How to use Panopto to Create a Panopto Recording for a Module Assessment

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.

**Important:** Before you can use the Panopto recorder, you must login to your module and add yourself to Panopto. The How to add yourself to Panopto help guide explains how to do this.

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 Panopto recorder**

1. Click on the Panopto icon on your desktop to launch Panopto.

2. Click on **Sign in with eLP Live**.
   
   Type in your University username and password in the screen that follows.

   The Panopto recorder screen will open.
Select the recording folder and name

3 Click on folder dropdown box. This will default to your module. This will usually end in ...[assignments].

If you have more than one module that use Panopto assignments you will see several options. Choose the relevant module.

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

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.

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

Most laptops have 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, use this to check the volume of your voice.

If it is jumping 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.

Select the Secondary Sources

7 Click **Capture PowerPoint** if you want to capture a Presentation from your computer.
Click **Capture Main Screen** if you want to capture the main screen on your PC. You might use this if you were talking about a website or a document on the screen.

Generally you would only click either **Capture PowerPoint** or **Capture Main Screen**. You would not click both.

8

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**.
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**.

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**Recording and hot keys**

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.

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**Finishing your recording**

When you have finished your recording, you will see the following window.
From here you can change the name and add a description before you upload.

Click **Upload** to start to upload your recording.

Click **Delete** and record again if you would like delete and record a new recording.

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

**Checking your recording**

12 After clicking upload, your recording will be processed by Panopto and viewable by yourself and your tutors on the module.

Login to your module and click on **Reading List & Tools**.

13 **Click on Panopto – Add Yourself to Panopto.**
14 You will see the module panopto folder.

Click on the Assignment folder. This will have a red asterix in the folder icon.

15 Your recording will be visible.

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