

Edge Hill University

# RECORDING A WELCOME VIDEO USING PANOPTO

A QUICK AND EASY WAY TO MAKE THE RECORDING

## Introduction

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There are many ways to record a welcome video for your Blackboard area. In this guide, we are explaining one simple process from start to finish.

## Before recording

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Plan what you want to say to the students.

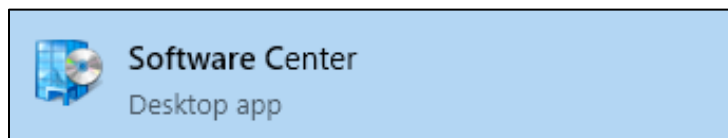
Some people like to write down a script, while others would rather just have notes to remind them of the topics that they want to cover. Either way, practice aloud, or at least consider what it will sound like aloud.

[‘Provision’ Panopto in your Blackboard area.](#)

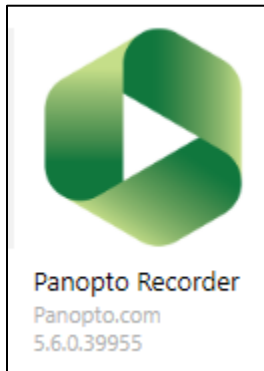
You need to register or ‘provision’ Panopto in the Blackboard area that you are creating the video for. There is [a guide](#) to show you how this simple process works.

[Download Panopto Recorder to your Computer](#)

If you are on a campus computer where the Panopto Recorder software has not been installed, search in the Windows search box for ‘Software Center’ and select the option that appears.



The 'Software Center' application will open, and you will see a list of available software. Select Panopto.



Click the 'Install' button on the page that appears.

Step Four: [Get hold of a webcam.](#)

If you do not have your own, Staff can borrow a USB Webcam with an inbuilt microphone from the University Library in Ormskirk, and your faculty may also have some available. You can book one from the University Library in advance using the [online 'Loaning Equipment' form](#). The option you will want is near the bottom of the page, and is called 'Webcam with USB'.

## On the day

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### Plug in Webcam and Microphone

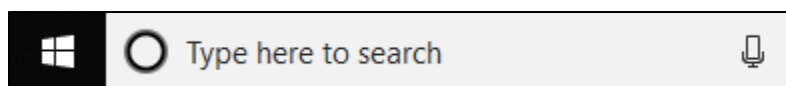
Plug the webcam in to the USB socket and use the arm at the back of it to rest it on top of your monitor. If a window appears asking for you to type in an administrator username and password, close the window by selecting the 'Cancel' button.

If you are using a separate microphone, plug the microphone or your headset in too.

### Open the Panopto Recorder software

You can access Panopto through a link in Blackboard, or you can open the software directly.

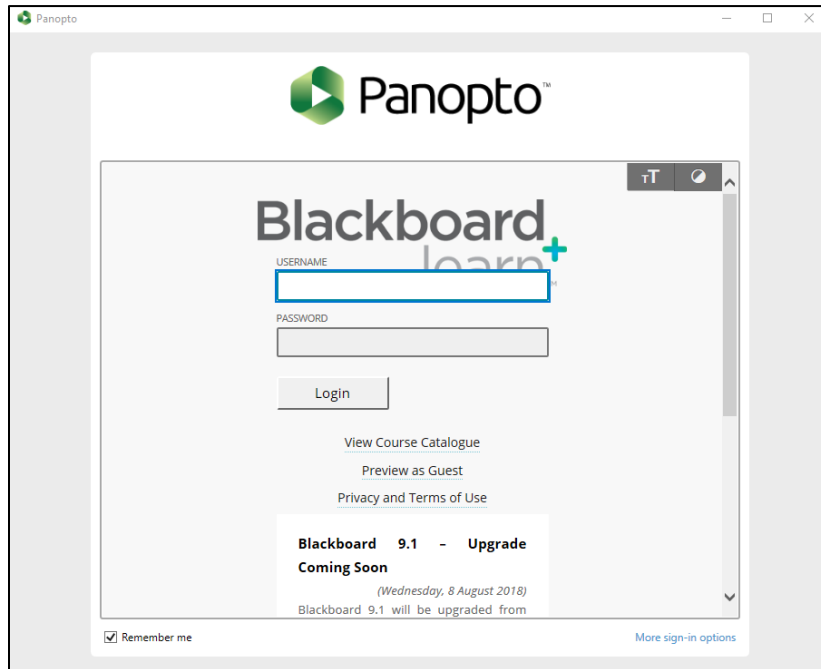
To open the software, search for Panopto using the search box at the bottom left of the screen in Windows.



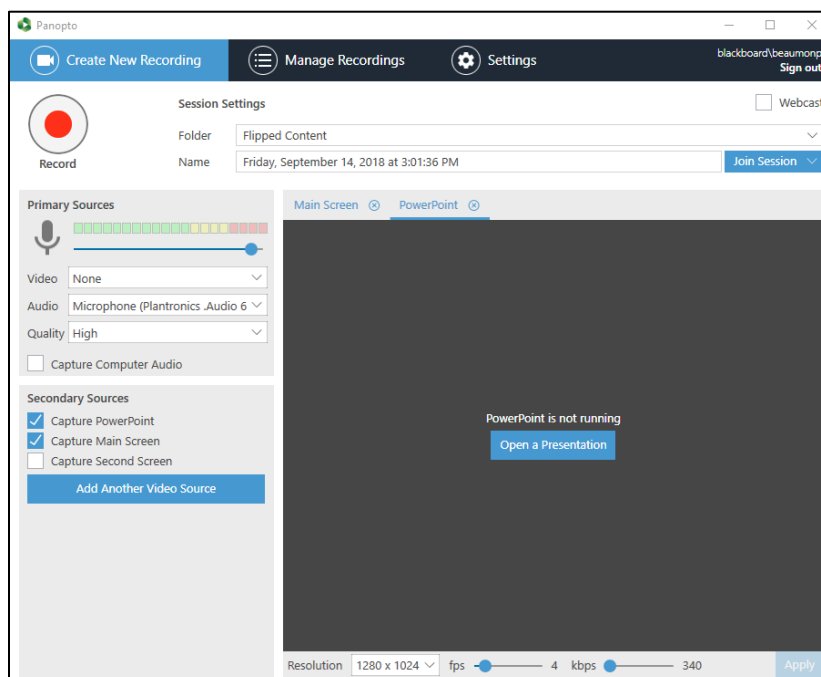
Click on the 'Panopto Desktop App' result that appears.



When it opens, there may be a login screen. Click on 'Log in with Learning Edge' and you will have the opportunity to log in using your Edge Hill username and password.



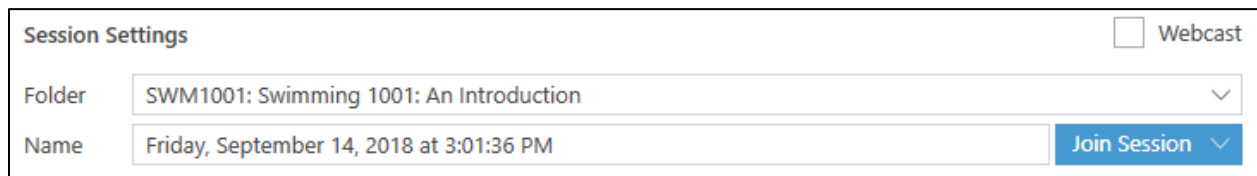
When you have logged in you will see the Panopto Recorder interface.



## Alter settings

Before starting the recording, you should check several settings.

**'Folder Name'** shows the name of the Blackboard area that the recording will be associated with. Note that this can be changed after the recording is made.

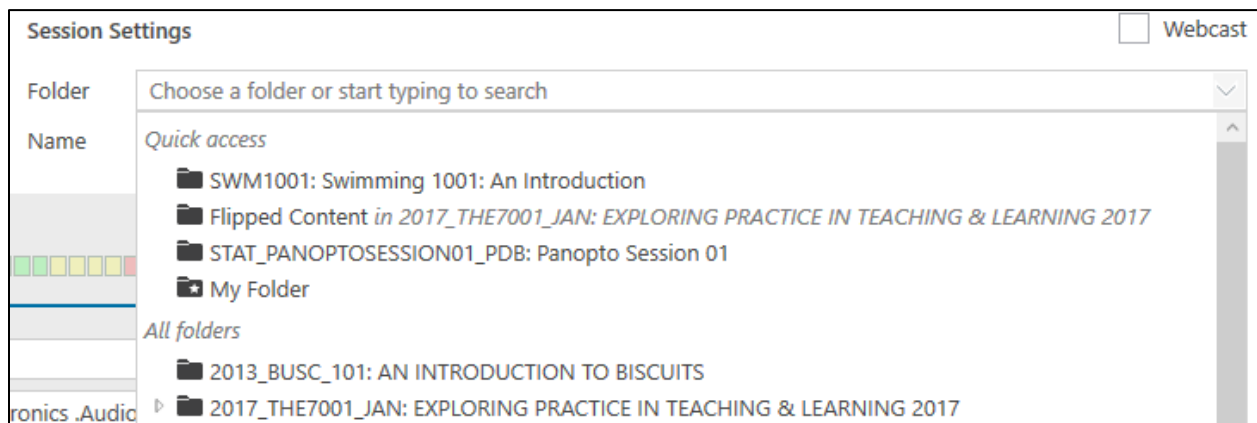


Session Settings  Webcast

Folder: SWM1001: Swimming 1001: An Introduction

Name: Friday, September 14, 2018 at 3:01:36 PM

Click the down arrow button to the right of the name to see the full list of areas that you have the permissions to choose from.



Session Settings  Webcast

Folder: Choose a folder or start typing to search

Name: Quick access

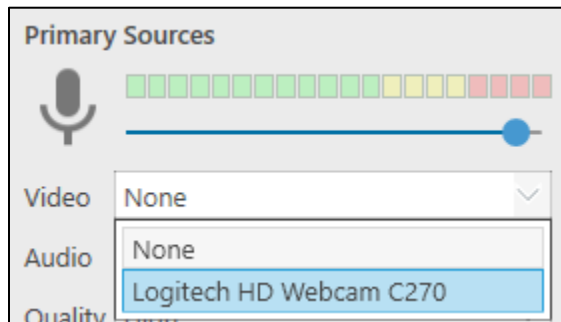
- SWM1001: Swimming 1001: An Introduction
- Flipped Content in 2017\_THE7001\_JAN: EXPLORING PRACTICE IN TEACHING & LEARNING 2017
- STAT\_PANOPTOSESSION01\_PDB: Panopto Session 01
- My Folder

All folders

- 2013\_BUSC\_101: AN INTRODUCTION TO BISCUITS
- 2017\_THE7001\_JAN: EXPLORING PRACTICE IN TEACHING & LEARNING 2017

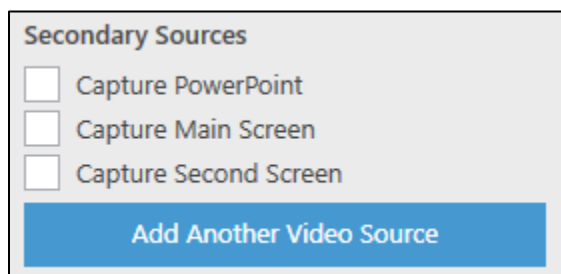
**'Name'** shows that the session is given a name based on the current time and date by default. You might want to change it to something more meaningful.

**'Video'** in the Primary Source box lets you choose what is recorded. For a welcome video you will want to change it to the webcam video.



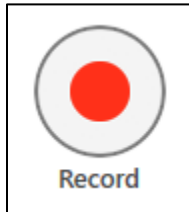
**'Audio'** in the Primary Source box lets you choose which microphone to use. The webcam may have a microphone that records at a high enough quality for you, or you may be using another microphone or headset.

In the **'Secondary Capture Sources'** box you are given some options about what else is captured. For a welcome video, you are unlikely to need to display your computer screen too, so uncheck any boxes.



## Make a Recording using Panopto


It is always worth doing a quick test recording before you do the real one. Click on the Record button to start the recording.



Use the Pause button to temporarily stop the recording, and the Stop button to end the recording.

When you stop the recording, the Recording complete notification appears.

### Recording Complete




Session name

Located in folder

SWM1001: Swimming 1001: An Introduction

Enter a description (optional)

 Delete and record again

Decide whether to delete or upload the recording to Panopto.



If you choose to upload, you will be taken to the 'Manage Recordings' page.

Start Time	Duration	Folder	Session	Actions	Status / Link
14-Sep-18 3:12 PM	00:00:02	SWM1001: Swimmin...	Friday, September 14, 20...	Delete Local Set Offline	Resume Share Edit View Processing: 0%
19-Jun-18 1:30 PM	00:00:04	SWM1001: Swimmin...	Tuesday, June 19, 2018 at...	Delete Local Set Offline	Resume Share Edit View
19-Jun-18 1:23 PM	00:00:05	SWM1001: Swimmin...	Tuesday, June 19, 2018 at...	Delete Local Set Offline	Resume Share Edit View
19-Jun-18 1:20 PM	00:00:04	SWM1001: Swimmin...	Tuesday, June 19, 2018 at...	Delete Local Set Offline	Resume Share Edit View

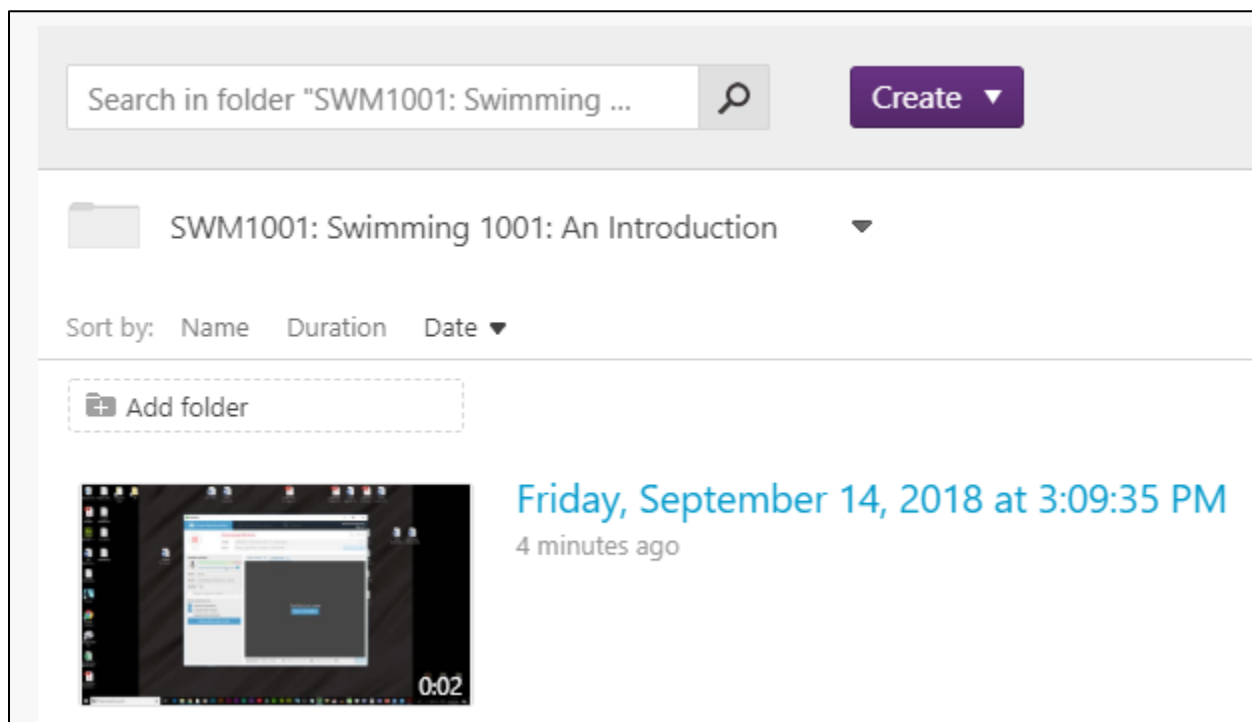
Depending on the length of the recording it may take a few minutes for the recording to be processed and uploaded.

Use the 'View' option to watch the recording, to make sure it is what you wanted to create.

## Share video with students

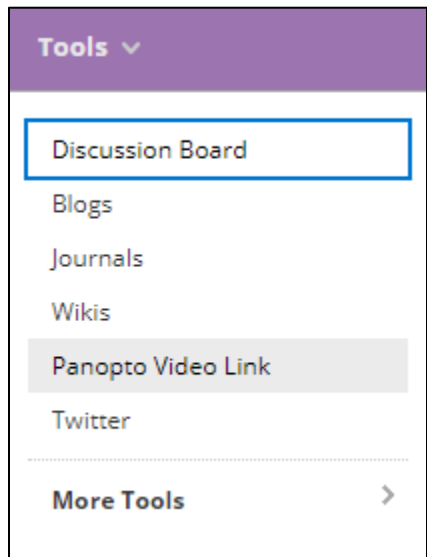
When you 'Provisioned' your Blackboard area with Panopto, you will have created a link to Panopto on the course menu. Students will see all the videos that you have created by following that link.

Note that you can delete any videos that you do not want from this page, by hovering over the video's entry and clicking on 'Delete'.



You can also have a link directly to one video from a Content Area page.

Go to the Content Area page and click on the Tools menu and then 'Panopto Video Link'.



Choose the 'Folder', which means the Blackboard course area, the 'Lecture' which means the recording, and you can also edit the link 'Title' and add a 'Description'. Finally click 'Submit'.

On the Item Created page that appears, click 'OK'.

Students will now be able to follow the direct link to the video.

