RECORD PANOPTO VIDEO

UNC
Instructional Design & Development

Overview

The purpose of this guide is to walk instructors through the process of recording video using **Panopto**, a third-party recording tool, from within your Canvas course.
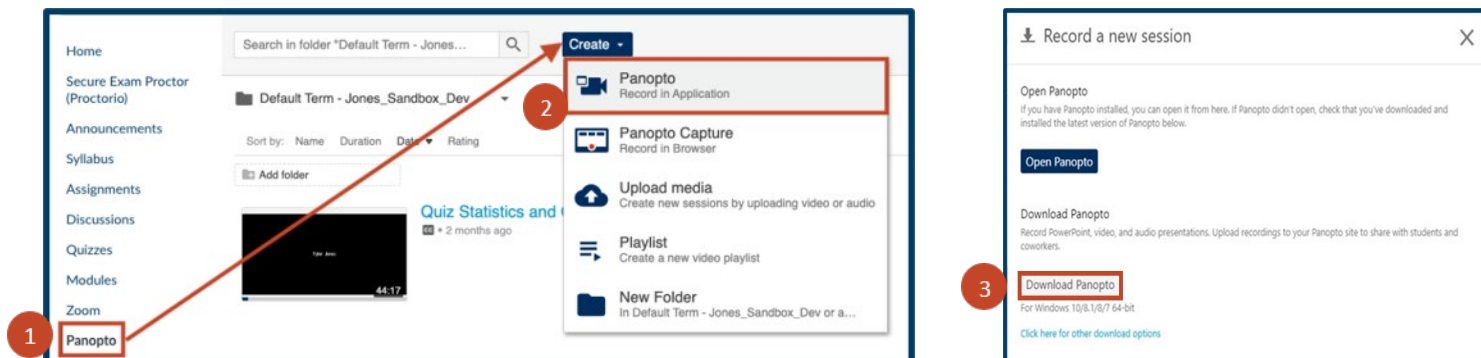
How to Set Up for Your First Time in Panopto

The following steps must be completed before your first recording in Panopto. You will only need to follow these steps once, and then it will be available to you for all future recordings in your course. If you already have completed these steps, you can move on to the next section.

1 – Enable Panopto: Enable Panopto within your Canvas course if it is not already enabled. If you do not see the Panopto link in your Course Navigation menu, you will need to edit your Course Navigation menu through the **Settings** tab. For more information, select the link below.

- How to I manage Course Navigation links?

2 – Record in Application: Once you are in Panopto, select **Create** and a dropdown menu will open. Select Record in Application or **Record a new session** depending on if you use a Mac or PC. Once you select Record in Application, a new menu will open.

3 – Download Panopto: Select Download Panopto to download the program to your computer. If you do not have "local admin" privileges on your computer that allow you to download, email: help@unco.edu for support.

BEST PRACTICES FOR RECORDING IN PANOPTO:

1. **One Recording per Concept:** Panopto recordings work best in 15-minute or less increments**.** If you would typically address 5 key concepts in a face-to-face lecture, it is best to break those down into 5 shorter recordings for your online lecture. Not only is the shorter recording easier for all students to access, but by having a "playlist" of key concepts, students can go back and review specific sections as they study.
2. **Choose an Outline over a Script:** Reading directly from a script or notes often sounds forced and unnatural, so if you can put yourself in the state of mind that you are in when you speak to your students in class, you will come across as relaxed and natural. An outline or slideshow of what you want to say can help you stay on track without sounding scripted.
3. **Look into the Camera:** It can take a moment to adjust to the idea that the camera represents your students, so it is good to purposefully think about your students and approach these recordings as if you are talking directly to them, which will be the result.
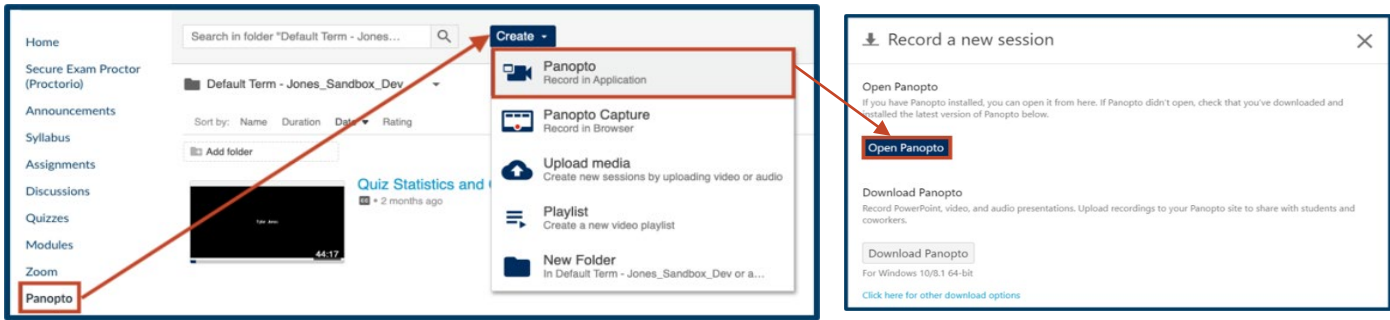
Ready to Record

Once you have enabled Panopto into your Canvas course and have downloaded the program to your computer, you are now ready to begin recording your lecture.

Step One: Open Panopto

From Panopto, select Record in Application or Record a New Session, and then open Panopto.

Step Two: Choose Your Settings

1 – Webcast: Use Zoom for live meetings.

2 – Folder: Choose a folder (within the Panopto application) where you want to save your video. If you want to make your Panopto videos available in other courses, save your files to My Folder and then copy them into your course folder. For more information, select the link below.
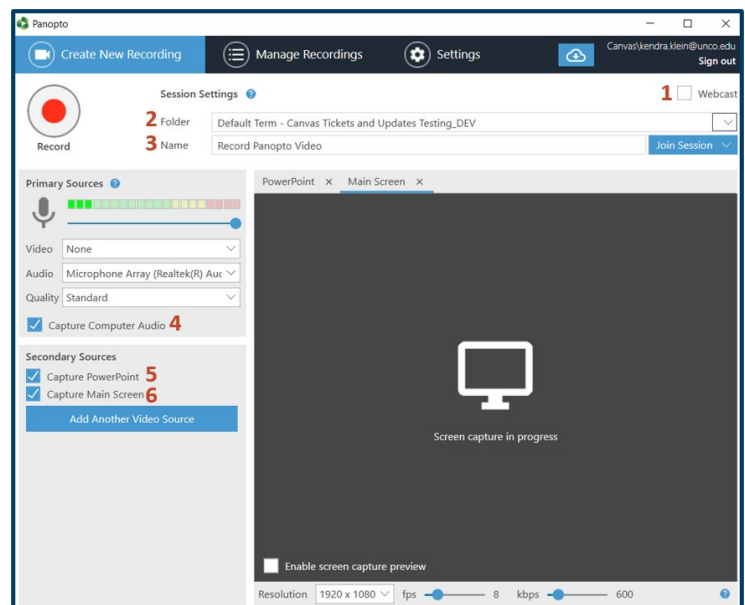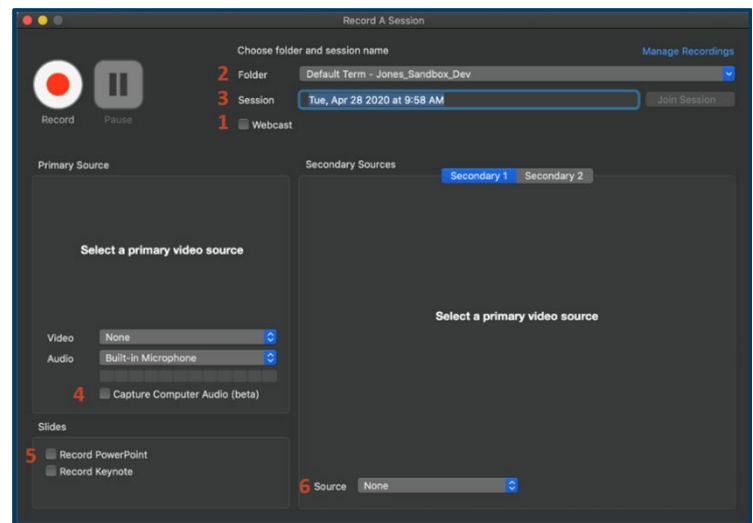
- How to Copy and Move Sessions

3 – Name/Session: Choose a name for your video that will make sense to you later if you plan to use a lecture again in the future. Ideally include the key concept you are addressing in the name.

4 – Capture Computer Audio: If you want to capture any audio that is playing on your computer, including computer operation sounds, select this option.

5 – Capture PowerPoint/Keynote: Your primary video source is you (displayed on a small screen). You can select your secondary source (displayed on the larger screen) as PowerPoint or Keynote presentations.

6 – Capture Main Screen/Video Source: Another secondary source is your main computer screen. You can select **Preview**, and then record whatever is happing on your computer screen. You can also select other sources depending on how your computer is configured.
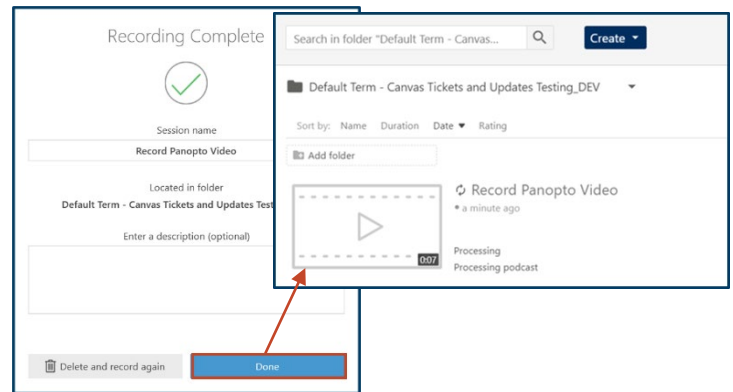
When you finish with your settings, select the **Record** button in the upper left of your screen and record your lecture. When you are done, select **Stop**.
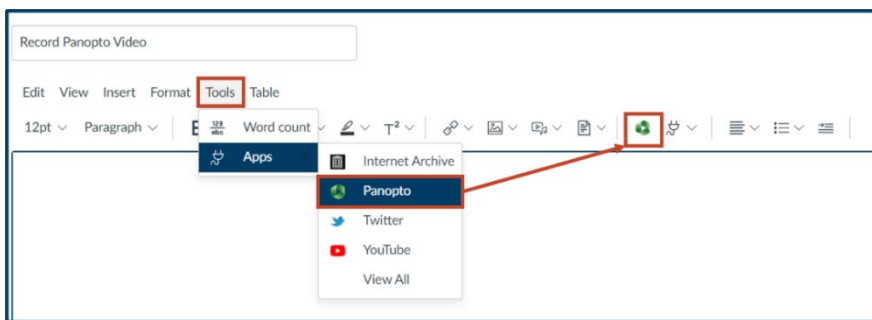
Step Three: Upload to Folder

When you stop your recording, you will see a "Recording Complete" message. If you then select **Done** or **Upload** (depending on your computer type), your video will automatically upload into the Panopto folder you previously selected. If your video is long, it may take several minutes for Panopto to completely process and add the uploaded video. You may need to refresh your Panopto page within Canvas if you do not see the recording within your folder right away.
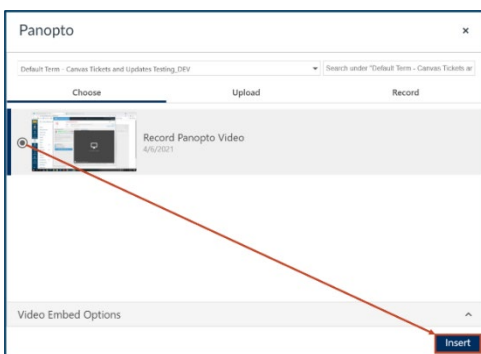
How to Upload Your Video into a Canvas Page

When your video is completely uploaded and processed in Panopto, you can embed the video anywhere that Canvas has the Rich Content Editor.

Step One: Select Location

Go to the page, announcement, discussion, etc. and select **Edit**. Then, select Panopto within the **Tools** tab, or the green **Panopto icon** (see image left) in the Rich Content Editor menu.

Step Two: Insert Video

You will then be taken to all Panopto videos that you have recorded in the course in which you are working. If you have been using **My Folder** for all your course recordings, you can select recordings you have uploaded in other courses from My Folder. Then, from the Panopto window, select the video you want to place, and select **Insert**. The default Video Embed Options produce a quality embedded video, but you can make changes if you wish.

Step Three: Save Your Video

Once you select **Save**, your video will be available to view. If your video is still processing/buffering, it may take a few minutes to become available to view.