Advanced Panopto

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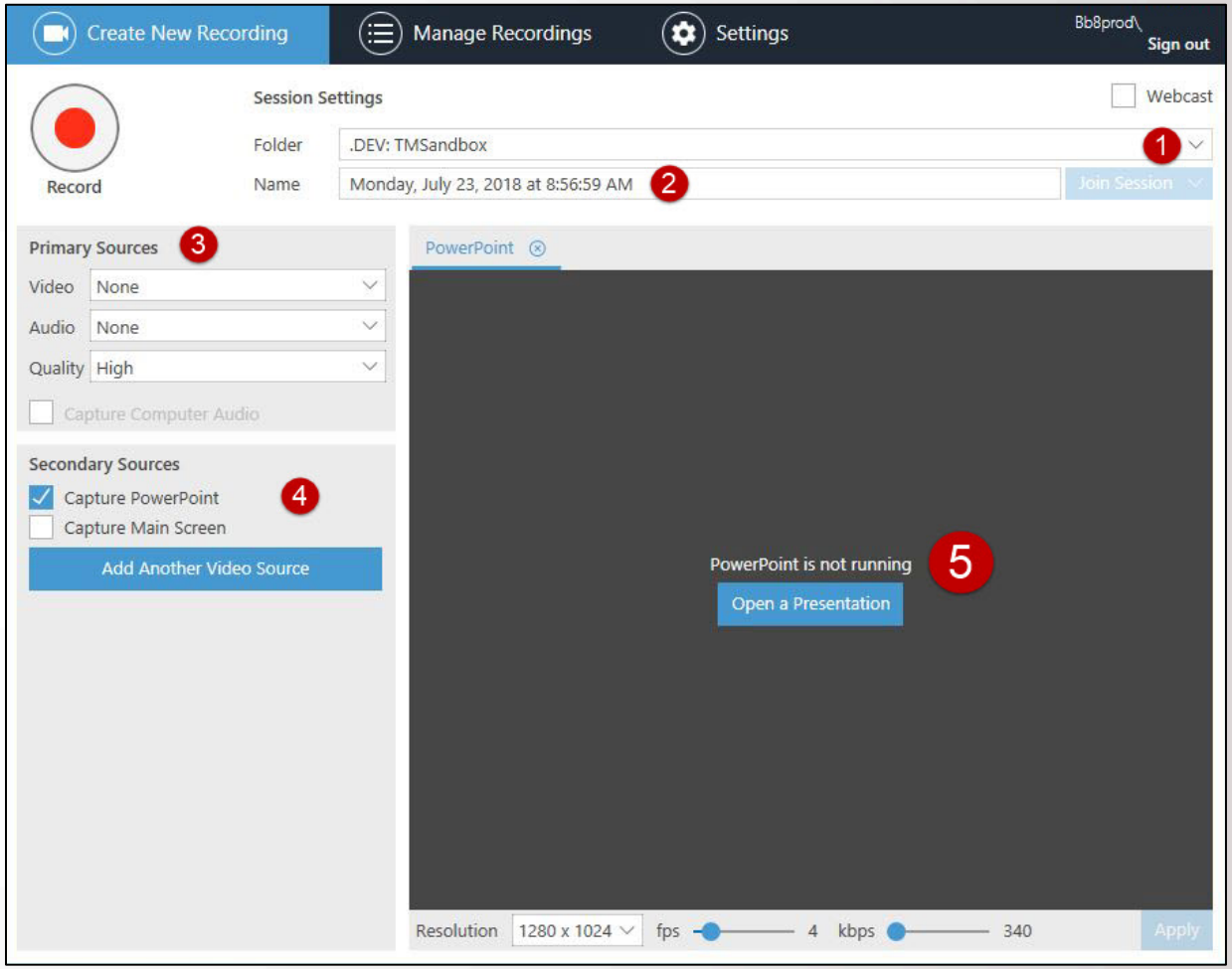
Training Agenda

- 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

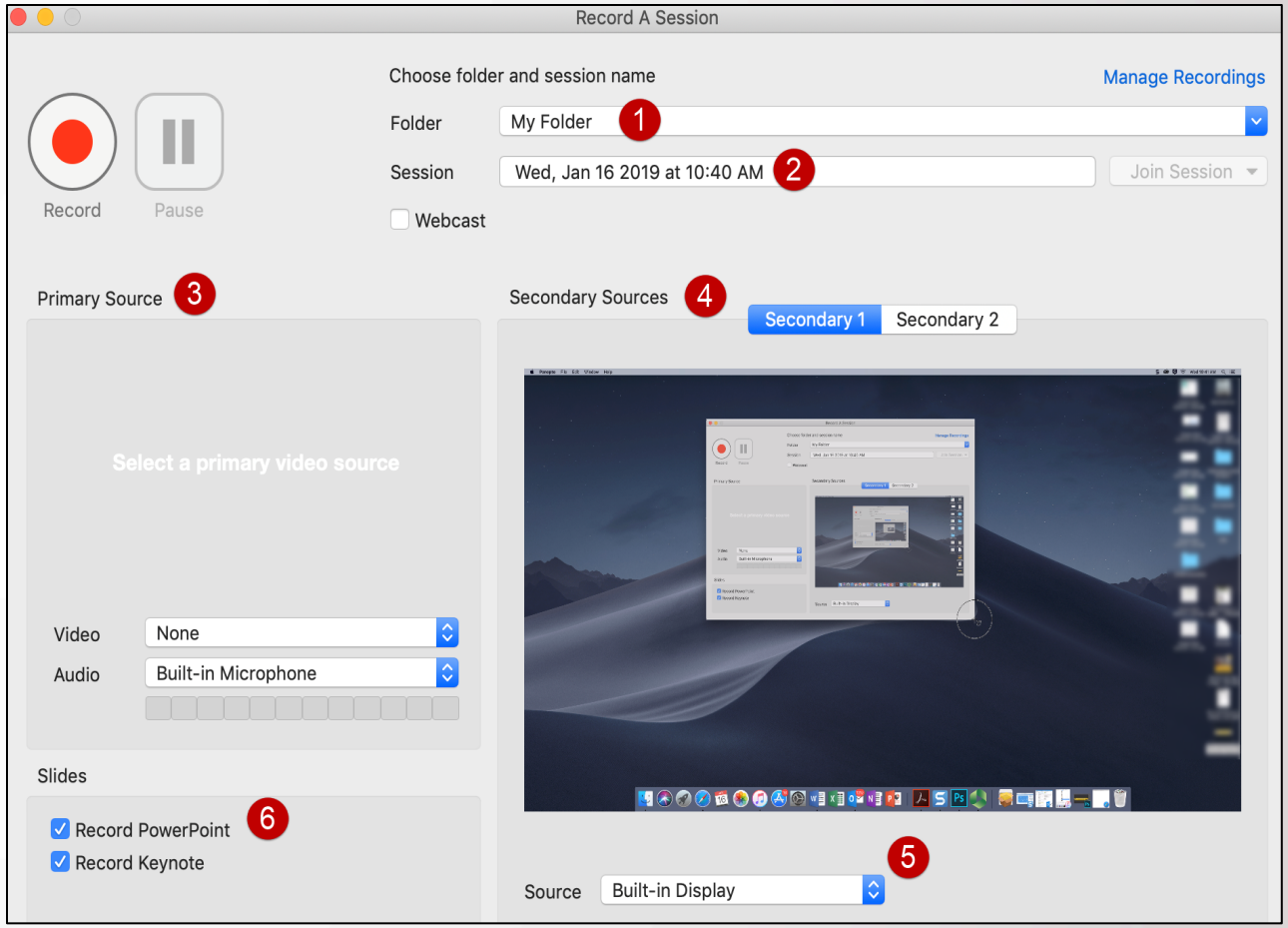
Creating a Video with PC

- 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



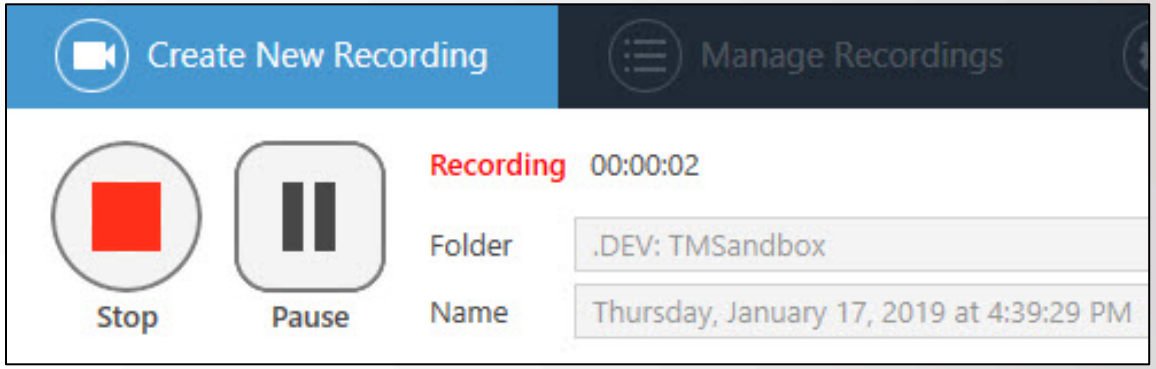
Creating a Video with Mac

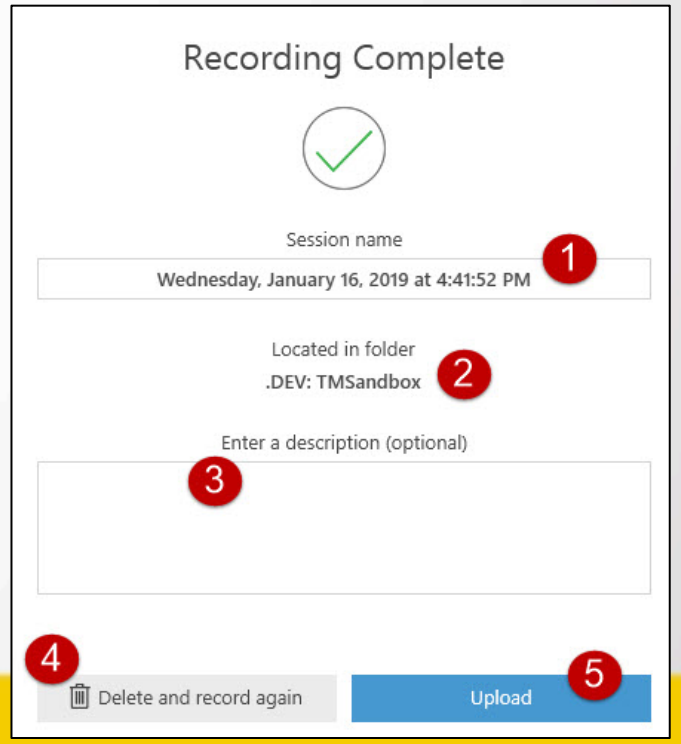
- To record a video, you will need to first check your recording settings:
  1. Select the proper Panopto folder
  2. Provide a descriptive name
  3. Select your primary sources of video and audio
  4. Select your secondary sources
  5. Change “Source” dropdown to “None” if you do not want to record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



During Recording

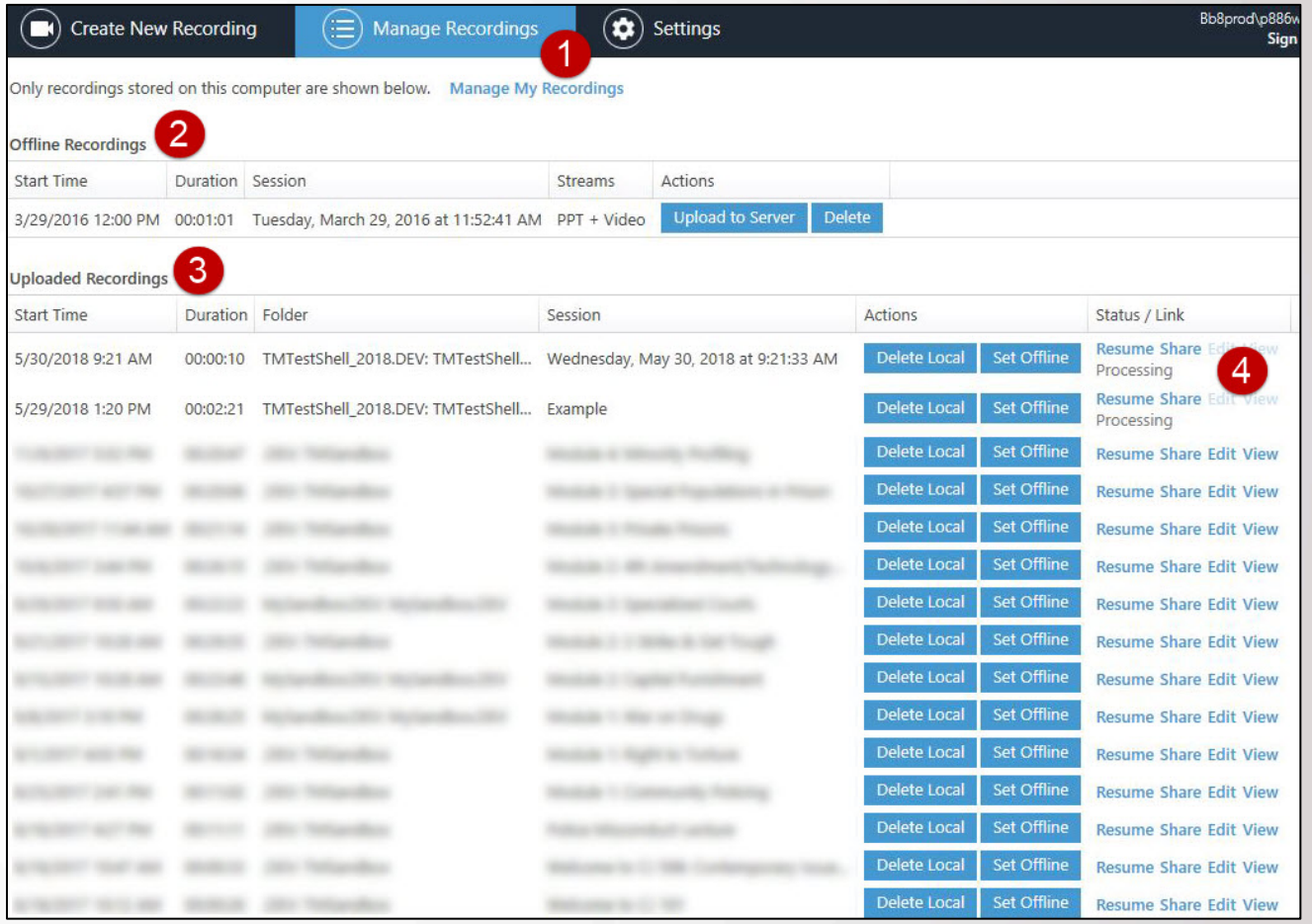
- PowerPoint slides may automatically enter Fullscreen/“Presentation Mode”
- Print a copy of notes before you begin recording if needed
- Recorder stop and pause buttons will appear
- Timer will be running in real time
- Use “HotKeys” to Record, Pause, and Stop a recording.
  - **To Record:** F8 (PC);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





Uploading and Managing Recordings

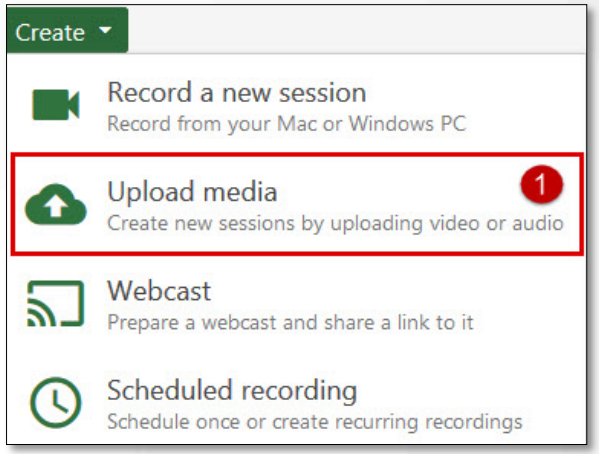
- Manage Recordings tab in Panopto Recorder
- Offline Recordings
- Uploaded Recordings
- Recordings will begin processing
  - Progress bar
  - Processing percentages
  - Resume, Share, Edit, or View
- Exiting the Panopto Recorder

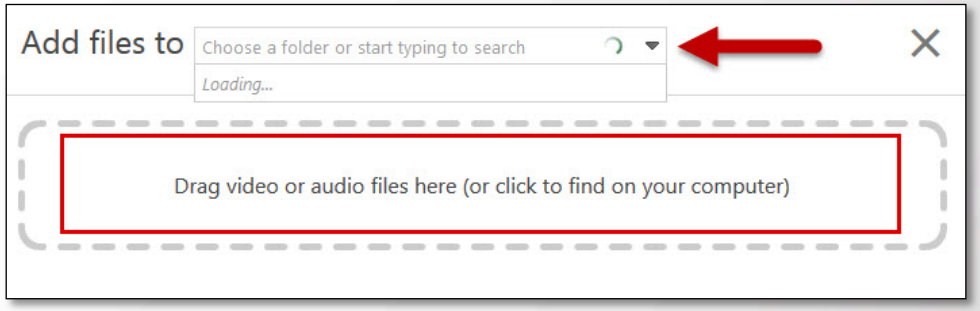


Creating a Panopto Session from a Video File

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

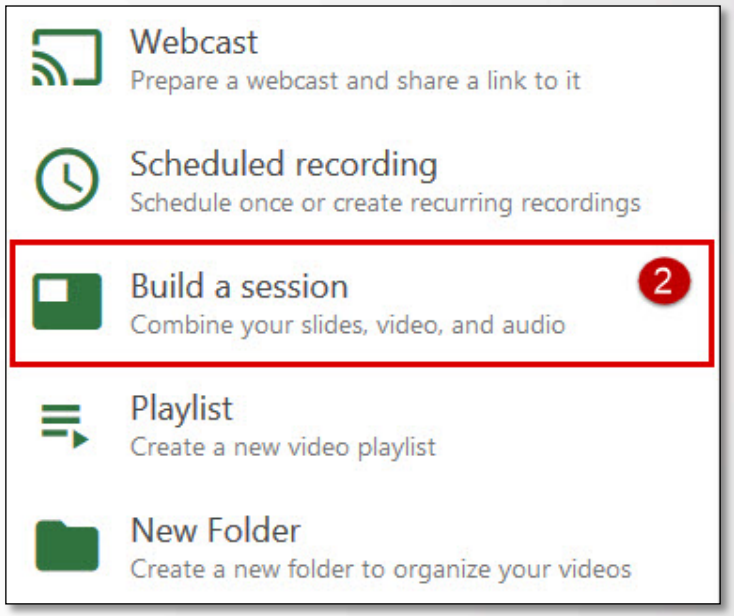




Creating a Panopto Using Audio File & PPT

Panopto Using Audio and PPT

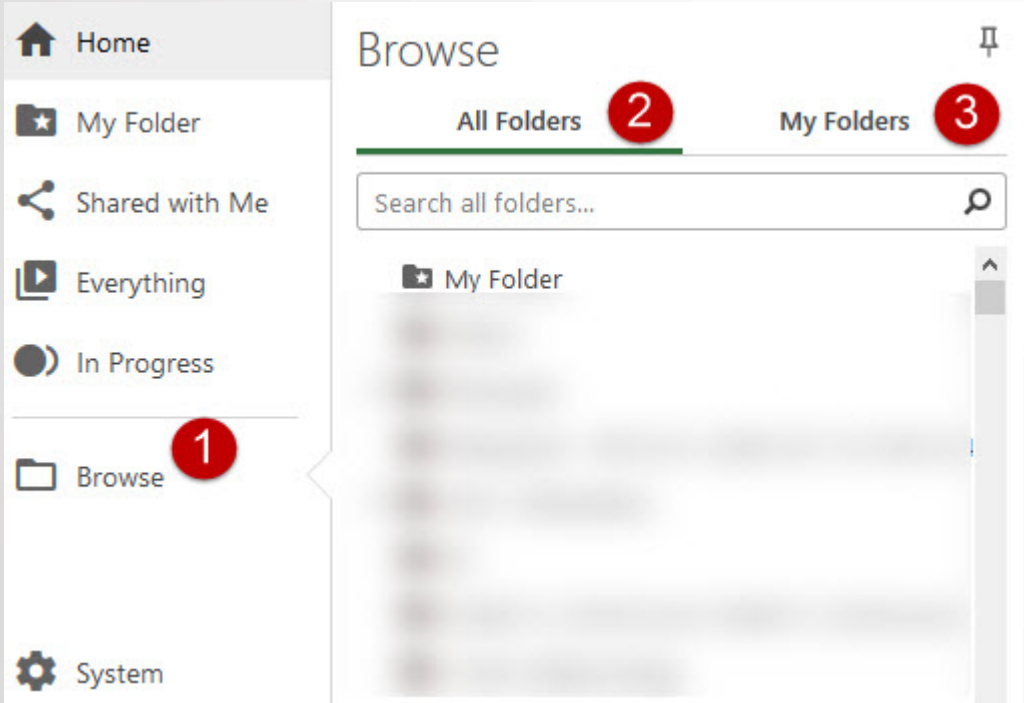
- Go to wichita.hosted.panopto.com
- Sign into Panopto using the Blackboard sign-in option
- Click the "Create" session button, near the top search box, and select “Build Session" from the list of options available
- Provide a name to the session and select a folder for the session to upload to, then 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

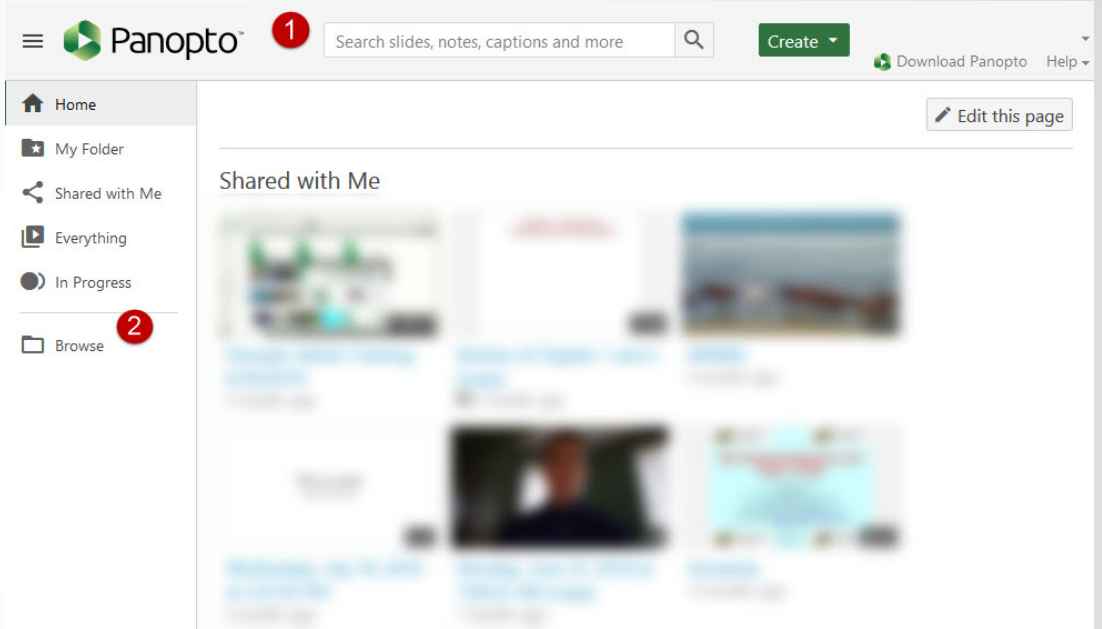


Basic Editing

Editing Your Panopto Video

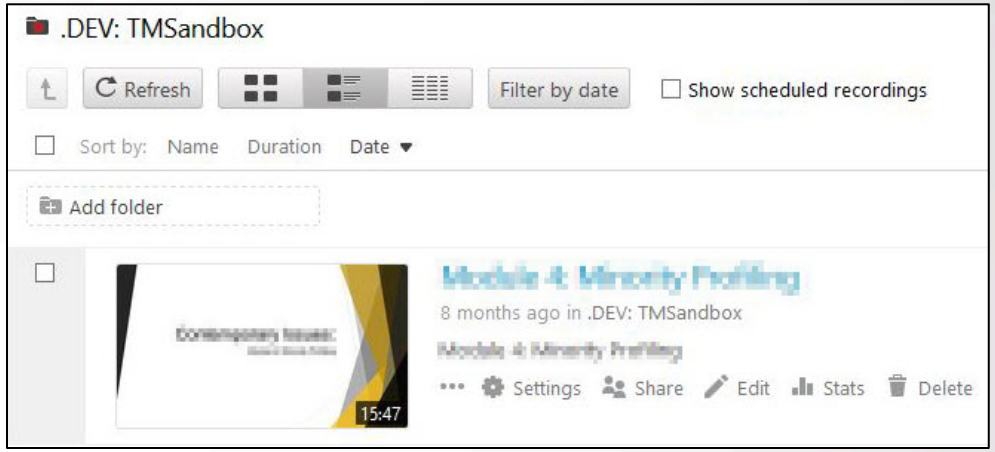
- Select “Edit” from the recorder or;
- Go to Wichita.Hosted.Panopto.Com

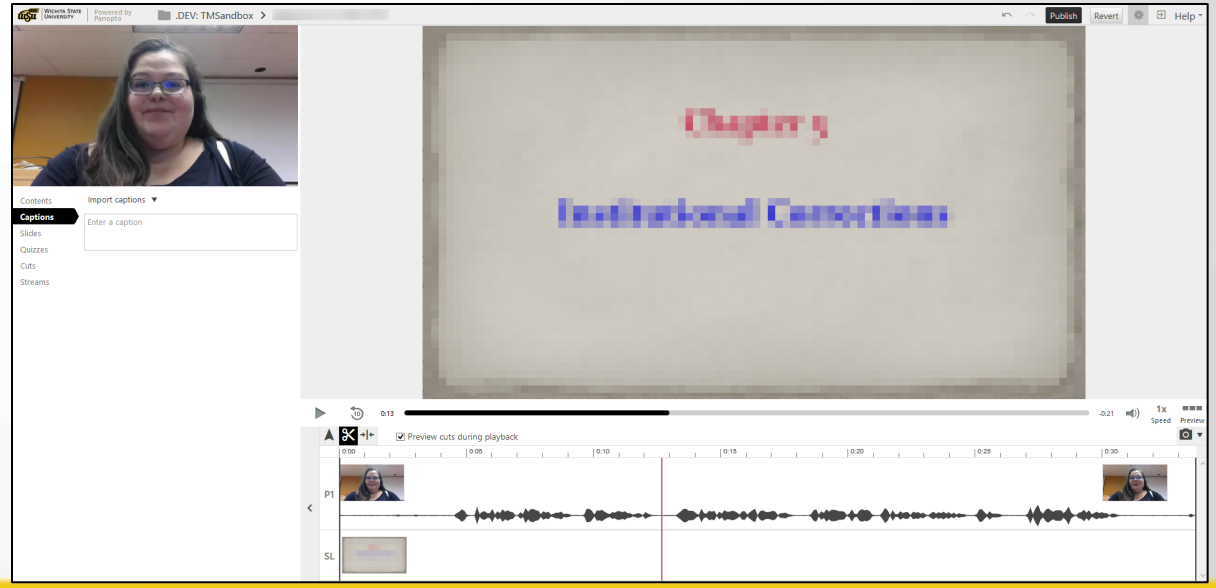




Navigating to the Editing Page

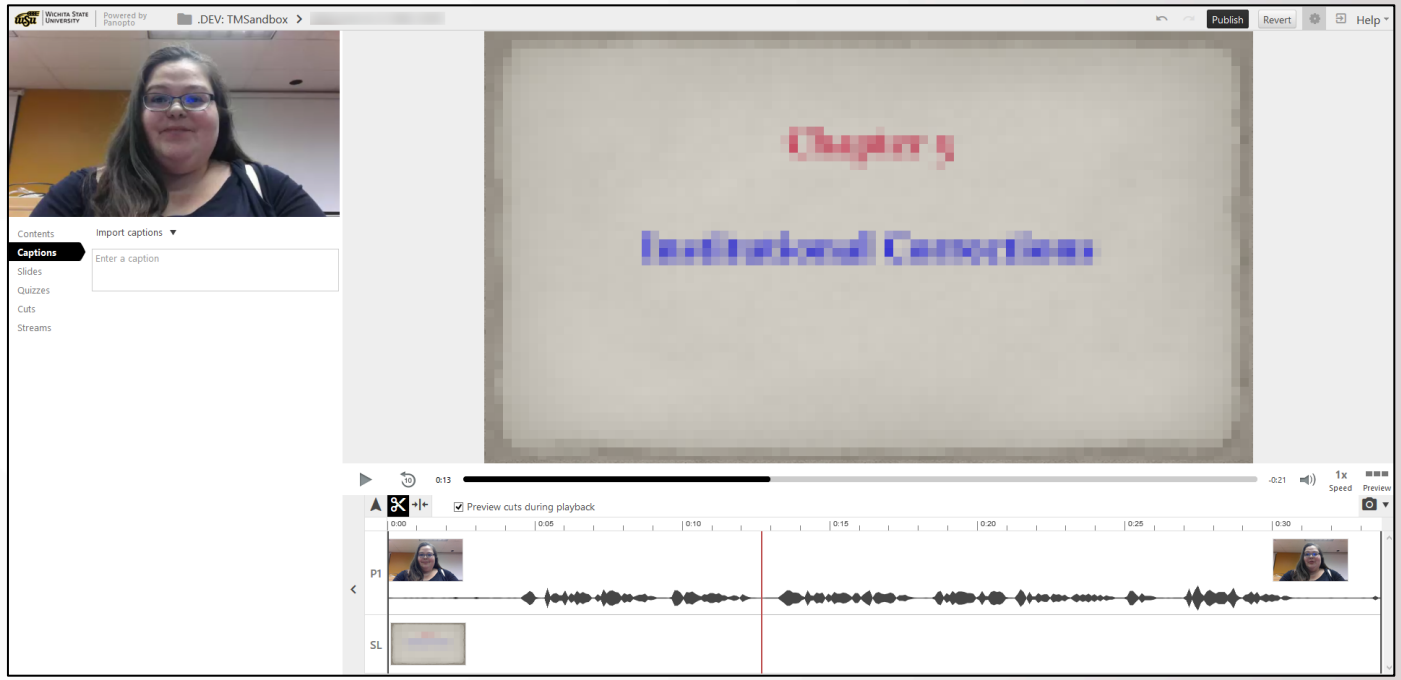
- Locate the video you want to edit in your folder
- When you mouse over the video, options appear
- Select “Edit”
- The Editing Page will appear





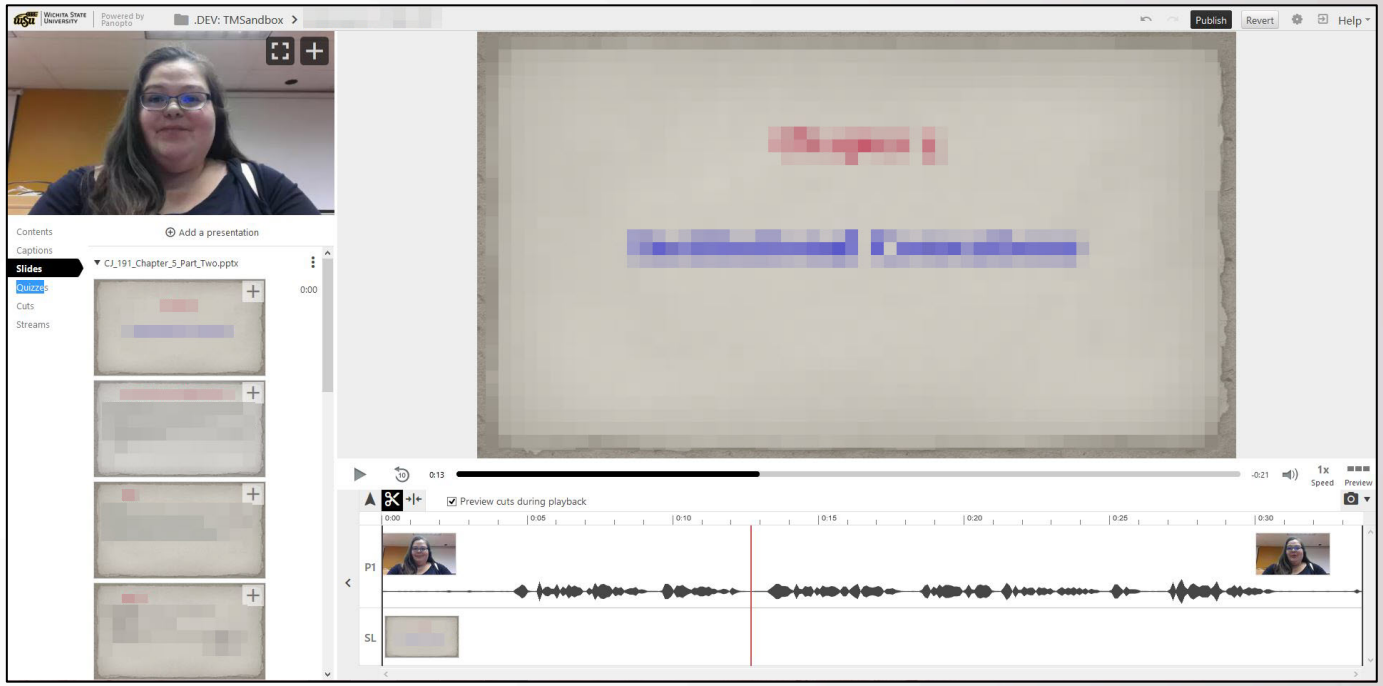
Editing Functions

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



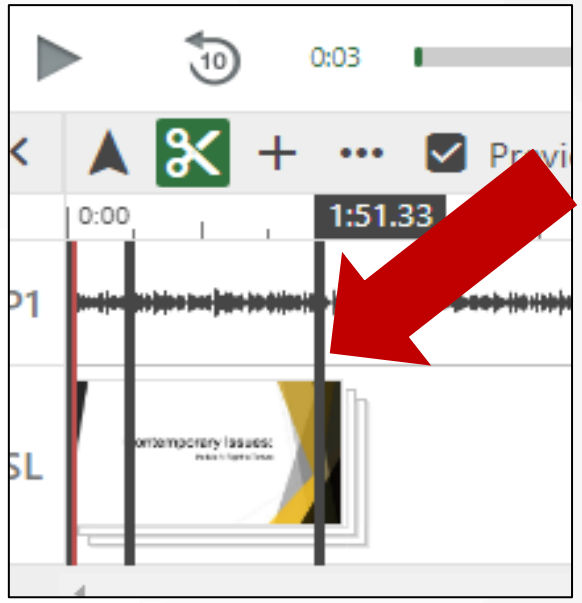
Editing Your Video

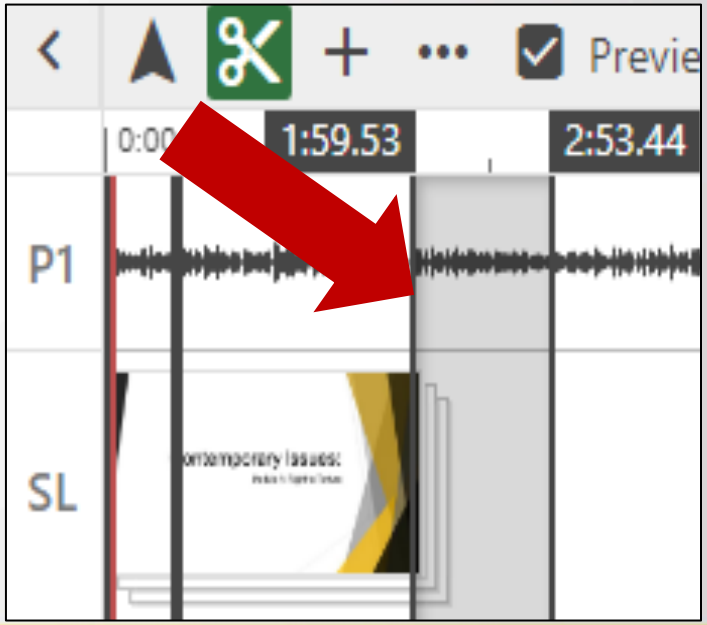
- Basic Editing:
  - Trimming/Cutting your video as a single piece
  - Editing slide timestamps
  - Adding new/replacing old slides
  - Adding/Editing automatic captions



Trimming/Cutting Video

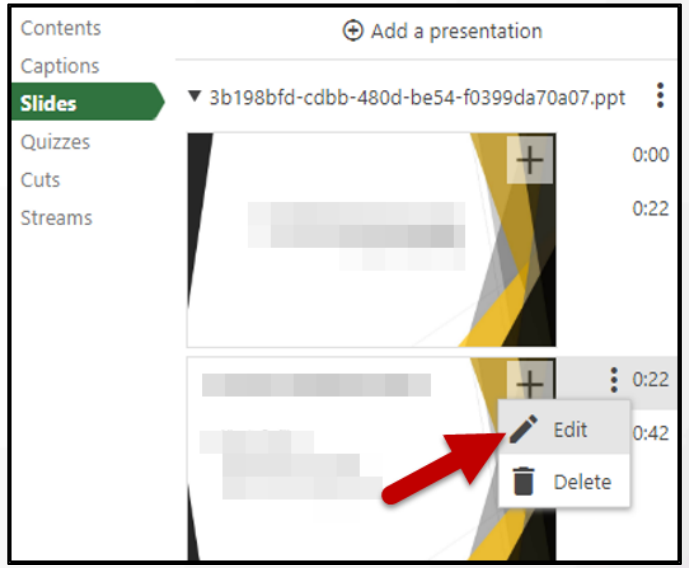
- Panopto operates on a non-destructive model
- Select the scissors icon to begin trimming or cutting the video
- Move the mouse over the track until a grey line appears
- Click and drag in either direction to create a “cut”
- For more precise “cuts”, use the zoom tool to magnify the timeline for better cutting control
- All greyed out sections will be skipped/cut when the video is played





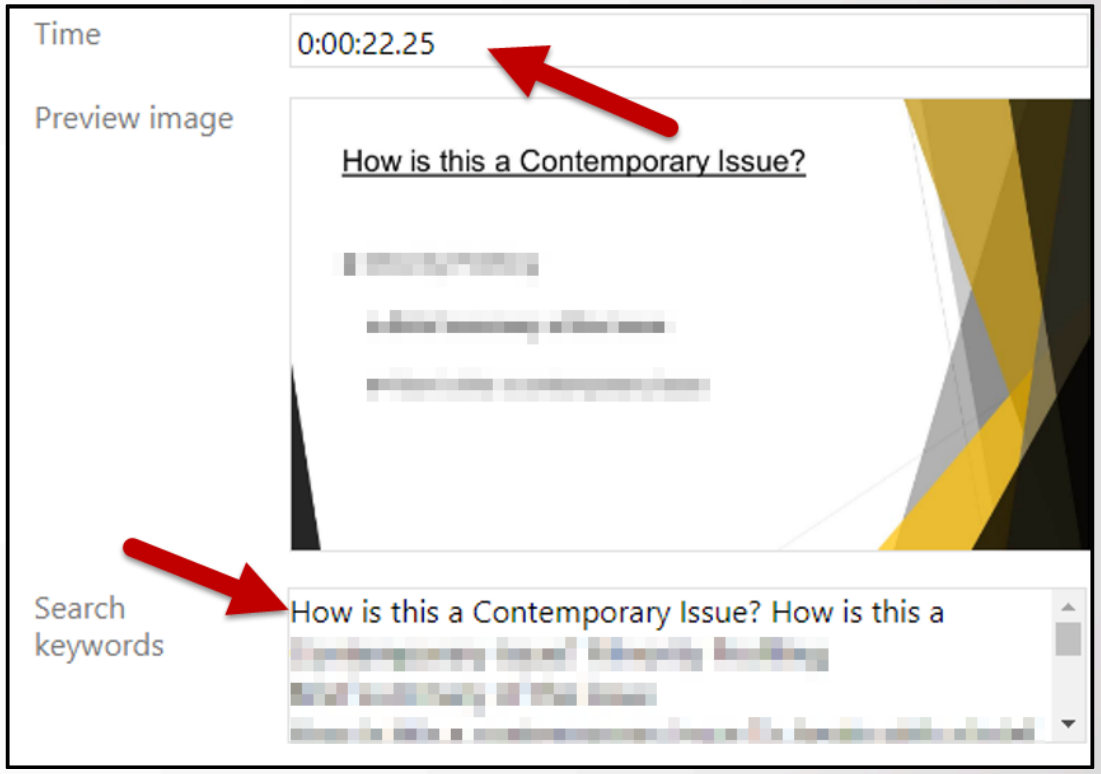
Editing Slide Timestamps

- 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

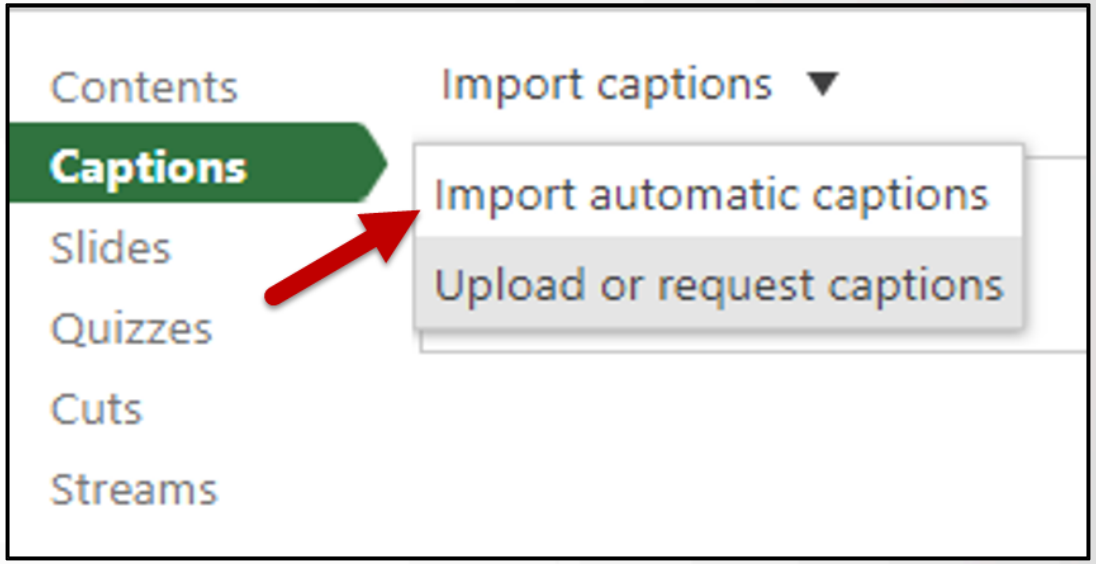


Adding/Replacing Slides

- 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

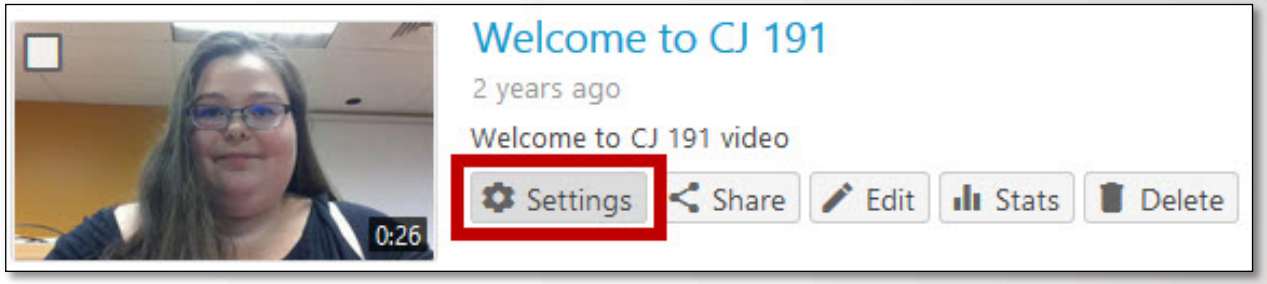
Adding Automatic Captions

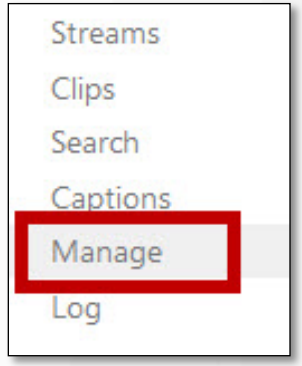
- Video captions are essential for all learners to have access to content
- Panopto offers the ability to import and edit automatic captions; as well as upload captions
- Automatic captions are not 100% accurate and will need to be edited
- To add captions:
  - Select “captions”
  - Use the dropdown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

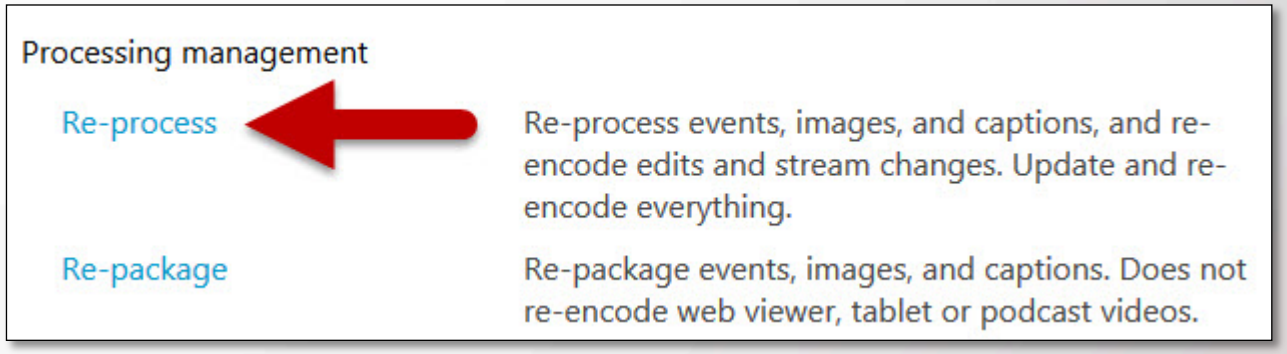


No Auto Captions Option?

- 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



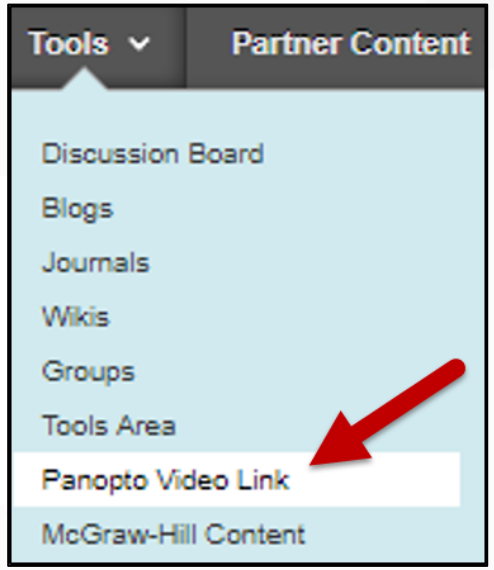


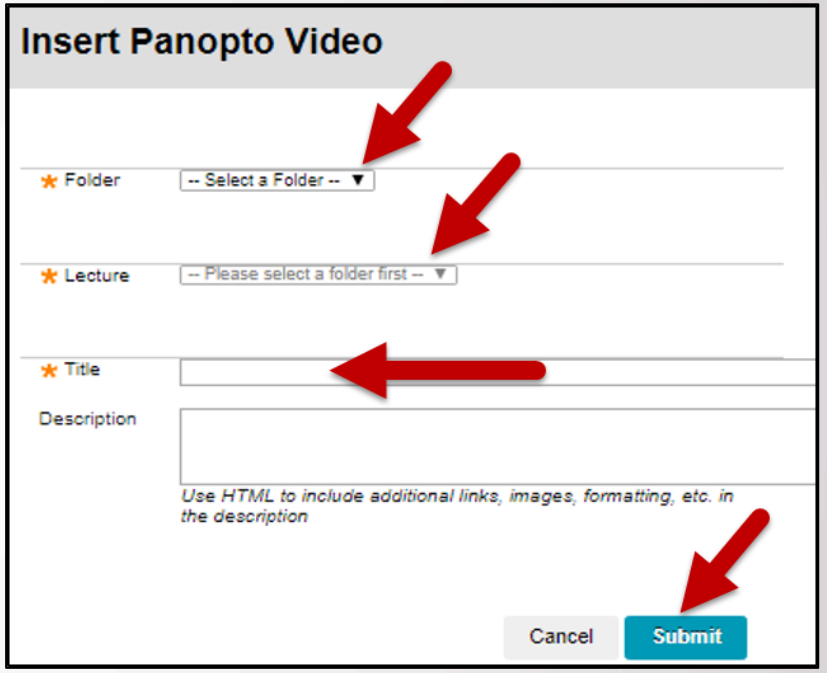


Sharing Your Video

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”





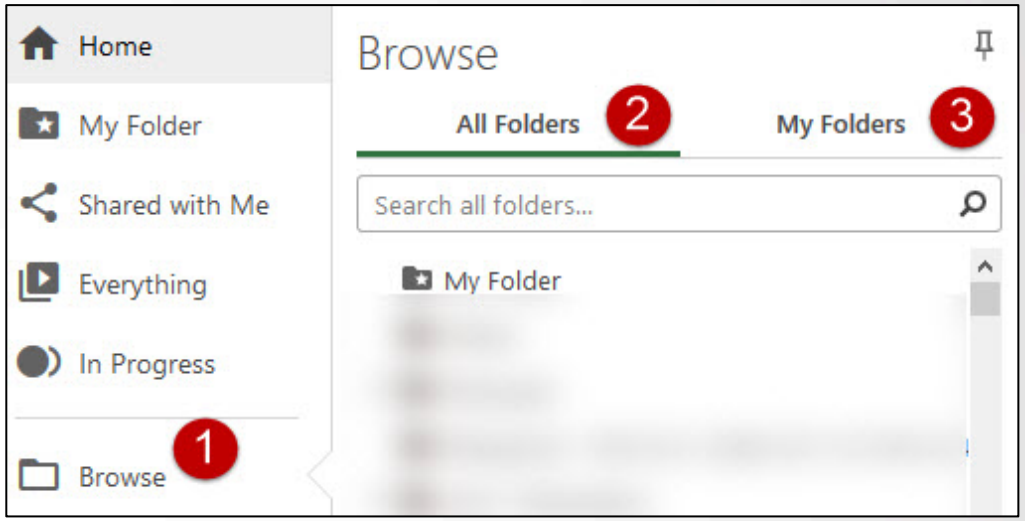
Creating an Assignment Folder

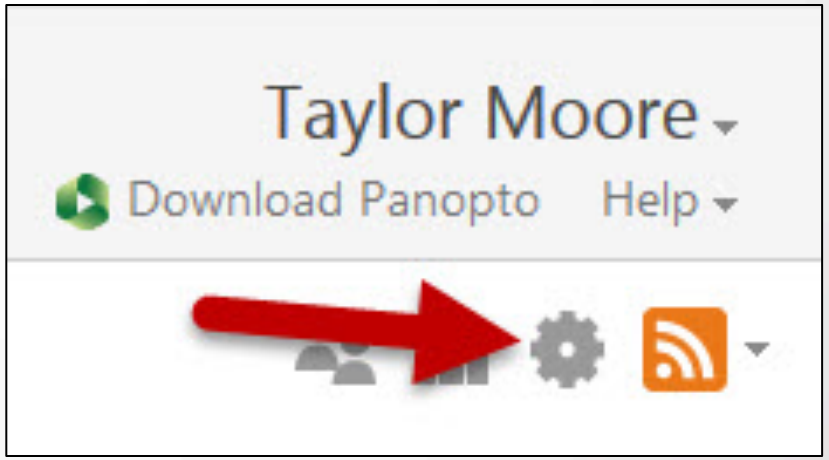
Using Panopto for Student Assignments

- 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

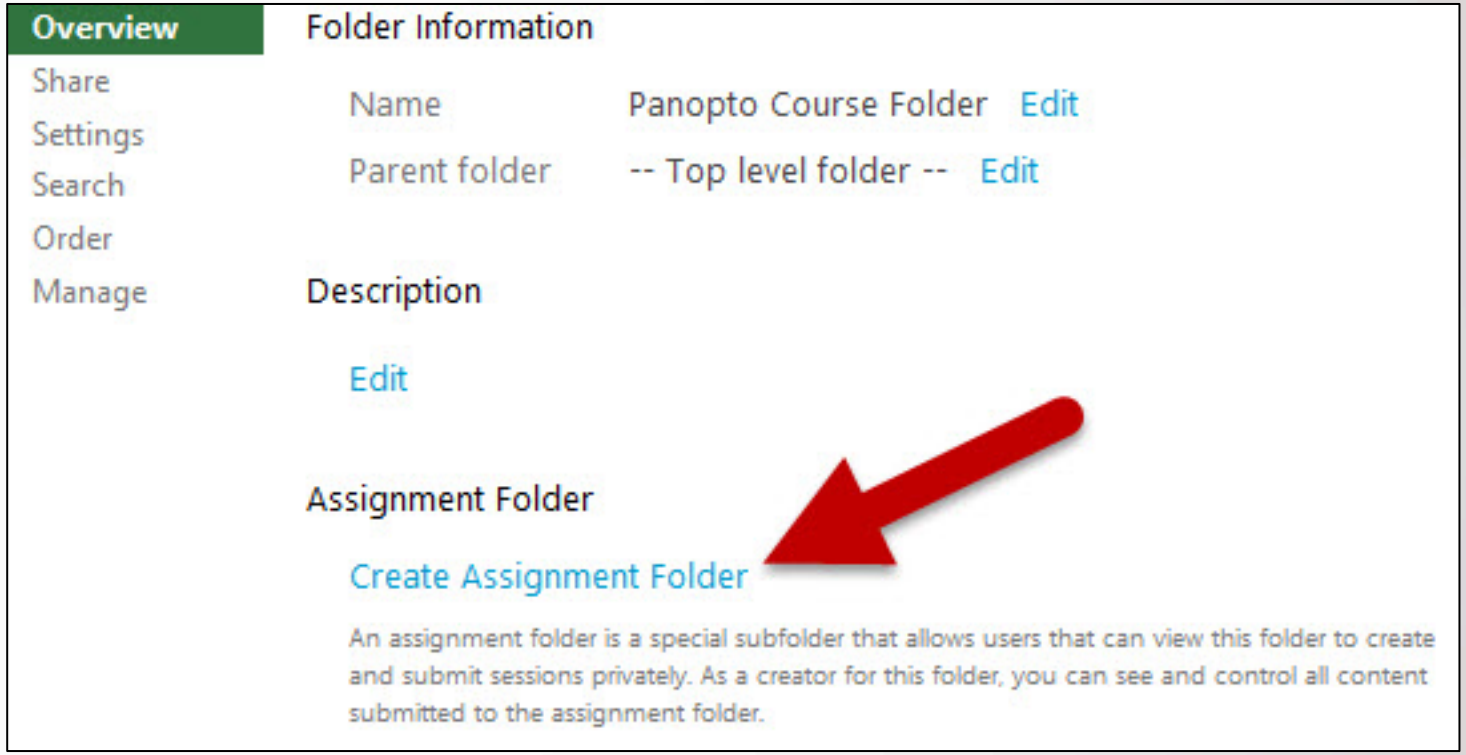
- Go to Wichita.Hosted.Panopto.Com
- Browse your folders for your Panopto course folder
- Inside your folder, click on the “settings” icon that takes the shape of a cogwheel
- Settings icon is found in the upper right-hand corner under your name





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



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