

PANOPTO

Essentials for Teaching Faculty



THE UNIVERSITY OF MISSISSIPPI
MEDICAL CENTER
EDUCATION • RESEARCH • HEALTHCARE

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Panopto Access

Panopto is a lecture capture software that allows users to record from their computer. It is compatible with Macs and PCs. This is a hosted application UMMC uses to support the learning mission. Users may sign in at <https://ummc.hosted.panopto.com> with their UMMC credentials.

Faculty may also access Panopto through the Panopto Recordings navigation tab in their Canvas course.

Providing students a video presentation about specific topics allows the instructor to effectively flip the classroom. When assigned for viewing prior to class, the students have a greater understanding of the topic when they arrive. This provides more time in class for deeper discussion and activities to reinforce the day's topic.

Panopto Recorder

The Panopto Recorder must be downloaded and installed on each computer in order to record videos. Since administrative rights are required to download it, the department ITSA's may have to do it. Enter a LANDesk ticket through Help Desk to request the addition. If you have administrative rights and can download the Recorder, follow these steps.

1. Log in to your Panopto account at <https://ummc.hosted.panopto.com>.

2. Click the green Create button.  Users may also click the  button.

3. Click on the appropriate version for your computer.

Panopto Recorder
Record PowerPoint, video, and audio presentations on your Mac or Windows PC. Upload recordings to your Panopto site to share with students and coworkers.

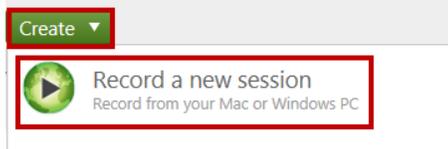


4. Run the file to add the recorder to the computer. 

Recording

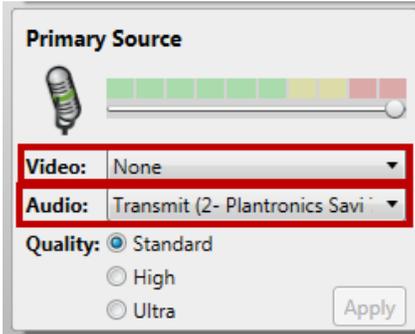
Once the Recorder is downloaded, the user may begin recording sessions. Here are the steps. Be aware that a microphone or camera is required for recording.

1. Click Create at the top of the screen.
2. From the options provided, select "Record a New Session."

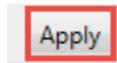
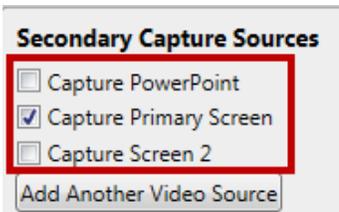


3. The user will be asked to allow a program to open. Click allow, and the recorder launches.

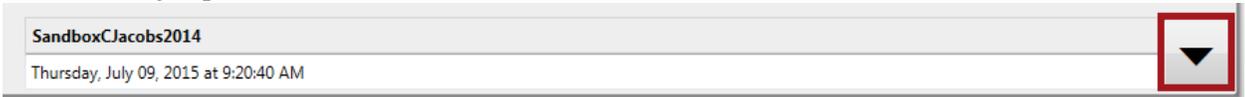
- Select the input type(s). Select sources from the drop-down menus to record video and audio. If you are not using video or audio, select none for that input. Also, the user may select the quality of the recording. High quality is recommended.



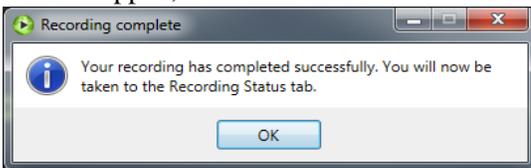
- Next, select what to record. Options include PowerPoint presentations, primary and secondary screens.



- Click Apply when selections are complete.
- Choose a folder on the Panopto server to store the recording. Click the down arrow on the far right to view storage options.



- When the user is ready, click the large, red, Record button to begin the video.
- If the presenter needs to stop, there are Pause and Stop buttons. The Pause button continues the recording, but it does not include the paused section in the final version on the website. Panopto identifies the section so that the user may remove it or chose to include it during editing. Pause also allows the user to resume the recording by clicking it again. The Stop button concludes the recording.
- When stopped, the user is directed to the Recording Status tab.



- The recording is automatically saved and posted to the pre-selected folder.

Uploaded Recordings						
Start Time	Duration	Folder	Session	Actions	Status / Link	
7/9/2015 11:24 AM	00:01:17	Sandbox_CJacobs20...	Thursday, July 09, 2015 at 9:20:40 AM	Delete Local Set Offline	Processing media: 100% (default)	

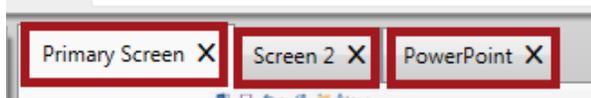
The following shortcut keys may be used as well.

1. Control F8- Start recording
2. Control F9- Pause and restart from pause
3. Control F10- Stop and submit

It is important to test the shortcut keys to ensure that there is no interference from other programs.

Recording Options

During the set-up process, Panopto offers the user several recording options. Such options are chosen as Secondary Capture Sources. The user may use one option or all options in a single recording. A tab is added for each option included in the recording. During the recording, the user may click the tab to easily access each source.



Each option is discussed below.

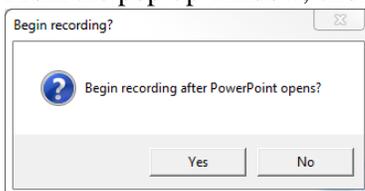
Capture PowerPoint Presentations

An available option is “Capture PowerPoint.” This allows the user to include the PowerPoint presentation with narration.

1. Check Capture PowerPoint.

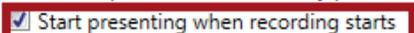


2. The user must click to open a presentation in PowerPoint. (shown above)
3. From the pop-up window, choose yes or no to begin recording after PowerPoint opens.



4. Available files are displayed. Click on the file and Open.
5. Panopto defaults to have the presentation begin when the recording starts. The user may click the box to remove the selection.

PowerPoint is open but is not currently presenting.

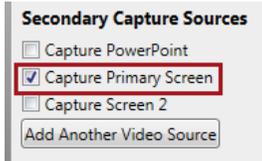


- When ready to record, be sure the PowerPoint presentation is in full screen presentation mode.

Capture Primary Screen

Another option in Panopto is capturing the user's primary screen. This allows the user to record every action that occurs on their computer screen. This includes on-screen annotations.

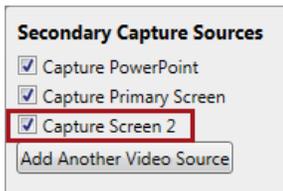
- Check to Capture Primary Screen.



- Click on the red Record button to begin.
- Perform the tasks as needed, and click stop when finished. Pause may also be used if necessary.

Capture Screen 2

A second screen may be captured as well. Simply click Capture Screen 2.



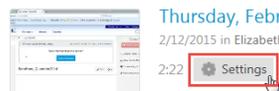
Downloading Panopto Recordings

When a recording is complete and available on the Panopto server, the user may download it to their computer. Once downloaded, the recording may be uploaded to a private YouTube channel for sharing. **This is the preferred method for sharing Panopto recordings.**

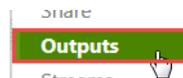
Downloading Panopto Recordings

Log in to Panopto and located the recording to download.

- Click Settings for the recording.



- From the recording overview page, select Outputs.
- Click the download button for the audio podcast or the video podcast, as needed. For video, the video podcast is preferred. This removes the Panopto Recorder from the screen.



Video Podcast

Type

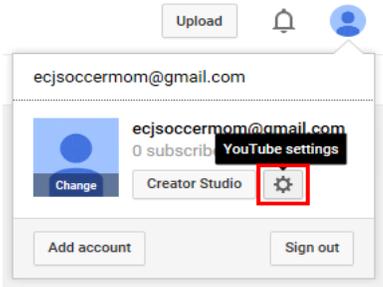


- Save the file.

Creating a Private YouTube Channel

YouTube requires a Gmail account to use for sign in. A link is provided to create one from YouTube. Once signed in to YouTube, follow the instructions below to create a private channel.

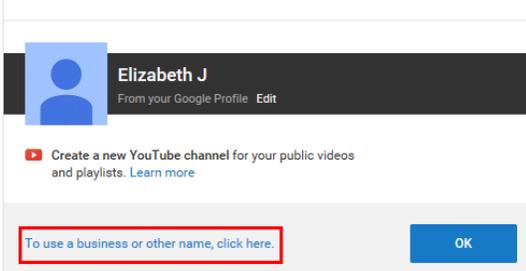
1. Click on the user icon on the top right of the screen.
2. Click on the YouTube settings icon.



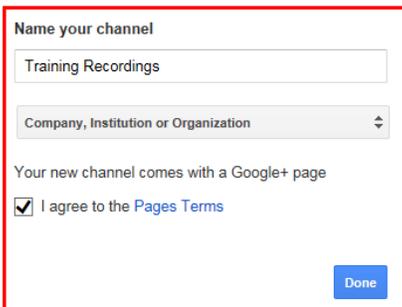
3. Select Create a Channel.



4. To use a business or other name allows the user more options. Select this.



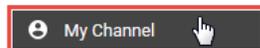
5. Enter a name for the channel. Select a channel type and agree to their terms. Click done.



Upload the Downloaded Recording to YouTube

Once recorded and saved to the desktop, the file may be uploaded to the user's private YouTube channel.

1. Go to YouTube.com.
2. Log in and go to My Channel.
3. Click on the Video tab.
4. Click Upload.



- Choose to have the file as Unlisted. This prevents the file from being listed in a search on YouTube.



- Click the large arrow to select files to upload.



Select files to upload

Or drag and drop video files

- Select the file from the file library.
- Click Open and the file is downloaded.
- Select settings as necessary. The link for sharing the video is provided.

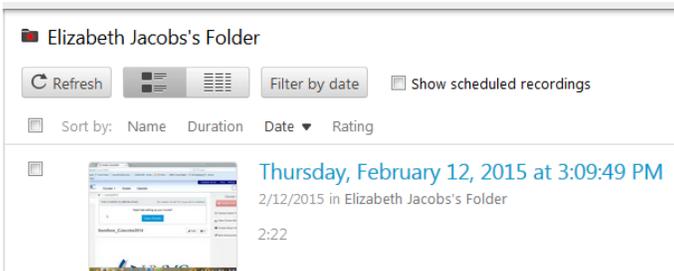


Sharing Panopto Recordings

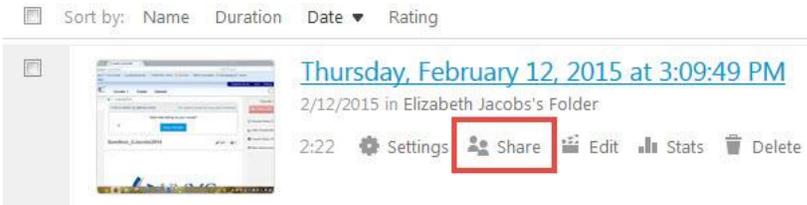
Sharing from Panopto

Once recordings are captured and available on the Panopto server, the user may choose to share it with others. To share follow these steps.

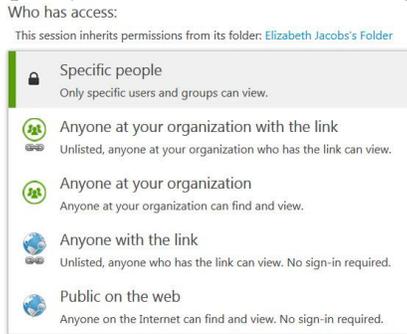
- Open the Panopto folder where the recording was saved.



- Hover near the recording name. Operation options appear. Click Share.



3. Specify who can view the recording by clicking on the appropriate option.



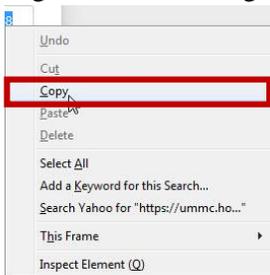
It is not recommended that the link be shared with individuals outside of UMMC.

4. Click on the link and copy it entirely.

Link | Embed

<https://ummc.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=3b20c383-844c-4d7a-a92f-69e54415fe48>

5. Right click on the highlighted link and click copy.

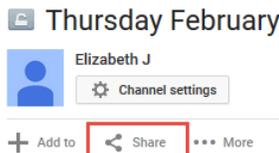


6. Paste the link in the appropriate location to allow others to view.

Sharing from YouTube

To prevent exorbitant costs, it is recommended that the Panopto recording be downloaded to the computer and then uploaded as unlisted to a private channel in YouTube. Those steps are discussed above. To share the recordings from YouTube, follow the steps below.

1. Log in to YouTube.
2. Click on My Channel.
3. From the list of recordings, click the name of the one to share.
4. Click Share.



- Right click on the URL and copy.

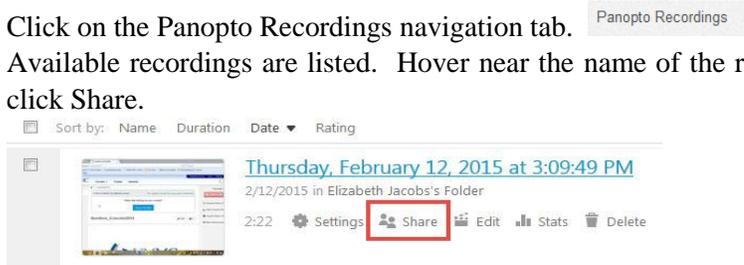


- Paste the URL to share access to the video. This URL may be pasted into a content page in a Canvas course.

Adding Panopto Videos to a Canvas Course

To add a Panopto recording to a Canvas course, enter the correct course and follow the steps below.

- Click on the Panopto Recordings navigation tab.
- Available recordings are listed. Hover near the name of the recording to add to the course, and click Share.



- As above, designate who can view the recording.
- Copy the provided URL. Be sure the copy it entirely.

Link | Embed

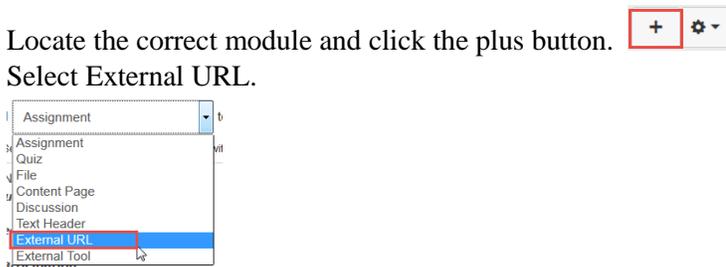
<https://ummc.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=3b20c383-844c-4d7a-a92f-69e54415fe48>

- Go to the necessary location in the Canvas Course and paste the URL.

Adding a YouTube video to a Canvas Course

To add a YouTube video to a Canvas course, the user has options. As detailed in the Sharing from YouTube section above, simply copying and pasting the videos URL in a Canvas content page is easy enough. If a content page is not needed, the URL may be added as an item to a module. See the steps below.

- Access the YouTube video as discussed above and copy the URL.
- Click on the Modules tab in the Canvas course.
- Locate the correct module and click the plus button.
- Select External URL.



5. Paste the URL into the correct field. Name the page and decide to load it in a new tab or not.

Add Item to Module Requirement Options

Add External URL to Module Requirement Options

Enter a URL and page name to add a link to any website URL to this module.

URL:

Page Name:

Load in a new tab

Indentation: Don't Indent

Cancel Add Item

6. Click Add Item.