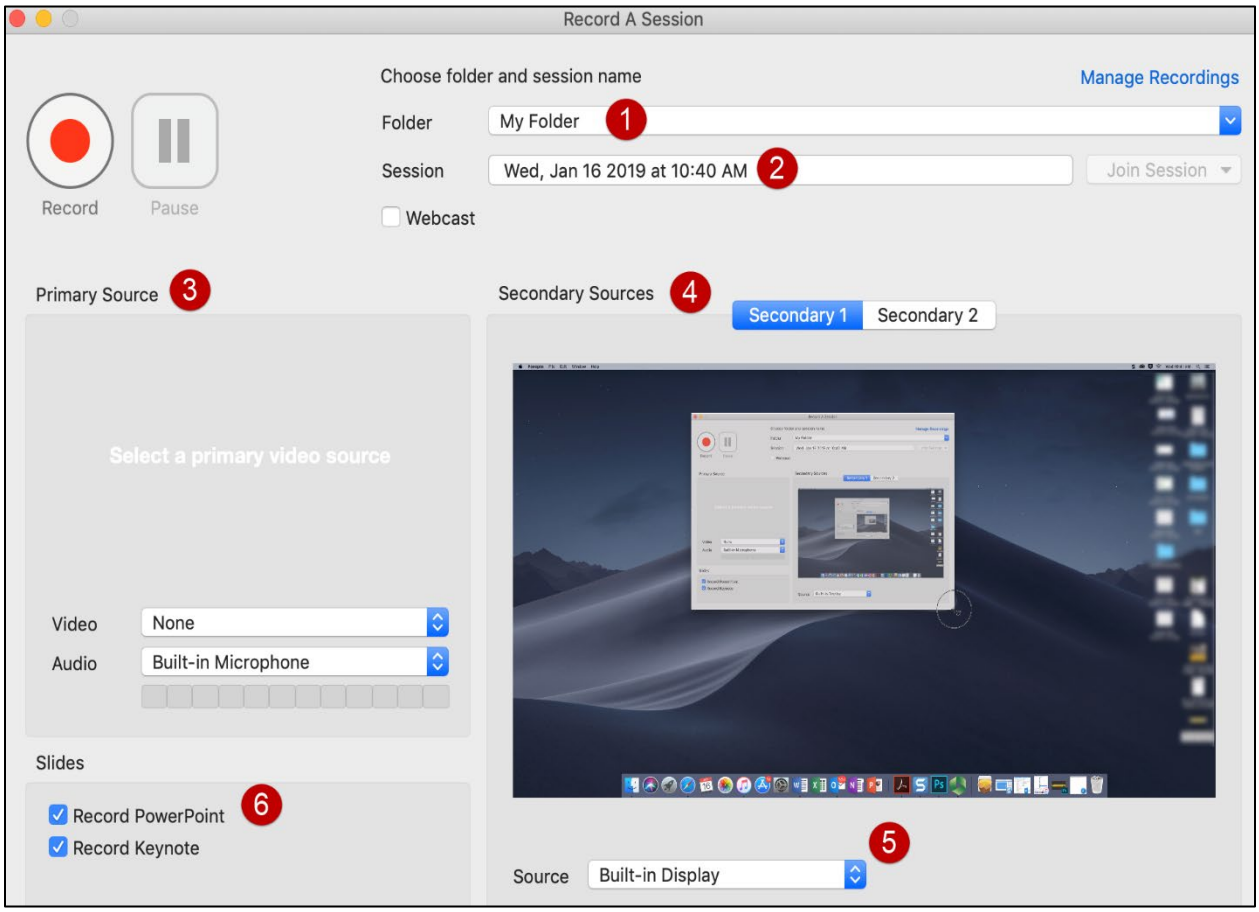


Creating a Video with a Mac

In order to create a video with a Mac, you will first need to check your recording settings.

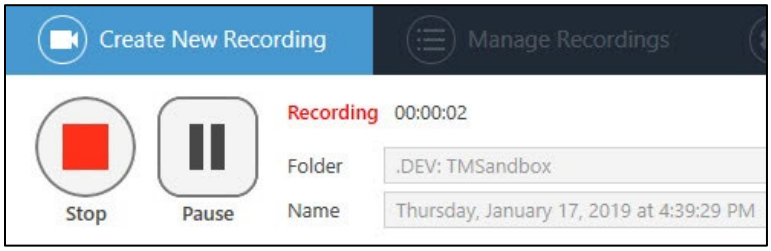
1. IMPORTANT STEP! Select the proper folder from the folder dropdown. If the video is for an assignment, please see the section on *Creating a Video for an Assignment* and make sure you are in the correct folder for your course before going any farther.
2. In the name box, directly under the “folder” dropdown, provide a unique and descriptive name for your video. Again, it is not recommended that you leave the pre-filled name of the date and time, since it can make it quite difficult to search for and locate your video in the future.
3. Under Primary Sources, select your primary video and audio.
4. Select secondary source 1 and secondary source 2, if desired.

5. If you do not want to record your desktop, change the source dropdown to “None.”
6. If you are using PowerPoint or Keynote slides, select and deselect as needed under the “slides” section.



Recording

We’re finally ready to make a recording. Make sure the “Create New Recording” tab is selected; it should be highlighted.



If you’re using PowerPoints in your video, you will have the choice of automatically entering “Fullscreen/Presentation” mode when the recording starts. You will also be

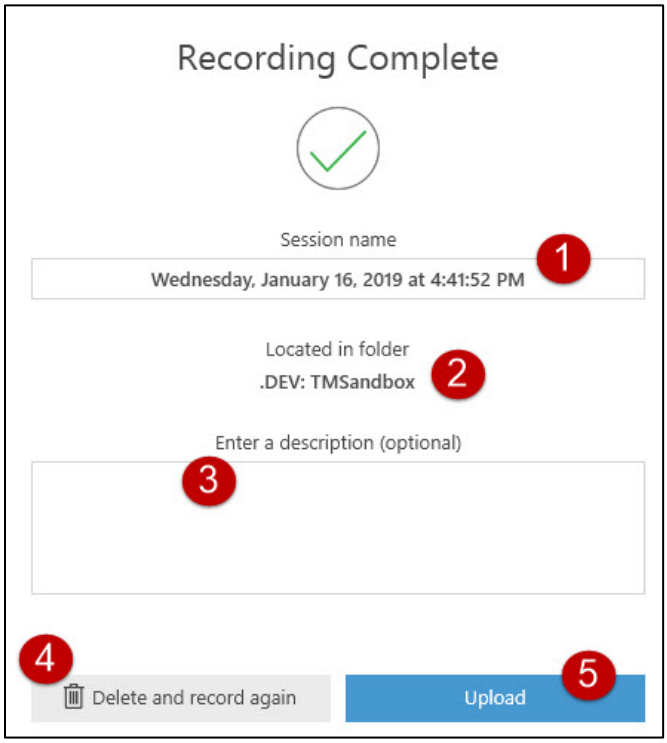
asked if you want to begin recording when the PowerPoint opens. These are entirely up to you. You may want to print a copy of your notes before you begin recording.

If you aren't using PowerPoint slides, or if you choose to not enter into record mode automatically, click the round record button to begin recording. Stop and pause buttons will appear as well as a timer that counts in real-time.

Using "HotKeys" to record, pause, and stop a recording will help make your video seamless and reduce editing needs later on.

- To Record: F8 (PC); Option + Command + R (Mac)
- To Pause: F9 (PC); Option + Command + P (Mac)
- To Stop: F10 (PC); Option + Command + R (Mac)

When finished, stop the recording. You will now be asked if you want to delete and re-record (4) or upload (5). Remember, your video doesn't have to be perfect, there are options for editing, which we'll learn shortly.



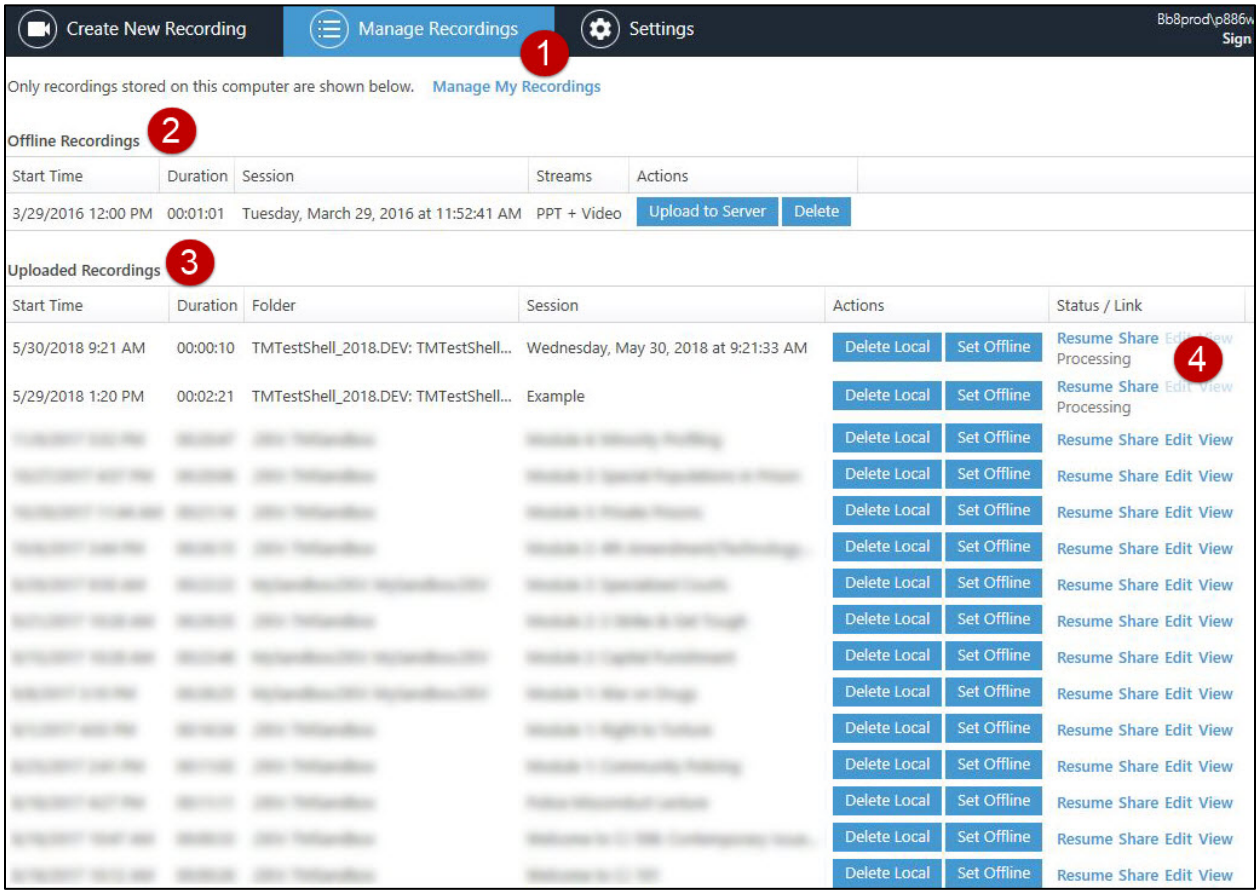
Uploading and Managing Recordings

If you selected to Upload your recording, you will be redirected to the “Manage Recordings” tab.

With Panopto, you have the ability to record without network connectivity. You can record audio, video, screen images, and slides. The video will be stored locally on the recording computer. These types of videos will be shown under “Offline Recordings.”

Recordings made while connected to a network, will show under “Uploaded Recordings.”

In the column on the far right you will see a progress bar showing the progress percentage of the recording you just uploaded. After it uploads, you will see four links: resume, share, edit, and view. Resume will return you to the recorder, the other three redirect you to the corresponding page in your Panopto account.

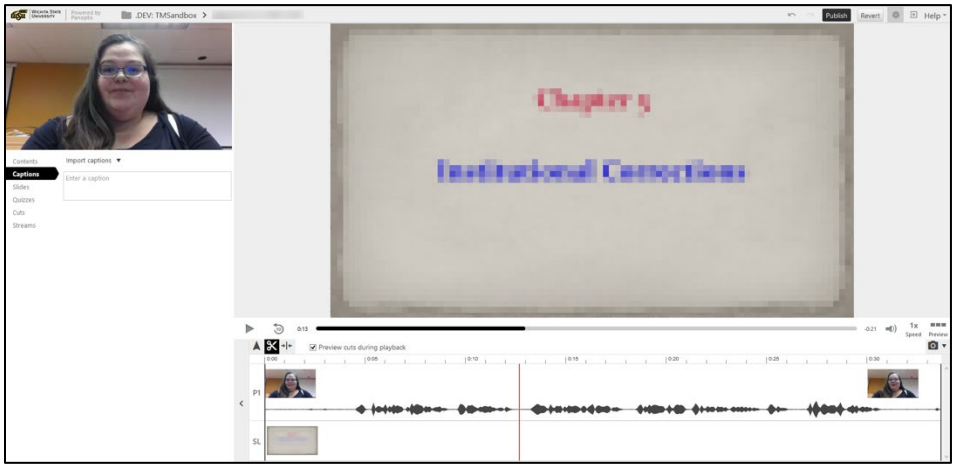


Editing Your Panopto Video

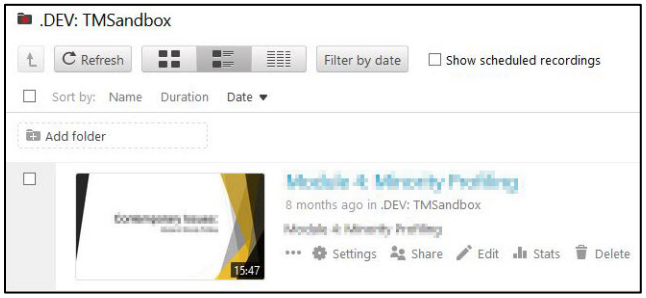
You have two ways of getting to the editor in Panopto.

1) Select the edit link to the right of your video or…
2) Navigate to wichita.hosted.panopto.com and login.

If you clicked on the edit link within the recorder, you will be automatically directed to the editing page.



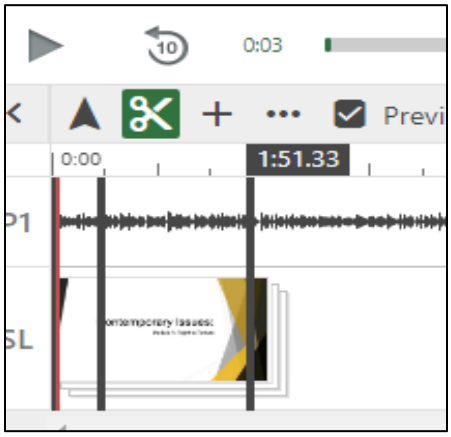
However, if you chose the navigation and login route, you still need to locate the video you wish to edit in your folder, mouse over it, and select “Edit.” Now you will be in the Panopto editor.



Trimming / Cutting a Video

If you're new to editing or worried that you might over trim and ruin your recording, don't worry! Panopto operates on a non-destructive model – you can always undo a trim.

To begin trimming or cutting the video, select the scissors icon found in the ribbon above your timeline.

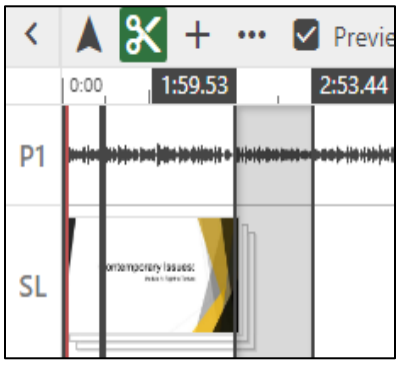


Move the mouse over the track until a grey line appears.

Click and drag in either direction to create a "cut."

For more precise "cuts," use the zoom tool to magnify the timeline for better cutting control.

All greyed out sections will be skipped or "cut" when the video is played.

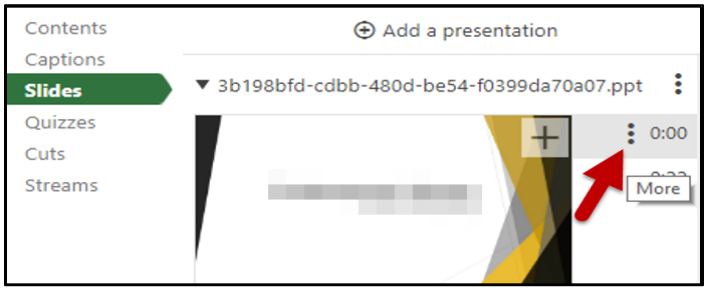


Editing Slide TimeStamps

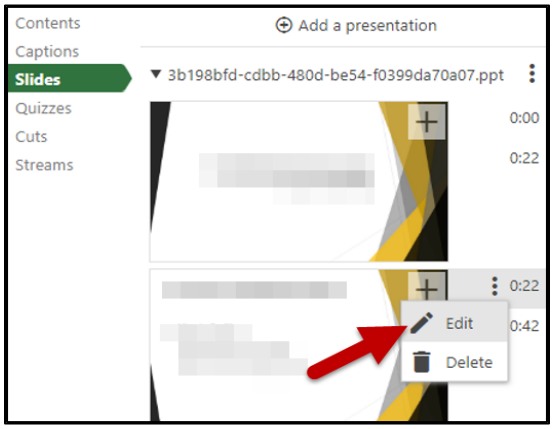
During your recording, did you accidentally forget to click the next slide? Or Click a slide too quickly?

If that's the case, on the left-side menu, select the "slides" button.

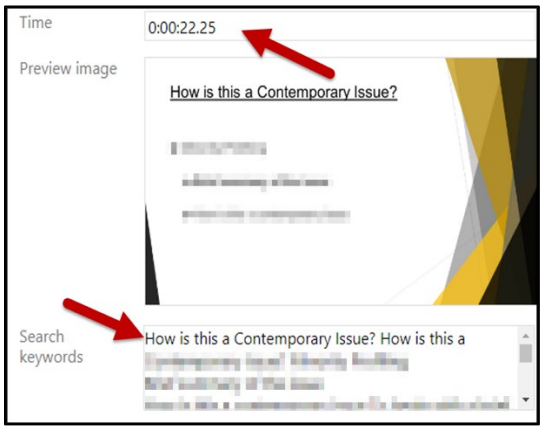
Mouse to the right of the slide you wish to edit and select the more icon, which looks like three vertical dots.



Select "edit."



In the time box, you can now edit the hour, minute, second, and fractional second the slide should appear.



From this window, you can also edit the title and keyword search information if needed.

Adding or Replacing Slides

If you need to replace a slide, first delete the old slide.

Then, locate the round plus-sign button to the left of “Add a presentation” and select the slide or presentation you wish to add. If you only want one slide from your presentation added, you will need to save that slide as a separate presentation of one slide within PowerPoint.

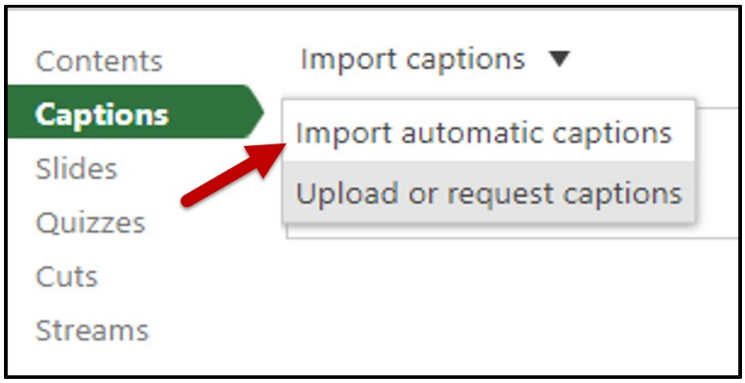
Your slide or presentation will be added at the bottom of your slide deck. Edit the new slide’s timestamp to place it the appropriate location.

Adding Automatic Captions

Video captions are essential for all learners to have access to the content, and Panopto offers the ability to import and edit automatic captions. This is a big convenience and time-saver; however, as with all automated captioning, the results are not 100% accurate and *will* need to be edited.

To add captions, select the “Captions” button in the left-side menu.

Using the dropdown menu, choose “Import Automatic Captions.”

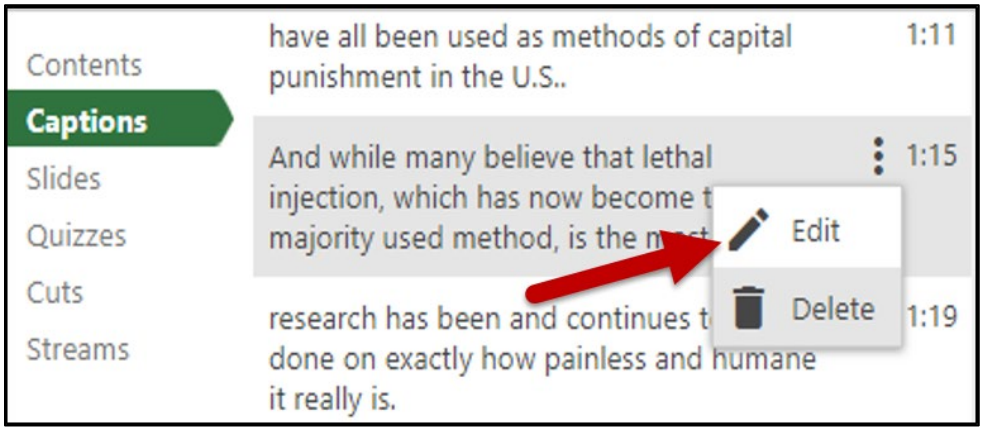


Editing Captions

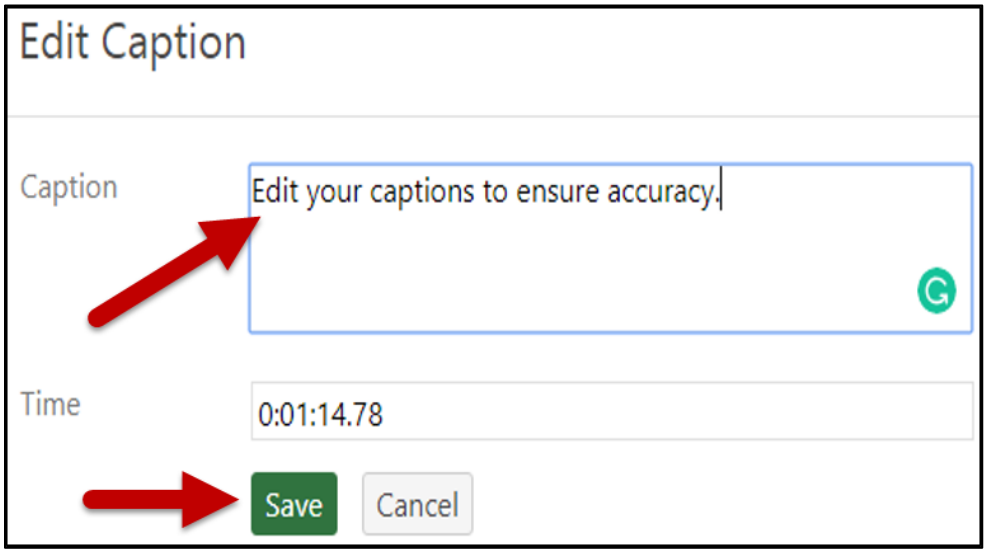
Now that you have captions, let's learn how to edit them, so all of your learner's are provided with the same accurate information.

Once again, make sure the green "Captions" menu button has been selected.

When you mouse over the captions, three vertical dots appear to the right. Click on these and select "edit."



In the captions box, make changes to your captions as needed and select "Save."



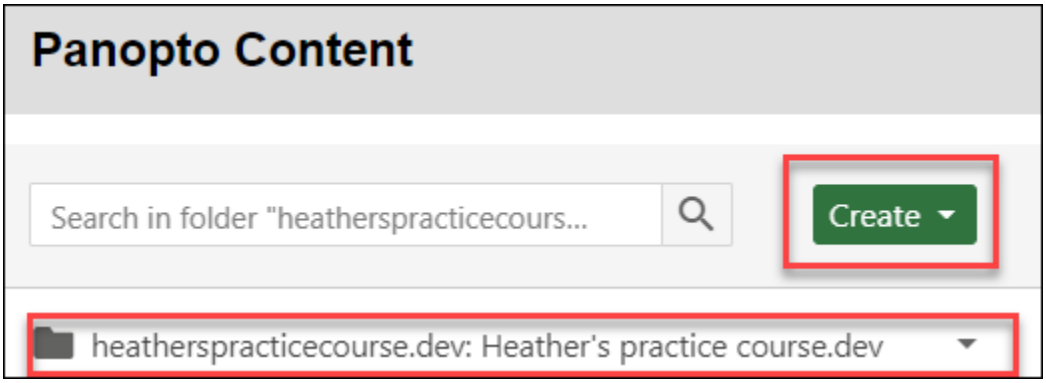
Repeat this for all captions, until the entire recording is accurate.

Creating a Panopto Video for an Assignment

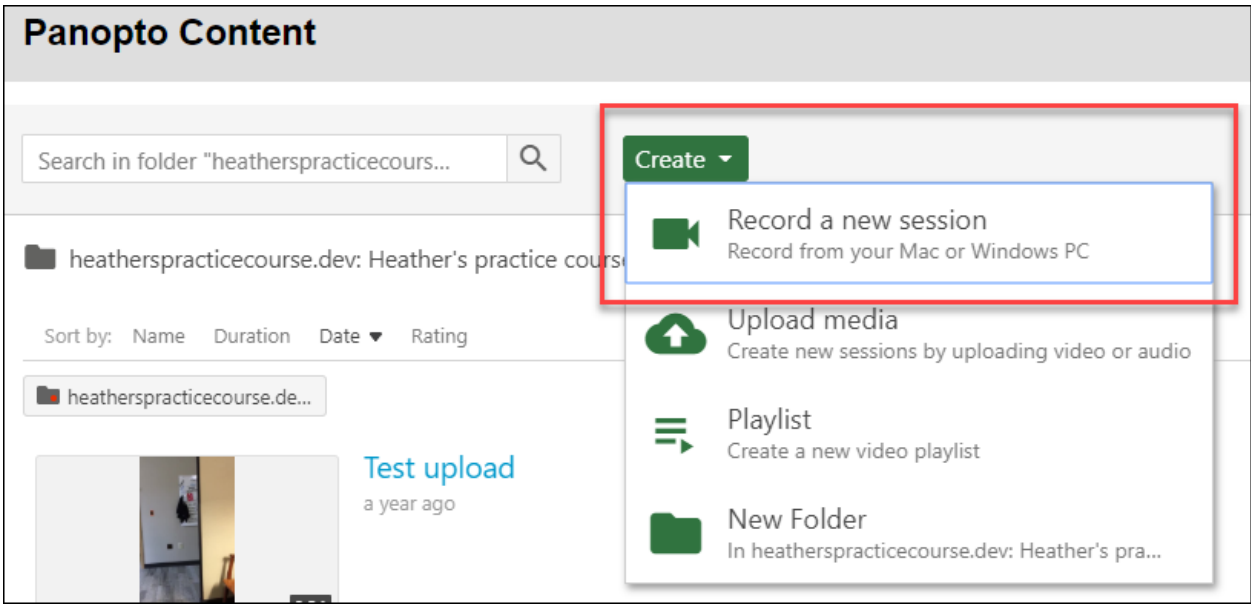
Step 1: Access your Blackboard course for which you are creating a video.

Step 2: Click on the Panopto link. This may be in the navigation menu on the left or in the Tools area.

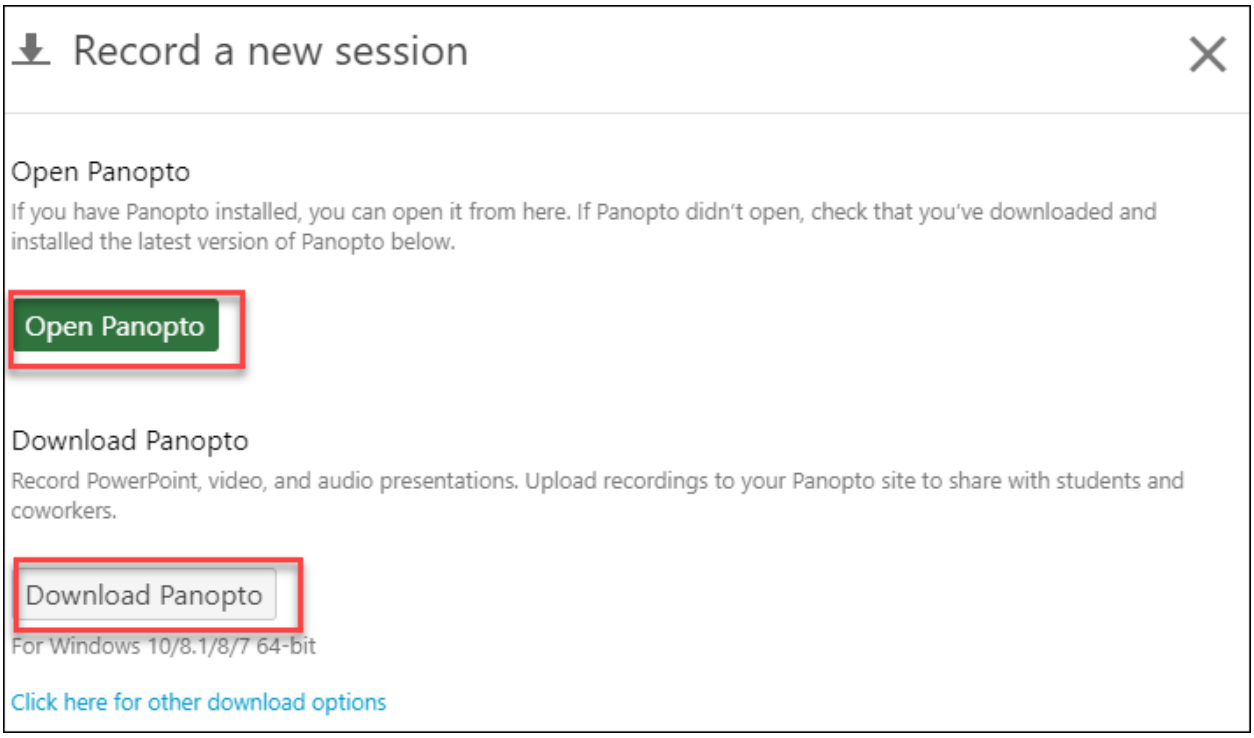
Step 3: IMPORTANT! Make sure you have selected the correct folder for your course in the dropdown menu. If you have not, your instructor will not be able to view your video. Next, click the “Create” dropdown menu.



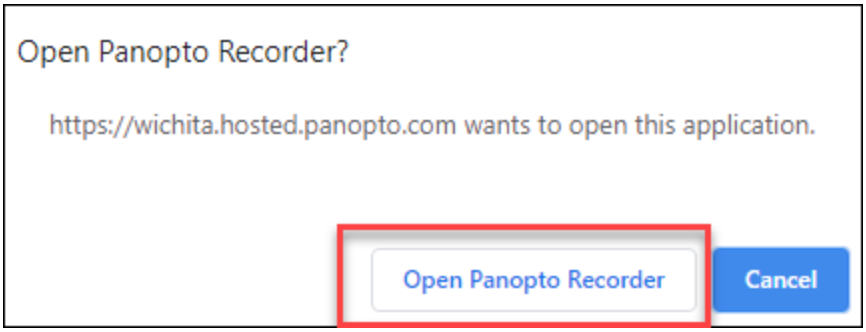
Step 4: Click on “Record a new session.”



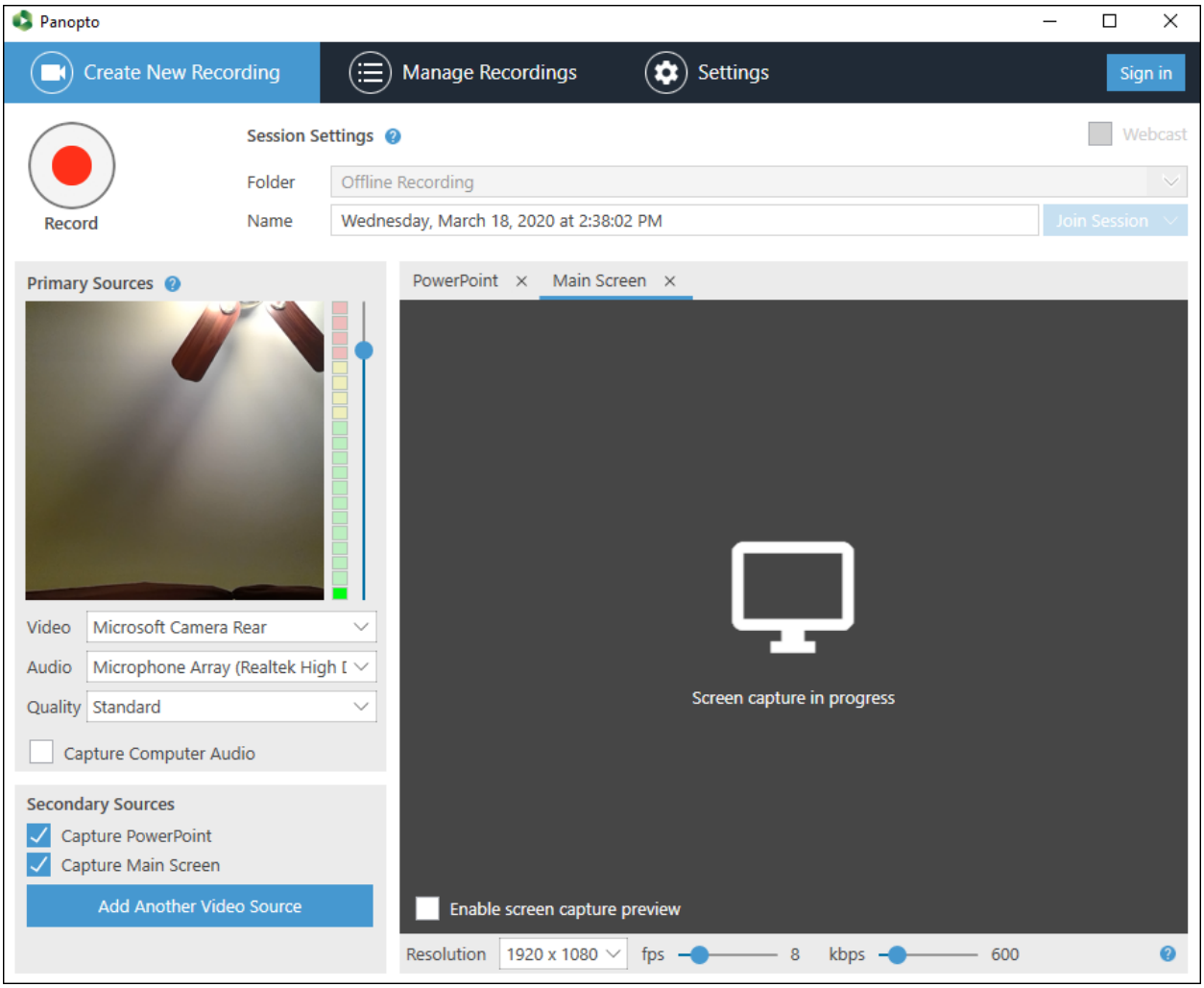
Step 5: Click “Open Panopto.” Note: If you have not downloaded the Panopto recorder, you have an opportunity to do so here.



Step 6: A pop-up window will appear. Click “Open Panopto Recorder.”



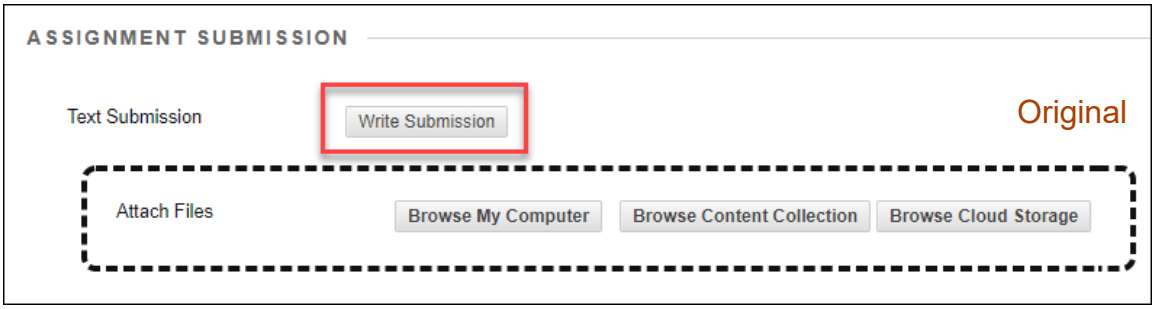
Step 7: You should now see your Panopto recorder window open. Please refer to the Creating a Video sections above for details on using the recorder.



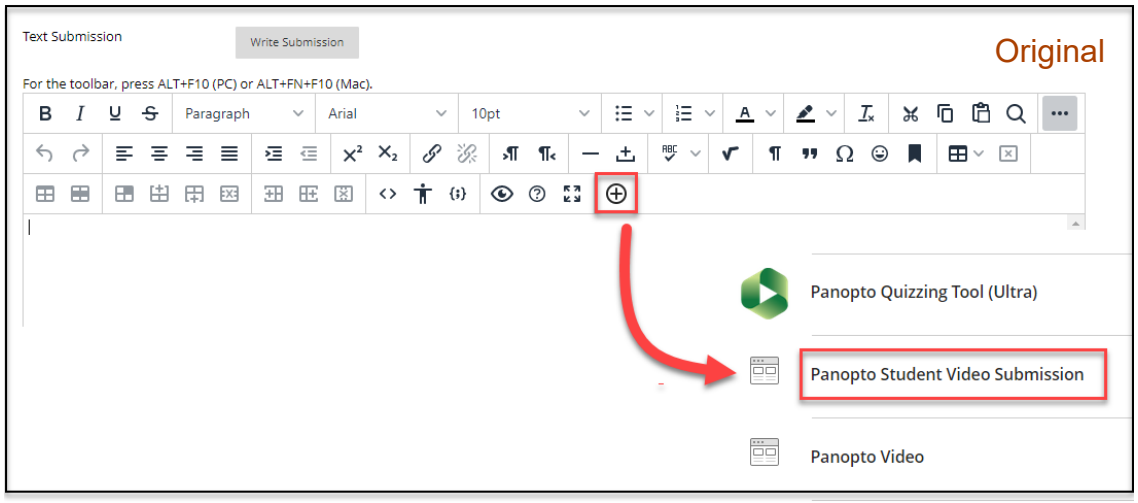
Submitting a Panopto Video for an Assignment

Step 1: Record or upload your video in Panopto.

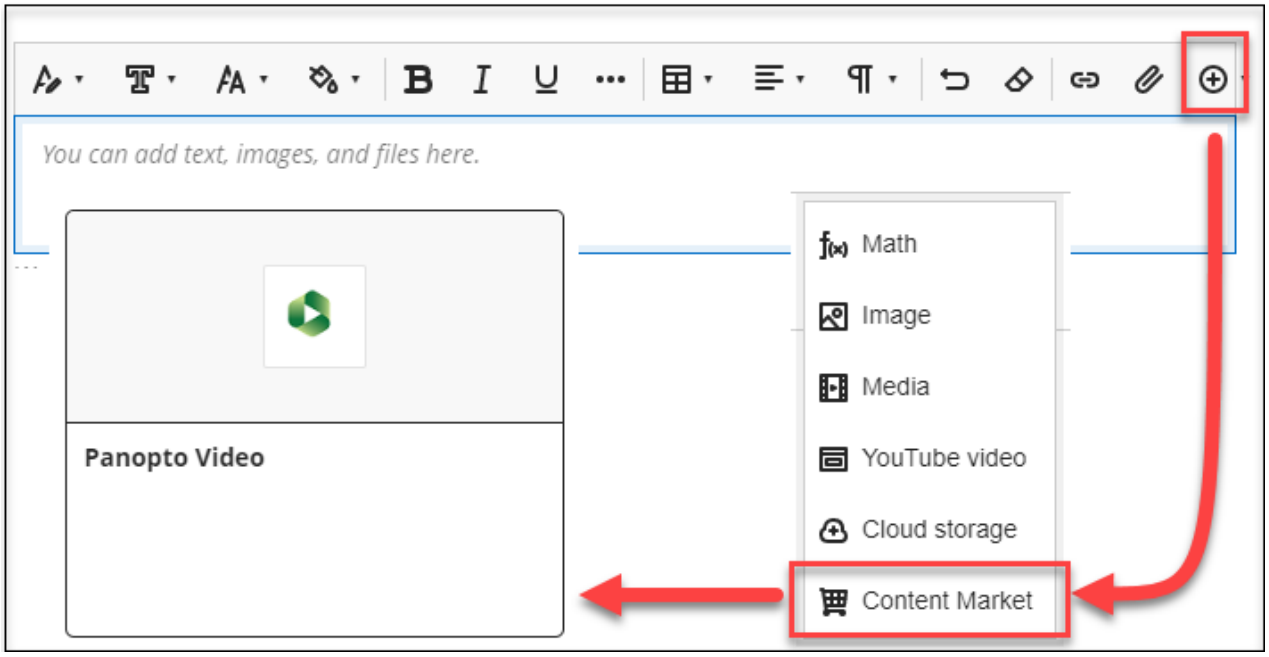
Step 2: Open the assignment in Blackboard and select Write Submission.



Step 3 Original: In the text editor, select the plus sign and navigate to Panopto Student Video Submission.

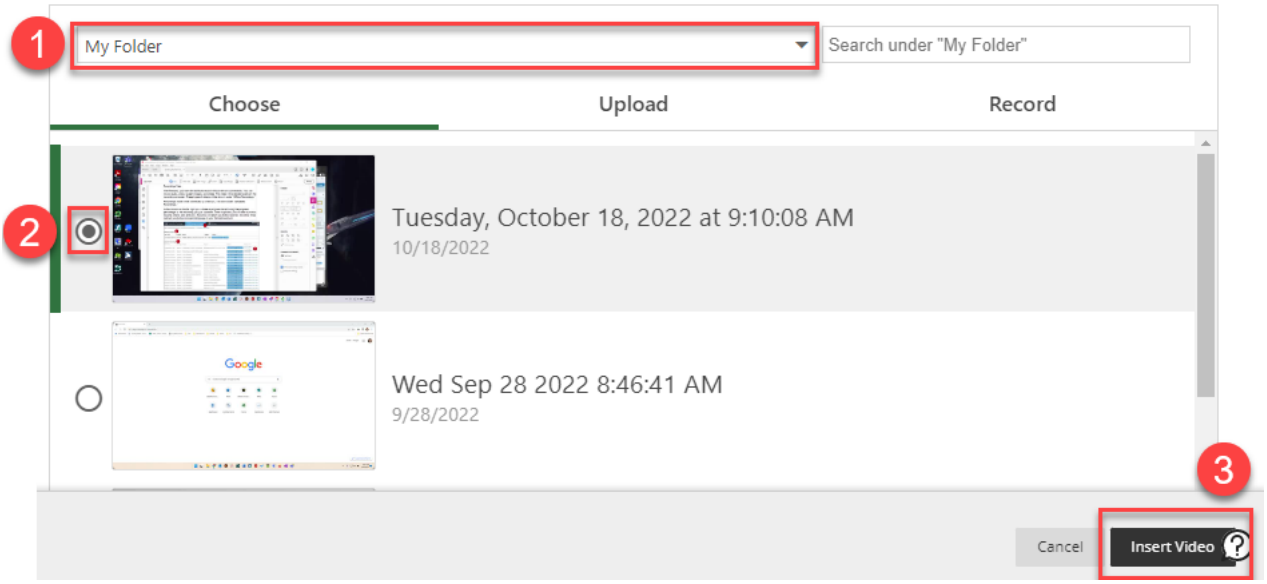


Step 3 Ultra: In the text editor, select the plus sign, choose "Content Collection," and navigate to the Panopto tool (the name might vary).

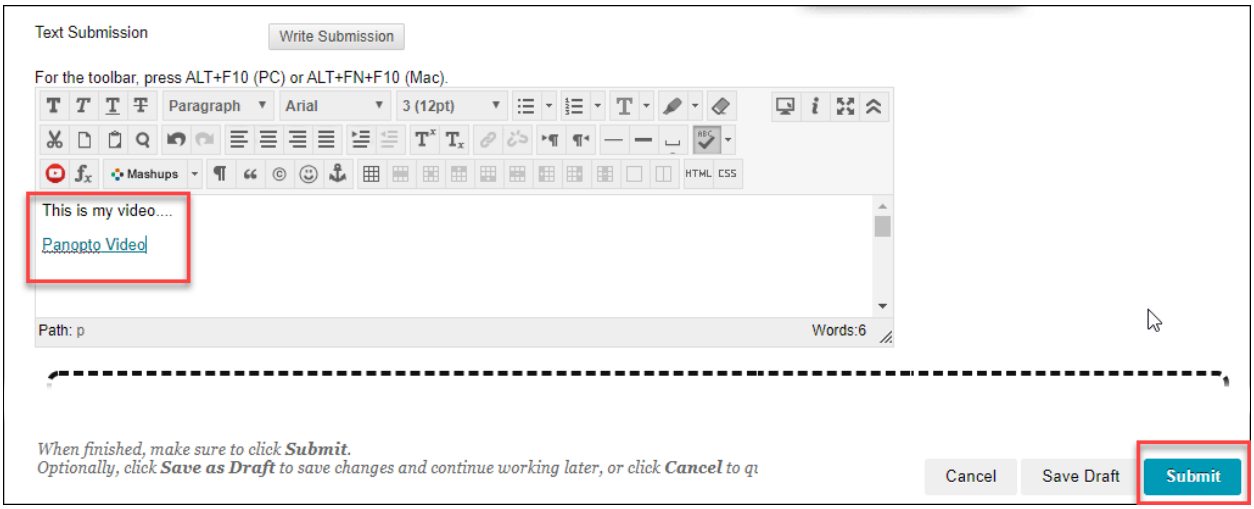


Step 4: A window will open to show the videos in your personal folder. If your video is located in a different folder, 1. select the correct folder from the drop-down at the top.

Step 5: 2. Select the video you wish to submit and 3. click Insert.



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

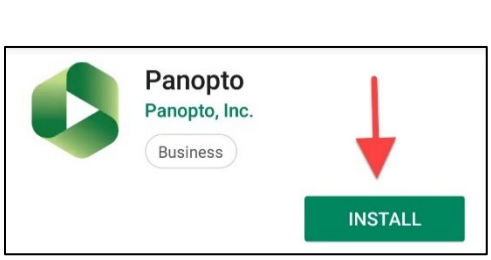


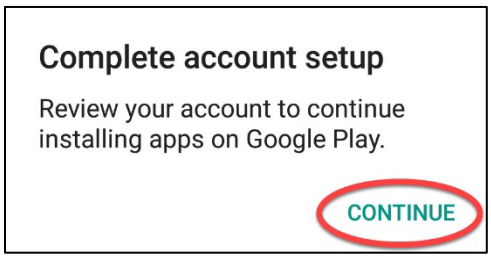
Panopto Mobile

Installing the App for Android

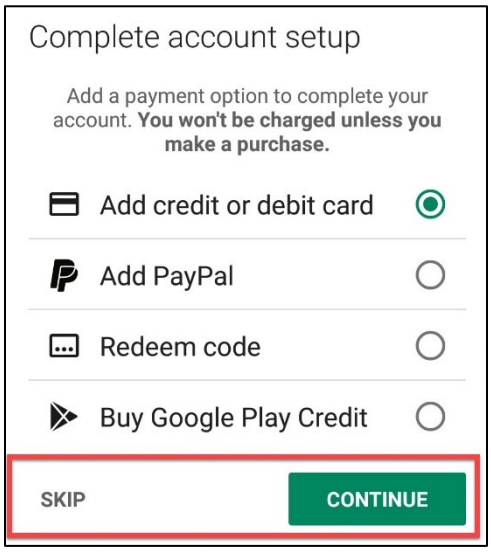
Step 1: Access the Google Play Store and search for Panopto.

Step 2: Click install, then continue.

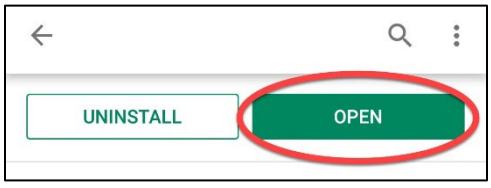




Step 3: The Panopto App is free. Select “skip.”



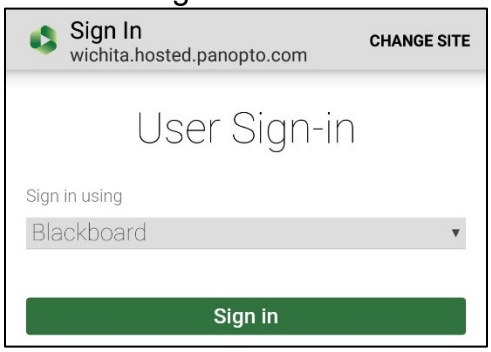
Step 4: After the app has downloaded click “open.”



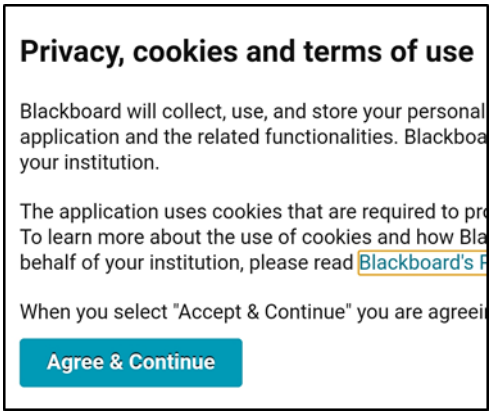
Step 5: Do not enter your email address on this page. Select “Enter Site URL” in the upper-right corner.

Step 6: In the blank address box, enter “wichita.hosted.panopto.com” and click “okay.”

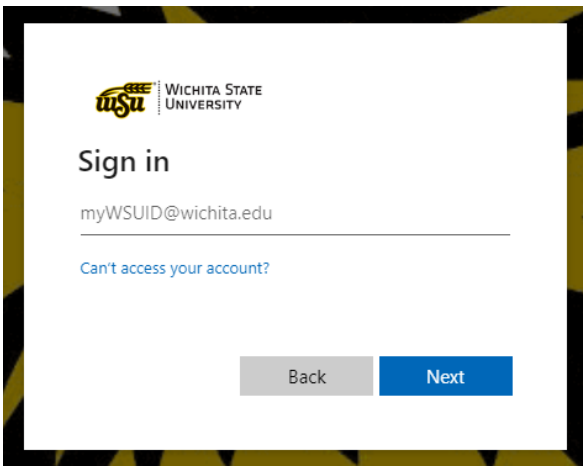
Step 7: Select “Blackboard” from the dropdown menu, if it did not automatically appear. Click the “Sign-in” button.



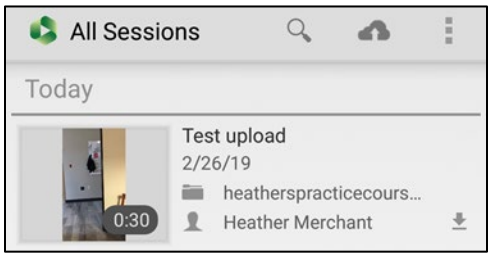
Step 8: Click the “Agree and Continue” button to accept Panopto’s terms of use.



Step 9: Sign-in using your Blackboard credentials, and click the “Login” button.



Step 10: Congratulations, you should now see your Panopto account home page, which will say “All Sessions” at the top. Click on the three vertical lines in the upper right corner to watch and record videos.

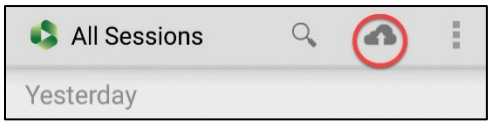


Record & Upload a Video to Panopto from Android

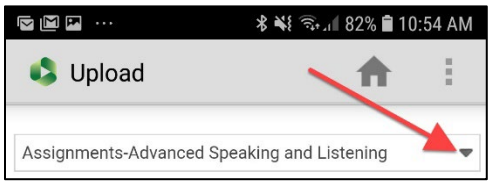
Note: You will not be able to record a video directly with the Panopto app using an Android. You will need to first record a video with your phone’s camera and then upload into the app.

Step 1: Record a video using your phone’s camera.

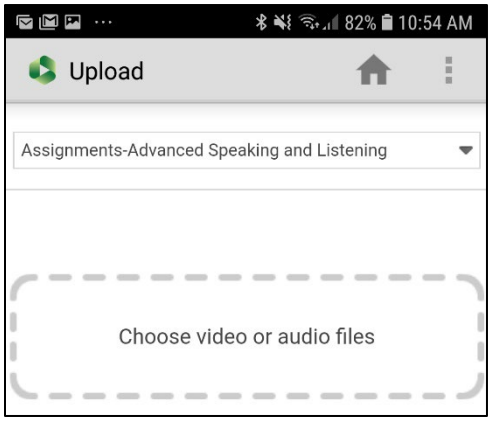
Step 2: Open the Panopto App and click on the upload icon in the toolbar.



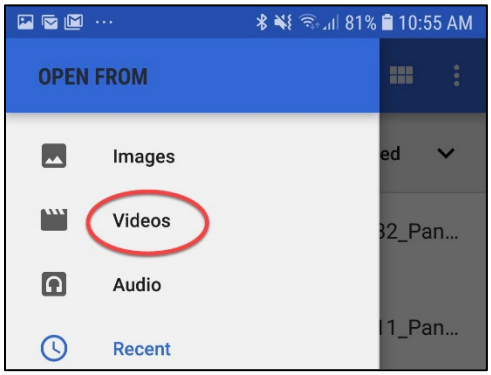
Step 3: Select the folder you wish to record into from the dropdown menu.



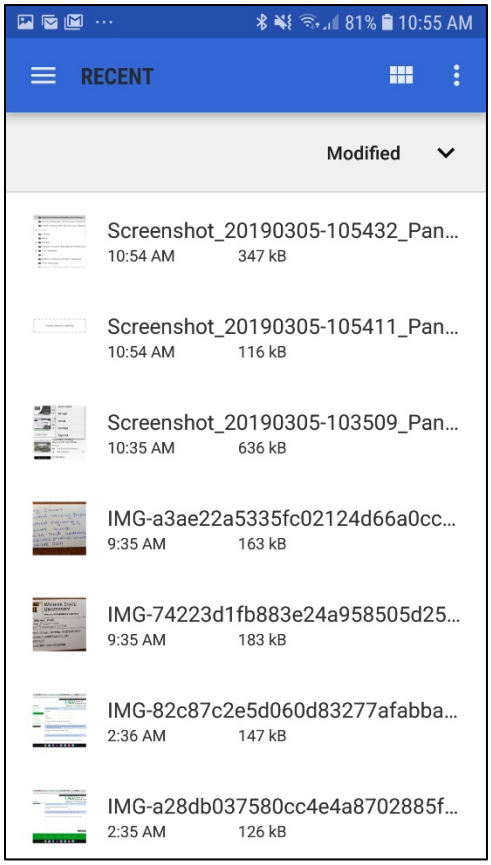
Step 4: Tap the “Choose video or audio files” box.



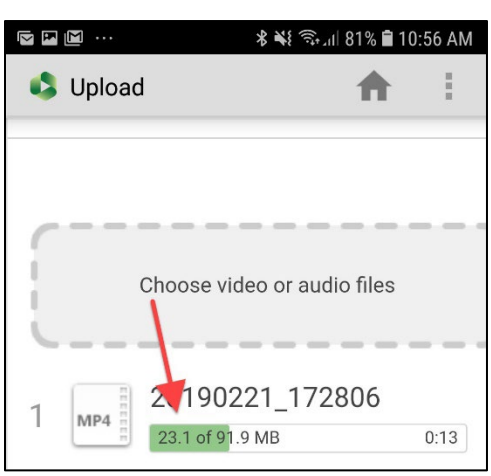
Step 5: Select the location of the video or audio file you want to upload.

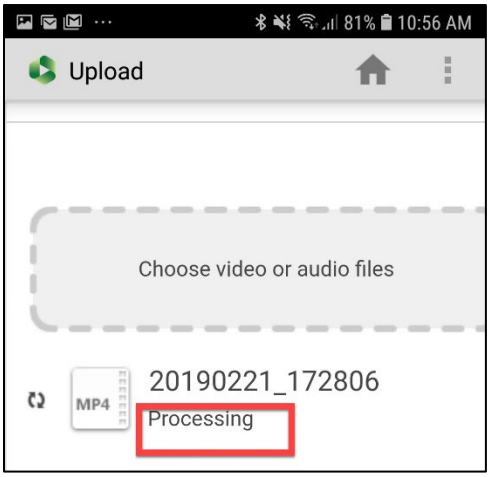


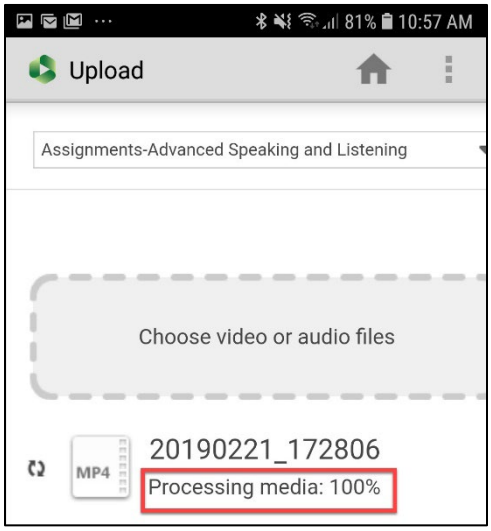
Step 6: Select the file to upload.

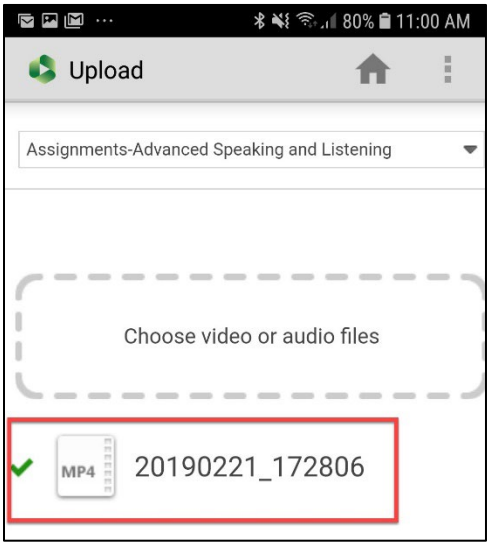


Step 7: Wait for the progress bar and processing.





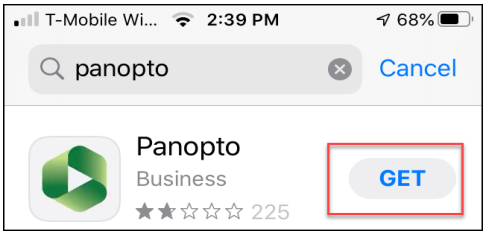




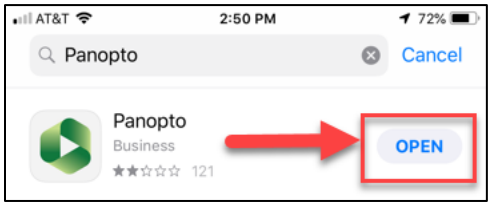
Installing the Panopto App for iPhone

Step 1: Access the app store and search for Panopto.

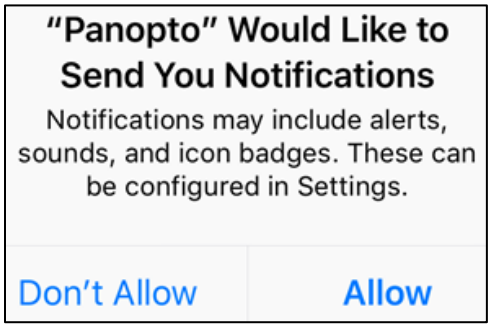
Step 2: Click to download.



Step 3: Click the open button.

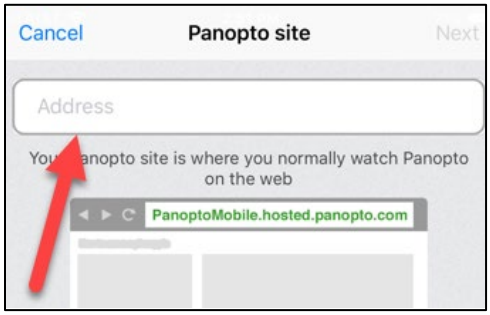


Step 4: Select if you would like notifications from Panopto or not.



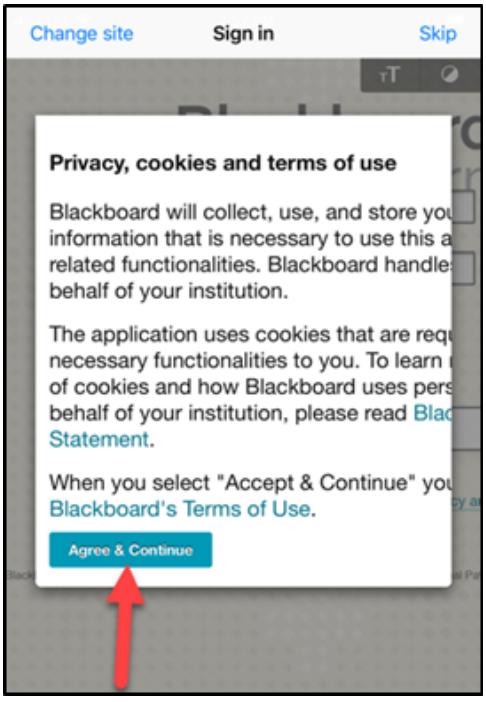
Step 5: Do not enter your email address on this screen. Click on "Enter URL" in the upper-right corner.

Step 6: In the blank address box, enter “wichita.hosted.panopto.com” and click “next” in the top-right corner.

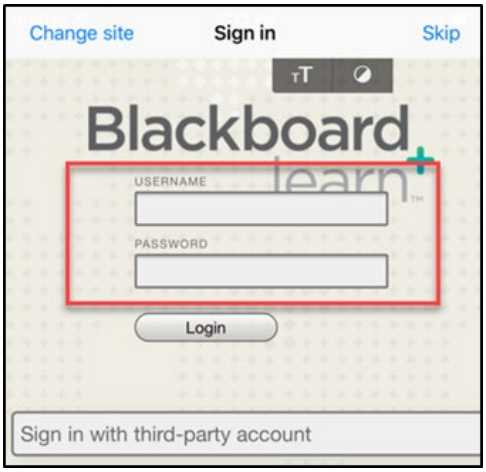


Step 7: Select “Blackboard” from the dropdown menu, if it did not automatically appear. Click the “Sign-in” button.

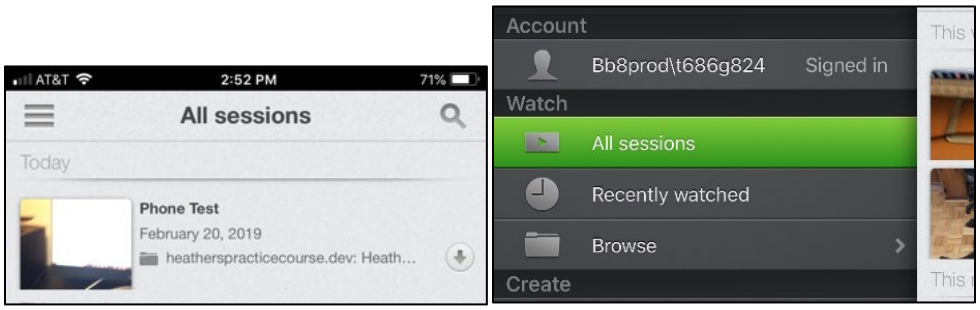
Step 8: Click the “Agree and Continue” button to accept Panopto’s terms of use.



Step 9: Sign-in using your Blackboard credentials, and click the “Login” button.



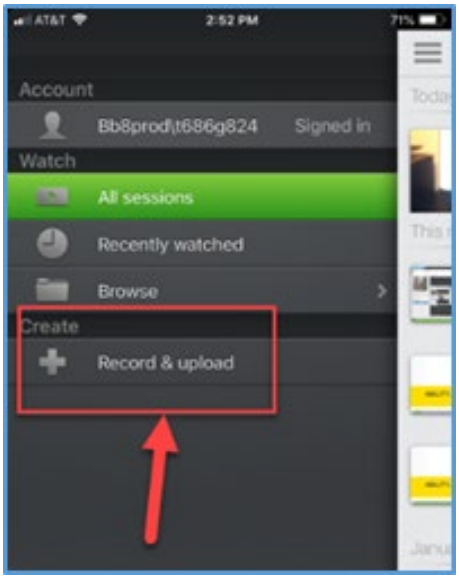
Step 10: Congratulations, you should now see your Panopto account home page, which will say “All Sessions” at the top. Swipe this page to the right or click on the three horizontal lines in the upper-left corner to watch or record videos.



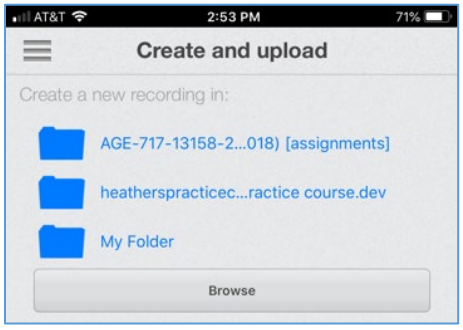
Recording a Panopto Video Using an iPhone

Step 1: Open your Panopto app and swipe screen to the right.

Step 2: Click on “Record & Upload.” If this is your first time using the app, you will be asked if Panopto can access your camera and microphone.

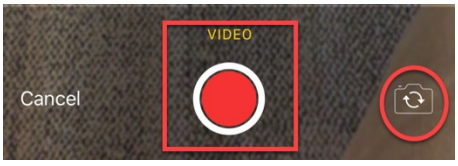


Step 3: Select the folder in which you want to record a video.

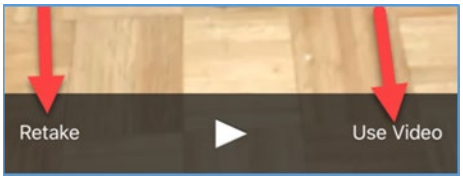


Step 4: Enter a unique title for your video and click the “Start recording” button.

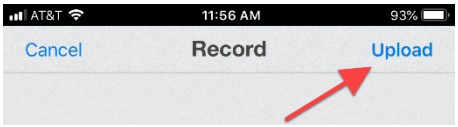
Step 5: Your camera should default to the rear camera, change if needed. Press the record button and stop the recording by pushing the square button when you are finished.



Step 6: Decide if you want to “Retake” or “Use” the video.



Step 7: If you chose to use the video, click “Upload” in top, right corner.

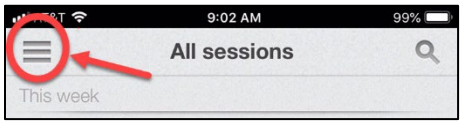


Step 8: You will now see a thumbnail of your video and an upload progress bar.

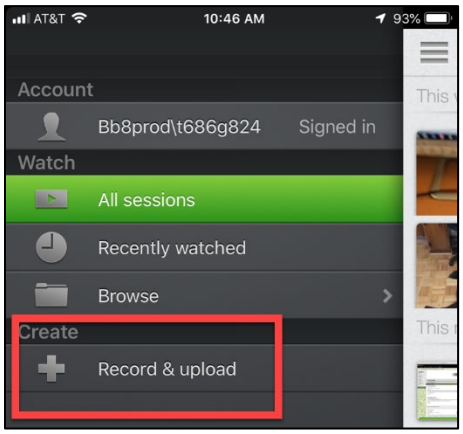
Step 9: Your video is now in your folder in Panopto ready for captioning and editing.

Upload a Video to Panopto from iPhone

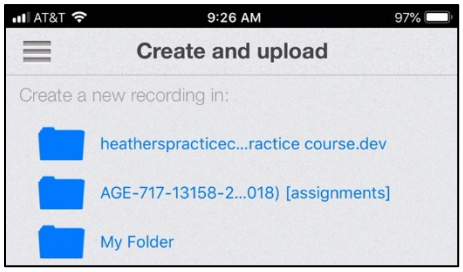
Step 1: Open the Panopto App and click on the three horizontal lines in the upper-left corner.



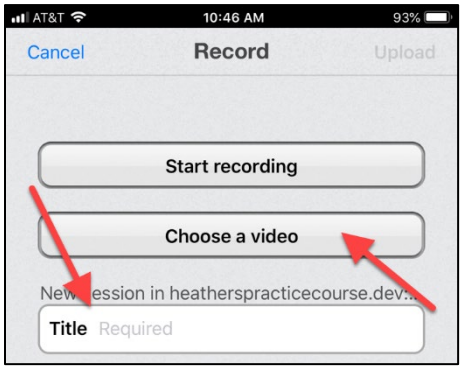
Step 2: Click on “Record & Upload”



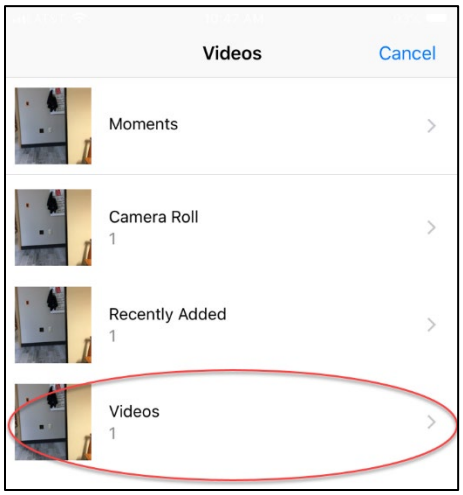
Step 3: Select the Panopto folder you wish to upload to.



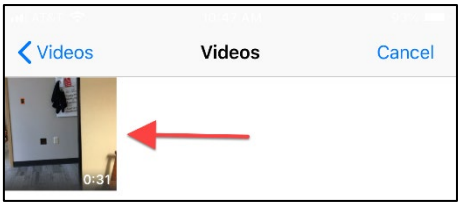
Step 4: Enter a title for the video you are about to upload, and click the “Choose a Video” button.



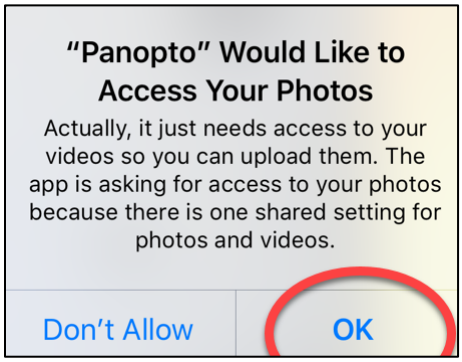
Step 5: A list of folders containing videos on your phone should appear. Select the folder which containd your video.



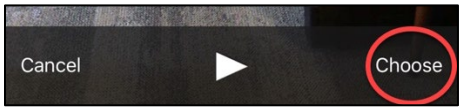
Step 6: Select the video you want to upload.

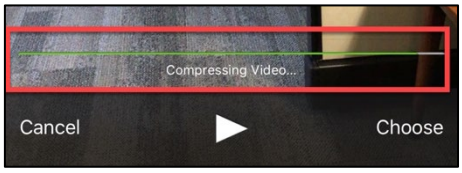


Step 7: Click Okay to allow Panopto to access your video.

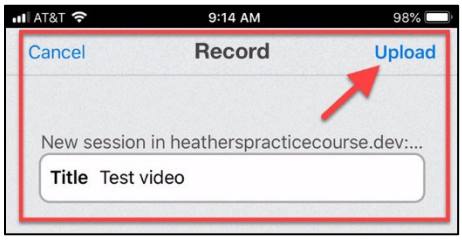


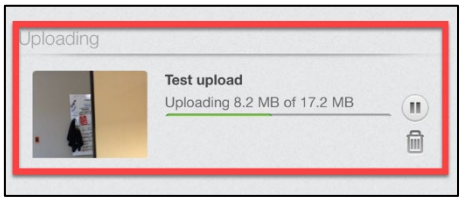
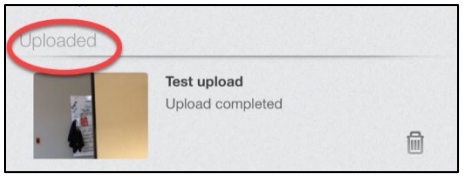
Step 8: Click "Choose" in the lower-right corner and wait while your video is compressed.





Step 9: Click upload in the upper-right corner and wait while your video uploads.





Step 10: Your video is now uploaded to your Panopto content.