



Panopto Web Capture tool

This guide will explain how to use the Panopto Web capture tool. This is the browser based version of the Panopto recorder. It's functions slightly differently to the downloadable application and we will detail this here.

Important: Before you can use the Panopto recorder, you must login to your module and add yourself to Panopto.

Click on **View reading lists & institutional tools** then click on **Panopto – Add yourself to Panopto**.



Reading List & Tools

[View reading list & institution tools](#)



Panopto - Add Yourself to Panopto

Link Panopto to Your Module

Logging in

Step 1

Navigate to <https://www.northumbria.ac.uk/panopto> and get signed in.

Sign in to Panopto

eLP Live

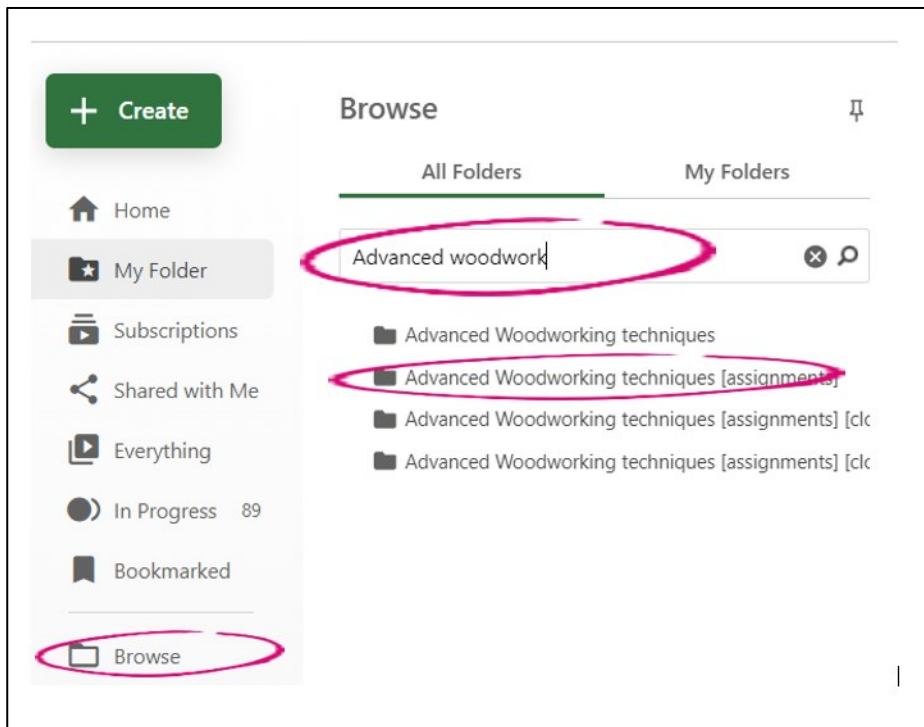
Sign in

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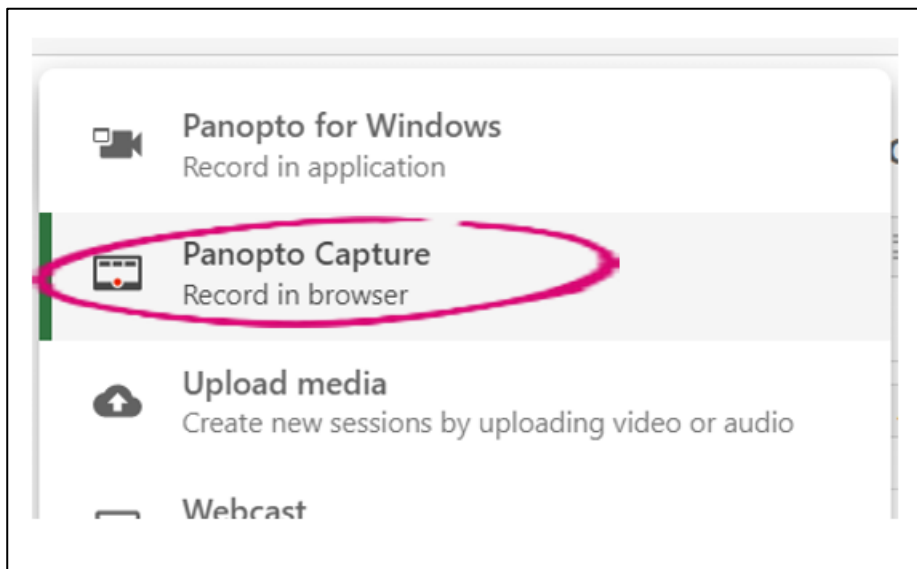
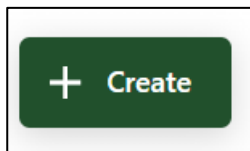
Step 2

Click the browse button on the left hand menu and search for the folder where you would like to record. The name of this folder will usually be the same as your module but suffixed with [assignments].



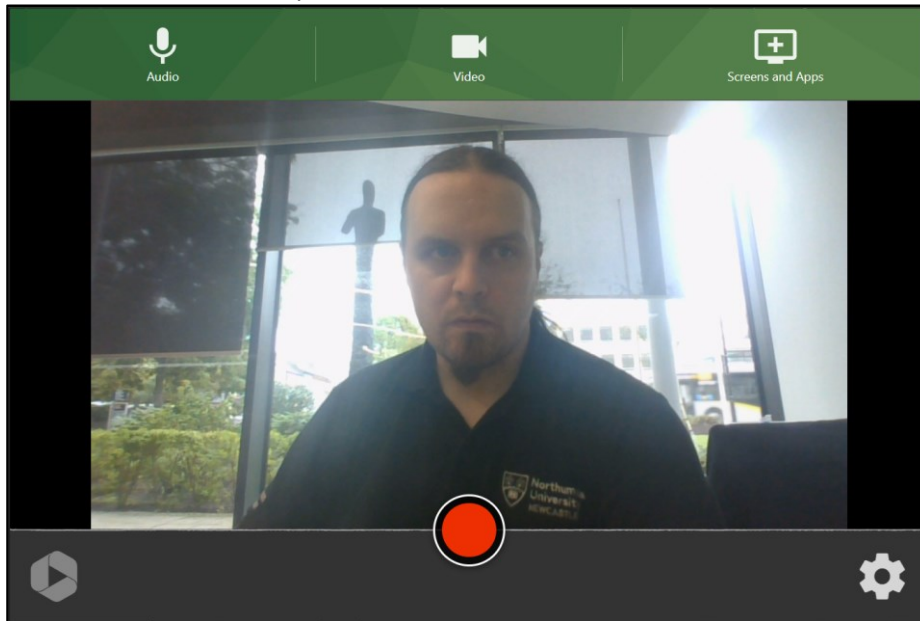
Step 3

Click on the Create button and select **Panopto Capture**



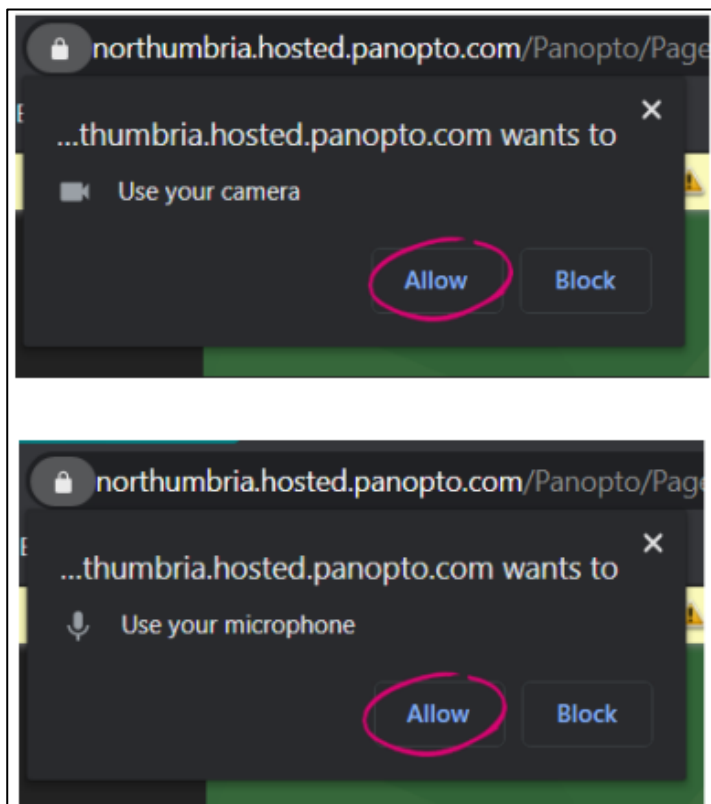
Step 4

This will load the web capture tool



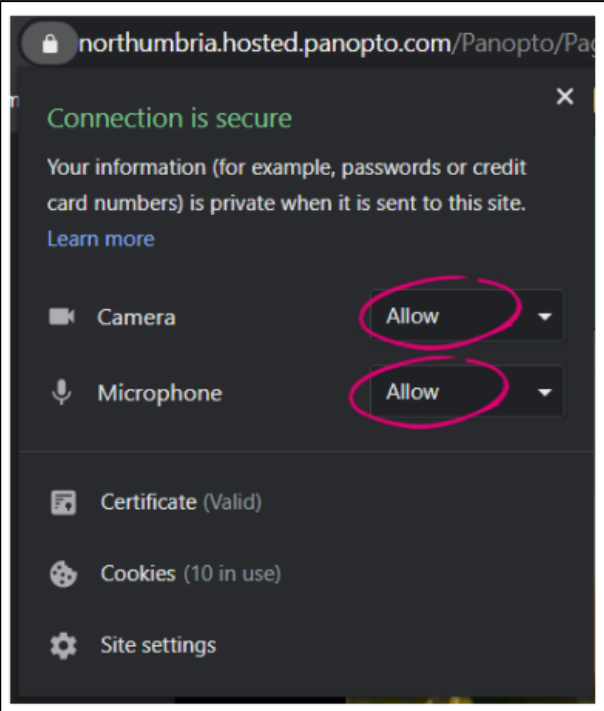
If this is your first time accessing Panopto Capture, the tool may request access to your webcam and microphone.

This is just so that Panopto Capture can use them as a source, click **Allow** so that you can use them with Panopto Capture. You should first be asked for access to your camera, followed by your microphone.



If you choose to Block either of these, you can adjust the settings on the site by clicking on the Padlock next to the web address for the recorder.

This will show you what is allowed and blocked on the current site you are on. To adjust permissions on a particular feature, click on the drop-down menu for either Camera and/or Microphone and select Allow/Block.



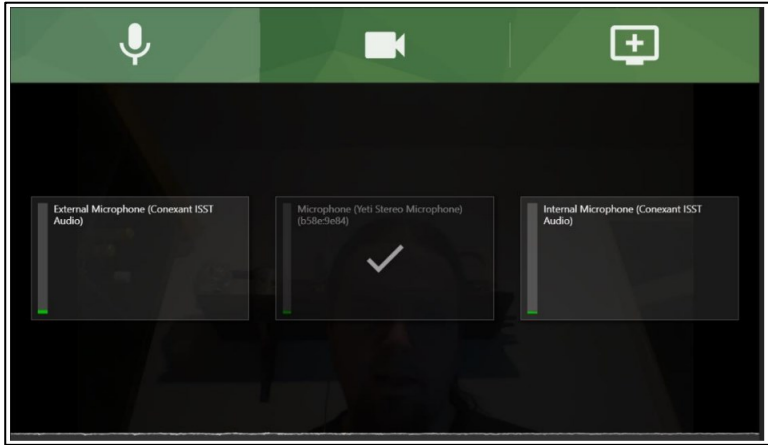
Recording using Panopto Capture

Before you can begin recording, like the Panopto Recorder you need to ensure that your sources are ready to be captured. To begin, you will need to select a source for your microphone.

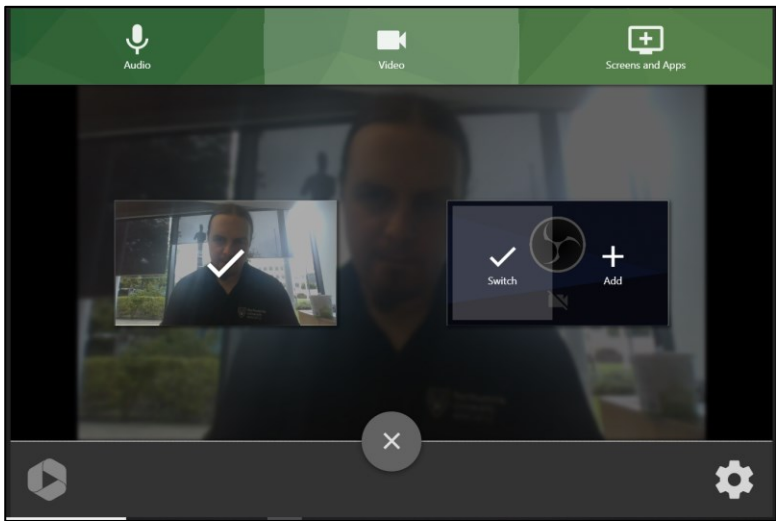
Click on the Microphone icon to load your available sources. You will be presented with all the available audio inputs on your device, when you are speaking you should see the green bar in the left of each source jump up and down to display that the device is picking up your speech.



You will also see the white line in the centre start to fluctuate as it receives any audio when you speak. Click on your chosen microphone and the overlay will disappear, indicating you have chosen a microphone source.



If you wish to capture your webcam, click on the video icon. This will display the available web cams, Panopto Capture may choose your webcam for you as a primary source automatically, if you do not wish to have this captured, click on the source and this will tell Panopto Capture to not record your webcam.

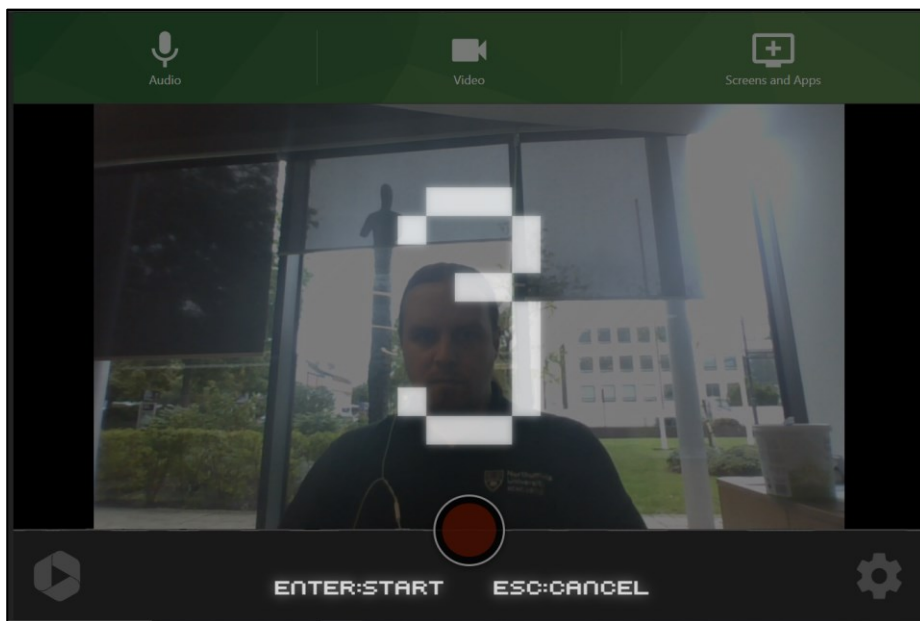


Begin you recording

When you are ready to start recording click the record button, a countdown will begin from 5 and after that your recording will begin.

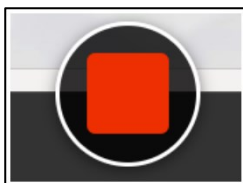


Please note: there is no pause feature in Panopto Capture as of yet, any cuts will need to be made in the editor post recording.



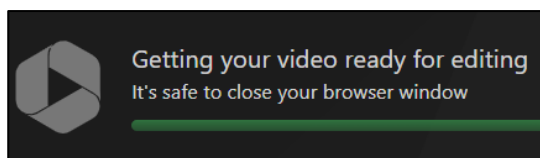
Finishing your recording

When you are finished with your recording, click the stop button. You will then be presented with the recording details screen, during this time your recording will be uploading in the background.



Please note: At this stage please do not close the recorder window until Panopto states that it is okay to do so. Failing to do this could result in your recording being lost.

Once Panopto has said it is safe to close your browser window, you can now leave the recorder window. If you want to make amendments to your video, such as changing the title, please read on.



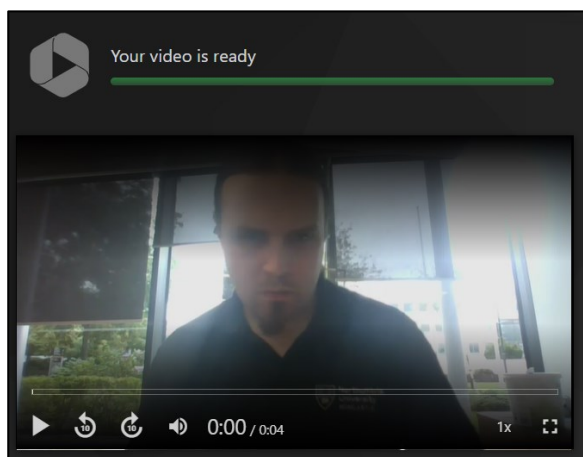
If you were not happy with your recording, click **Redo** and follow the prompts that appear.



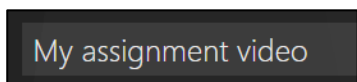
This will delete your recording and take you back to Panopto Capture to start again.

Clicking on Record New will take you back to Panopto capture to start a new recording.

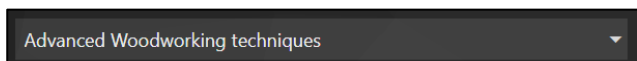
You can play back your recording in the preview window.



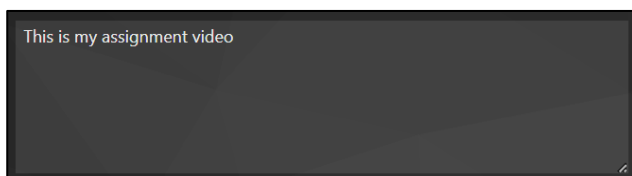
If you wish to change the name of your video, you can click in the field which usually contains the date and time you started your recording.



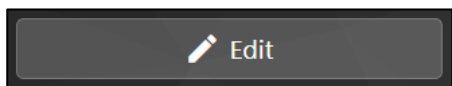
You can choose which folder the video is stored in by clicking on the folder field and choosing a new location for the video. Type in the name of the folder or click the drop down to select one from the list.



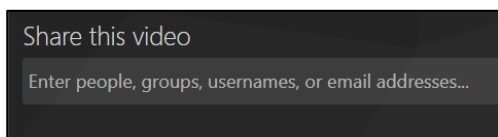
You can add a description to your recording if you wish, this will be visible to viewers on the Panopto site.



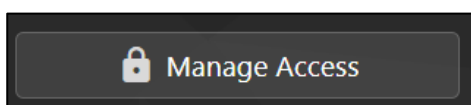
You can go directly to the editor and begin editing your video by clicking the **Edit** option.



You can invite people from the organisation to view the video by inputting their university email address or username.



Alternatively, you can adjust the sharing settings on your video by clicking the **Manage access button**.



Please note: If you are recording to an assignment folder you do not need to update the sharing settings as your tutor will have access to them.



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