Introduction to Panopto

2014 Technology in the Classroom Series
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Outline

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2. Parts of Panopto
3. Live Lectures
4. Panopto for ILMs
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7. Editing
8. Organizing and Sharing
9. Getting Help
What is Panopto?

“Presentation Capture Platform”
+
“Video Content Management System”
What is Panopto?

Presentation Capture Platform

- capture videos and screencasts
- use multiple video sources
- basic edits of recordings and videos
What is Panopto?

Video Content Management System
● Organize and distribute videos
● Control access to stored content
● Stream and broadcast live video
● Playback videos in multiple formats

“like a private University of Arizona YouTube”
Parts of Panopto

**Website:** UA.lecturecast.arizona.edu

**Computer Program:** Panopto Recorder, for PC and Mac

**Server:** Networked storage space located and operated by UA in Tucson

**Mobile App:** Used to create recordings from an iPhone
Parts of Panopto

- Mobile App
- Panopto Recorder on computer
- Camtasia computer in B-521
- Computer Viewer
- Phone Viewer
- Tablet Viewer
- Panopto Server (Tucson)
- Panopto Website
- Mobile videos
- Screen and Webcam recordings
- MP4 Videos
- Other videos (any source)
- Viewer Computer
- Viewer Tablet
- Other videos (any source)
Panopto in Live Lectures

1. Bring materials on **USB stick (recommended)** or accessible via Dropbox, email, Google Docs, etc.

2. Open lecture materials (PPT, PDF, Word Document, etc) on **lecture hall computer workstation**

3. Classroom Support personnel assist with:
   a. Putting on microphone
   b. Opening and starting Panopto Recorder

4. Lecture records, available later in class folder on Panopto website
Best Practices for recorded lectures

- Large text and images
- Wear mic close, speak clearly, avoid turning head
- Use the mouse cursor as a pointer, not laser
- Repeat audience questions, or pass handheld mic
- Zoom in to PDFs and Word documents ( ctrl + )
- Avoid displaying Protected Health Information or identifiable patient imagery
Panopto for ILMs

Two Methods:

- **Panopto Recorder**
  - Record at your desk or on laptop
  - Use your own microphone
  - Limited editing options
  - Post on your own

- **Camtasia Workstation**
  - Record in studio B-521
  - Use headset microphone provided
  - Advanced editing, in-person support available
Installing Panopto Recorder

If you have administrator rights to your UA-owned or personal computer, download and install Panopto recorder from website - upper right corner

If you are using a UA-owned computer without administrator rights, contact the COM-PHX IT Support Team:

PBC-ITSupport@email.arizona.edu

602-827-4357

We do not recommend, and cannot support, installation of Panopto Recorder on a third-party owned computer (such as practice-owned or institutionally-owned computers)
Starting Panopto Recorder

After installation,
Start from the web!
Click “Create”>
Record a new session
After installation,

Start from the web!

Click “Create” > Record a new session

Then “Launch Recorder”
1. Choose a folder
2. Name the session
3. Specify your sources
   - Video
   - Audio
   - PowerPoint
   - Primary Screen
4. Select Recording Settings
   - Resolution
   - Bit Rate
   - Frame Rate
Recording Settings

Record at:

- Highest resolution: no less than 1024x768
- Highest bit rate
- Highest Frame rate
5. Use the Recording Buttons
   - Record
   - Pause
   - Stop
6. **Upload your recording to the server**
   ○ If not automatic, click “Upload to Server”
ILM Holding Tank

Before releasing to students, upload recording to:
Holding Tank ILM folder

- Accessible to administrators so we can help
- Accessible to other faculty
- NOT accessible to students until you move it out to course folder
Best Practices for recording your own ILM with Panopto

- Use large text and images - remember viewers’ screens
- Use an external microphone, NOT a built-in one
- Don’t bother using a webcam, unless it adds value
- Write a script or notes for yourself to read from
- It’s OK to correct yourself, it keeps a natural flow
- To correct major errors, leave a long pause, start again
- Ideal length is <30 min
- Break up longer lectures into smaller parts, <60 min
Panopto Website

Show all sessions
Everything you can watch

See all folders
Go to a specific folder

Learn more
UA Help Options

Newest

The Longest Hatred
In RELI 387 SS114
0 days ago

2014 08 12 The Evolution of the...
In MEDP802 – Molecular Basis of Life ...
0 days ago

Popular

CCBI Student Instructions
In Holding Tank ILM - MEDP
104 days ago

Pathways Interprofessional Ed...
In Holding Tank ILM - MEDP
54 days ago
Panopto Website

Look for:

College of Medicine - Phoenix Campus

..COM-PHX - Class of [201x]

...[Course Folder]

Content is usually stored at the lowest level
Basic Editing

Hover over the item, click the “Edit” link
Basic Editing

- Preview Window
- Cut Button
- Timeline
- Edit Handles
Basic Editing

To remove the beginning and end of a recording, grab the handle on either end of the time line and drag it inward to the point at which you want the recording to begin or end.
Basic Editing

This section will be cut

This section will be kept

This section will be cut
Basic Editing

To delete middle portions of your presentation, click once on the scissors icon and then once on the section of the presentation you’d like to remove.
Basic Editing

The first click sets the start point. Moving the mouse to the right will preview what is going to be cut. Click again to set the end point.
Basic Editing

When completed, the segment can be adjusted by dragging the handles in either direction (if needed).
Basic Editing

Clicking "Save" at the top of the screen will save your progress and allow you to continue working. A successfully saved edit session will look like this:
Basic Editing

“Save As” allows you to make multiple versions of the same recording with unique web addresses (URLs).

Example: You could split a single two hour recording with two presenters into Part 1 and Part 2, and was would have a unique web address.

Click “Save As” and you will be prompted to enter a new “Version Name”. When finished, push “OK”
Organizing and Sharing

Hover and click the “Settings” button to change the name, folder, and access sharing options.
Organizing and Sharing

Use the **Settings > Overview** window to change:

- **Session Name**
- **Session Folder**

(click “Edit” next to each item to change)
Organizing and Sharing

Settings > Share

Shows who has access as a Viewer or Creator.

Groups are managed by Tucson

You can also share with:

Anyone
All NetID users at UA
Specific NetID emails
Organizing and Sharing

Settings > Share

After you share with people, send them the “Share link” to directly access the session

http://ua.lecturecast.arizona.edu/Panopto/Pages/Viewer.aspx?id=c013ec1e-c72b-4da1-9a7c-b14f
Organizing and Sharing

Settings > Outputs

Provides alternative methods to access the session, including,

Direct Download Link

Embed Code (for HTML pages)
Getting Help

Help link in upper-right corner

**UA Help Options:**
(UITS Tucson website - much information does not apply to Phoenix)

**Online Help**
- Full Documentation
- Videos
- Forums
- Webinars
Getting Help

Call Reed Michaelsen:

602-827-2229

Email:

rmichaelsen@email.arizona.edu