

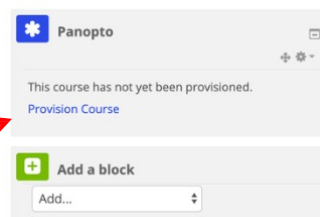
Panopto is Lincoln University's cloud-based video recording software and storage platform

This document will cover how to get Panopto on to your computer and how to record a presentation with Panopto.

IMPORTANT Ensure you have added the Panopto Block in LEARN for your course and provisioned it before using these instructions (This lets your videos associate to your course LEARN page and creates a Panopto cloud folder for that LEARN page).

This requires you to:

1. Go to your LEARN page/s
2. Add the Panopto Block
3. Click Provision on the block



A. Installing Panopto Recorder

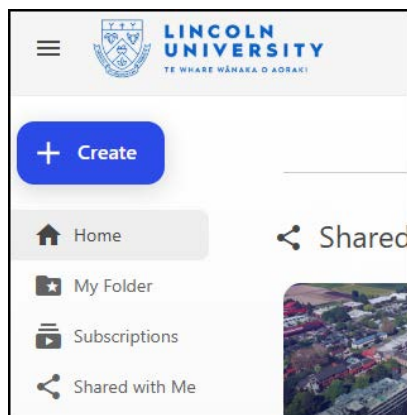
Please note, you may already have Panopto software on your computer. If so, skip A. and go to B. In this document.

This is the first step to being able to make video recordings with Panopto. While you can view, edit, upload and share video recordings all within the Panopto website, to actually create a presentation recording, you will need the software on the local device or computer first. There are two **methods** to do this:

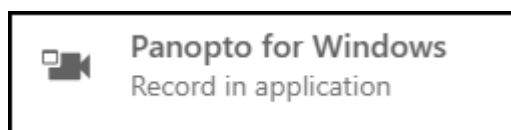
1. via lincoln.ap.panopto.com for Windows or Mac (your personal PC or Mac),
2. via the Software Centre. If this is a Lincoln computer use the software centre.

Install method 1. (For personal computers: complete steps 1-6)

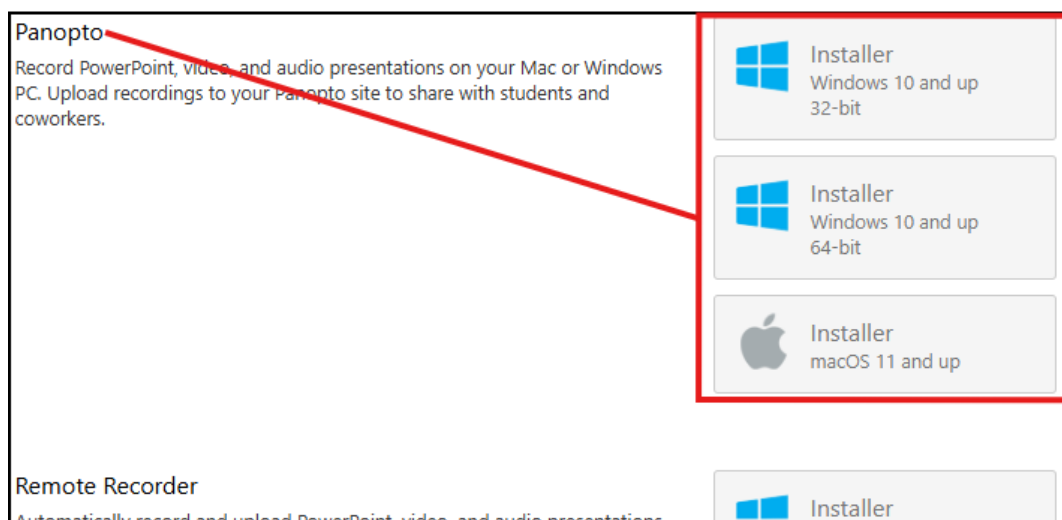
1. [Go to lincoln.ap.panopto.com](https://lincoln.ap.panopto.com)
2. In the Sign in using drop-down menu, select LEARN account.
3. Log in with standard Lincoln University LEARN username and password.
4. In the top left corner click “Create”



5. Select the option “Panopto for Windows: Record in application”

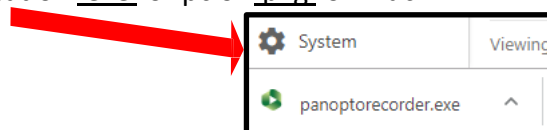


6. Select the version suitable for your computers operating system.

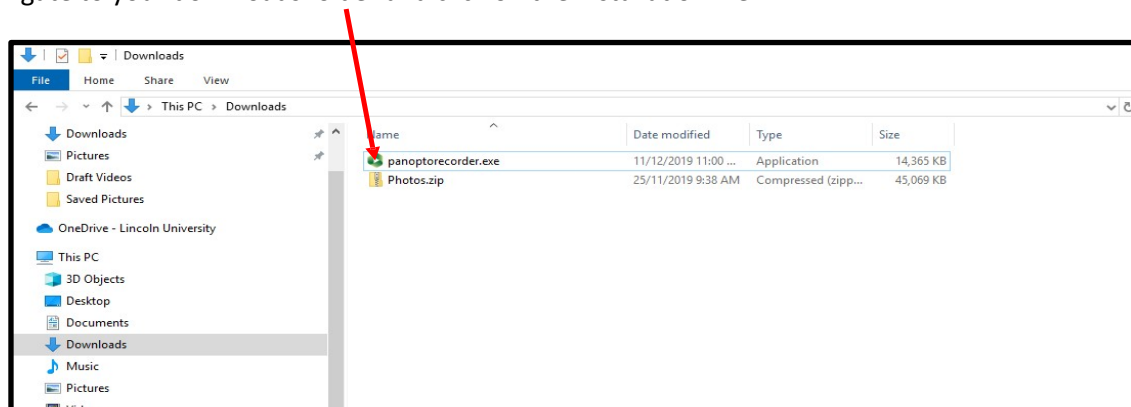


7. When panoptorecorder.exe file downloads, it will appear in your Downloads folder. Select it and follow the installation instructions provided by the Panopto dialogue.

- a. **Either:** click on the browser download notification .exe for pc or .pkg for Mac



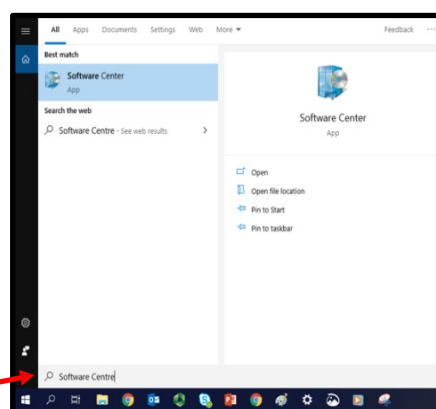
- b. **Or:** navigate to your downloads folder and click on the installation file.



Please note: This is very similar for Mac users.

Install Method 2. Via Software Centre (For Lincoln University laptops: Complete steps 1-4)

1. Go to Start menu.
2. Search for Software Centre.
3. Select Panopto or search for it in the search bar.
4. Click Install and follow the installation instructions.



Please note, you may be requested to restart your computer after installing.

Once you have completed these steps you will have Panopto installed on your computer. So now you may be wondering “How do I record with Panopto?” well, you need to follow the next section (B) below.

B. Setting Up Panopto for Presentation Recordings – Desktop

Logging in

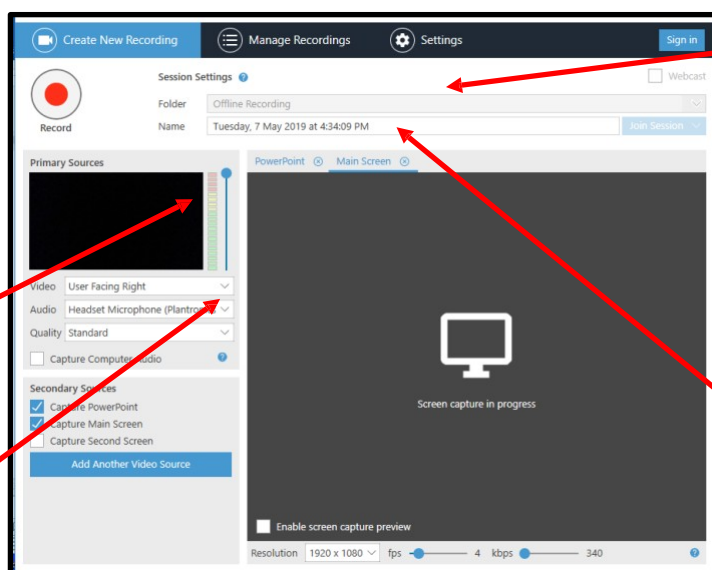
Sign into the computer system using your Lincoln username and password.

If using the LEARN page in your lecture, sign into LEARN and go to the course page. Open all items that you will use for the session.

Panopto is on the desktop, double click on the Panopto symbol to open the programme. Sign in with your **Lincoln username and password** that you use for your other Lincoln University IT services. The recording platform will launch.



To Record



The *Session Settings* screen will open.

Folder: Check it is set to your course folder, so the video goes to your LEARN Panopto Block. To change folder, click on down arrow to find ‘Learn@Lincoln videos’ to find the course folder. Please note: If you just want to have your video go to your personal Panopto “My folder” Then instead of selecting the Course folder by name, select “My folder” to work on the video privately. You can always move the video at a later date.

Name your recording. Your recordings will appear in the Panopto Block as the most recent recording at the top. Use the course name/number and topic i.e. ‘ECOL302 Lecture 1: Intro to Wildlife Management Monday, 17 February 2020’.

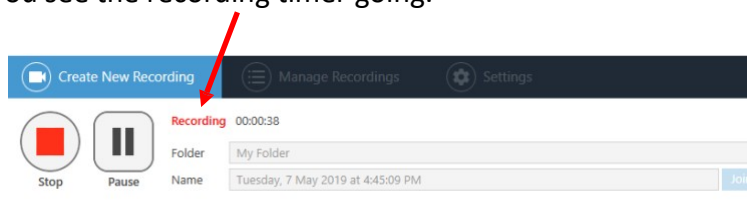
Choose your sources – you have the choice to record all or some of the following items: your screen(s), document camera, camera, and PowerPoint slideshow.

Test your mic/sound from computer. Set your audio levels to make sure they are high enough without going into the red; red means likely distortion. If you are playing a video during your lecture (i.e. YouTube) then tick ‘Capture Computer Audio’ so the sound will be heard on the recording.

Tip:

- Tick 'Capture Main Screen' if you are annotating your PowerPoint slides.
- Other sources can be added from 'Add Another Video Source'.
- Capture computer audio is needed if you show video clips.

When ready, press *Record*. This button changes into *Stop* and *Pause* when recording. There is a few seconds delay before the recording starts. Do not begin your presentation until you see the recording timer going.



You can *Pause* the recording. To continue, press *Resume*. Recording continues as long as Panopto is running, even when paused, but this is automatically edited out and will not play in the final version.

When you are done press *Stop* (F10).

Panopto will ask if you want to *Delete and record again* or *Upload*. The recording will be uploaded to the folder selected.

Upload

You will now see the upload progress bar as it uploads to Lincoln's storage cloud in Panopto. There are different upload stages that will happen. You can sign out of the computer system.

Once it has finished processing, as shown below, you can click *View*. The four words *Resume*, *Share*, *Edit*, *View* will be blue when it is finished. You can sign out of the computer system prior to this point in the upload process.

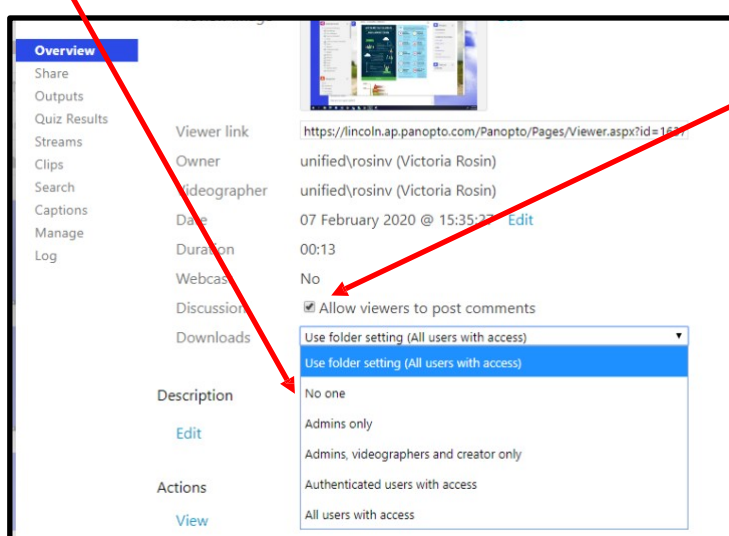
Uploaded Recordings						
Start Time	Duration	Folder	Session	Actions		Status / Link
7/05/2019 4:54 PM	00:00:06	My Folder	Tuesday, 7 May 2019 at 4:53:38 PM	Delete Local	Set Offline	Resume Share Edit View

View

View will open and show your video. It should now be in your Panopto Block on LEARN. You do have the option to *Edit* the video when at the *View* stage. It is a basic editing system. Refer to <https://support.panopto.com/s/article/Edit-a-Video> for more information on editing or for other editing options:
<https://howtovideos.hosted.panopto.com/Panopto/Pages/Sessions/List.aspx#query=edit%20a%20video>

Must do tips

- Do a small test run in the room you are teaching before your first class, to make sure everything works as expected.
- When using PowerPoint slides, tick 'Capture PowerPoint'. The PowerPoint slide titles will be automatically imported as 'Content' so students will be able to find the topics they want to view easily. Tick both the 'Capture PowerPoint' and 'Capture Main Screen' if you are annotating your PowerPoint slide and want the marks to show on the recording.
- Only students in your course from LEARN will be able to see videos in the LEARN page Panopto Block. If you do not want students to be able to download and watch the video, click on 'Settings', then Overview (left side). You can click on 'Downloads' and change the setting to 'No one'. If you do not want students to post comments, **untick** the Discussion box.



Hotkeys – So you don't need to minimise the content on the screen when recording.

- **Record:** F8 key
- **Pause:** F9 key
- **Stop:** F10 key

Warning

What you save to your "My folder" is relatively private. What you save to the Panopto/LEARN course folder is mostly public to your students via the Panopto block on a LEARN page.

End of document.