Lecture Capture with Panopto
What we will cover:

- Add Blackboard Course to Panopto (create a folder to store lectures) (page 3)
- Install Panopto
- Recording with Panopto
  - Select Folder
  - Name the Recording
  - Record
  - Upload
- Manage on the server
- Add to course content in Blackboard
- View Panopto Video Tutorials
Add Course to Panopto

- Blackboard and Panopto talk to each other, but first you must make the “connection.”
- In your Blackboard course click the “Tools” link, then click on “Panopto Focus Content.”
Add Course to Panopto

- Clicking the “Configure” button creates a Panopto folder for the course and sets up access so that instructors are able to create content in the folder and students are able to view it.

- Once the course has been added to Panopto you may associate additional Panopto folders to the course.
Add Course to Panopto

- Click the “OK” button.
Add Course to Panopto

- You have successfully added your course to Panopto and created a folder for the course to store your lectures.
- Click the "Submit button."
Add Course to Panopto

- Click the “home” icon to get back to your course.
Installing Panopto

- [http://lecturecapture.sulross.edu](http://lecturecapture.sulross.edu)
- Log In with your Blackboard credentials. (Make sure the “Blackboard 9 URL” is selected.)
Log In to Panopto

- Use your Blackboard Credentials.
- If the login box shows up again, just enter your credentials. Sometimes you have to login twice.
Click the Record button.
Click the Download button. (Windows or Mac)
Save the File and Run it

- Find the file on your computer and double click it to install Panopto. Follow the directions on the screen.
- After it has installed you should see the Panopto icon on your Desktop.
Recording with Panopto

- Select the folder
- Name the Lecture
- Record
- Save
- Upload
Select the Folder

- Begin by selecting the folder that your lecture will be stored in. This makes it easier to add the recording to Blackboard later.
- Click the down arrow on the right.
Select a Folder

- Find the folder for the Blackboard course you are recording for. Roll over and click “Add New Session.”
Select a Folder

- Your Recording will automatically upload to the selected folder. When you go to the Blackboard course, your recording will be there.
Select a Folder

- If you forget to set the folder, the default is “Offline Recording.” That means it won’t automatically upload to your folder on the Panopto server.
Select a Folder

- When you finish recording, you will automatically be taken to the Recording Status Tab, where you can manually upload the recording to the Panopto Server.
- Click the “Upload to Server” button.
Select a Folder

- Rollover the folder where you want the recording and click “Add New Session.”
Select a Folder

- Choose to “Upload to New Session.”
Select a Folder

- The recording will be uploaded and processed into the folder.
Name the Recording

- You also want to name the recording so that you can find it later. If you don’t, it will automatically be named with the date it was recorded. (And that will be meaningless a year from now when you are looking for your “Chapter 3” recording.)

![Image of Panopto interface with text overlaid as follows:]

- Not a meaningful name.
- Choose a meaningful name.

- Folder Name: 2013FALL_10013_ECO_5304_Res & Readings in Economics
- Record a new session called: Chapter 3 Lecture
Recording with Panopto
Recording with Panopto

- Select your camera and microphone. (some computers have more than one.)
Recording with Panopto

- Select the source you want to capture from. It can be a PowerPoint or something else on the screen, say a web page.
- If you have two monitors you can record what is on one monitor and have the Panopto software on the other monitor.
Recording with Panopto

- You can open PowerPoint from the content window
You have the option of starting the recording as soon as PowerPoint opens, or starting it manually by clicking the “Record” button.
Click “Stop” if you are finished, or “Pause” if you need to pause.
Uploading your lecture to the server

- As soon as you click the stop button Panopto will copy (upload) your video to the server.
- The upload process will take several minutes or longer depending on the length of your lecture.
Uploading your lecture to the server

- Once uploaded, it will be processed and encoded.
Uploading your lecture to the server

- When the file is finished processing you will be able to View, Edit or Share it.
- You now have two copies of your lecture. One on your local computer and one on the Panopto server.
Manage your Lectures on the Server

- You can manage all your lectures by going directly to the Panopto server. The address is:
  - [http://lecturecapture.sulross.edu](http://lecturecapture.sulross.edu)
- Log in with your Blackboard credentials.
Manage your Lectures on the Server

- The default log in should be “Blackboard 9 URL”
- There are other choices, but the one you want is the Blackboard 9 URL.
Manage your Lectures on the Server

- You will be taken to the Blackboard Log in page. Enter your Blackboard credentials. You may have to enter it twice.
Manage your Lectures on the Server

- All your folders and lectures will be listed. You can manage your lectures from here.
Manage your Lectures on the Server

- Roll your mouse over a lecture. A set of icons appears. Click on the "Settings" icon.
- From the next screen you can edit this lecture. You can edit the name or description, change the folder, copy the link, or view the lecture.
Manage your Lectures on the Server

- To exit this window and return to your list click the “X” in the upper right hand corner.
Add the Lecture to Blackboard

- Our final step is to add the lecture to the Blackboard course.
- Determine where you want the lecture to appear then select “Tools” >> “Panopto Video Link”
Add the Lecture to Blackboard

- Under #1 select the folder for this class
- Under #2 select the lecture.
Add the Lecture to Blackboard

- You can use the same name for the lecture or type a new one here. This is the name for the link only.
- A description is optional.
- Click the “Submit” button.

3 Edit title and description

<table>
<thead>
<tr>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name this link to the lecture anything you want</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type a description or instructions for students here.</td>
</tr>
</tbody>
</table>

Use HTML to include additional links, images, formatting, etc. in the description

4 Submit

[Cancel] [Submit]
Add the Lecture to Blackboard

► Click the “OK” button to return to the course.
► Your link and the lecture are ready for students!
You are now ready to try it out yourself!

Contact us if you have any questions.