



Advanced Panopto

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Training Agenda

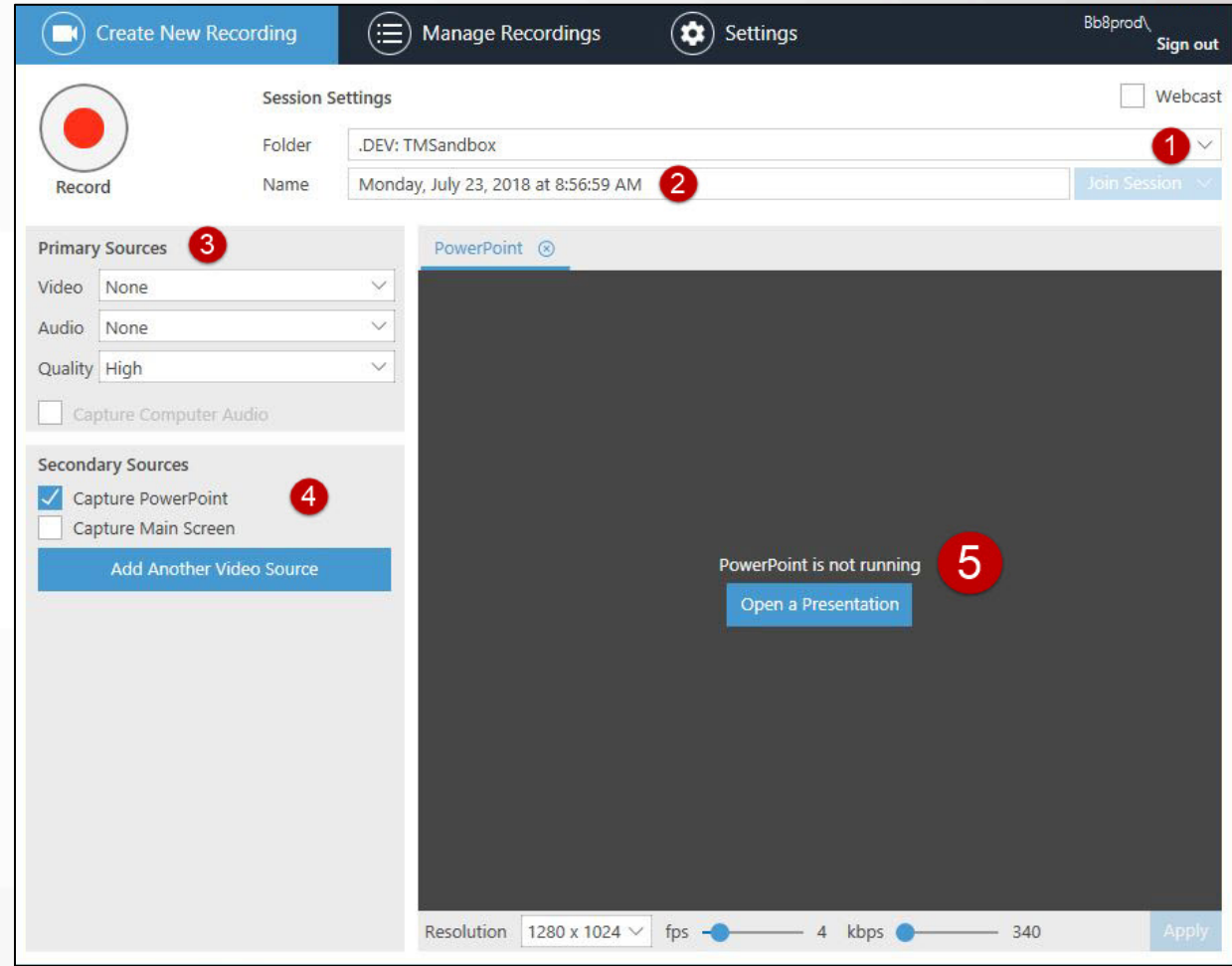
- Recording Refresher
- Creating a Panopto Session from a Video File
- Creating a Panopto Session from an Audio File and PowerPoint
- Basic Editing
- Adding Captions
- Sharing Your Video
- Creating a Student Assignment Folder



Basic Recording

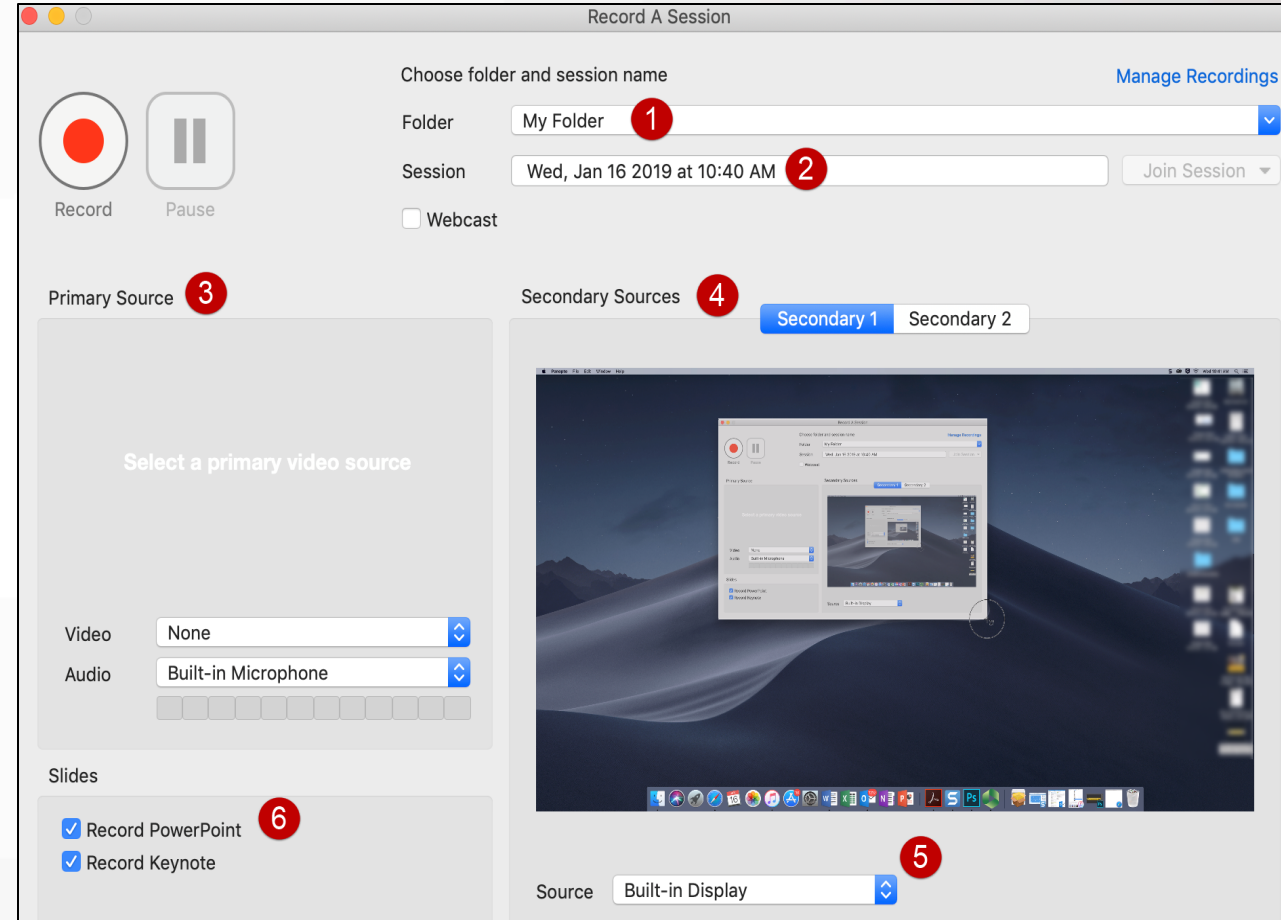
Creating a Video with PC

- To record a video, you will need to first check your recording settings:
 1. Select the proper Panopto folder
 2. Provide a descriptive name
 3. Select your primary sources of audio, video, and quality
 4. Select your secondary sources for video if needed
 5. If using a PowerPoint, use the “Open a PowerPoint” button to choose your presentation

The screenshot shows the 'Create New Recording' interface in Panopto. The interface is divided into several sections. At the top, there are tabs for 'Create New Recording', 'Manage Recordings', and 'Settings'. Below the tabs, there is a 'Session Settings' section. In this section, the 'Folder' is set to '.DEV: TMSandbox' (marked with a red circle 1) and the 'Name' is 'Monday, July 23, 2018 at 8:56:59 AM' (marked with a red circle 2). There is a 'Record' button with a red circle icon. Below the session settings, there are 'Primary Sources' (marked with a red circle 3) and 'Secondary Sources' (marked with a red circle 4). The 'Primary Sources' section has dropdowns for 'Video' (set to 'None'), 'Audio' (set to 'None'), and 'Quality' (set to 'High'). There is a checkbox for 'Capture Computer Audio'. The 'Secondary Sources' section has checkboxes for 'Capture PowerPoint' (checked) and 'Capture Main Screen'. There is a button 'Add Another Video Source'. On the right side, there is a 'PowerPoint' tab (marked with a red circle 5) that shows a message 'PowerPoint is not running' and a button 'Open a Presentation'. At the bottom, there are settings for 'Resolution' (1280 x 1024), 'fps' (4), and 'kbps' (340), with an 'Apply' button.

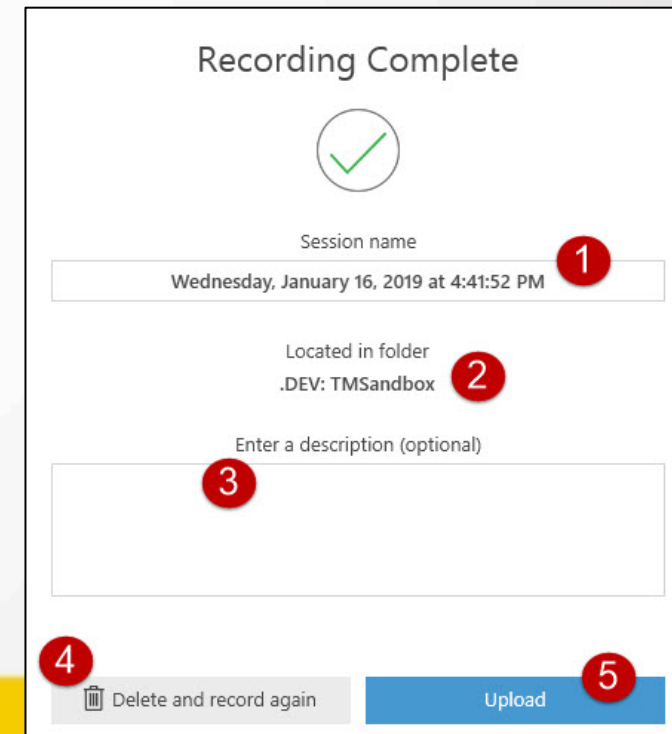
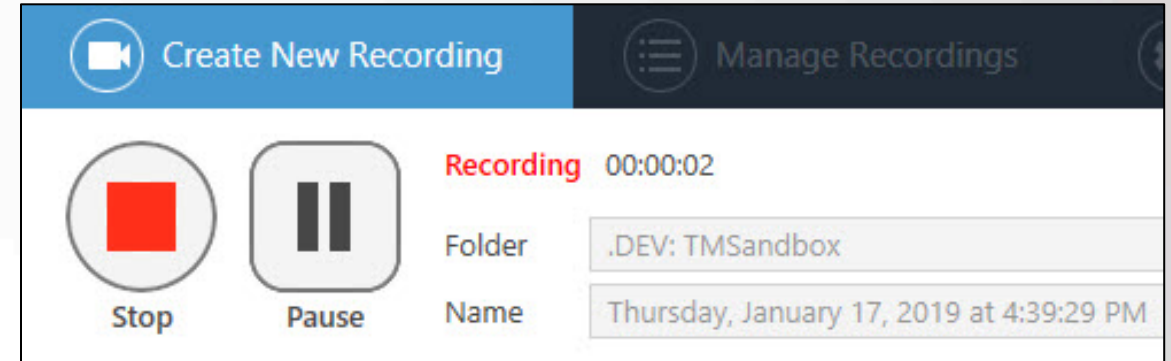
Creating a Video with Mac

- To record a video, you will need to first check your recording settings:
 1. Select the proper Panopto folder
 2. Provide a descriptive name
 3. Select your primary sources of video and audio
 4. Select your secondary sources
 5. Change “Source” dropdown to “None” if you do not want to record your desktop
 6. Indicate your slide source



During Recording

- PowerPoint slides may automatically enter Fullscreen/“Presentation Mode”
- Print a copy of notes before you begin recording if needed
- Recorder stop and pause buttons will appear
- Timer will be running in real time
- Use “HotKeys” to Record, Pause, and Stop a recording.
 - **To Record:** F8 (PC); Option + Command + R (Mac)
 - **To Pause:** F9 (PC); Option + Command + P (Mac)
 - **To Stop:** F10 (PC); Option + Command + R (Mac)
- Delete and Re-record or Upload?





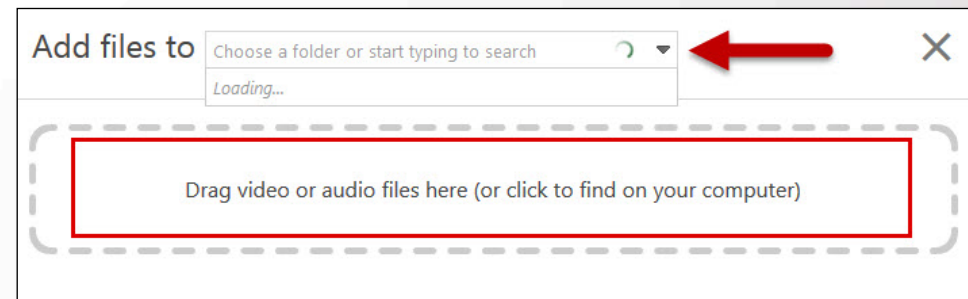
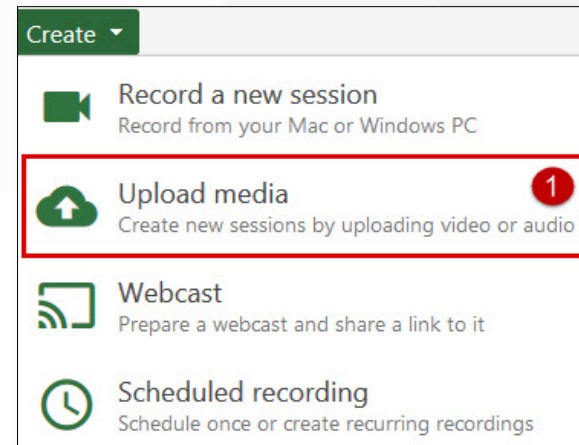
- [illegible]



Creating a Panopto Session from a Video File

Creating a Panopto with Video File

- Go to wichita.hosted.panopto.com
- Sign into Panopto using the Blackboard sign-in option
- Click the "Create" session button, near the top search box, and select "Upload Media" from the list of options available
- From the new creation page, you can drag and drop the file from an open file explorer window on your computer, or click into the outlined box and select the file
- Check that you have selected the proper folder in the "Add files to" dropdown menu
- Select submit.
- Your new session will start to process immediately and you will be notified by email when it is complete

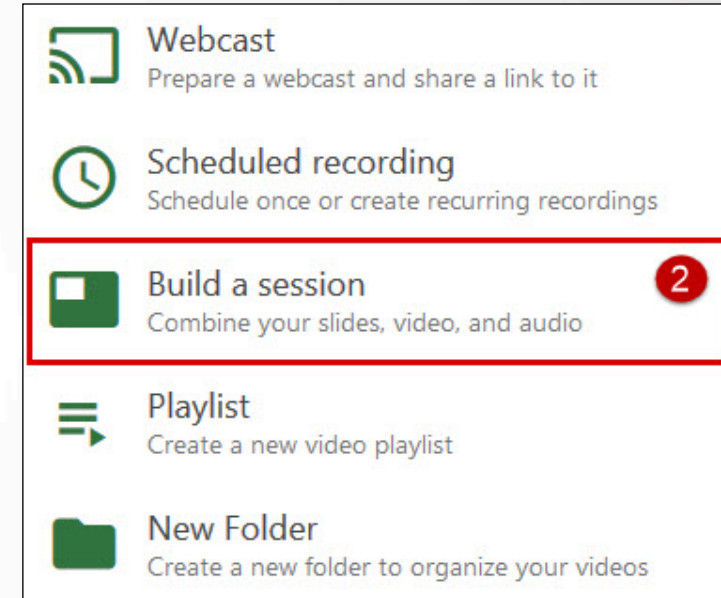




Creating a Panopto Using Audio File & PPT

Panopto Using Audio and PPT

- Go to wichita.hosted.panopto.com
- Sign into Panopto using the Blackboard sign-in option
- Click the "Create" session button, near the top search box, and select "Build Session" from the list of options available
- Provide a name to the session and select a folder for the session to upload to, then click Submit
- From the new creation page, you can drag and drop the files from an open file explorer window on your computer, or click into the outlined box and select the file
- Select submit.
- Your new session will start to process immediately and you will be notified by email when it is complete

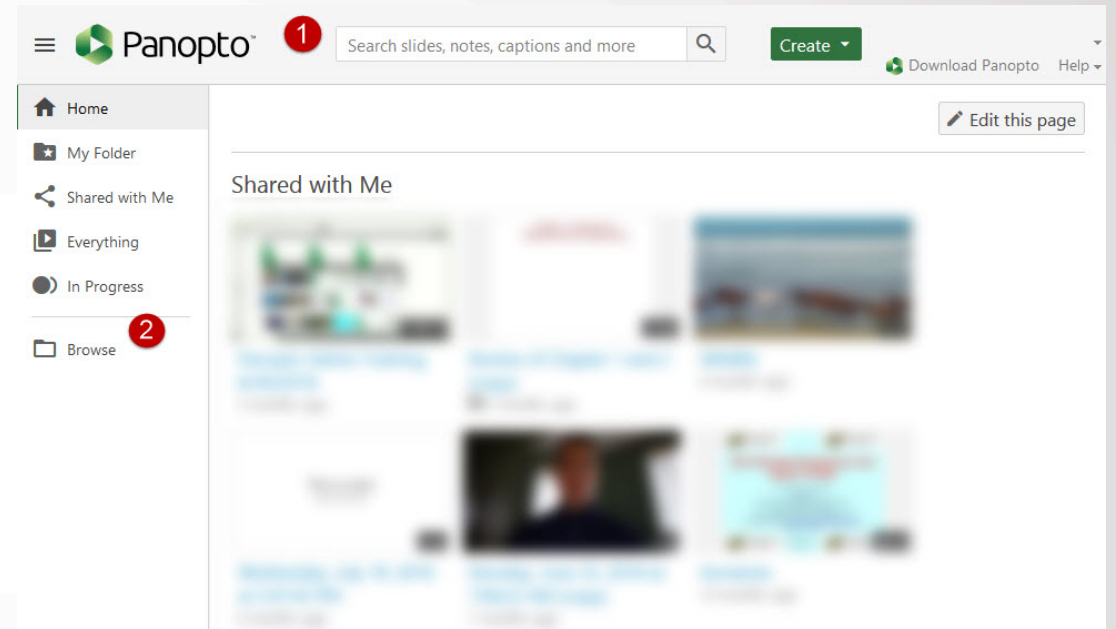
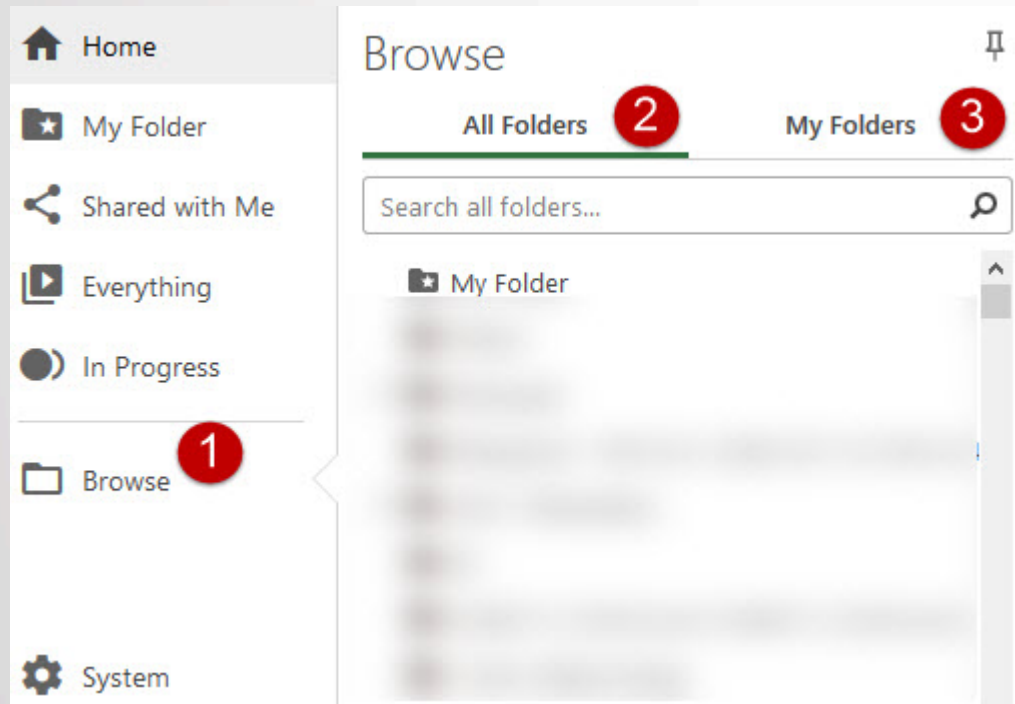




Basic Editing

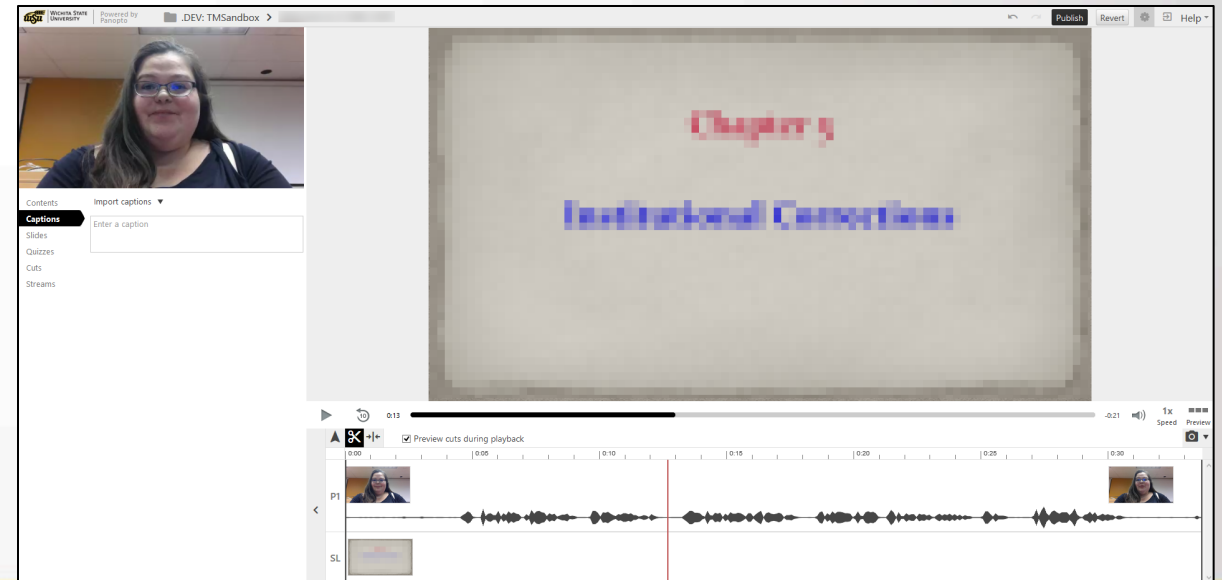
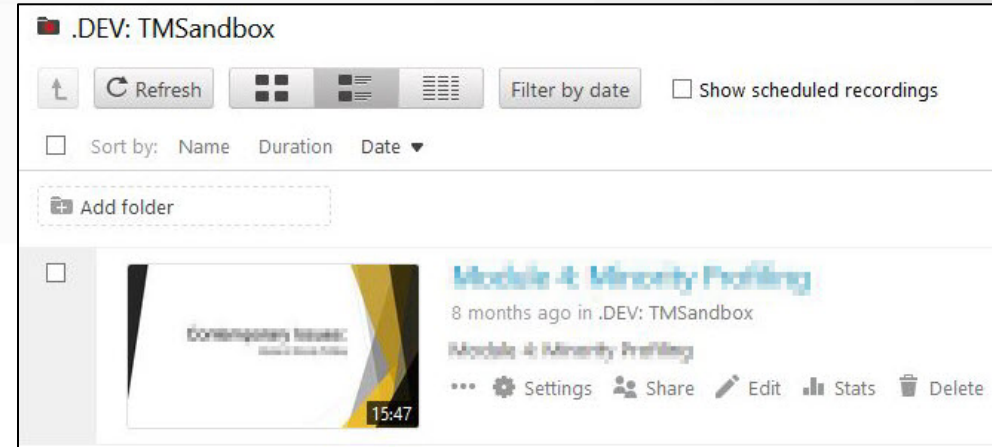
Editing Your Panopto Video

- Select “Edit” from the recorder or;
- Go to Wichita.Hosted.Panopto.Com



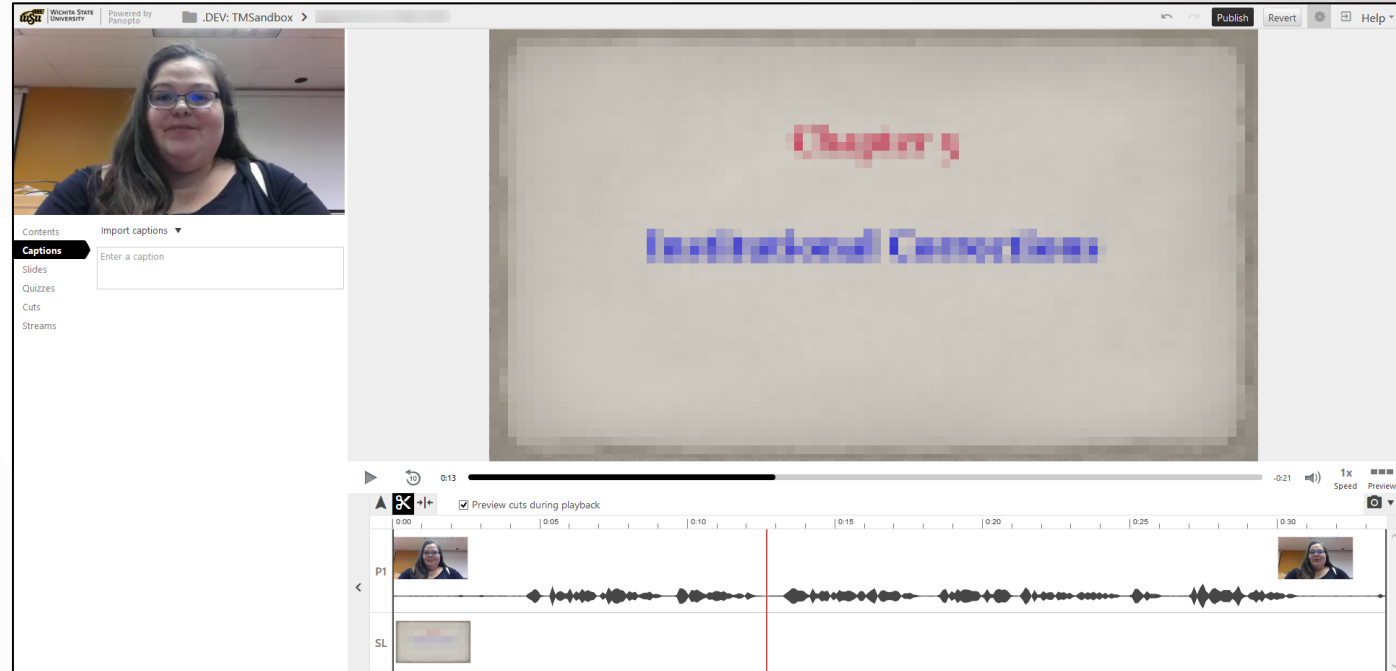
Navigating to the Editing Page

- Locate the video you want to edit in your folder
- When you mouse over the video, options appear
- Select “Edit”
- The Editing Page will appear



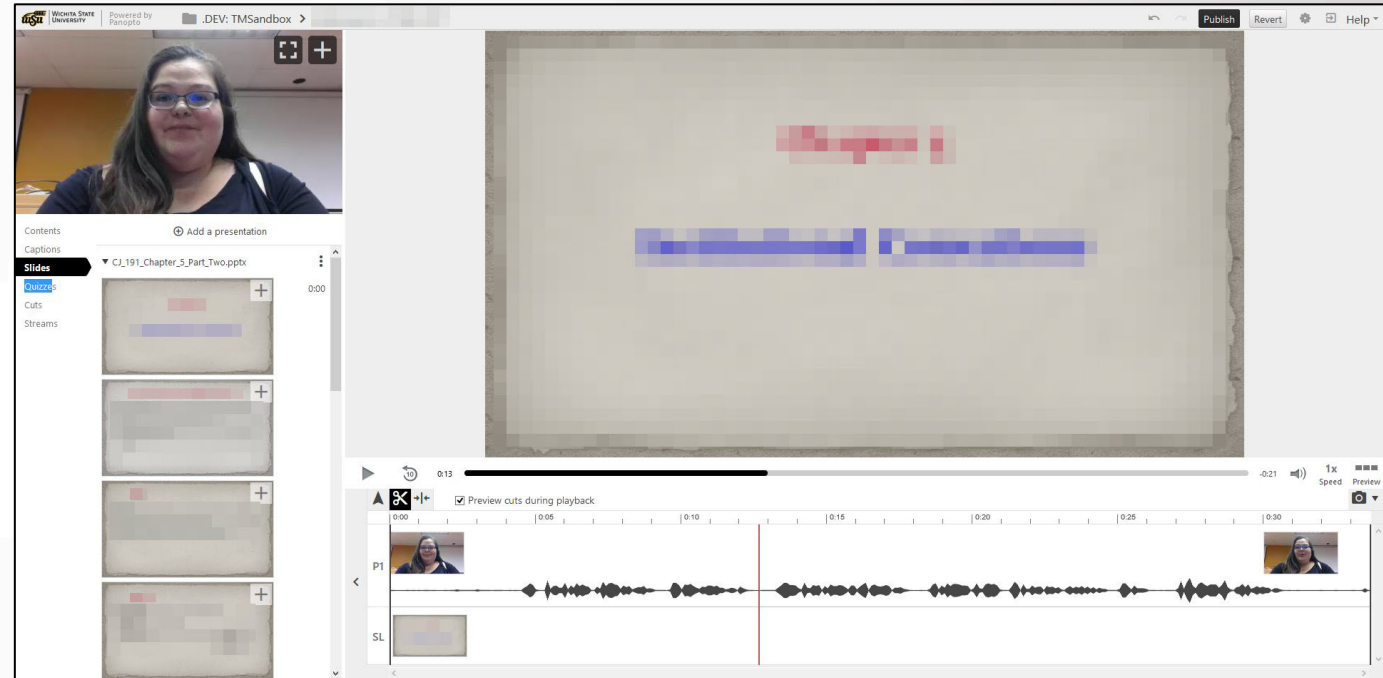
Editing Functions

- Add/Edit automatic captions
- Create/Edit captions
- Trim/Cut parts of the video
- Add/Edit Slides
- Create a Table of Contents
- Add/Edit Quizzes



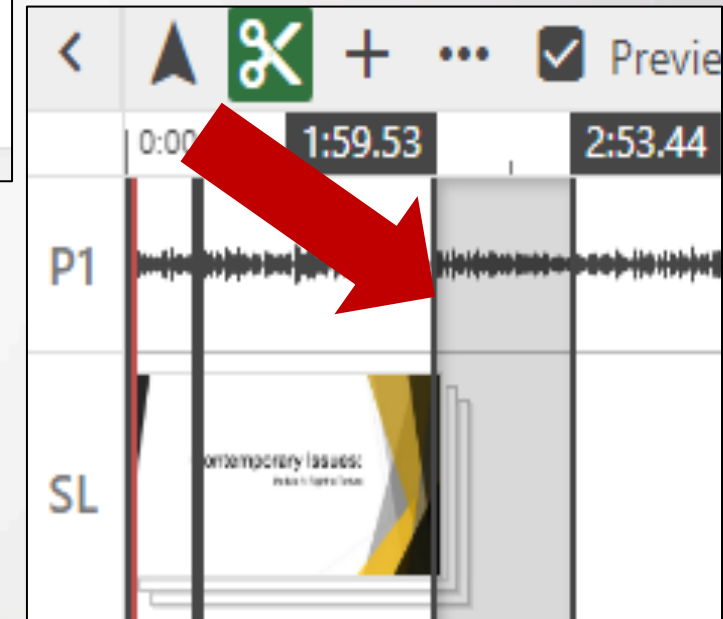
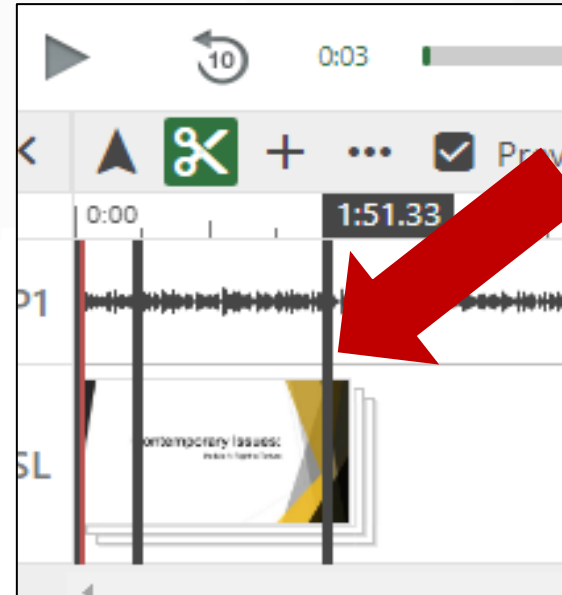
Editing Your Video

- Basic Editing:
 - Trimming/Cutting your video as a single piece
 - Editing slide timestamps
 - Adding new/replacing old slides
 - Adding/Editing automatic captions



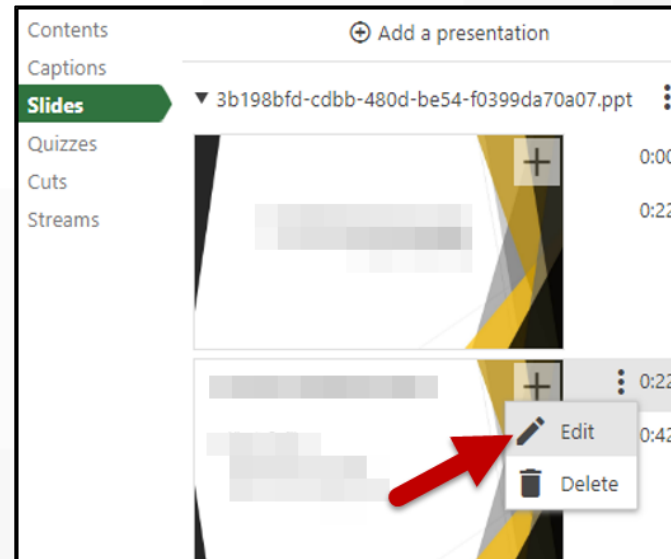
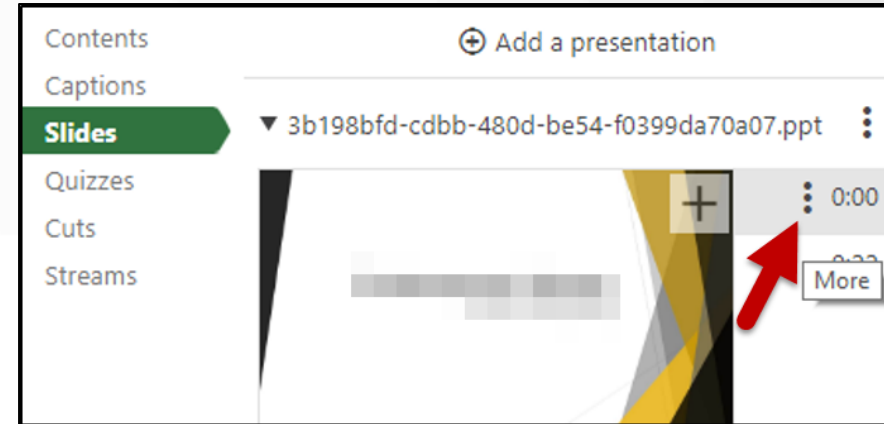
Trimming/Cutting Video

- Panopto operates on a non-destructive model
- Select the scissors icon to begin trimming or cutting the video
- 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/cut when the video is played



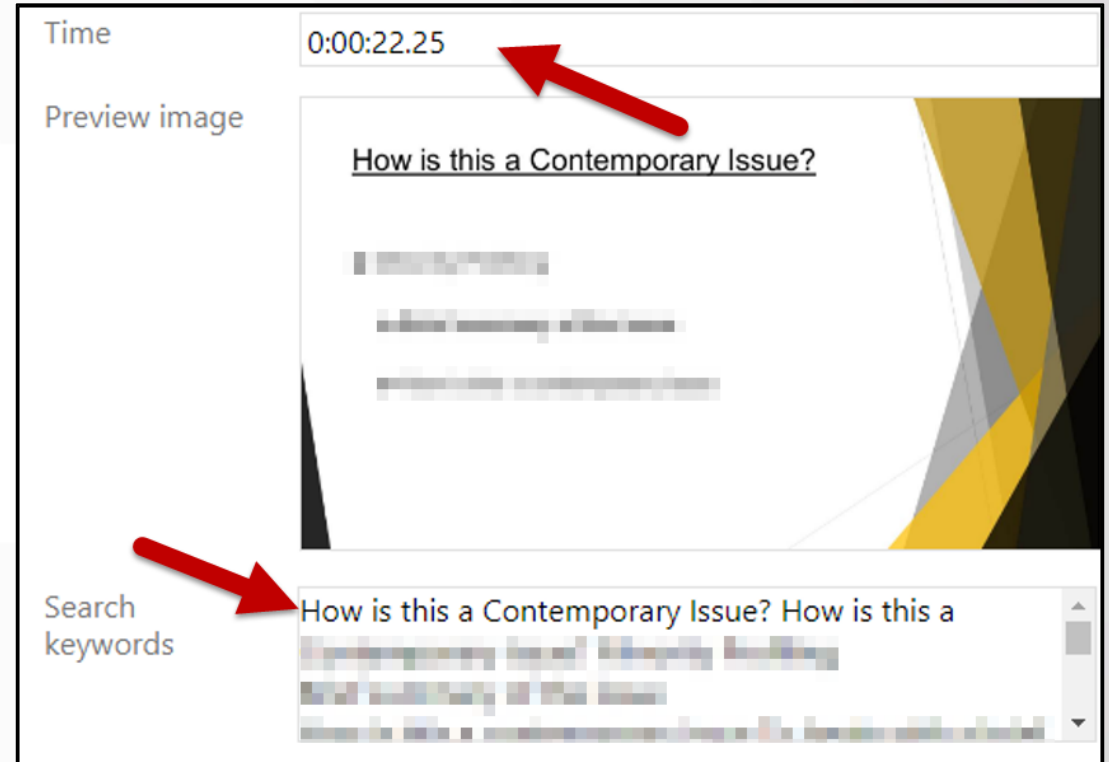
Editing Slide Timestamps

- Accidentally forget to click to the next slide?
- Click to a slide too quickly?
- Update the timestamp of that slide
 - Select “Slides”
 - Mouse to the right of the slide and select the “More” icon (three vertical dots)
 - Select Edit



Changing the Timestamp of a Slide

- Update the “Time” setting by the hour, minute, second, and fractional second
- From the slide editing window you can also update the title and keyword search information



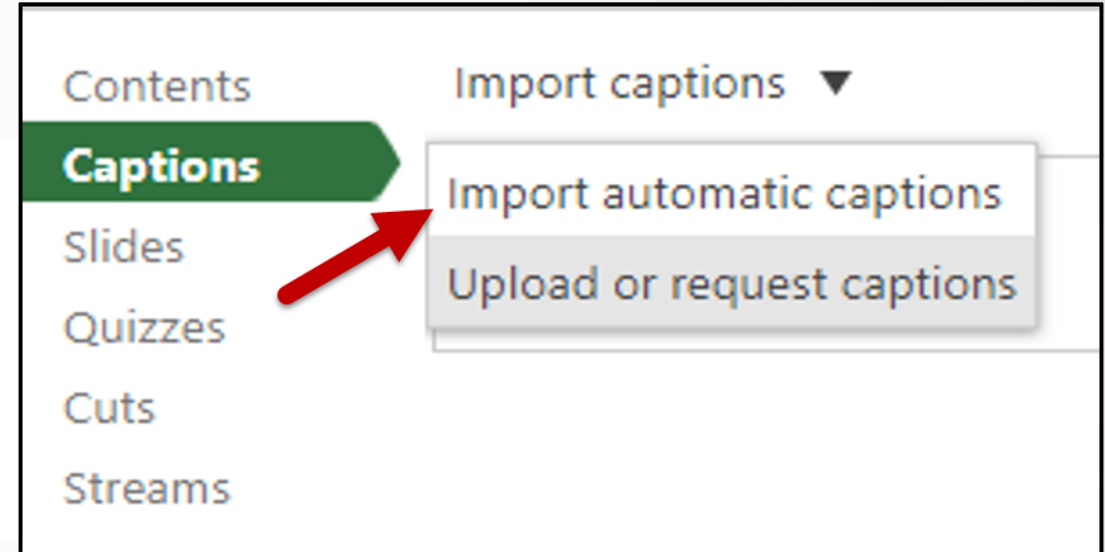
Adding/Replacing Slides

- Add a slide:
 - Go to Slides
 - Click Add a presentation
- Replace a slide:
 - Delete the old slide
 - “Add a presentation”
 - Edit the new slide’s timestamp



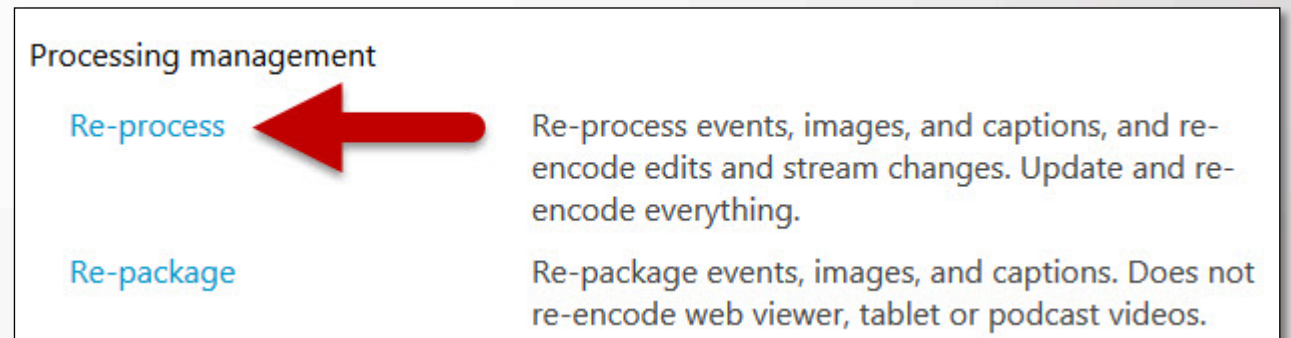
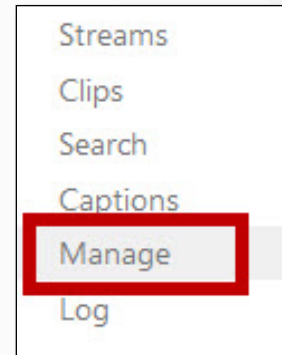
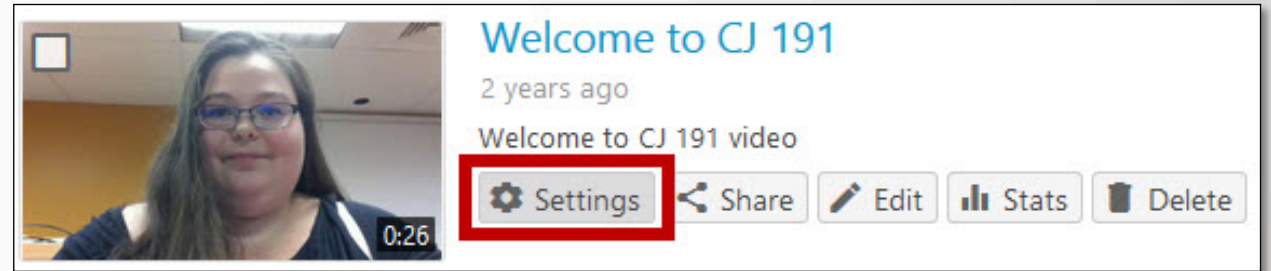
Adding Automatic Captions

- Video captions are essential for all learners to have access to content
- Panopto offers the ability to import and edit automatic captions; as well as upload captions
- Automatic captions are not 100% accurate and will need to be edited
- To add captions:
 - Select “captions”
 - Use the dropdown and choose “Import Automatic Captions”
- Please **do not** request captions at this time!



No Auto Captions Option?

- If you do not have an option to “Import automatic captions”
 - Please wait 15-20 minutes and try again—the video may still be processing
 - If you still do not have this option, try re-processing your video
 - Go to the video Settings button
 - Select the Manage tab
 - Scroll down and click Re-process
- If you have followed all of these steps with no success, contact IDA

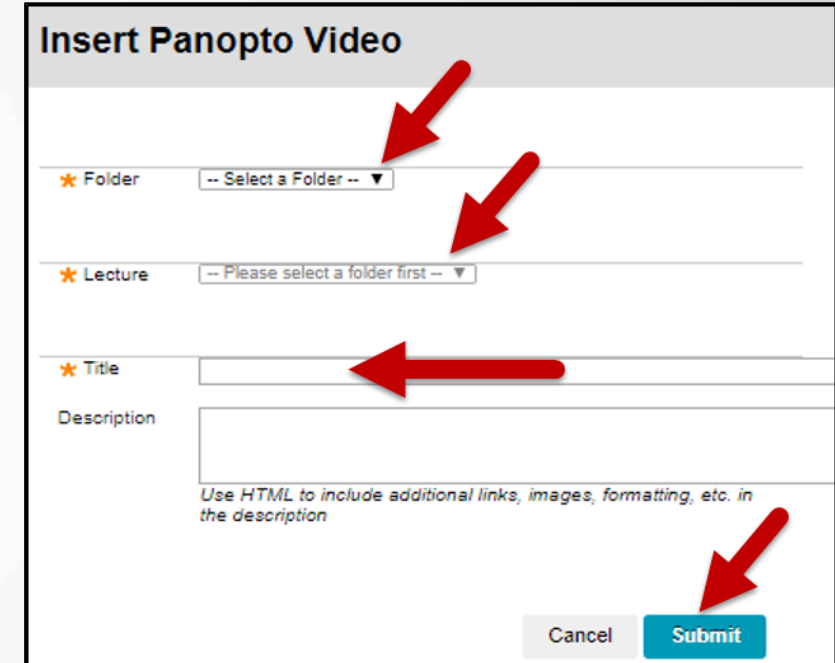
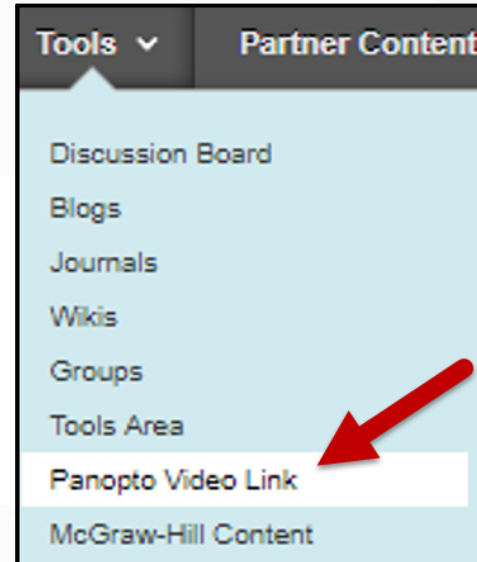




Sharing Your Video

Sharing Your Video in Your Course

- Go to your Blackboard course
- Navigate to the location in your course where you want your video located
- Select “Tools” from the content area tabs
- Select “Panopto Video Link”
- Select the Panopto folder where your video is housed
- Select the correct lecture presentation
- Alter the title if needed
- Select “Submit”

A screenshot of the 'Insert Panopto Video' form. The form has a title bar at the top. Below the title bar, there are four main sections: 'Folder', 'Lecture', 'Title', and 'Description'. The 'Folder' section has a dropdown menu with the text '-- Select a Folder --'. The 'Lecture' section has a dropdown menu with the text '-- Please select a folder first --'. The 'Title' section has a text input field. The 'Description' section has a larger text input field with a note below it: 'Use HTML to include additional links, images, formatting, etc. in the description'. At the bottom right of the form, there are two buttons: 'Cancel' and 'Submit'. Red arrows point to the 'Folder' dropdown, the 'Lecture' dropdown, the 'Title' input field, and the 'Submit' button.



Creating an Assignment Folder

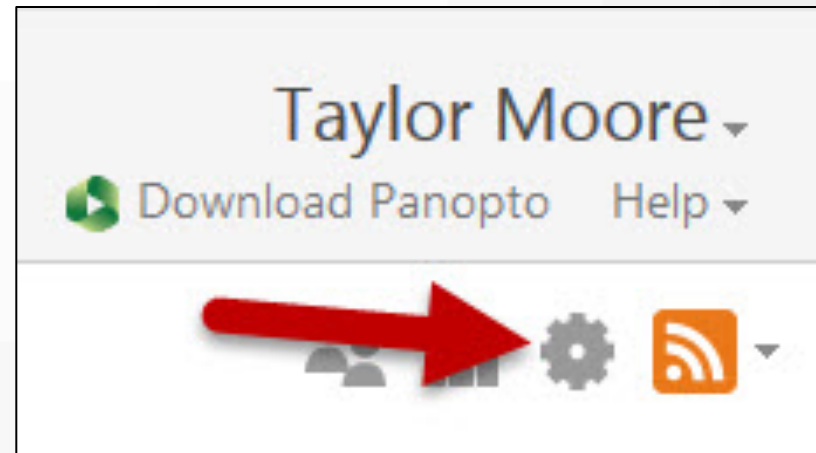
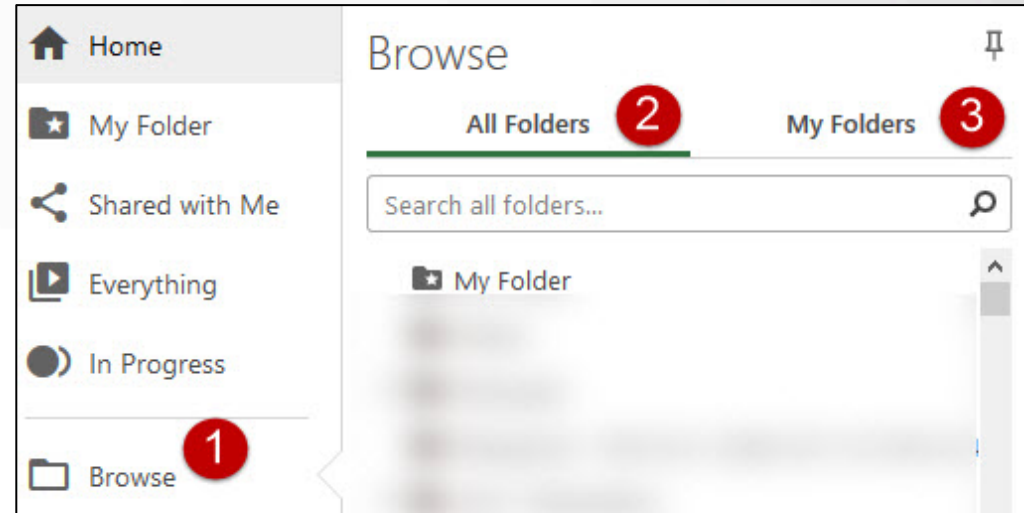


Using Panopto for Student Assignments

- Panopto allows for student-created videos/assignments
- Course must already be provisioned
- Create a Panopto assignments folder for your course
- Create an assignment submission area in your course, as normal, if you want assignment to show in the “Needs Grading” section
- Provide clear instructions to students for submitting/uploading their video
- Ask for assistance and additional training from IDA if needed

Locate Course Folder Settings


- Go to Wichita.Hosted.Panopto.Com
- Browse your folders for your Panopto course folder
- Inside your folder, click on the “settings” icon that takes the shape of a cogwheel
- Settings icon is found in the upper right-hand corner under your name



Creating an Assignments Folder

- Settings page will default to “Overview”
- Click on “Create Assignment Folder”
- Your assignment folder has been created
- Students can now download Panopto, and create and post a video to this folder

Overview	Folder Information	
Share	Name	Panopto Course Folder Edit
Settings	Parent folder	-- Top level folder -- Edit
Search	Description	
Order	Edit	
Manage	Assignment Folder	
	Create Assignment Folder	
	<p>An assignment folder is a special subfolder that allows users that can view this folder to create and submit sessions privately. As a creator for this folder, you can see and control all content submitted to the assignment folder.</p>	

A large red arrow points from the right side of the screen towards the 'Create Assignment Folder' link in the 'Assignment Folder' section of the interface.



How to Get Help

- Come see us in the IDA Blackboard and Accessibility labs
 - 1:00-3:00pm every Tuesday and Wednesday in the C-space in the library
- Email us at IDA@Wichita.edu
- Submit a OneStop ticket for technical support
- Remember
 - IDA = training
 - OneStop = technical support



Thank you. Questions?

Please send questions to IDA@Wichita.edu