

Panopto

Quick Start Guide

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Step 1: Provision Your Blackboard Course

Panopto can be accessed from all academic Blackboard courses and organisations. Provisioning your Blackboard course only needs to be done once and can be done by anyone enrolled with a tutor or programme leader role. Panopto can be accessed from the Books & Tools menu option which can be found in the Details & Actions pane on the right-hand side of the Course Content area.

If the Baseline template has been applied to your course, you will find a link to Panopto has also been added to the course content under Module Essentials (Tools and Links). Click the link to launch the Panopto LTI and this will provision your course to be used with Panopto and open the course Panopto folder.

For courses and organisations without the Baseline template, a link to Panopto can be added to the course content.

- Click the 'Books & Tools' link
- Click the '+' icon next to 'Panopto Video Course Folder'



- The link will be added to the bottom of the Course Content area
- Click the new link to launch the Panopto LTI and this will provision the course

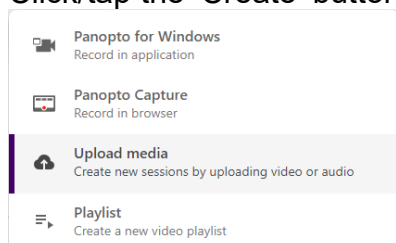
Step 2: Record Your Session

Upload a pre-recorded video

If you have a recording as a video file 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

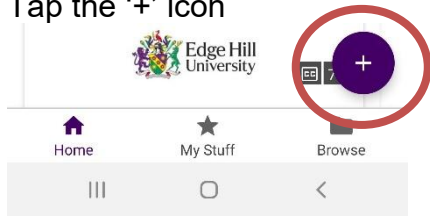
- Open the web browser on your device
- Login to Blackboard and go to the relevant course
- Click/tap the 'Panopto' link
- Click/tap the 'Create' button and choose 'Upload media'



- Click/tap the outlined '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
- Use the 'Browse' button to locate the folder to upload to
- Tap the '+' icon



- Choose 'Upload media'
- 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.

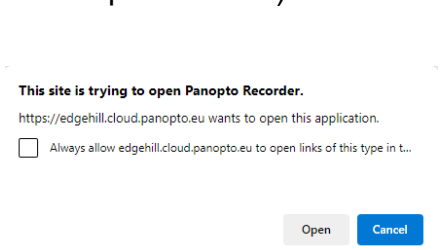
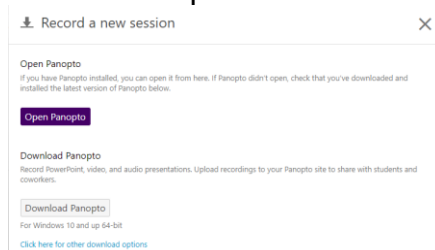
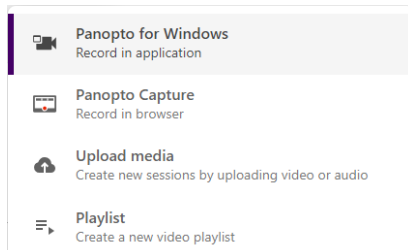
All standard teaching rooms are equipped with Panopto for Windows software on the presentation PC and a pan, tilt and zoom (PTZ) camera. Classrooms have a microphone mounted on the ceiling and lecture theatres have fixed microphones on the lectern as well as clip-on radio microphones in recharging docks. Refer to the 'Panopto Enabled Teaching Rooms' document for details.

[\(http://eshare.edgehill.ac.uk/11960/\)](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.

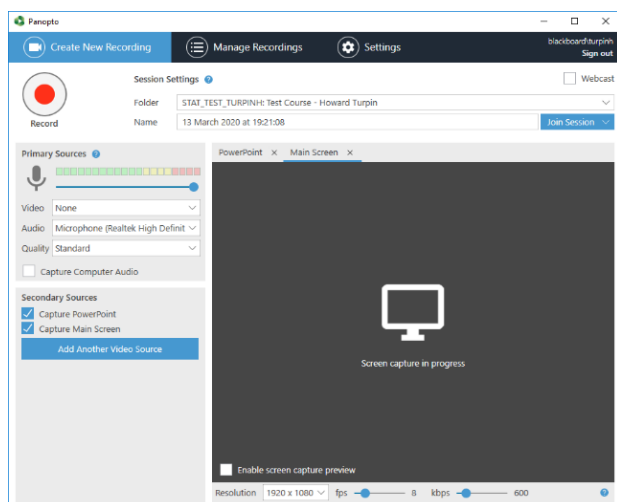
Capture your session in a teaching room, office or at home

- Login to the presentation PC in the teaching room, office or at home
- Login to Blackboard and go to the relevant course
- Click the 'Panopto' link
- Click the 'Create' button and choose 'Panopto for Windows' (or 'Panopto for Mac')



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

** In a classroom the microphone is on the ceiling so ensure you are aware of its position, in a lecture theatre use one of the provided clip-on radio microphones if you will be moving away from the lectern.*



- 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 'Panopto' 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 'Panopto' link in the Blackboard course or you can embed the recording directly into a Blackboard document page (see Step 3)

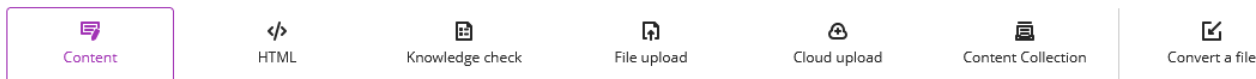
Step 3: Embed or Link Your Video in Blackboard

Embed a Panopto video in a Blackboard document page

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

- On the document page, add a 'Content' block

Select a type of content to add a block



- Click the 'Insert content' button ('plus' icon on the right) and choose 'Content Market'
- Click 'Panopto Video Embed'
- Select the video from the list of sessions within the Blackboard course
- Click 'Insert' then click 'Save'

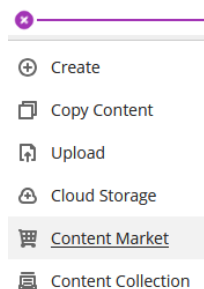
Only the primary stream of the video will play within the embedded viewer.

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 course content page

You can add a text link to a Panopto video within the course content page of a Blackboard course.

- On the course content page, click a 'plus' button and choose 'Content Market'



- Click 'Panopto Video Embed'
- Select the video from the list of sessions within the Blackboard course
- Click 'Insert'

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.

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.