



Introduction to Panopto

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Training Agenda

- Meet Panopto
- Provisioning/Configuring Your Course
- Download & Install
- Basic Recording
- Sharing Your Video Link
- Semester to Semester



Meeting Panopto



What is Panopto?

- Panopto is a video capture and indexing tool
- Captures single or multiple sources
- Main Screen Capture
- PowerPoint
- Camera Source



Provisioning/Configuring Your Course

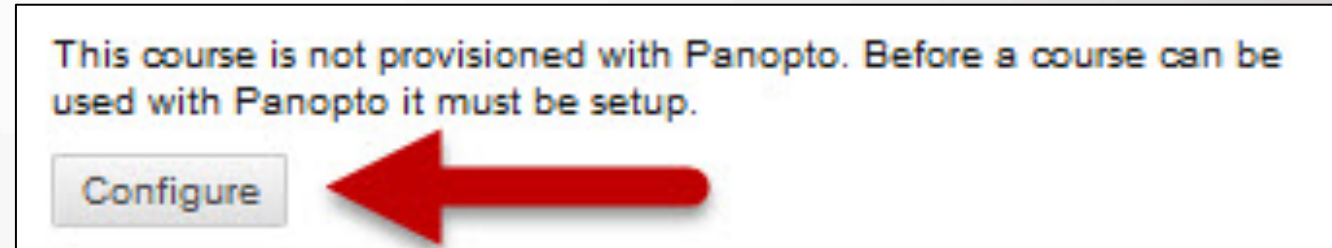
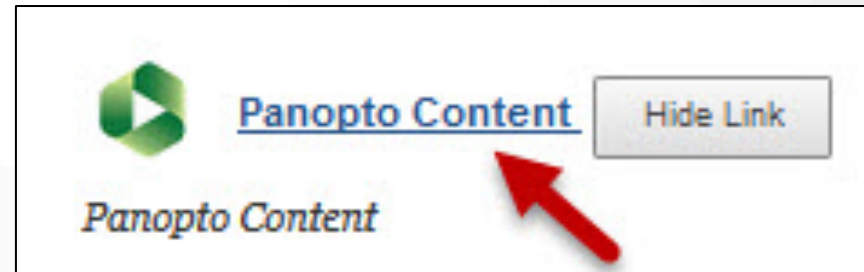
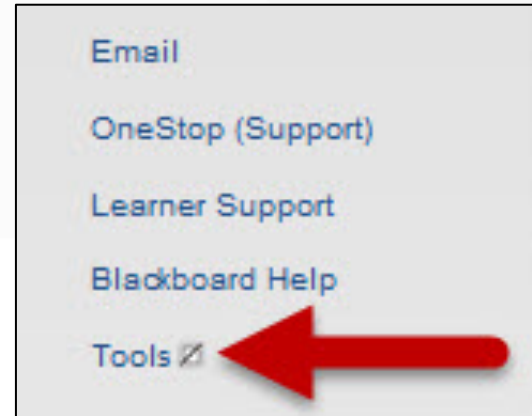


Provisioning Your Course for Panopto

- Critical Step to Getting Started
- Provisioning Your Course:
 - Creates a Course-Specific Panopto Folder
 - Grants Permissions to Your Course
 - Allows for Student Videos
- Required Each Semester

Start the Provision Process

- Log into Blackboard
- Select your course
- Select “Tools”
- Click on “Panopto Content”
- Select “Configure”





Creating Your Panopto Course Folder

- Ensure the greyed out server/web-address in the top dropdown states: Wichita.Hosted.Panopto.com
- Click “Add Course to Panopto”

Configure Panopto Course

wichita.hosted.panopto.com

1

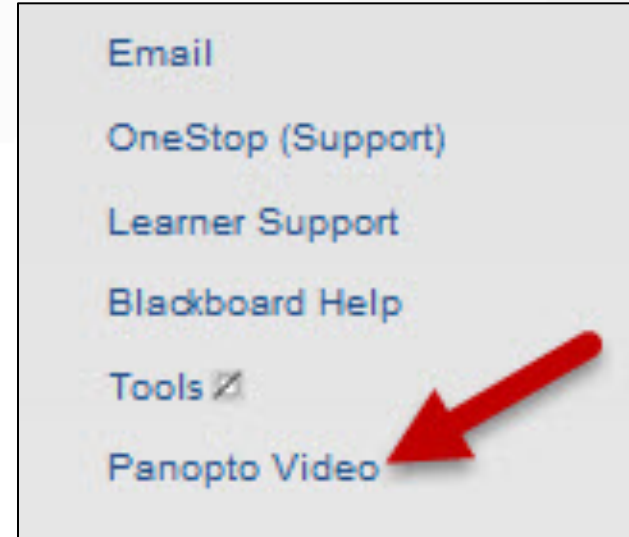
Add Course to Panopto

2

*Creates a Panopto folder for the course and sets up access so that instructors are able to create content in the folder and students are able to view it.
Once the course has been added to Panopto you may associate additional Panopto folders to the course.*

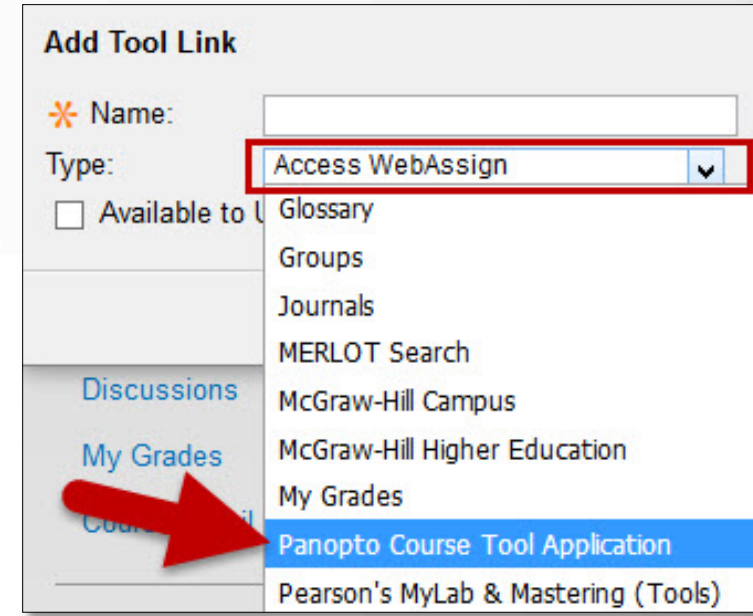
Panopto Video Course Link

- Panopto Video menu button
- Panopto Video menu button already exists in your course?
 - Rolled over content from a course that used Panopto previously
 - Your course may be already provisioned
- If the “Panopto Video” button doesn’t appear, log out and log back in



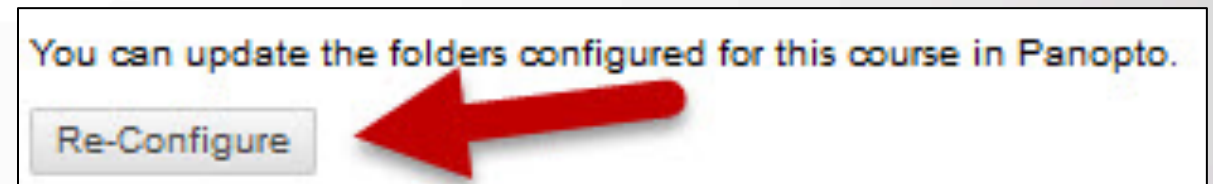
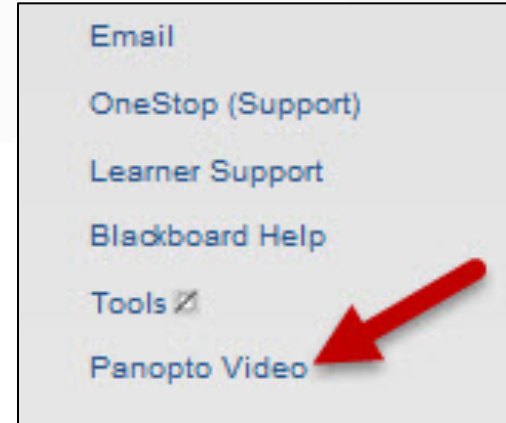
Manually Adding the Panopto Link

- If the “Panopto Video” button *still* does not appear in your course menu, use the “Add” button at the top of your course menu and select “Tool link”
- Use the dropdown menu and scroll down to Panopto Course Tool Application.
- Provide a name and make check the box to make available to users

A screenshot of the 'Add Tool Link' form. The form has a title 'Add Tool Link' at the top. Below the title, there is a field for 'Name:' with an asterisk icon. To the right of the 'Name:' field is a dropdown menu. The dropdown menu is open, showing a list of options: 'Access WebAssign', 'Glossary', 'Groups', 'Journals', 'MERLOT Search', 'McGraw-Hill Campus', 'McGraw-Hill Higher Education', 'My Grades', 'Panopto Course Tool Application', and 'Pearson's MyLab & Mastering (Tools)'. The 'Panopto Course Tool Application' option is highlighted in blue. A red arrow points to the 'Panopto Course Tool Application' option. The 'Available to Users' checkbox is checked. The 'Add' button is at the bottom right of the form.

Re-Provisioning Your Course

- If you already see the Panopto Video button, but have not provisioned your current course or need to add permissions for other courses:
 - Click “Panopto Video”
 - At the bottom of the page, click “Re-Configure”





- [illegible]

Submit

2



Copied Folders Box?

- If you see a box beneath the “Available Folders” box, named “Copied Folders”:
 - These are folders that you have used in the past and were provisioned in the copy of the course you rolled over
 - These folders are **not** provisioned for your current course yet
 - Find each of the folders listed inside of the Copied Folders box from within the Available Folders box and move them over as directed previously

Copied Folders:

Provisioning Results

- Provisioning results page
- Configure additional folders
- Return to your course
- Course folder created in Panopto
- Ready to download the recorder

Configure Panopto Connector

Provisioning Results:

Course Name

Panopto Example Course

Instructors

Bb8prod\p886w749

Bb8prod\panoptoinstructor

Teaching Assistants

No teaching assistants.

Students

No students.

Users without access to Panopto folder

(no one)

Result

Successfully provisioned course Panopto Example Course

Configure more folders

Return to course

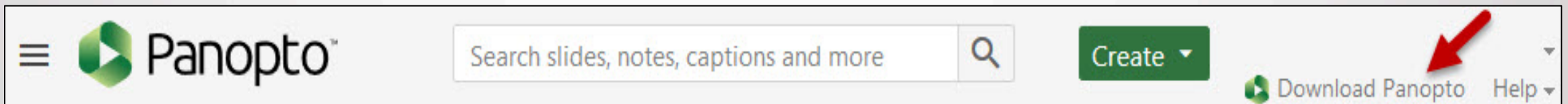




Download and Install

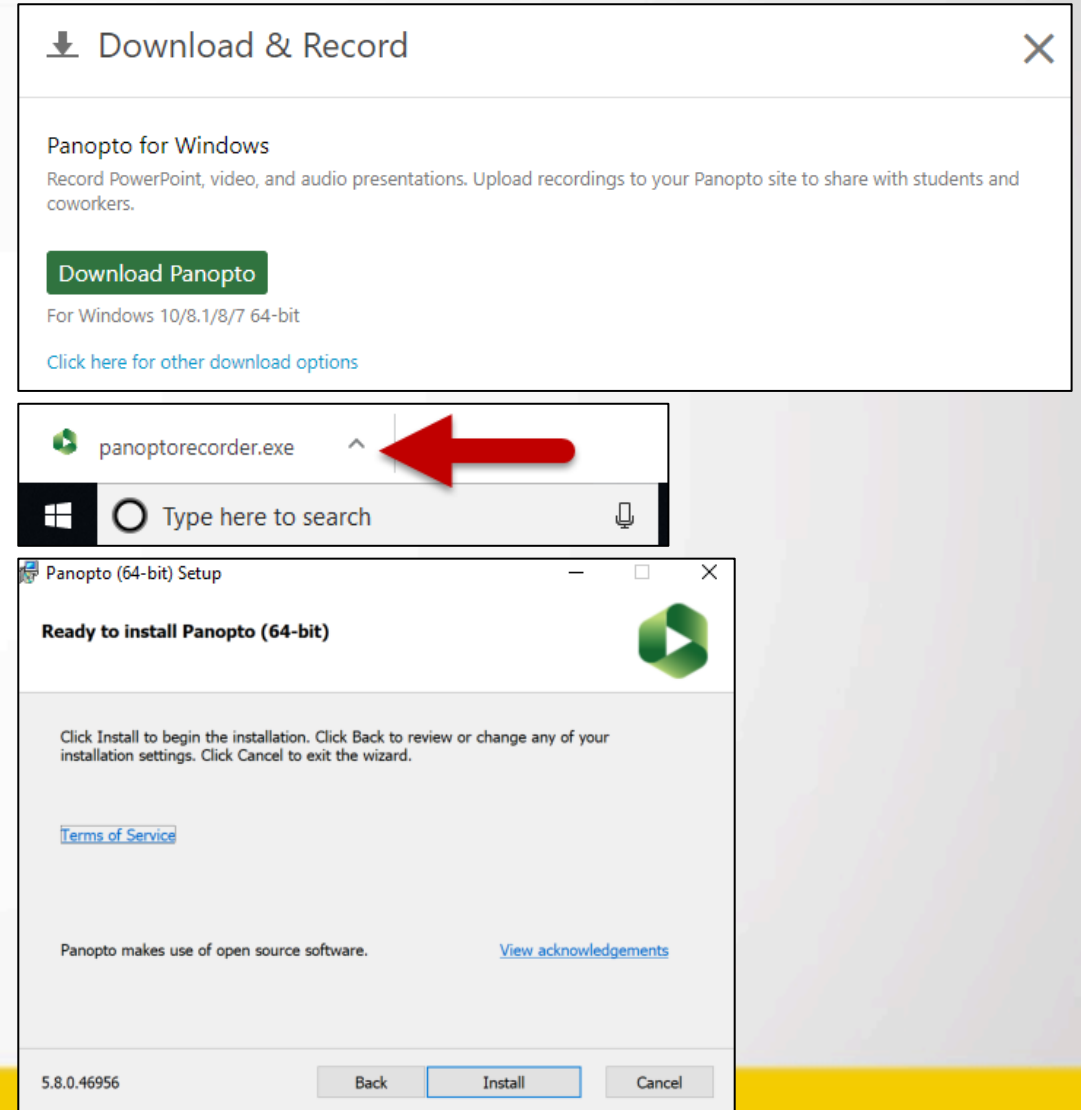
Downloading Panopto Recorder

- Start by opening a new browser tab
- Wichita.Hosted.Panopto.Com
- Sign-In with Blackboard credentials
- Click the “Download Panopto” button



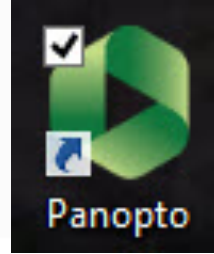
Installing with PC

- Download option will appear
- This should automatically choose the right option for your system
- Click “Download Panopto”
- Double click or “run” the .Exe file
- Follow the Installer Guide
- If you receive a notification that you need permissions, you will need to seek assistance from the Helpdesk



Signing-in with PC

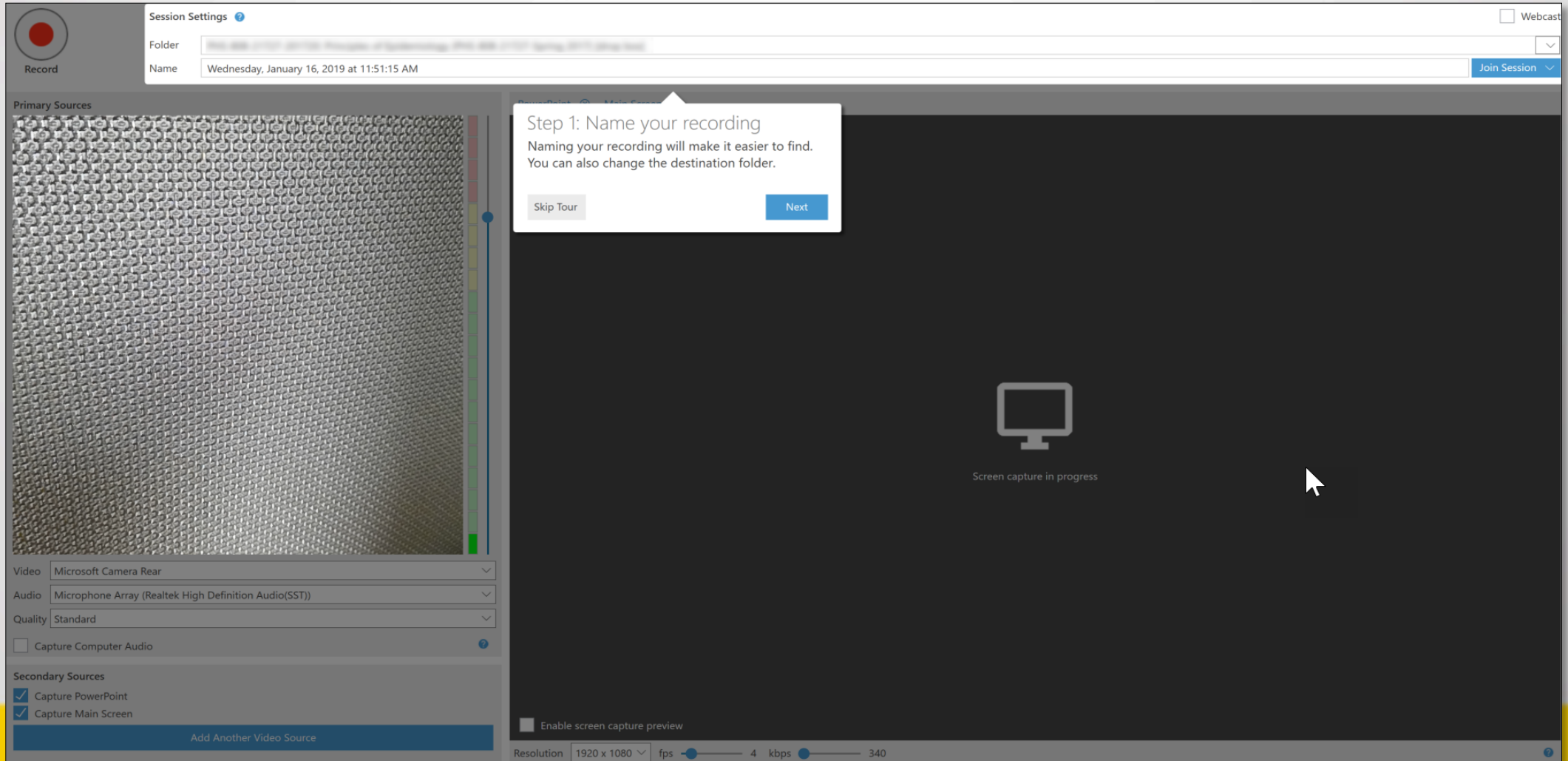
- Locate and double click the desktop shortcut icon
- Sign-in with Blackboard (WSU credentials)





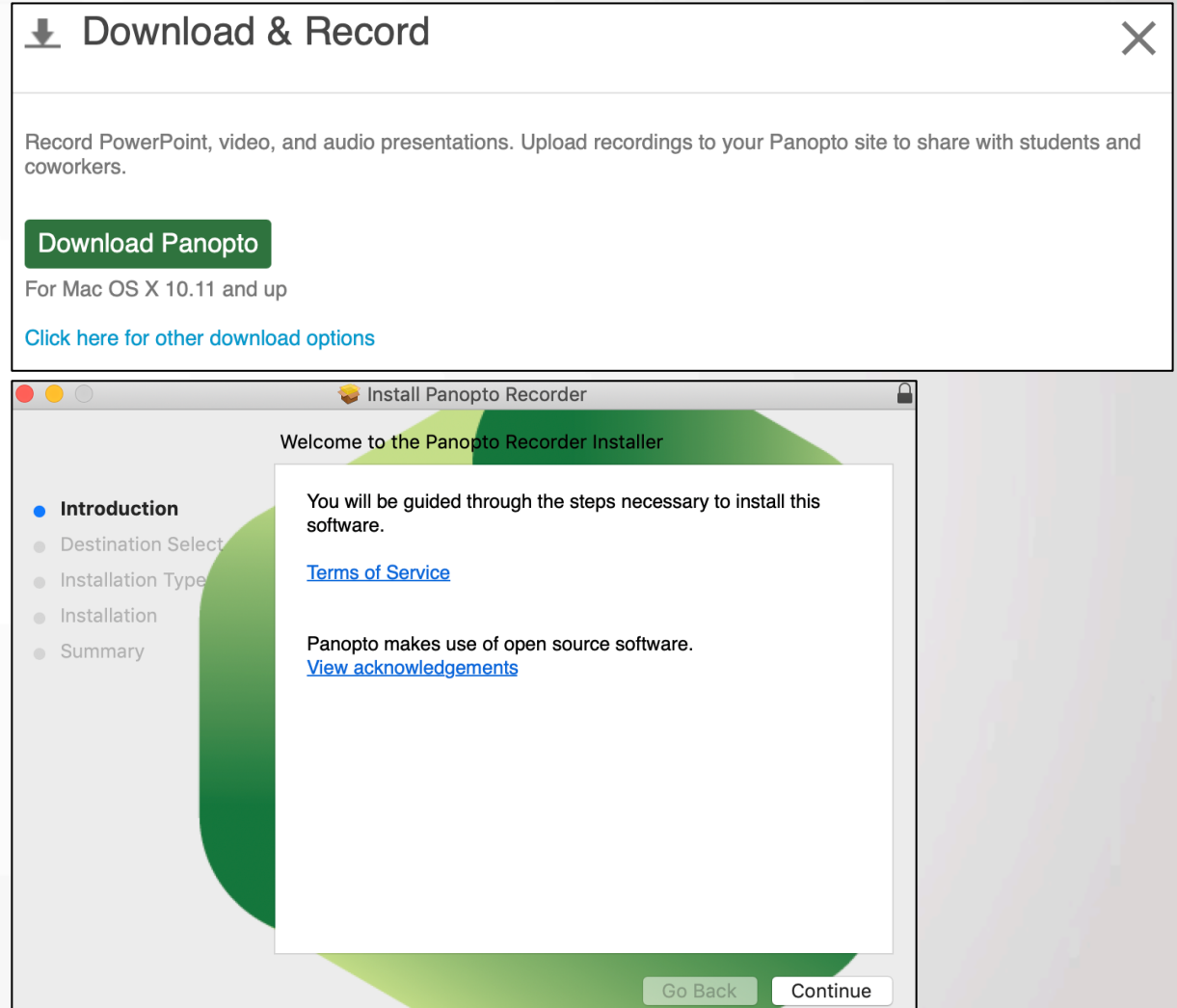
Begin Panopto Tour

- Begin the Panopto Tour if desired



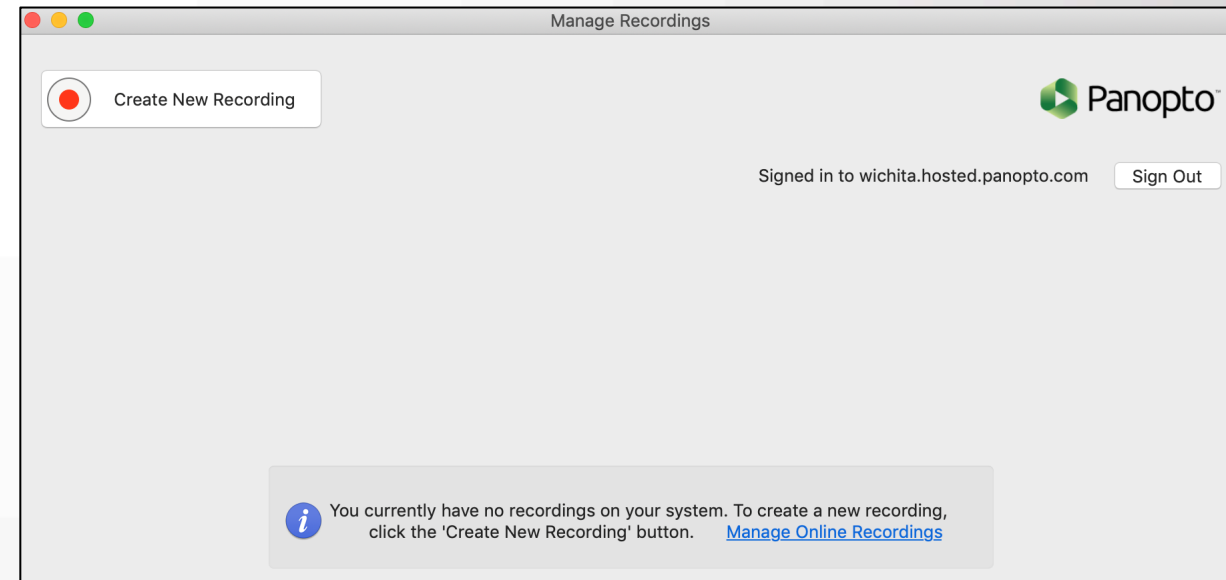
Installing with Mac

- Download option will appear
- This should automatically choose the right option for your system
- Click Download Panopto
- Double click or “run” the .Exe file
- Follow the Installer Guide



Signing-In with Mac

- Open Panopto from your Desktop
- Choose “Sign-in” and select to sign-in with Blackboard
- Use WSU ID credentials to sign-in

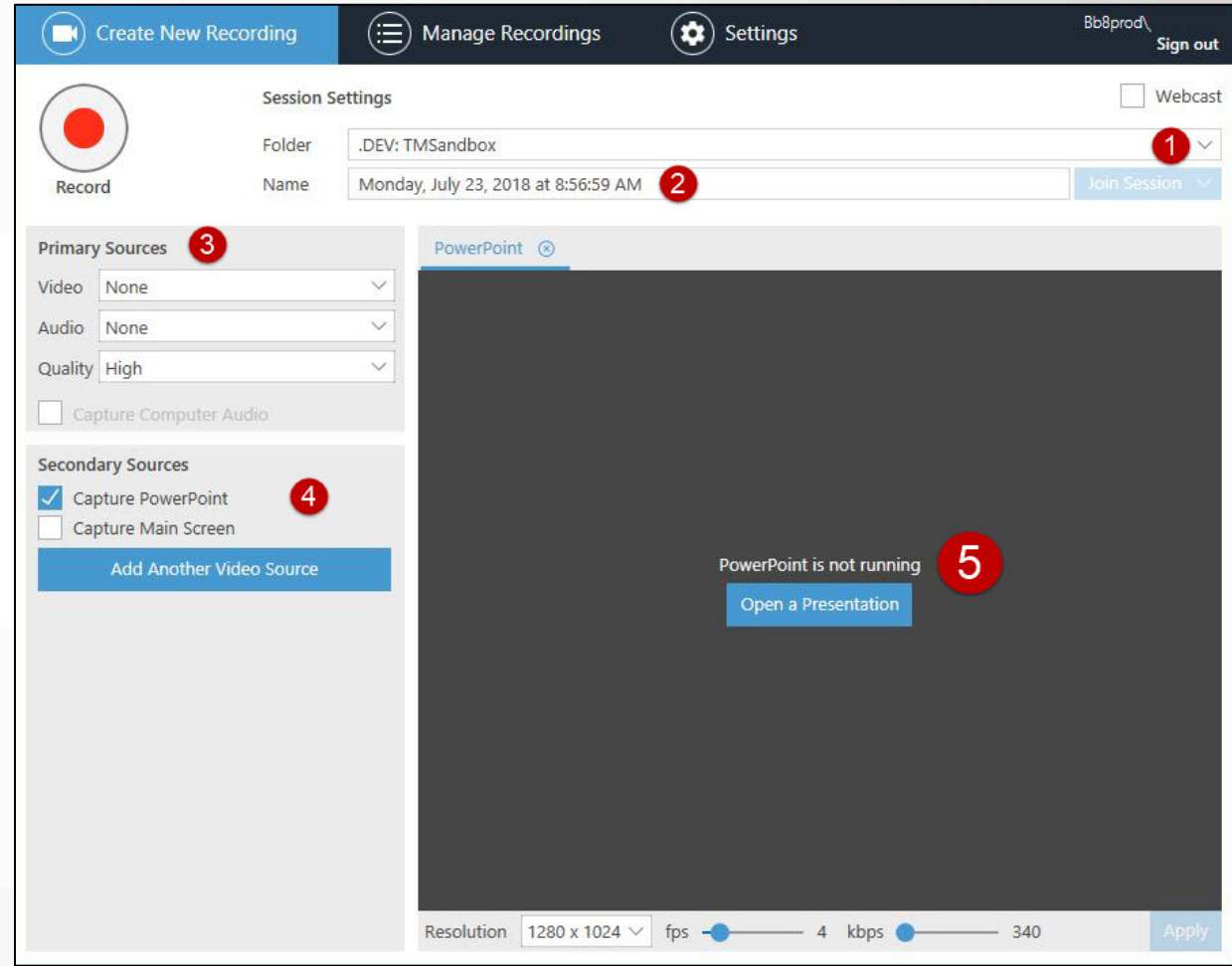




Basic Recording

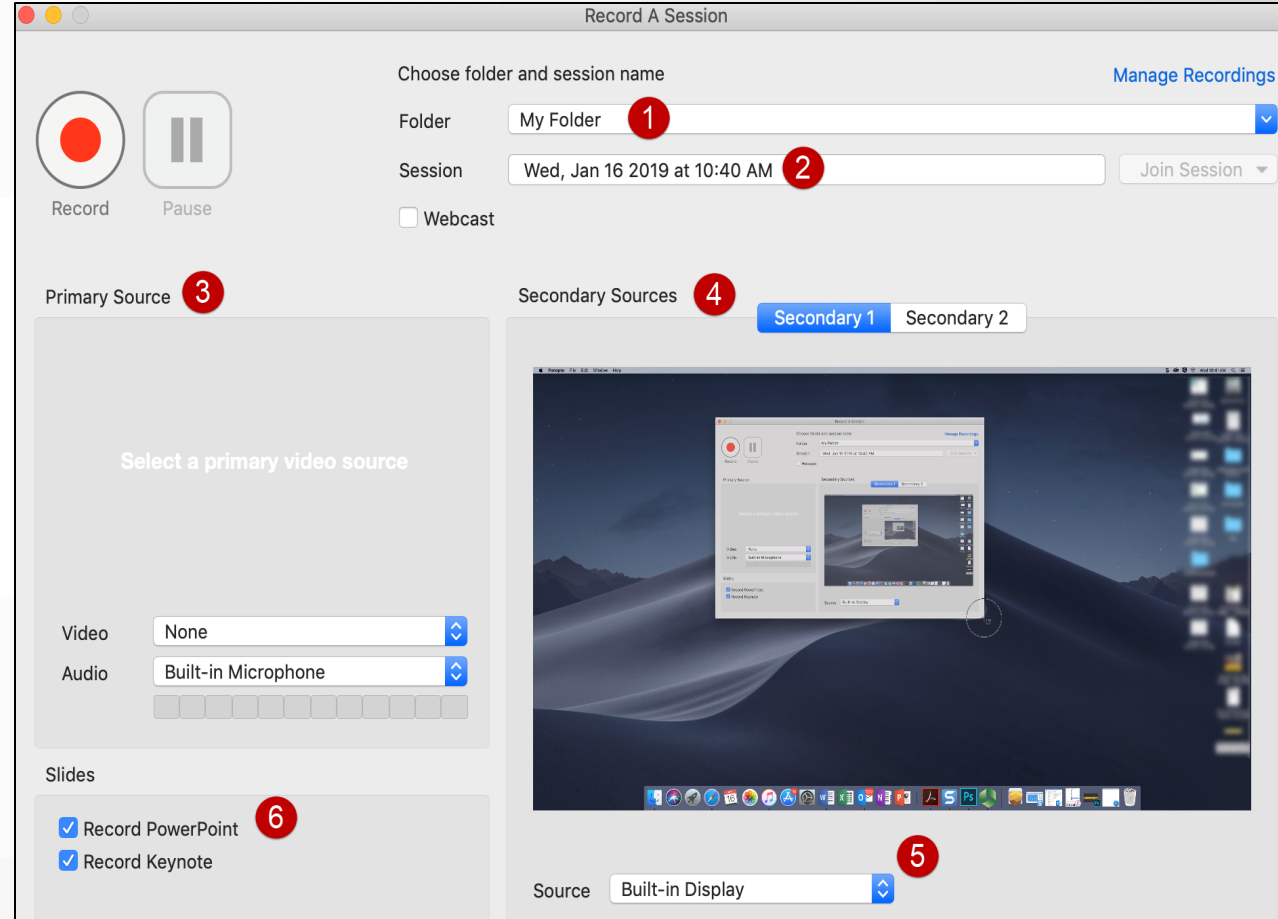
Creating a Video with PC

- 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 also a checkbox for 'Capture Computer Audio'. The 'Secondary Sources' section has checkboxes for 'Capture PowerPoint' (checked) and 'Capture Main Screen'. Below these is a button 'Add Another Video Source'. On the right side, there is a large preview area. At the top of this area, it says 'PowerPoint' with a close button. Below that, it says 'PowerPoint is not running' (marked with a red circle 5) and there is a button 'Open a Presentation'. At the bottom of the preview area, there are settings for 'Resolution' (1280 x 1024), 'fps' (4), and 'kbps' (340), with an 'Apply' button.

Creating a Video with Mac

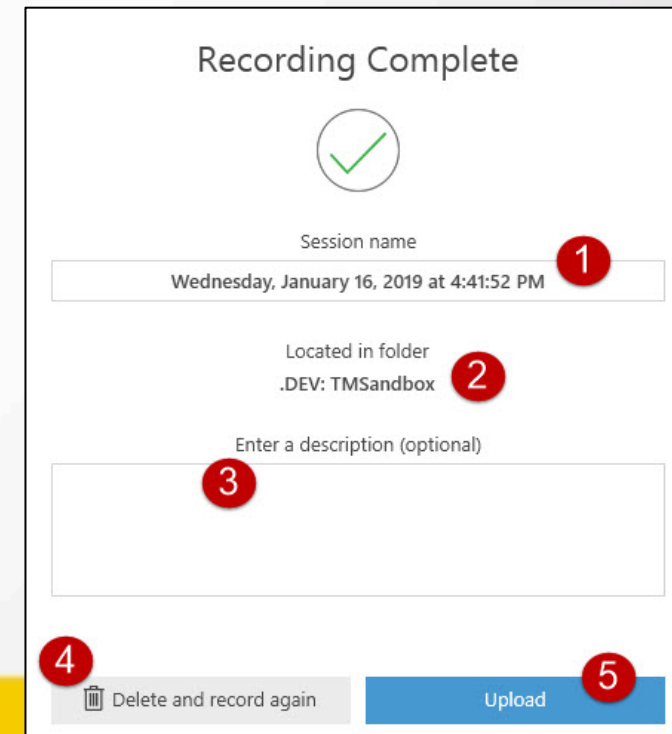
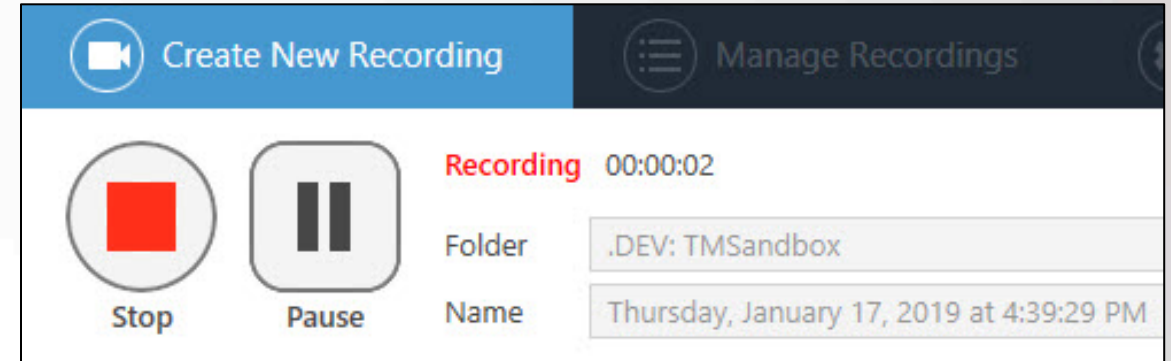
- To record a video, you will need to first check your recording settings:
 1. Select the proper Panopto folder
 2. Provide a descriptive name
 3. Select your primary sources of video and audio
 4. Select your secondary sources
 5. Change “Source” dropdown to “None” if you do not want to record your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



The screenshot shows the 'Record A Session' window in Panopto. The interface includes a 'Record' button (red circle) and a 'Pause' button (two vertical bars). The 'Choose folder and session name' section has a 'Folder' dropdown set to 'My Folder' (1) and a 'Session' text field containing 'Wed, Jan 16 2019 at 10:40 AM' (2). A 'Webcast' checkbox is present. The 'Primary Source' section (3) has a 'Select a primary video source' placeholder. Below it, 'Video' is set to 'None' and 'Audio' is set to 'Built-in Microphone'. The 'Secondary Sources' section (4) shows 'Secondary 1' and 'Secondary 2' tabs. The 'Slides' section (6) has checkboxes for 'Record PowerPoint' and 'Record Keynote', both of which are checked. The 'Source' dropdown at the bottom is set to 'Built-in Display' (5). A 'Manage Recordings' link is in the top right corner.

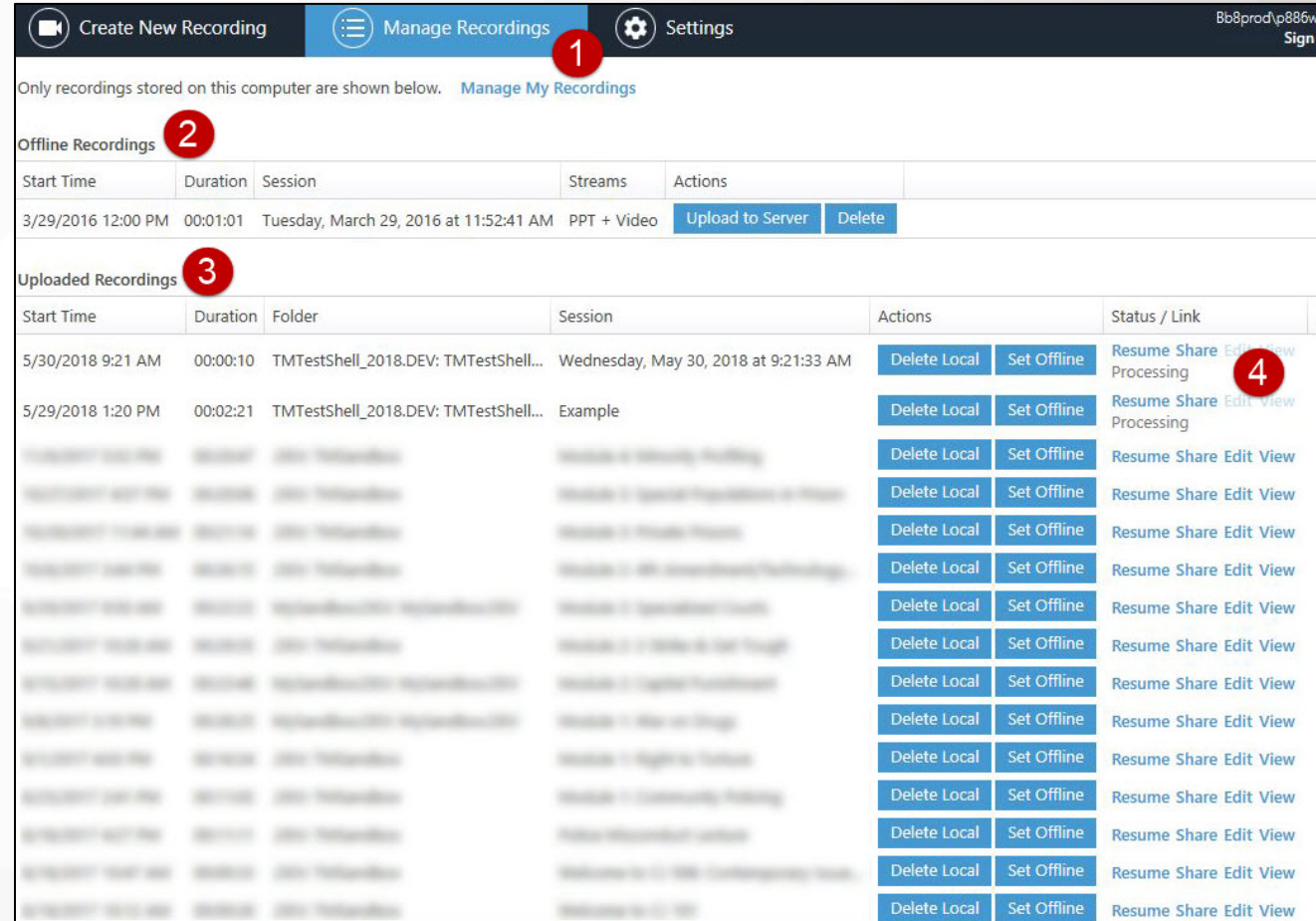
During Recording

- PowerPoint slides can automatically enter Fullscreen/“Presentation Mode” for PC only
- 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

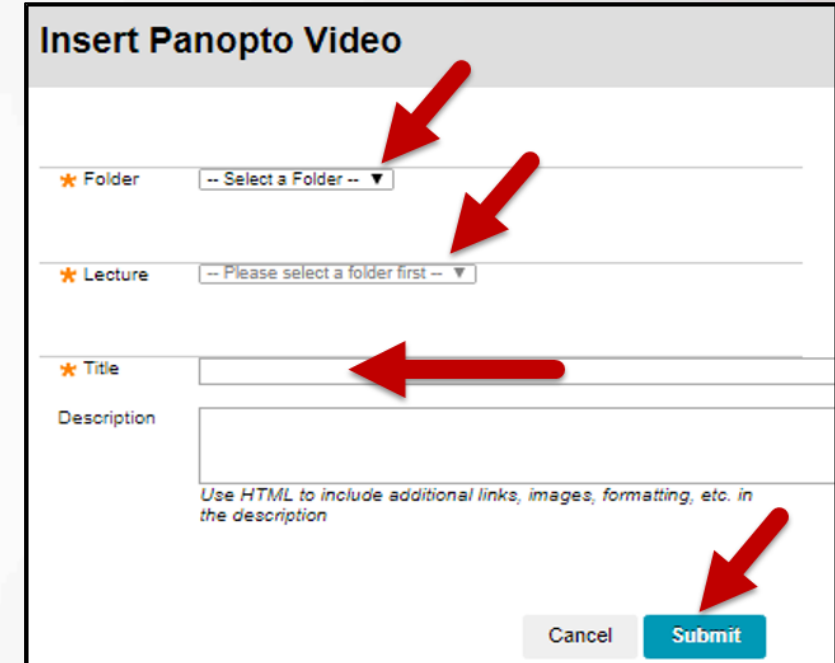
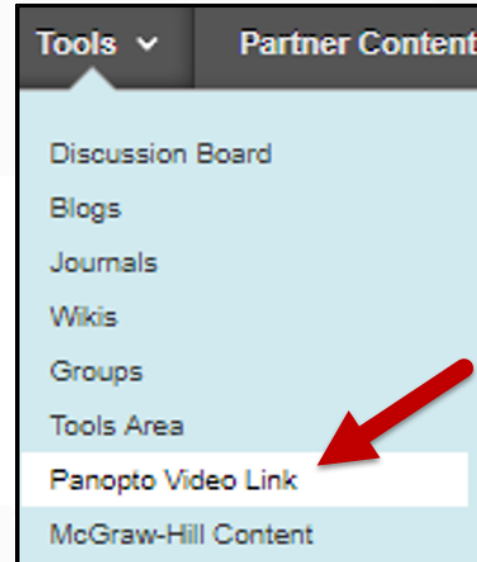




Sharing Your Video

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.

Semester to Semester



Rolling From Semester to Semester

- Rolling your course from semester to semester:
 - You must configure your new course for Panopto
 - Make sure to configure your course for the folder that houses your created videos
 - If you receive an email indicating a student is requesting access to a video, do not grant the individual request
 - Instead, you should note the folder indicated in the email and configure/re-configure your course for that Panopto Course Folder
 - If you have difficulties with configuring your course or with Panopto, submit a OneStop ticket



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