## Introduction to Panopto

Panopto Course Capture allows users to capture a video & audio feed of their classroom along with a screen capture of their PC desktop or other projection source. It then automatically packages these feeds together in a web-accessible presentation for their audience to watch live or on demand after the presentation has concluded.

In most Panopto presentations, the camera feed is the primary source, with the classroom computer as the secondary source. See the image to the right for an example of a Panopto course capture session using a camera as the primary source and a classroom PC as the secondary source. If more than one secondary source is used, each one appears in its own tab.
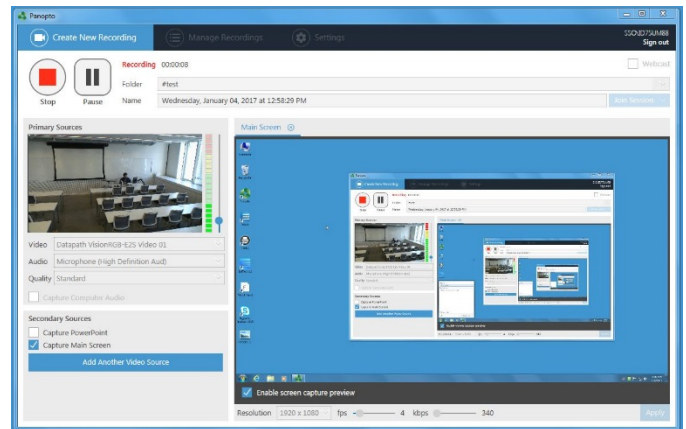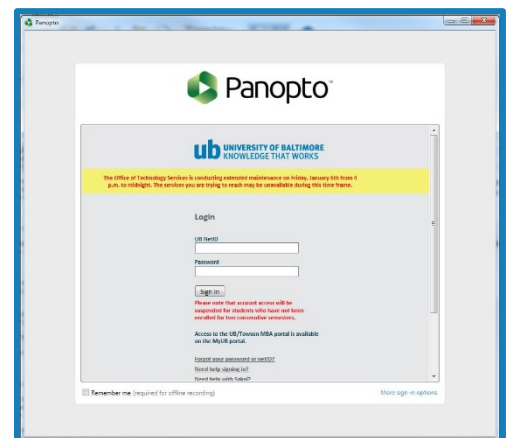
Accounts & Access

Faculty or staff wishing to use Panopto course capture software for recording presentations should complete the **Panopto Class Request Form,** which can be found in the Classroom Technology section of the UB website. The form will require that you supply the following information:

- Name
- Course names and numbers
- Term (e.g. Spring 2017, Fall 2018)
- Classroom building and room number (e.g. Business Center 305)
- Any special needs you may have—for instance, if you'd like for your students to have upload privileges, or if you only want your videos shared with particular users.

If you have never used Panopto before, OTS staff will contact you to schedule a brief training session on how to use the software. This session usually takes less than an hour and is mandatory for all Panopto users.

Using Panopto Recorder

1. Launch Panopto Recorder from the desktop shortcut or from the "Programs" menu.
2. The UB portal login page should automatically appear; sign in using your UB netID and password. Uncheck the **remember me** box so that other users can log in with their own credentials.
3. If the portal login screen does not appear automatically, click the **Sign in with UB Single Sign-on** button and follow the instructions above.
4. If you are not using a lectern microphone you **must** use the wireless lavalier (clip-on microphone) or wireless handheld microphone to ensure clear audio in the recording.

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5. Once you have logged in, the program will display the **Capture New Recording** screen (pictured above). This screen includes a room camera preview, an audio input meter, and a desktop capture preview.

6. Panopto requires audio and video from a primary source in order to create a recording. Make sure you can see a clear preview of the video from the classroom camera under the **Primary Sources** section. If this section shows color bars or a black screen with green text, try switching the video input device in the drop-down menu beneath it.

7. The audio meter next to the video preview should react to your voice when you speak into one of the provided microphones. Consistent green bars are good, yellow is fine, and red is bad. If your audio meter is consistently hitting the red, turn down your input level with the adjacent slider.
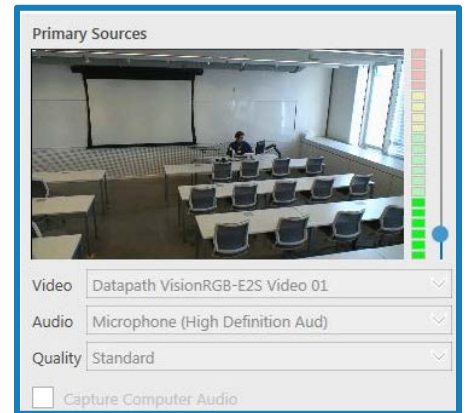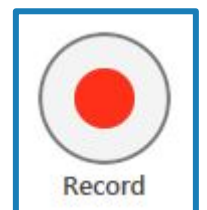
NOTE Some classrooms come with built-in ceiling microphones. While these work nicely to capture student questions during the lecture, we highly recommend that you use the provided gooseneck or wireless microphones to ensure a high quality recording of your voice.

8. Desktop capture is automatically enabled in Panopto; by default the software will show a white computer graphic with the text **Screen capture in progress** (pictured right). If you would like to preview the captured desktop, check the box labelled **Enable screen capture preview**.

    o   If you do not wish to capture your desktop, simply close the **Main Screen** tab or uncheck the box labelled **Capture Main Screen** under the **Secondary Sources** section of the window.
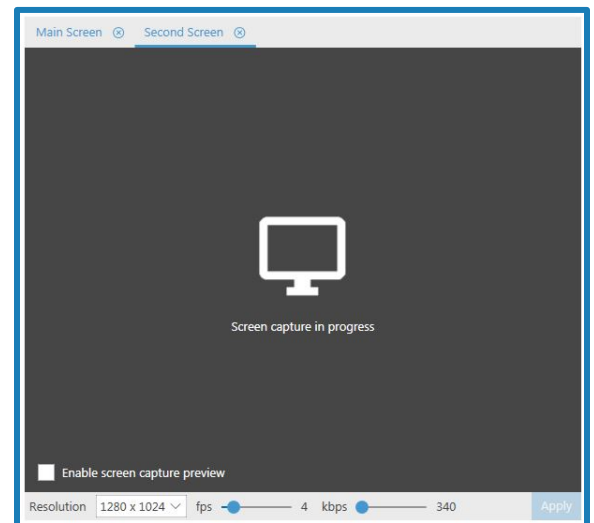
9. Under the **Session Settings** section, make sure that you have selected the correct destination folder for your recording. To change the folder, open the drop-down menu and select the correct one. If there are problems connecting to the network, you may record an offline presentation—to be uploaded when the network connection is restored—by clicking **Offline Recording**.

10. The date and time are automatically used for the session name, but you may change it to whatever you like before beginning the recording. Type the name you'd like to give to this session in the **Name** field.

11. If you are recording a presentation for on-demand viewing, you are ready to begin. If you are recording a presentation to be viewed live and on-demand, click the "broadcast and record" check box to enable live broadcasting.

12. When you are ready to begin your presentation, click the red **Record** button to begin recording. You may minimize Panopto, and, if using Powerpoint, begin your Powerpoint presentation in full screen mode.

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13. If you need to take a short break, click the grey **Pause** button. Recording continues in the background but this section of the recording will not be visible in the viewed presentation. Press the pause button again to resume recording. Pauses can be edited later if desired (for example, if you forget to resume following the break!).

14. When you have finished your presentation, click the red **Stop** button. After a short delay, a dialogue window announces that recording is stopped; from here you can click **Upload** to send the recording to the server, or—if you are dissatisfied with your video—**Delete and record again**. Panopto will stop the recording and display the **Manage Recordings** screen.

15. Once on the Manage Recordings page, you may log out of Panopto; click **Sign out** in the upper right corner. You do not need to wait for the upload to complete; you may log out of the PC, but do not power the PC off.

16. The presentation will be available for online viewing shortly. Go to ubalt.hosted.panopto.com to view the presentation.
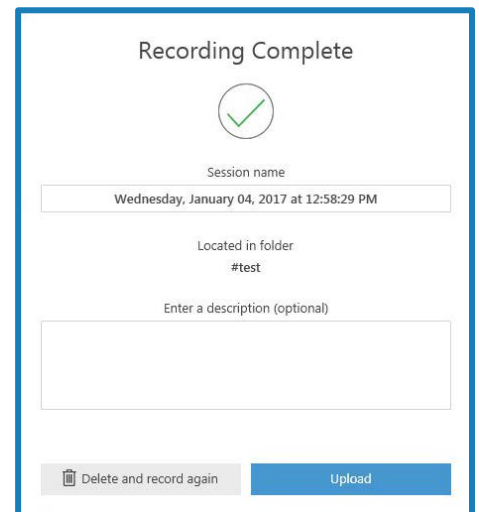
For more information on using Panopto Recorder, see Panopto's extensive online documentation at http://support.panopto.com.

Viewing and Sharing Panopto Course Capture Sessions

Go to ubalt.hosted.panopto.com to view the presentation. Your audience must have a username and password to access the presentations; for members of the UB community, select **UB Single Sign-on** and use your normal UB netID and password. After logging in, your audience will see only the folders and presentations to which they have access. If you are allowing your entire class to access your recordings, your class will automatically be given access to your folder. Contact OTS Media Classroom Support with your course number to set up course-wide access.

Sharing presentations by email (not recommended)

You may also share your presentations with your audience by emailing them a link to a particular presentation. This is a good option if you only want to share a specific session (for instance, for an excused absence), or want to share a session with someone not enrolled in your class or outside the UB community.

1. Log in at ubalt.hosted.panopto.com with the same username and password you use to log in to Panopto Recorder in the classroom.

2. Navigate to the presentation you wish to share with your audience.

3. Hover over the blank space to the far right of the presentation you wish to share. Several icons will appear in the space.

4. The first icon displays "share" when you hover over it.

5. Selecting the "share" icon brings up the "settings" page for this session.

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6. You may edit the access settings for this session, copy the URL of the presentation to mail it to your audience, or use Panopto to directly mail the presentation to your audience.

Panopto mobile app

Students can also access Panopto recordings from their tablet or smartphone using the Panopto app, available from the Apple App Store (for iOS devices) or the Google Play Store (for Android).

1. After installing the Panopto app, launch the app.
2. Enter "ubalt.hosted.panopto.com" into the Panopto Site Screen and click "Log In"
3. Select the "Account" drop down and change it to "UB Single Sign-on"
4. Enter your UB NetID and password into the correct fields.
5. Once you have logged in, select the "home" tab to access the recordings to which you have been given access, and select the recording you wish to view. You should not need to logout or enter your information again (unless you log out).

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