Panopto Comprehensive Guide for Instructors

This document will orient you to the Panopto environment for instructors, which allows for capturing lectures, recording presentations and related materials through audio and/or video, and live webcasting.

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Initial Access of Panopto in ELMS-Canvas

You can access Panopto through ELMS-CANVAS using the **Panopto Recordings** link in the navigation menu or through our hosted service by going directly to umd.hosted.panopto.com. Navigating through ELMS-CANVAS is the simplest way to record, manage your recordings, allow student access, and is considered best practice for UMD instructors. (See the Appendix for instructions on logging in via umd.hosted.panopto.com)

Logging in through ELMS-CANVAS

1. Open your browser and go to the URL **elms.umd.edu**.
2. Log in to ELMS-CANVAS by entering your DirectoryID and Password.
3. **Select** a course space in ELMS-CANVAS.
4. Click on the **Panopto Recordings** link from the course menu.

Creating Folders

Folder creation is how you organize and easily access recordings. It has been simplified from previous versions of Panopto.
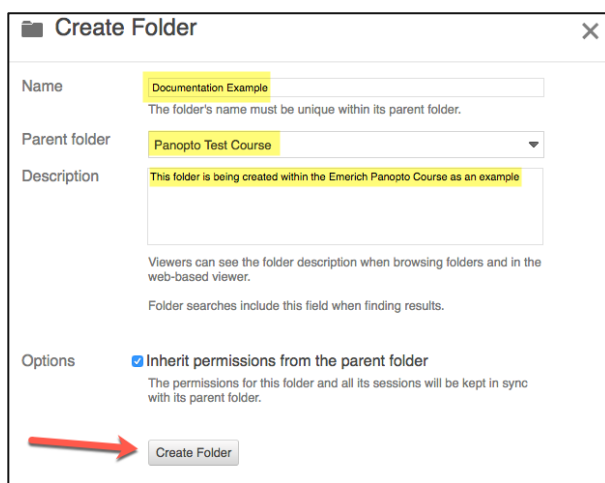
To create a new folder after logging in:

1. Select **Panopto Recordings** from the course menu.
2. Select the **Create** button.
3. Select **New Folder**.
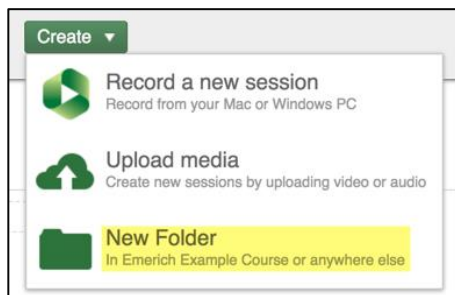
Choosing **New Folder** will launch a window with fields that require completion.

- Name (of Folder).
- Parent folder (the default is the course folder – you can make a different choice with the drop down arrow).
- A brief description of your folder.
- Options – choose if you want the folder to inherit permissions from the parent folder.
- When you are ready to continue, select **Create Folder**.

Downloading Panopto to Record a Session

If you want to use Panopto outside of the classroom, the recorder application will have to be downloaded and installed on a personal computer or non-classroom computer—you need administrative rights to install software.

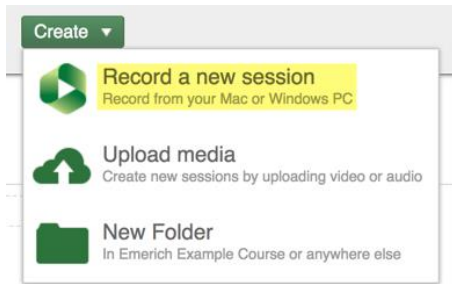1. Within ELMS-CANVAS (after you have selected Panopto Recordings) select the **Create** button at the top of the window. A dropdown create menu will appear.

2. Select **Record a new session**. This choice opens a window with options to download Panopto (the app will usually choose the correct version for the Windows or Mac OS).

3. Alternatively, if you are working within the hosted version (umd.hosted.panopto.com), you can select **Download Panopto** at the top right of the screen under your name.

4. Select **Download Panopto** (if prompted, choose either Windows or Mac OS) to begin the installation process. If asked for the server name, type in **umd.hosted.panopto.com**.

 NOTE: *The recorder only has to be downloaded once on an individual computer, however, occasional updates may be needed.*

Launching Panopto to Record a Session

There are a number of ways to launch the hosted Panopto app:

1. Select the icon (Windows) or use the Start Menu; or use the Launchpad (Mac).

2. Within ELMS-CANVAS or on umd.hosted.panopto.com, select **Create** > **Record a New Session**.

Creating a New Recording

1. Once logged in to Panopto, select **Create > Record a new session**.

2. There are two screen sections, **Primary Source** and **Secondary Source**. Choices within each section indicate what input sources you will use in your recording.
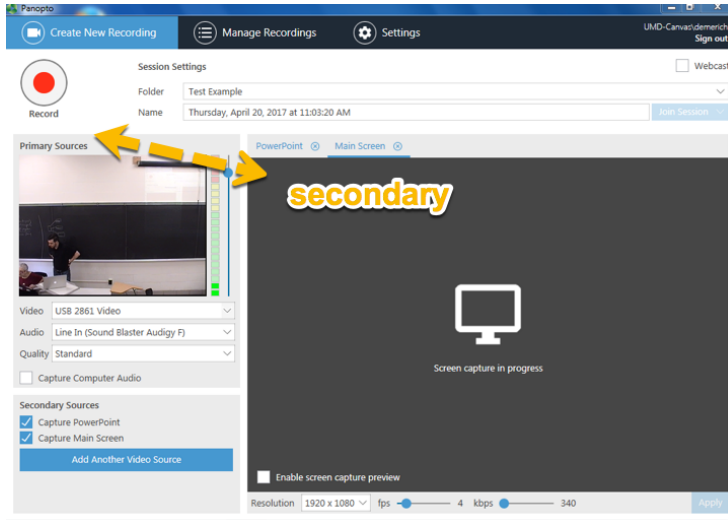
Primary & Secondary Sources - Windows Example (above)
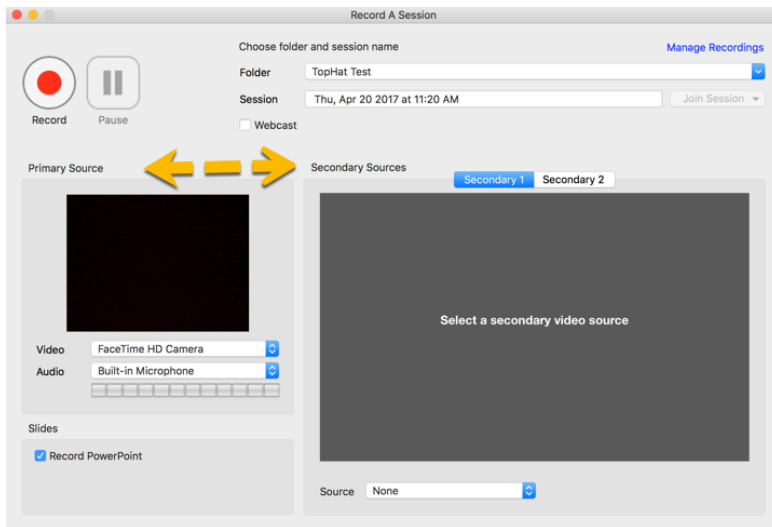
Primary & Secondary Sources - Mac Example (above)

   a. The Audio/Video section (under Primary Source) allows you to choose your desired primary video and audio source that will be recorded. Verify that video and audio are working properly.

   b. If you do not see a picture or the sound bar is not moving as you are speaking, those items will not be recorded.

3. Click the **Record** button when all settings have been set.

   Once you have started the recording, the **Stop** and **Pause**

   buttons will appear along with the time line.
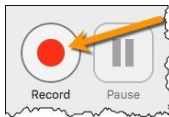
4. When your recording is complete, click the **Stop** button.

   The recording will appear in the Session list.

5. While the recording is processing, you can preview it in the

   Preview section.

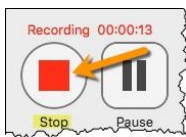6. Once the recording is processed, the status will change to either

   Offline Recording, if a course folder was not designated, or **Completed**, if

   a folder was designated before recording.

Viewing Panopto Recordings Within ELMS-CANVAS

Panopto will open directly in ELMS-CANVAS; however, some administrative functions are only

available when you have logged in using the Panopto the hosted URL. For general purposes,

you can view and manage recordings and folders within ELMS-CANVAS.

1. Log in to ELMS-CANVAS at myelms.umd.edu. From the Courses menu bar select

   the course you will be working in.

2. Click on the **Panopto Recordings** link on the navigation menu. You will see a list of

   all sessions.

   a. You can use the search bar to locate a specific session within the folder.

   b. By default, the contents of the course you are currently in will appear.

   c. You can sort by **Name**, **Duration**, **Date**, and **Rating**.

3. To view a session, click on the session name. It will open in a new tab and begin to play.

Automatic Speech Recognition (ASR) Generated Captions

You have the ability to add ASR generated captions to your Panopto sessions. Note that machine-generated captions aren't as accurate as human transcription, so this is a starting point, meaning they would need to be revised and edited manually to ensure they are 100% accurate, once generated.

Professional human captioning services are also available. For more information go to: https://go.umd.edu/ProfCaption.

To set an organizational folder to default to ASR follow these steps:

1. Within your ELMS-CANVAS course, go to Panopto.
2. Click on the **gear icon** on the upper right.
3. Select **Settings.**
4. Under the Captions heading use the drop-down arrow to select **Automatic Machine Captions.**

NOTE: setting a folder to automatically caption must be done for each folder where you create Panopto videos.

To manage your captions or create captions for videos created prior to enabling auto-captioning: https://go.umd.edu/panoptoASRcaptions.

Organize Content with Smart Chapters

Smart Chapters uses artificial intelligence to automatically generate a table of contents for any video with a screen capture, including recordings from Zoom. Smart Chapters can be controlled at the site (by administrators) or at the folder level.

Steps to using Smart Chapters

1. Within your ELMS-CANVAS course, go to Panopto.
2. Click on the **gear icon** on the upper right.
3. Select **Settings – locate the Smart Chapters** section**.**
4. Click on the drop-down arrow**.**
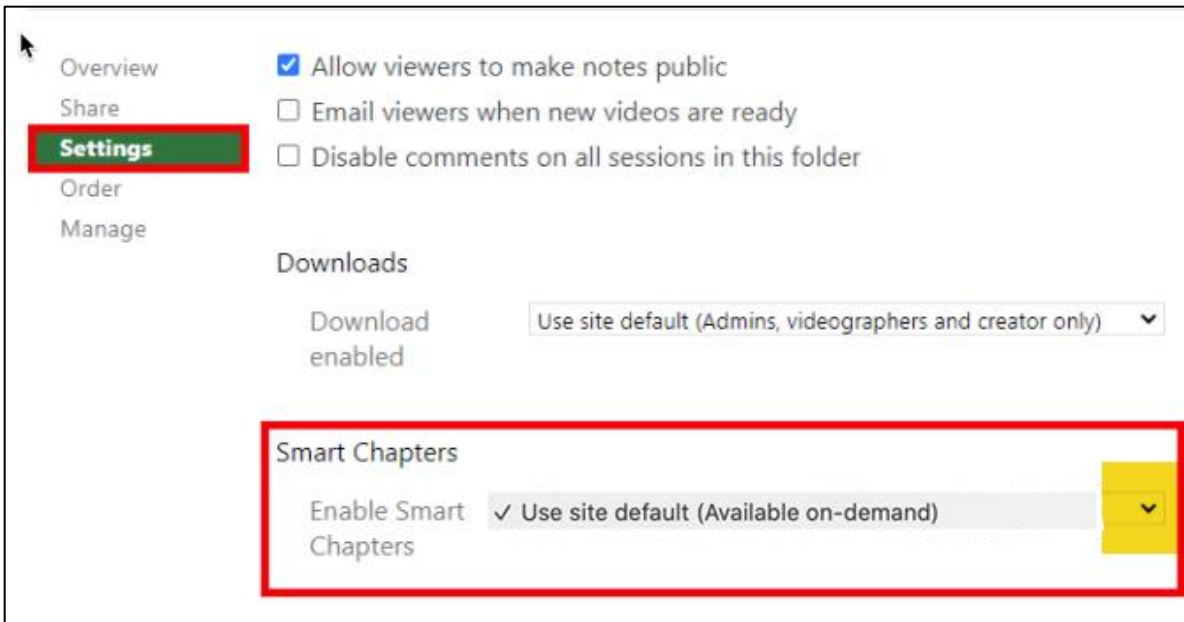
5. Choose your desired setting.
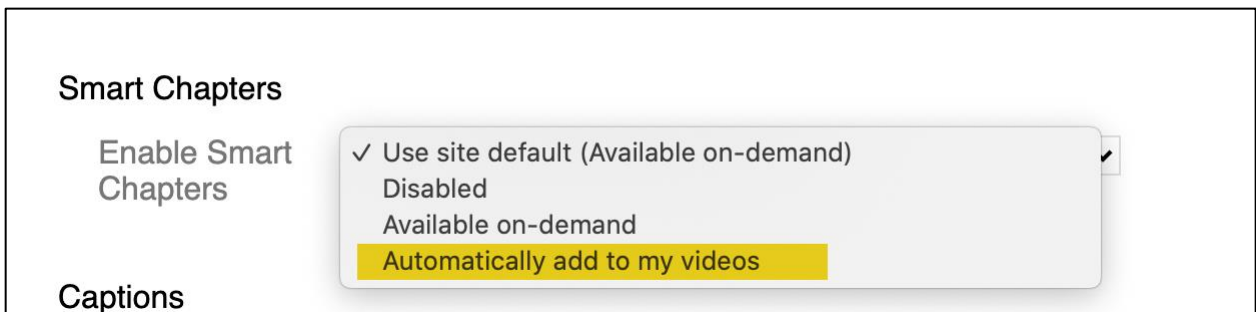
For more information, please see "How to Enable Smart Chapters" and "How to Use Smart Chapters" for more information.

Organize Videos with Tags

Panopto's video library supports content organization and discovery: #tags. Content creators and administrators can apply tags to videos and manage the set of tags available on the UMD site. From the library and the viewer interfaces, users can see the tags applied to each video and find other tagged videos with a single click.

Steps to creating video tags from the Settings Menu.

1. Within your ELMS-CANVAS course, go to Panopto.
2. In your folder, locate the video where you want to add tags and hover over it.
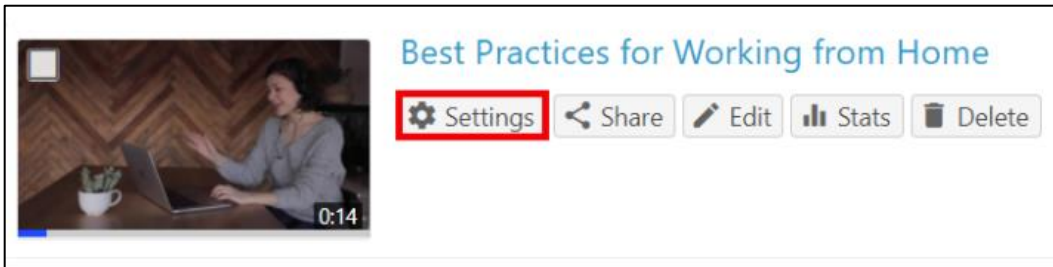
3. Select **Settings.** Your video's **Settings** window will appear. On the **Overview** tab, to the right of **Tags**, select the **+Tag** button.
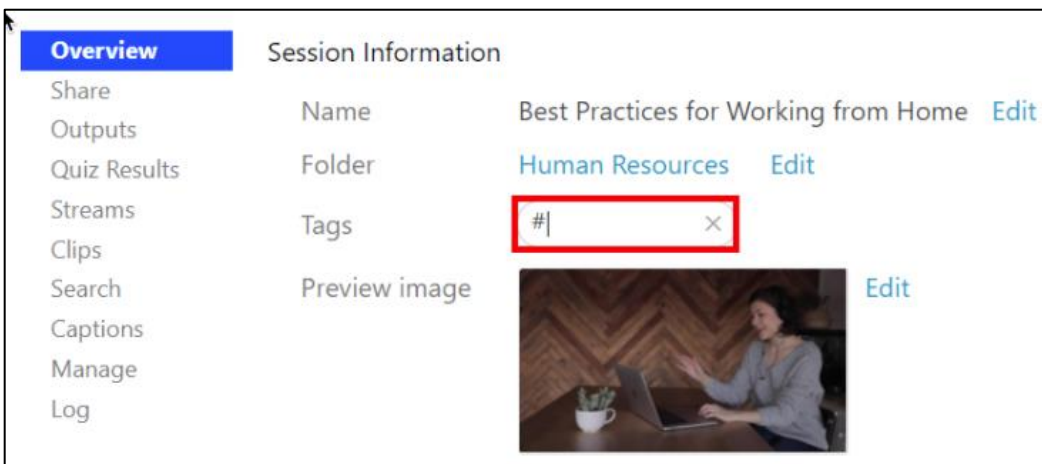4. The **Tag Button** will become a textbox with the # appearing before the cursor.

5. Start typing your tag, which can be a single word or small phrase, into the text box. If it is a new tag, write the tag, then select **add new.**
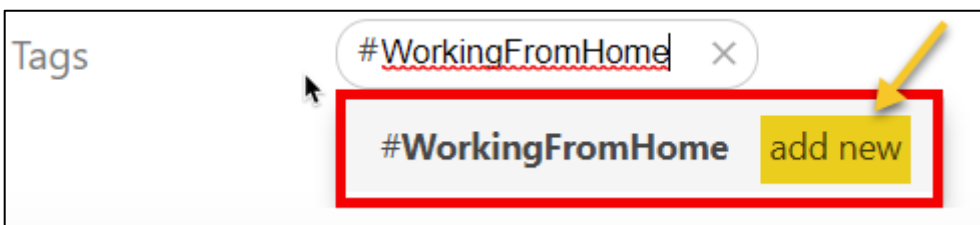
6. If your desired tag or a similar tag already exists, it will appear as an option to select. There will be a number to the right of the existing tag indicating how many other videos have this tag.
7. There is a **limit** of **10 tags** per video.

To learn more, please visit How to Use Tags.

Moving and Copying Panopto Sessions

**Moving** a Panopto session allows you to move a session from one folder to another. **Copying** a Panopto session will duplicate a session in the same folder or another folder. Panopto only allows you to move and copy sessions into other folders for which you are a creator. These tasks can be completed with individual sessions or by selecting several at once.

NOTE: Moving and copying individual sessions can be done within ELMS-CANVAS but moving and copying more than one session (bulk) has to be completed within umd.hosted.panopto.com.

1. Using the checkboxes located on the left of the sessions list, check each recording that you would like to move or copy.
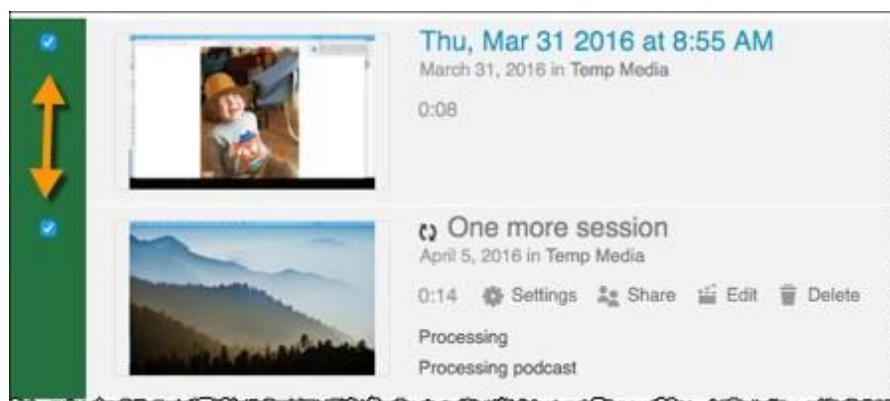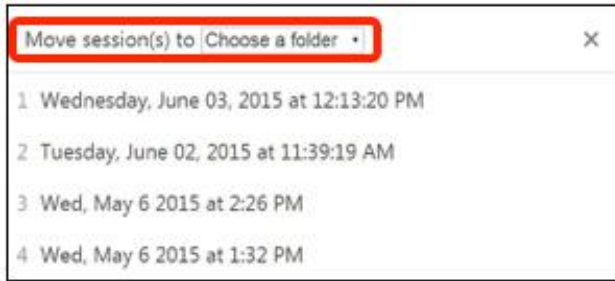

2. There are three important buttons to the right of the **Filter by date** button -**Delete**, **Copy**, and **Move**. We will focus on the last two, Move and Copy.
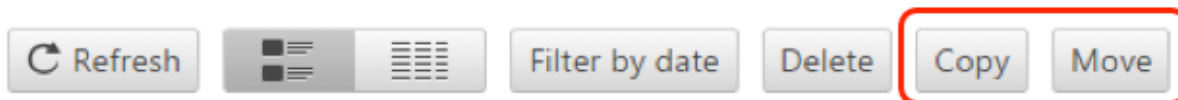
NOTE: These choices do not appear until you have selected a session.

Move (bulk)
1. Click the **Move** button.
2. A window will launch with a list of the sessions you selected to be moved.

3. If you decide not to move one and want to remove the session from the list, hover over its name and click on the **x** next to the session name.

4. Click on the dropdown arrow to choose a folder. You will be asked to verify the folder to which the sessions will be moved.

5. Click **Move**.

Copy (bulk)

1. Click the **Copy** button.

2. A window will launch that lists the sessions designated to be copied.
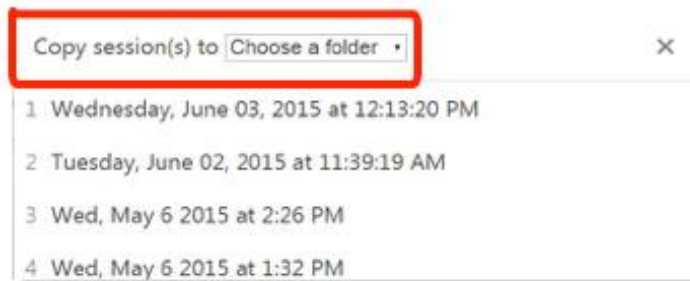
3. If you change your mind and decide not to copy one you can remove it from the list. Hover over the session name and click the **x** that appears next to it.

4. Click on the dropdown arrow to choose a folder. You will be asked to verify the folder to which you are copying.

5. Click **Copy**.

Move Individual Sessions (from within ELMS-CANVAS)

1. Click on a course folder to locate the session you would like to move.
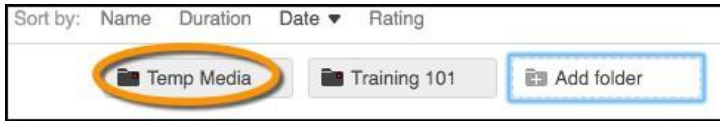
2. Select one of the courses.

3. Hover the mouse cursor over the row of the session to reveal the action items: **Settings, Share, Edit, and Delete**.

4. Select **Settings**. A window will appear. The name of the folder where the session is currently stored is displayed under **Session Information**.

5. Select the **Edit** button next to the folder name. A dropdown menu lists all course folders in which you are a creator.

6. Select the desired course folder.

7. Select **Save**.

8. Close the window.
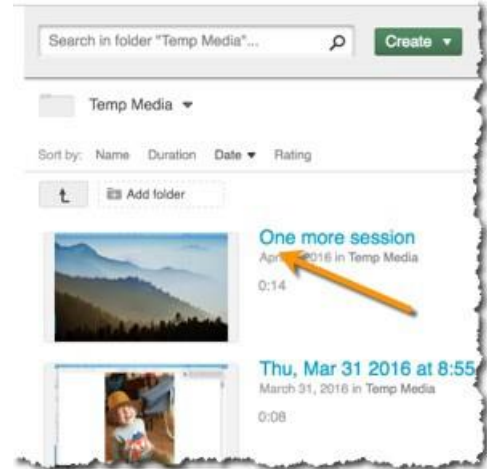
Copying Individual Sessions (from ELMS-CANVAS)

1. Select a course folder to locate the session you would like to copy. Hover the mouse over the row of the session to reveal the action items: **Settings**, **Share**, **Edit**, and **Delete**.
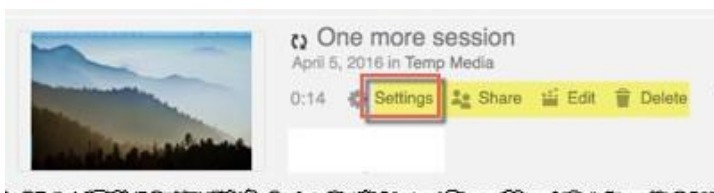
2. Select **Settings**. In a popup window there will be data about the session and a menu of actions associated with this session - from the menu list, select **Manage**.

3. Under **Copy Session**, choose the folder, *edit the name of the session* (the default is New Session) then click the **Copy** link.

4. Click **OK** when asked if you are sure you want to copy this session.   The window will reflect the copy information and will change the status to **Processing**.

5. When you close the window, the "Sessions" list will show the original session and the copy.
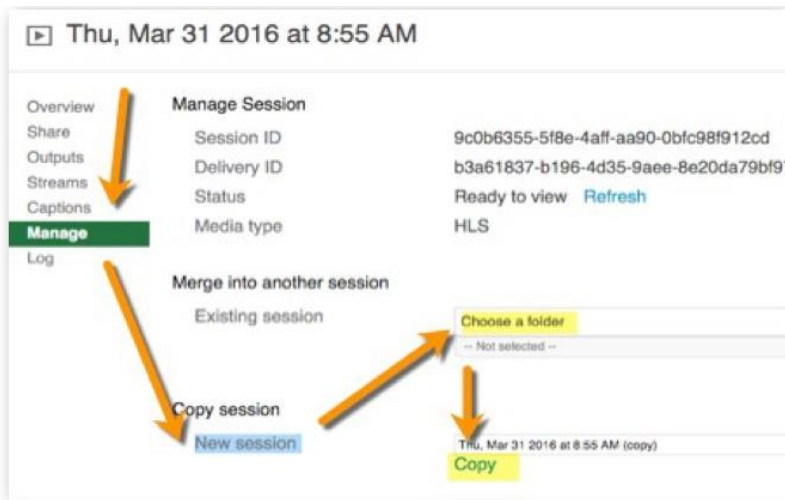
Sharing a Session

By default, course folders and sessions are only viewable by creators (instructors) and viewers (students) enrolled in the course. Hover over the session that you want to share and select "Share".
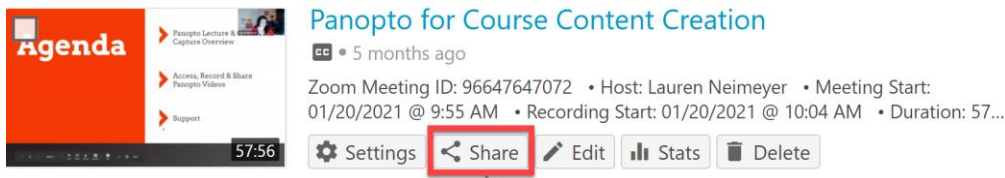
Click the **"change"** link under who can access this video to show the sharing options.
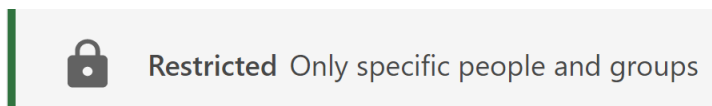
Restricted (only specific people and groups can view)

This includes the default creators and viewers mentioned above. If you want to share with a user not affiliated with your course space, go to **Add people and groups** and type in the name/email address, then click "**Send and Save changes**".

Your Organization (unlisted)

Choosing this option will enable viewing access for anyone who can log into your Panopto site. However, users won't see it on any list – the session can only be viewed by someone who has the direct link.

Your organization

Choosing this option will enable viewing access for anyone who can log into your Panopto site.

Public (unlisted)

Choosing this option will enable viewing access for anyone on the internet, no sign-in is required. Rather than; as before, the session won't be on lists and can only be accessed by having the direct link.

Public

This option will allow anyone on the Internet to find and access the session.

Downloading a Session

1. Select a course folder to locate the session for download. Hover the mouse cursor

over the row of the session to reveal action items: **Settings**, **Share**, **Edit**, and

Delete.

2. Click on **Settings** > **Outputs**.

    a. In the **Video Podcast** section, you will see a thumbnail of the session based on the type of view. You can change the **Type** options using the dropdown and the thumbnail will change to reflect your choice.

    b. You can change the **Quality** using the dropdown.

    c. Once you have chosen your settings, click **View Podcast** to see what the recording will look like.

    d. When ready, click **Download Podcast**. It will download as an mp4 file.
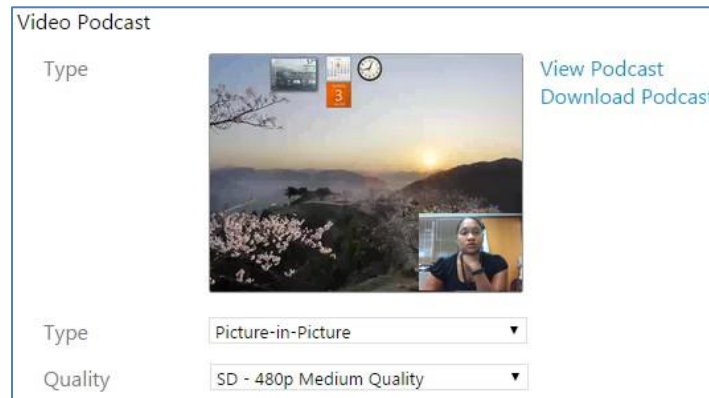
3. You can also download the audio portion only in the **Audio Podcast** section.

    a. Select **Play MP3 Audio** to see hear the recording.

    b. Select **Download MP3 Audio**. It will download as an mp3 file.
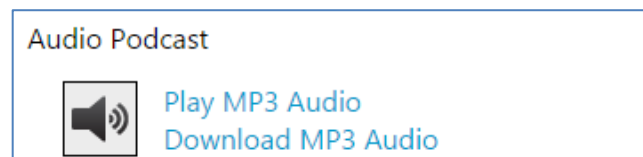
# Performing Basic Edits to Panopto Sessions

Panopto has a basic editor that allows for editing in either Mac or Windows computers.

If you are interested in documentation for editing sessions, see Panopto Basic Editing.

(copy/paste the following URL: https://support.panopto.com/articles/Documentation/Basic-Editing)

Broadcasting a Live Session

In Panopto, select an online folder, then > "Webcast and Record."
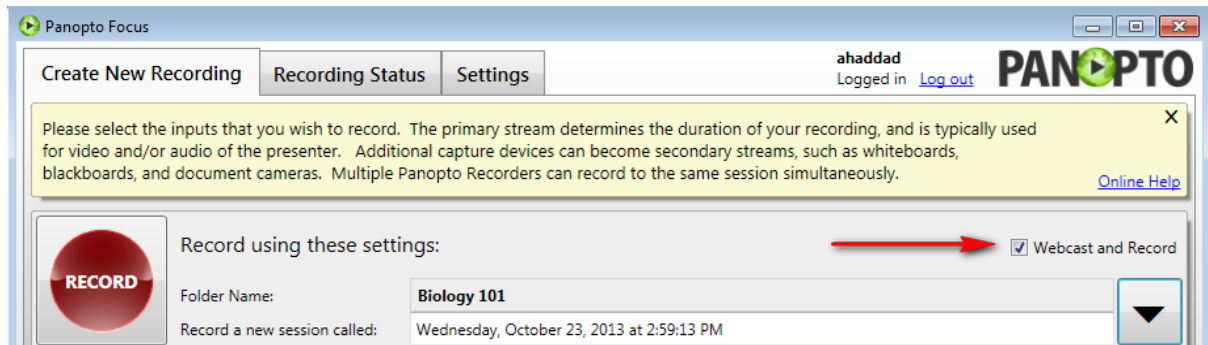
Record, Pause and Stop

Begin a broadcast > **RECORD**.

Pause a live broadcast >

PAUSE.

This action **will not pause the session to viewers watching live**, it inserts the marker for a non-destructive edit in the recording for future viewing.

Restart > **RESUME**

Again, this will not be seen by live viewers but will mark the end the edit for future viewing.

End the live broadcast using the **STOP** button. Your recording will then complete and upload to the server.
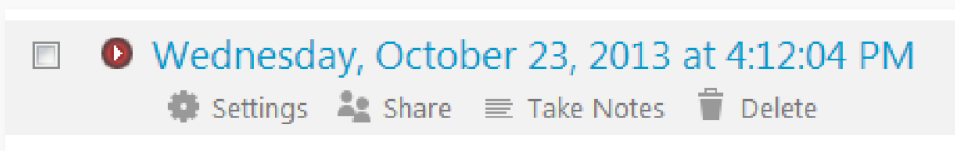
Viewing Live Broadcasts
Once the broadcast begins, a URL is generated and can be sent to viewers to allow them to watch the broadcast.

Users may login to the Panopto website to view any live broadcasts that may be available at that time.

To do this, simply go to your Panopto server's website, and click the live session you want to view. If access to the content is restricted to certain viewers, a login will be required.

You can determine which sessions are broadcasting live because the icon will appear with the current date and time.


The viewer can click on the session and a viewer window will open just as it would if the lecture had been previously recorded.
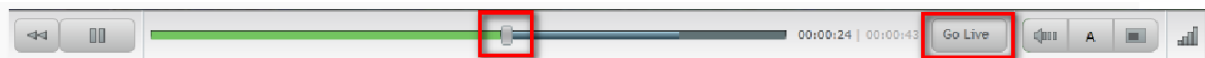
Using Questions and Notes in a Live Session
During the live broadcast viewers who are logged in can ask questions by typing in the broadcast viewer window. Viewers can also take notes during the broadcast to refer to later. The viewer's notes are stored in the SQL database on the Panopto Web Server.
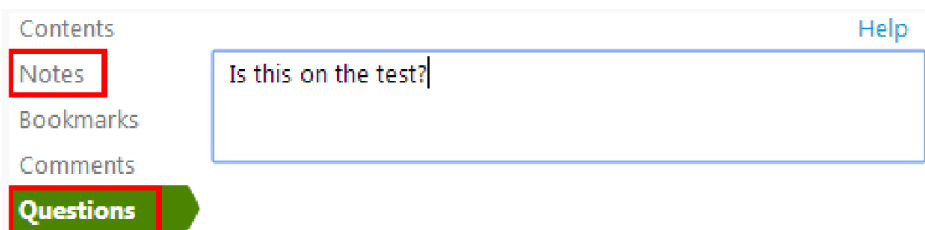
The viewer's questions pop up and notify the Creator in the lower right-hand corner of their display. Clicking on the notification will launch the recorder. To disable this notification, from the recorder > go to settings > Basic Settings > Un-check "Notify me when a viewer asks a question"

Creators can either respond verbally at the time of the question or review the questions after the recording is complete.

Important Panopto Tips

1. Check to make sure that the video preview is showing, and the sound bar is moving before beginning your recording.

2. When on a classroom computer (or any PC other than where you created the PowerPoint presentation) be sure to download and open the file on the computer you will be using for your presentation. This will avoid processing errors.

3. Do not **shut down** the computer (you used to record) until *after the recording has been uploaded*. Once it begins processing, you can log off but do not shut down the computer.

4. The default share permission creates videos that are only viewable by you and the students enrolled in the course.

5. When copying an entire ELMS-CANVAS course from one semester to another, Panopto sessions do not copy over. You will have to copy or move the sessions.

6. If you are using a URL link for a session in ELMS-CANVAS Modules or Pages, the course copy retains the original URL and will point to that original course. Students in new courses will not have access to those sessions. After copying or moving a session to the new course, you can either edit the URL in Modules/Pages or make the session accessible by designating it as public Change this

Appendix

Logging in to Hosted Panopto

1. Go to **umd.hosted.panopto.com**. If you have already logged in to your browser, you will see your name in the top, right corner of the window. If you need to sign in, follow steps 2-4.
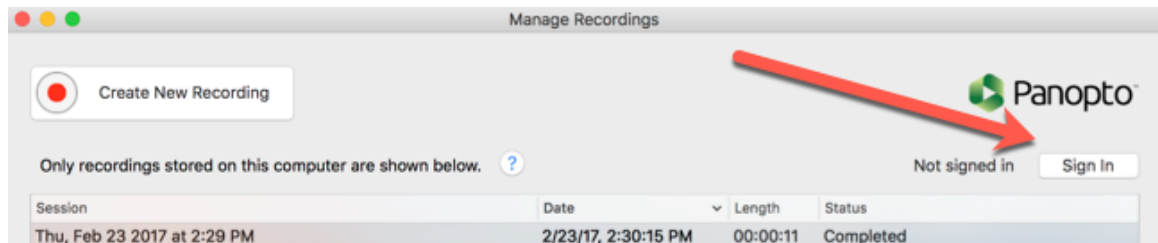
2. Select **Sign In**.

3. You will be redirected to an ELMS-CANVAS login screen. Log in by entering your Directory ID and password.

4. Select **Log In**.

Viewing Panopto Recordings External to ELMS-CANVAS

1. Log in to umd.hosted.panopto.com.

2. Once logged into the Panopto interface, you will find additional functionalities. You will find more information on Panopto support pages. To select video tutorials, go to: http://support.panopto.com/videos or for additional documentation click on: http://support.panopto.com/documentation.
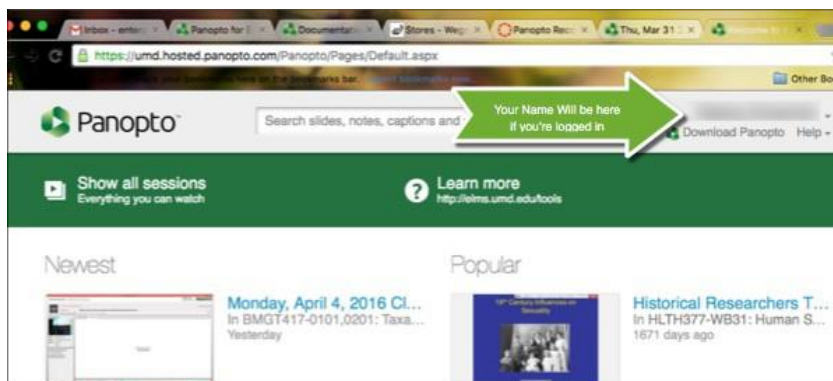
Additional Panopto Support

Panopto has a helpful collection of support media - for the beginner as well as advanced users. To select video tutorials, go to: http://support.panopto.com/videos or for additional documentation use: http://support.panopto.com/documentation.