

Using Panopto for Revision

(Making Notes and Bookmarks)



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Please use Google Chrome when accessing Blackboard Ultra

Recorded lectures are a useful resource for students and Panopto offers some great tools to help make the most of them. In this guide we will be looking at Notes and Bookmarks.

Notes

Making notes as you watch a Panopto recording via Blackboard Ultra is easy and has several additional benefits over making notes on paper. This functionality is not currently available on the Panopto apps for Android and iOS, but can be used when students watch recordings from a browser.

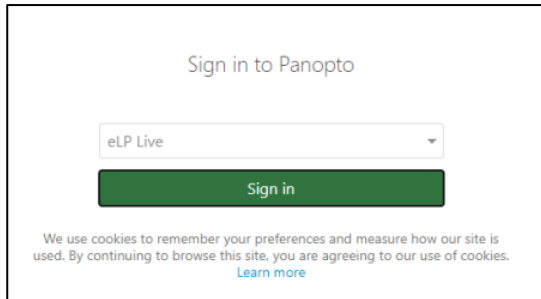
- Notes linked to the video. Notes which are typed into Panopto as you watch and listen to a video are time-stamped so that they are linked to that moment in the lecture. Later, you can click on a note to take you back to that part of the recording.
- Search your notes. Panopto notes are searchable, so if you need to find that note about a particular concept you are revising it is easy to do. Just go to the Panopto Recordings folder in your module and use the search box at the top of the screen.
- Download notes. You can also take a copy of your notes out of Panopto by downloading them as a text file. That can then be copied and pasted into another program such as OneNote or Word.
- Share notes with peers. If students want to collaborate on notes with peers, they can [create a Channel](#) which others can join to add and/or view notes.

This [guide from Panopto](#) shows how you can take notes then edit, delete, download, and share them.

Taking a Note

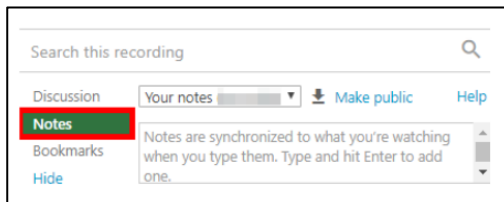
Step 1

Sign in to your Panopto web interface and select the session in which you will be taking notes. This will open the session in the Panopto viewer.



Step 2

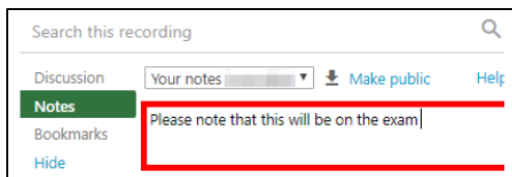
Click on Notes.



Step 3

To start entering notes, click in the outlined box and begin typing. The second you begin to type is the second that will be time stamped in the viewer.

When you hit enter/return on your keyboard, the note will be submitted to the field above where you are typing



Step 4

To edit or delete a submitted note, click on the note you wish to change. Click the More button and choose **Edit** or **Delete** button.

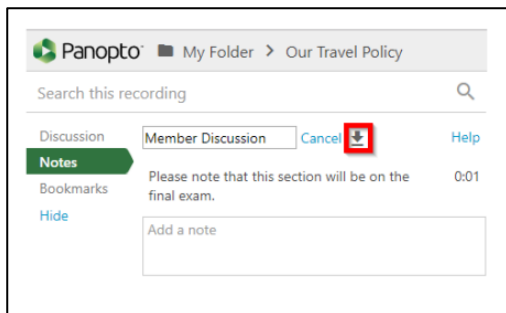
Editing the note will bring the submitted note back into the initial field and allow you to change the submitted note but will not change the initial time stamp of the note.

Deleting the note will remove it entirely from all fields. *Note: Hitting delete once will remove the note.*

Download your notes

Step 1

This feature allows you to download your notes for a session as a text document.



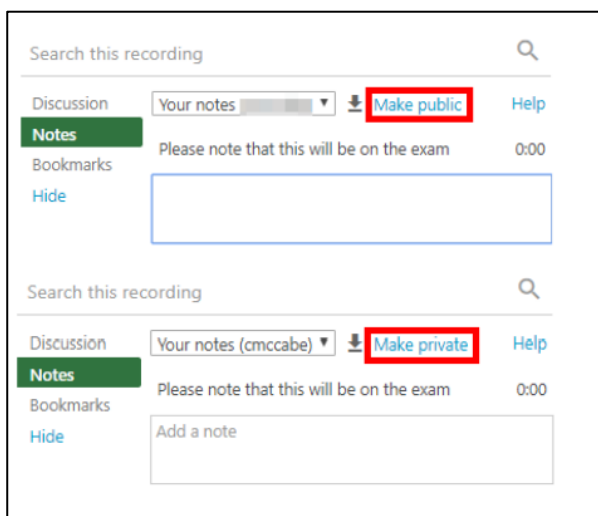
Note Privacy Settings

Step 1

By default, notes under your username will be **private notes**. This means no one else can see your notes.

If you wish to make public, Click the **Make public** text highlighted.

If you wish to make private, Click the **Make private** text highlighted.

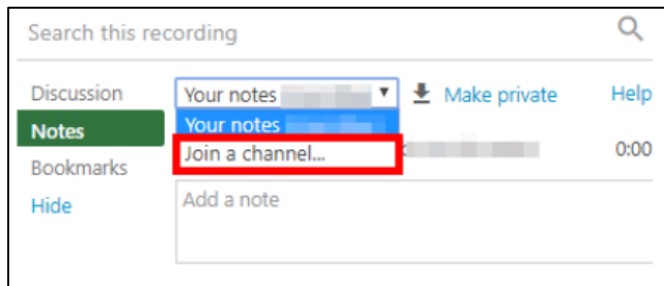


Channels

In Panopto we allow users to take notes in channels. This is useful if you want to collaborate your notes with a group. Anyone with the channel name can add or view notes under that name.

Step 1

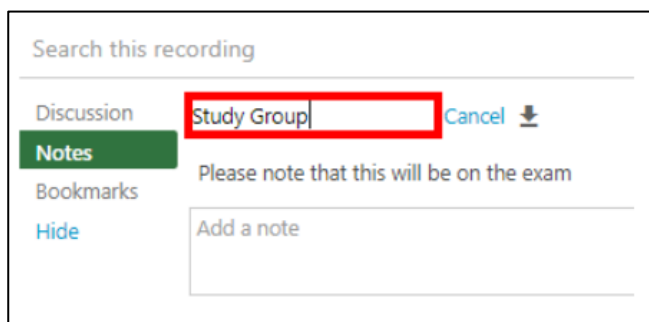
To create or join a channel, select **Join a channel...** from the drop-down menu.



Step 2

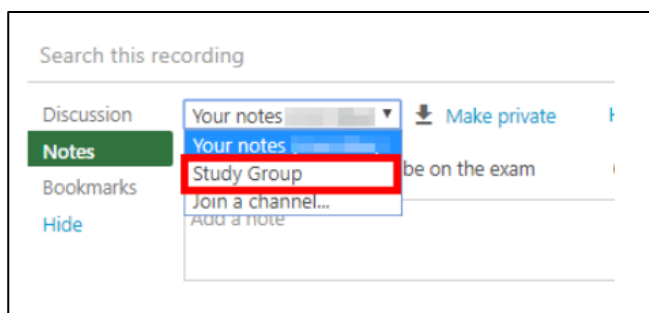
To create a channel, type in a new name and hit return/enter on your keyboard.

Save this name and share it with your collaborators. A collaborator can join the channel to view your notes and add more by selecting Join a channel... and typing in the channel name.



Step 3

To select a channel, open the dropdown menu and select the channel to which you are adding notes.



Live Notes

With Panopto you can also take notes while a session is being webcast.

Step 1

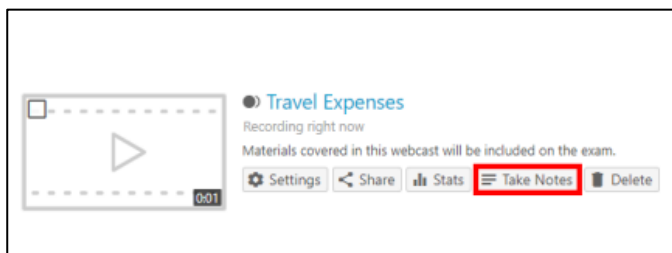
Go into your Panopto WebUI and locate the folder in which the session is currently being recorded.

Step 2

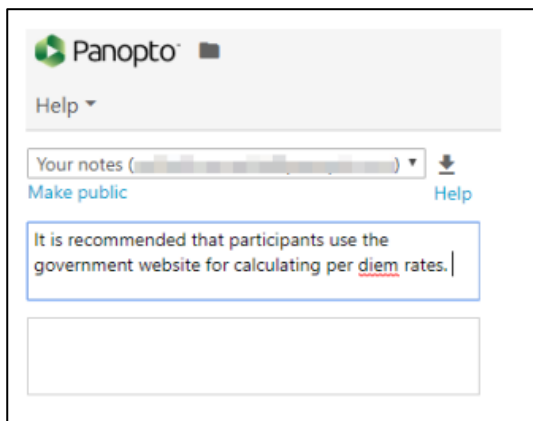
Find the session for which you want to take notes, and hover over it with your mouse. The Takes Notes option will appear below the session name.

Step 3

A Notes pop up window will appear, and you can take notes in it as you would in the regular viewer.



Please note: all notes taken will be time stamped and aligned with the recorded session for later use.



Bookmarks

Panopto bookmarks are a great way to create a list of the parts of recordings that you want to refer to later. You can add a bookmark at any point in a recording you are watching via Blackboard Ultra and search bookmarks across all the recordings you have access to. This functionality is not currently available on the Panopto apps for Android and iOS.

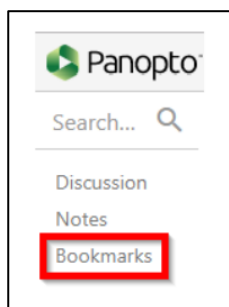
To add a bookmark when you are watching a recording, click the Bookmarks tab and type in a few words to remind yourself what this bookmark is. The bookmark will be time-stamped and linked to that moment in the recording.

View the [How to Create and Access Bookmarks Panopto](#) guide for more information.

Creating Bookmarks

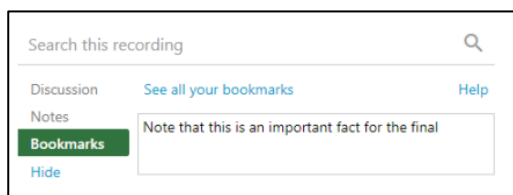
Step 1

Click the video you wish to bookmark and click Bookmarks.



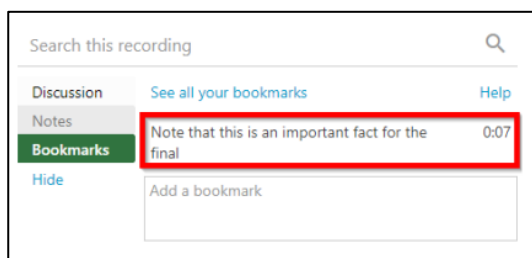
Step 2

Once you click the bookmark button you will be prompted to label your bookmark at the time of entry. Enter a note in the text box.



Step 3

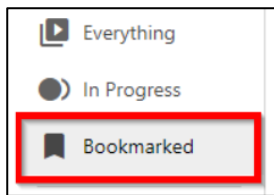
Press Enter on your keyboard. The bookmark will now appear at the time of entry.



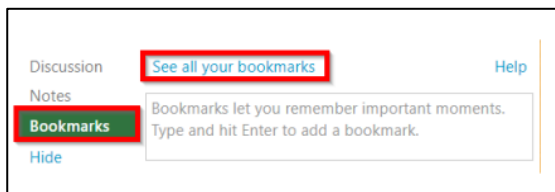
Viewing Bookmarks

Step 1

From the Video Library, click the Bookmarked tab. This will show all videos with bookmarks.

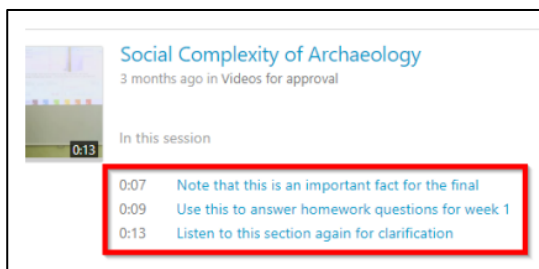


Alternately, while viewing a video, click Bookmarks and select See all your bookmarks.



Step 2

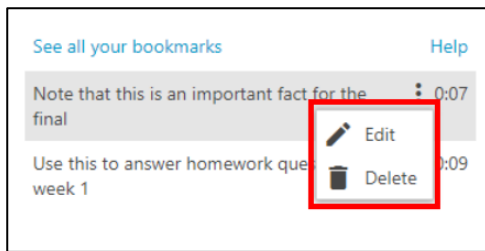
The bookmarks for all videos will be shown with timestamps. Click a bookmark to open a video right to bookmarked time.



Deleting and Editing Bookmarks

Step 1

Within the video, click the three dots icon and select Edit or Delete.



Step 2

In the Bookmarked tab, hover over the bookmark and click the X icon.

