

Getting Started with Panopto – Student Guide

Panopto is a video hosting platform that allows UMD faculty and students to create and share videos easily, both within and outside of ELMS-Canvas. Users can record their webcam, PowerPoint and/or screen, or they can upload video files. Viewers can search for key moments in the video and add comments or take notes. Instructors can also use Panopto to have students upload videos as part of a class assignment. (<https://go.umd.edu/PanoptoAssignment>).

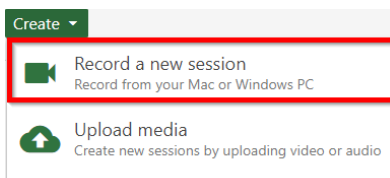
The following document will cover the basics of recording and sharing a video in Panopto as a student. **Additional tutorial documents from Panopto** are available by selecting the following:

- [Uploading your own media into Panopto.](#)
- [Searching in Panopto.](#)
- [Taking notes in Panopto.](#)
- [Attaching an Assignment.](#)

You will access Panopto through your ELMS-Canvas course. Once you log into ELMS-Canvas, click into the course where you would like to post videos. Go to **Course Tools** menu, then select **Panopto Recordings**.



On the main page for Panopto, click on the **Create** button at the top of the page. To upload a video, select from one of the first two options. In this document we will be discussing the first option:



Record a new session – Download the Panopto recorder to record videos using your webcam, computer screen and/or a PowerPoint presentation.

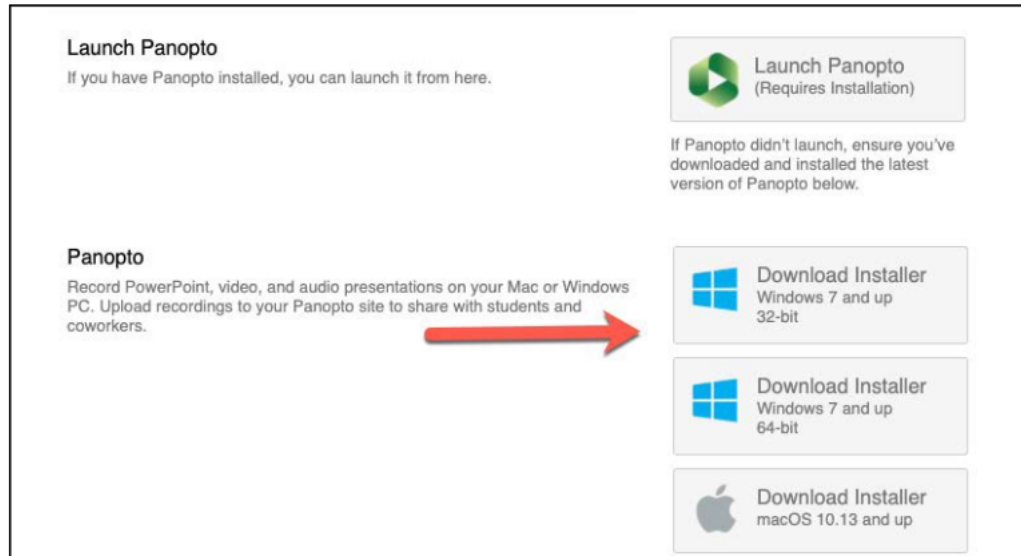
Upload media – If you have created videos previously using another program, you can upload them into Panopto.

Recording a Video

If you would like to record videos to post in your course, you will need to download the Panopto Recorder first. Once you have downloaded the recorder, you can record videos using your webcam, computer screen and/or a PowerPoint presentation. If you use PowerPoint, your presentation wording will be integrated within your video, making it searchable.

Here are the steps for recording a video:

1. Log into your course and go to the **Course Tools Menu > Panopto Recordings**.
2. Click on the **Create** button at the top of the page and select **Record a new session**.
3. You may be asked if you want to launch an external application. Select the option to launch it.
4. In the next window, download the Panopto Recorder. You can download it on multiple devices such as your desktop and/or laptop. After you have downloaded the recorder, you will only need to select **Launch Recorder** for future recordings.



5. When the Panopto recorder opens, you can prepare to record your video. The options are outlined below.



- A. Select a course where you would like your video to be recorded. By default, it will record to the course where you logged into ELMS-Canvas, but you can choose a different course if you like.
- B. Under **Primary Source**, configure your webcam and microphone. If you do not have or would not like to use a webcam, you can select **None** from the **Video** drop-down menu.
- C. Under **Secondary Capture Sources**, choose the additional screens you would like Panopto to capture. Most users choose to capture a PowerPoint or a computer desktop.
- D. The main window will show a preview of the screens that Panopto will capture. If you have chosen to capture

PowerPoint, you can select the PowerPoint you would like to show here. **Note:** Panopto will only capture the PowerPoint if you are showing it in presentation mode.

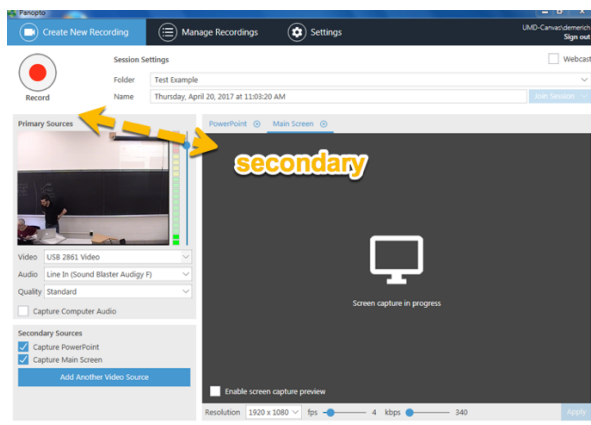
E. Click on the **Record** button to begin recording.

You will receive an email confirmation when your video is uploaded to Panopto. Please note that this process may take some time, especially if you have recorded a longer video. If you lose internet connection to your computer while it is uploading, the uploading process will pause until you regain connection.

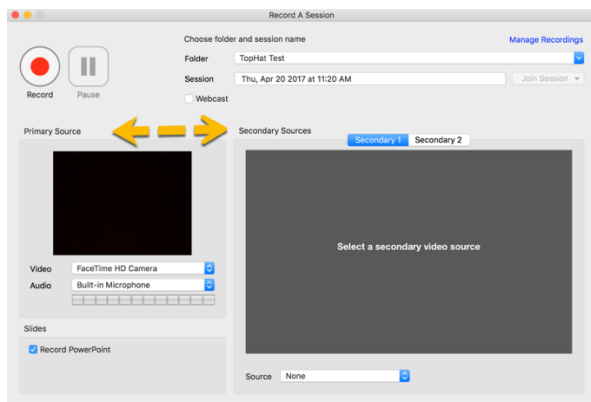
Examples of the Recording Interface

There are two screen sections, **Primary Source** and **Secondary Source**. The design of the recorder is different in the Windows and Mac Operating Systems.

Primary & Secondary Sources - Windows Example



Primary & Secondary Sources - Mac Example



Once you complete your recording you can find information on uploading assignments to ELMS-Canvas at <https://go.umd.edu/SubmitPanoptoAssignment>.