Quick Help Guide



PANOPTO RECORDING

Blackboard

ease

Panopto Lecture Capture

- Panopto Lecture Capture allows you to record and capture *PowerPoint presentations, video, screen* and *audio* that can be shared in Blackboard
- You have the option to create your recordings either "Online" (connected to Internet) or Offline* (no Internet connection)
 - **Online**: The recording will upload <u>immediately</u> to the selected folder when you have stopped and completed the recording
 - Offline: Your recording <u>will save locally</u> under the Offline Recordings area. You decide when to upload the recording

Creating a Panopto recording

Before you can record using Panopto ensure you have downloaded and installed the Panopto Recorder locally (see ehelp.ltu.edu/ehelp, Panopto)

- Open the Panopto recorder, (Start, All Programs, Panopto, and Panopto Recorder)
- Select "Log in with BB Production System", on the next screen type in your Blackboard username and password and click Login

The Panopto Recorder screen:

- 1 Create New Recording tab. The default screen you see when Panopto is started. This screen displays what sources will be captured.
- Displays login information showing that you are logged into **bb9 System**. You do not need to log out of Panopto Recorder

Solder Name/ Record a new session called:

"**Offline Recording**": Using *Offline* recording allows you to upload the finished lecture(s) to Blackboard at a later time

"Online Recording": You must be connected to the Internet to use this option.

• Select a specific folder: select the down arrow to the right of *Folder Name*.



Quick Help Guide



PANOPTO RECORDING

Blackboard

ease

- Hover the cursor on the row that displays your course/session name, options will display to *Manage* or *Add New Session*.
- Select Add New Session. Highlight the default session title (date/and time) and type in a specific title for your recording. Your recording will upload immediately when you complete the recording
- Primary source (options) lists what Panopto will capture video (webcam) audio; and quality (can leave default). Other Capture Sources (additional video camera e.g.)
- Depending on *Source* options selected you will see a tab for each source that will be captured
- 6 **Record/Pause/Stop**: when you are ready to begin recording (PowerPoint opened and in Slide Show view) click the "**Record**" icon to start the recorder. You can move through the screens (Panopto, PowerPoint, etc.) by using the *Alt+Tab* (*PC*) or *Cmd+Tab* (*MAC*).

New! You can now use **Hot Keys** to control recording and allow you to *record/pause/stop* without toggling back and forth to the recorder

New!	HOT	KEYS!

	START	PAUSE/RESUME	STOP
PC	F8 key	F9 key	F10 key
MAC	Cmd+Option+R	Cmd+Option+P	Cmd+Option+R

Create Recording:

- Open the PowerPoint presentation you wish to record then start Panopto, on the PowerPoint tab select the box to "Start presenting when recording start"
- Click the red "**Record**" button, the presentation will start in "*slide show*" view, begin recording
- When completed, use the **F10** (hot key) to stop the presentation and recorder
- From the "Recording Complete" screen, click OK to confirm (Figure 1).

Stopp Folder Name: (Offine Recording) Sunday, February 12, 2012 at 925: Primary Source Video: Name Audie: Morephone (Webc) Figure 1

Uploading Recording to Server:

The *Recording Status* screen opens, if default options are set to *Online* Recording, lecture will begin to upload immediately to the selected **Folder Name** and display a progress screen.



PANOPTO RECORDING

If you have recorded "offline", your recording will be listed under "Offline Recordings (Figure 2) select "Upload to Server". From "Choose a Session" window, position the cursor to the right of the course folder name and select "Add New Session".

Recorder		and the second se				
Create New Reco	ording	Recording Status	Settings			Ampoinsett ged in Log out
Only recordings stor	ed on this	computer are shown below.				Manage My
Offline Recordings						
Start Time	Duration	Session		Streams	Actions	
2/9/2012 8:49 AM	00:00:22	Thursday, February 09, 2012	2 at 8:11:19 AM	PPT + Video + Screen	Upload to Serv	er Delete
1/27/2012 2:17 PM	00:00:09	Friday, January 27, 2012 at 2	2:17:15 PM	PPT + Video + Screen	Upload to Serv	er Delete
Uploaded Recordin						
Start Time	Duration		Sessi			tions
1/28/2012 9:53 AM	00/01/20	testcoursefi: Marquita's Test	t Course Satur	rday, January 28, 2012 at	9:51:42 AM	elete from Disk
		F	igure	2		

Rename your session (recording title) and select "Upload to New Lecture"

Share Recording:

When processing has completed, you will see the options to *View/Edit/Share* under *the Status/Link* column. Select *Share* tab, make *Public*. The URL can be copied and pasted in Blackboard or follow the directions per your instructor

	Panopto Focus				
	Create New Recording Recording Status S				
White address Competitive () volume it is a subject to dispute it is a	computer. Uploading recordings are in transit to the ser	ver, and uploaded recordings are either processing on the server or are ready			
Carrently Uploading Recording on the compare as shown below. Collections of the compare as shown below. Collect	Only recordings stored on this computer are shown below.	When upload completed, you will see			
	Currently Uploading Recordings				
Contex New Recording Status Stat	itart Time Duration Course				
Oracle New Recording Microgram Parametric Microgram Parametric <th< td=""><td>7/25/2012 9:34 AM 00:00:24 testtrainsite1: Training Site 1</td><td> trainuser1 Assignment 1 recor PPT + Video + Screen</td><td></td><td></td><td></td></th<>	7/25/2012 9:34 AM 00:00:24 testtrainsite1: Training Site 1	trainuser1 Assignment 1 recor PPT + Video + Screen			
Create New Recording Recording Status Settings Manage Data Comparison Description All control for the very display and the status Contre control for the very display and the status					
Create New Recording Recording Status Settings Manage Data Comparison Description All control for the very display and the status Contre control for the very display and the status					
Create New Recording Recording Status Settings Manage Data Comparison Description All control for the very display and the status Contre control for the very display and the status					
All recordings on this somplate are about below. Office recordings headed and are only stored on the complete. (plassing seconds) are in than't to the same, and plassing processing on the same of a cable of the complete. (plassing seconds) are in than't to the same, and plassing processing on the same of a cable of the complete. (plassing seconds) are in than't to the same, and plassing processing on the same of a cable of the complete. (plassing seconds) are in than't to the same, and plassing processing on the same of a cable of the complete. (plassing seconds) are into and to the same of a cable of the complete. (plassing seconds) are into and to the same of a cable of the complete. (plassing seconds) are into and to the same of a cable of the complete. (plassing seconds) are into and the complete. (p	Peropto Focus				
All recording on this compare are show balls. Other are oble balls. These on the suffy defet from time to suffy defet from tinteg to	Create New Recording Recording Status Se	Logged in Logged PANEPTO			
Compared, fully depleted percenting on the same or can be same or	All monitors on this computer are shown being. Office	secondings basisted and are only strend on this	Test Student Recording Ontions	SESSION SETTINGS	Test Student Recording Options
Unit define the complex as shown heles. Weaked free refines to complex as shown hele	computer. Uploading recordings are in transit to the service	er, and uploadeher processing on the server or can be	- leat student recording options		
Only recordings thread in this complete are shown below. Makeautign Description: Description: Description: Description:	wewed by clicking on the "View" link. These can be safely	deleted from thing the delete button. Online Help	Overview Share Outputs Streams Manage Log		overview share outputs streams manage Log
Uploaded facerthogs Upload	Only recordings stored on this computer are shown below.	Manage My Recordings		N	(B) URL can be copied/pasted
Uploade Executing: Packet Uii: 2010/07/07/07/07/07/07/07/07/07/07/07/07/07	The second secon	COLOR DE LA COL	0	A HALL DATE	G Public Everyone can ind and view
	Uploaded Recordings	N	Private Only the people listed below can access	Make Public	Public URL: http://vcapture2.campus.ltu.edu/Panopto/Pages/Viewer/Default.aspx?id=3bdt/06a-b543-4ecb-b034-
19420212111PA (00013 testover,20280220204. Testover 202802 20204. Testover 202802 20204. Testover 202802 20204.			V Inherit folder permissions 121	Change Folder Permissions	V Inherit folder permissions [2]
	10/8/2012 1.31 PM 00:00:13 tectcourse_20120820: 20120	L. Test Studen Delete Local Set Offine View Ede Share default)			V Innent tolder permissions