Getting Started with Panopto

Panopto is a new video hosting platform that allows AIC faculty and students to create and share videos easily, both within and outside of Blackboard. Users can record their webcam, PowerPoint and/or screen, or they can upload video files they have created previously. Viewers can easily search for key moments in the video and add comments or notes. Instructors can even use Panopto to have students upload videos in Blackboard as part of a class assignment. This document will cover the basics of recording and sharing a video in Panopto. Additional tutorial documents are available on the following:

- Uploading your own videos into Panopto.
- Searching and taking notes in Panopto.
- Using Panopto’s app for smartphones and tablets.
- Moving your Panopto content to another course.
- Setting up Panopto for student assignments.
- Student guide to recording and uploading videos in Panopto.

You will access Panopto through your Blackboard courses. Once you log into Blackboard, click into the course where you would like to post videos. Go to Course Tools in the main course menu, then select Panopto Content.

You can also add a direct link to Panopto in your course menu. Click on the plus sign in the upper left corner, then select Tool Link. Give the link a name, then select Panopto Course Tool Application under Type. Check Available to Users, then click Submit.
Setting Up Your Course for Panopto

When you click into Panopto Content for the first time, you will need to configure your course for Panopto. This means that any videos you create for this course will be stored in your Panopto account in a specific folder for the course. Here are the steps for configuring your course:

1. Log into your Blackboard course and go to Course Tools > Panopto Content.
2. You will see a page that reads, “This course is not provisioned with Panopto. Before a course can be used with Panopto it must be setup.” Click the Configure button to begin the setup.
3. On the next page, click Add Course to Panopto, then click OK on the page that follows.
4. On the next page, you can associate folders in your Panopto account with your course. By default, you will have a folder with your course ID on it, in which you can store videos.

A. If you already have folders associated with your account, you can select them to add to the list of folders to be associated with this course. For example, if you taught COM 2200 in Spring 2015 and want to use the videos again in the Fall, you would add the Spring 2015 folder into the list of folders for the Fall course. If you are configuring Panopto for the first time, you will not have any folders listed under this section.

B. The list of folders associated with this course appears under Selected Folders. By default, you will have a folder with the course ID and course name on it. Generally, this will be sufficient.

C. If you would like to create additional folders to associate with your course (e.g., to organize lecture content and student projects), you can create them here.

D. When you have finished adding folders to your course, click Submit.

Once you have configured Panopto for your course, you can begin creating videos. On the main page for Panopto, click on the orange Create button at the top of the page. To upload a video, select from one of the first two options:
• **Record a new session** – Download the Panopto recorder to record videos using your webcam, computer screen and/or a PowerPoint presentation.

• **Upload video** – If you have created videos previously using another program, you can upload them into Panopto to share with your students.

Each of these options will be discussed in more detail in the sections that follow.

**Recording a Video**

If you would like to record videos to post in your course, you will need to download the Panopto Recorder first. Once you have downloaded the recorder, you can record videos using your webcam, computer screen and/or a PowerPoint presentation. If you use PowerPoint, the PowerPoint will be indexed within your video, making it searchable.

Here are the steps for recording a video:

1. Log into your Blackboard course and go to Course Tools > Panopto Content.
2. Click on the orange Create button at the top of the page and select Record a new session.
3. You may be asked if you want to launch an external application. Select the option to launch it.
4. In the next window, download the Panopto Recorder. You can download it on multiple devices. If you are downloading it on a computer that requires administrator access, please contact the IT Help Desk for assistance by calling 413-205-3402 or submitting a ticket at http://webhelpdesk.aic.edu. After you have downloaded the recorder, you will only need to select Launch Recorder for future recordings.

5. When the Panopto recorder opens, you can prepare to record your video. The options are outlined below.
A. Select the Blackboard course where you would like your video to be recorded. By default, it will record to the course where you logged into Panopto, but you can choose a different course if you like.

B. Under Primary Source, configure your webcam and microphone. If you do not have or would not like to use a webcam, you can select None from the Video drop-down menu. Note: you may not begin recording until an active audio source has been selected.

C. Under Secondary Capture Sources, choose the additional screens you would like Panopto to capture. Most users choose to capture a PowerPoint or a computer desktop.

D. The main window will show a preview of the screens that Panopto will capture. If you have chosen to capture PowerPoint, you can select the PowerPoint you would like to show here. Note: Panopto will only capture the PowerPoint if you show it in presentation mode.

E. Click on the Record button to begin recording.

F. When you are finished recording, you will be taken to the Recording Status tab.

You will receive an email confirmation when your video is uploaded to Panopto. Please note that this process may take some time, especially if you have recorded a longer video. If you lose internet connection to your computer while it is uploading, the uploading process will pause until you regain connection.
Best Practices and Considerations when Recording Videos in Panopto

- Write out your “script” in advance. Not only will this help you work through the content easily, it can also serve as a transcript for students with hearing impairments.
- Keep your videos short – no longer than 12-15 minutes. Research has shown that online students’ attention tends to drop after this point, and lengthy videos can cause problems for students with poor internet connection. Also, if you break up a full-class lecture into smaller chunks like this, you will be able to easily repurpose them for other classes as needed.
- Consider using a headset with a microphone or a table top microphone rather than the one built into your computer. The Logitech ClearChat headset with microphone is recommended.
- If your computer does not have a built-in web camera and you wish to record an image of yourself during your video, Panopto recommends the use of Logitech USB web cameras.

Sharing Your Video in Blackboard

If you have added a link to Panopto in your course menu, as outlined in the introduction to this document, students can go here to access all videos in your course. Students can also access your videos by clicking on the Course Tools button in your course menu and locating Panopto.

If you are only recording a single video for your course (such as an introductory video) or would like to link to specific videos within the course modules, you can add a link within any section of your course.

Here are the steps for adding a link to an individual Panopto video within your course:

Once you receive the confirmation email that your video has been uploaded, you can add a link to the video within your course content. To do this, click on the Tools button at the top of the page, then select Panopto Video Link.

In the window that opens, select the folder for your course, then select the lecture you would like to post. Add a title and description for the link, then click Submit.
This creates a link to your video in your course. When students click on the link, the video will open in Panopto.