

# AOI-Panopto Training

- Hello. My name is Chris Lavoie, and I'm an experiential learning designer for Academic Outreach & Innovation. And today, I'll be discussing, what is Panopto? So Panopto is a learning management system friendly recording software that can include video, audio, and content that you're currently displaying on your computer. So anything that you're displaying that you would physically see on your monitor screens is also captured.

The software is best used with the Chrome browser. And the Windows and Mac version in the user interface looks slightly different between one another. And I will show you the documentations for both operating systems, if you are using a Mac, versus Windows.

Here are some of the other views that we're going to be covering today. First, we're going to be provisioning Panopto to Blackboard. And then I will show how to do a recording, how to edit that recording, and adding content, such as quizzes, YouTube links, table of contents, and captioning.

Here are some of the creative uses. We can include mini-lessons. Students are also able to record and upload to the course space; supplemental materials, flipped classrooms, as well as assignment details. And then we also can get feedback based on who watched the video and for how long and of course, a class summary of that.

So I'm going to go ahead and jump into our course space here. So over here on the left-hand side, we have Tools as a shortcut. So I'm going to go out and select that. And again, we're just going to be provisioning Panopto for your Blackboard course space. So over here on the right-hand side, towards the bottom, we have Panopto content. I will select that.

Now, if you're getting a screen very similar to this, where we have a Create button up here and then the folder directory, if you're seeing this, then your course has already been provisioned, and you won't need to do the next following steps. However, if you're getting something that it looks different, than we can configure that.

If we come over here to LI.wc.edu, we can go down to Academic tools, Cougar capture tutorials. Now, I'm going to be covering some of these tutorials that we have in this page here. But again, these are going to be a lot of resources that you can either, as the instructor side or student side, can view at any time. So if your students are not familiar with Panopto, you can certainly direct them to this web page. And that way, over here on the student side, then they can get a better understanding of what this tool is for and how to use it themselves.

But for now, I'm just going to go ahead and select this one here, this first one that says Set up Panopto on Blackboard. I'll make this a little bit larger. So again, this first image here is in our course space. We selected Tools. We selected Panopto content. And then, if you're getting this Configure button here, then we can go ahead and just set this up. It only takes a couple of

minutes, and it's really just a lot of clicking Yes and Configure and then just to move on to the next screen.

So we'll select Configure, Add Course to Panopto, select OK. And then it's creating this folder for your course space on the Panopto server. So we're not going to make any changes, and we'll hit Submit.

So we're going to go ahead and go over to our Blackboard course space. Once you've completed that, then you'll be brought to this screen. Of course, your course will have a different folder name, based on that course space. But everything else should remain the same.

Now, students are able to go to this tool tab Quick link here and then navigate to the videos that you're going to end up creating. We can add a Content or a Tool link by selecting this plus sign here, and then select Tool link. And we'll just create a shortcut to those recordings. So you can certainly name this Panopto. If that doesn't make sense to you or your students, and something else, that might make sense.

For instance, like, recordings, again, this is what the display name is. And so for the type, I'm going to use this dropdown box and then select Panopto course tool application. I'll make that available to all users. And then I will select Submit. So now we have that shortcut here.

And if I am mouse cursor over that, I get these arrows here. And I can click and drag and then move that into position where I want, based on the layout of the course. So I'll just go ahead and leave it there. So again, this is going to get us to the same course tool. Rather than have to select this one and then select Panopto content, it'll go directly to these recordings.

So at this point, I'm going to go ahead and make a recording. Now, I happen to be using Panopto to record this very video. So we can see that here. But I do have some screenshots that I'm going to be showing of what it looks like before a recording starts.

So up here at the top, we have folders. So again, if you are recording a video for your course, you should always go into that course space to make that recording. That way, you should never really need to change this folder directory, because that recording will automatically populate in that course space in this folder for you. If you end up making multiple videos, I would suggest to go to each course space as you need, rather than changing in the folder directory.

This name right here, by default, anytime that you open the recorder, it takes a timestamp. And so this will be the actual name of the recording. So I would suggest changing this to something that makes more sense-- Project 1, Lesson 5, et cetera. It'll just make it easier to navigate for your students to be able to see exactly what video you would like them to watch.

Over here, on the left-hand side, we have primary sources. So right now, I only have one video camera selected and hooked up to my computer. So it's only going to give me two options, the USB video device that I have plugged in or none; same thing with my audio.

So the way that the Panopto server works is that you do not have to have your video selected. You can have that as a none, if you do not wish to show your face. However, on the audio, Panopto does require an audio source to be attached to this primary source here. So if we notice that this Record sign is nicely lit up, if I were to select None for the audio here, then this record button would be grayed out. So again, just make sure that you do have an audio source.

This Quality, we have three settings. We have standard, high, and ultra. So this is referring to the actual quality of your video camera. So if this is video selection is set to none, then this really wouldn't matter too much. Because again, it's just going to be focusing on the video.

This computer audio for capturing, capture computer audio, this is referring to capturing any audio that you would be hearing from your speakers. So for instance, if you're playing a YouTube video, and this was not checked, students would be able to hear-- or students would be able to see that video, but not hear it. So again, keep in mind, though, that this is going to capture any audio coming from your computer. So any Microsoft team chimes, email chimes, are also going to get recorded. So I would suggest turning everything off or closing everything out, and just for the stuff that you need to actually record with and things that you're going to want to share.

Down here, we have secondary sources. So this is going to be devices that I have hooked up to your computer, or my machine, in this case. I have three monitors. And by default, the Capture PowerPoint, as well as Capture Main screen, are automatically toggled on. And we can see that here, when you first open the recorder, this will be grayed out. But down here at the bottom, we have enabled a capture, Screen capture preview. So this is a good way to determine which screen Panopto is considering your main screen.

Now if I had these checked, these corresponding tabs here are also the tabs for these secondary sources. So if I did have those checked, then I would have the secondary screen and third screen tab here. And again, you can use that preview to see which one is the main screen.

Down here at the bottom, we have the resolution at 1920 by 1080. This is referring to the actual resolution that your screen is being recorded at. Leaving these at default is more than enough. Even for the frames per second or kilobytes, [INAUDIBLE] fine a default. If you plan on having something that moves a lot, like a video that you're capturing, I suggest bringing this up to max settings at 30 frames per second, as well as 2,500 kilobytes. Because if they're left at default, then that video, as somebody is watching it, will look very choppy. But I have a different way, if you plan on sharing a YouTube video. We'll actually embed that into your recording during the editing phase.

So at this point, I would normally hit Record. Then that is going to look like this. So it's going to show that we are recording here. This is the folder directory for that recording. This is what I named it.

Here is my audio meter here. So I can control how much audio comes through. This should be around in this area here. It's a little low for me now, but again, just something where that Panopto is not going to throw a warning, saying that your audio is too low and needs to be brought up a little bit higher. So you'll get a flash warning saying that right here, in this area, saying that we're unable to detect your audio. So as long as you're not getting that, then this audio captioning around this green to mid-- green to lower yellow area, is more than enough.

All right, so we can see that I did preview that during the recording. So this is normally what it looks like. And then you can capture that, as well. So by default, again, those two are selected. So I'm already capturing this main screen, which is what you're watching right now.

This Pause button here, this will make more sense when I get into the editor. But I just like to mention it now, since we can see it. This Pause button will actually continue to record. So what this is actually going to do, is if I were to select this Pause button, it still records, but it just hides that paused portion from the recording. So again, this will make more sense when I get into the editor.

But what I'm suggesting is that if you do go to Pause, don't leave it paused for very long. Because again, it's still recording. So don't pause it, go watch a movie, and come back, because it will record that hour and a half that you had it paused.

So in this case, I would normally select Done or Stop here, to stop the recording. And that's going to bring up a page that looks like this. So this is another chance to just change the name before it's uploaded. And then, of course, you can add a description here. This description is optional. And then we have two choices. We have a Delete and Record again. Just like it indicates, you can delete the recording and start over, or we can select Done.

If we were to select Done, we would get an upload process, that would immediately go over to this tab on the recorder. And we can see that upload progress here. Once this upload progress has completed, this is where you can turn off your machine or disconnect to the internet. Everything else that it says that's processing is done on the server side. So as long as this part is not interrupted, then it is good to go on the server side.

So I'm going to go back over to Blackboard. We can see this icon here. So once you select Done, and that upload process is complete, you'll see this thumbnail here that kind of looks like a movie clip, movie film. And so it also will give you a progress percentage on when that video will be completed. So it's a percentage on a transcoding on the server.

So once you get a thumbnail that looks like this for part of your recording, then that recording is ready to go. That's when students will be able to watch it. So since I'm recording, I'm going to select one that I already have completed. And actually, I will select this one.

OK, so over here on the left-hand side, we have a couple of options. And again, we're not in the editing portion. This is what it would look like if your students were watching it. So over here on the left-hand side, we have table of contents.

These will automatically be generated for you, because we have that PowerPoint default selected and didn't unselect during the recording phase. So because we have this checked, it's created all these table of contents for me, based on my PowerPoint. And so students are able to select these and go directly to that part of the recording. Same with these PowerPoint thumbnails down here that I have, if we select one of these, it would immediately go to that part of it, of the recording.

Normally, these captions are not in here for closed captioning, are not in here by default. But I will show how to go and add these in the editing phase. So I'm going to go ahead skip that for now.

For notes, so students are able to add notes anywhere in the timeline, and it will record that, like we have here. We have one in 19 seconds, the 3D printers. This is cool at 28 seconds. And so students are able to make that public or private to themselves only, as well as adding bookmarks. So I can say, of this portion here perhaps, I can say services we offer at 18 seconds in the timeline. And then 18 seconds is where I made that bookmark. So that way, students can immediately go back to that portion once it's done loading, of the recording, and go directly to that.

So at this point, I think I'm going to go ahead and start editing this video. So at the top right-hand side, the fourth icon in the edit. It kind of looks like a pen tool or a pencil. So I'll go ahead and select that.

All right, so by default, this scissors icon is selected. So this is how we can remove or hide parts of our video. So again, it's not going to truly delete them. It's just going to hide that, that portion of the recording. So I'm just selecting and dragging, and we get this gray bar. So anything that's in this gray section here will be hidden. So as this red timeline goes through, and it's playing, it will just completely skip that and come up over on the other side.

And we can pause. I'm going to pause that. And then we can remove anywhere in the timeline that you need to edit. So I'm just going to go ahead and remove those. Again, I'm just doing the opposite of adding it and just clicking and dragging to make that selection.

Over here on the left-hand side, this is where we can add those closed captioning. So normally, we have two options. We have the Replace. If you do not have any already in, it will say Import, and you can upload your own or request. This is a paid product here. Panopto does a pretty

good job of understanding what you said and then putting those captions in for you. So I'll select Replace.

So it's about 80% accurate. So if you end up using closed captioning, make sure that those edits are 100% correct before that video is available to your students. So just like a Word document, I can select in any of these caption areas and then make changes to those as I need. And I'll just select Enter. Also, I can select these three little dots here and then edit there or delete it entirely. But I'm just clicking into that location to make the changes. OK?

So same with the table of contents that we've seen earlier, but I can go in here and edit these labels, as well. We can add titles or remove titles. Or I can select those three same dots, edit, and delete it, as well. So I'm just selecting - delete that one - And so we can do that throughout the entire presentation here.

So right now, I think I'm going to add a quiz. So at, say, the 22nd mark, I'm going to add a quiz. So I'm going to go over here to the plus sign that's next to this red scissors icon, select Add Content, and then Add a quiz.

Panopto offers four choices of adding questions. We have multiple choice-- that's set by default-- true or false, multiple select, and fill in the blank. For now, I'll leave it at Default, Multiple choice. Over here on the left-hand side, this is the actual question that you would be asking the student. I want four choices, so I'm going to add four choices.

This radial dial right here, this radial button is what would be the indicating of the correct answers. So for instance, if we wanted green to be the correct answer, then I'm going to select Green. I can give an explanation on why this is the correct answer. This is why. I can add another question.

Now, again, Panopto has four choices. And so you can add multiple questions, and they don't have to be the same one. You can add some true or false, a couple fill-in-the-blanks, et cetera. For this example, I'll just keep it at one question and come over here and select Done.

So we have a couple of options, as set by default. Right now, our question is going to be asked, or our quiz is going to be asked, at 28 seconds within our timeline here. We're at 28 seconds. But default allows viewers to retake the quiz. If you only want them to take it once, then you would uncheck that.

You can show them the grade that they got after the quiz. You can allow the review of correct answers and explanations. And then you can use this one to block viewers from advancing until they answered that question or that quiz set.

So for now, I'm just going to leave those at default, come over here on the right-hand side, and select Finish. And that is the completion of adding quizzes. So I think at this point, I'm going to select 50 seconds. And I already have a YouTube in there. So I'm going to select at the 57th

second mark. I'm going to come over here again to the plus sign to add content, add a YouTube video.

So occasionally, it does freeze up like that. I'm not sure if that's just not responding from the server. But over here, we have our table of contents. And so I went down to the 52nd mark, or 58 seconds, it looks like right here, and then just selected that. So again, here's our quiz. I can just immediately jump to that and make edits, as well as the YouTube link. So you can see that I have a couple in here already. And so I just went to that one that I need to change.

And since I'm here, we can make a change on the name, as well. So I can rename this one 4K video again. And that way, it makes a little bit more sense for students, as well.

Over here, on the top right, it's asking for the URL. So I went to YouTube and grabbed this link. I copied this link, and I'm going to paste that in the correct field. And again, we're at the 57th second mark within our timeline here.

This start and end is referring to the actual YouTube video. So we can look at this as a five-minute video, so it's not too bad. However, if it was an hour video, for an example, then you can tell Panopto where to start and end that video, if you only want students to watch a portion of it. So for instance, if we wanted that as the example to start at the 1 minute and 24 seconds and then end at the 5-minute mark, then you would do that. If you want them to watch the whole thing, you can just leave those blank.

We have two options by default to show YouTube controls. So again, it's referring to these controls right here for YouTube, as well as the maximize and minimize. And so I do recommend leaving those on, so that way, it does give students the opportunity to be able to rewind that or fast-forward in the timeline to view something specific that they're looking for. Also, it gives them the option to control the volume.

So I'll go over to Blackboard here. So auto-play, again, this will just play your recording. As soon as it gets to that point in the timeline at 57 seconds to play this YouTube video, it will automatically start playing that YouTube video. And then when that portion or the video is completed, it will start playing your recording that you created right after. And I'll show you an example of that.

So I'll just leave those on by default and select Done. And then again, over here in the table of contents, we can see that we have that video in there. And again, if you make a mistake or something, and you need to correct or just remove it entirely, you can select these three buttons here and then Select and Delete, and Delete. So I think I'm done making edits.

So at this point, we want to make sure that we apply these changes that we've made. So up here on the top right-hand side, we have this Apply button. We're going to go ahead and select that. Yes, we want to change those edits and keep them. Right now, it's going to be changing

that on the server side. So I'm going to go over to Blackboard and then refresh. And once you've refreshed, it should see that we've had those changes being completed.

So right now we're at 0% processing, at 0%. Usually, it takes about 15 minutes for every hour of recording. However, if you do plan on making an hour recording, I would suggest doing smaller bits of recordings than one large one. It just makes it easier, not only for you recording it as the instructor, but it's also easier for your students to navigate through things to find something specific, as well as get a better understanding of concepts, if they're in smaller videos rather than one large one.

So instead of waiting for that to complete, I'll go ahead and select one that is already done. So we can see that we have questions here. At the five second mark, right here, at five seconds, I have questions. We are that, in that in the timeline. So I'll just replay this.

Can you make simple edits with Panopto? I'm going to select an incorrect answer, just so we can see the difference between correct and incorrect. I have two questions attached to this quiz. So I'm going to say which car wins. I'm going to say yellow, and I'll select Finish.

Now I got both incorrect. And because I have that option selected as default, it allows me to retake the quiz. But again, this is entirely optional. If you do not want them to take the quiz over, then you would leave that portion unchecked.

Can you make simple edits? That is true. And I believe I said green is the correct answer. It is not true, and the yellow. I'm going to hit every single one of them. OK, it was red. So again, it's optional if you want them to retake the quiz.

So in this case, I'm going to hit Continue, or I can select Review and see why I got those correct. There's the explanation for that one, and then continue. So then it immediately starts playing into your recording that you created.

So the next one we have right here is a YouTube video. And so it immediately starts playing that YouTube video. I wanted just to watch a portion of that video. And then immediately goes back into my recording. Over here on the left-hand side, we can again see those closed captionings. And then we covered notes as well as bookmarks.

OK, at this point, I think we've completed all our tasks for the recording of Panopto and in the provisioning for Blackboard. If you have any additional questions, you can always refer to [li.wsu.edu](http://li.wsu.edu), under Academic tools, Cougar capture, and Tutorials. And again, this is a great resource, not only for instructors, but also for students. Thank you for watching.