Panopto Usage

In the Lecture Theatre
Panopto Focus recordings are set to start and end automatically, no user intervention is necessary.

You are not required to log onto the Lecture Theatre PC for the recording to take place but it must be powered on.

Lecturers must wear the lapel microphone available in the lecture theatre otherwise no audio will be captured for the recording.

At the scheduled end time the recording will automatically stop and the captured material will be uploaded to the Panopto server for you to review.

You can check if Panopto is running and recording by looking for the Panopto icon in the System Tray near the clock. If a recording is underway the icon will have a red dot at the centre as shown .

If you see this icon then Panopto is running but not recording.

By default recordings are saved to a private folder that only lecturers have access to. The folder will have the name of the module followed by ‘Private’ to differentiate it in the Panopto interface.

Dual Screen capture
Some lecture theatres have dual projectors allowing you to send a different source to each projector. Panopto will be able to capture the PC screen and one other source simultaneously. To do this ensure the PC source is selected from the right hand side and the other source (visualiser, laptop etc.) is selected from the left hand side, as shown below highlighted in red.
In the Office
Panopto recordings can also be made manually from any computer with the Panopto software installed. You will need a webcam and microphone to record audio and video, Panopto will automatically be set up to record your screen.

Folder Name: You will need to choose a folder to record into, this may be a personal folder or a module folder. Click the downwards pointing arrow to choose a folder. Only folders you have access to will be shown.

Record a new session called: This gives the recording a name, this can be changed later on in the Panopto portal.

Primary Source
Video: Ensure that your webcam is selected in the video dropdown box. If presenter video is not required then choose “None” from the video dropdown box.

Audio: Ensure that the correct microphone is selected in the audio dropdown box – you should see the audio level meter flashing green to indicate your voice is been detected. An audio source is required for a recording to be made.

Quality: Standard quality is the default. If only presenter video is required then select high quality to record a larger presenter image.
Secondary Capture Source
Capture PowerPoint: This allows Panopto to directly capture your PowerPoint slides and index all the text in the slides to make it searchable. Slide titles are also used to provide navigation points when watching the recording.

Capture Primary Screen: This makes a recording of your computer screen and will capture whatever is showing on the screen at any time allowing any presentation materials to be recorded regardless of what program you use E.G. Web Browsers, PDF’s, Word documents.

Capture Screen 2: If there is a second screen on the computer then it can also be recorded.

Add Another Video Source: Allows extra recording sources to be added from another camera for example.

Secondary Capture Source Settings
It is recommended to leave these settings as default.

Max resolution: The default resolution of 1280x1024 is suitable for most recordings however if a more detailed recording is required then this can be set to 1920x1080.

Bit Rate (kbps): The default of 250 will capture text and standard images in sufficient quality for most viewers. If extra detail is required or very small text or numbers are on screen then this can be raised.

Frame Rate: 4 frames as a default will suit static images and text as well as PowerPoint transitions etc. If video is been recorded then this should be raised to 15 Frames or more. Alternatively provide a URL link to the video in your presentation.

All secondary capture sources are recorded under separate tabs which allow the viewers to choose which source they watch. You can preview each secondary source by clicking on the named tabs on the right hand side of the screen.

Recording
To begin the recording press the record button

Then begin presenting.

To stop recording return to Panopto and press the stop button
The Panopto Portal
The Panopto portal allows you to playback any recordings made of your lectures and to move them from your private folder into the module folder to make them available in Moodle.

The Panopto portal keeps track of the number of viewings of each recording and how long each viewer watched them for.

Any recording made in Panopto can be edited to remove sections you don’t wish to be viewed in Moodle.

Logging on to the Panopto Portal
The Panopto portal can be accessed via Moodle or by going to

http://dtu-panopto.lancs.ac.uk/panopto

You will be prompted to login to the portal if you haven’t already done so, use your Lancaster username and password.
You will be presented with a list of folders which you have access to which will include your private folder and any modules you teach on which have been linked from Moodle to Panopto.

**Viewing a recording**

To view a recording simply click the name of the recording and it will open in a new window.

**Making a recording available in Moodle**

When you hover the mouse over a recording in the list a number of actions become available as icons below the recording name. Click the “Settings” icon (The Cog) to access the settings for that recording.
On the Settings page that appears in the Overview dialog box is a setting named “folder”.

Click the “Edit” button and choose the Moodle module folder you want the recording to appear in.

Click the “Edit” button and choose the Moodle module folder you want the recording to appear in.

Click “Save”. You can close the window using the “X” in the top right corner.
Showing Panopto recording in Moodle

Panopto videos are now added to the main content area of Moodle courses by default.

In order to make a video appear on a course page first ‘Turn Editing on’. Next scroll the location you want the video and click ‘Add resource or activity’, then you just need to select Panopto Video from the Activity Chooser:

This will take you to a screen which looks like this:

```markdown
**Name**

**Video in Moodle**

**Description**

Show editing tools

A video embedded in Moodle

**Display description on course page**

**Video**

Paul Ralph - How we (Dont) Teach System Design in IS and SE (copy) (copy)
```
Add a name and description for the video you are embedding.

In the ‘Content’ section you have a drop down list showing all the videos you can embed in the Moodle page. Choose the required video and click ‘Save and Return to Course’.

A link will now be showing to play the selected video.

**Videos not showing**
If no videos appear in the list then make sure you have moved the video to the correct folder in the Panopto portal as described above. The folder will have the same name Moodle course Shortname.

You may see this message:

This is because Moodle has just created the new Shortname folder in Panopto and there are no videos in the folder yet. Click the ‘Panopto Folder’ link to move a video in the new folder as above.

**Recordings Block**
If you prefer to have your Panopto videos just automatically appear as they used to in the Panopto block, you can add an RSS feed from Panopto into Moodle and this gives the same effect as the block used in 12/13.

1. Right click on the folder in Panopto, choose settings
2. Enable the podcast feed

3. Back to the folder, choose Subscribe to RSS

4. Take the feed URL e.g. http://dtu-panopto.lancs.ac.uk/Panopto/Podcast/Podcast.ashx?courseid=35dc3d89-92d8-46df-8d1c-6671df70493a&type=mp4 and add it to a Moodle RSS block. http://docs.moodle.org/25/en/Remote_RSS_feeds_block
Managing Recordings

If you want to keep a copy of the recording in your private folder as well as in the module folder then click the “Manage” option and click “Copy” under the “Copy Session” heading, you can give the new copy a different name if preferred. A new version of the recording will be made available and this can be moved to the Moodle folder as above.

Please note that it will take a few minutes for the new version to be available as the videos must be recreated from the original.
**Panopto Editor**

Panopto features a basic online editor which allows you to make sections of the recordings hidden from viewers, but does not permanently delete them.

The Panopto editor is accessed by hovering the mouse over the recording and clicking the edit button below the recording. The editor will open in a new window.

**Using the Panopto Editor**

The editor allows versions to be created which is useful in case you make an error editing.

To start editing a recording log into the portal and click the Edit icon and the editor will launch in a new window.

To create a new version of the recording – *creating a new version is not required but can be useful*

- Click the ‘Save As’ button as shown below

![Save As button](image)

**Create a new version**

*Version Name:*

Every version of this session will be updated when you change:
- Events (like slide titles and captions)
- Stream times (when streams start relative to other streams and events)

- Name the new version – Note that the name you give the new version will be appended to the existing name E.G. MOD111 - Lecture 1 (New Version name)
- Click OK
- Choose the new version from the drop down list
When you are ready to start editing ensure the correct version is selected in the dropdown box (picture)

To make an edit

- Click the Scissors icon the timer will highlight red to show you are editing
- Click the start point on the timeline where you want the edit to begin (picture)
- Drag the mouse along the timeline to where you want the edit to end

The timeline will now have a greyed out area marked to with tabs to show the portion of the recording which will not be seen by viewers

To alter an existing edit simply click and drag either the start or end tab and drag it to the desired position.

To remove an existing edit just drag the start tab to the end tab so that they meet, and click OK to confirm you want to remove the edit.
If you want to remove all the edit points you have added then click ‘Revert’ to return the recording to its original state.

Once you have finished editing click Save and your edits will be saved. You can then close the editor window.

Once you click Save the recording or new video will be encoded and will be available to view in approximately 15 minutes. The video will be stored in the same folder as the original. To make the new version available in Moodle, follow the instructions above for copying and then moving the recording.

_A copy of the new version must be made first as it is the copy you will move to the Moodle folder._