

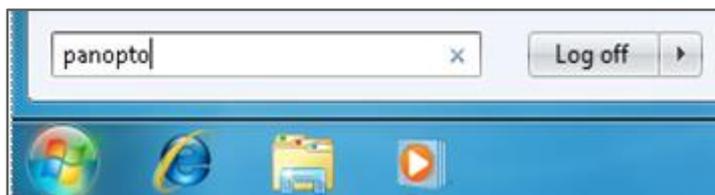
# Panopto: How to record a Panopto presentation

## Step by Step: Getting Started

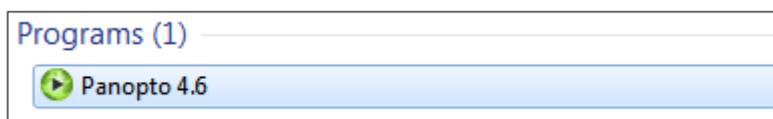
1. If your PC isn't currently logged in, log in with your standard University username and password
2. If you are using in your own office, you will need to ensure you have a microphone or webcam with built in Microphone
3. You should connect your microphone and / or webcam, and allow the drivers to install, before launching Panopto

## Step by Step: Launching Panopto

4. Click on the Start menu  or press the Start key  on the keyboard
5. In the search box that appears type "Panopto"

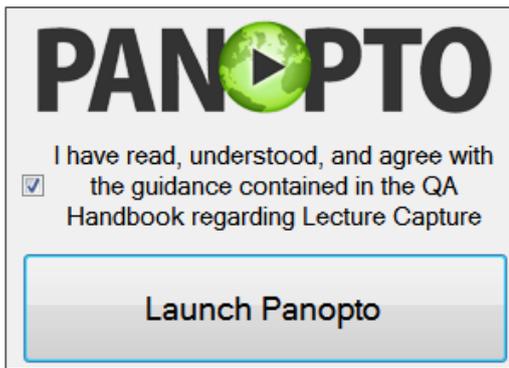


6. An icon will appear saying "Panopto [current version]" click on this icon



7. Tick the "I have read, understood, and agree with the guidance contained in the QA Handbook regarding Lecture Capture" tick box and press "Launch Panopto"

Or read the handbook by clicking on "Show QA Handbook: Lecture Capture"



8. Wait for the main Panopto interface to load. This may take 30 seconds or so if the computer has not run Panopto before.

### Step by Step: Logging in

Panopto is fully integrated with Blackboard, all students and staff registered on courses are known to Panopto via Blackboard (which gets its information from Banner). You cannot log into Panopto using anything other than the “Log in with Blackboard” button.

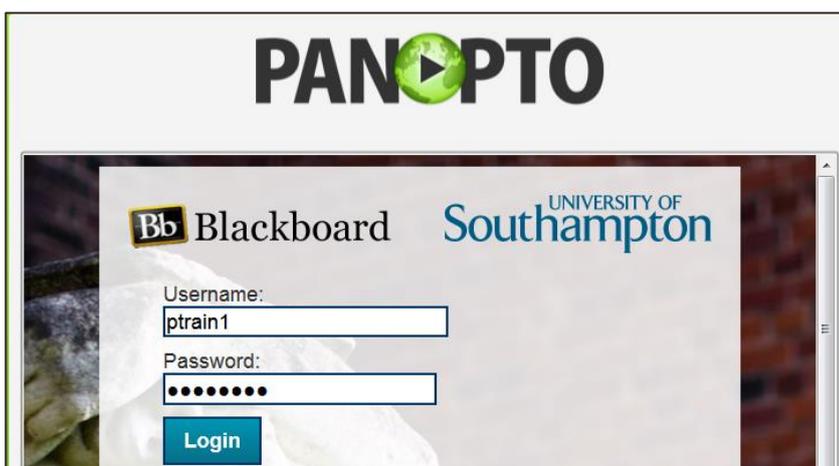


9. Once Panopto has loaded, log in using the “Log in with Blackboard” button

**Choose Alternate Identity Provider:**

Log in with Blackboard

10. Blackboard will load within the Panopto
11. Log in with your normal University username and password



12. Panopto will load in a few seconds

- a. If Panopto says “Login Failed. Creator access is required” you need to provision your Blackboard course for use with Panopto. See <http://go.soton.ac.uk/panopto>

### Step by Step: Before you record

13. Maximise the Panopto window. This will help you see all the features available to you



### Step by Step: Primary Source



Panopto videos must have a primary source, otherwise they will never finish processing after the video has uploaded. It is not possible to recover the screen recording from a session that has not had a primary source recording.

If you wish to just record your screen, connect a headset and press the mute microphone button on its lead or turn down the recording volume to 0.

14. If you have a webcam connected (and wish to use it) select it from the “Video” drop down list, otherwise ensure it says *None*
15. From the “Audio” drop down menu select the microphone you wish to use. If you have just connected a USB headset (or other microphone) it should be pre-selected.
16. Make sure “Standard” is selected as the Quality. Videos are streamed from the Panopto website in standard quality and selecting this now ensures your video processes quickly.

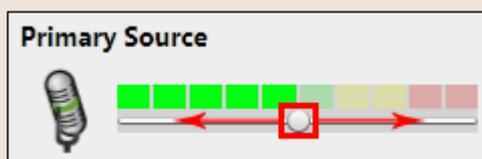
### Step by Step: Check your audio



The most important step in Panopto is to ensure that your microphone a) works and b) is set to the correct volume.



17. Speak into your microphone and adjust the recording volume slider so that your voice fills the green bar when speaking normally and doesn't light the last red square when speaking loudly



### Step by Step: Secondary Sources



You can add as many secondary sources as the computer can cope with. Normally this is easily 2 – 3 devices. Secondary sources are screens (primary or secondary), webcams, digital visualisers, CCTV cameras or any other video device that a Windows computer recognises.

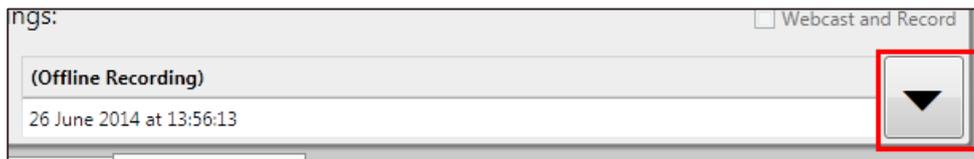


You should always capture **both** PowerPoint and Primary Screen when recording a presentation.

18. Primary screen and PowerPoint should already be ticked on your training PC. If they are not then select both now.

### Step by Step: Recording into a specific Blackboard course

19. Press the large down arrow on the right hand side of the Panopto recorder to select a Blackboard course to record into



20. Find the name of the Blackboard course you wish to record into and hover your mouse over the title



21. Click on the “Add New Session” button that will appear in the PT: Panopto Training box

22. Give your session a name by changing the date next to “Record a new session called:” to *Ptrain#: Training Presentation*.

- a. As all trainees will record into the same folder, please ensure you add your training username to the start of the session name so you can find your own session later.

### Step by Step: Recoding

23. Open the PowerPoint file located on the desktop of the training room PC
24. Press “Record” on Panopto
25. Start the slideshow in PowerPoint

Panopto reads the information on the slides and creates auto chapter marks as you move through the presentation. It is important that you click “Start SlideShow” or press F5, otherwise Panopto will think you are just setting up your presentation.

26. Once you have finished presenting switch back (you'll find it in the task bar) to Panopto and click "Stop"

### Step by Step: Uploading

27. The progress bars show the recording uploading to Panopto. Once the bars disappear the recording is being processed by the server

28. If your material is confidential you may wish to wait until the upload has completed and select "Delete Local" to delete the local copy of the presentation from computer's hard drive.



Panopto will continue to upload the presentation even if you log out of the computer, although you should not turn off the computer.

Streams	Upload Progress	Actions
PPT + Video + Screen		<input type="button" value="Pause"/> <input type="button" value="Delete"/>