



Capture

your voice in
sync with your
presentation slides



Edit

your recording
(optional)



Share

with your students
via Learning Edge
(Blackboard)

Basic Lecture Capture Workflow

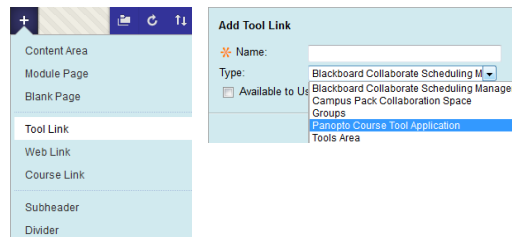
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Provision your course

This is something that only needs to be done once for each course you wish to use lecture capture with. To provision a course on Blackboard, do the following steps:

- From the **Course** menu, click on the **+** on the left, choose **Tool Link**, then **Panopto Course Tool Application** from the type drop-down box and give it the name **'Recorded Content'**. Put a tick in the box **Available to Users**, and click **Submit**.



- When this is added to the **Course** menu, select **Recorded Content**. When the message below appears, click **Configure**

This course is not provisioned with Panopto. Before a course can be used with Panopto it must be setup.

[Configure](#)

- Click **Add Course to Panopto**

Configure Panopto Course

edgehill.cloud.panopto.eu

[Add Course to Panopto](#)

- Click **Ok** on the **Configure Panopto Connector** screen, and then click **Submit** on the next screen, leaving the selections as chosen.

Configure Panopto Connector

Provisioning Results:

Course Name
Panopto Trial

Instructors
blackboardlangforj (JOHN LANGFORD <Langforj@edgehill.ac.uk>
blackboardmartini (LINDSEY MARTIN <Martini@edgehill.ac.uk>
blackboardbakerc (CHRIS BAKER <Bakerc@edgehill.ac.uk>
blackboardmoffatt (DONALD MOFFATT <Moffatt@edgehill.ac.uk>
blackboardturpin (HOWARD TURPIN <Turpin@edgehill.ac.uk>

Students
No students.

Result
Successfully provisioned course Panopto Trial

[OK](#)

Configure Panopto Course

You may update the list of Panopto folders associated with this course.
Instructors of this course will be able to create content in any folder associated with it and students will be able to view the content.

Available Folders:
STAT_TEST_TURPIN Test Course - Howard Turpin

Selected Folders:
STAT_IS_CTIDEV_END_LIR Learning Services Librarian Enquiry Logging

[Add >>](#) [<< Remove](#)

[Create New Folder](#)

[Cancel](#) [Submit](#)

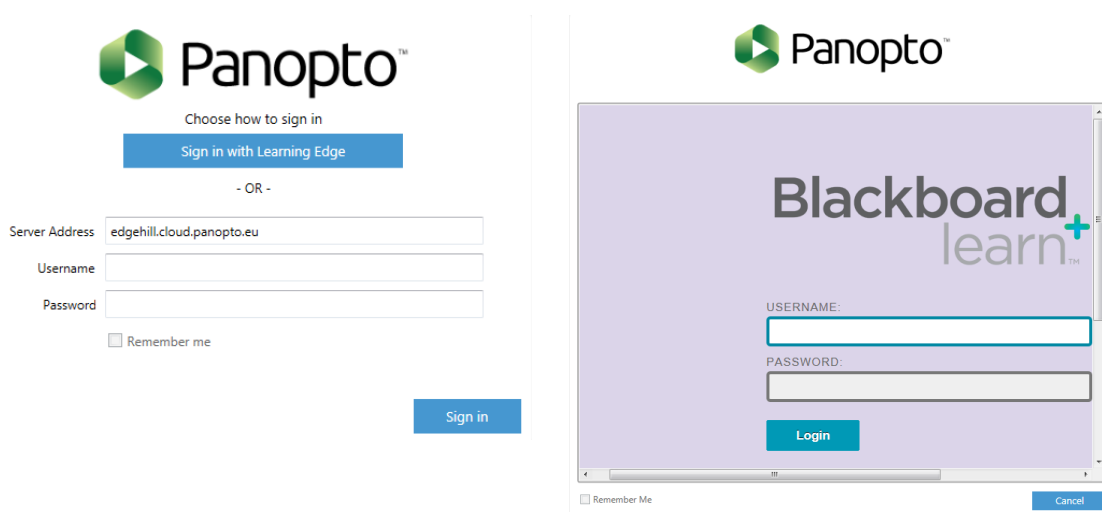
Record your session

Starting off

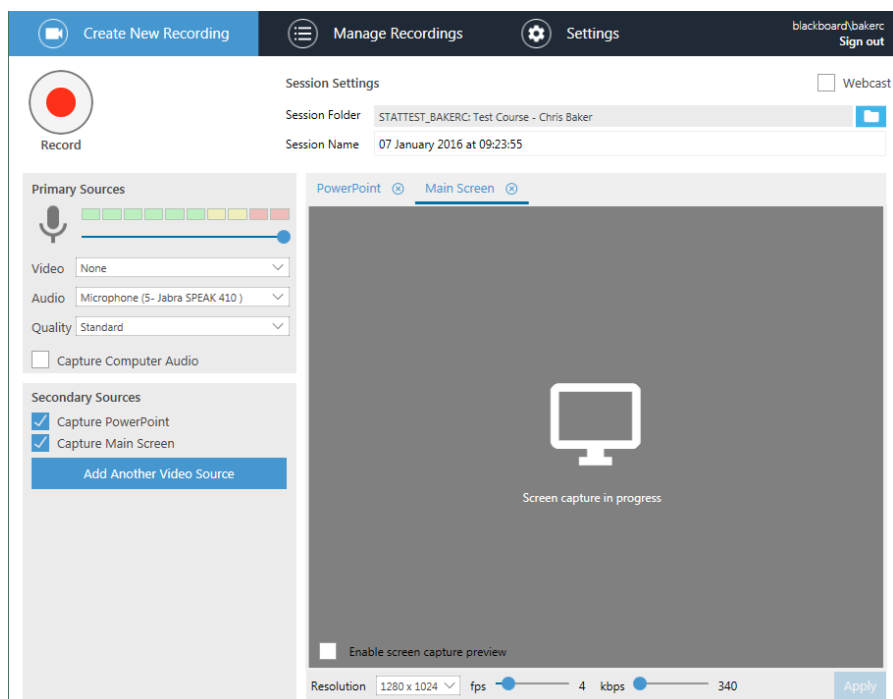
Double-click **Panopto Recorder** on the desktop



Choose the option '**Log in with Learning Edge**', and then use your normal Edge Hill username/password.



The following screen will appear:



Record box

In the **Session Name** box next to the large **Record** button, you will see the last course that you assigned a recording to, so use the folder icon to select a different course if appropriate. Hover the mouse over the relevant course, and choose **Add New Session**. In the box entitled **Session Name**, type in what you would like this to be called.

Primary Sources box

In the **Primary Sources** box, you will normally see **None** assigned to **video** (only audio is captured), and in the **Audio** box you will see **Jabra SPEAK 410** (this may be listed as **Microphone USB audio device**). Audio **must** be captured, however no other primary or secondary capture sources are necessary. The quality of the audio recording can also be changed. There is also an option to **Capture Computer Audio**, which will capture whatever audio the computer is playing at the time.

Secondary Sources

In the **Secondary Sources** box, select whichever option you would like (**Capture PowerPoint** or **Capture Main Screen**, or both). The option **Capture Main Screen** will capture whatever the computer is currently showing (a web page, a video clip etc.).

If you would like to record a PowerPoint presentation, click on the PowerPoint tab near the middle of the screen, you can see **PowerPoint is not running**, with a prompt to **Open a Presentation**. Click on that, locate your presentation, select it and click **Open**.

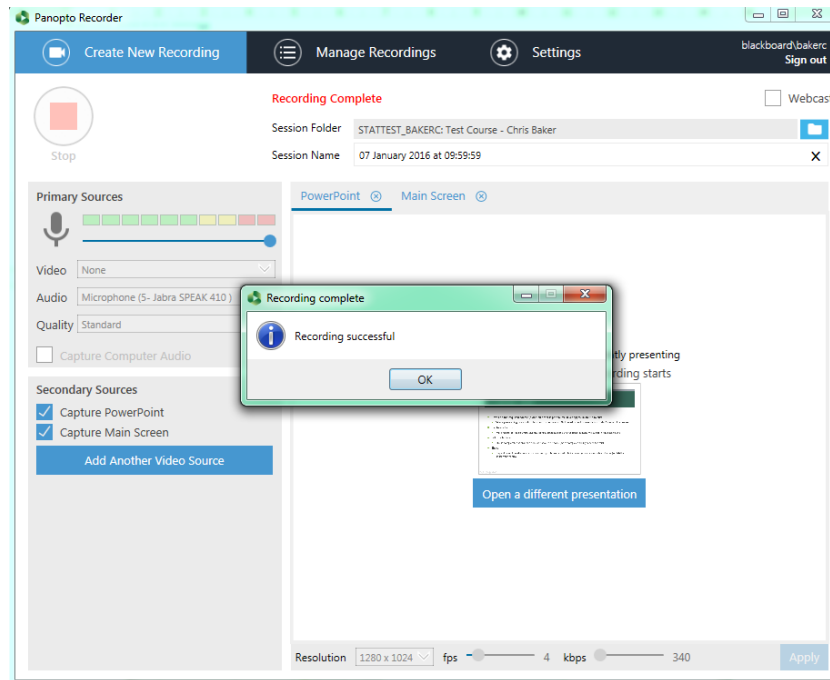
When the option **Begin recording after PowerPoint opens** appears, choose **No**. This will allow you to fully prepare for your session, and won't start recording until you are ready to do so. Another prompt appears, and this time select **Yes** when asked **Start presenting when recording starts**. When you press the **Record** button, this will automatically start the presentation in slide show mode, and Panopto Recorder will be minimized.

During Recording

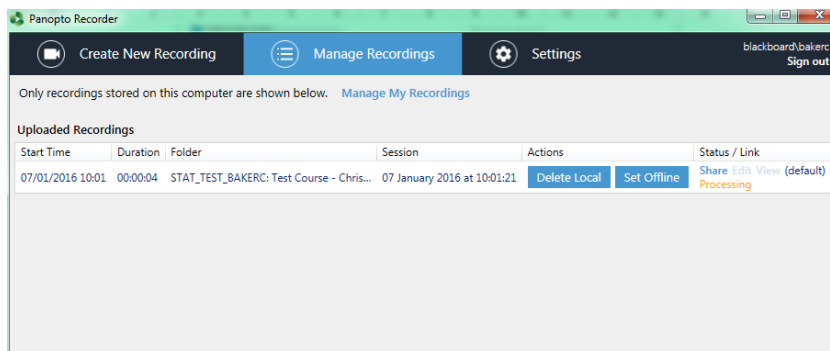
During recording, if you wish to pause at any stage, maximise the Panopto software again and select the **Pause** button (both Pause and Stop will appear after the Record button has been pressed).

After Recording

When you have finished your presentation/what you wish to record, select **Panopto Recorder** from the taskbar, and press the **Stop** button. Click **OK** on the message that appears. This will take you to the **Recording Status** tab, where you can see the upload progress to the lecture capture server. At this stage, you can also choose to **Pause** or **Cancel** this process.



When the upload has finished, some more actions will appear, including the action to **Delete Local**. It is highly recommended that this is chosen, as the content is recorded to the computer on which you are capturing and this would be accessible to any other user of that computer.



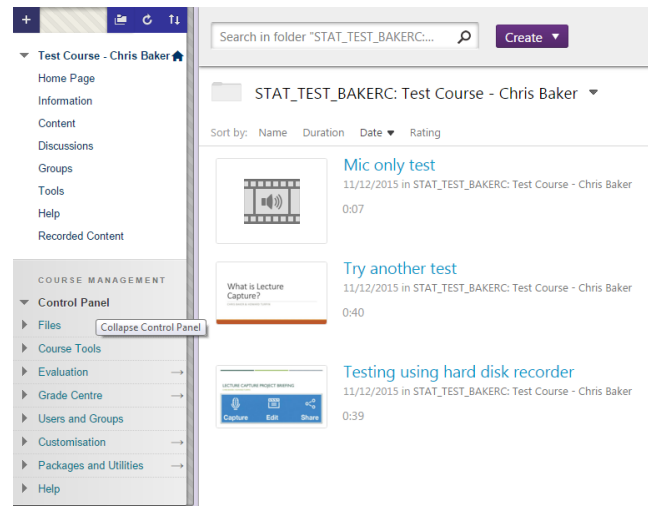
Handy Hints!

Once your recording session has been set up, the Panopto software can be minimised and shortcut keys can be used to start, pause and stop the recording, and they are as follows:

- Press **F8** to start a recording (this will start the PowerPoint presentation that has been setup in Panopto in Slide Show view)
- Press **F9** to pause/unpause a recording
- Press **F10** to stop a recording (this will end the Slide Show, and make Panopto the active window again)

View the Recorded Content

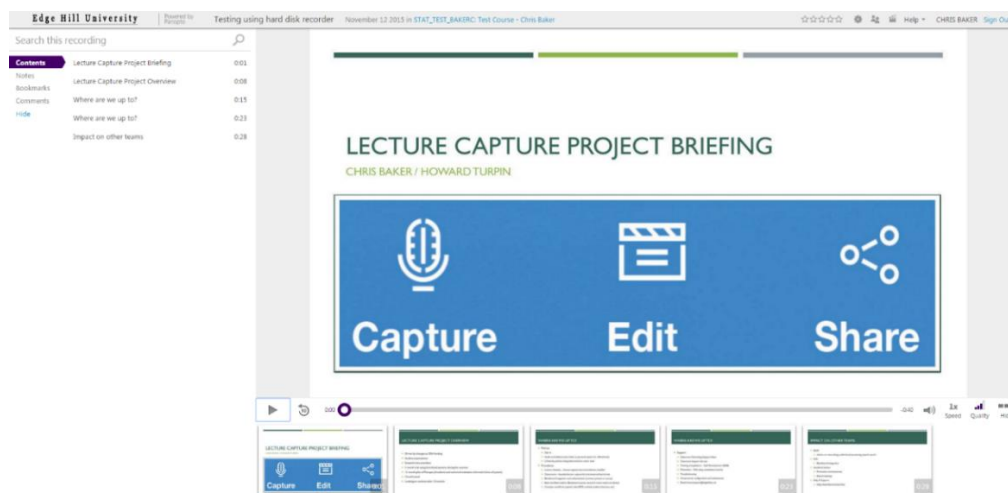
Once uploaded and processed, the recorded content will be available to view within a few minutes on the selected Blackboard course. Log into Blackboard, navigate to the relevant course and the recorded content section, and a thumbnail selection of the sessions recorded can be seen.



Select one of the recorded links, and this will then open in a new tab to be viewed.

Search this recording

From this tab, there are various useful options that can be used. Near to the top left is the **Search this recording** option. Part of the uploading process generates a searchable index of the words used in the PowerPoint presentation and, if selected on the course, will also index spoken words that it has picked up and is able to recognize. This does depend on the recorded volume level of the microphone, and the clarity of the words. Typing a search into this box will return a list of the appearances of the required search term, and clicking on a result will take you to the relevant slide.



Contents

Contents is a list of the slide titles (again, clicking on these will take you straight to the slide).

Notes

Viewers can choose to make notes as the presentation is being viewed, and these are synchronised to the time that they are entered. These notes can either be private, so that only the viewer can see them, or public, so that anyone registered on the relevant Blackboard course is able to view them.

Bookmarks

Adding bookmarks lets the viewer add specific areas of interest, or that may need further clarification. Creating bookmarks creates a list of links that can be jumped to in the **recorded content timeline**.

Comments

Comments can be added in this section, and are able to be viewed by anyone on the relevant Blackboard course.

Hide

This option simply makes this navigation area smaller. Clicking on any of the links or the search box will expand this again.

Timeline Navigation

The main window in the screen is the 'live' playback. This is a real-time video stream of the recorded content, along with the synchronised audio playback. Underneath this window is a small timeline bar with various navigation aids, and underneath that is list of the slides that were recorded, along with the audio playback relevant to when that slide was being shown.



From left to right, there is a play option (this will change to a pause sign when being played back), the 10 with an arrow around will rewind the presentation by 10 seconds, the timeline itself (the arrow can be dragged to anywhere from start to finish, and playback will resume from there), a volume button (hovering over this will allow the volume level to be changed by dragging it, or clicking it will mute the volume, a 1x speed button (the speed of playback can be changed to various levels, from 0.5x speed to 2x speed), a quality of recording indicator, a slides button (this will show the PowerPoint slides that were recorded in real-time), a screen button (this will show what the actual computer screen was showing at the time. Please note that both of these buttons will only appear if both of the options to Capture PowerPoint AND Capture Primary Screen were selected. Select either option to view it and the large window will change accordingly), and the hide button (this will hide the thumbnail slide buttons below, and clicking show will bring it back).