

What is Panopto?

Panopto is a tool that allows you to record lectures or other videos and easily upload them to Blackboard for students to view them asynchronously, as opposed to Zoom, which is used for synchronous class meetings. All Blackboard courses at UR have a "Panopto Videos" option in the course menu (left menu). It is hidden from students by default, but is available to instructors to create either classroom recordings or recordings from their office computer outside of class (we often call this desktop capture).

Panopto uses your computer's webcam (if available/desired), build-in microphone (although a USB headset is recommended for best quality), and will capture your computer screen (or multiple screens if you have them) simultaneously.

How do I use Panopto to make videos?

Instructions on how to use Panopto from within Blackboard below.

Panopto Filming Guide

- 201920_20381 (INTERNSHIP)
- Home Page
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From the sidebar in your Blackboard course, select “Panopto Videos.”

When you select this, the following will pop up across the page.

Search in folder "201920_20381: INTE..." Powered by Panopto

201920_20381: INTERNSHIP

Sort by: Name Duration Date

- Record from your Mac or Windows PC
- Create new sessions by uploading video or audio
- Create a new video playlist
- In 201920_20381: INTERNSHIP or anywhe...

When you click on “Create” you will get this drop down menu. You will want to select “Record a New Session.”

Record a new session

Open Panopto

If you have Panopto installed, you can open it from here. If Panopto didn't open, check that installed the latest version of Panopto below.

Download Panopto

Record PowerPoint, video, and audio presentations. Upload recordings to your Panopto site coworkers.

For macOS 10.13 and up

[Click here for other download options](#)

When you select “Record a New Session” this screen will appear. If you do not have Panopto downloaded, you will want to select “Download Panopto.” If you do have Panopto downloaded, you will select “Open Panopto.”

Open Panopto?

https://urcapture.hosted.panopto.com wants to open this application.

Cancel

Open Panopto

Once you select “Open Panopto” – you will get this verification pop up. You want to select “Open Panopto” again.

You can name your recording here.

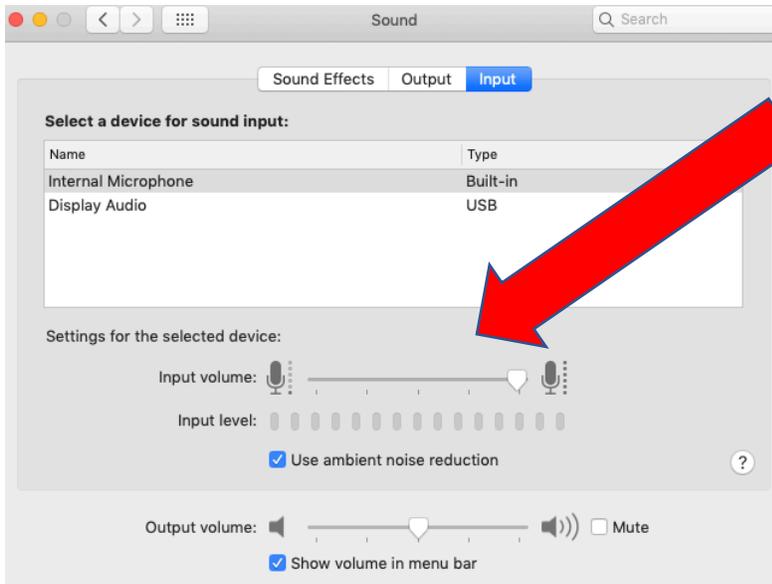
Once open, you'll have choices about selecting sources as there are multiple sources you could choose to include (or not) when filming.

If you want to be filmed so the students can see and hear you, you will select “FaceTime Camera” (your computer’s camera) as the Primary Source as well as “Built-In Microphone” (your computer’s microphone). When you do this, Panopto will ask access your computer’s camera and microphone.

If you want to record your voice but NOT your image, select “Built-in Display (your computer screen) as your Primary Source as well as “Built in Microphone” (your computer’s microphone).

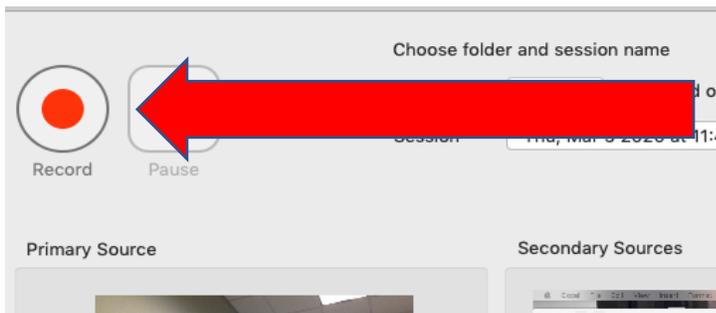
If you will have PowerPoint slides you want to have captured, you will want to select “Record PowerPoint” under Slides. Panopto will ask to access your slides (if this is selected).

If you want to show websites or documents you have on your computer, you will want to select a Secondary Source (you can have up to two secondary sources). If under Secondary Source 1 you choose “Built-In Display” (your computer’s screen), it will capture whatever you have up on your monitor (a website, document, etc.).



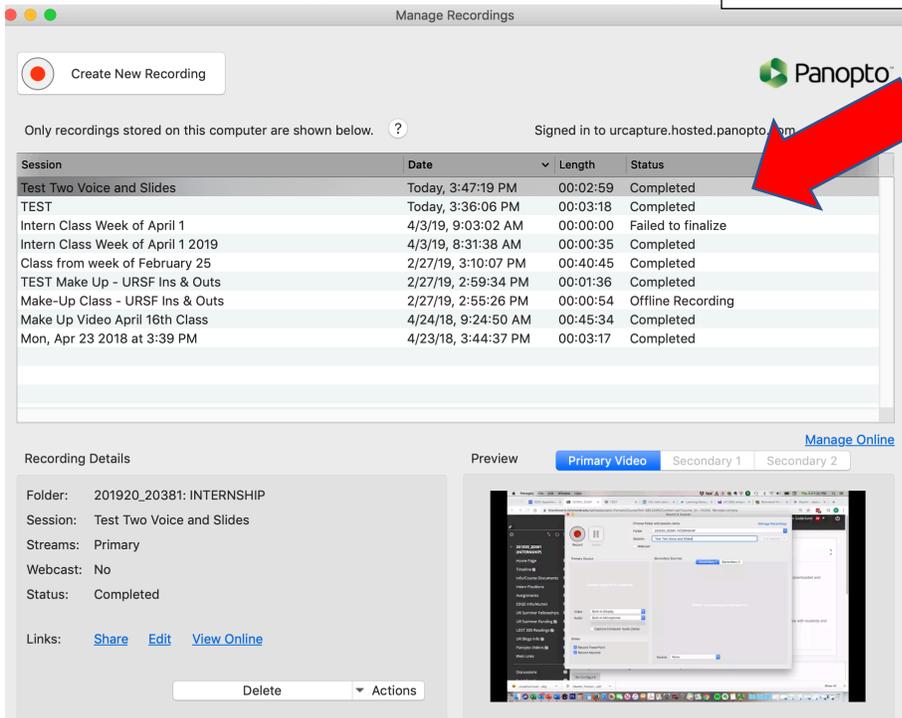
NOTE: In regards to the microphone, you will want to check in your computer's preferences to see where your computer's input volume is set. You may need to turn this up.

Under the Audio selection in the Primary Source in Panopto, you can see how your voice is picking up when you speak (the bars will light up as you talk).



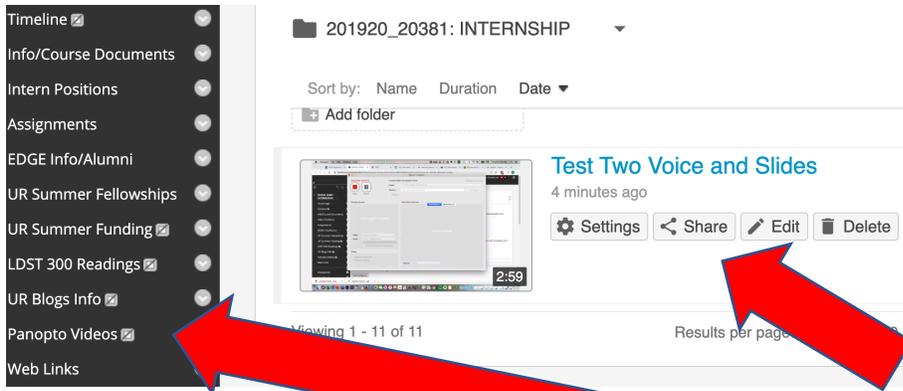
Once all your sources are identified and you are ready to start, you want to hit record. At this point, you can minimize the recording session box and open PowerPoint slides, websites, etc.

When finished recording, maximize the recording session box and hit stop (will be in same location as record).



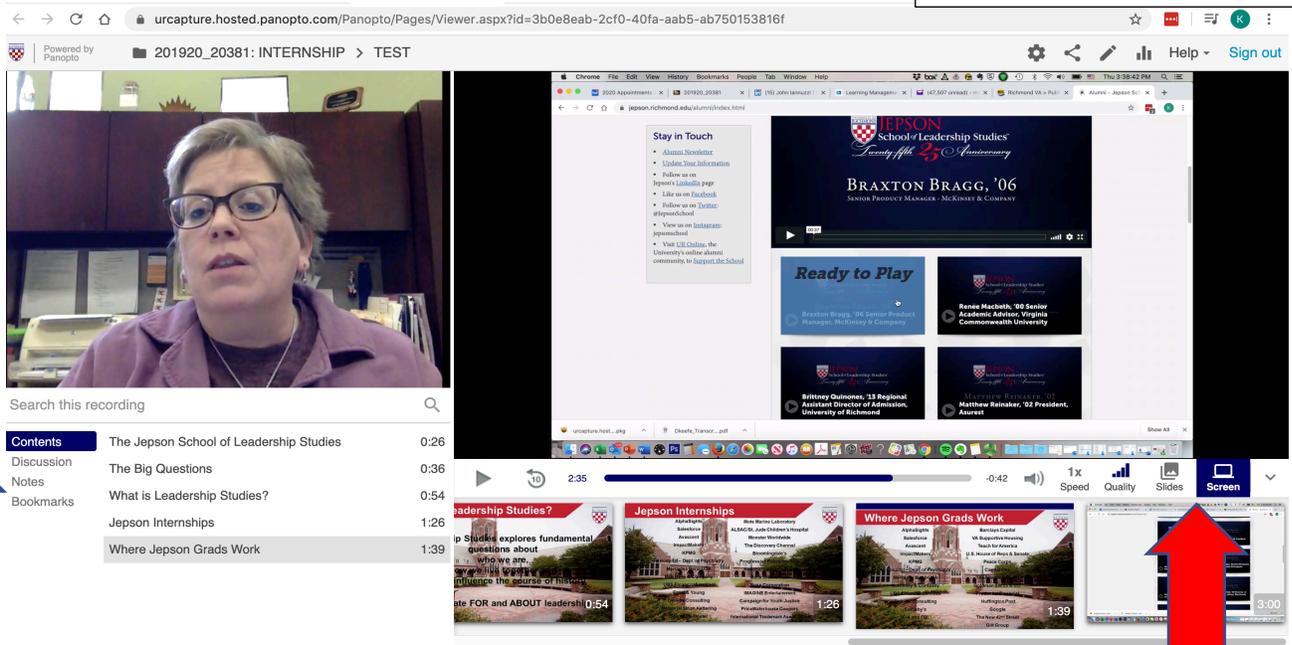
Once you stop recording, you will get a message that recording is complete. You can choose to “Delete and Record Again” or “Upload.” If satisfied, select “Upload” and it will give you a screen like this.

You will see your recording processing. When done, it will say complete and the video will appear in your course (in the Panopto Video section).



You can see here the top video listed on previous screen (last page) is the one you see here in Blackboard in “Panopto Video” section.

You can hit share and send the link to students OR you can simply make the “Panopto Video” section of Blackboard visible and accessible to the students in the side menu. To share, you can grab a link and send it or add email addresses.



If you record yourself, have PowerPoints, and capture your computer’s screen – this is what the students will see when they watch. Students can choose to have slides or the screen more prominent. If you do not record yourself, then they will see PowerPoints and your computer’s screen.

You’ll see below the image of me at my desk (the Primary Source here), Panopto also creates ‘chapters’ of sorts based on slide topics – so students can jump back and forth to different slides.