Edge Hill University

Panopto

Quick Start Guide

Contents

Step 1: Provision Your Blackboard Course

All academic Blackboard courses have a hidden 'Recorded Content' link in 'Home Hub' > 'Module [or Programme] Information and Support' for Panopto integration. Staff Sandboxes and Organisations need a link adding using the + icon above the Course Menu, selecting 'Tool Link', typing 'Recorded Content' in the Name box and selecting 'Panopto Course Tool Application' from the Type list.

Provisioning your Blackboard course only needs to be done once and can be done by anyone enrolled with a tutor or programme leader role.

- Login to Blackboard and go to the relevant course
- Click the 'Recorded Content' link
- If the Blackboard course has not been provisioned you will see this message:

- Click 'Configure'
- Click 'Add Course to Panopto'
- Click 'Return to course'
- Unhide the 'Recorded Content' link so that students can see it using 'Make Available' from the drop-down menu to the side of 'Recorded Content'
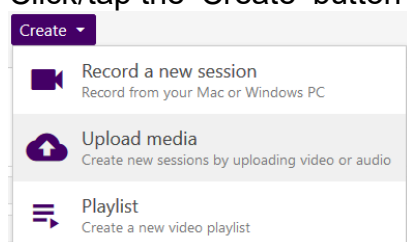
Step 2: Record Your Session

Upload a pre-recorded video

If you have recorded a session as a video on a PC, Mac, video camera or mobile device you can upload it to Panopto via your Blackboard course if you are enrolled as a tutor or programme leader. This can be done straight from the web browser on your desktop, laptop or mobile device. If your recording is on a video camera you will need to insert the removeable storage (e.g. SD card) into a card reader or connect the video camera directly to your PC or Mac via USB.
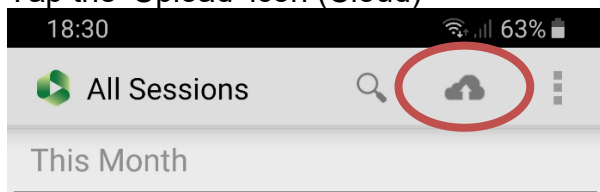
Via a web browser
- Open the web browser on your device
- Login to Blackboard and go to the relevant course
- Click/tap the 'Recorded Content' link
- Click/tap the 'Create' button and choose 'Upload media'

- Click/tap the 'video or audio files' box
- Locate and select the video file stored on your device to upload it

Via the Panopto mobile app
- Install the Panopto app from your mobile device's app store
- Open the Panopto app on your mobile device and sign in
- Tap the 'Upload' icon (Cloud)

- Select the relevant Blackboard course from the drop-down list at the top
- Tap the 'Choose video or audio files' box
- Locate and select the video file stored on your device to upload it

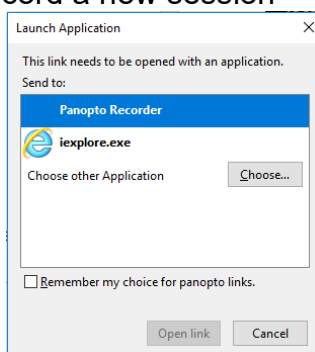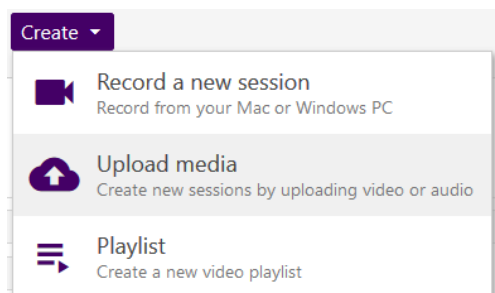## Capture and upload a new recording

If you want to capture a session on or off campus you can use the Panopto Recorder software on a PC or Mac which can record multiple concurrent streams (e.g. microphone, computer screen, PowerPoint/Keynote, webcam) and automatically upload it to Panopto within your Blackboard course if you are enrolled as a tutor or programme leader.

All classrooms are equipped with the Panopto Recorder software and microphone on the presentation PC/Mac and most lecture theatres are also equipped with a camera. Refer to the 'Panopto Enabled Teaching Rooms' document for details. (http://eshare.edgehill.ac.uk/11960/)

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.
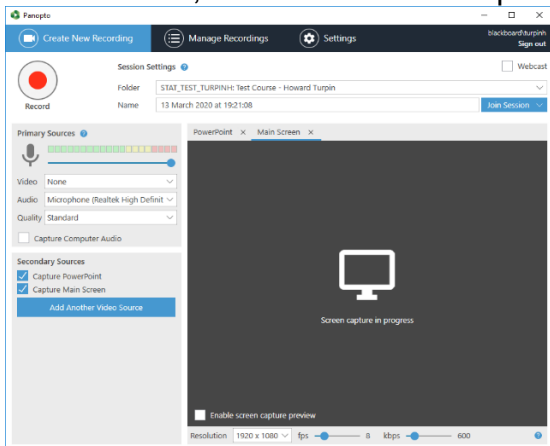
Capture your session in a teaching room, office or at home
- Login to the presentation PC in the teaching room, office or at home
- Login to Blackboard and go to the relevant course
- Click the 'Recorded Content' link
- Click the 'Create' button and choose 'Record a new session'

- If the Panopto Recorder software is already installed, select 'Panopto Recorder' and click 'Open link' to launch and auto-login, otherwise use the pop-up window to download and install it on your home computer or use Software Center to install it on an Edge Hill University staff office PC

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

- It is important to check the audio from the microphone is working – at home ensure you have a microphone connected and configured
- Say a few words and ensure that the colour microphone level indicator activates
  *If it does not, check that the microphone is on and unmuted before you continue

- If using a PowerPoint presentation on a Windows PC:
  - load the file but don't run the slideshow yet as Panopto will do that for you
  - in the Panopto Recorder software, click the PowerPoint tab and tick 'Start presenting when recording starts'
- If using a PowerPoint or Keynote presentation on a Mac:
  - start the presentation in slide show view before you start recording
- If you want to broadcast the live session to students enrolled on that Blackboard course:
  - tick the 'Webcast' box
- Click the red 'Record' button or press F8 on a Windows PC or Option + Command + R on a Mac, and deliver your session
  - Live webcasts can be accessed by students via the 'Recorded Content' link in the Blackboard course
  - Students can watch live or start from the beginning if required
  - Viewing live webcasts are approximately 1 minute behind real time
- At the end of the 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 recording stops click 'Done' and it will start to upload to the Blackboard course
- Wait until the upload has completed before closing the Panopto Recorder software
- The recording will be available to students via the 'Recorded Content' link in the Blackboard course

Step 3: Embed or Link Your Video in Blackboard

Embed a Panopto video on a Blackboard content page

You can embed a Panopto video 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 video from the list of sessions within the Blackboard course
- Click 'Insert Video'
- Only the primary stream of the video 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 video on a Blackboard content page

You can provide a text link directly to a Panopto video 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 video to link to
- Change the 'Title' of the text link to the video and enter a description if required
- Click 'Submit'
- Click 'Ok'
- The video link will open the Panopto web viewer in a new browser tab

Panopto Equipment Loans

If you would like to use Panopto Recorder in your office or at home and you don't have a microphone, you can loan a 'Portable Lecture Capture Kit' from the Catalyst Helpdesk on the Ormskirk Campus.

There is a choice of 2 types of kit containing either a room mic or tie-clip mic to plug in to the USB port of the computer and a portable external hard drive with the Panopto Recorder software installed to run on Windows PCs where software installation is restricted.

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.