Getting to Know

# PANOPTO

Larry Hess, Instructional Designer

Todd Whited, Instructional Technologist

**Office of Instructional Innovation**

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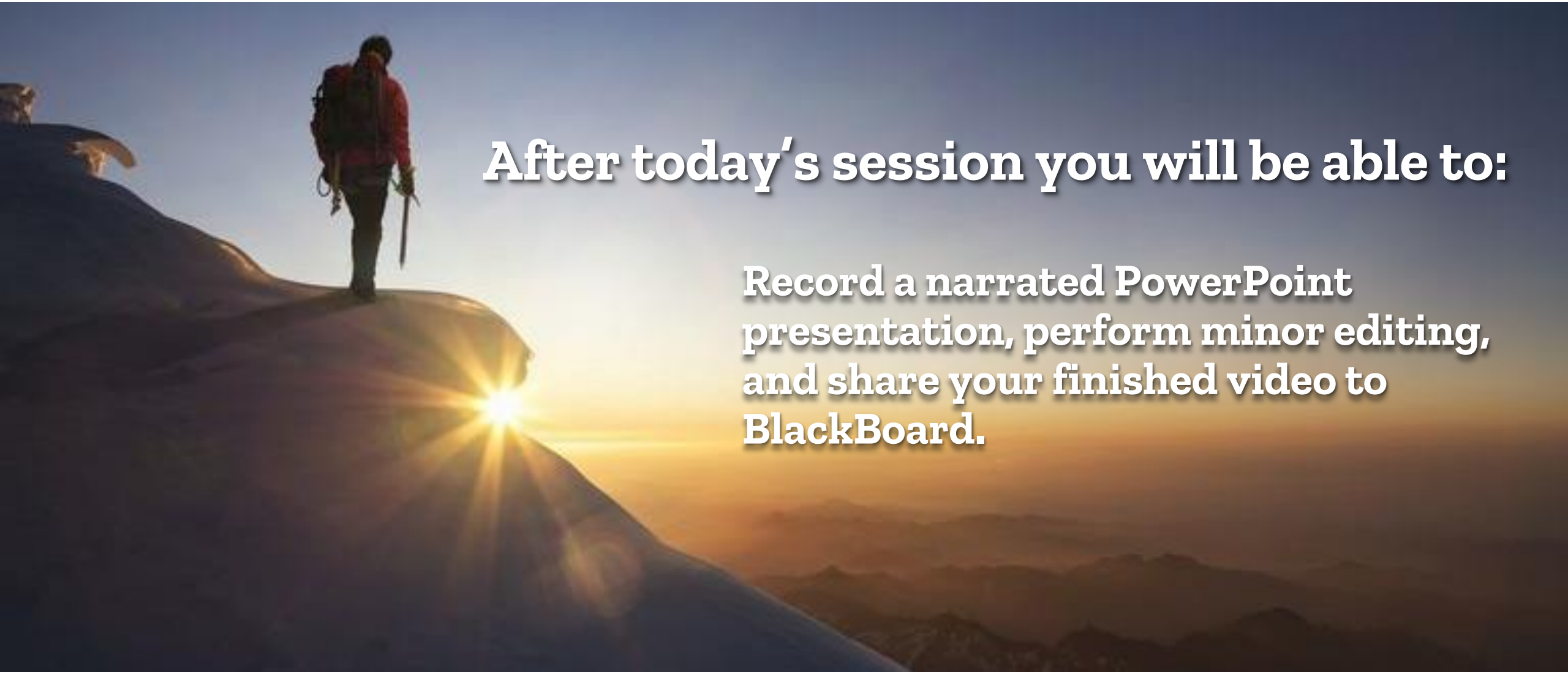
# Topics

I. Session Goal
II. What is Panopto?
III. Access and Installation
IV. Recording
V. Editing
VI. Closed Captioning
VII. Sharing

# I. Session Goal



## After today's session you will be able to:

**Record a narrated PowerPoint presentation, perform minor editing, and share your finished video to BlackBoard.**

# II. What is Panopto?

Panopto is an enterprise-level video solution allowing organizations to record, manage, and stream video content.

# III. Access and Installation

Login: https://ohiouniversity.hosted.panopto.com

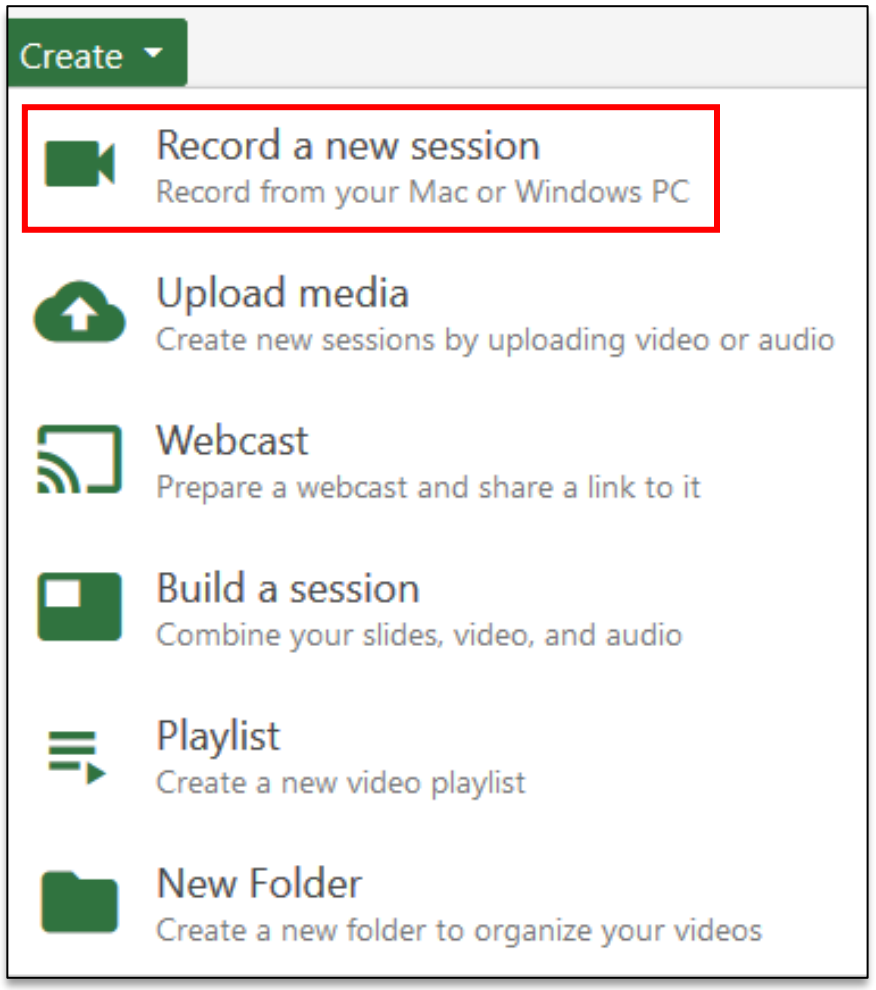
Choose "Blackboard Production" from drop-down menu

Click "Download Panopto" in the upper right-hand corner of your screen

**Windows** users: click "Download Panopto"

**Mac** users: click "other download options"

# IV. Recording

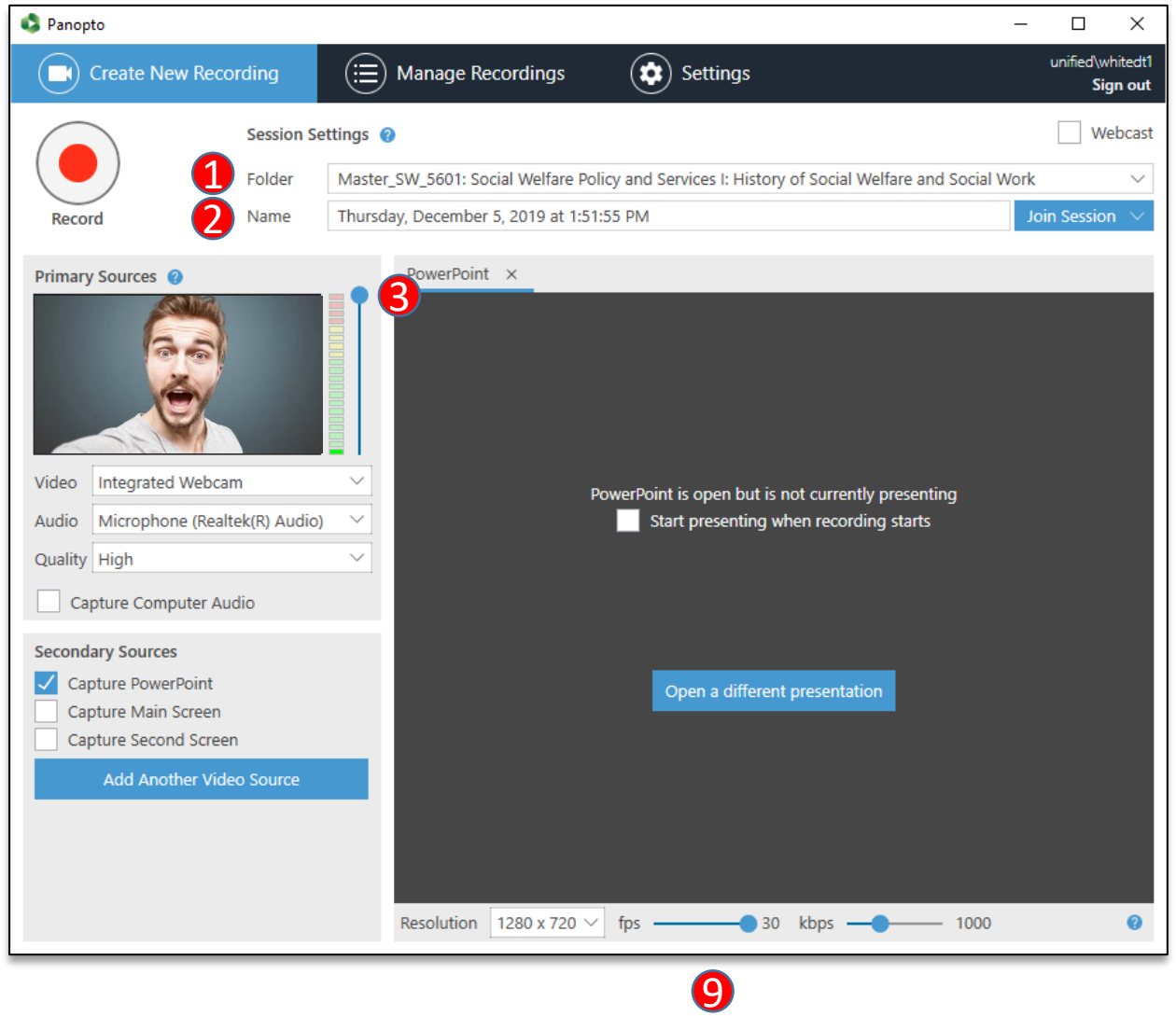



Click on the "Create" button at the top of your screen, then choose "Record a new session" from the drop-down menu.

# IV. Recording (continued)

## Recording settings:

1. Use the drop-down menu to select the appropriate folder on the Panopto server to save your recording to. You may create a new folder if desired.
2. Give your new recording an appropriate title.
3. Use the vertical slider to adjust your microphone levels while speaking. Good levels are full green, with occasional peaks in the upper yellow area. Avoid hitting the top of the red area.
4. Use this drop-down menu to select your webcam (or none).
5. Use this drop-down menu to select your attached microphone. It is always better to use a USB headset microphone rather than your laptop's internal microphone.
6. Use this drop-down menu to select the quality of your webcam and microphone input. "High" should suffice for most applications.
7. Check this box if you would like sounds from your computer to be recorded as well.
8. Select any secondary video sources/streams you would like to record.
9. Adjust these values to set the quality of your secondary sources. The settings pictured here should be suitable for most applications.

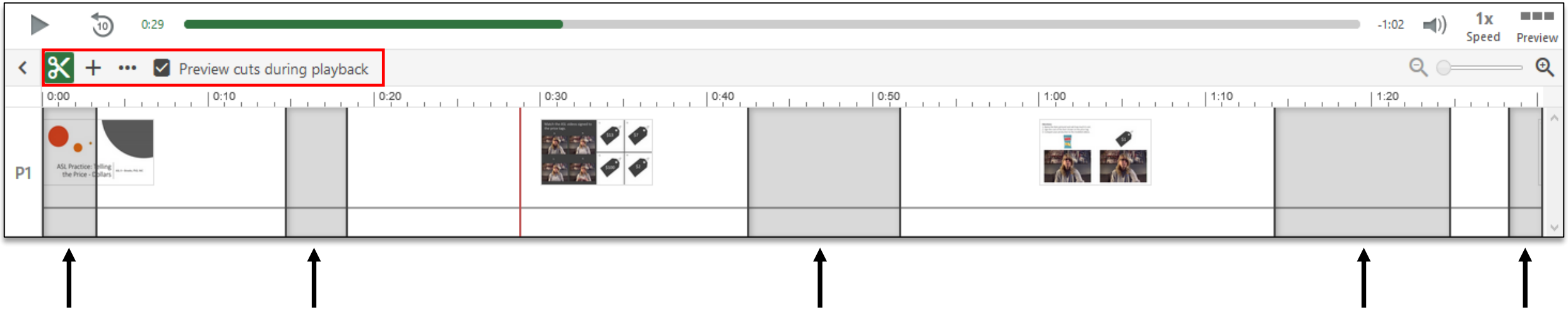



Click the "Record" button to begin your capture!

(Pro tip: Use F9 to pause/resume during recordings)

# V. Editing

From the Panopto homepage, click on the video you wish to edit. Once the video page opens, click the "Edit" button.




In the timeline window at the bottom of the screen, click and drag the mouse to create "gray areas".

The "gray areas" do not get deleted from the recording. Instead, they are simply "skipped" during playback. Panopto intentionally utilizes this type of "non-destructive" editing process. Check the "Preview cuts during playback" option to see how your video will look with these areas removed. Be sure to apply your changes!

# From the Panopto website:

"You have the ability to add ASR (automatic speech recognition) generated captions to your Panopto sessions. *Note that machine-generated captions clearly aren't the same as human transcription so they need to be revised and edited to ensure they are 100% accurate.* This document outlines the process of importing the ASR captions into a video using the editor, so you can edit them.

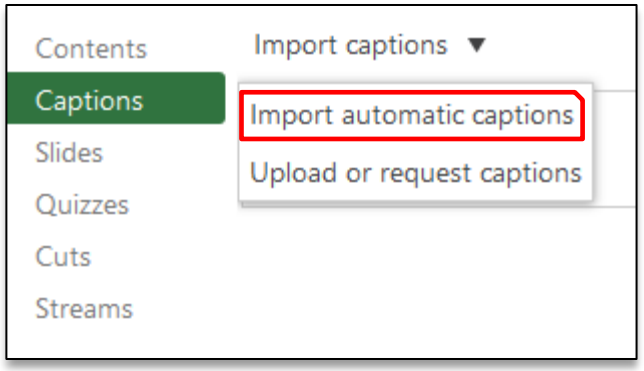
ASR captions are not available in the editor immediately after a video has been uploaded and processed. Below, please find the target completion times for the captions.

**Target completion time for videos one hour or shorter:** 8 hours
**Target completion time for videos over an hour:** One day"

# VI. Closed Captioning (continued)

From the Panopto homepage, click on the video you wish to add captions to. Once the video page opens, click the "Edit" button.

In the upper left-hand corner of the page, click on "Captions", then Choose "Import automatic captions".



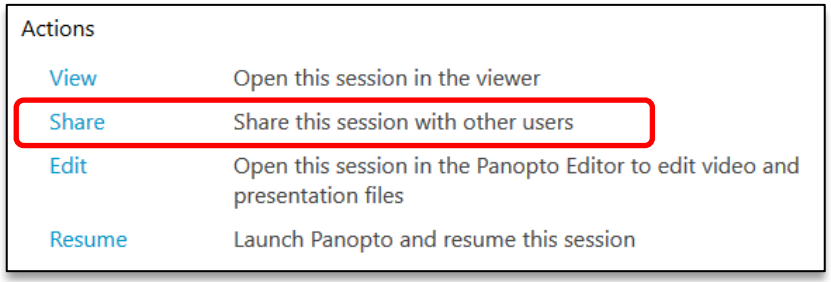

The caption text as well as the timings will now appear in a pane to the right. Click on any caption text to edit it directly. Use the "three dots" menu to the left of the timings to edit those times.

**Be sure to apply your changes when finished.**

# VII. Sharing – Method 1: As a URL (Link) in BB

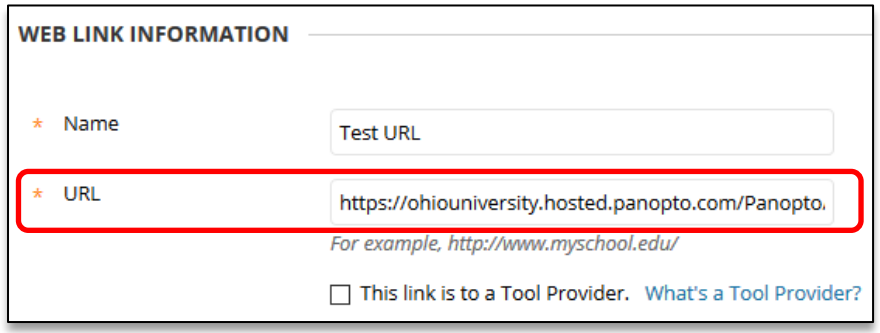
Within the Panopto video editor, click the "Settings" icon.

Under the "Actions" section of the pop-up window, click "Share".



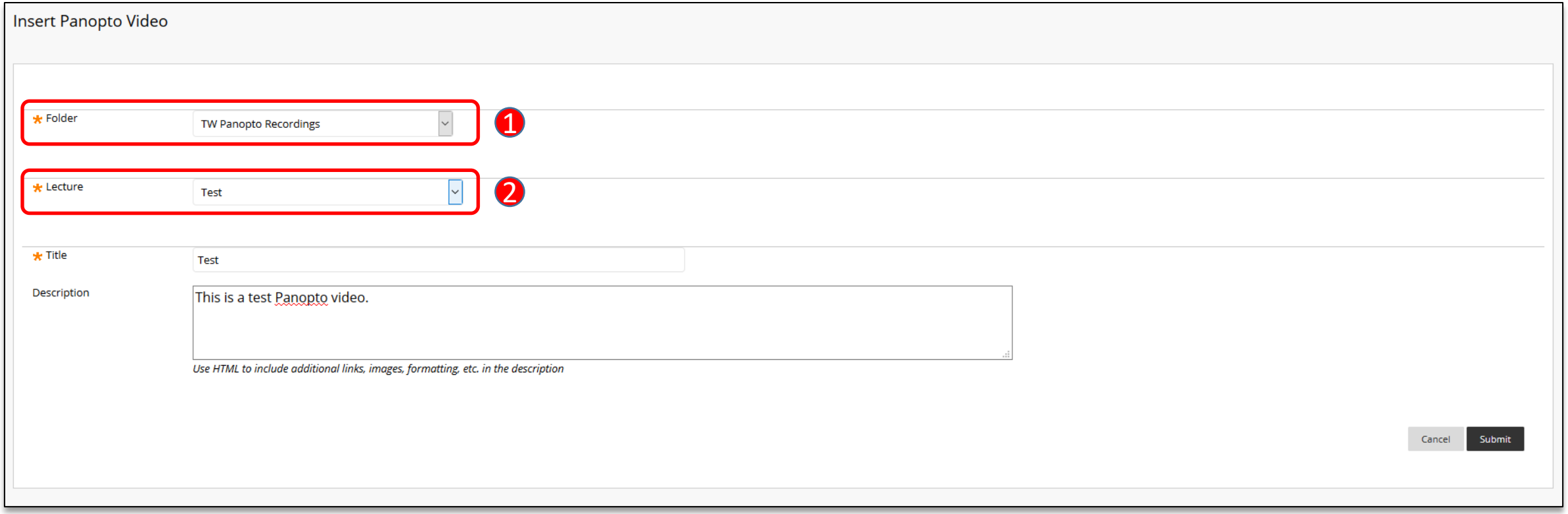

Highlight and copy the provided URL.

In BlackBoard's content builder, choose "Web Link" from the list of options. Paste the URL into the "URL" input box on the following page.



# VII. Sharing – Method 2: As a Panopto Video in BB

In Blackboard's "Content" area, click on the "Tools" drop-down menu and choose "Panopto Video Link".




1. Use the drop-down menu to select the folder on the Panopto server where your video is stored.
2. Use the drop-down menu to select the video you would like to post to Blackboard.

# Additional Resources

URL:

https://ohiouniversity.hosted.panopto.com/

Support:

https://support.panopto.com/s/

How to Videos:

https://howtovideos.hosted.panopto.com/Panopto/Pages/Folders/DepartmentHome.aspx?folderID=4b9de7ae-0080-4158-8496-a9ba01692c2e

Sample Videos:

https://www.panopto.com/resources/video-recordings/

Getting to Know

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# ANY QUESTIONS?