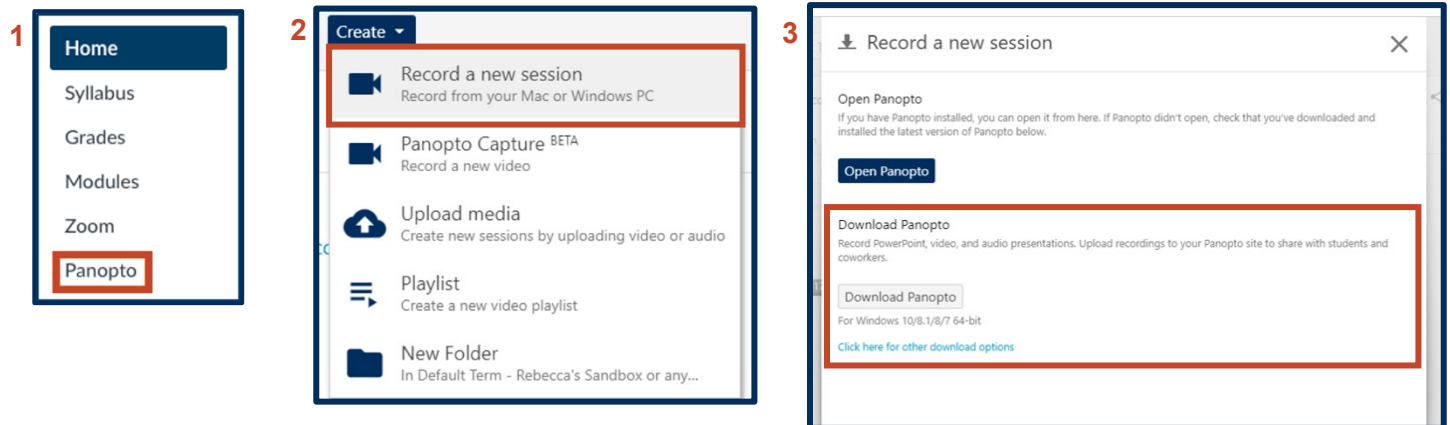


SETTING UP YOUR FIRST TIME IN PANOPTO

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 in your course navigation menu if it is not already there. If you do not see the Panopto link in your menu, you will need to edit your course navigation menu through Settings/Navigation. For help with this, see the guide [How do I manage Course Navigation](#).
2. Once you are in Panopto, select "Create" and a dropdown menu will open up. Select "Record a new session." Once you click "Record a new session," a menu will open.
3. Select "Download Panopto" 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.

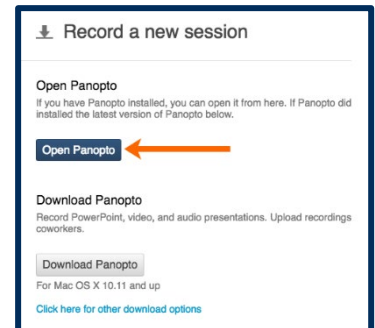
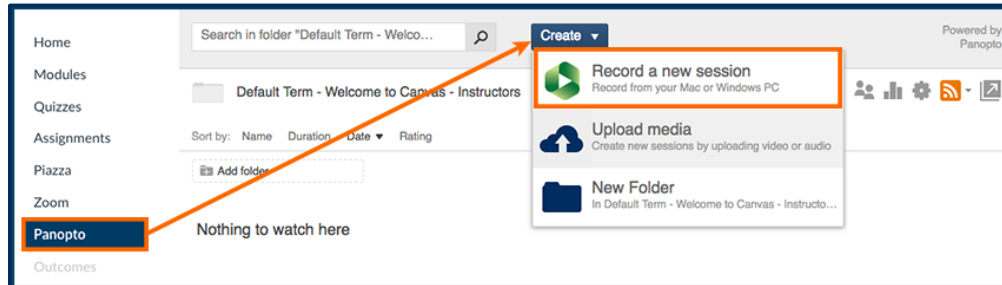
BEST PRACTICES FOR RECORDING IN PANOPTO

In order to achieve a quality screencast, we recommend you consider the following:

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'll come across 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's good to purposefully think about your students and approach these recordings as if you are talking directly to them, which will be the final result.

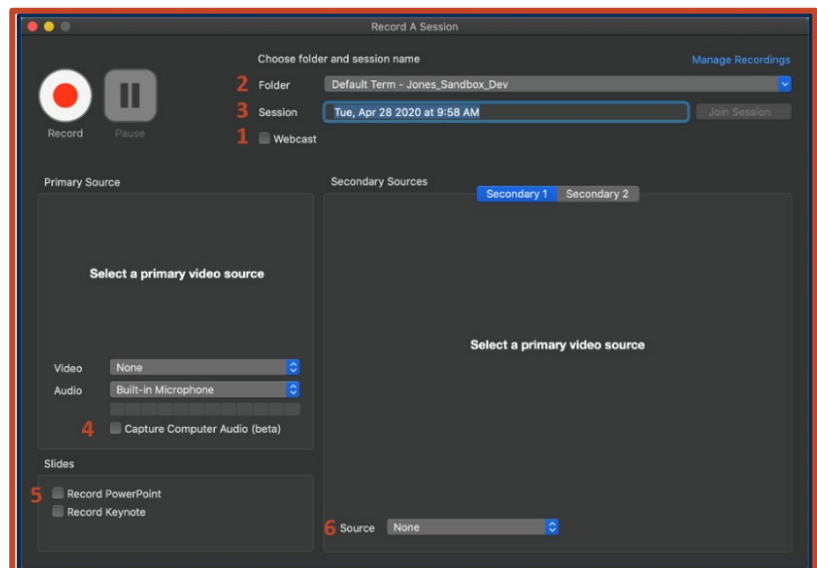
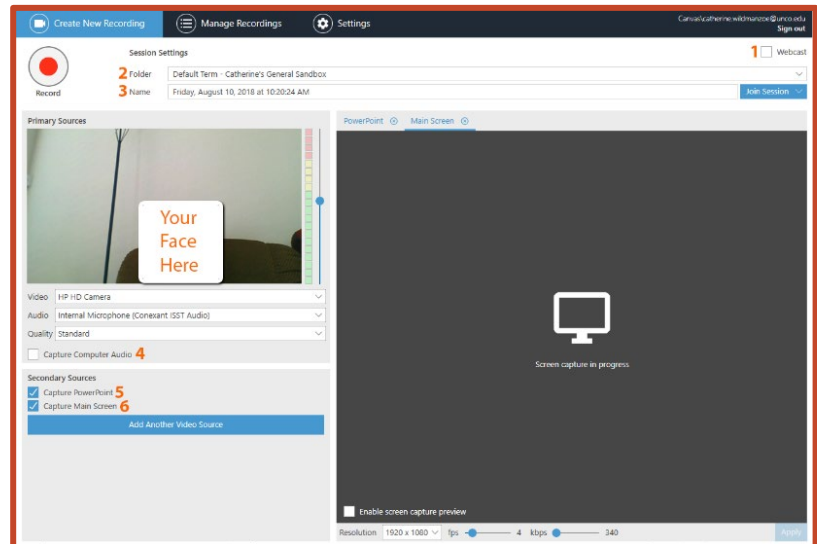
READY TO RECORD

STEP ONE: From Panopto, select "Record a new session" and then "Open Panopto"

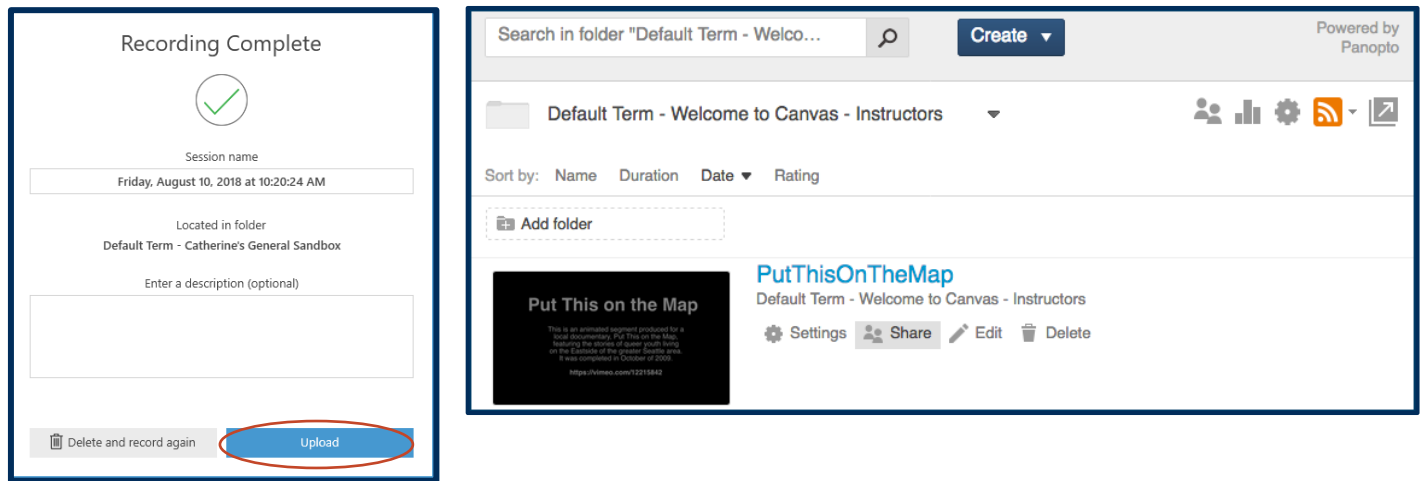


STEP TWO: Here's your screen (PC and Mac screens look a little different). You now have several decisions to make.

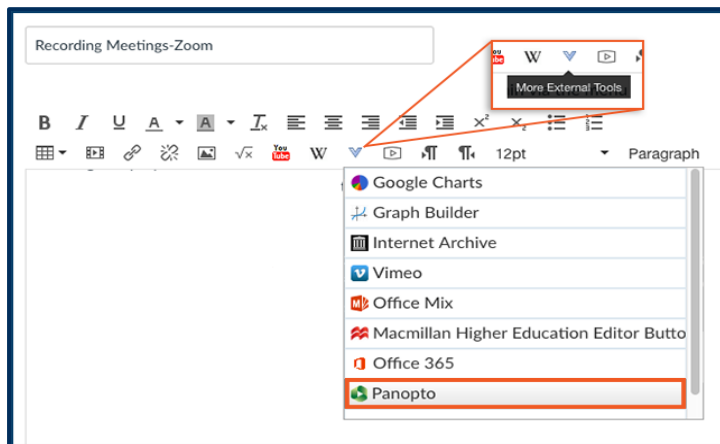
1. **Webcast:** Use Zoom for live meetings.
2. **Folder:** Choose folder (within the Panopto application) where you want to save your video. **If you want to make your Panopto Videos available in other courses**, a best practice is to save your files to "My Folder" and then copy them into your course folder. For help, see the guide [How to Copy and Move Sessions](#)
3. **Name/Session:** Name your video. Choose a name that will make sense to you later. 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 the computer, including computer operation sounds, select this option.
5. **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 happening on your computer screen. You can also select other sources depending on how your computer is configured.
When you finish all of your settings, click record in the upper left of your screen. When you are done, click stop.



STEP THREE: When you stop your recording, you will see a “Recording Complete” message, and if you select Upload, then your video will automatically upload into the Panopto folder you selected.



UPLOAD YOUR VIDEO



When your video is completely uploaded and processed in Panopto, you can embed the video anywhere that Canvas has the Rich Content Editor. Go to the page, announcement, discussion, etc. and click on “Edit.” Then select More External Tools (see image left) on your Rich Content Editor, and select Panopto in the list.

You will 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 click “Insert.”

There are several “Video Embed Options” that you have the option to change. However the default settings produce a quality embedded video, so you don’t need to make changes to the settings unless you want to.

Your video is now in place, embedded on the page.

