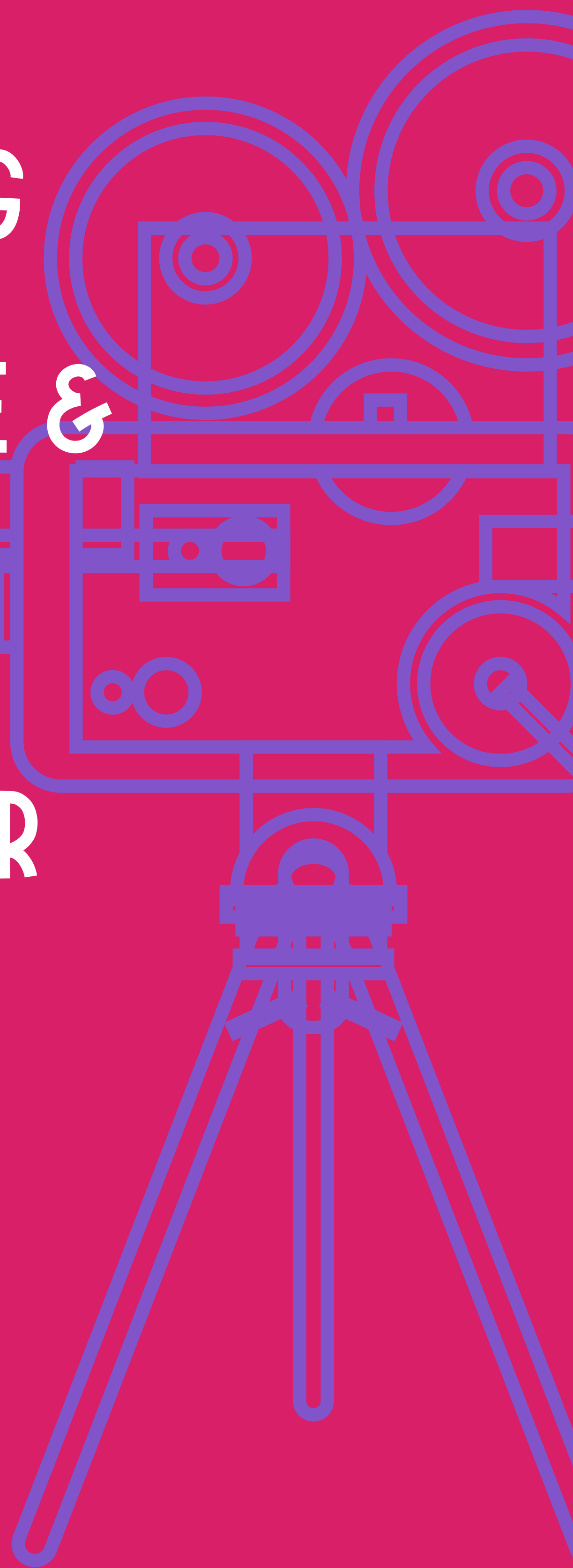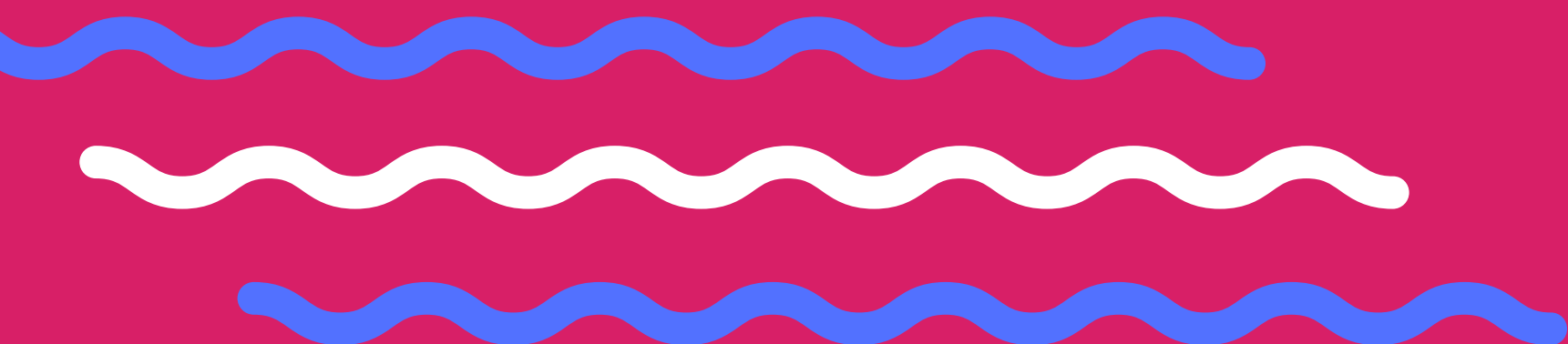# A GUIDE TO USING PANOPTO CAPTURE & THE PANOPTO DESKTOP RECORDER

MAY 2021

Recording remotely using Panopto

Panopto can be used to record your lectures or other materials. This can be done using the Panopto desktop recorder or using Panopto Capture (online). Using either of these options mean that the recordings can take place at **any time or location**.

Please follow this guide to get set up – if you have any problems, please contact Dee Scadden (adjs100@cam.ac.uk).

Further support for using Panopto can be found in the following self-enrolment Moodle site: Getting to Grips with Online (Remote) Learning (https://www.vle.cam.ac.uk/course/view.php?id=182351)

For Moodle related enquiries, please contact the Moodle helpdesk: moodlehelp@uis.cam.ac.uk

For help using Panopto, click **here** to visit the online video tutorials offered by Panopto.

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A. GETTING STARTED WITH PANOPTO

Lectures can be recorded using the Panopto Desktop recorder, **which can be used on any computer or iPad, or using 'Panopto Capture', which is a web-based recorder.**

a. What are some of the advantages of recording lectures using Panopto?

- Recordings can be searched using text on slides, spoken word, transcripts – so makes accessing specific parts of recordings/topics easier

- Panopto recordings can be adjusted for accessibility requirements

- Student notes can be added to recordings – these can be useful for reviewing lectures

- Lecture recordings are automatically divided into chapters based on changing slides – so helpful for navigation

- Recordings can be re-watched on 1.5x or 2x speed, which students find helpful when taking notes

- Recordings are accessed directly from within Moodle and are restricted to those enrolled on that course

b. How is Panopto linked to Moodle courses?

- Each Moodle course maps to a specific Panopto folder – so films in that folder can be made available automatically via Moodle.

The Panopto folder is likely to have been configured by someone in your department, and particular publication pipelines may be in place. For example, films may not be released to Moodle until approved by a publisher. In other instances, the films may be immediately available. It is best to check what the arrangements are for your course.

c. What if Panopto has not been used before for that course?

- Courses in which Panopto has been used previously to record lectures should have access to Panopto software via Moodle. Panopto may be accessed using the 'Panopto block', which will may have been added to the course page.

- If Panopto has not previously been used for a course, it will be necessary to download the Panopto block and provision it for use. The Moodle coordinator in your department will be able to do this. This will need to be done before recordings can be made available on that course.

d. Do you have the correct permissions to record in Panopto?

- Only people with particular permissions in Moodle (i.e. Non-enrolling Teacher, Teacher, Moodle Co-ordinator) will automatically have a 'Creator' role in Panopto. If you find you are unable to access the recorder, it may mean that your role in Moodle needs to be changed.

- The Moodle Co-ordinator responsible for your course will be able to update your permissions if appropriate. **Once your role in Moodle has been amended, you will need to log in to that Moodle site to trigger access to Panopto**.
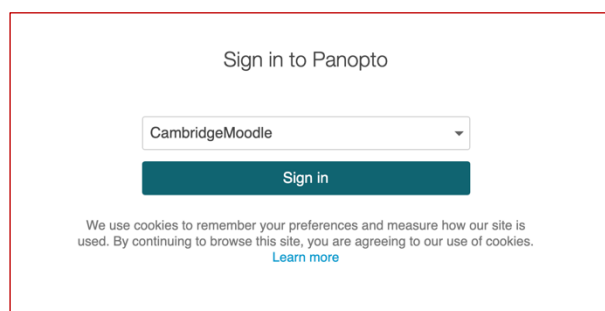
B. THE PANOPTO DESKTOP RECORDER

a. Downloading the Panopto Desktop recorder:

You will need to download the Panopto desktop recorder (either macOS 10.14 and up or Windows 8.1 and up, 32/64-bit) by:

i. **Logging in to Panopto:**

This requires your normal Moodle login (i.e. Raven password)

Again, if you are unable to login to Panopto using that link, it may be because you do not have the correct permissions in Moodle (see above).

Once you have signed in, the Panopto software (for either macOS 10.14 and up or Windows 8.1 and up, 32/64-bit) can be downloaded from a link at the top right-hand side of the page ('Download Panopto'):
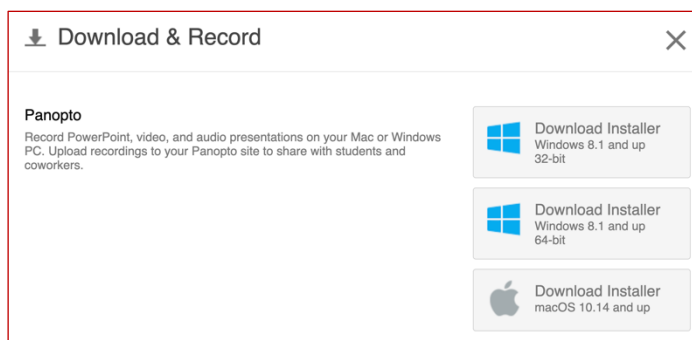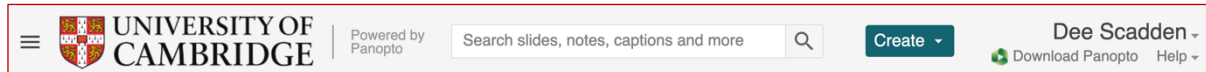
ii. **From within a Moodle course:**

If the Panopto block has been provisioned on the course, it will appear on the right-hand side or below the main window (depending on screen size). There are links at the bottom of the block to install the software for either MacOS or Windows PC.

Again, if you are unable to download the Panopto software, it may be because you do not have the correct Moodle permissions (see above).
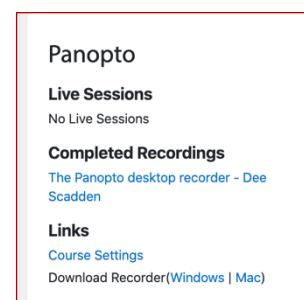
*A **Panopto app** is also available from the App Store for use on an iPhone or iPad, and from Google Play for use on an Android tablet or phone.*

b. Installing the Panopto desktop recorder

Download the appropriate installer, as described above.

- **Click on the installer to install on your computer –** click '**allow**' on the window that appears

- The installer will then guide you through the necessary steps to install the Panopto software. When installation is complete, close the window and then launch the programme.
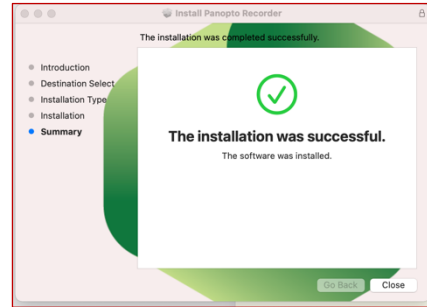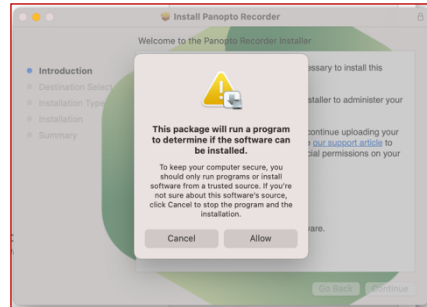
When you first launch Panopto, it will ask you to give various permissions – for use of your microphone, camera, to allow screen recording, and to access PowerPoint or Keynote.

e.g. It will ask for permission to access the camera:

If you are using a Mac, permissions can be given in the Security & Privacy tab, found within the system preferences panel. To allow Panopto to access the device, click the box next to the Panopto logo, and then restart the application to allow changes to take place.
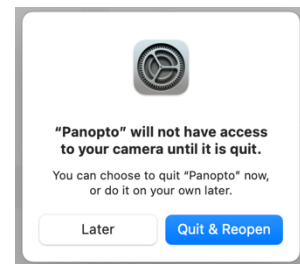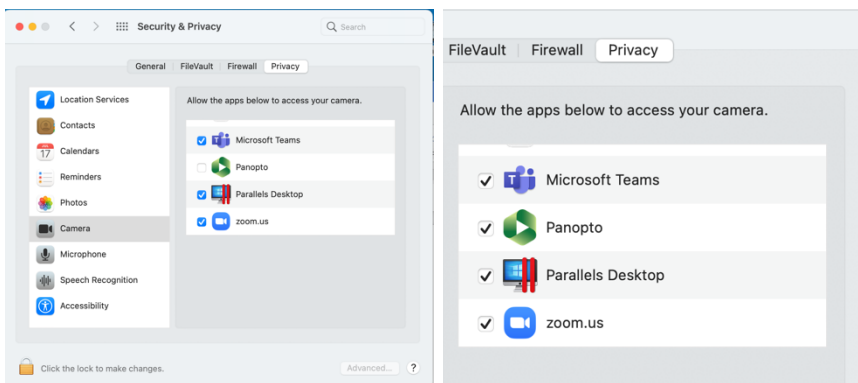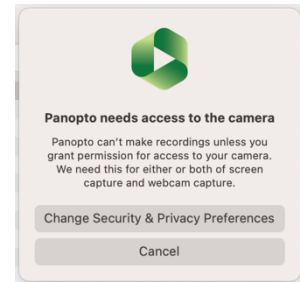
c. Recording using the Panopto desktop recorder

i. Start the Panopto Desktop Recorder app, then sign in to Panopto

This will give you access to your online Panopto account – allowing you to upload recordings directly. As mentioned above, you will be able to access your Panopto account using your Raven Password.
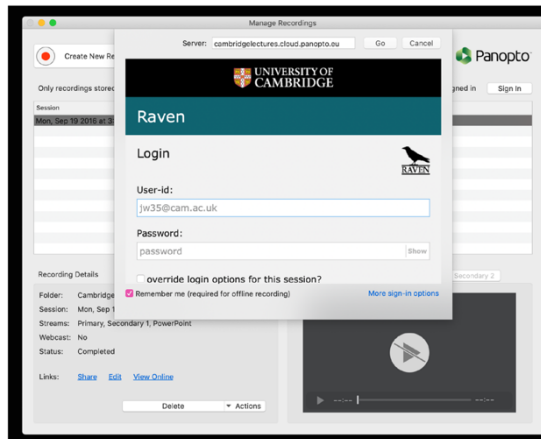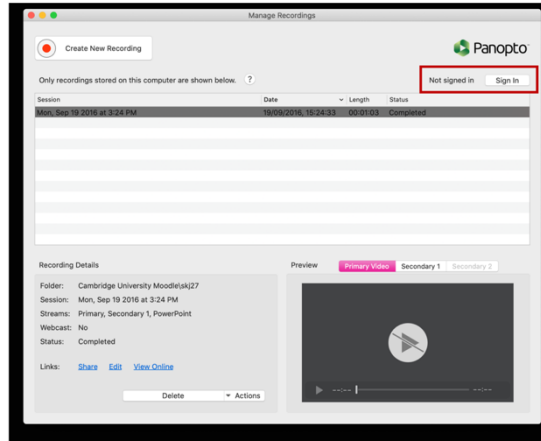
- If you wish to change any settings in the Panopto desktop recorder, go to 'Preferences'. This will allow you to change video resolution etc. and to choose where your local recordings are saved:
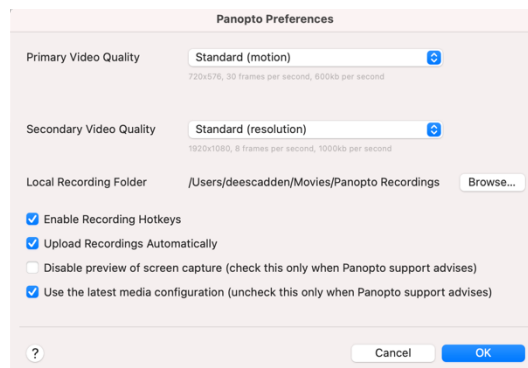
**ii.** **When you are ready to record, click 'Create New Recording'.**
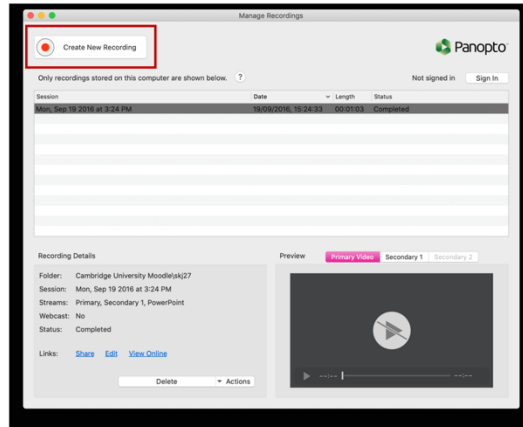
Select which video and audio source willl be used from the drop down menu. If you haven't already allowed Panopto to access to your microphone and camera, it may ask to do this now.

- **You should then see this view –** in this example the video will be captured using the Built-in FaceTime HD Camera and the audio recorded using an external RODE NT-USB microphone.
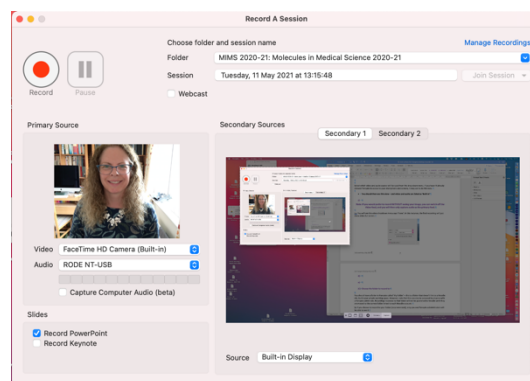
Note: If you would prefer to record WITHOUT seeing your image, you can switch off the Video feed, and you will then only capture audio as the primary feed:

i.e. You will see the video dropdown menu says 'None'. In this instance, the final recording will just show slides full screen.
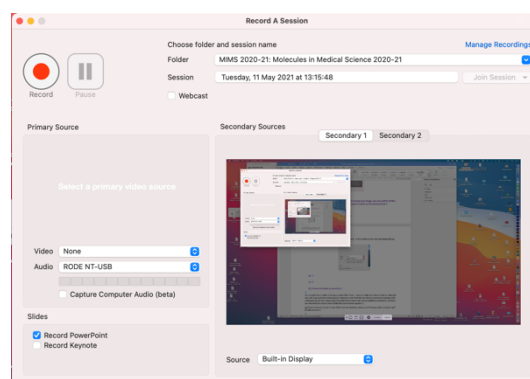
iii.   Choose the online folder to record to:

You should have a folder in Panopto called 'My Folder' – this is a folder that doesn't link to a Moodle site, but is your private working space. However, note that this can also be accessed by anyone with an admin role in Panopto. Recordings recorded to that folder will not be published to Moodle until they are moved to the folder linked to that Moodle account.

So, if you choose to record to your folder (recommended), only you and Panopto administrators will be able to see it.

iv.   Label your recording appropriately: (these details can also be edited later)

Use the menu at the top right-hand side of the window to 'Choose folder and session name'. You can give your session an appropriate title (the default title is the date and time of recording). You can select which online folder the recording is saved in to from the drop-down menu. In the example below, the folder is 'MIMS 2020-21: Molecules in Medical Science 2020-21'.
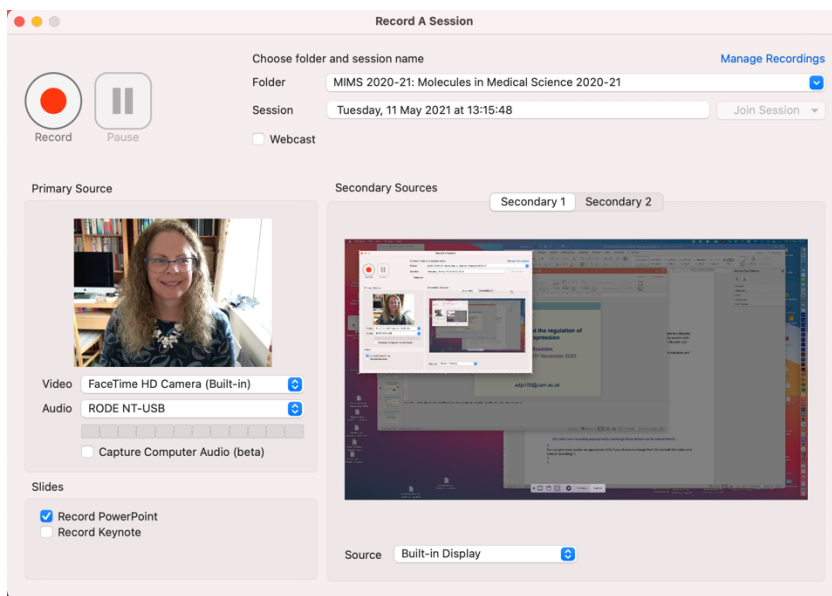
- **If you would like to use Microsoft PowerPoint or Keynote slides** in your recording, tick the appropriate box. The Panopto recorder will ask for permission to access those programmes. Again, permission is given in the System Preferences folder (Security & Privacy).
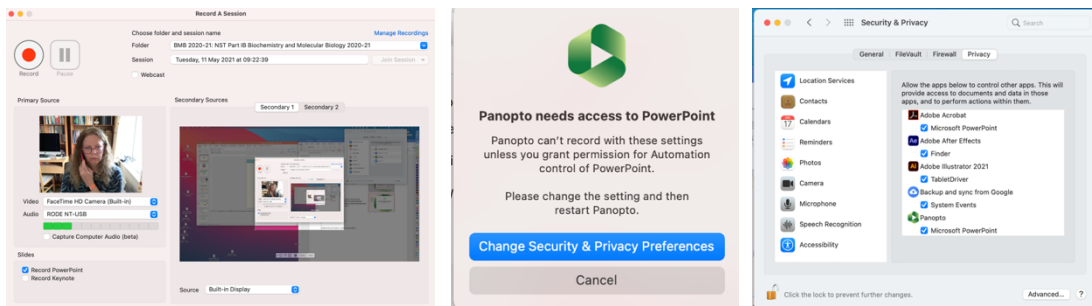
v. Record your session

The recording feed options are as follows:

- **Primary Source** – the lecturer speaking – filmed from computer camera/mic (may only be audio if camera is switched off)

- **Secondary Source – Secondary 1:** Computer screen, including slides (i.e. Source is Built-in Display – select from drop down list below secondary screen)

- **Secondary Source – Secondary 2:** Other input – e.g. a visualiser

You can then record your session by clicking on the record button. You can also start recording by pressing 'Cmd+Option+R'.
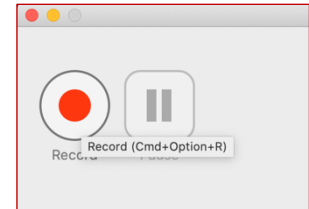
Note: If you are using PowerPoint or Keynote slides, it can be tricky to start recording at the same time as opening your slides in full-screen view. It is often a good idea to start recording in Panopto and then open your slides – the beginning of the recording can be trimmed off later if you do not want your screen etc. on display.

Note: you will not be able to see the Panopto controls or the Primary source (speaker) once your slides are full screen – but it will record the Primary source in the background. It's a good idea to do a short recording to ensure you are confident things are set up correctly before you launch into recording a long lecture.

At the completion of the recording, click the record button to stop recording – you will then see the following notice:
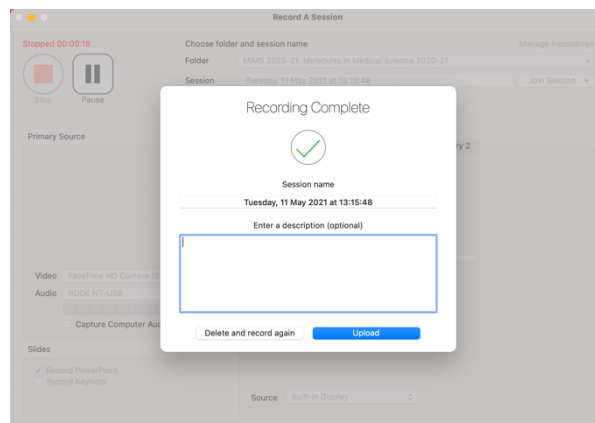
Click the blue 'Upload' button to upload your recording to your online account. The session name can also be amended in this window.

When the upload button has been selected, a list of your local recordings and their status (e.g. 'Completed', 'Uploading') will be displayed. This can also be reached by clicking 'Manage Recordings' on the main Panopto window.

Note that the whereabouts of the files stored locally on your computer can be determined by looking at the 'Preferences' in Panopto (see above).
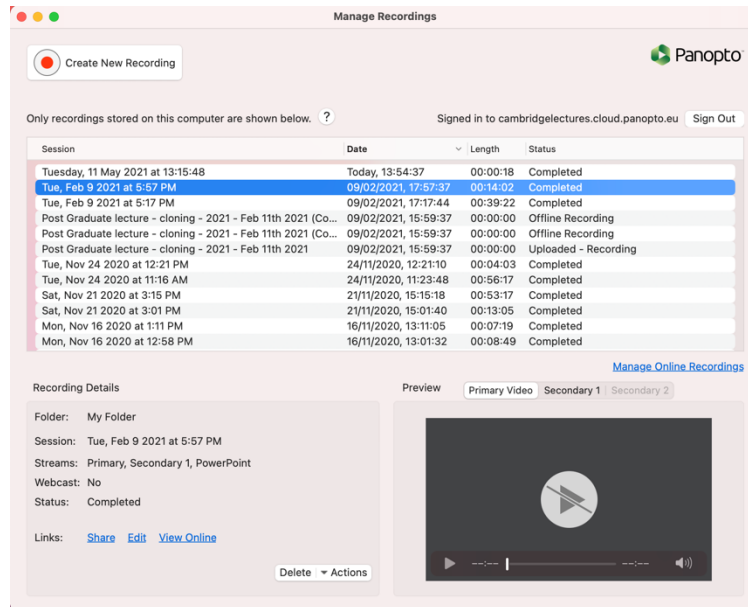

To access the new recording or others online, select the appropriate recording from the list and then click on the blue text 'View Online'. You will need to sign in to Panopto online if you are not already signed in.

vi.   Viewing your Panopto desktop recording

Depending on the primary and secondary sources you have selected, your recording might look something like this:

- The primary source (me) is on the left-hand side, and the secondary sources is on the right-hand side. In this instance, the secondary source is a PowerPoint presentation (Secondary 1). By default, the secondary source is shown in the large window. However, the small and large windows can be switched when viewing if desired.
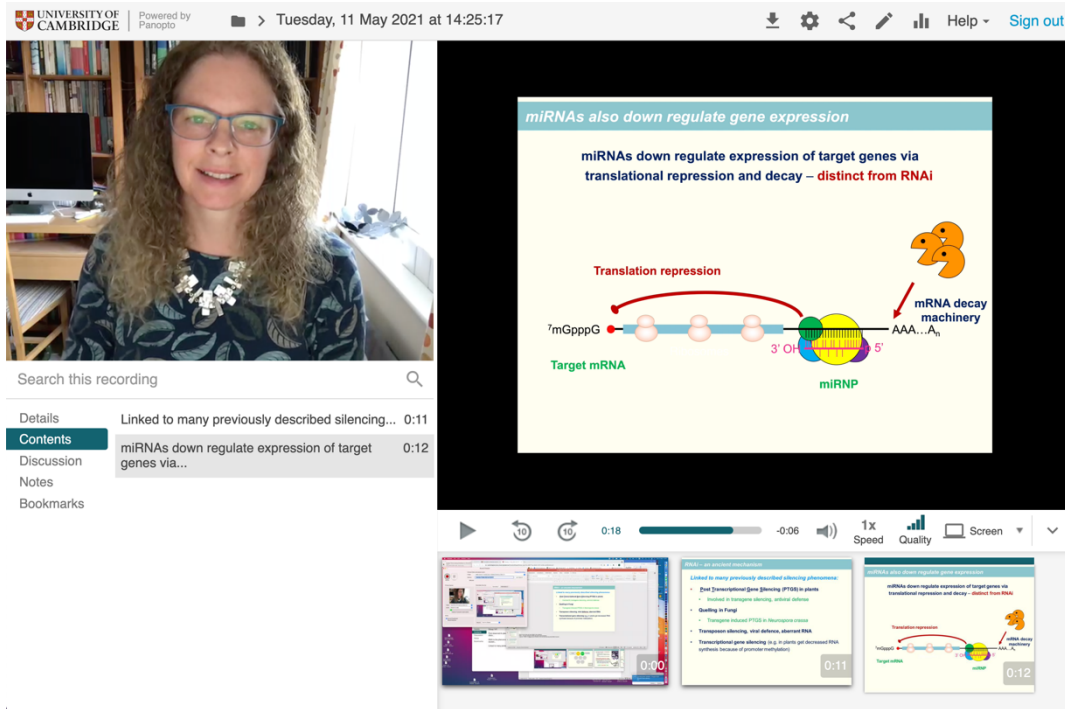
- If you chose to switch off your camera so the primary source was only audio, the secondary feed of choice would be shown full screen.

- If you have multiple secondary sources available (e.g. slides and visualiser), you can switch between the secondary sources by clicking on the buttons below the large viewing window:
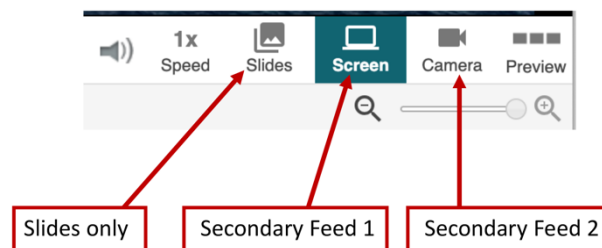
C. PANOPTO CAPTURE – RECORDING WITHIN YOUR BROWSER

Lectures can be captured using Panopto Capture – this recording device can be accessed directly from a browser rather than needing to download the desktop application.

a. Where is Panopto Capture found?

Panopto Capture is accessed from within Panopto – a Raven password will be required to login to Panopto via 'CambridgeMoodle' (as shown above).

Panopto Capture requires the use of Chrome, Edge (Chromium-based), or Firefox browsers on Windows 10, MacOS 10.15 or higher, or the latest ChromeOS. Capture is also in beta for Chrome and Firefox browsers on Android 9 or higher.
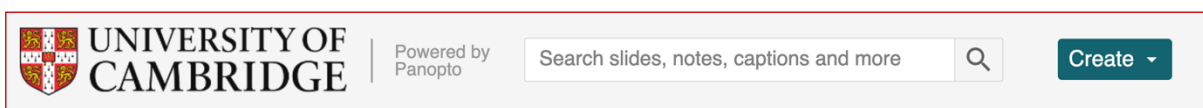
Click on the green '**Create**' button at the top of the Panopto window. This will allow you to access various options, including the 'Panopto Capture' device, which allows you to record in the browser. This will open the window below, which you can then configure for recording.
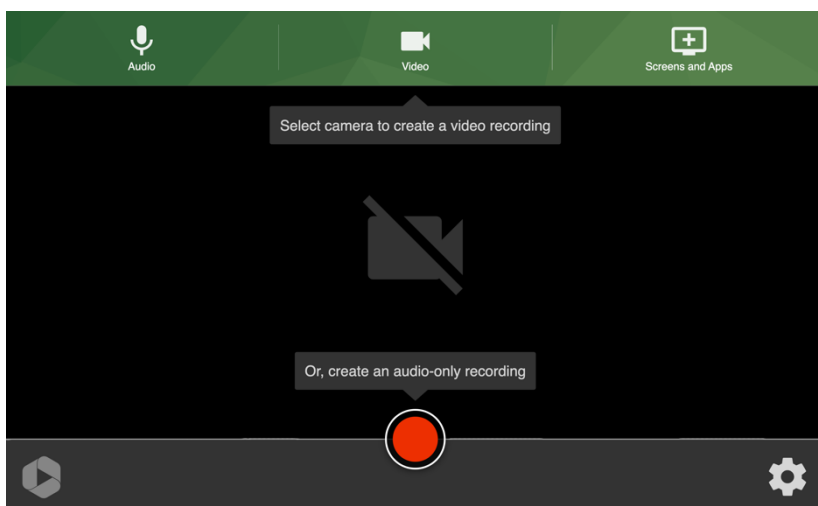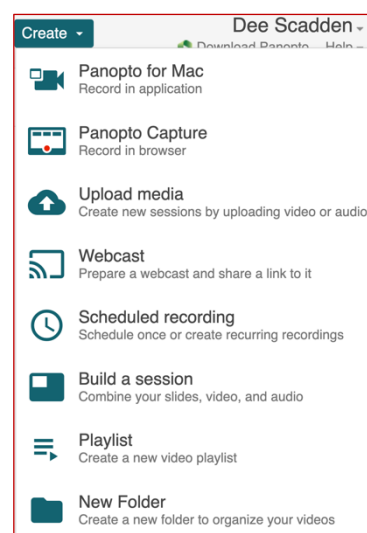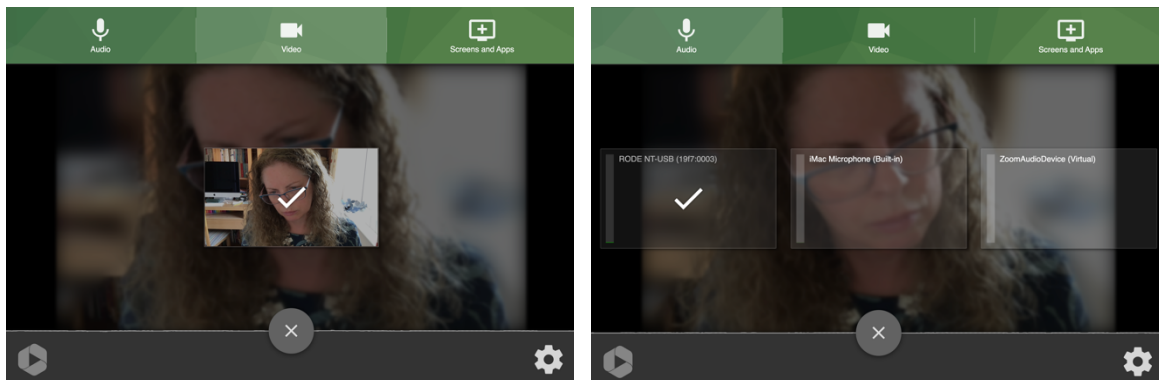
## b. Recording using Panopto Capture (record in browser)

Panopto Capture can be used to make video and audio recordings.

- To change the devices used for recording, click the Audio or Video icons at the top of the screen. This will allow you to choose from the available devices.

Example:

- To use slides (e.g. PowerPoint or Keynote), click on the 'Screens and Apps' icon at the top of the screen. This will allow you to choose a window to record. If your presentation is open, this window can be selected:

- Then click on the blue 'Share' button on the bottom right. You will now see your presentation open in the main screen of Panopto Capture and the Primary Source (me, in this case) is in the bottom right.
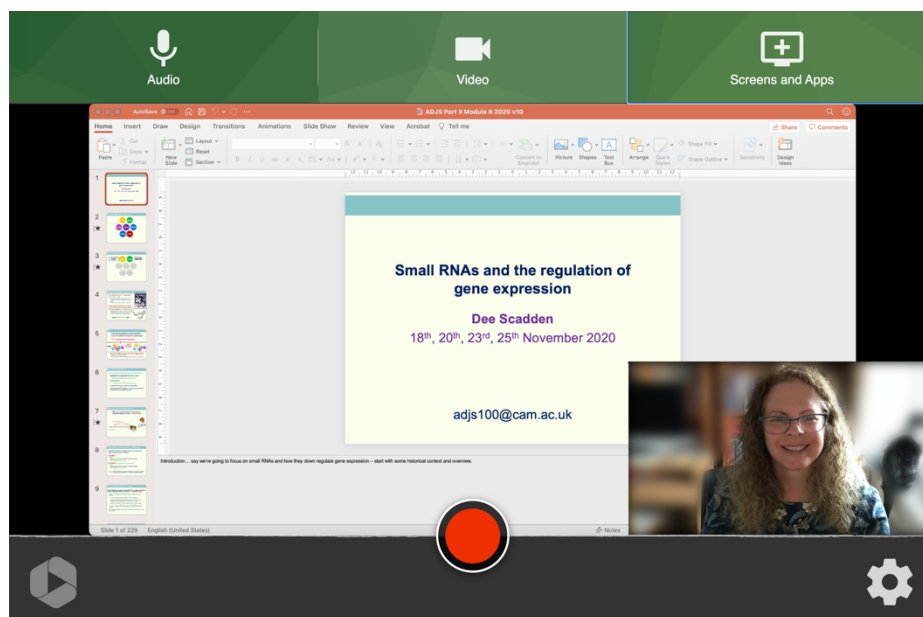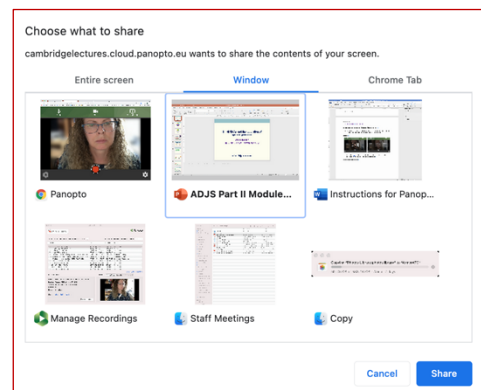
- To record, press the red button at the bottom of the screen, then enter full screen mode for your slides (presenter view). While the slides are in full screen mode, you will not see yourself during the recording – so it may pay to do a test recording before embarking on a full lecture.

- When the lecture is complete, escape from presenter view of PowerPoint/Keynote and stop recording. The title of the recording and the destination Panopto folder can be updated on this screen. Once finished processing, the recording can then be viewed within Panopto:
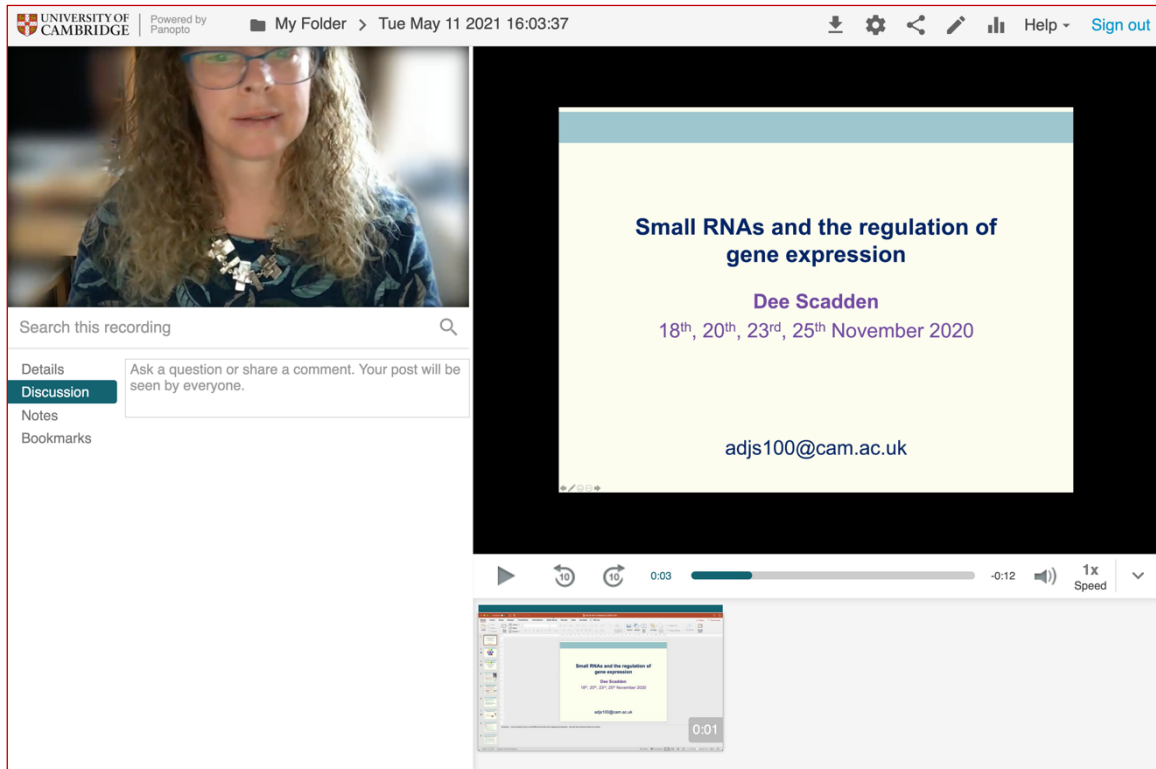
D. UPLOADING OTHER RECORDINGS TO PANOPTO

You may wish to use recordings in your teaching that have been produced outside of Panopto (e.g. .mp4 files, Zoom recordings etc.). In this instance, the recordings can be uploaded to Panopto and then accessed by students via Moodle.

a. To upload files to Panopto:

- Go to the Panopto folder in which you would like to upload content.

- Click on the green 'Create' button at the top of the Panopto home page.

- From the dropdown list, select 'Upload media'.

- Files can be uploaded in the window that appears – either by clicking on the icon or dragging the files into the dotted box.
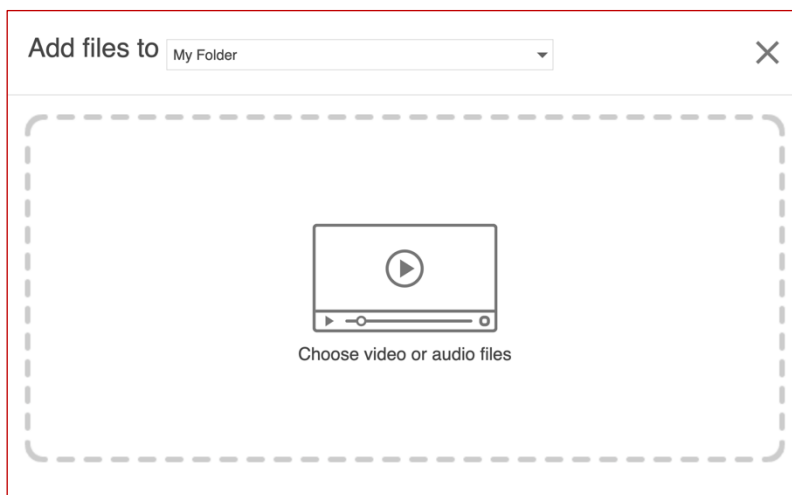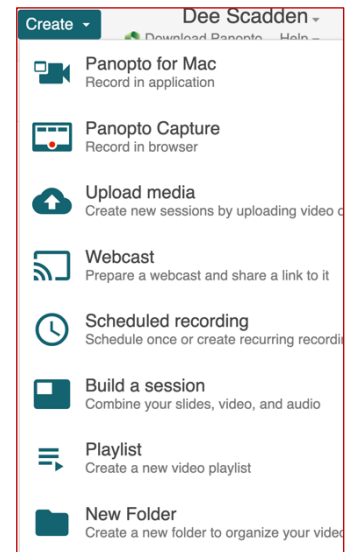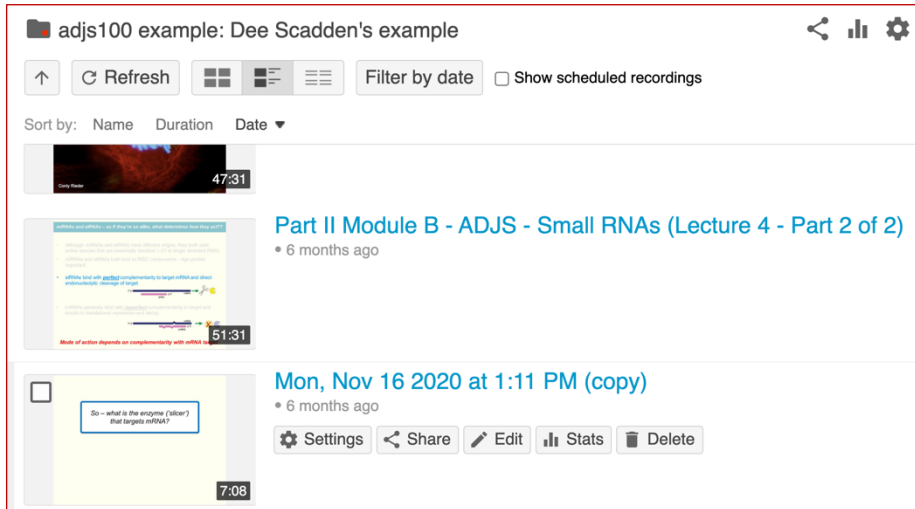

Wait until the file(s) have finished uploading – it will tell you when it's safe to navigate away from the page.
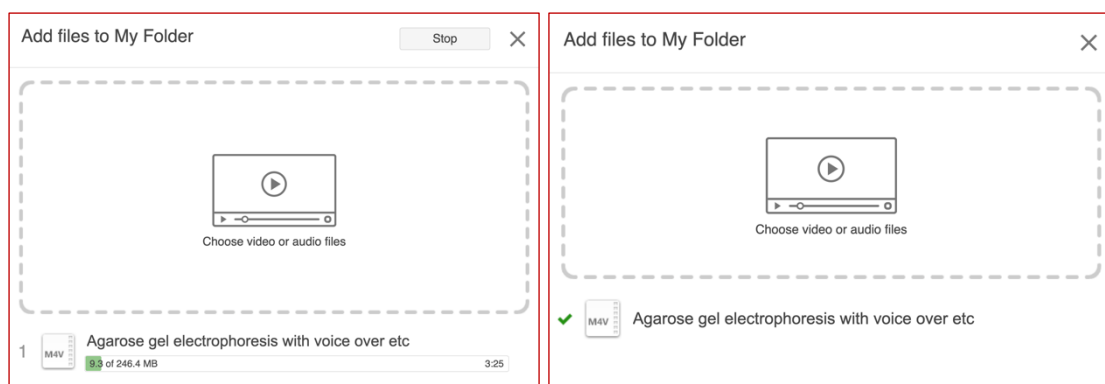
### E.   WHEN YOUR PANOPTO RECORDING IS COMPLETE

a.   Editing the recording

- e.g. to trim the beginning and end. To edit the recording, go to your folder and click

on the pencil icon adjacent to the image of your recording ('Edit').

- A brief guide on how to trim the ends of the recording:

  o click on the magnifying glass icon found on the top right-hand side of the control panel (red box). This will make it easier to visualise the audio trace (P1)
  o click on the scissor icon (blue box)
  o 'grab hold' of the black vertical line at the origin of the recording. 'Drag it' across the recording, over the area you wish to remove. You will see the area that you have selected is greyed out (orange box). In the example below, I have removed the blank space before the first audio peak. You can then listen to the edit and adjust as necessary – until you press the green 'Apply' button at the top, all edits are only drafts.
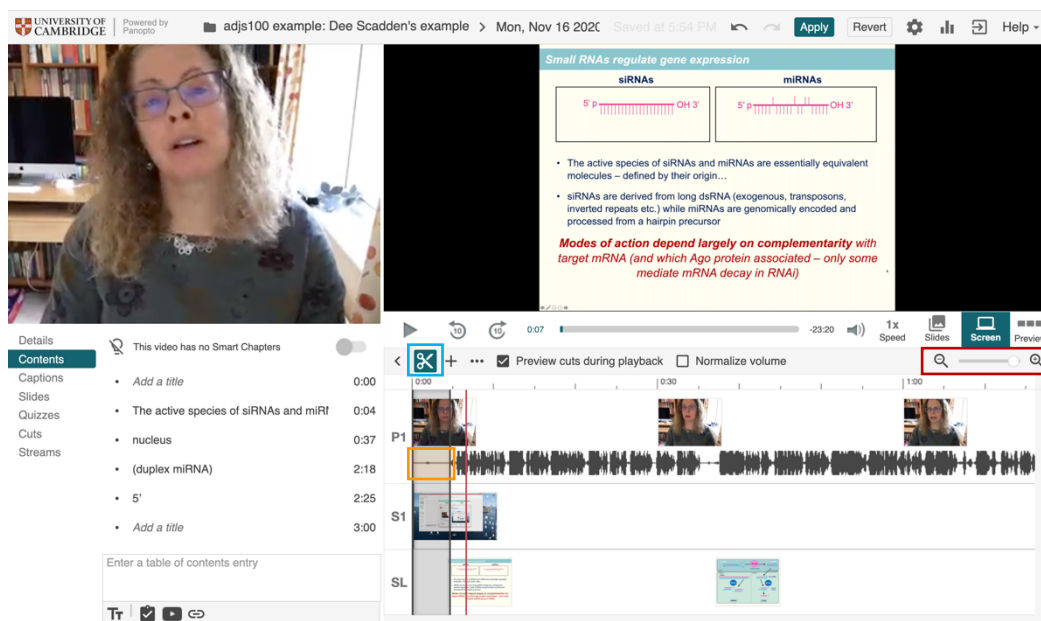
Further support for editing can be found in the following self-enrolment Moodle site: Getting to Grips with Online (Remote) Learning (https://www.vle.cam.ac.uk/course/view.php?id=182351)
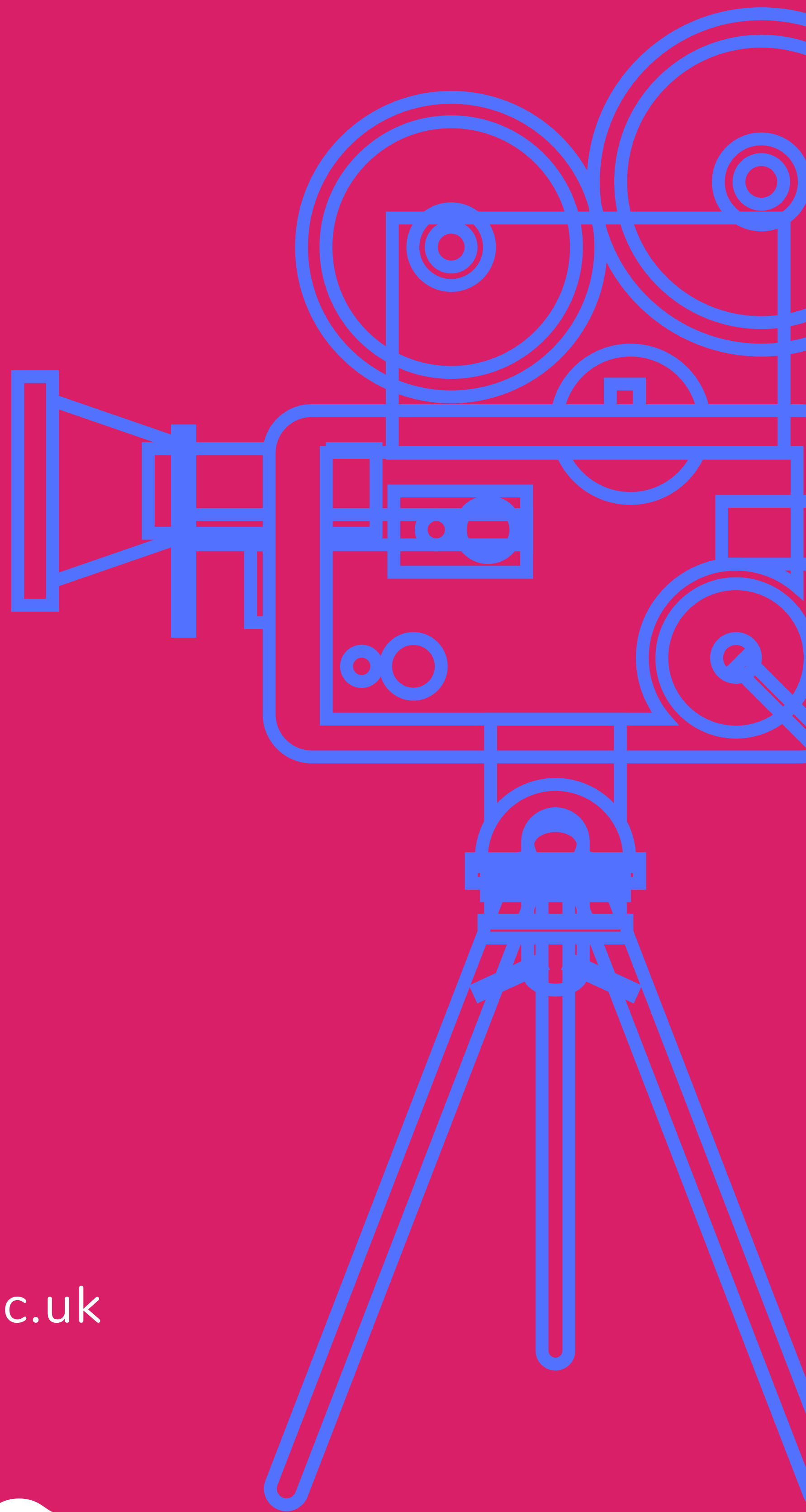
b. Enable access to your recording

- To enable access to your recording, it needs to be moved to the folder linked to the relevant Moodle site.

The next steps will depend on the setup and publishing pipelines on your course.

- If you have access to the folder linked directly to the Moodle site, you can use the settings in Panopto to move the recording to the correct folder.

- If your pipeline requires a 'Publisher' to approve upload to Moodle, approval needs to be given before the recording appears in Moodle.

- You may need to share your recording to the appropriate person if you are unable to directly access the Panopto folder linked to Moodle.

DEPT OF BIOCHEMISTRY

Dee Scadden
adjs100@cam.ac.uk