

## Quick Start Guide

### Panopto Top 20 List – FOR INSTRUCTORS

#### 1. What is Panopto and why would you use it?

Panopto is a software company that provides lecture recording, screen casting, video streaming, and video content management software, which is often used in E-learning environments.

#### 2. What is WCU's Panopto hosted page?

wcu.hosted.Panopto.com

#### 3. Share Settings in Panopto

Share settings for **Folders vs. Videos**

There is one difference with how you choose to share a single video or a folder of videos: the location of the share button.

- To share a folder, if you have appropriate share permissions, when you are at the folder level there will be four icons on the right-hand side across from the Folder name

**Share settings:**

1. **Specific people:** The video or folder will ONLY be visible by those you add to the list.
2. **Anyone at your organization with a link:** Anyone with a WCU log in can view if they have the link. Videos with this setting will not be searchable or appear in a users "Shared With Me" section
3. **Anyone at your organization:** All WCU users will be able to search for and view the folder/video. (NOT RECOMMENDED)
4. **Anyone with the link (Unlisted):** Allows anyone in the world with the URL link to view the content. The video is not searchable on the web nor will it appear in a WCU user's "Shared With Me" section.
5. **Public on the Web:** Anyone on the Internet can find and view folder/video. No sign-in required. (NOT RECOMMENDED)

#### 4. Why is my Blackboard course not showing or working in Panopto?

**...Linking your Blackboard Course to Panopto**

Panopto receives course folder information from Blackboard when an instructor chooses to configure the course to Panopto.

To configure Panopto for your course:

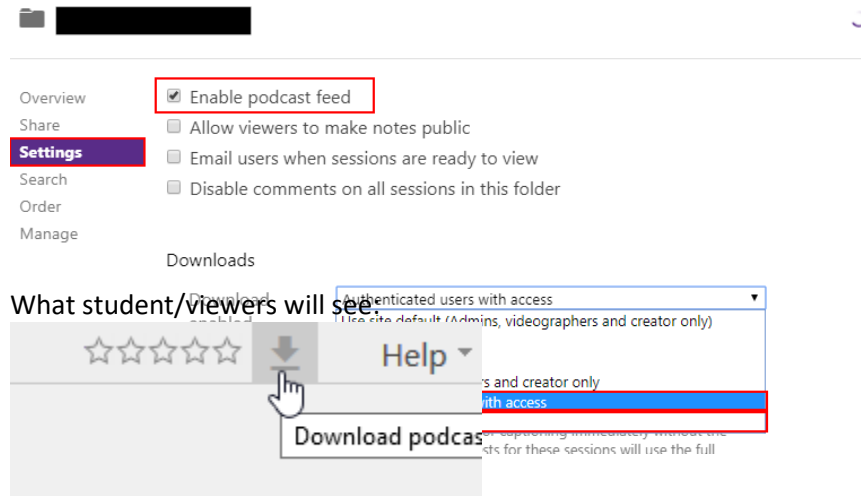
1. Click "Instructor Panopto" (in the left menu)
2. Select the "Panopto Content" link
3. Select the configure button to ensure your course has been configured to Panopto.

Note: If you have copied a course that was previously configured for Panopto the current course will automatically be configured in your course. An instructor can select a different folder in Panopto for a course to use by selecting "Re-Configure" in the "Instructor Panopto" area.

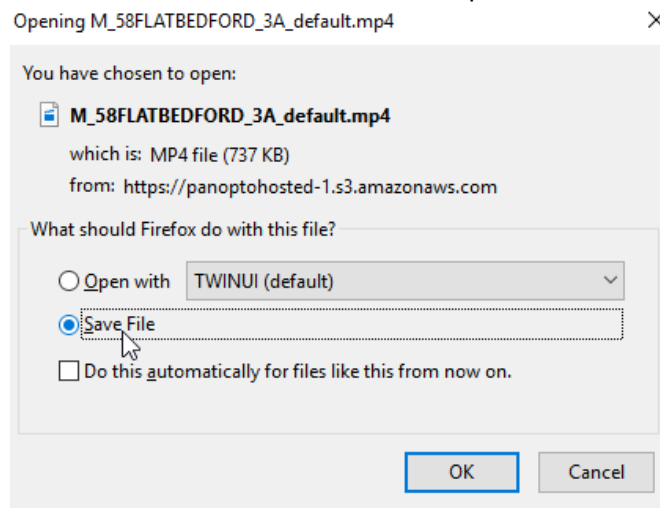
## 5. Can you download Panopto videos?

Panopto recordings can be downloaded as an MP4 video file for offline viewing. The download is a standalone file and does not include any of the Panopto Player features. Please note that downloads may be disabled by your instructor.

## 6. Allowing video lectures (audio/video) available for Download and RSS Feeds



1. Select where the file will be downloaded (this will be different depending on their browser and settings). MP4 file will download to computer.



## 7. How do you edit in Panopto?

### Editing your Panopto Video

1. Navigate to <https://wcu.hosted.Panopto.com/> and Sign in with Blackboard.
2. Find the folder the video you would like to edit is in and hover over the name of the video you wish to edit and click on Edit (pencil icon).
3. The Edit Screen will open, you can play the video from the pane in the upper left corner. You can view the timeline of the audio from the lower right.
4. To view the timeline in more detail, click on the + Magnifying Glass icon.
5. To edit clips out of the video, click on the scissors icon located above the timeline.
6. Move the black line to the beginning of the content you want to hide. Click. Then move the black line to the end of the content you want to hide. Click. This will create a dark “window shade” over the content that will not be played.

This content will not be removed from Panopto, it will just not be played. You can make the shade shorter or longer in each direction by clicking on the little yellow tabs and dragging them.

7. To check you have edited out the correct section, play the video again from the controls on the upper left.
8. After you have completed making your edits, click on the Publish button at the upper right. Your work will always be saved even if you decide not to publish. If you don't like the changes you've made, you can Revert to start over.

[Click Here](#) for more information from Panopto about advanced editing

## 8. Embedding a web page or YouTube video into a Panopto Recording

1. Click on Edit when you hover over your lecture
2. Click on the timeline where you want to insert the webpage and then click on the (+ icon) Add a weblink icon
3. Enter a title and paste the URL of the website you would like to display in the recording. Adjust the time (if needed) where you want the webpage to display in the Panopto recording.
4. Click on Save.

## 9. [Adding a Quiz to a Panopto Lecture - Instructions](#)

## 10. Recording a Panopto Session

1. Sign in using WCU Blackboard login credentials

To record a Panopto Session, open another tab on your browser and go to: <http://wcu.hosted.Panopto.com/>

2. Once you have signed in to Panopto, you will be able to see your name at the upper right.
3. Select one of your folders to record your video. Either by navigating to folders in “My Folders” (folders only you have access to) “Browse” in the left menu select “My Folders” within the Browse area to see all Blackboard course folders provisioned from your courses or any folders created for repeated use.
4. Once you have selected a folder where you want your recording to be stored, click on “Create” button and then “Record a New Session”

If this is your first time recording with Panopto, you will need to download the Panopto Recorder.

5. Once the Panopto recorder has launched:
  - a. Check that the audio and video inputs are correct
  - b. Enable any secondary capture sources that are required (example: secondary screen capture and/or doc Cam or lab cam).
  - c. You can choose whether you would like to show the video of yourself or not, but you must have audio selected.
  - d. The Standard quality setting is fine.
6. The session name defaults to the date and time, PLEASE take this opportunity to name the session per its contents, i.e., “ENG101 Introduction Video”, this will help you and your students find the correct video later.
7. Choose a folder to place the recorded video into.

If you would like to capture a PowerPoint presentation during the recording

- a. Click on the PowerPoint tab and Open a Presentation and browse to find your slideshow.
- b. You can choose to start the recording when you start your slideshow, or you can Click on Record and start your slideshow while the recording is running.

Note: If you record a .pps, then the Search functionality within Panopto may not pick up the content of your slides. For the best result, open the .ppt version of your slides.

8. When you are finished recording your session, click on Stop.

## 11. [Submitting a Student Recordings as an Assignment – Instructions for Students](#)

## 12. [Panopto Documentation for recording Panopto videos – Instructions](#)

### 13. Uploading your Video to Panopto

Like YouTube, Panopto can be used to store and share videos. Follow these steps to upload a video from your computer.

To Begin:

1. Access your course's Panopto folder and click "Create".
2. Select "Upload Video".
3. Locate and select your video the file(s) on your computer.
4. Open or Choose the file(s).

Wait for the upload to complete. A green checkmark will appear next to your video. Note: Once your upload is complete you may close the upload window. The video may still need time to complete processing before it can be edited or viewed. You may edit the videos settings and sharing options immediately after the upload completes.

### 14. Can I upload an external video file such as a .mp4, .wmv, .mov, etc.?

Yes, you may upload media to Panopto. For additional information, see Panopto's documentation on [uploading recordings](#) and [supported file types](#).

Note: When you upload recordings to the WCU Panopto server, you must be sure that the use of the recordings as part of the Panopto Service will not violate the law, such as copyright law, or the rights of any third party, such as privacy rights.

### 15. Creating a folder to store videos you would like to reuse in courses from Panopto

If you would like to reuse Panopto lectures in your online courses (example, if you are teaching content that doesn't change from year to year in ENG101), the best way to store and reuse your lectures is to create a Folder in Panopto under My Folders called ENG101 (with no term and year appended).

1. Go to <https://wcu.hosted.Panopto.com/>
2. Log in with via Blackboard.
3. In the left menu click on "My Folder"
4. Click on Create and select "New Folder"
5. Name the New Folder

You can then create videos in ENG101, upload already-created mp4 videos to ENG101, or move your already-created Panopto Videos from another course to ENG101.

### 16. Adding a link in the left menu of your Blackboard course to a Panopto course video folder

1. In your Blackboard Course, click the little Plus icon in the upper left menu, choose "Tool Link"
2. Name the Tool Link something like "Panopto Lectures" and choose the Panopto Course Tool Application.
3. Click on "Available to Users" and "Submit"

### 17. Linking to a single Panopto lecture in your Blackboard course

1. Go to the Content Area where you want to add the Panopto video link
2. Click on "Tools"
3. "Panopto Video Link"
4. Add all applicable info then "Submit"

## 18. Installing Panopto on a PC or Mac

A course must be provisioned in Blackboard for Panopto.

1. Navigate to the WCU Panopto site at <https://wcu.hosted.Panopto.com>
2. Login with your Blackboard credentials
3. Click the Download Panopto icon in the upper-right-hand corner under your name.
4. (The download button will not appear if you do not have rights to recorder to a folder.)
5. Click the appropriate PC or Mac Download Installer button.
6. Open the Panopto Recorder.pkg file located in the download folder.
7. Click Continue
8. Click Install (Note for Mac install: MAC user name and password may need to be entered to install)
9. Click Close

## 19. Panopto on a Mac – additional info ([Recording with a Mac - Instructions](#))

### Installation & Setup

1. Navigate to the WCU Panopto site at <https://wcu.hosted.Panopto.com>
2. Login with your Blackboard credentials
3. Click the Download Panopto icon in the upper-right-hand corner under your name.
4. Click Download Installer for OS X and download installer.
5. Launch the installer that you downloaded and follow the instructions for the installation process.
6. Run Panopto installer
7. Once the installation is successful, you can click close. Panopto Recorder will now be available to use in your Applications folder.
8. Close installer

### Logging In

1. Open the Panopto Recorder application from your applications folder. In the Server field, **type** <https://wcu.hosted.Panopto.com/> and **click** on **Get Providers for Server**.
2. In the Providers field, select **WCU Blackboard**.
3. Sign In with your WCU Blackboard Credentials.

## 20. [Using Statistics in Panopto – Overview Video](#)

## 21. Where can I find more information, additional instruction & videos for using Panopto?

<https://support.Panopto.com/s/>

## 22. Panopto Documentation for viewing Panopto videos

<https://support.Panopto.com/s/topic/0TO39000000EovsGAC/view>