

Panopto – Faculty Quick Start

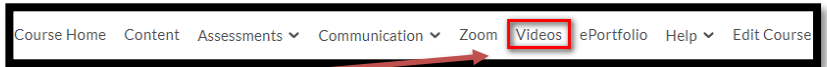
Using Panopto in D2L

- In your D2L course navigation bar, click on the **Videos** link. Done!


INTEGRATION UPDATE: You can access the Panopto Class Folder directly from the D2L course nav bar, using the Videos link

Panopto class folders are **AUTOMATICALLY** created a few days before classes start.

Panopto allows multiple login/authentication types, including D2L and Active Directory (FSA).

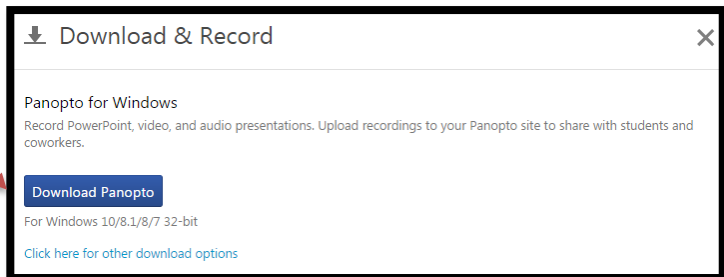
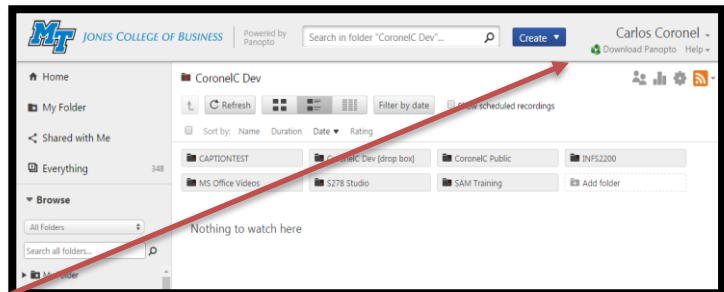


Install recorder program

- Login to D2L.
- Click on the **Videos** link on the D2L course nav bar.
- Click on the  icon to open the full Panopto website on a new browser tab.
- On the Panopto screen, the left side contains navigation links, notice your course name appears on the right side main area.
- Click on the **Download Panopto (Recorder)** link.
- Click on the proper installer for your computer system (Windows or Mac).
- Run the installer.
- Click Next, Install, and Finish.
- The Recorder will open, just close it.

You can run the Panopto Recorder program from within your D2L course or directly from Windows/Mac OS.

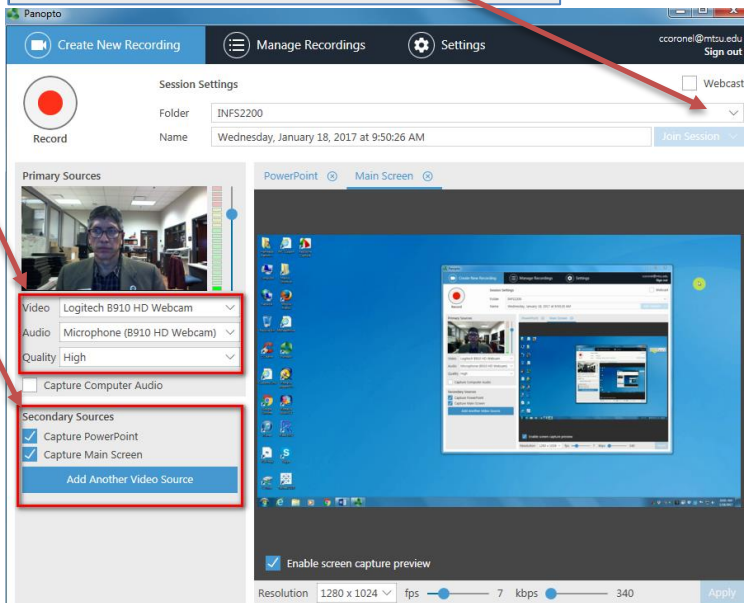
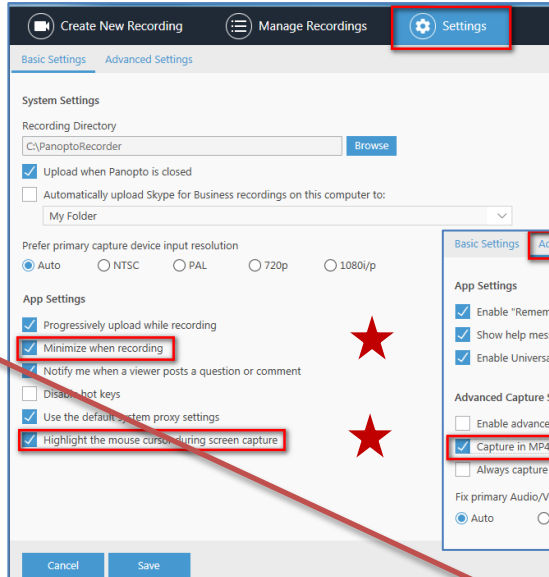
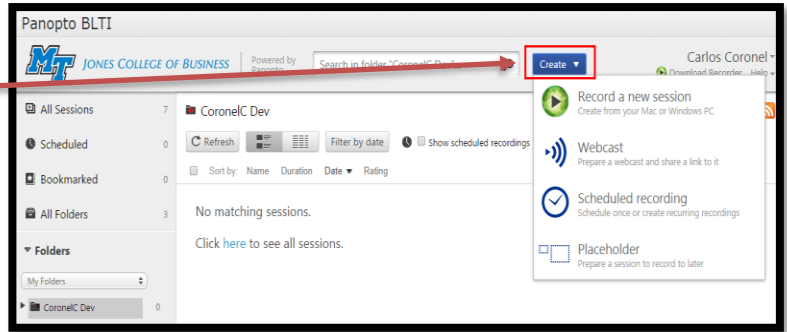
Install the Panopto recorder on each computer you want to record from.



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Creating a new video

- Click on **Create**, Select **Record a new session**, Click on **Launch Recorder**. The recorder program will launch.
- **Configure Recorder**. Do this only once. Click on **Settings**, Click on **Minimize when recording**, Click on **Highlight the mouse cursor**. Click on **Save**. Click on **Advanced Settings**, Click on **Capture in MP4 format**, click on **Save**.
- Click on **Create New Recording**.
- By default, the videos will save to your class folder. Otherwise, you can select a folder to save to:
 - Click on the big black triangle
 - A list of your folders appear
 - Select the folder and click on **Add New Session**
- **What to Record**: You can record: only the presenter video, only the screen or both, including multiple screens.
- **Chose Primary Source**
 - **Video**: presenter video (Optional)
 - **Audio**: ensure green bars go up/down
 - **Quality**: set to High (Important)
- **Chose Secondary Source**:
 - Capture PowerPoint (Optional)
 - Capture Primary Screen (Optional)
 - Capture Secondary Screen (Optional)
- Use **Capture PowerPoint only if using a PowerPoint**. This option will add section titles to the recording, and it will index your document for search purposes. Use the **Open a Presentation** button to open the PowerPoint file.
- Click on **record** button. Or use:
 - F8** start recording
 - F10** stop recording & click on **[Done]**
- When you stop recording, the recording will automatically upload to the Panopto server in the background.



VERY IMPORTANT: Do not turn off your computer!
The video will take a few minutes to upload.

In the Panopto web page, click the **Refresh** button.
The video will process and become available when ready.

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Panopto Video Editor - Introduction

Editing the video allows you to:

- Cut out some sections of the video.
- *Add/Edit captions to the video.*
- *Add/Edit Table of Contents.*
- *Set thumbnail preview image.*
- *Add PowerPoint Slides to the video.*

To edit the video:

- Hover your mouse over the session and click on **Edit**.
- If you used a webcam, the presenter video will appear on the top left side. Please ignore the quality of the video shown on the screen (it's a lower quality used for editing purposes only.) The final product will use the quality you selected by default.
- The desktop computer screen will appear on the right side – the larger area.
- The *Timeline* appears at the bottom of the editor, showing thumbnails of each recorded source.
- **Contents:** Allows you to create a time-stamped table of contents for your session. If you used a PowerPoint presentation and clicked on **Capture PowerPoint**, then the contents will be automatically populated with the slide titles. You can add, edit and delete these manually.
- **Captions:** This will allow you to MANUALLY add time-stamped closed captions that will scroll as your video plays.
- Add captions using the instructions on the right side box of this document.



We recommend using *Panopto Automatic Captions* to add captions to a video – see the next section in this tutorial.

When adding captions, be mindful that you would like to align the caption text with the narrator's voice. To do this:

- Play the recording to listen to the audio.
- Listen for a complete sentence, then pause the video.
- Enter or edit the text in the box.
- Panopto will add a time-stamp to the text.
- Repeat this process until you complete the video captions.
- Remember, you do not have to caption every single word; it is OK to summarize the captions.

When you are done editing, click on **Apply** and then click **OK**.

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Adding Automatic captions to a video

When you create a new video in Panopto, you can add auto-captions to the video. The auto-generated captions take a few minutes to render. Please, be patient, it may take some time for the captions to become available.

To add Panopto auto-generated captions:

- Select a video, click on **Edit** - the video options will show when you hover your mouse under the video title.
- The Edit screen will open on a new window.
- Click on **Captions**.
- Click the drop-down to the right of **Import captions**.
- Select the option that says “**Import automatic captions**” if available.
- The time-stamped captions will automatically appear in the captions area.
- Otherwise, please contact the Panopto administrator to reprocess the video. Administrator: click on the option that says **Upload or request captions**. Click on **Search** then, click on **Reprocess**.
- Then, after a few minutes, go back to edit the video and import the automatic captions.
- Click on **Apply** and **OK** to save the edited video.

Requirements

Automatic captioning uses speech recognition to create a time-stamped transcript of the presentation. The accuracy of this process is heavily dependent on many factors –see note to the right.

IMPORTANT: Automatic captioning will NEVER produce 100% accurate text. You must always review & edit the text generated by the system.

The screenshots illustrate the steps to add automatic captions to a video in Panopto. The first screenshot shows the video title 'SAM - Assignments - Reset submission' and the 'Edit' button highlighted. The second screenshot shows the 'Captions' menu with 'Import automatic captions' highlighted. The third screenshot shows the 'Import captions' dropdown menu with 'Import automatic captions' selected. The fourth screenshot shows the video player with a transcript of the video content displayed on the left side.

Important Tip for Audio Quality

- **Quality of the audio.** The better the quality of the audio, the better the transcription. Use a high-quality microphone; room microphones are not good. Lapel or personal USB microphones are better. Keep the room noise to a minimum.
- **Diction Quality.** It is also important that the speaker enunciates correctly and clearly. Speak with a clear and loud voice. Do not mumble.

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Add a Link to a Panopto Video in D2L

You can add a link to your Panopto video inside your D2L Content section.

To do this:

- In the **Panopto** window:
 - Hover over the video, click on **Share**.
 - Right-click on the **Share Link** textbox and select **Copy**.
 - Close this screen and go back to D2L.
- In **D2L**
 - You can add a link to a video anywhere that D2L allows it. For example, go to **Content**.
 - Select a D2L content module (or create a new one) to place the video link.
 - Select the content module.
 - In the content module, click on **New**, select **Create a Link**.
 - On the **New Link** window, enter a **title** that describes the recording.
 - In the **URL** box, paste the link – make sure to delete all text in the space before.
 - Optionally, click on **Open as External Resource** to open on a separate browser tab.
 - Click on **[Create]**.

This way, students will be able to click on a link directly within the D2L Content section and view the recordings inside D2L frame or on a separate browser window.

This way also helps you organize the videos using the Content section modules.

VERY IMPORTANT:

By default, only students in the D2L class can see the videos. If you want to share a video with other class, please refer to the Advanced Guide for Faculty.


The screenshot shows the Panopto BLTI interface. At the top, it says "Panopto BLTI". Below that, there's a video player for "MS Access Forms and Reports". A "Share" menu is open, showing a "Share link" field with the URL "https://jcbmtsu.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=56der3hh". A red arrow points from the "Copy" option in the context menu to the "Share link" field. Another red arrow points from the "Create a Link" option in the "New" menu to the "New Link" dialog box. The "New Link" dialog box has a "Title" field with "Access Forms and Reports" and a "URL" field with "https://jcbmtsu.hosted.panopto.com/Panopto/Pages/Viewer.aspx". There is a checked checkbox for "Open as External Resource" with the note "User progress is not tracked for external resources". At the bottom are "Create" and "Cancel" buttons.

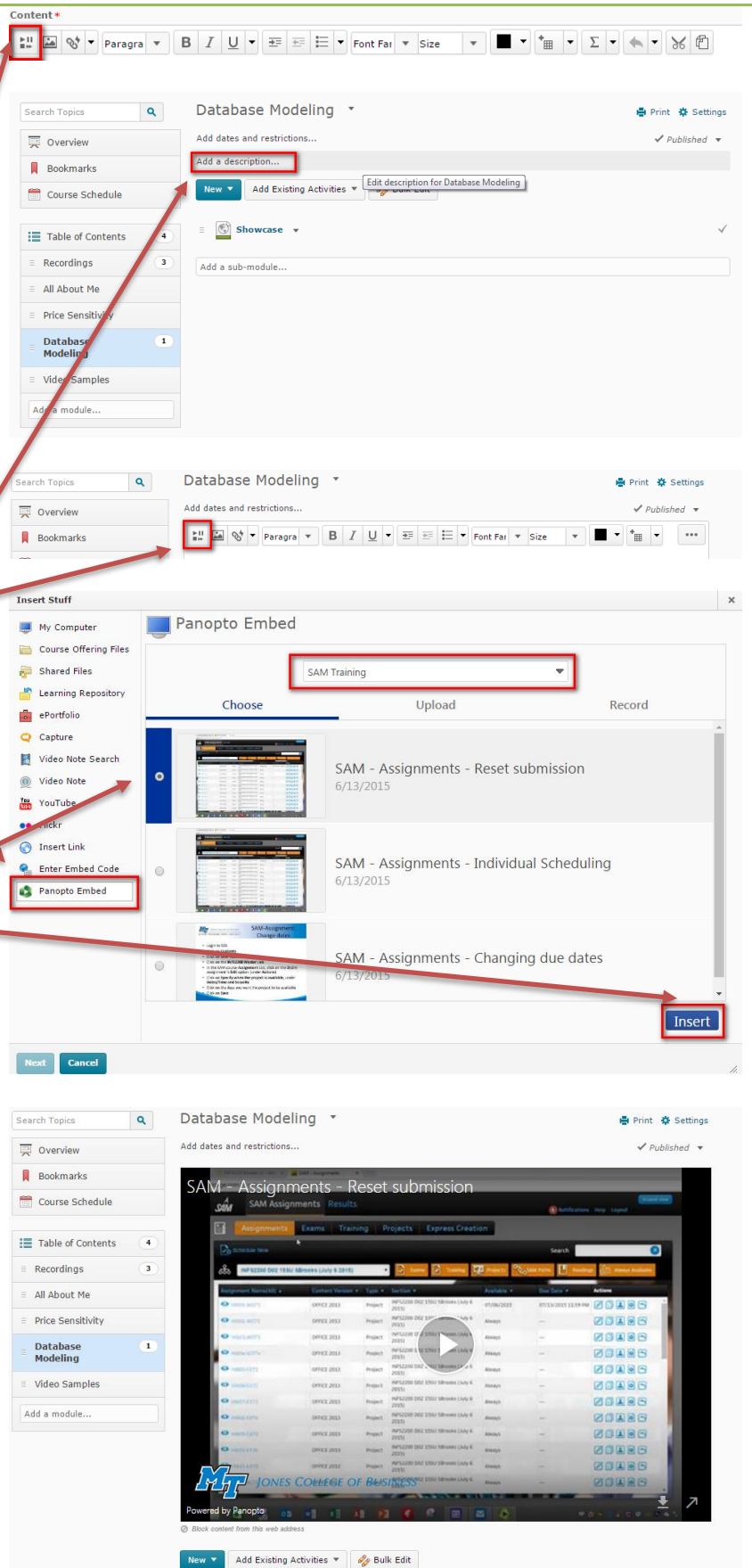
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How to Embed a Panopto Video in D2L

Another even better way to add Panopto videos to D2L is to use the **Insert Stuff** widget in the D2L editor.

The **Insert Stuff** widget is available anytime you are entering text in D2L – for example, when editing a content section or when adding/editing a news item. For example, let's embed a Panopto video in a Content section module. In this example, we have a module named "Database Modeling."

- Click on the **Database Modeling** module.
- Click on **Add a description** – this will open the text editor to add descriptive text to the module.
- Click on the **Insert Stuff** icon 
- The Insert Stuff window will open.
- Select **Panopto Embed**.
- By default, your class folder will show.
- You can switch to any of your folders that contain the video you want to embed.
- All the videos in the selected folder will appear.
- Select the video you want to insert.
- Scroll down to click on **Insert** and **Insert** again.
- Now, you are back to the Database Modeling Module, editing the description, click on the **Update** button.
- The video is embedded inside the Database Modeling module description. Notice that the video shows an overlay with the name of the video (top) and a watermark with the MT logo (bottom.)
- When you play the video, the captions will show automatically by clicking on the **CC** option.
- In the embedded player, you have several control options to play the video in full screen, download the video file to your device, etc.
- If you use Panopto Embed in a D2L course, the video is automatically available to all future classes in D2L.



The screenshots illustrate the following steps:

- Accessing the **Database Modeling** module and clicking **Add a description...**
- Opening the **Insert Stuff** window and selecting **Panopto Embed**
- Choosing a video (e.g., **SAM Training**) and clicking **Insert**
- The video is embedded in the module description, showing an overlay with the video name and the MT logo.

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Viewing the Recording

To view a recording, click on the recording link. The recording session will open, as shown in the figure(s) to the right.

The first sample uses webcam video and screen capture. Notice that this recording has a **Captions** tab on the left side. The captions are *highlighted* and synchronized with the narrator's voice using the timings entered while editing the video.

Search Box. The search box is located at the top on the left side. Panopto will search the keywords in three places:

- if they appeared on the screen for 2 seconds, or
- on any slides of the PowerPoint presentation, or
- on any words were spoken by the narrator (including closed captions).

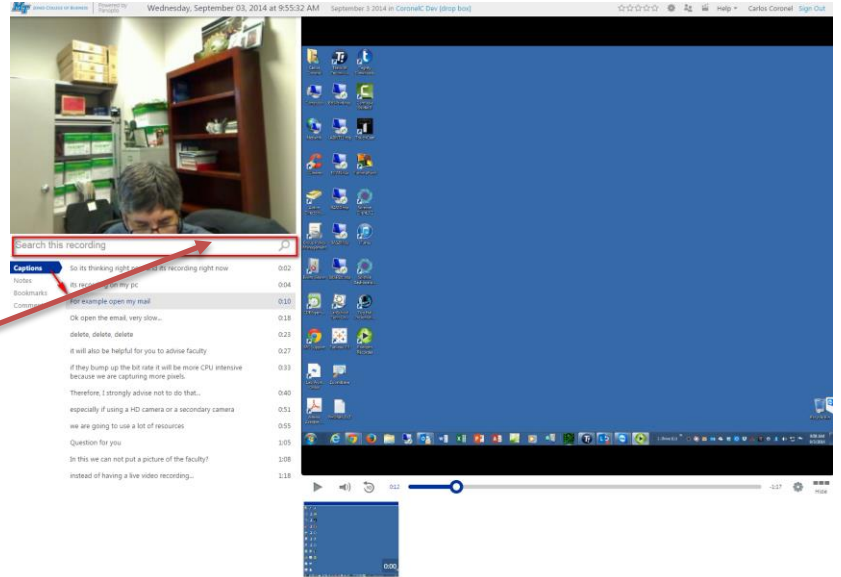
Just click on any result, and the recording will jump to that instance in time.

The second recording sample uses video, screen, and PowerPoint capture. Notice that this recording has a **Contents** tab on the left side. The Contents titles are created from the PowerPoint slide titles and are synchronized with the presentation. You can navigate the session by clicking on the content titles or the slides at the bottom of the screen.

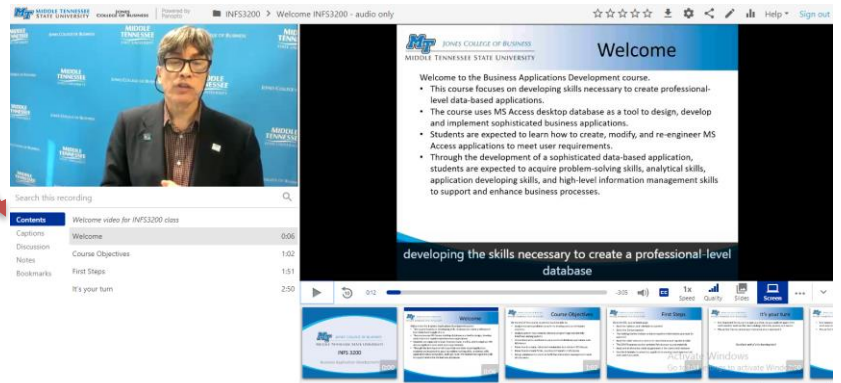
Users can add discussions, notes, and bookmarks to the recordings.

- **Discussions** are always public and no time-stamped.
- **Notes** are either: all public or all private and always time-stamped.
- **Bookmarks** are private and time-stamped.

Viewer with Video and Primary Screen captures



Viewer with Video, Primary Screen and PowerPoint captures



Teachers can:

- Add public comments to the discussion section.
- Add public or private, time-stamped notes to highlight relevant sections.

Students can:

- Add public comments to the discussion
- Add private bookmarks
- Add private notes, or public notes to share with the class.

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Additional Panopto Online Resources

If you are in the Panopto website, you can access more information about Panopto, by clicking on **Help, Online Documentation**.

For convenience, we have collected the following links to learn more about Panopto:

- [Panopto: 3-Minute Overview Video](#)
- [Getting Started with Panopto Guide](#)
 - [How-To Videos](#)
 - [Written Documentation / Support Site](#)
- [Brightspace by D2L Integration Documentation](#)
 - [Brightspace by D2L Integration Overview](#)
 - [Brightspace by D2L Overview Video](#)
- [Zoom Integration Documentation](#)
 - [Zoom Integration Overview](#)
 - [Zoom Integration Overview Video](#)
 - [Blog post: Using Zoom And Panopto To Deliver Virtual Learning At Scale](#)
- [Customer Testimonial - Why Students Love Panopto](#)
- [Panopto Reviews](#)
- [Panopto Public Webinars](#)

Monthly Webinars

Panopto offers free webinars twice a month to all registered users. To register, just create an account (free of charge) using your MTSU email.

<https://support.panopto.com/s/webinars>