



Dee Scadden

Using the Panopto desktop recorder



Step-by-step instructions to help you record lectures using the Panopto desktop recorder.

- ☰ [Getting started with Panopto](#)
- ☰ [Downloading Panopto desktop recorder](#)
- ☰ [Using the Panopto desktop recorder](#)
- ☰ [Editing the recording](#)

Getting started with Panopto

DS Dee Scadden



USING THE PANOPTO DESKTOP RECORDER

Getting started with Panopto...

Lectures can be recorded using the Panopto Desktop recorder, which can be used on any computers (Mac or PC) or device (e.g. iPad)

This guide will help you to set up your Panopto desktop recorder, record your lectures, and publish to Moodle.



USING PANOPTO - AN OVERVIEW



A: WHY USE PANOPTO?

- Easy to record where ever you are
- Recordings can be adjusted for accessibility
- Students can search in recordings, make notes, comments etc.
- Links directly to Moodle
- and much more....

B: DOWNLOADING THE RECORDER

- **Available for:** Mac or PC
- **Downloadable from:** Panopto site or Moodle site enabled for Panopto



C: USING THE RECORDER

Up to three feeds can be recorded... for example:

- **Primary feed: the speaker** - audio + video/audio alone
- **Secondary feed 1: the desktop** (e.g. Powerpoint, Keynote, or PDFs)
- **Secondary feed 2: a visualiser**

D: LINKING TO MOODLE

- **Each Moodle course maps to a specific Panopto folder** - so recordings must be in that folder to be available in Moodle
- **'Publishing pathways'** mean you're in control of when the recording is released



An overview of using Panopto to record lectures

Why use Panopto?

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 can be adjusted for accessibility requirements**
- **Student notes can be added to recordings** – useful for reviewing lectures
- **Lecture recordings are automatically divided into chapters** based on changing slides – helpful for navigation
- **Recordings can be watched on 1.5x or 2x speed**, which students find helpful when taking notes
- **Recordings are accessed directly from within Moodle**



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 to Panopto.

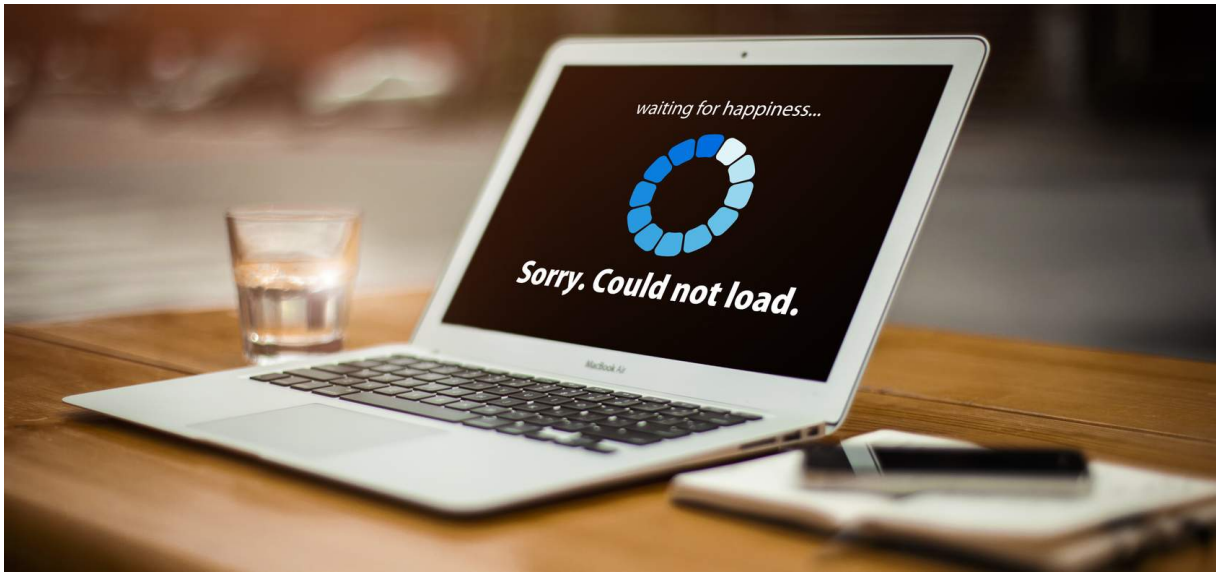
The Panopto folder is likely to have been configured by someone in your department, and particular publication pipelines may be in place. For example, films may not be released to Moodle until approved by a

publisher. In other instances, the films may be immediately available. It is best to check what the arrangements are for your particular course.



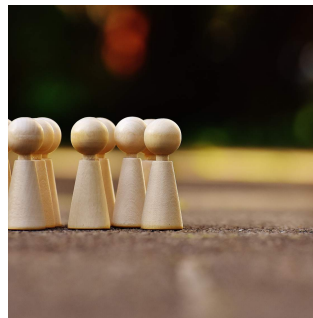
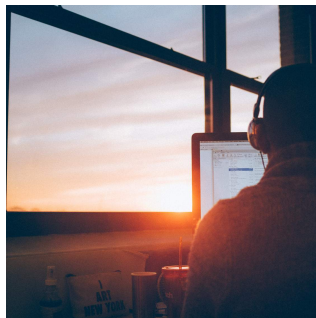
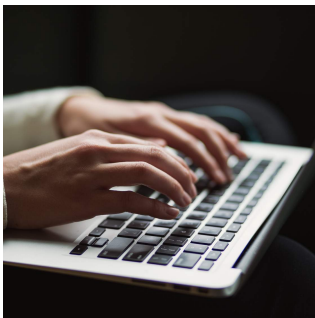
What if Panopto has not been used before for that course? —

- Only departments that were previously using Panopto to record lectures will have immediate access to the Panopto software via Moodle (via the 'Panopto block' on the right-hand side).
- In view of the current necessity for online teaching, it is **now possible to download the Panopto block and provision it for use**. Your Moodle coordinator will be able to do this. This will need to be done before recordings can be made available on that course.



Do you have the correct permissions to record in Panopto? —

- Only people with particular permissions in Moodle (e.g. Moodle coordinator, Teacher, Non-editing Teacher, Non-enrolling Teacher) will automatically have a 'Creator' role in Panopto. If you find you are unable to access the recorder, it may mean that your role needs to be changed in Moodle. The Moodle coordinator responsible for your course will be able to implement this 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.



How to download the Panopto desktop recorder

For Mac or PC

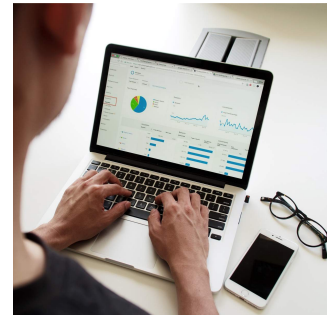
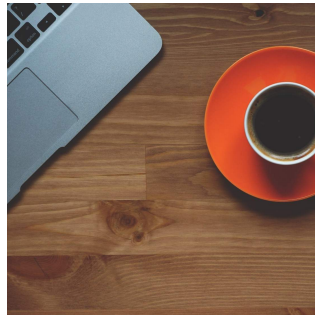
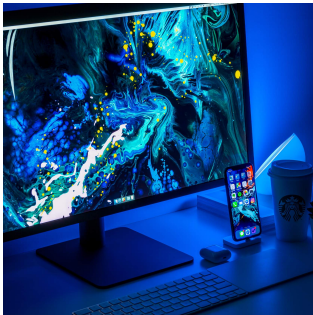
[GETTING PANOPTO](#)

Downloading Panopto desktop recorder

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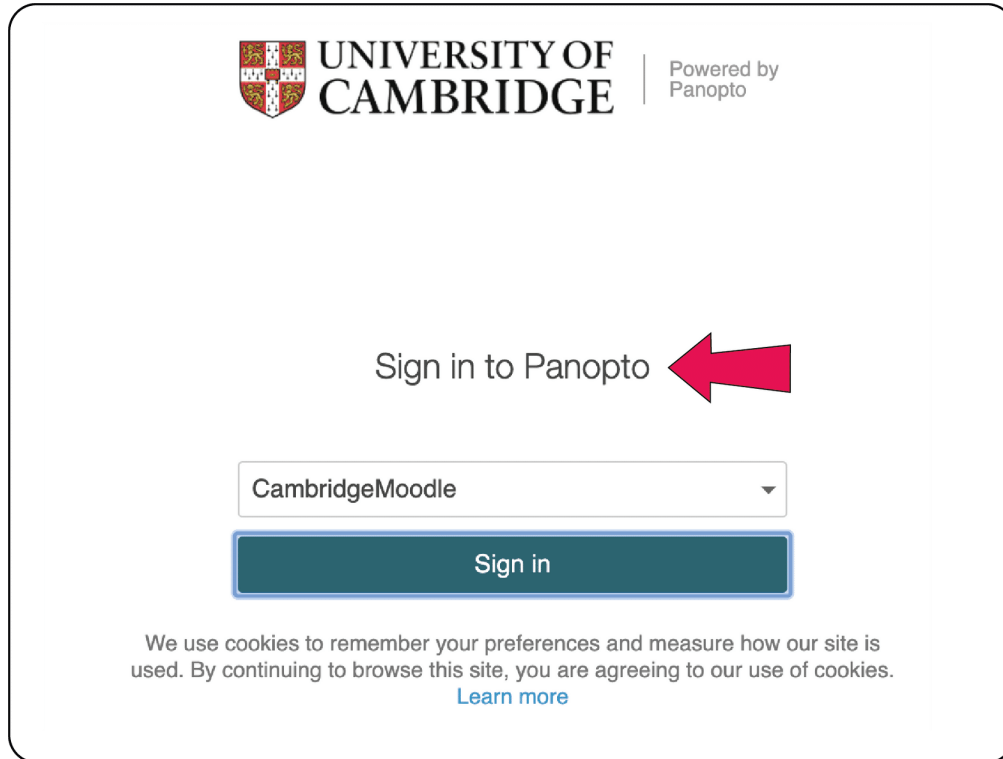
Download the Panopto desktop recorder


The Panopto desktop recorder can be downloaded on any Mac or PC computer

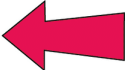


You can download the Panopto desktop recorder via....

(A) Panopto



 UNIVERSITY OF CAMBRIDGE | Powered by Panopto

Sign in to Panopto 

CambridgeMoodle

Sign in

We use cookies to remember your preferences and measure how our site is used. By continuing to browse this site, you are agreeing to our use of cookies.
[Learn more](#)

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

Step 1

Sign in using Raven password.

Welcome to Moodle

The virtual learning environment for the University of Cambridge

⚠ Your session has timed out. Please log in again.

Log in

Raven

Friends

▶ Help with login

🔔 Cookies must be enabled in your browser

Looking for Course History?

Need support?

Contact Support:
moodlehelp@uis.cam.ac.uk

Policies and Legal statements

You are not logged in.

UNIVERSITY OF CAMBRIDGE

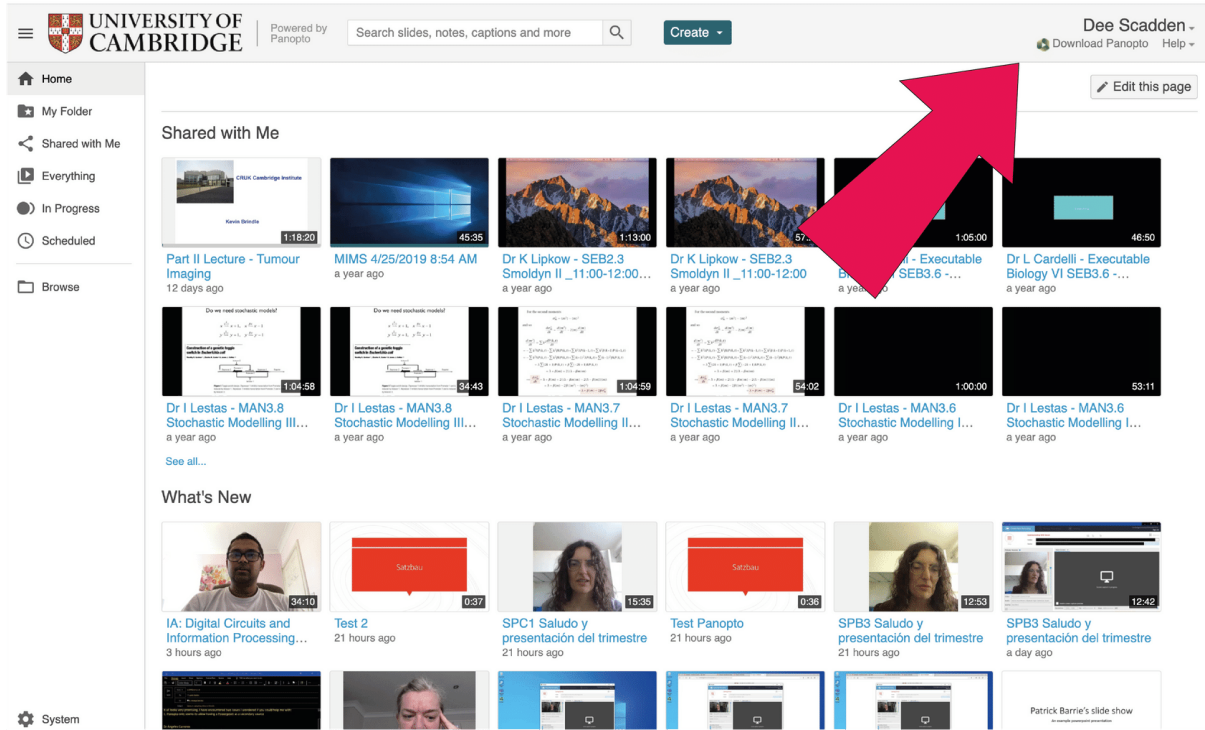
© 2017-2020 University of Cambridge

server: bohr

When you click 'Sign in' on the Panopto login page, you will be required to login using your Raven password.

Step 2

Download Panopto Software



The screenshot shows the Panopto interface for a user named Dee Scadden. The top navigation bar includes the University of Cambridge logo, a search bar, a 'Create' button, and the user's name 'Dee Scadden' with a 'Download Panopto' link and a 'Help' dropdown. On the left, there is a sidebar with navigation options: Home, My Folder, Shared with Me, Everything, In Progress, Scheduled, and Browse. The main content area is divided into three sections: 'Shared with Me' (displaying a grid of video thumbnails), 'What's New' (displaying a grid of video thumbnails), and 'System' (displaying a grid of video thumbnails). A large red arrow points to the 'Download Panopto' link in the top right corner.

Once you have signed in the Panopto software can be downloaded from a link at the top right hand side of the page.

Summary

Download & Record

Panopto
Record PowerPoint, video, and audio presentations on your Mac or Windows PC. Upload recordings to your Panopto site to share with students and coworkers.

- Download Installer
Windows 7 and up
32-bit
- Download Installer
Windows 7 and up
64-bit
- Download Installer
macOS 10.13 and up

Remote Recorder
Automatically record and upload PowerPoint, video, and audio presentations on Windows PCs. Schedule recordings in advance on your Panopto site.

- Download Installer
Windows 7 and up
32-bit
- Download Installer
Windows 7 and up
64-bit

Panopto for Windows Live-on-USB Package
Panopto for Windows can be launched from a USB drive without an installer. This package is intended for admins to create pre-configured USB memory sticks for guest presenters and lecturers. Panopto will record in the application folder on the USB drive, but the recordings will not upload unless Panopto is running.

- Download .Zip
Windows 7 and up

Select the appropriate software for your computer, and install according to instructions given.

(B) From within Moodle

Find a course

Dashboard / My courses / Schools, Faculties and Departments / Biochemistry, Department of / Other / Getting to Grips with Online (Remote) Learning

Getting to Grips with Online (Remote) Learning

- Participants
- Grades
- General
- General Information
- Online Chat
- Panopto
- Quizzes
- Examples of online resources
- Cambridge Centre for Teaching and Learning (CCTL)
- Links

My favourite courses

- Postgraduate Course in Biochemistry 2019-20
- Teaching arrangements for Easter Term (Covid-19)
- Downing College Admissions Interviews

General

Preparing for Online Learning

Announcements

- General Information
- Online Chat & Support
- Lecture Capture Using Panopto
- Using Quizzes in Moodle
- Examples of Online Learning Tools
- Cambridge Centre for Teaching & Learning

Course search

Enter keywords

Panopto

Live Sessions
No Live Sessions

Completed Recordings
No Completed Recordings

Links
[Course Settings](#)
[Download Recorder\(Windows | Mac\)](#)

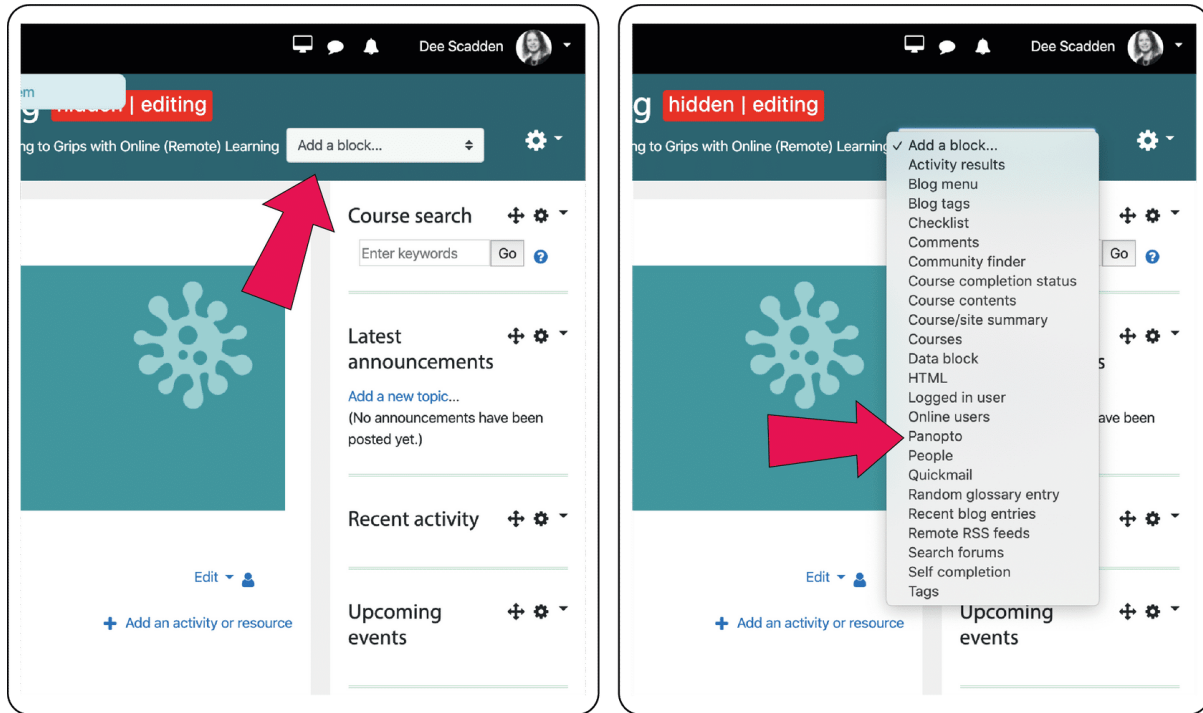
Latest announcements

[Add a new topic...](#)
(No announcements have been posted yet.)

If the Panopto block has been provisioned on the course, it will appear on the right-hand side of the front page. There are links at the bottom of the block to install the software for either mac or PC.

Step 1

If the Panopto block hasn't been provisioned...



This can be done by the Moodle Coordinator responsible for your course.

First, the block can be added from the top menu 'Add a block'.

Step 2

Provision the block

The image consists of three screenshots illustrating the process of provisioning the Panopto block in Moodle.

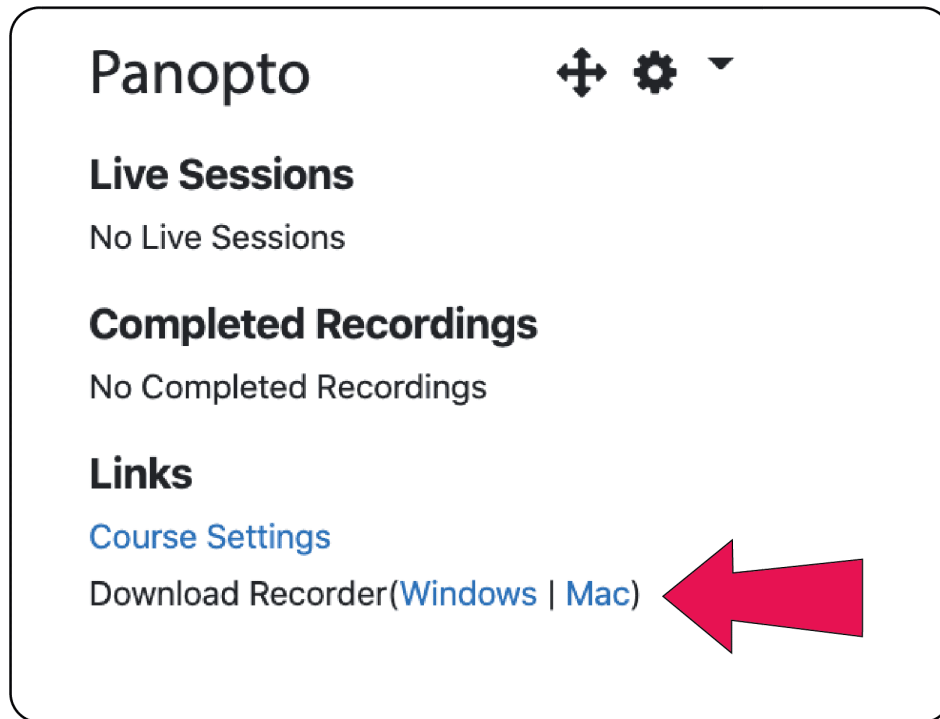
Screenshot A: Shows the Panopto block in a course. The text reads: "Panopto", "This course has not yet been provisioned.", and a blue link "Provision Course". A red arrow points to the "Provision Course" link. A red circle with the letter "A" is in the bottom left corner.

Second Screenshot: Shows the Panopto block after provisioning. The text reads: "Panopto", "Live Sessions" (with a red arrow pointing to it), "No Live Sessions", "Completed Recordings", "No Completed Recordings", "Links", "Course Settings", and "Download Recorder(Windows | Mac)". A red circle with the letter "C" is in the bottom right corner.

Third Screenshot: Shows the "Provision Courses" page in Moodle. The page title is "Provision Courses" with an "editing" button. The page content includes: "Course Name: adjs100 example: Dee Scadden's example", "Synced user information: The below users will be synced with Panopto once they attempt to view the Panopto block in the course.", "Publishers: CambridgeUniversityUISMoodleLIVEaimf26, CambridgeUniversityUISMoodleLIVEjadst100", "Creators: CambridgeUniversityUISMoodleLIVEaimf26, CambridgeUniversityUISMoodleLIVEjadst100", "Viewers: CambridgeUniversityUISMoodleLIVEfh111, CambridgeUniversityUISMoodleLIVEim251, CambridgeUniversityUISMoodleLIVEido202, CambridgeUniversityUISMoodleLIVEdee@petalscharity.org", and "Result: Successfully provisioned course with Id: c2a270f-f118a-4478-838b-ab9a00e333f1". A red arrow points to the "Result" section. A red circle with the letter "B" is in the bottom right corner.

A Moodle Coordinator can then provision the Panopto block. This will activate the connection between the Moodle course and Panopto.

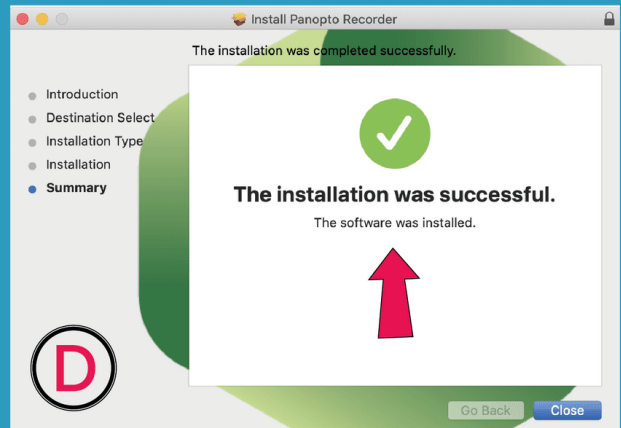
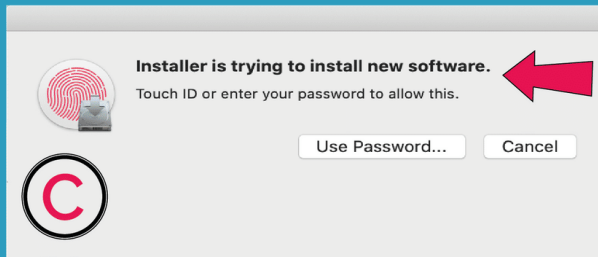
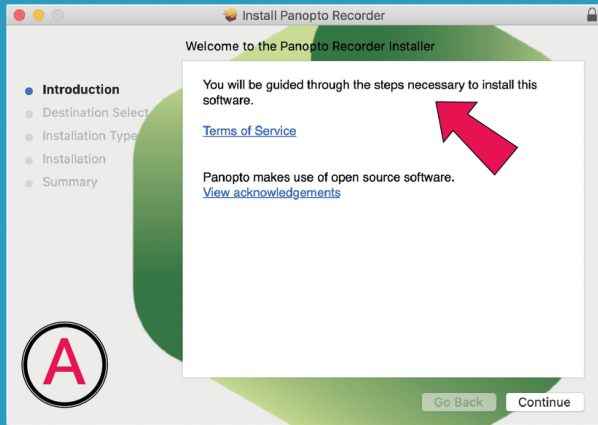
Summary



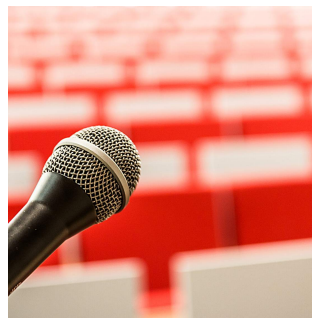
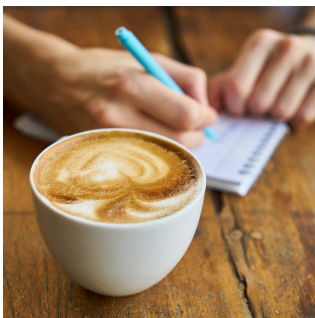
The link at the bottom of the new Panopto block can then be used to download the Panopto desktop recorder.

Installing the Panopto desktop recorder

Note: These screenshots are from an installation on a Mac



Install the Panopto desktop recorder as instructed



How to use the Panopto desktop recorder

USE THE RECORDER

Using the Panopto desktop recorder

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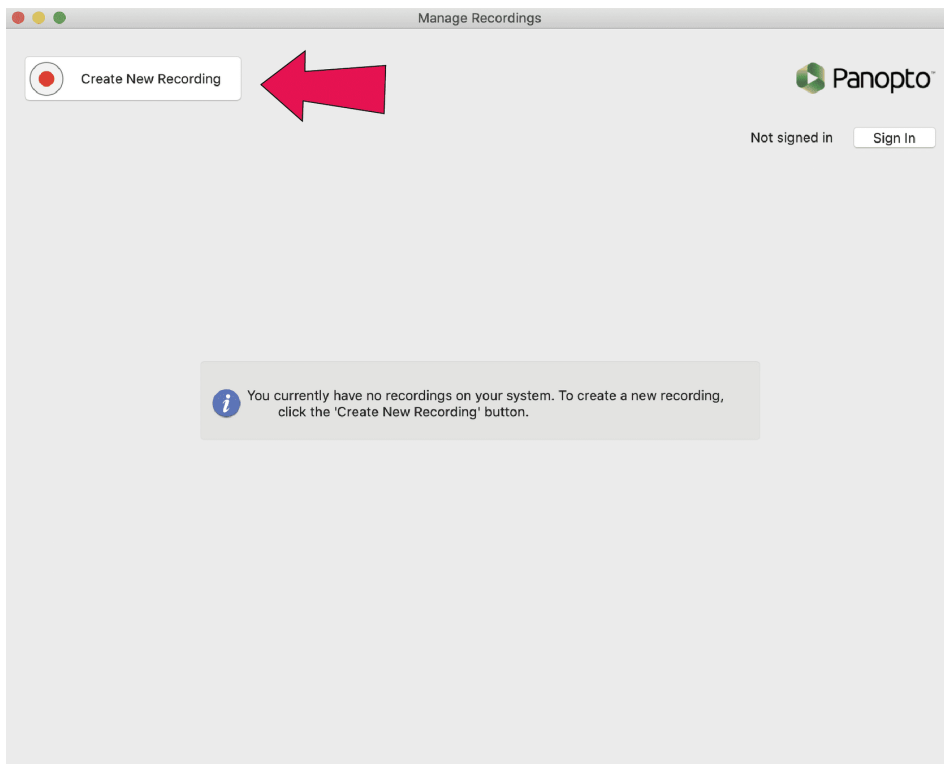
Using the Panopto desktop recorder

Once the installation is complete, open the Panopto application

Getting set up

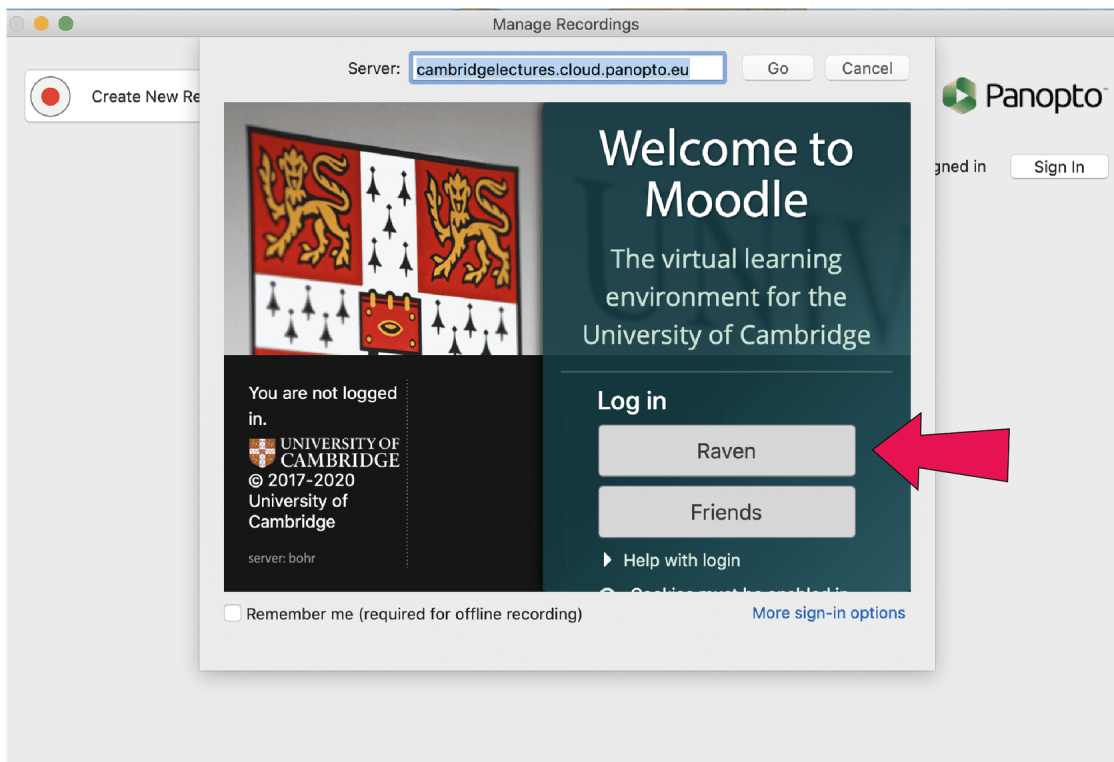
Click on 'Create New Recording'

Open the application, then click on 'Create New Recording'



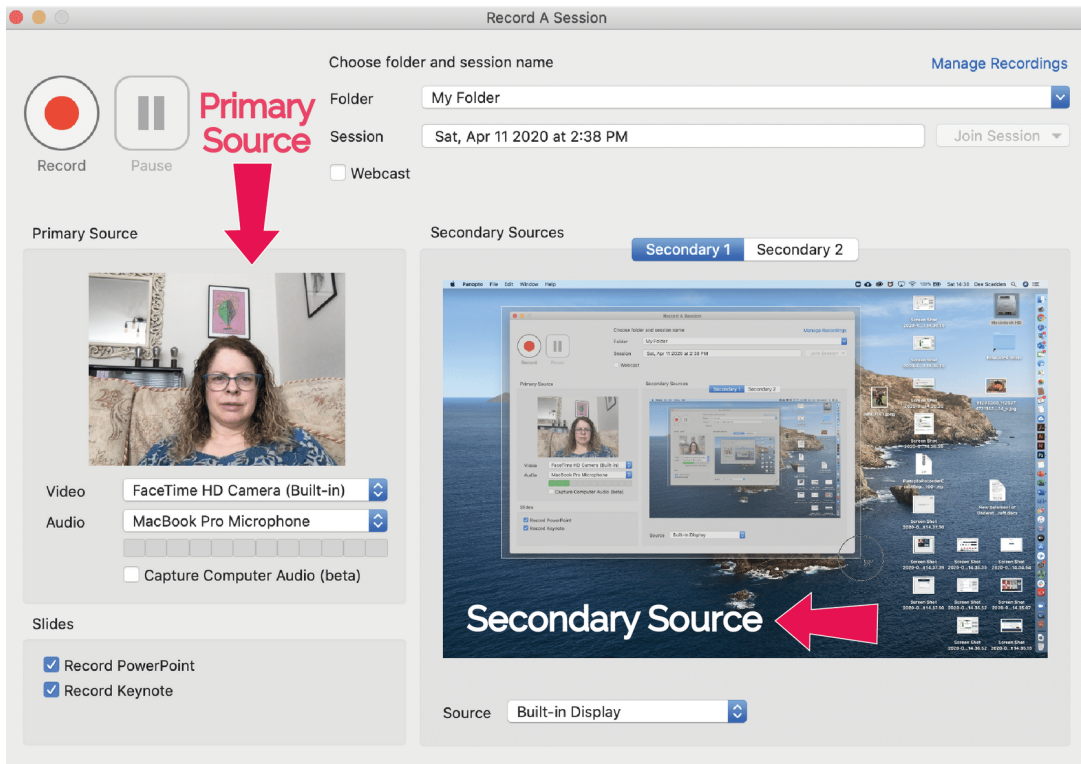
Login to Panopto

Sign in to Panopto using your Raven password.



Recording inputs

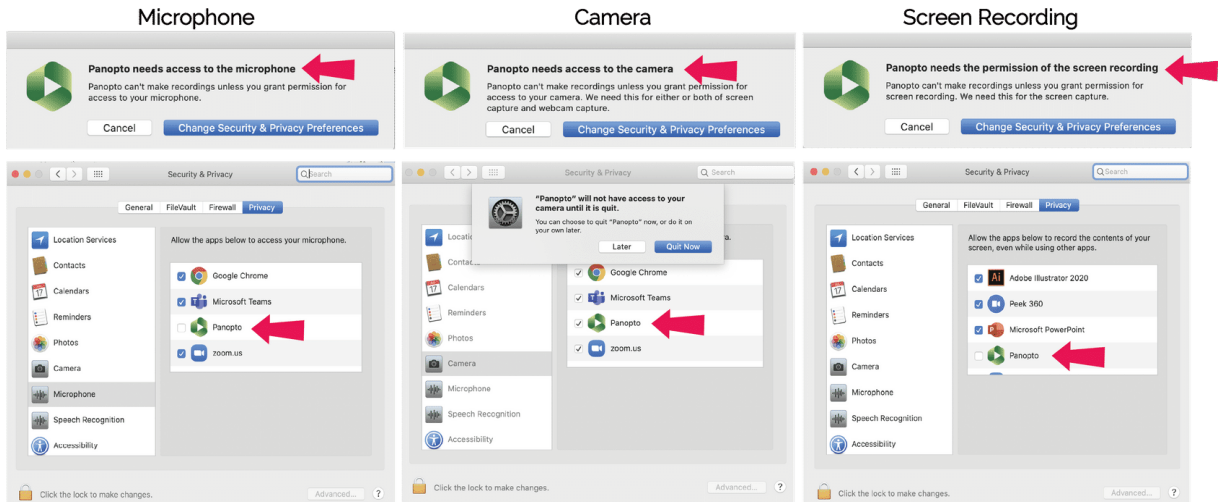
- **LEFT:** The **PRIMARY feed** - typically audio/video (*but can be audio alone - see below*)
- **RIGHT:** The **SECONDARY feed** - typically the desktop - could be Powerpoint or Keynote

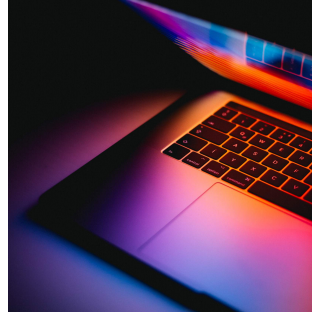
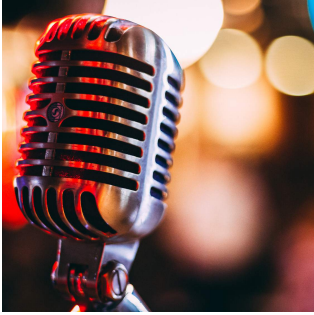


Accessing the computer camera and microphone

Before you can record audio, visuals and your screen, you must give permissions for the Panopto desktop recorder to access the devices

Note: screenshots for Mac



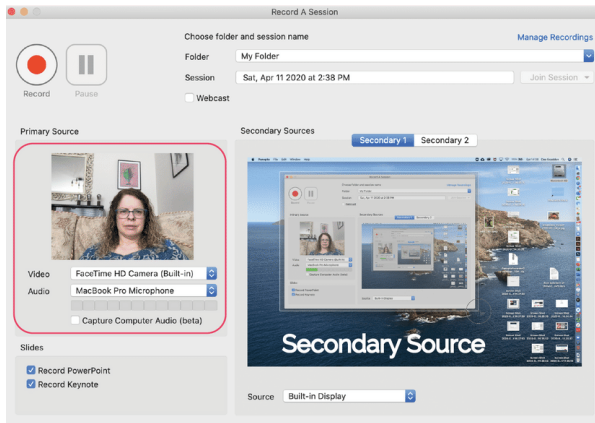


Which feeds?

You need to choose which feeds you want to record.

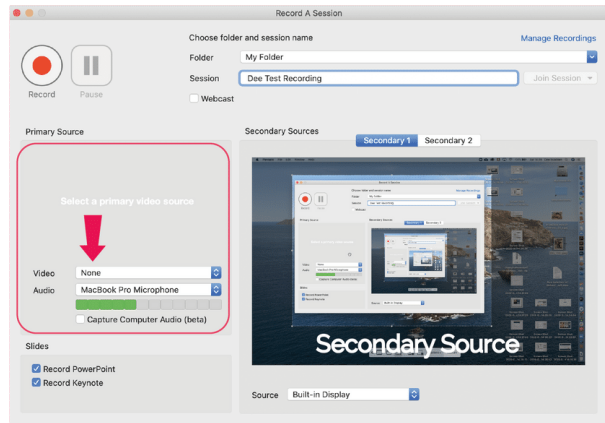
- **Primary feed** - **audio + video or just audio**. If you don't want to record your face, you can **switch the video off** in the primary feed. The secondary feed will then be full screen, with audio track.
- If you do choose to record using a camera in the primary feed, this is normally shown on the final recording as picture-in-picture (i.e. as a small image in bottom right-hand side of the screen).
- **Secondary feed (1)** - this is **typically your slides**, which could be Powerpoint, Keynote, or a PDF.
- **Secondary feed (2)** - this is another **optional feed**. You can add something like a visualiser or other input.

Primary Source - video and audio



With camera

Primary Source - audio only



Without camera

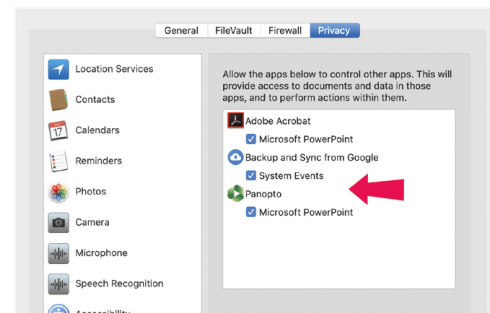
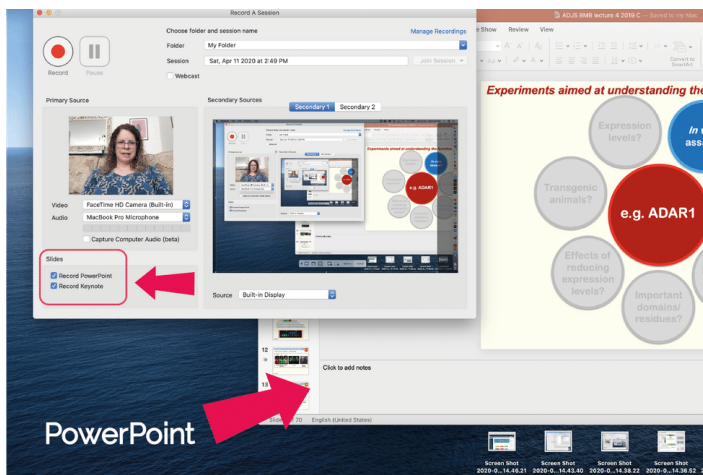
Using PowerPoint or Keynote

You can use various formats for your slides, which will be shown full screen as the secondary feed one - e.g. **PowerPoint, Keynote, or PDF.**

e.g. **Using Powerpoint** - the first time you try to record a PowerPoint presentation, the Panopto recorder will ask for permission to access PowerPoint (below). Panopto will then be able to record PowerPoint full screen.

If your computer hasn't requested access to PowerPoint (or Keynote) when you are ready to start recording, press 'Start Recording' - you should then be prompted to allow access.

Tools in Powerpoint (e.g. cursor, pens) will be recorded by Panopto and so will appear in the final recording. ****If you are using Keynote, you may need to adjust preferences from within Keynote to allow your pointer to be shown on screen. ****



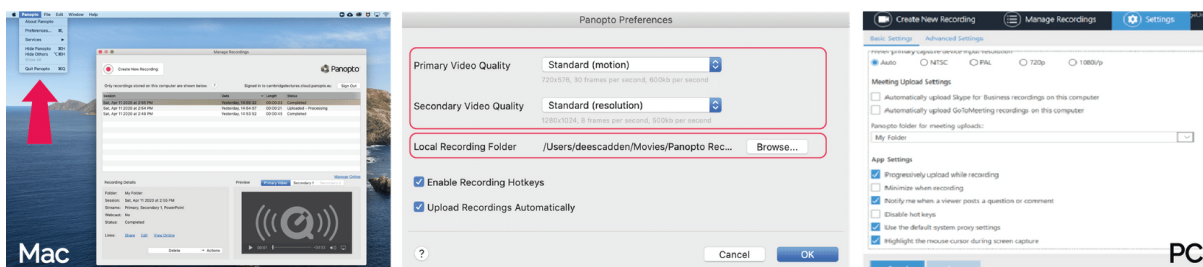
Preferences

On a Mac the 'Preferences' can be selected from the 'Panopto' dropdown menu at the top left.

- The primary/secondary video quality can be adjusted.
- The 'Local Recording Folder' can be changed - the default on a Mac will be a Panopto folder within the Users' 'Movies' folder.

On a PC, basic and advanced settings can be selected from the 'Settings' menu at the top (see below).

- e.g. It may be useful to select 'Minimise when recording' from Basic Settings menu - when recording starts, the Panopto window will be minimised.
- e.g. It may be helpful to select 'Highlight the mouse cursor during screen capture' from the Basic Settings. This will result in a yellow circle being added to the cursor to highlight its position. In the absence of the circle, the cursor will show as an arrow.



Details of recording

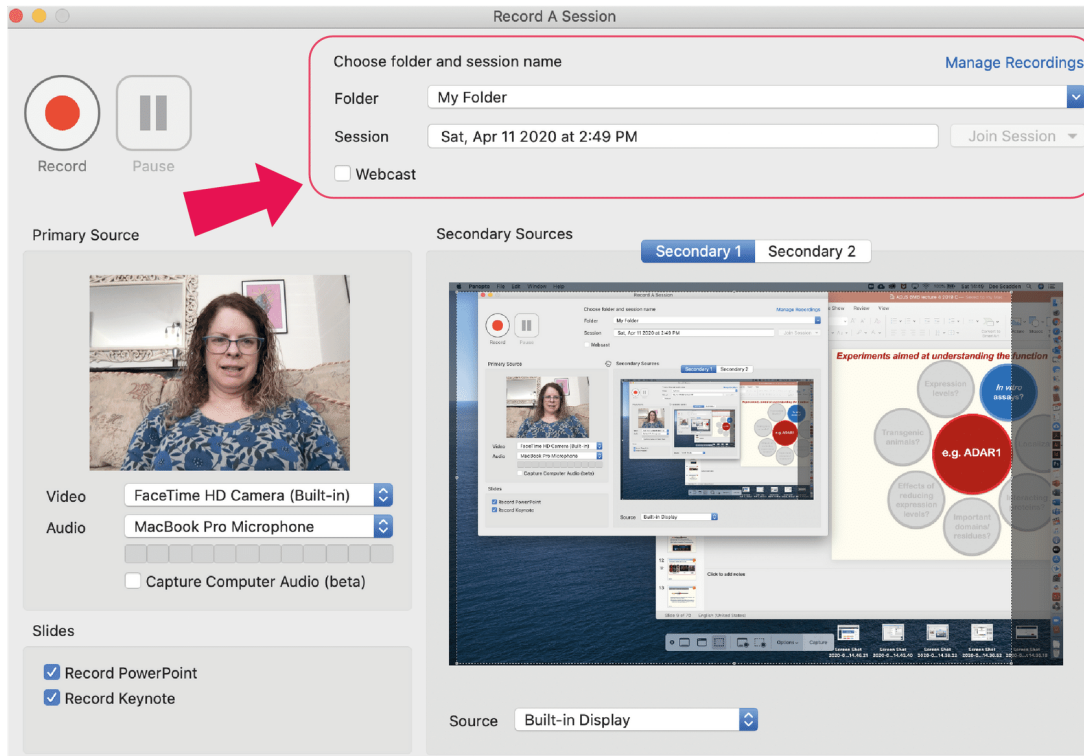
Choose the folder to record to ('Folder'):

- Your recording can be recorded to any folder you have access to in Panopto. It is often helpful to record to a folder not linked to a specific Moodle site if you wish to edit the recording prior to its release to students - for example, you can record to '**Your Folder**', which is your private folder in Panopto. However, note that this can also be accessed by anyone with a Panopto admin role.

- Later the recording can be moved to the appropriate folder in Panopto that links to the Moodle site in which you are adding content. This can be done by anyone with appropriate permissions.

Give the recording an appropriate name ('Session'):

- The default name for the recording is the day, date and time of recording.
- The name of the recording can be edited or changed later.



Recording

1

Click on the 'Record' button.

2

Start your slide presentation (e.g. PowerPoint) as full screen. It doesn't matter if your desktop is recorded before your slides are full screen as this can be trimmed off later. On a PC the Panopto recorder can be minimised automatically when recording begins.

3

Present your lecture, using your slides as normal.

4

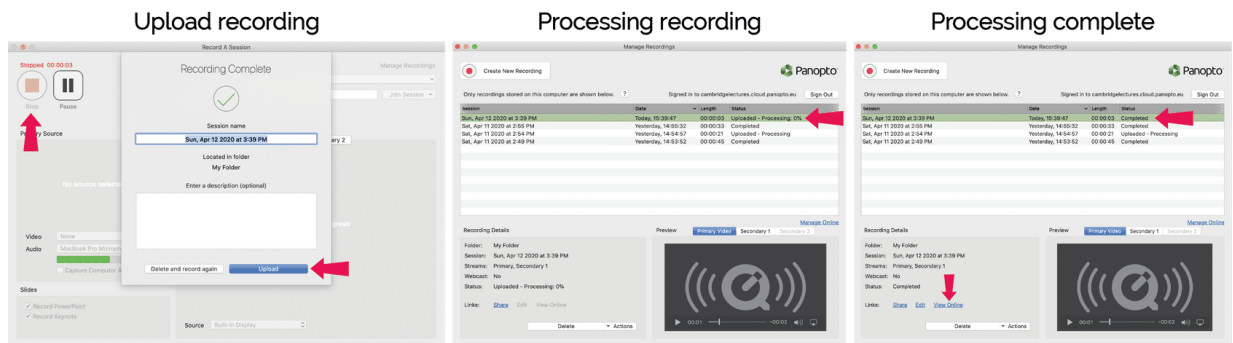
If your camera and microphone are in use, you will be recorded, along with your slides, although you won't be able to see your image on screen while recording if your slides are showing full screen. **If your camera is switched off**, only your voice will be captured, along with your slides.

5

If you use your **mouse to point things out on your slides**, the cursor will be captured. Any **annotations made using the pen tools** (e.g. in PowerPoint) will also be captured.

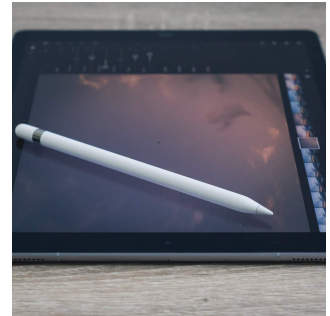
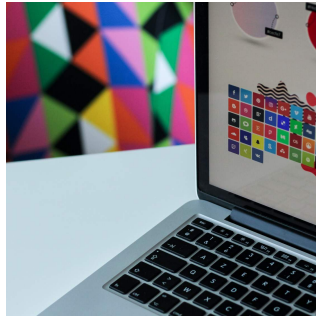
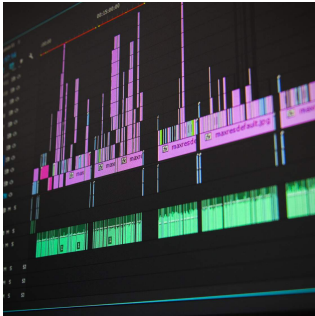
6

At the end of your recording, click 'Stop', The recording can also be **paused** at any point during recording if needed. Pausing may be necessary if there is any content in the recording that can't be captured due to Copyright (e.g. YouTube clips).



Once the recording has been processed, it will be available within Panopto online. If necessary, the

recording can then be edited prior to uploading to Moodle.



How to edit recordings made using the Panopto desktop recorder

Basic editing of recordings

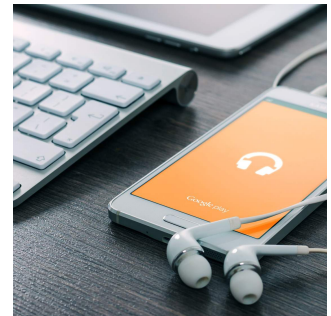
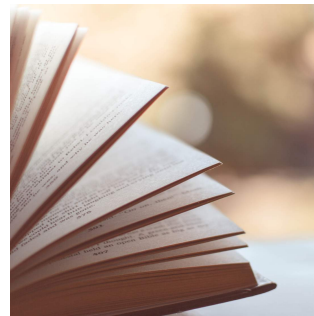
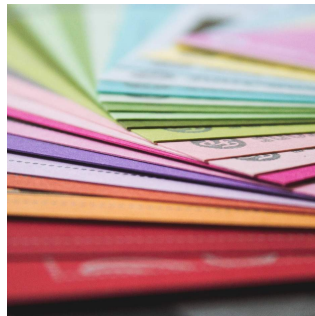
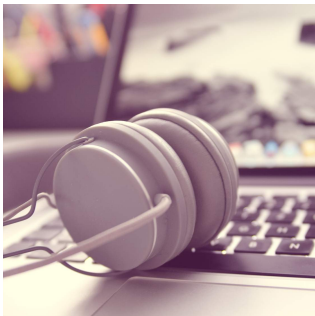
EDITING RECORDINGS

Editing the recording

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Editing Panopto recordings

You may wish to edit your recording - it's often helpful to 'top and tail' the recording to remove extraneous bits that aren't part of the final lecture.



Online Panopto browser

When your recording is complete, you can view it online in the Panopto browser.

- If you have recorded to 'My Folder', you will see it on the list on the left-hand side ('1', below).

- If you have recorded to a different folder, you can find it using the 'Browse' function on the left-hand side ('2', below).

The screenshot displays the Panopto interface for the University of Cambridge. At the top, the header includes the University of Cambridge logo, the text "Powered by Panopto", a search bar for the current folder "My Folder", and a "Create" button. The user's name "Dee Scadden" and options for "Download Panopto" and "Help" are in the top right.

The left-hand navigation menu is highlighted with a purple circle '1'. It contains the following items: Home, My Folder (selected), Shared with Me, Everything, In Progress, Scheduled, and Browse (highlighted with a purple circle '2').

The main content area is titled "My Folder" and features a "Refresh" button, a "Filter by date" dropdown, and a "Show scheduled recordings" checkbox. A purple circle '3' is positioned below the main content area. Below these controls are folder tabs: "Biochemistry Archive", "Dee test folder", "Miscellaneous Recording...", and "Add folder".

The recordings list shows three entries:

- Recording 1: "Sun, Apr 12 2020 at 3:39 PM" (an hour ago). A purple circle '6' is placed over the recording thumbnail.
- Recording 2: "Thu, Mar 19 2020 at 2:41 PM" (24 days ago). It includes action buttons: Settings, Share, Edit, Stats, and Delete.
- Recording 3: "Thu, Mar 19 2020 at 2:23 PM" (24 days ago).

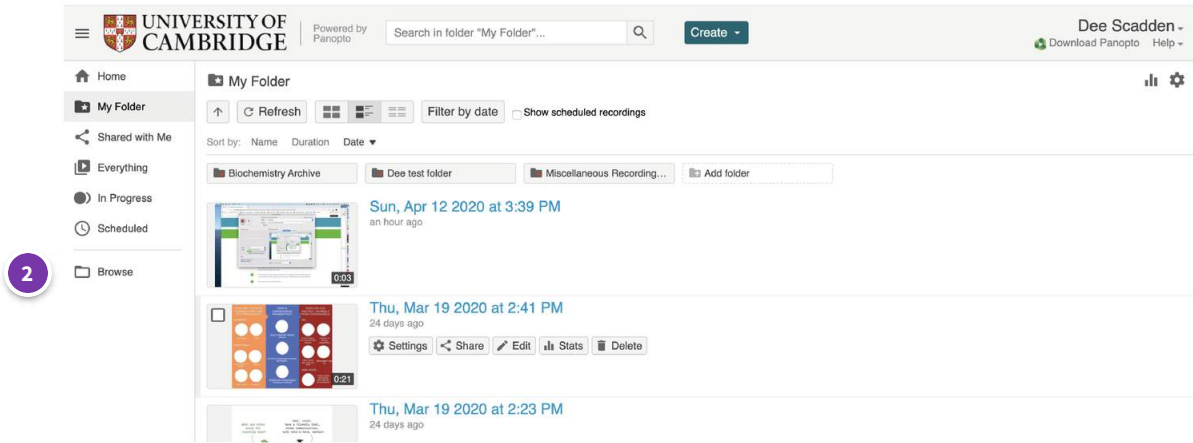
A purple circle '4' is located at the top right of the recordings list, and a purple circle '5' is at the top right of the main content area.

My Folder

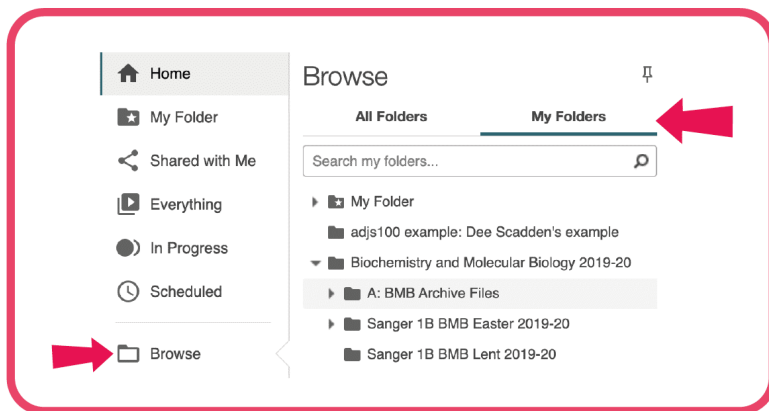


This is your private folder that doesn't link to a particular Moodle site.

- Your folder is typically the **default destination for recordings** made using the desktop recorder.
- Recordings **need to be moved to the correct folder linked to a Moodle site** to make it accessible within that site.



Browse



Use the 'Browse' function to locate the folder (or recording) of interest.

Folders are listed as:

- **My Folders** - all folders you have access to
- **All Folders** - all folders available on the system

UNIVERSITY OF CAMBRIDGE Powered by Panopto Search in folder "My Folder"... Create - Dee Scadden - Download Panopto Help -

Home My Folder My Folder Refresh Filter by date Show scheduled recordings

Sort by: Name Duration Date

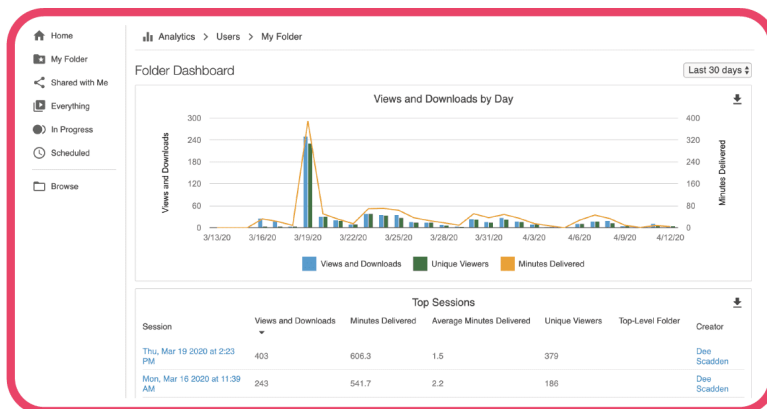
Biochemistry Archive Dee test folder Miscellaneous Recording... Add folder

Sun, Apr 12 2020 at 3:39 PM an hour ago

Thu, Mar 19 2020 at 2:41 PM 24 days ago Settings Share Edit Stats Delete

Thu, Mar 19 2020 at 2:23 PM 24 days ago

Analytics



You can analyse the level of engagement with the recording...

- How many views
- How many unique viewers
- How many minutes delivered
- etc.

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Settings | Share | Edit | Stats | Delete

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3

Recordings



- **All recordings are listed**, according to date (newest at the top)
- Recordings can be listed in various ways. e.g. a list or grid

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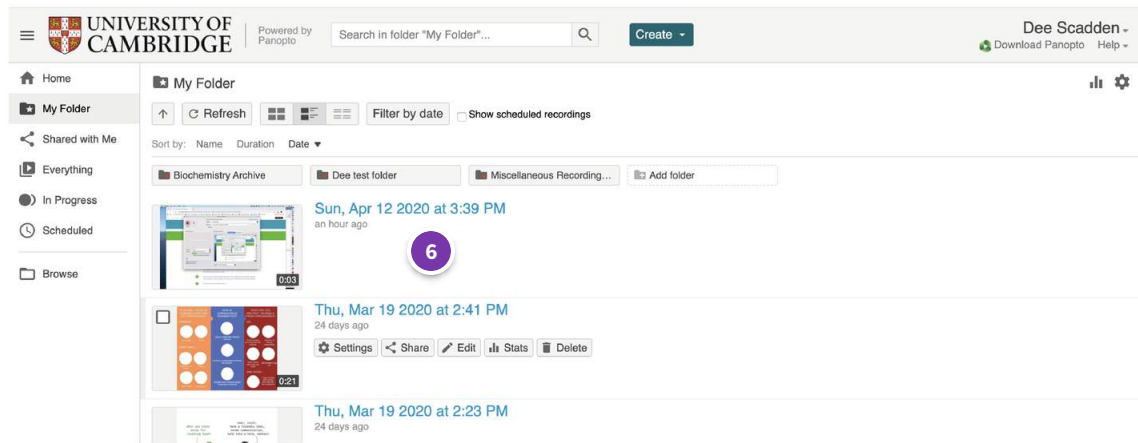
Settings

My Folder

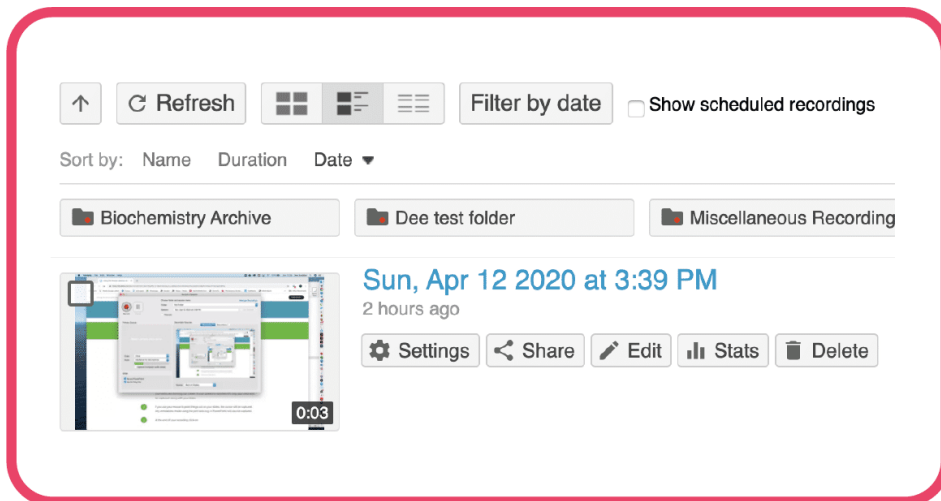
Overview | Folder Information

Share	Name	My Folder
Settings	Parent folder	Users
Search		
Order		
Manage		

Settings to enable you to manage your folder can be accessed here.



Recording Settings



Hover here to see options associated with the recording:

i.e . Settings, Share, Edit, Stats, Delete

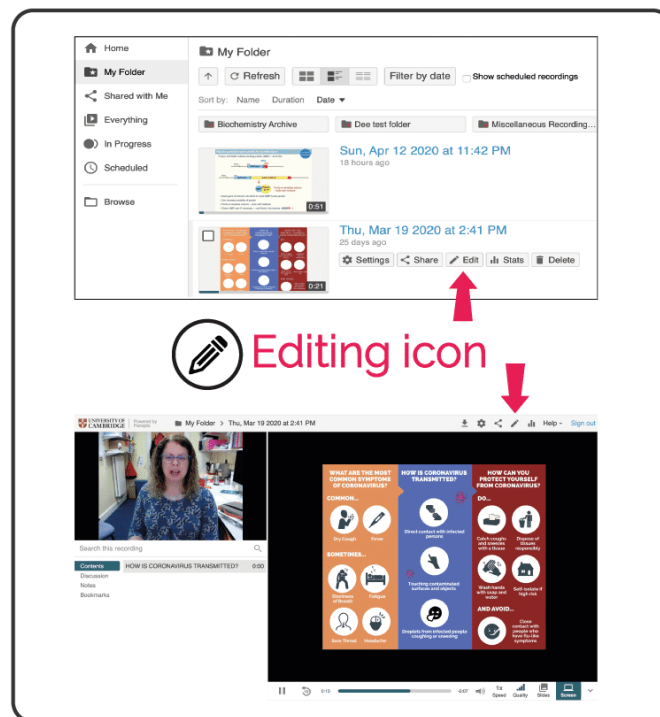
Editing a recording

The simplest way a recording may be edited is to trim the beginning and end to remove anything not to be included in the final recording - 'top and tailing'.

e.g. You may have started recording your screen before your PowerPoint has been opened full screen - so you want to trim off the beginning, where your desktop is on display.

To start editing...

- Click on the editing icon - hover below the title of the recording in your folder to see the editing icon
- If you have opened the recording, select the editing icon from the top menu (right-hand side)



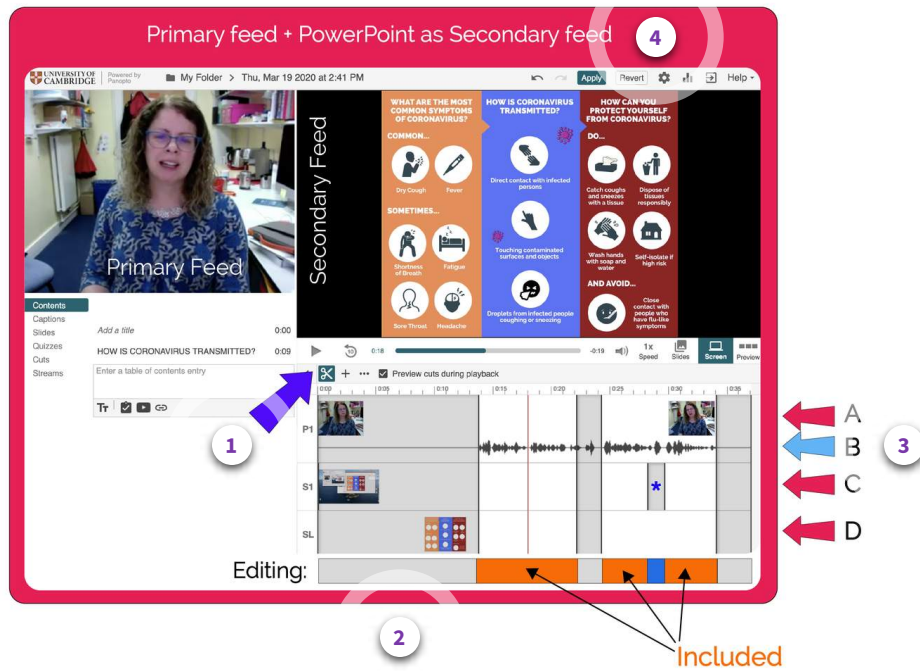
(1) Recordings using one primary and one secondary feed

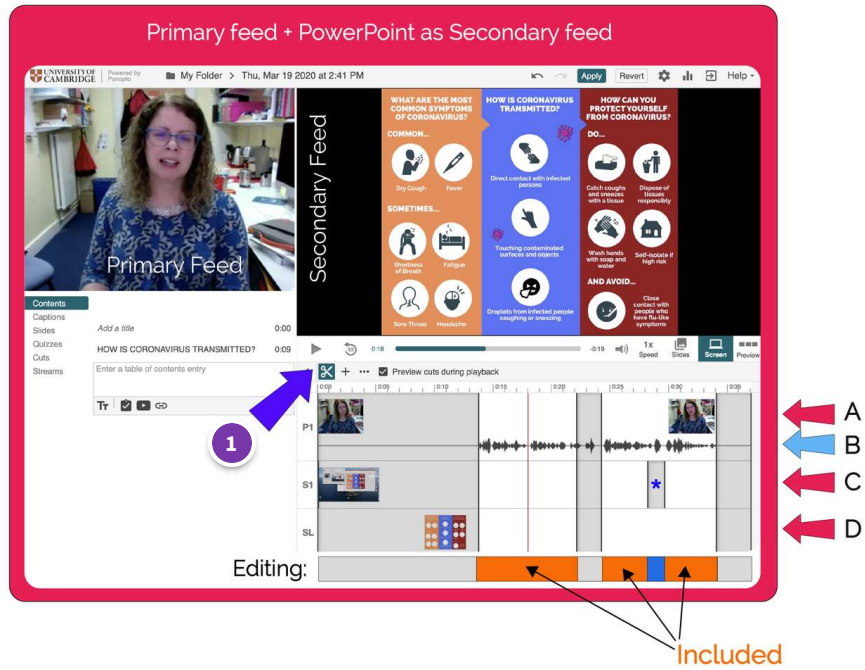
This is an example where one secondary feed has been used in addition to the primary feed.

- Primary feed (speaker) = audio + visual or audio alone

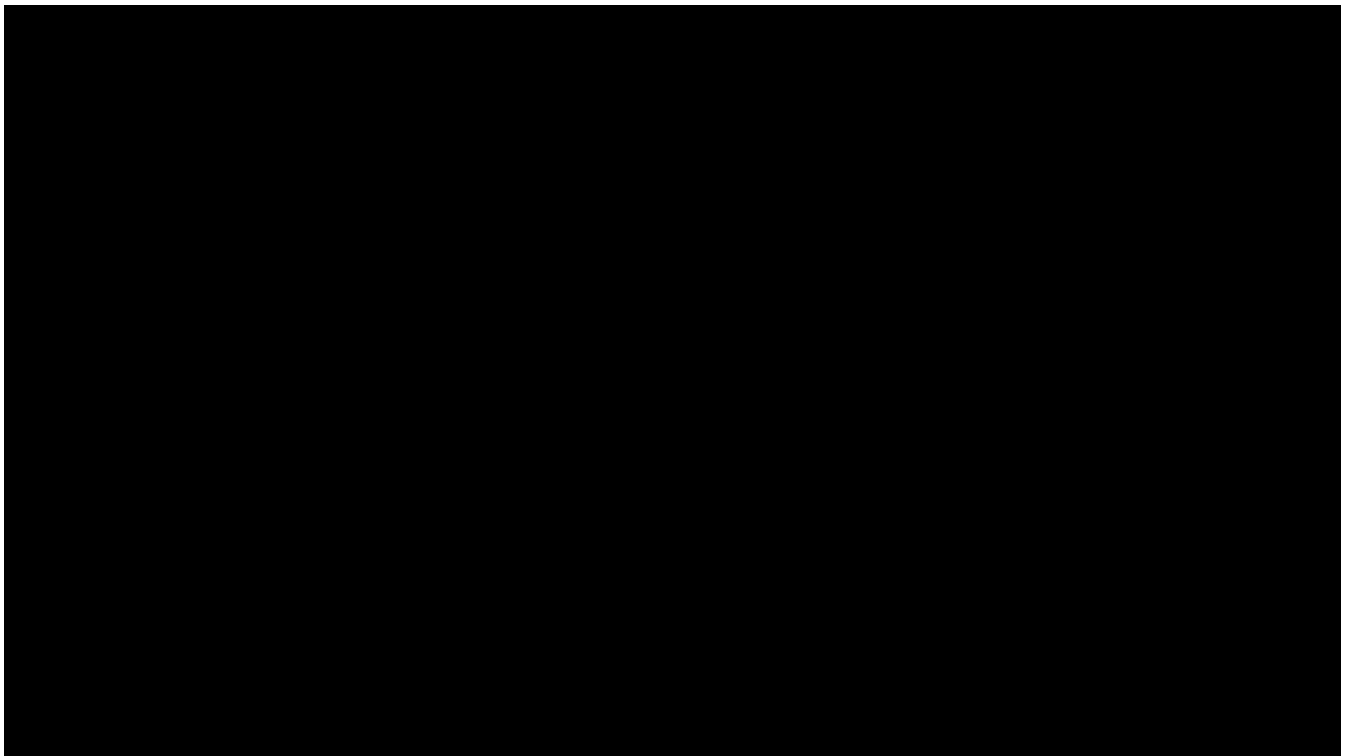
- Secondary feed 1 = stream 1 (S1): desktop/PowerPoint

The image below shows the Panopto editor. The recording can be edited to show either the secondary feed 1 or 2 as the default. The secondary stream selected is shown in white in the editor (below the secondary stream window), while the excluded secondary stream is greyed out.





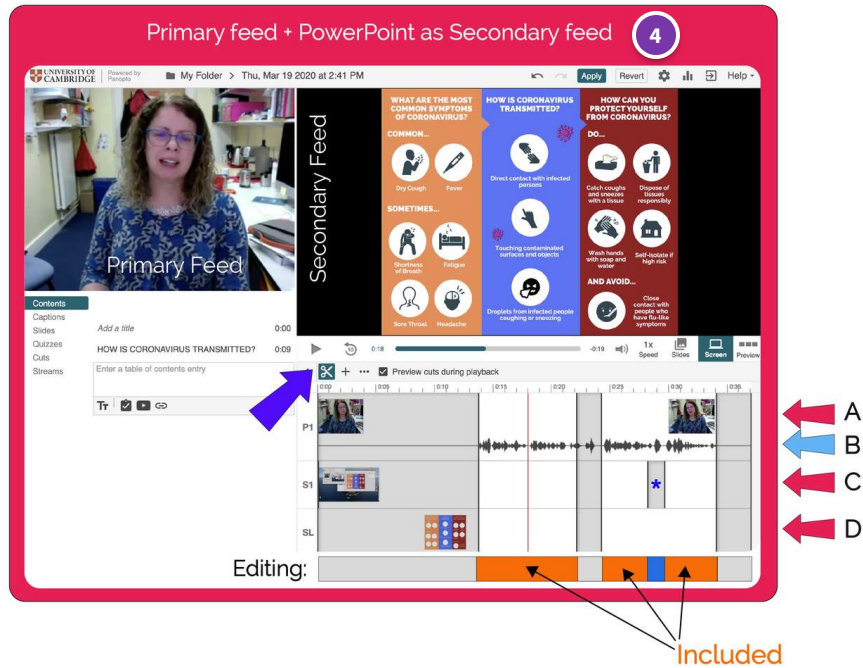
Editing Tool



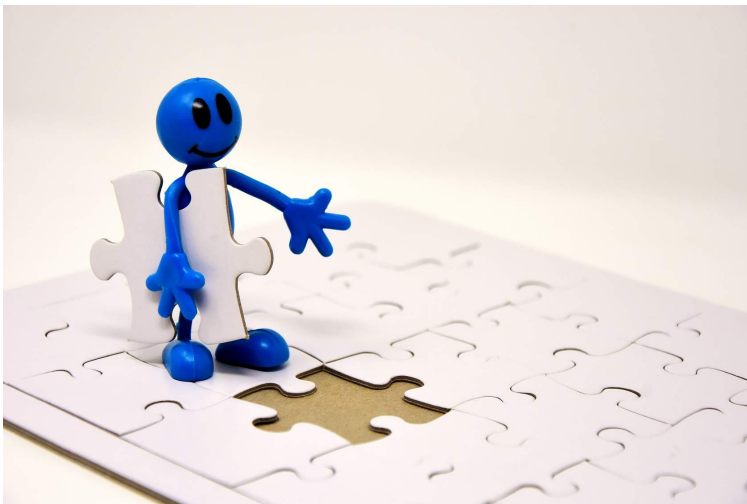
In the basic Panopto editor, the scissor tool allows you to remove bits from the recording that you don't want included in the final film.

- Click on the scissors, then you can 'drag' the left or right hand side of the editing window (below the secondary feed window) to trim the beginning and end of the clip. The bit(s) to be excluded will be 'greyed out'.
- The scissor tool can also be used to edit internal bits of the recording - again, the bits excluded will be shown greyed out.
- It's often helpful to use the audio track as an indicator for where the recording needs to be edited.

It's important to note that the edited bits are not actually deleted from the recording, but instead are simply excluded from the final recording.

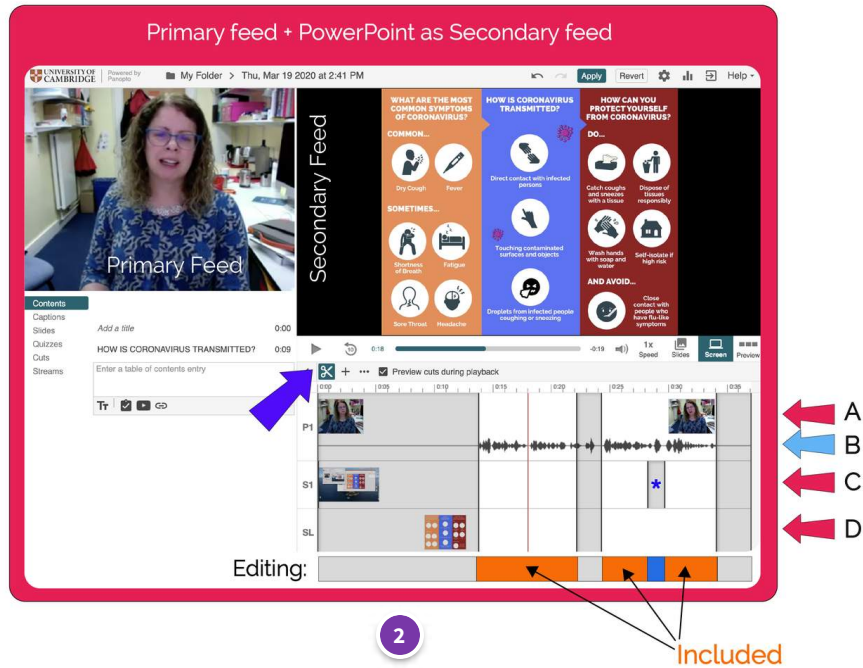


Editing complete



When the editing is complete, click on the 'Apply' label at the top of the screen. This will cause the recording to be re-rendered, excluding the bits that have been edited out.

- The original recording will be updated to include the edits.
- As the bits edited out are not actually removed, the film can subsequently be re-edited in a different way if necessary.

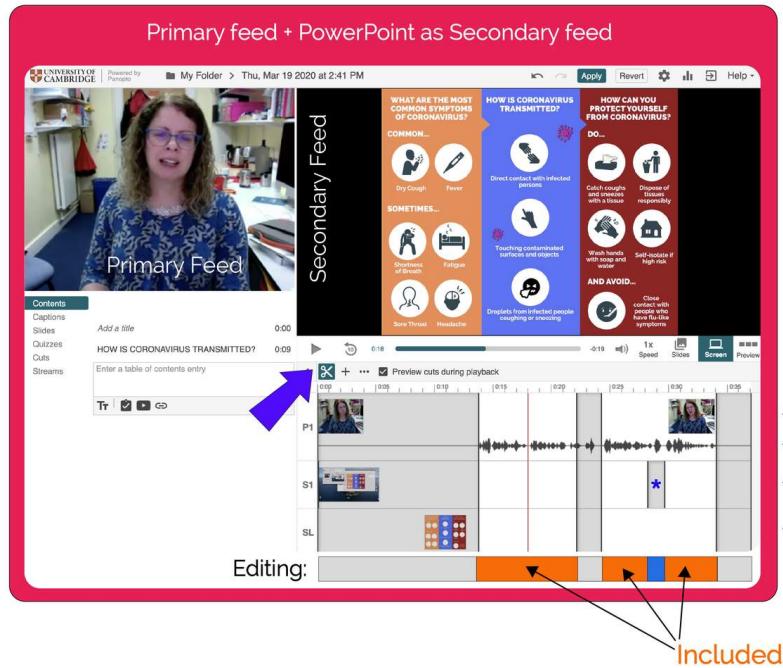


The editing window



- The parts that are to be excluded from the final recording are shown as being 'greyed out'. These are also indicated as grey boxes in the schematic diagram at the bottom of the editing window that summarises the editing.
- The part of the recording to be in the final recording are shown with a white background. These are indicated as orange boxes in the schematic diagram at the bottom of the editing window ('included').
- The small section in stream 1 (C); desktop) that is greyed out indicates that the editing is ONLY in that stream. The audio stream (B) remains intact. This section is shown as a blue box in the schematic diagram at the bottom

of the editing window.



Audio track



The blue arrow (B) indicates the audio track. It is often helpful to use this track when editing the recording.

The audio track allows you to 'see' where someone is speaking (or not!) - so you can tell where the lecture starts and finishes.



Arrows at the right-hand side:

- (A) **Primary feed** - visual
- (B) **Primary feed** - audio - audio trace is shown
- (C) **Secondary feed 1 (S1)**
- (D) Indicates when **slides are shown in full screen** view (SL)

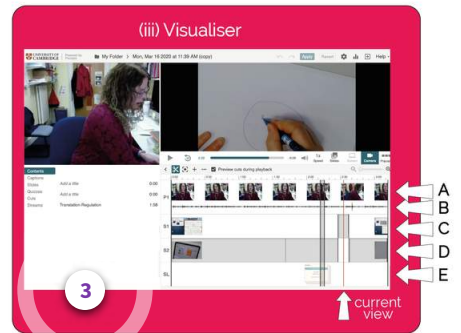
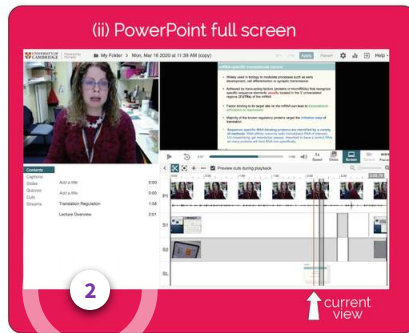
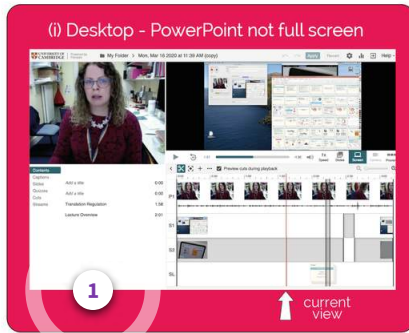
(2) Recordings using one primary and two secondary feeds

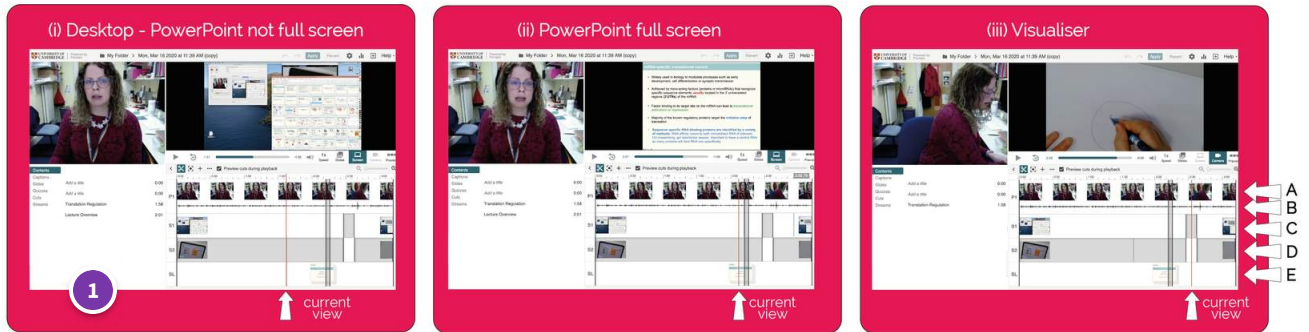
This is an example where two secondary feeds have been used in addition to the primary feed.

- **Secondary feed 1 (stream 1 (S1)):** Desktop/PowerPoint

- Secondary feed 2 (stream 2 (S2)): Visualiser

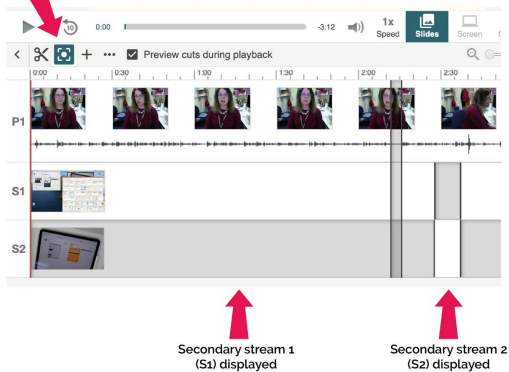
The images below (i-iii) show views within the Panopto editor. The recording can be edited to show either the secondary feed 1 or 2 as the default. The secondary stream selected is shown in white in the editor (below the secondary stream window), while the excluded secondary stream is greyed out.





View before full screen PowerPoint

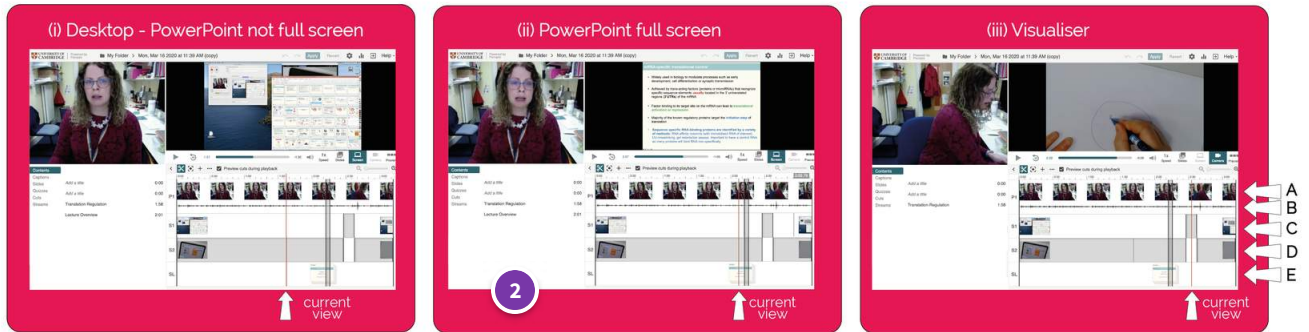
This button allows you to choose which secondary stream is displayed



Arrow at bottom and red line indicates position in the recording.

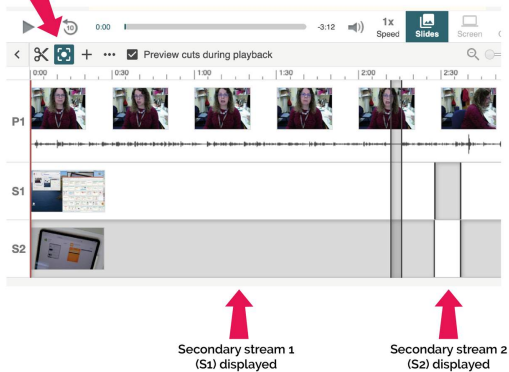
- **Primary feed** (audio + visual of speaker) is on the left-hand side
- **Secondary feed:** the recording has been edited so the default stream being shown is secondary feed 1 (desktop/PowerPoint). **This is indicated by the secondary stream 2 being grey out.**

The viewer will see the primary feed and secondary feed 2 (desktop - but PowerPoint not full screen) as default.



View when PowerPoint full screen

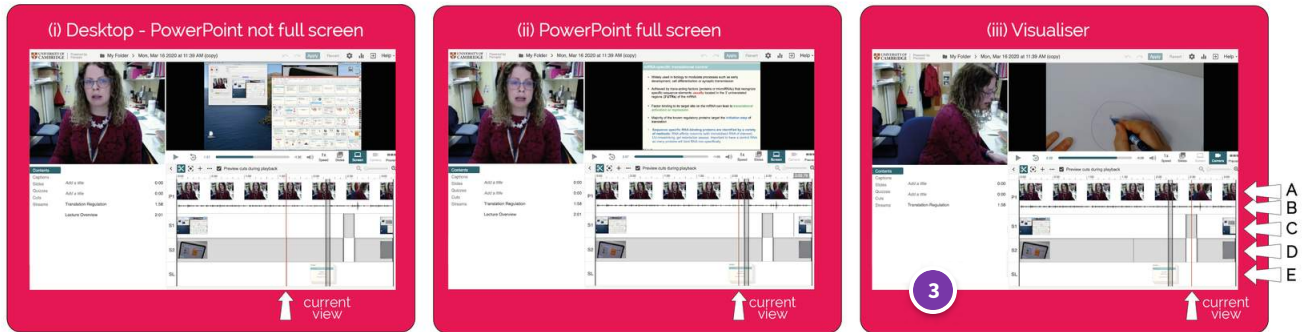
This button allows you to choose which secondary stream is displayed



Arrow at bottom and red line indicates position in the recording.

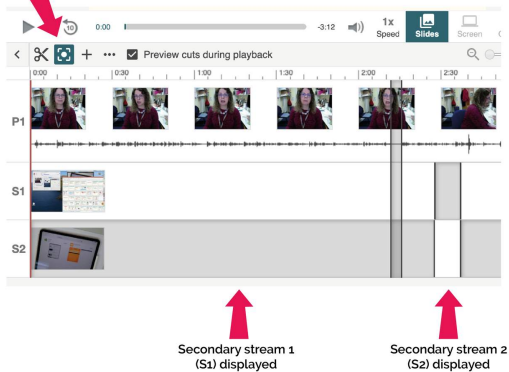
- **Primary feed** (audio + visual of speaker) is on the left-hand side
- **Secondary feed:** the recording has been edited so the default stream being shown is secondary feed 1 (PowerPoint full screen). **This is indicated by the secondary stream 2 being grey out.**

The viewer will see the primary feed and secondary feed 1 (PowerPoint) as default.



View is visualiser in use

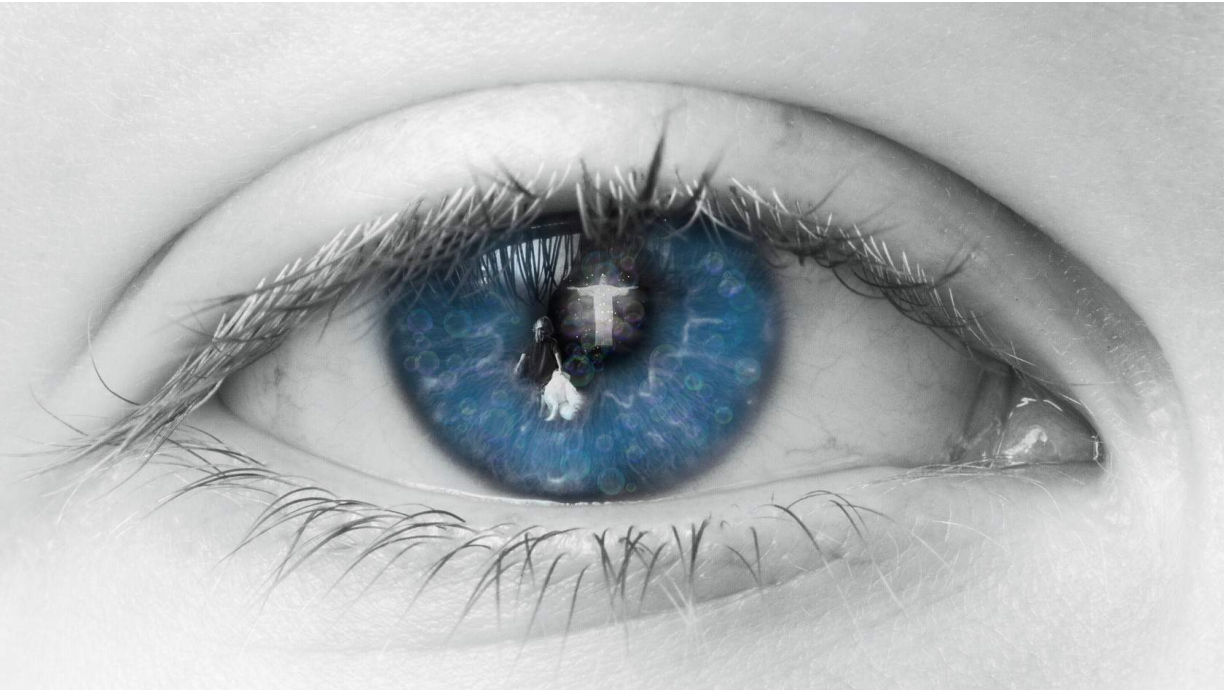
This button allows you to choose which secondary stream is displayed



Arrow at bottom and red line indicates position in the recording.

- **Primary feed** (audio + visual of speaker) is on the left-hand side
- **Secondary feed:** the recording has been edited so the default stream being shown is secondary feed 2 (visualiser). **This is indicated by the secondary stream 1 being grey out.**

The viewer will see the primary feed and secondary feed 2 (visualiser stream) as default.



Arrows at the right-hand side:

- (A) **Primary feed** - visual
- (B) **Primary feed** - audio - audio trace is shown
- (C) **Secondary feed 1** (S1)
- (D) **Secondary feed 2** (S2)
- (E) Indicates when **slides are shown in full screen view** (SL)

