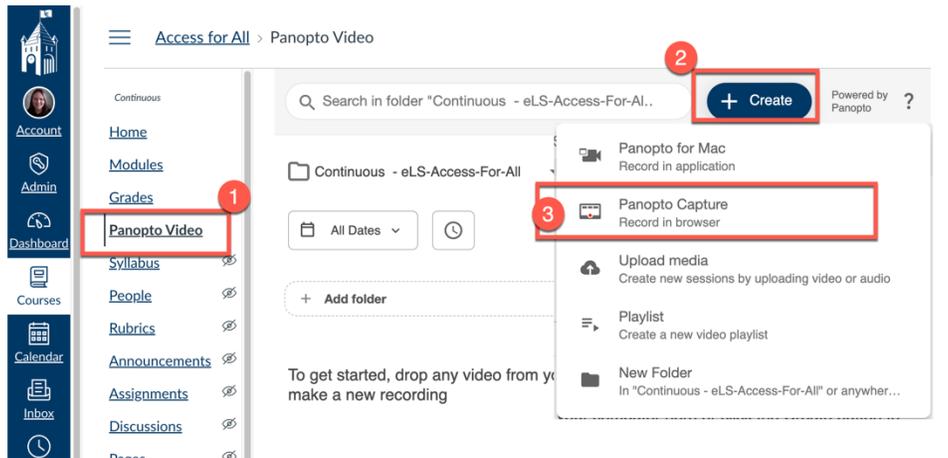


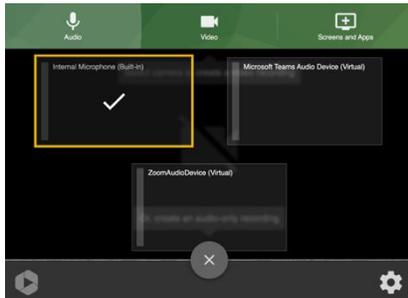
Getting Started with Panopto

This guide walks through how to create a Panopto recording, trim the video, edit the auto captions, and place the video on a page in your course. Each Canvas course automatically has a folder for housing the videos associated with the course.

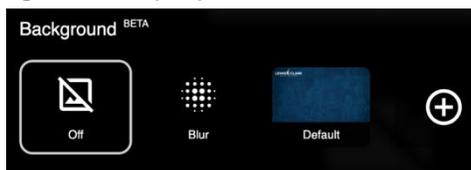
1. Click the Panopto Video link in your course menu
2. Click the blue “+Create” button in the upper right corner
3. Select the “Panopto Capture – Record in Browser” option



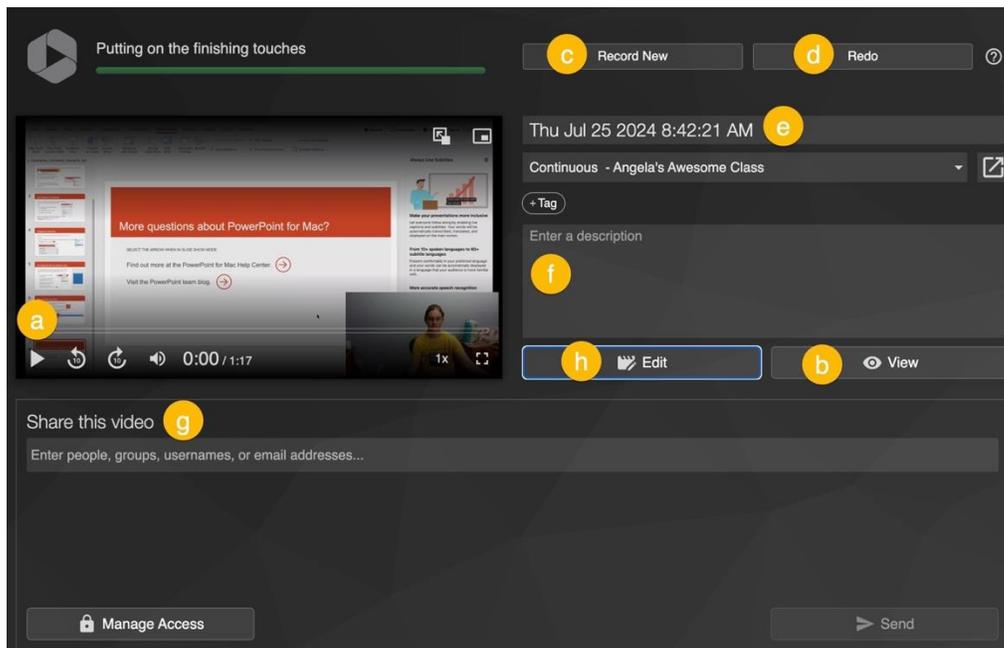
4. Click the “Audio” button to select audio input or toggle audio off (system mic on by default)



5. Click the “Video” button to select video input or toggle video off (on by default)
 - a. When recording a PPT lecture, the video may appear over the bottom right corner of your slides. However, during student playback, there is no overlap of content.

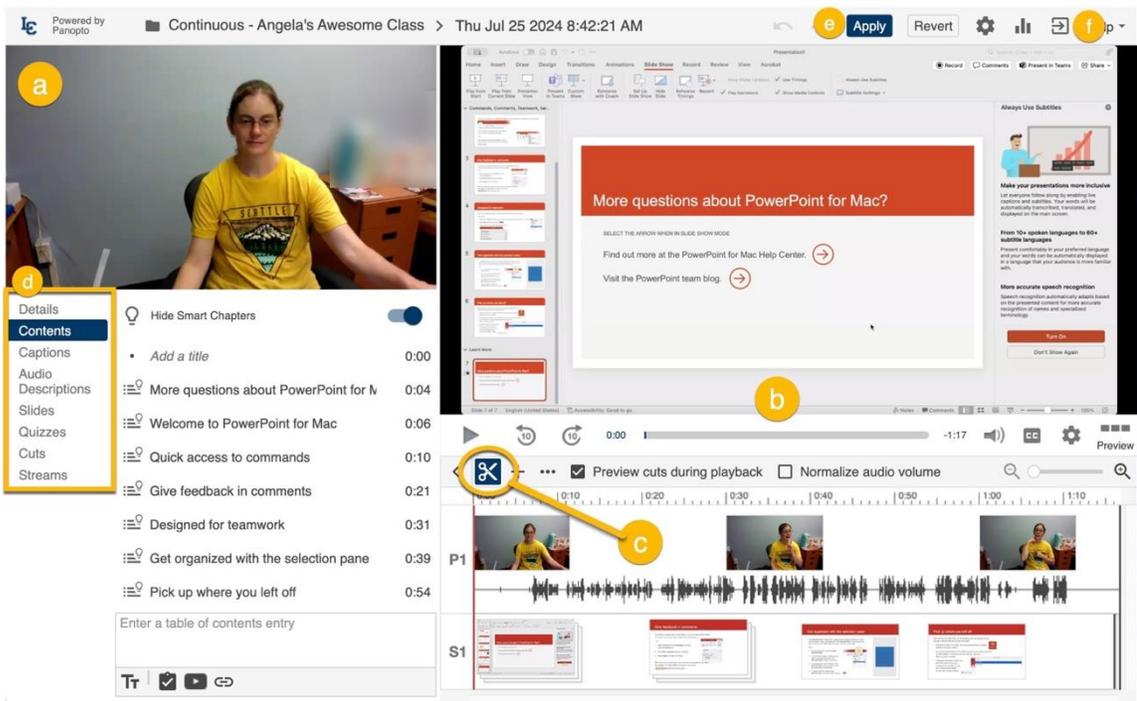


6. If recording video without screen capture, click the “Settings” gear in the bottom right to select a blurred background or “LC” background if desired (Click gear to close settings)
For a screen capture (ex. Record a PPT lecture), click “Screens and Apps”
 - a. Click the “Window” tab and select the PowerPoint application; click Share
 - b. OR click “Entire Screen” and select the desired display to record everything that happens on-screen; click Share
 - c. You may need to click on the Panopto browser window to return the recorder to the front of your screen; you should now see the shared content in the recording preview area
7. Click the red record button when you’re ready to begin; you will get a 5-second count down
8. **Return to PowerPoint** and begin your slide show narration by going to Slide Show → Play from Start
 - a. **NOTE:** There is no “pause” in the Panopto recorder (you can edit out any pauses later)
9. When you are finished recording, return to the Panopto recorder and click the red stop button
10. Your video will load in a “preview” screen. Here you can:
 - a. Preview your video
 - b. View it as students will see it (opens a new browser tab)
 - c. Record another video (current video is saved to your course without edits)
 - d. Redo the existing recording (current video is not saved)
 - e. Change the title of the video
 - f. Enter a video description
 - g. Share the video with other Canvas users (enter email addresses and click Send)
 - h. **EDIT THE VIDEO**



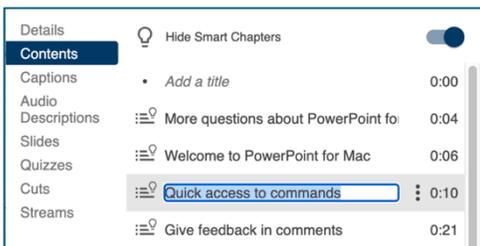
11. Click the Edit button; the Editor will open in a new tab. Here you can:

- See the camera recording
- Use the playback controls to review your recording
- Click the “scissor” button and then click and drag anywhere on the timeline to make a selection to “cut” the content (it will still be visible in the editor, but the selected sections will be removed when you Apply the changes); you can make multiple edits
- Access the video details to review the auto-generated table of contents and captions, and upload your slides
- APPLY all changes to the recording
- Exit the editor to see a “live/student” view of the recording



12. In the Details area (d), click on Contents to review the auto-generated table of contents, aka “Smart Chapters.” These “chapters” come from the titles of your slides. Click on any chapter to edit the title; click the “more options” dots to delete a chapter. You can also remove smart chapters by toggling the “Hide Smart Chapters” switch.

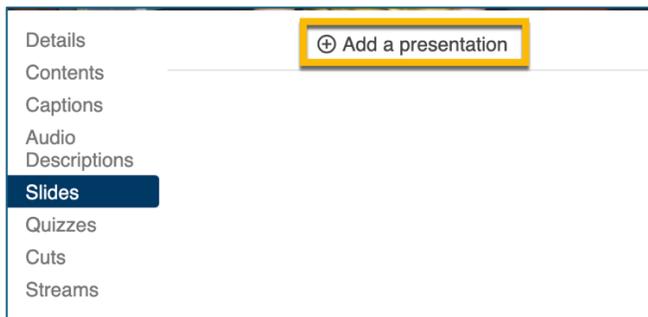
- Smart chapters allow students to jump to specific points in the video



13. In the Details area (d), click on Captions, and then click into any Caption field to edit the text. Panopto will jump to that point in the recording, and you can click Play to review the accuracy of the captions. Panopto will underline words and phrases that may require editing due to mistranslation.

| Captions | | |
|--------------|---|------|
| Audio | rne top or your document. | |
| Descriptions | The Quick Access toolbar puts the | 0:17 |
| Slides | commands you use frequently. | |
| Quizzes | Just one click away. You can give | 0:20 |
| Cuts | feedback in the comments. | |
| Streams | Comments are <u>organized as</u> conversations so you can easily discuss what's on a <u>slide</u> . | 0:24 |

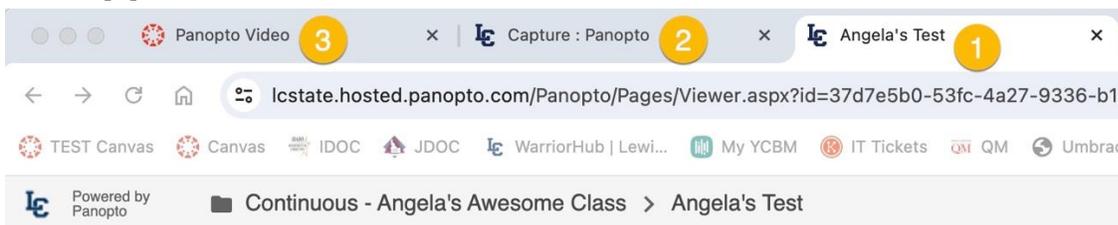
14. In the Details area (d), click on Slides to add your slide file to the recording. Click “+Add a presentation” and then browse for your presentation file on your computer to upload.



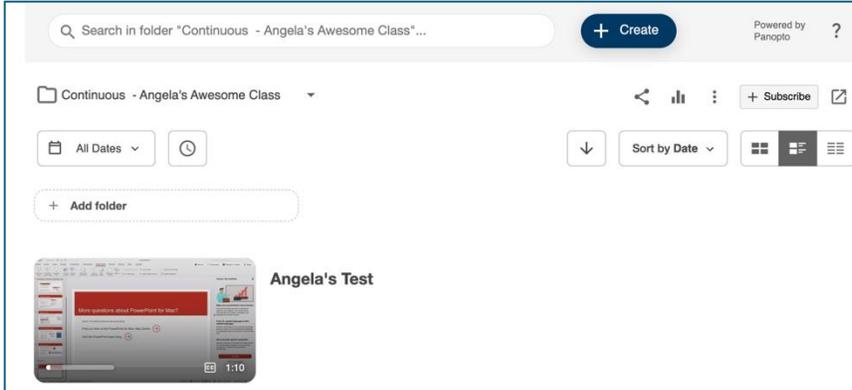
15. When you are done editing, click APPLY in the upper right of the Editor page. Panopto will save your changes and prompt you to close the editor. The video will then load in “live/student” view. You can preview the video and return to edit mode by clicking the Edit button in the upper right.



16. When you are done editing and have applied the changes, you can close the video preview tab [1] and the “Capture: Panopto” tab [2] to return to your Canvas course, the tab labeled “Panopto Video” [3].



17. Back in Canvas, you will be on the Panopto Video tool in your course. Click the browser refresh button and your newly recorded content will appear. You can now add this video anywhere in your course where the Rich Content Editor appears (pages, announcements, discussions, assignments, and quizzes).



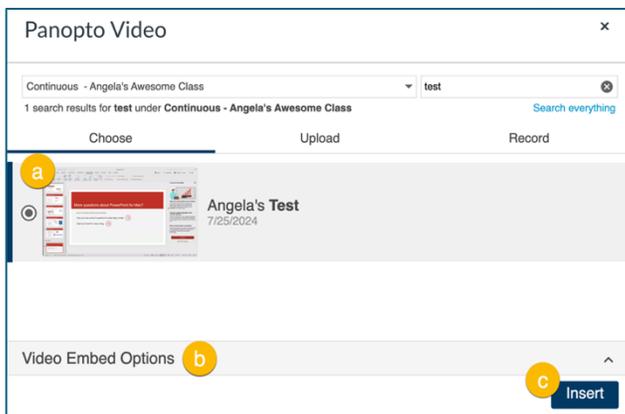
18. **To add a video to course content**, navigate to the desired content (page, assignment, etc.) and go into “edit” mode for that item.

19. Click the green Panopto button in the Rich Content Editor (if you don’t see it, it will be nested under the “more options” dots in the RCE toolbar).



20. The video selection pane will default to the “Choose” tab. Scroll through and locate the desired video, or type search criteria in the search box to locate the video.

- Click the video to select it.
- Expand the “Video Embed Options” to change the size of the video embedded on the page and adjust additional playback options as desired.
- Click “Insert” to add the video to the page.



21. Be sure to save your changes to the page.