Using the Panopto Desktop Recorder

Using the desktop recorder will hopefully be a convenient option for recording lectures as the recordings can take place at **any time or location**. Please follow this guide to get set up – if you have any problems, please contact Dee Scadden (adjs100@cam.ac.uk).

For Moodle related enquiries, please contact the Moodle helpdesk: moodlehelp@uis.cam.ac.uk

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Getting started with Panopto

Lectures can be recorded using the Panopto Desktop recorder, **which can be used on any computer or iPad.**

What are some of the advantages of recording lectures using Panopto?

- Recordings can be searched using text on slides, spoken word, transcripts – so makes accessing specific parts of recordings/topics easier
- Panopto can be adjusted for accessibility requirements
- Student notes can be added to recordings – useful for reviewing lectures
- Lecture recordings are automatically divided into chapters based on changing slides – helpful for navigation
- Recordings can be re-watched on 1.5x or 2x speed, which students find helpful when taking notes
- Recordings are accessed directly from within Moodle

How is Panopto linked to Moodle courses?

- Each Moodle course maps to a specific Panopto folder – so films in that folder can be made available to Panopto.

The Panopto folder is likely to have been configured by someone in your department, and particular publication pipelines may be in place. For example, films may not be released to Moodle until approved by a publisher. In other instances, the films may be immediately available. It is best to check what the arrangements are for your particular course.

What if Panopto has not been used before for that course?

- Only departments that were previously using Panopto to record lectures will have immediate access to the Panopto software via Moodle (via the 'Panopto block' on the right-hand side).

- In view of the current necessity for online teaching, it is now possible to download the Panopto block and provision it for use. Your Moodle coordinator will be able to do this. This will need to be done before recordings can be made available on that course.

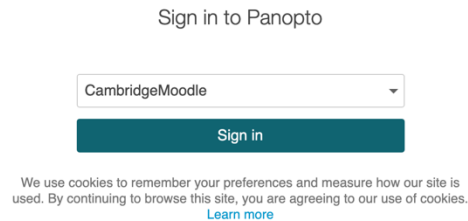**Do you have the correct permissions to record in Panopto?**

- Only people with particular permissions in Moodle will automatically have a 'Creator' role in Moodle. If you find you are unable to access the recorder, it may mean that your role needs to be changed in Moodle.

- The Moodle coordinator responsible for your course will be able to implement this if appropriate. Once your role in Moodle has been amended, you will need to log in to that Moodle site to trigger access to Panopto.

Downloading the Panopto Desktop recorder

**You will need to download the Panopto desktop recorder (either for mac or PC) by:**

(A) Logging in to Panopto: https://tinyurl.com/uh2yyay

   This requires your normal Moodle login (i.e. Raven password)
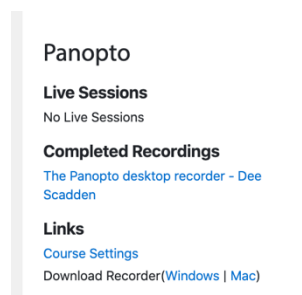

 Again, if you are unable to login to Panopto using that link, it may be because you do not have the correct permissions in Moodle (see above).

Once you have signed in the Panopto software can be downloaded from a link at the top right hand side of the page – or from this link: **https://tinyurl.com/wg7fz24**
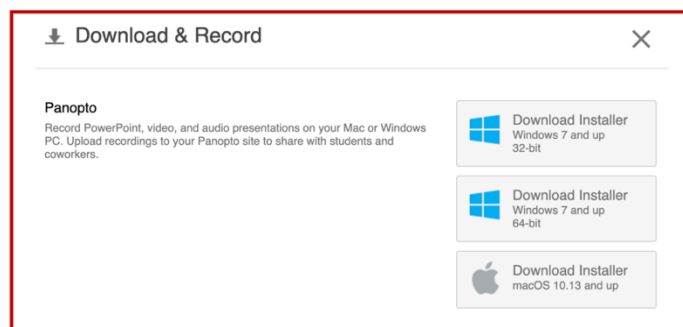
(B) From within a Moodle course:

   If the Panopto block has been provisioned on the course, it will appear on the right-hand side. There are links at the bottom of the block to install the software for either mac or PC.


Again, if you are unable to download the Panopto software, it may be because you do not have the correct permissions in Moodle (see above).

(C) The Panopto app can also be downloaded from the app store for use on an iPad/phone.

Installing the Panopto desktop recorder

- **Click on the installer to install on your computer.** It will ask for permission to share your screen.

e.g. For a Mac, this can be done by going to system preferences, ticking the box next to the Panopto logo, and then restarting the application.
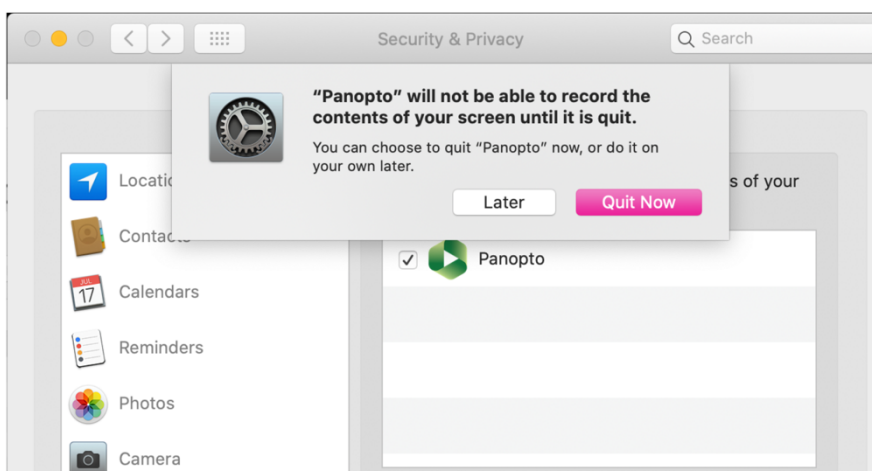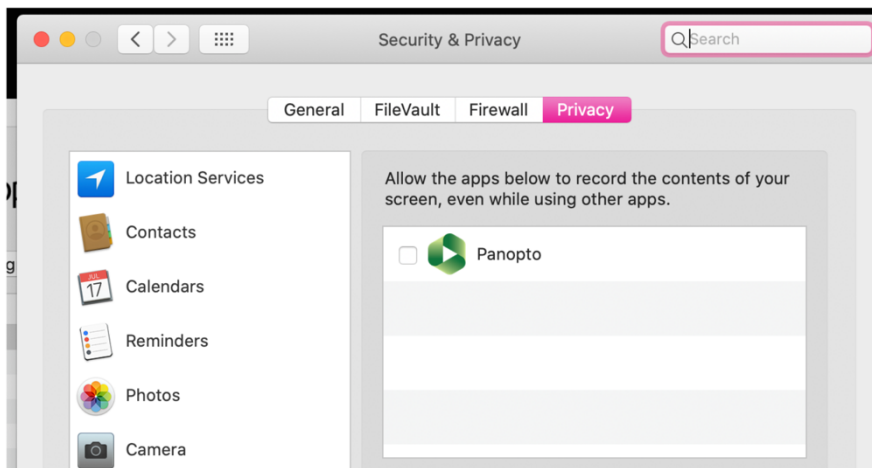
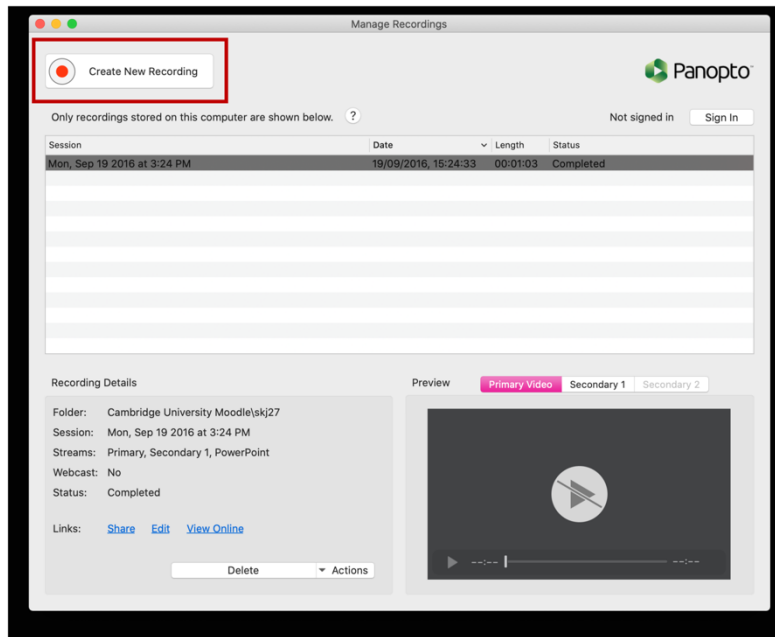## Recording using the Panopto desktop recorder

(A) Sign in to Panopto

As above, you should be able to access your Panopto account using your Raven Password.
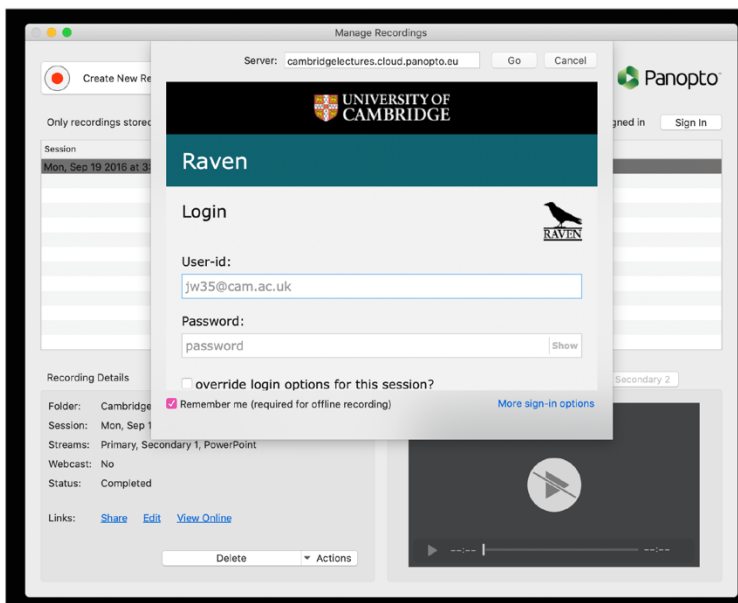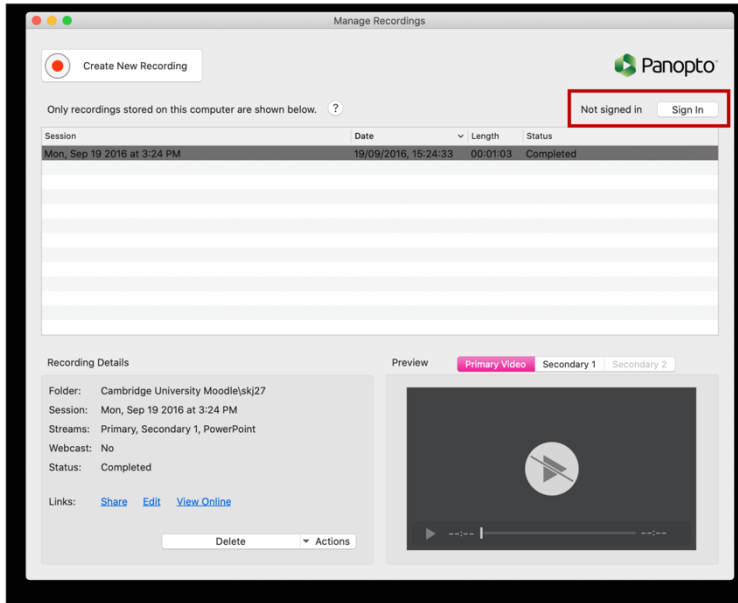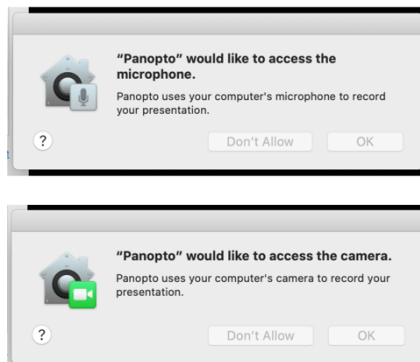

- It shouldn't be necessary to change any settings in Panopto desktop recorder, but you can change resolution etc. in 'Preferences' if necessary.
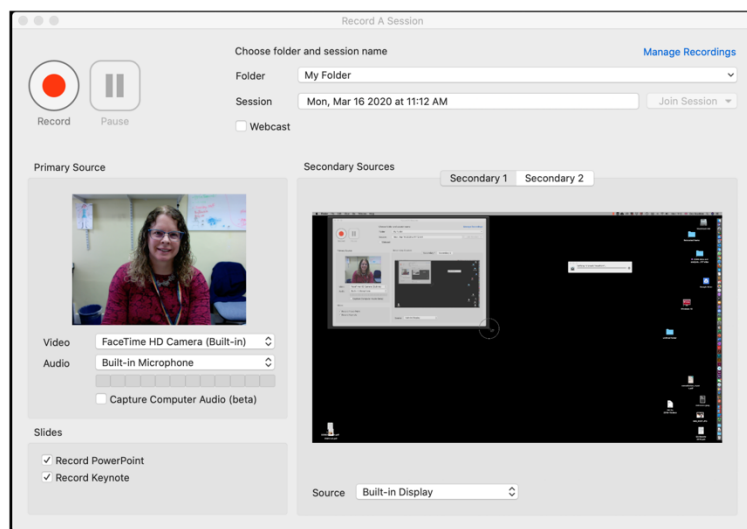
(B) When you are ready to record, click 'Create New Recording'.

- It will ask for **access to your microphone and camera**.

- **You should then see this view – and video and audio are listed as 'Built-in'**

Note: If you would prefer to record WITHOUT seeing your image, you can switch off the Video feed, and you will then only capture audio as the primary feed.

I.e. You will see the video dropdown menu says 'None'. In this instance, the final recording will just show slides full screen.
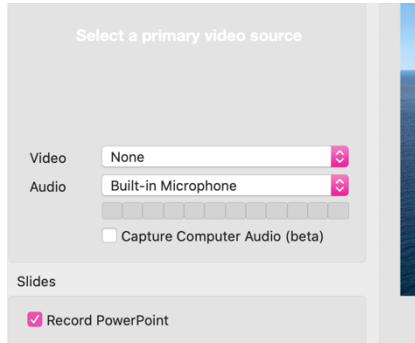

(C) Choose the folder to record to:

You should have a folder in Panopto called 'My Folder' – this is a folder that doesn't link to a Moodle site, but is your private working space. However, note that this can also be accessed by anyone with a Panopto admin role. Recordings recorded to that folder will not be published to Moodle until they are moved to the correct folder linked to each Moodle account.

So if you choose to record to your folder (recommended), only you and Panopto administrators will be able to see it.

(D) Label your recording appropriately: *(although these details can be edited later)*
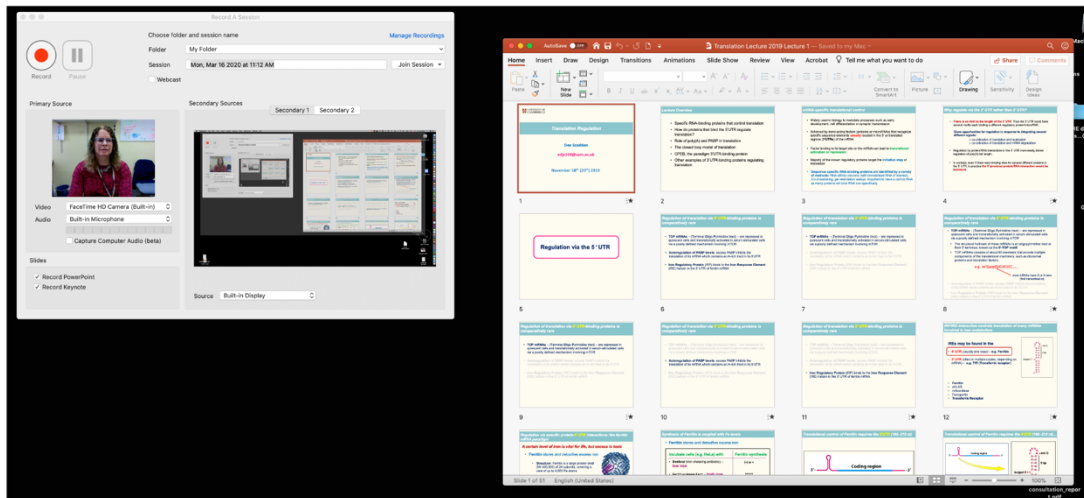
You can give your session an appropriate title if you choose to change from the default title (date and time of recording).
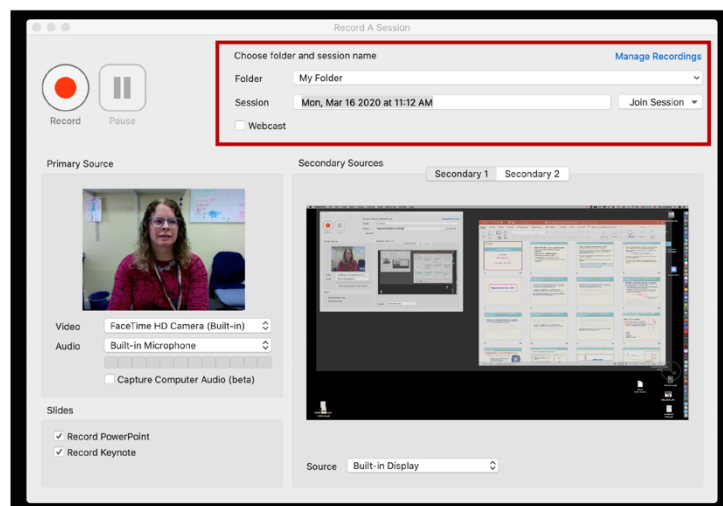
- **If you would like to use Powerpoint or Keynote slides**, the Panopto recorder will also ask for permission to access those programmes when you open the presentation.
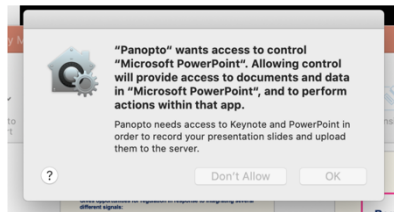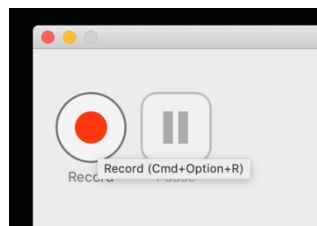

Once permission is given, you should be able to see this view:

(E) Start recording your session

You can then record your session by clicking on the record button. You can also start recording by pressing 'Cmd+Option+R'.


The recording feeds may be as follows:

A. **Primary feed** – the lecturer speaking – filmed from computer camera/mic (may only be audio if camera is switched off)
B. **Secondary feed 1:** Computer screen, including slides
C. **Secondary feed 1:** Other – e.g. visualiser

- **At the end of the recording,** click the record button to stop recording.

   Your recording will be listed, and it will show you the status while it processes and uploads.
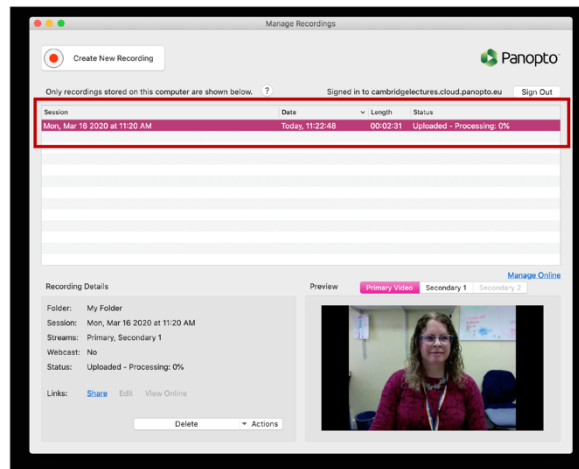

(F) **When the upload is complete, you can view the recording online by clicking the link at the bottom of the screen (left-hand side):**
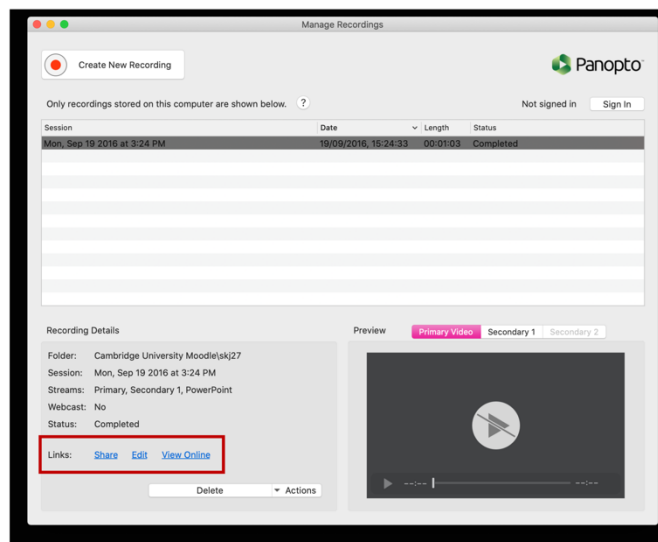
Viewing your Panopto desktop recording

Depending on the feeds you have selected, your recording might look something like this:

- The primary feed (me) is on the left-hand side, and one of the secondary feeds is on the right-hand side. The image shown below is a visualiser in the secondary feed 2. Alternatively, this is where your slides (secondary feed 1) would be shown – and they will be shown full screen in that window.
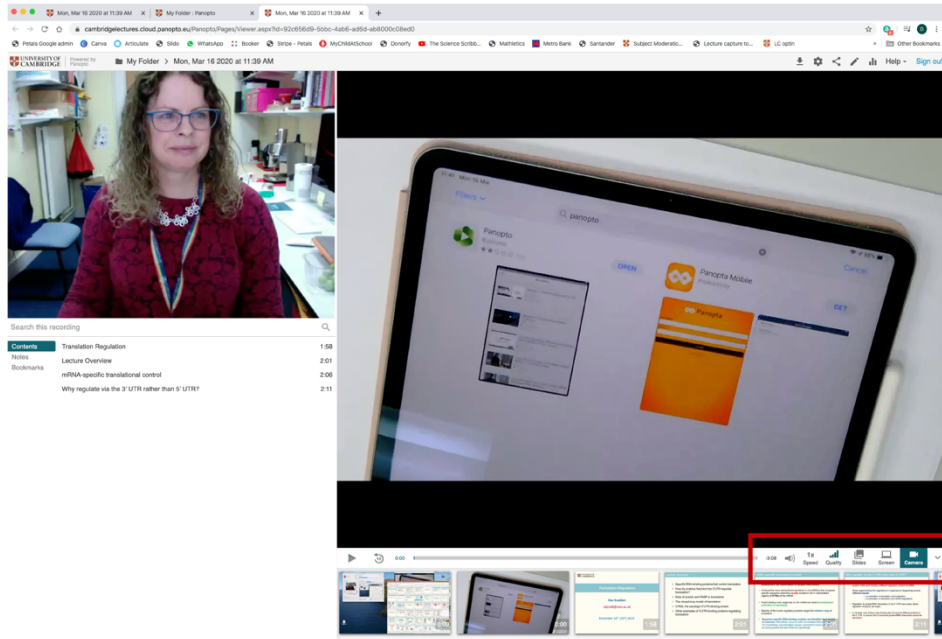
- If you chose to switch off your camera, the secondary feed of choice would be shown full screen.

- If you have multiple secondary feeds (e.g. slides and visualiser), you can switch between the secondary feeds by clicking on the buttons below the large viewing window:
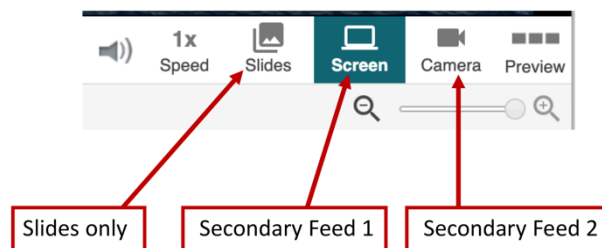
- You can also choose which feed is shown on the large/small windows – these can be swapped around as required. e.g. secondary feed on the left (small), and primary feed on the right (larger).

Editing

If you wish to edit the recording, you can click on the pencil icon above the main image. Alternatively, you can contact Dee Scadden (adjs100@cam.ac.uk) for assistance.

When your recording is complete

Your recording needs to be moved to the folder linked to the correct Moodle site.

The next steps will depend on the setup and publishing pipelines on your course.

- If you have access to the folder linked directly to the Moodle site, you can use the settings in Panopto to move the recording to the correct folder.

- If your pipeline requires a 'Publisher' to approve upload to Moodle, approval needs to be given before the recording appears in Moodle.

- You may need to share your recording to the appropriate person if you are unable to directly access the Panopto folder linked to Moodle.

- A Panopto administrator will be able to see the contents of your personal folder, and should be able to move it to the correct course folder. If this is required, you can contact Dee Scadden, who should be able to help.

Please do get in touch (adjs100@cam.ac.uk) if you require support for using the Panopto desktop recorder etc.