



Creating a Recording Using Panopto (Mac Version)

Table of Contents

Accessing Panopto.....	2
Panopto Recording Screen	4
Recording a PowerPoint/Keynote Presentation	4
Recording Your Desktop	5
Keyboard Shortcuts.....	6
Viewing/Managing Recordings.....	7
Understanding the Panopto Viewer.....	8
Searching for Content	9
Understanding the Folder Structure	10
Editing a Video	10
Creating Quizzes.....	12
Viewing Quiz Results	14
Integrating the Quiz Results with the Canvas Gradebook.....	15
Captioning a Video.....	16
Embedding a Video in Canvas	18

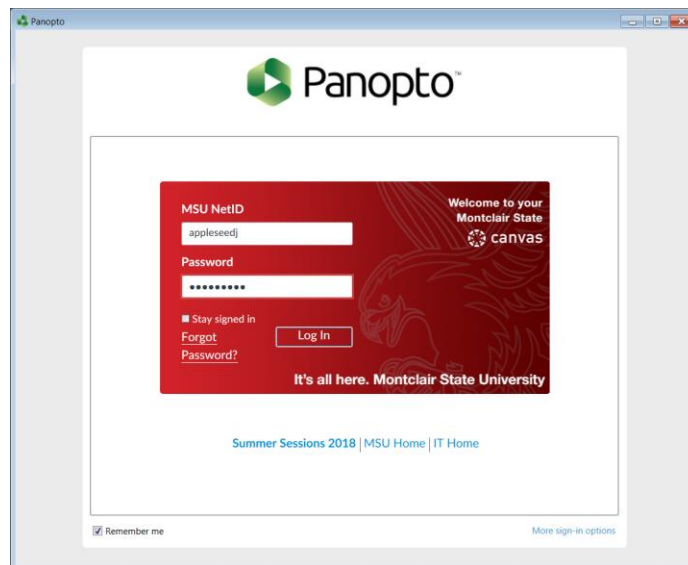
Accessing Panopto

You will have access to Panopto after you attend a Panopto training session. Visit the [ITDS site](https://itdstraining.montclair.edu/itdscourse) (<https://itdstraining.montclair.edu/itdscourse>) for a listing of courses and to register.

- 1) Launch Panopto from your computer
- 2) Click **Sign In**

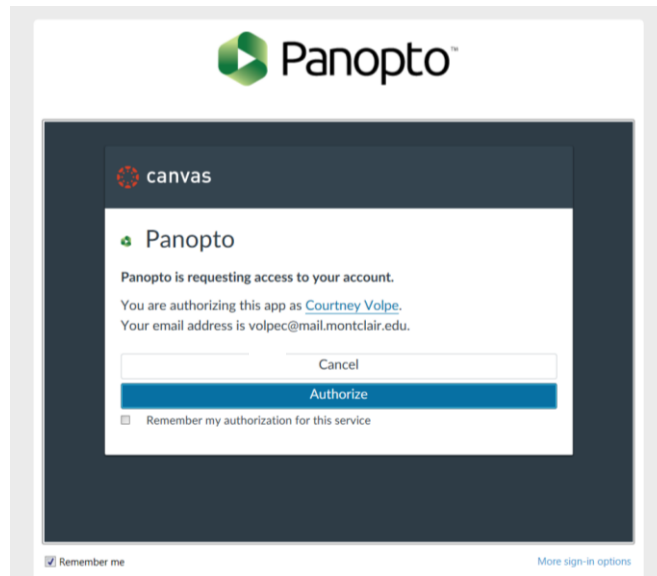


- 3) Enter your MSU NetID username and password
- 4) Click **Login**

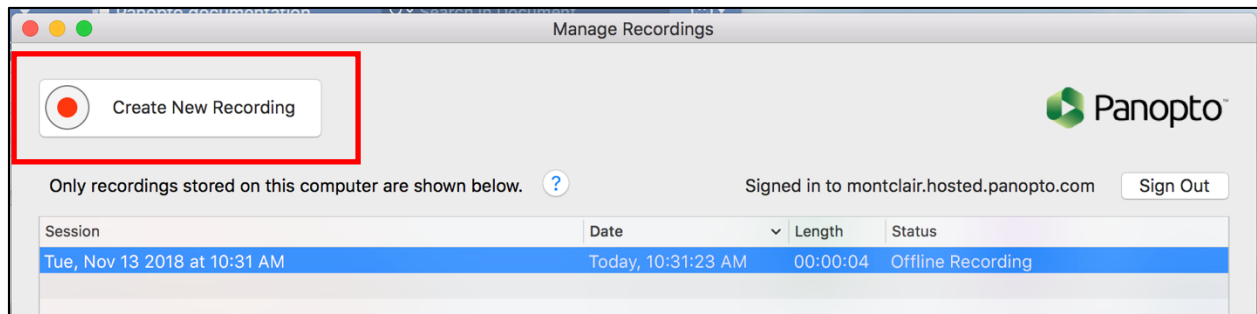


Note: Although the page looks similar to the Canvas login page, you are logging into Panopto.

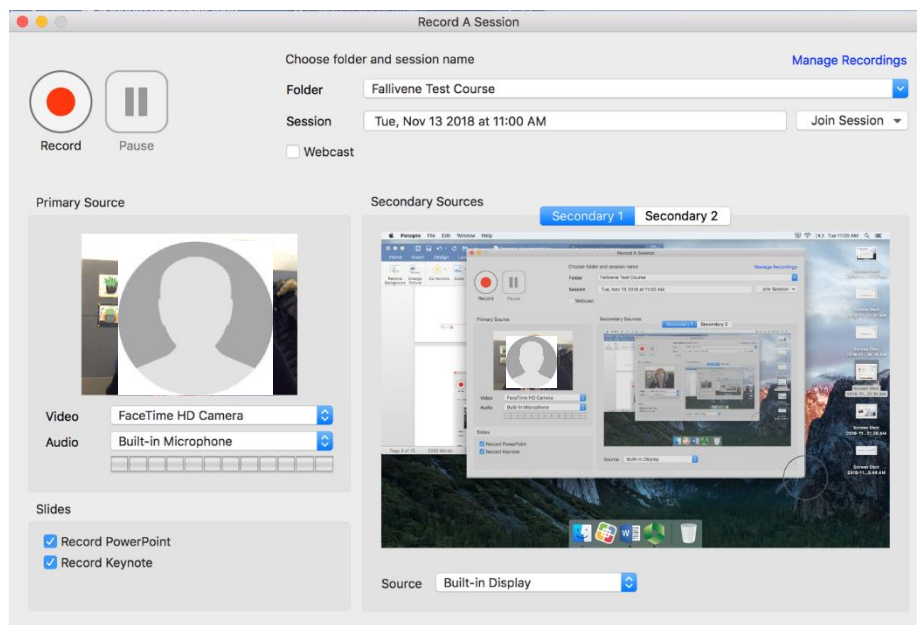
5) Click **Authorize** (if prompted)



6) Click **Create New Recording**



The **Panopto Recording Screen** opens.



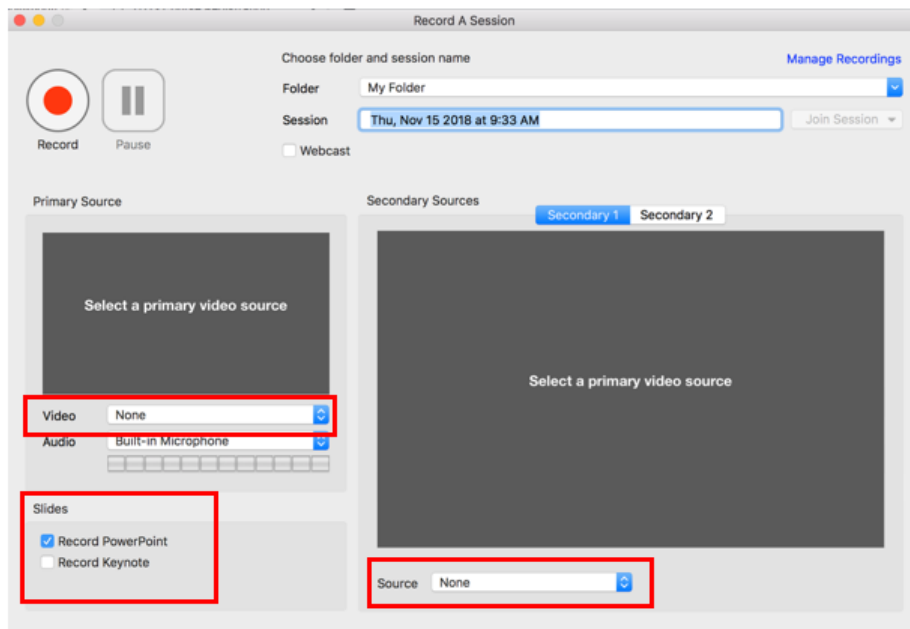
Panopto Recording Screen

Below is a table to identify the key parts of the Panopto recording screen:

Item	Function
Record Button:	To start recording
Pause Button:	Pause recording
Folder:	Location where video is stored
Session:	Name of Session (Default is creation date and time)
Primary Source Video:	Webcam is available
Primary Source Audio:	Microphone
Slides: Record PowerPoint	You can choose to record PowerPoint slides along with your video
Slides: Record Keynote	You can choose to record Keynote slides along with your video
Secondary Sources:	You can add up to two additional video sources if you want to record your screen or an additional camera
Quality Settings:	Click Panopto > Preferences
	Choose a resolution

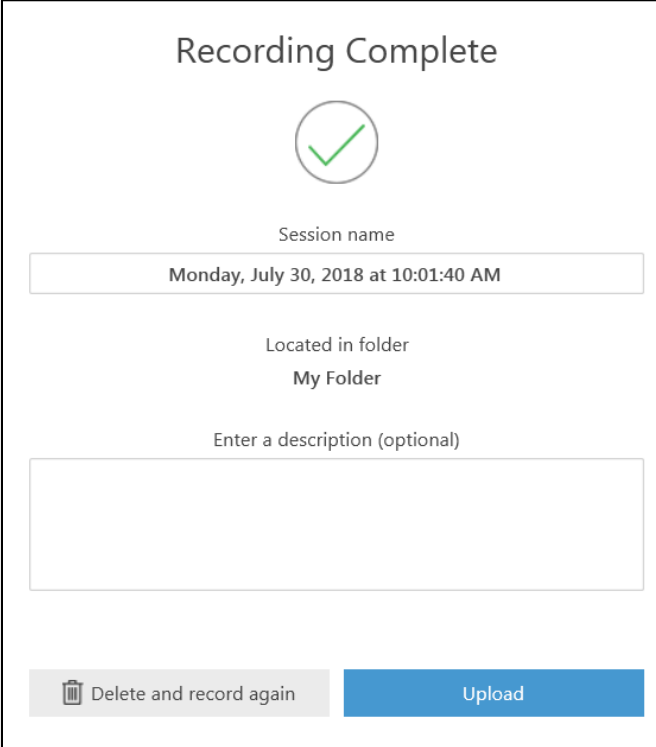
Recording a PowerPoint/Keynote Presentation

- 1) Select either *Record PowerPoint* or *Record Keynote* under **Slides**
- 2) Select **None** as the **Source**
- 3) If you do *not* want to access the Webcam, select **None** under **Video**



- 4) Click **Record**
- 5) Open and navigate through the presentation
- 6) Once you reach the last slide, click **Stop** in Panopto to stop the recording

You will be prompted with the following:

A screenshot of a 'Recording Complete' dialog box. At the top, it says 'Recording Complete' in a large, bold font. Below this is a green checkmark inside a circle. Underneath the checkmark is a text input field labeled 'Session name' containing the text 'Monday, July 30, 2018 at 10:01:40 AM'. Below that is another text input field labeled 'Located in folder' containing the text 'My Folder'. Underneath that is a larger text input field labeled 'Enter a description (optional)'. At the bottom of the dialog box are two buttons: a grey button with a trash icon labeled 'Delete and record again' and a blue button labeled 'Upload'.

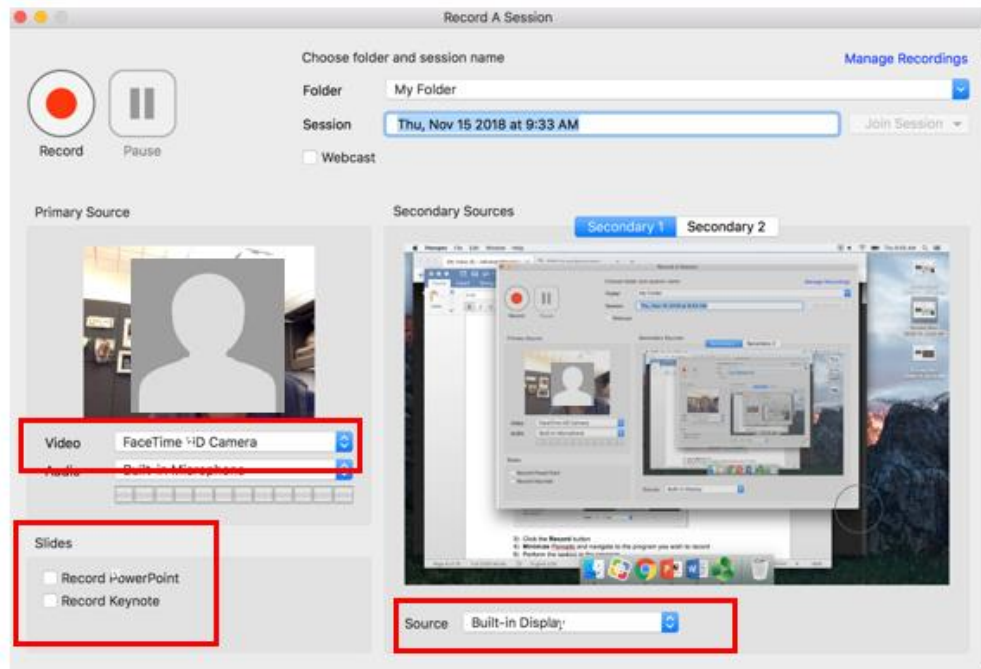
- 7) Enter a **Session Name** and **Description** (optional)
- 8) Click **Upload** to upload the video – or - click **Delete and record again**

The status of the session will display *Processing* until *Completed*.

Recording Your Desktop

To record an application on your Desktop:

- 1) From the Panopto recorder, **deselect** *Record PowerPoint* and *Record Keynote* under **Slides**
- 2) Select **Built-in Display** under **Sources**
- 3) To access the Webcam, select **FaceTime HD Camera** under **Video**



- 4) Click the **Record** button
- 5) **Minimize** Panopto and navigate to the program you wish to record
- 6) Perform the task(s) in the program
- 7) When finished, navigate back to Panopto and click **Stop**
- 8) Enter a **Session Name** and **Description** (optional)
- 9) Click **Upload** to upload the video – or - click **Delete and record again**

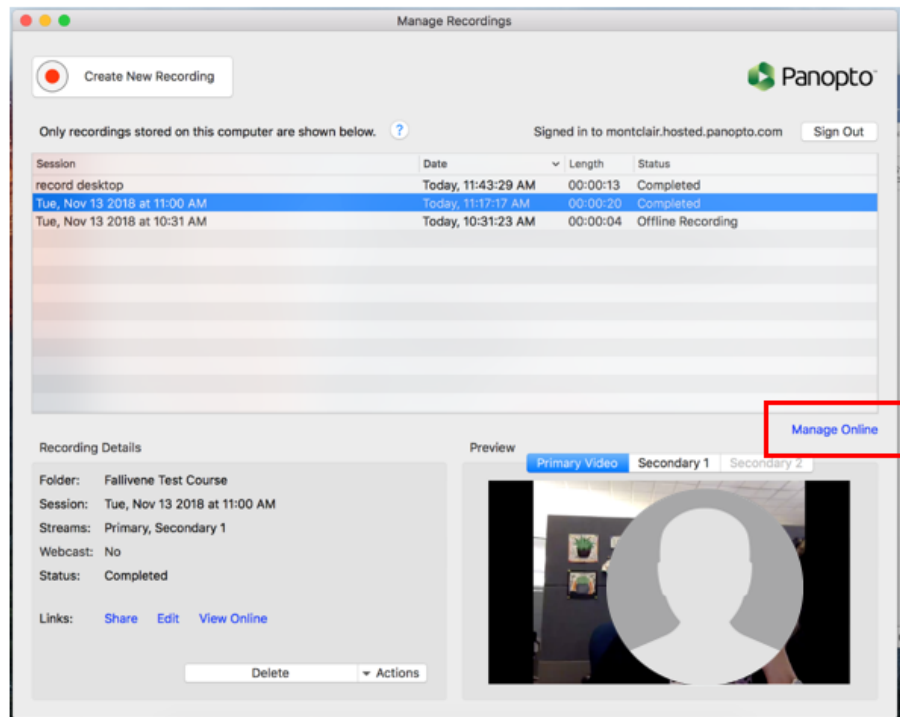
The status of the session will display *Processing* until *Completed*.

Keyboard Shortcuts

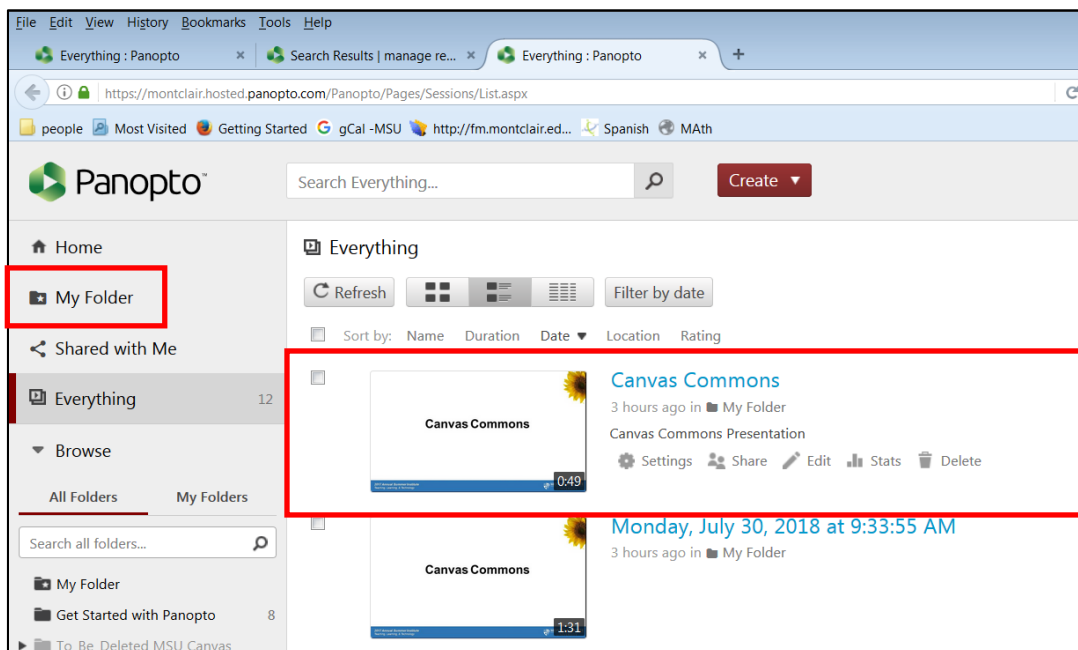
- Record: Option + Command + R
 Pause: Option + Command + P
 Stop: Option + Command + R

Viewing/Managing Recordings

1) Click **Manage Online**

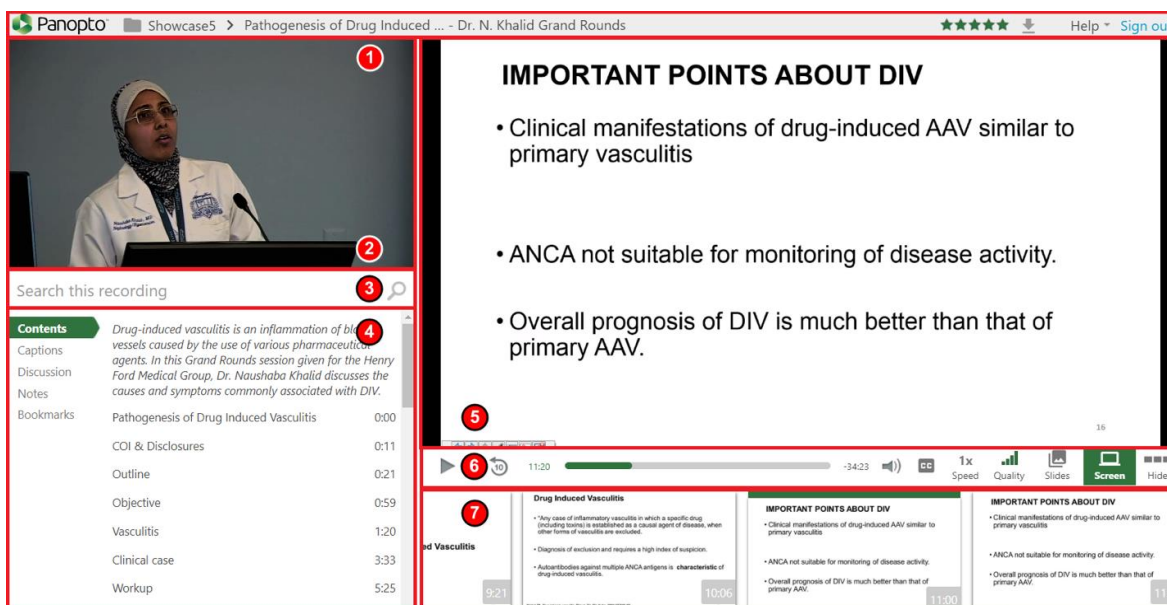


- 2) Navigate to the folder that contains your recording in the Video Library on the left
- 3) Click on the video



The video will launch the Panopto Viewer.

Understanding the Panopto Viewer



On this page you will find the following tools:

Item Number	Tool Name	Tool Description
1.	Information Bar	The information bar displays the name and date of the session as well as the folder the session belongs to. The help drop-down and sign out button are also found in the information bar.
2.	Primary Video/Audio window	The primary video and/or audio stream . If there is only primary audio stream, the primary window doesn't appear. If primary video is included, it is typically of the presenter.
3.	Search field	Allows you to locate any text you can see or hear in the presentation.
4	Contents, Captions, Discussion, Notes and Bookmarks.	<p>The Content section allows you to see all table of contents entries with timestamps for the video and you can click on them to jump right to that point in the video.</p> <p>The Caption section will only appear if the creator of the session chose to caption the recording and it will include a complete transcript of the captions.</p>

Item Number	Tool Name	Tool Description
		<p>You can take notes while viewing a session to refresh your memory later. Additionally, any note you take will become searchable.</p> <p>Bookmarks allow you to save a particular spot in a recording to revisit at a later time. Bookmarks will also show up in your search results.</p> <p>Discussions allow you to leave a public comment on a session for others to see.</p>
5	Screencapture, powerpoint or any secondary video	View video
6.	The Player	Allows you to view the recording as well as control what you see
7.	Thumbnails	Timestamped thumbnails for navigation

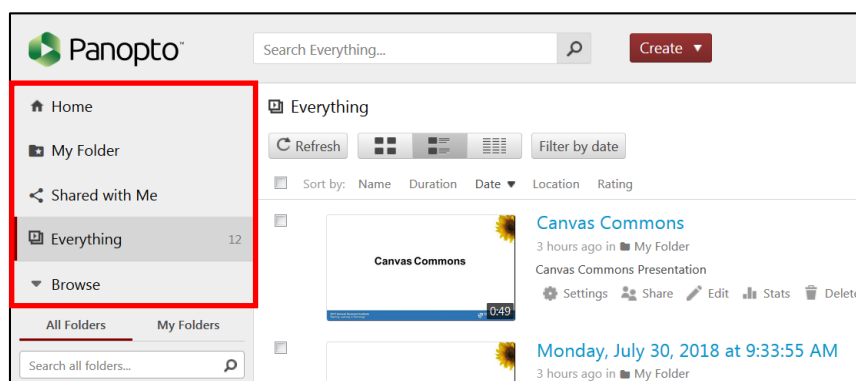
Below are links to additional resources:

- [Detailed information on Creating/Editing/Removing Notes](#)
- [Detailed information on Discussions](#)
- [Detailed information on Bookmarks](#)
- [Detailed information on the Panopto Player](#)

Searching for Content

You can search for any keywords in the Search field to help you filter through everything you have access to within Panopto. It will search through all words spoken in the sessions, shown on the screen, and shown in the slides. If you are within a folder, the search bar will just search through that folder. You can click on the title or thumbnail to open to the beginning or click on an internal search result to open to that point in the video. You also have the options of viewing the videos in the player by Grid view, Image view or Detailed view.

Understanding the Folder Structure



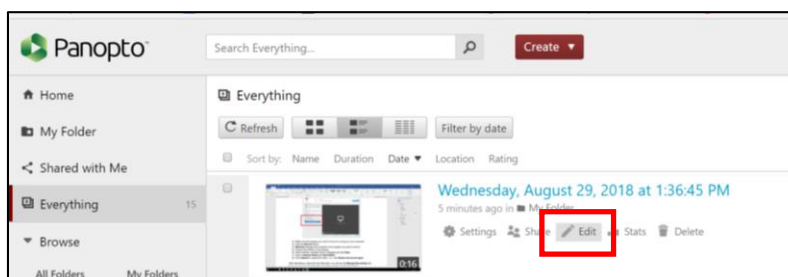
Folder Name	Contents
Home	Shows you a curated selection of videos. You may also see the newest videos on your site.
My Folder	Lists all of the sessions that you recorded in your personal folder.
Shared with Me	Lists all sessions that were directly shared to you or one of the groups of which you are a member.
Everything	Previously known as "All Sessions", this view lists all of the content that you can access in Panopto.
Browse	Search All Folders/My Folders.

Editing a Video

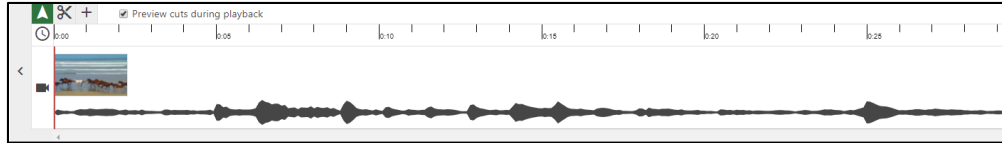
Very often you will need to edit your videos. Example: you need to trim the beginning and/or the end of your video.

To edit a video:

- 1) Navigate to the Panopto Video Library
- 2) Hover over the video you wish to edit
- 3) Select **Edit**

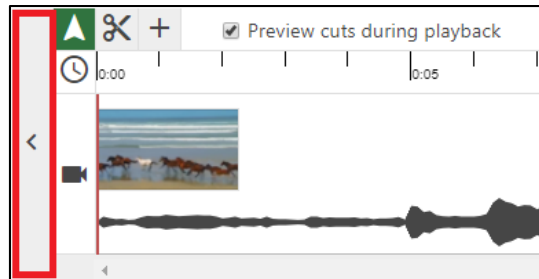


At the bottom of the page you will see a video timeline.



This timeline represents the entire length of your video showing each stream of content that makes up your session. The left side of the timeline is the start of your video, the right-hand side is the end of the video.

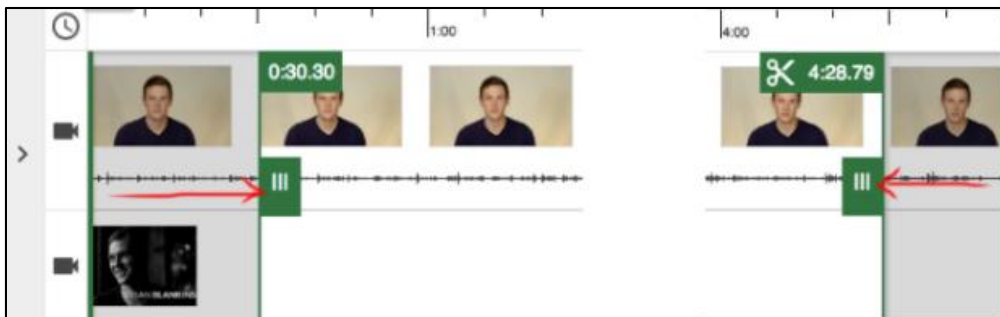
You can expand the timeline by selecting the arrow to show more detail.



4) Select the **Cut** tool to remove parts of the video

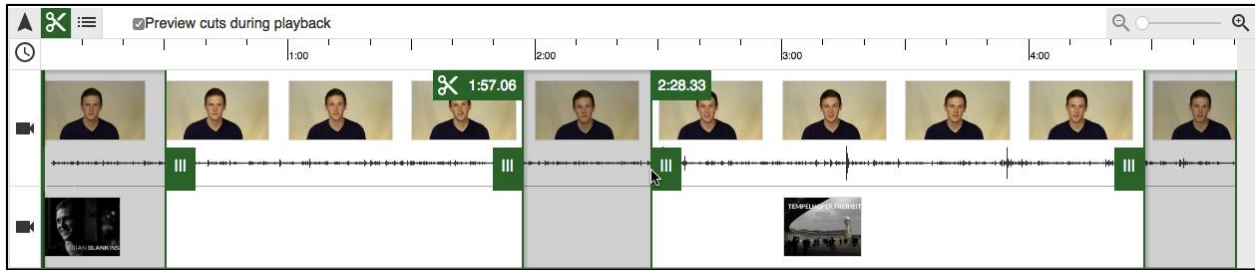


- To cut from the start of the video:
 - Click and drag the **edit** handle from the left to the right to cut from the start of the video
- To cut at the end of the video:
 - Click and drag the **edit** handle from the right to the left



- To cut a part in the middle:
 - Position the cursor over the point you would like to start the **edit** and click and drag to the right and then let go at the point you want the cut to finish.

This will remove the area highlighted from the video, and add a new handle at each edit point to allow you to finely trim your cut.



The items within the grey space will not be displayed to viewers. Although you cut it, the video is still all there in case you made a mistake with cutting.

- 5) When you have completed your editing, select the **Publish** option.



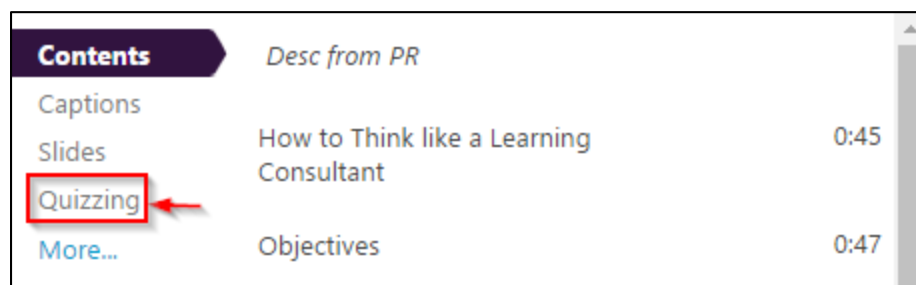
The session will now re-process to include the changes you have made.

Creating Quizzes

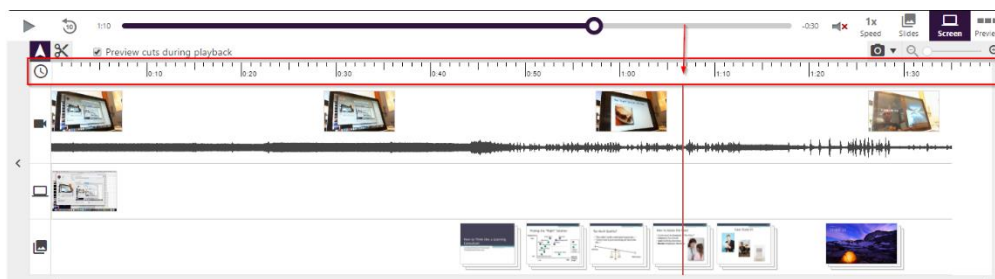
In Panopto you have the ability to add quiz questions to any video. Three different question types can be created: True/False, Multiple Choice, and Multiple Select. The default is Multiple Choice.

To create a Quiz:

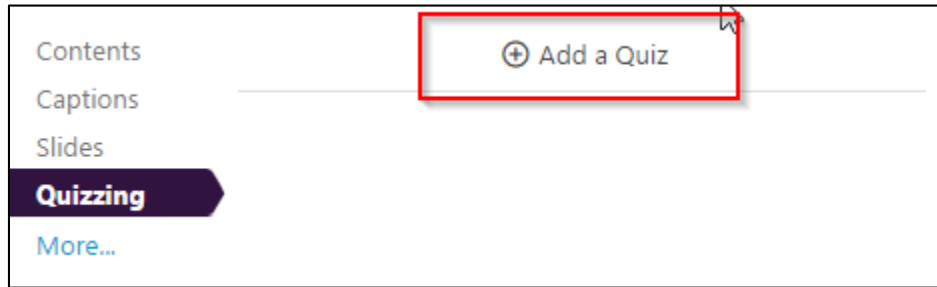
- 1) Hover over the video and click **Edit**
- 2) In the left **Navigation** pane, click on the **Quizzes** link



- 3) Using the **Pointer** tool, navigate in the **Timeline** to where you want to put a quiz and click with your mouse



4) From Quizzes select **Add a Quiz**



5) Select the **question type**

6) Type the question in the **Question** field

7) Enter the possible answers in the **Answer** fields clicking **Add answer** to add more

8) Select the **correct answer** by clicking the radio button next to the answer

A screenshot of the 'Quiz' creation form. It includes a 'Question' text field, a 'Question Type' dropdown menu (set to 'Multiple Choice'), and two 'Answer' fields with radio buttons. The first answer is selected. There is an 'Add answer...' button below the second answer field. At the bottom, there is a 'Correct answer explanation (optional)' text field and navigation buttons: '< Back', 'Next >', 'Add a Question', and 'Done'.

9) When finished click **Done**

Once you have created all of your questions, you can then set the quiz options below:

A screenshot of the 'Quiz' options screen. It shows a timer 'h:mm:ss 0:00:01.735' and a 'Quiz Position' field. Below are four checked checkboxes: 'Allow viewers to retake this quiz', 'Show grade after taking this quiz', 'Allow review of correct answers and explanations', and 'Block advancing in the video until answering this quiz'. At the bottom, there is a 'Questions' section with a text field containing 'Which one of these answers is the correct one?' and navigation buttons: '< Back' and 'Finish'.

10) Select your quiz options and click **Finish**

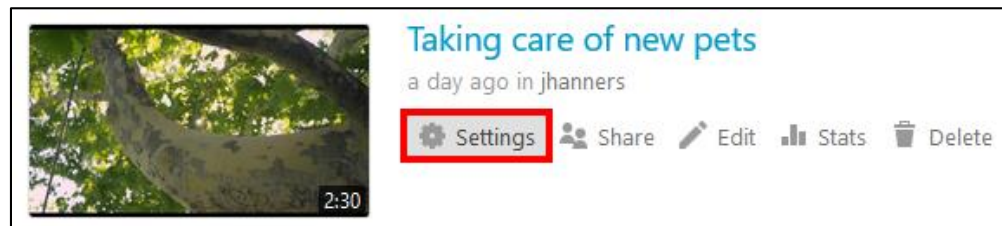
When you are finished, click the **Publish** button.

Notes:

- A video can have multiple quizzes.
- During playback, the video will pause when it is time for a Quiz. Once the questions are answered, the video will resume.
- If a video that contains a Quiz is placed on a Canvas page, the Quiz will not be displayed. It will only be displayed if the quiz is integrated with a Canvas assignment. This is explained later.

Viewing Quiz Results

- 1) Login to the Panopto Video Library
- 2) Hover over the video and click **Settings**



- 3) On the left, click the **Quiz Results** tab to display the results

Quiz Results Summary

Section	Position	Results
Taking Care of a Puppy	00:19	5/6 (83%)
Taking Care of a Kitten	01:12	4/6 (67%)

Detailed Results By Section

Section: **Taking Care of a Puppy**

Question	Type	Results
1: How often should you bathe a puppy?	Multiple Choice	2/2 (100%)
2: Too much washing will cause the dog's coat to get damag...	True / False	2/2 (100%)
3: I should use human shampoo on my dog	Multiple Choice	1/2 (50%)

User Results

User	Results
> j lubbert	2/3 (67%)
> Antonio Brown	3/3 (100%)

From this tab, you can see **Quiz Results Summary** which shows the total number of correct answers and questions, as well as the percentage correct for each quiz. You are also able to get a more detailed view of results by section.

- 4) Click the **Section** drop-down to select which quiz section to drill into.

Detailed Results By Section			
Section	Taking Care of a Puppy <input type="button" value="v"/>		
	Taking Care of a Puppy		
Question		Type	Results
1: How often should you bathe a puppy?		Multiple Choice	2/2 (100%)
2: Too much washing will cause the dog's coat to get damag...		True / False	2/2 (100%)
3: I should use human shampoo on my dog		Multiple Choice	1/2 (50%)
User			Results
> j lubbert			2/3 (67%)
> Antonio Brown			3/3 (100%)

- 5) You can also expand each user to see which questions they got correct and which questions they got incorrect

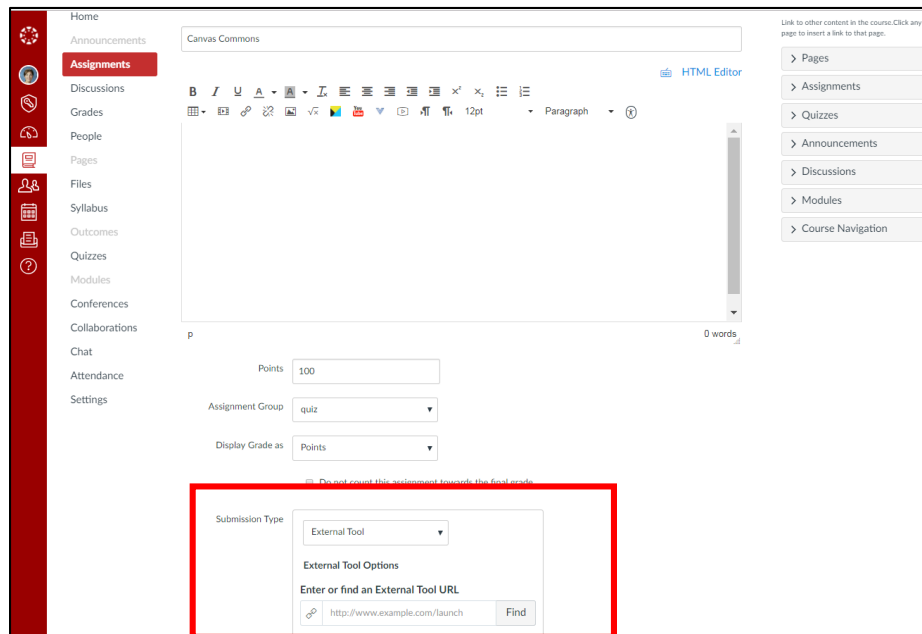
User	Results
▼ j lubbert	2/3 (67%)
✓ 1: How often should you bathe a puppy?	
✓ 2: Too much washing will cause the dog's coat to get damaged.	
✗ 3: I should use human shampoo on my dog	
▼ Antonio Brown	3/3 (100%)
✓ 1: How often should you bathe a puppy?	
✓ 2: Too much washing will cause the dog's coat to get damaged.	
✓ 3: I should use human shampoo on my dog	

Integrating the Quiz Results with the Canvas Gradebook

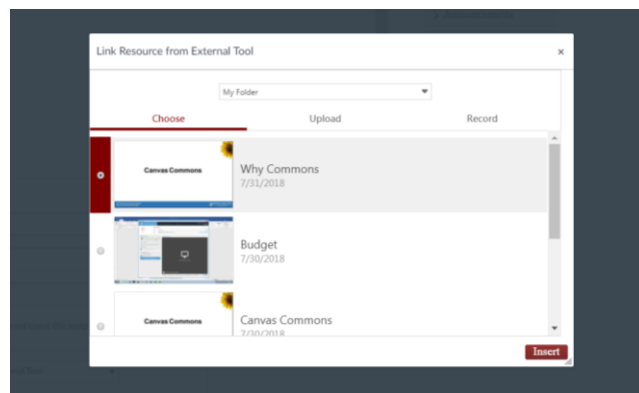
Panopto videos that include Quizzes can be integrated with the Canvas Gradebook.

To integrate a Panopto Quiz within the Canvas Gradebook:

- 1) Login to Canvas and navigate to your course
- 2) Go to **Assignments**
- 3) Click **+Assignment**
- 4) Enter a **name** for the assignment
- 5) Enter a **description**
- 6) Enter **Possible Points**
- 7) Select an **Assignment Group**
- 8) Select a **Display Grade As**
- 9) Select **External Tool** for the **Submission Type**
- 10) Click **Find** and choose **Panopto Quiz Tool**



11) Select the folder and then select the video by clicking to the left of the video name



12) Click **Insert**

13) Click **Select**

14) Set any other options for the quiz

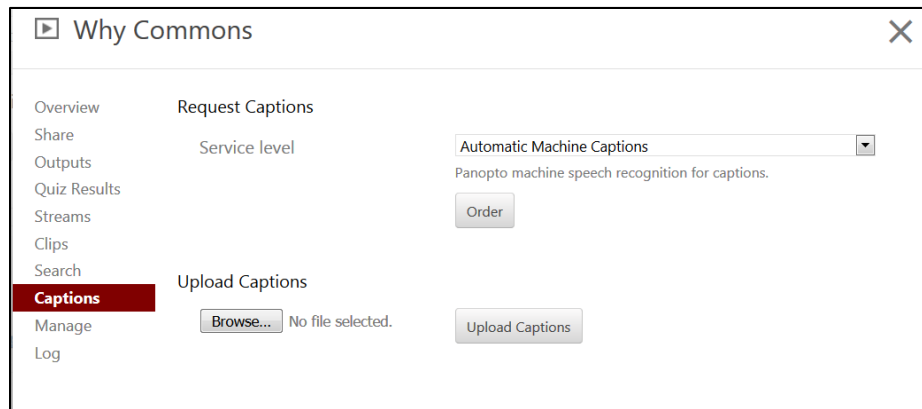
15) Click **Save & Publish**

Captioning a Video

Automatic captions can be added to a video after it is recorded and published.

To create automatic captions:

- 1) Login to the Panopto Video Library and select **My Folder**
- 2) Hover over the video and click **Settings**
- 3) Select **Captions**
- 4) Make sure **Automatic Machine Captions** is selected
- 5) Click **Order**

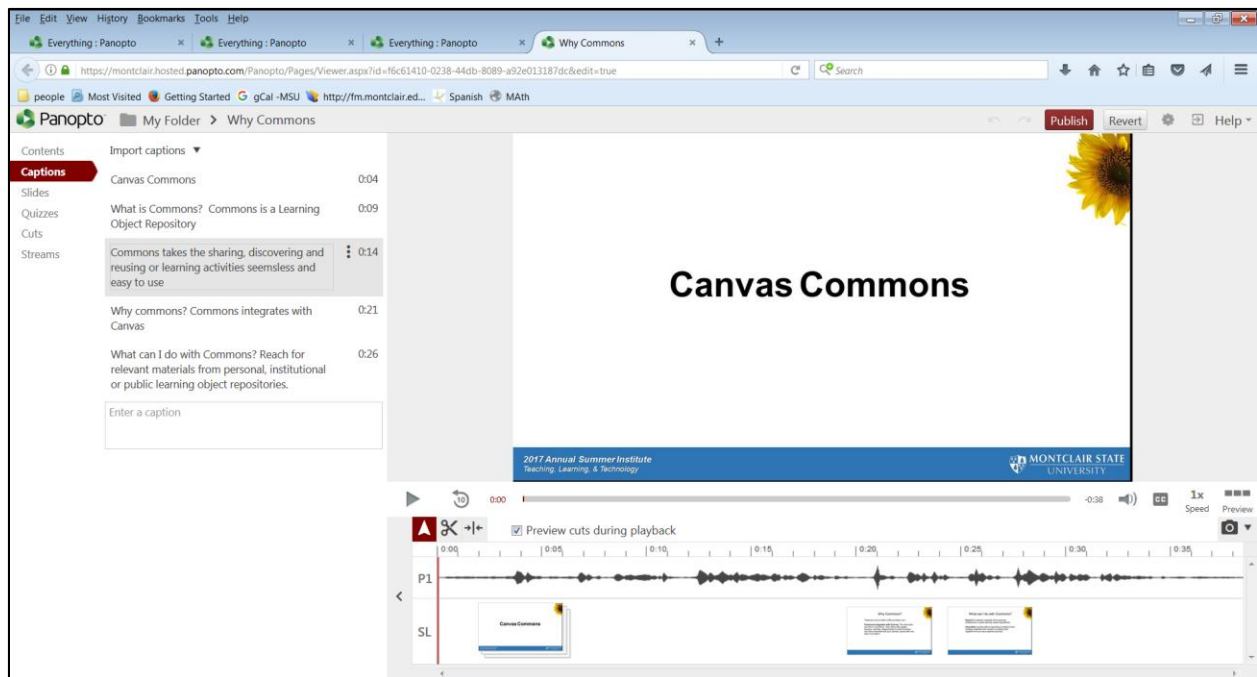


- 6) A window will open with information regarding the order details
- 7) Close the window

Once this process has finished, the Captions will be accessible.

To View or Edit the Caption:

- 1) Hover over the Video in the Panopto Library and select **Edit**
- 2) Click on the **Captions** tab



Captions that are auto generated need to be edited and reviewed carefully.

To edit a captions text or start time:

- 1) Play the video in the timeline
- 2) Go to the caption you would like to edit
- 3) Click the **More** icon to the left of the time stamp

- 4) Select **Edit**
- 5) **Edit** the caption as needed
- 6) Click **Save**
- 7) Repeat the process until all captions are corrected

To delete a caption:

- 1) Click the **More** icon to the left of the time stamp
- 2) Click **Delete**

To add a caption:

- 1) Click on the timeline where you would like the caption to begin
- 2) Click where it says **Enter a Caption** (beneath your current captions)
- 3) Type the text for the caption
- 4) Press **Enter**
- 5) **Publish** the video

For information on manually uploading a caption file, visit the [Panopto Support Website](#)

Embedding a Video in Canvas

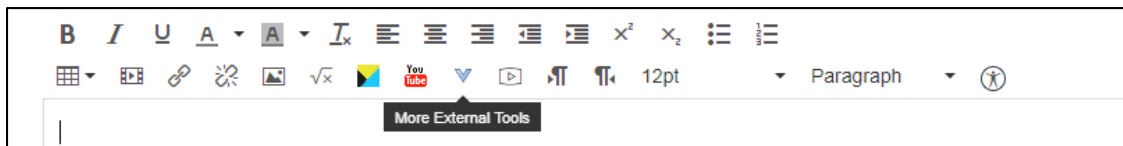
There are 3 ways to share a video with your Canvas Course:

- 1) Placing it on a Canvas page*
- 2) Add Panopto to the Course Navigation Menu*
- 3) Create a Panopto Assignment (Video contains quiz questions that you would like integrated into the Canvas gradebook)

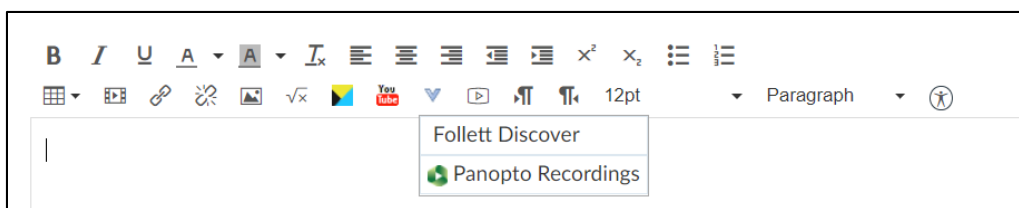
*Indicates no Canvas Gradebook Integration

To Share a Video with your class on a Canvas Page:

- 1) Login to Canvas
- 2) Navigate to the course
- 3) **Create a Page**
- 4) Click the **More External Tools** icon on the WYSIWYG toolbar



- 5) Select **Panopto Recordings**



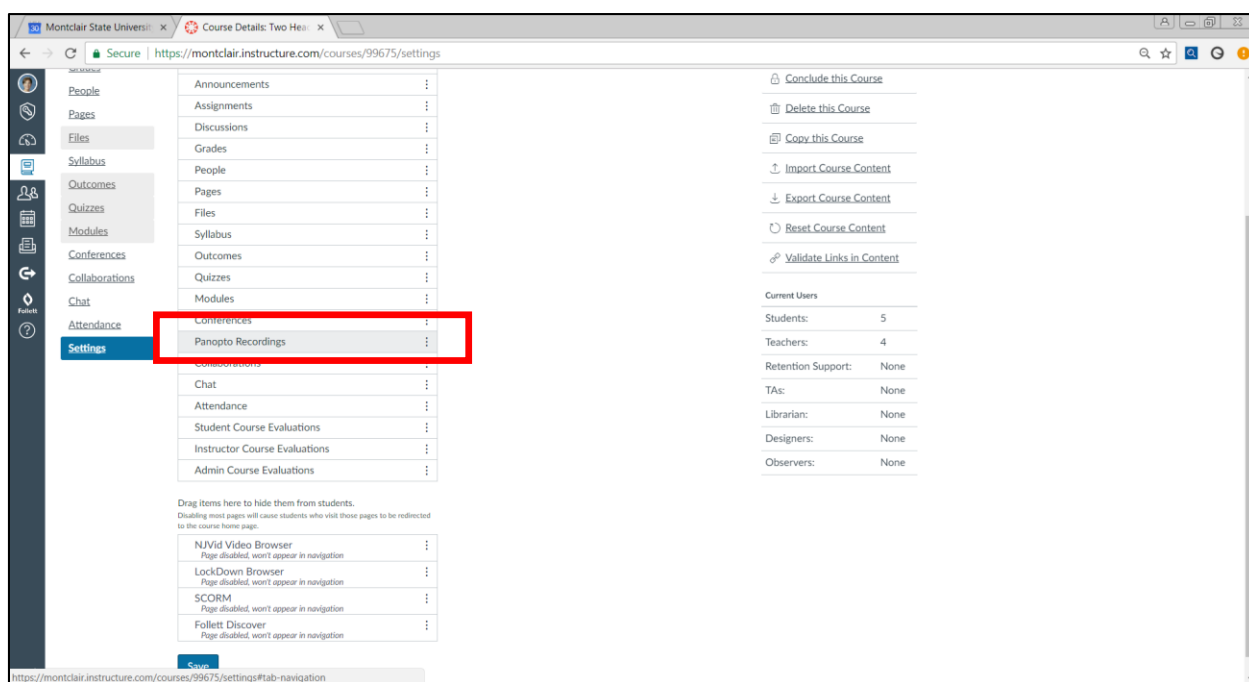
- 6) Select the video you would like to share
- 7) Click **Insert**
- 8) **Save and Publish** the page

Sharing a Video by Adding Panopto Navigation in the Course Menu:

You can create a custom navigation link in your course menu that gives access to all videos you have uploaded for your students.

To create a Custom Navigation link:

- 1) Login to your Canvas course
- 2) Go to **Settings**
- 3) Go to the **Navigation Tab**
- 4) **Drag** the Panopto Recordings menu item in the course menu
- 5) Click **Save**



For additional information on Sharing a Video, visit the [Panopto website: Share a video](#)