Panopto

Live Streaming

Contents

Step 1: Schedule a Webcast

A live stream in Panopto is called a webcast. A Panopto webcast is the live broadcast of a Panopto session that is currently in progress, however the stream is approximately 40 seconds behind due to the online video processing.

Although a webcast can be created and started ad-hoc within the Panopto Recorder software, the best way to use Panopto for live streaming to students is to schedule a webcast. This way, a link to the webcast can be added to the Blackboard course or it can be embedded on a course page in advance so that students can access it when the live session is due to start.

A Panopto webcast is automatically recorded so that it can be watched on-demand later.

- Login to Blackboard and go to the relevant course
- Click the 'Recorded Content' link (Home Hub > Module Information and Support)
- Click the 'Open in Panopto' icon in the top right underneath the text 'Powered by Panopto' to access the full Panopto view
- Click the purple 'Create' button and choose 'Webcast'
- Give it a name, verify the folder and enter a description if you wish
- Click 'Create'

You are now ready to embed or link the webcast in Blackboard in the same way that you would do with a Panopto recording.

Step 2: Embed or Link a Webcast in Blackboard

Students can access the webcast via an embedded video or a video link in the Blackboard course before the webcast starts. If they access the link early the webcast will automatically play for them when it starts.

Embed a Panopto webcast on a Blackboard content page

You can embed a Panopto webcast so that it will play within a content page of a Blackboard course.

- On the content page, go to the 'Build Content' menu and choose 'Panopto Video Embed'
- Select the scheduled webcast from the list of sessions within the Blackboard course
- Click 'Insert Video'
- Only the primary stream of the webcast will play within the embedded viewer
- The 'Watch in Panopto' (diagonal arrow) icon can be used to see all streams and full features of the Panopto session in the Panopto web viewer in a new browser tab

Link to a Panopto webcast on a Blackboard content page

You can provide a text link directly to a Panopto webcast within a content page of a Blackboard course.

- On the content page, go to the 'Tools' menu and choose 'Panopto Video Link'
- In the 'Folder' list, select the mapped folder (the current Blackboard course)

- In the 'Lecture' list, select the title of the scheduled webcast to link to
- You can change the 'Title' of the text link to the webcast and enter a description if required
- Click 'Submit'
- Click 'Ok'

When clicked, the webcast link will open the Panopto web viewer in a new browser tab.

Step 3: Start a Scheduled Webcast

If you want to live stream a session from on or off campus you can use the Panopto Recorder software on a PC or Mac.

All classrooms are equipped with the Panopto Recorder software, webcam and microphone on the presentation PC and all lecture theatres are equipped with microphones and a camera.

The Panopto Recorder software can be self-installed on staff office Windows PCs via Software Center provided by IT Services and can be downloaded for installation at home via Blackboard.

Start a scheduled webcast in a teaching room, office or at home

- Login to the presentation PC in the teaching room, office or at home
- Login to Blackboard and go to the course where your scheduled webcast was setup
- Click the 'Recorded Content' link
- Click the 'Create' button and choose 'Record a new session'
- Click the 'Join Session' button and choose the scheduled webcast session
- Select the primary and secondary sources to be included in the webcast and on-demand recording
- Prepare your PowerPoint or any other files, screens you want to display during the webcast
- Note that 'Capture Screen' must be ticked for live webcast viewers to see PowerPoint slides as 'Capture PowerPoint' is only processed after the webcast has ended and made available for on-demand viewing
- Click the red 'Record' button or press F8 on a Windows PC or Option + Command + R on a Mac, and deliver your live webcast session

Viewers can access the webcast via the embedded video or link that was setup previously in Step 2.

Live webcasts are approximately 40 seconds behind real-time due to online video processing. A live webcast can be watched live or started from the beginning if joining late, it can also be paused and rewound.

- At the end of the webcast session go to the Panopto Recorder software and click 'Stop' or just press F10 on a Windows PC or Option + Command + S on a Mac
- When the webcast stops click 'Done' and it will upload for on-demand viewing
- Wait until the upload has completed before closing the Panopto Recorder software

Once the webcast session has completed uploading and is processed on Panopto it will be available for on-demand viewing.

Other Sources of Help and Support for Staff

- **Learning Services Wiki**
  Visit the Learning Services wiki to access a range of information including, policies, guides and resources.

  Wiki: Learning Services Wiki

- **IT and AV Support**
  Contact the IT and AV Support Team if you need further assistance or have any further queries about Panopto.

  Email: panopto@edgehill.ac.uk

  Telephone: 01695 650800, Option 2.

Guide No.: ITAV005
Version No.: 1.00   4   **Updated:** 29/09/2020

For an alternative format, please contact IT and AV Support
email lsmediaictsupport@edgehill.ac.uk