

Students - How to record using Panopto.



**Northumbria
University**
NEWCASTLE

This guide details how to use the Panopto recorder, to record your presentation, as a student, to an assignment folder on a Windows PC or Laptop.

As part of your studies, you may be required to record a presentation using Panopto. When you record to Panopto using the student Assignment Folder feature your recording will be private to yourself and your university tutor(s). By default, fellow students will not be able to view the recording. Please do not adjust any of the sharing settings on your videos.

Please note: Before you are able to use the Panopto recorder, your tutor must have enabled the Assignment Folder feature on the module you are studying. Please speak to them in the first instance if you are unable to record.

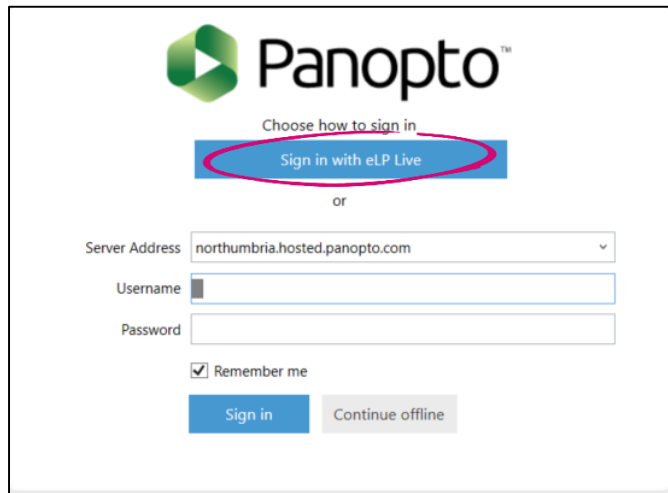
When working on Campus, please ensure you save your PowerPoint presentation to your desktop or U drive. PowerPoint presentations opened from an e-mail on campus will fail to upload.

Signing in to the recorder

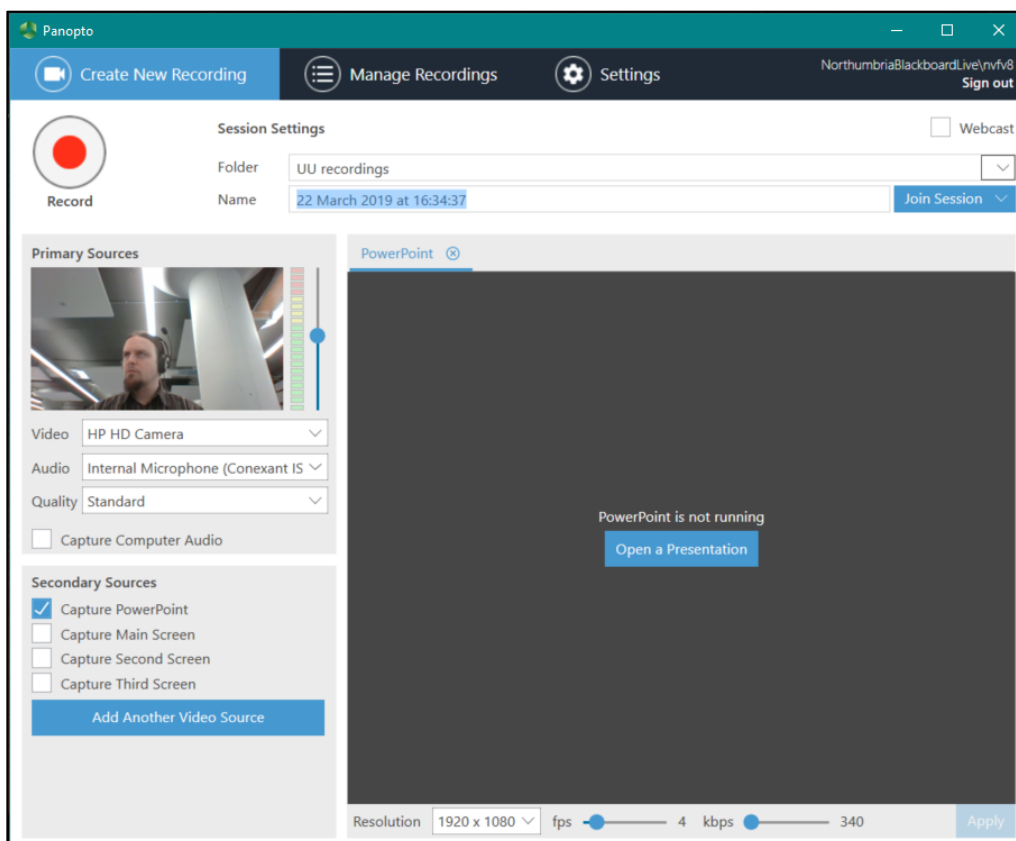
- 1 Open the Panopto recorder app using the icon on your desktop.



- 2 Instead of inputting your username and password on the below screen, click **Sign in with eLP Live** and insert your University username and password in the screen that follows.



- 3 The recorder will login and open.



- 4 Use the Session Settings at the top to name your video and select the folder, this should default to your module code unless you have multiple modules where you use Panopto for your assignments.

Give your video a name. (Your tutors may provide you with a naming convention for videos on Panopto, please adhere to these.)

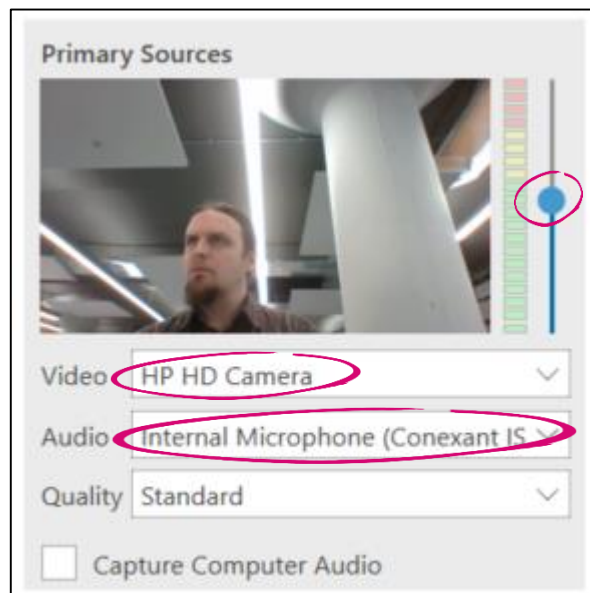


- 5 Choose your Primary Sources.

Video: If you would like to have your webcam video on your Panopto recording select the camera on your device. A preview will load in the area above the video selection.

Audio: You **must** have an audio source for your Panopto or it will fail to upload.

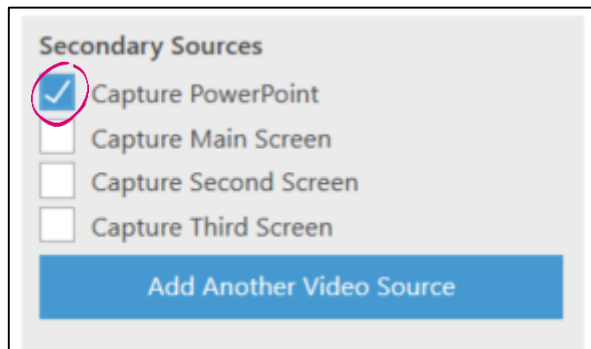
Most if not all laptops come with a built in Camera and Microphone. Panopto will default to these options usually when you load up the software.



The blue slider in the primary sources area is your microphone volume, do some test sounds to check the volume of your voice. If it is jumping in to the red area at the top please lower this down so that your volume stays in the green or yellow area at the highest.

- 6** For your secondary sources, check Capture PowerPoint if you want to capture a Presentation from your computer.

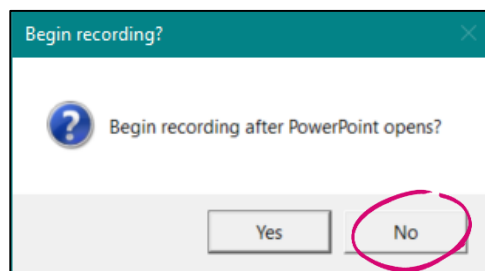
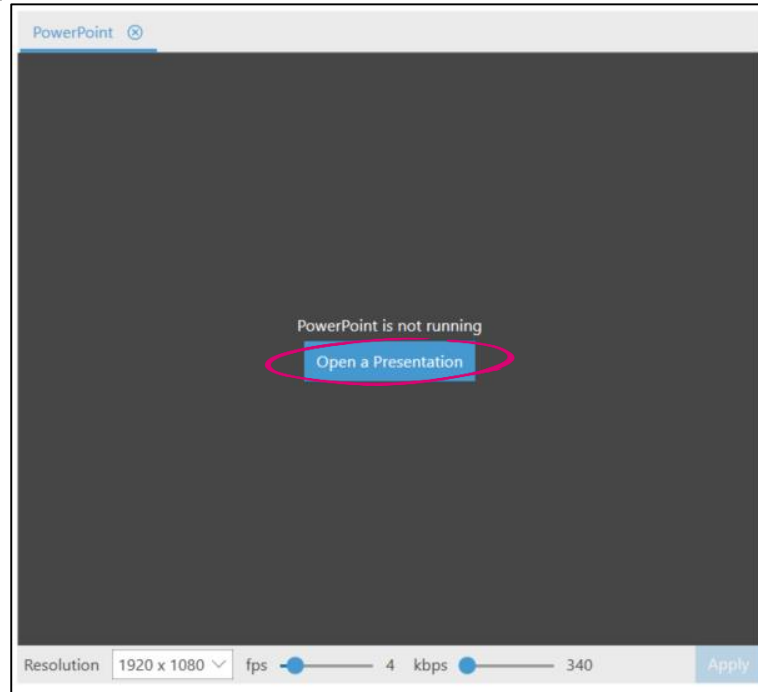
If you wish to capture other sources, such as your main screen you can check these options also.



7 The dark window is your preview window.

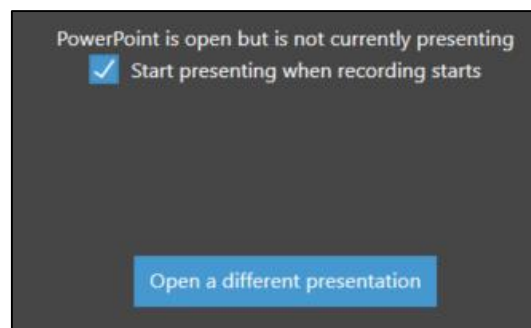
You can preview your main screen here and open your PowerPoint presentation also.

When you open your PowerPoint presentation, you will be asked if you wish to being recording as soon as it opens. Click **Yes** if you are ready to start immediately, otherwise click **No**.



8 If you selected **No**, Panopto will now display an option to start presenting when the recording starts.

If you need to open a different presentation, click **Open a different presentation**.



9 Press record to begin recording.

Whilst you are recording you can **Pause** the recording to blank out a certain point that you do not wish to include. Please remember to **Resume** recording when you are ready for the video to be captured again.

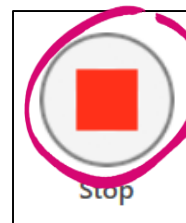
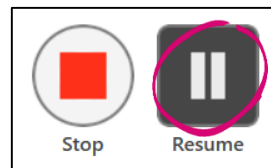
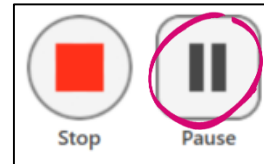
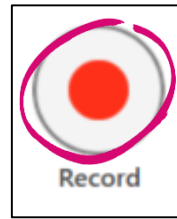
To finish your recording, press the **Stop** button.

Hot keys for Panopto:

F8 – Starts your recording

F9 – Pauses and resumes your recording.

F10 – Stops your recording and takes you to the upload window.

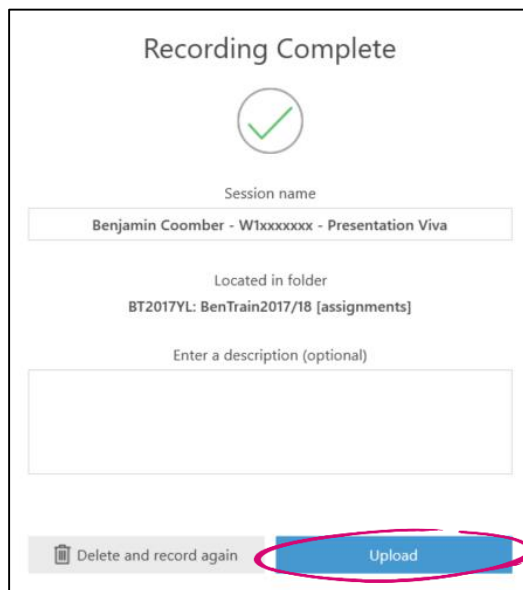


- 10** When you have finished your recording you will be presented with the following window.

From here you can change the name and add a description before you upload.

If you are not happy with your recording, you can delete and record again, or click **Upload** if you are happy to upload it.

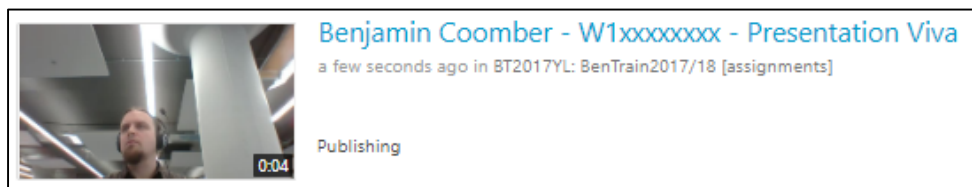
Note: Please do not shut down your computer if you need to leave straight after recording. Simply log off and Panopto will continue to upload whilst the computer is still on.




The image shows a 'Recording Complete' dialog box. At the top, it says 'Recording Complete' with a green checkmark icon. Below this, there is a 'Session name' field containing 'Benjamin Coomber - W1xxxxxxx - Presentation Viva'. Underneath is a 'Located in folder' field with 'BT2017YL: BenTrain2017/18 [assignments]'. There is a text input area for 'Enter a description (optional)'. At the bottom, there are two buttons: 'Delete and record again' and 'Upload'. The 'Upload' button is highlighted with a red oval.

- 11** After clicking upload your recording will be processed in the Panopto site and viewable by yourself and your tutors one the module.

Please check to ensure your video is viewable on the Panopto site to finalise your submission.



IT Support - open 24 hours, 365 days a year

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