



Creating a Recording Using Panopto (PC Version)

Table of Contents

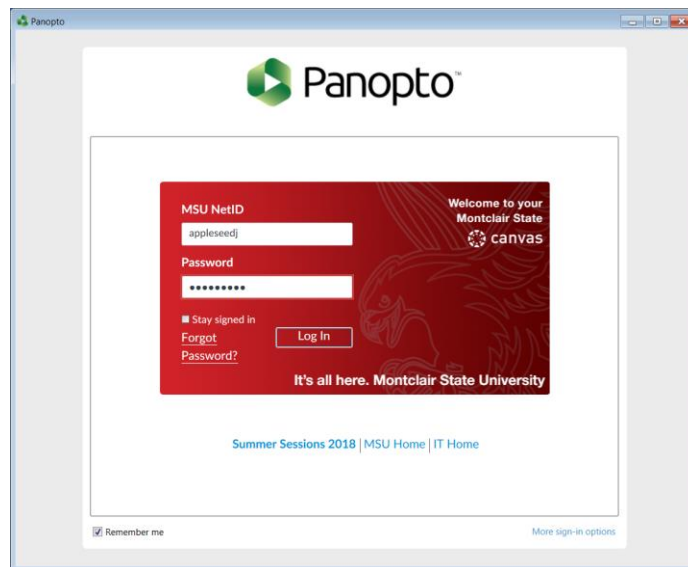
Accessing Panopto.....	2
Panopto Recording Screen	3
Recording a PowerPoint Presentation.....	3
Recording Your Desktop	4
Keyboard Shortcuts.....	5
Manage Recordings	5
Viewing/Managing the Recording.....	6
Understanding the Panopto Viewer.....	7
Searching for Content	8
Understanding the Folder Structure	9
Editing a Video	9
Creating Quizzes.....	11
Viewing Quiz Results	13
Integrating the Quiz Results with the Canvas Gradebook.....	14
Captioning a Video.....	15
Embedding a Video in Canvas	17

Accessing Panopto

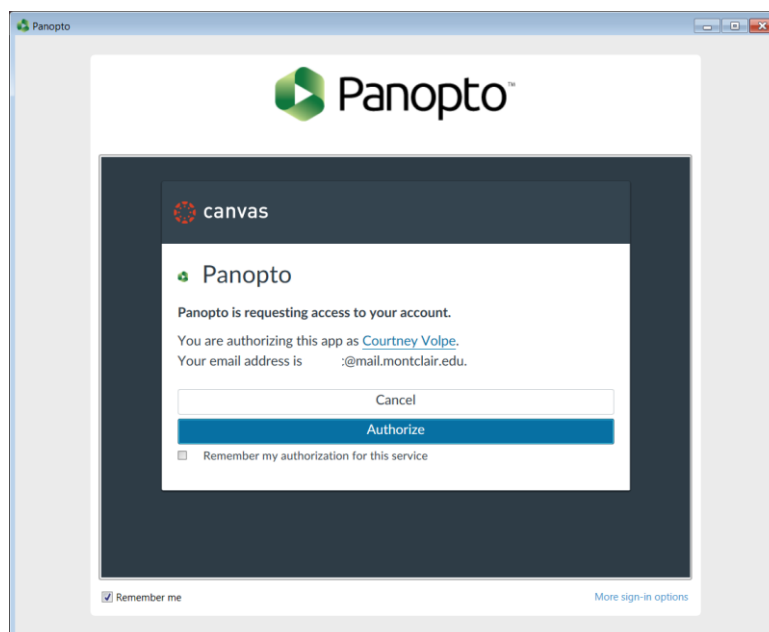
You will have access to Panopto after you attend a Panopto training session. Visit the [ITDS site](https://itdstraining.montclair.edu) (<https://itdstraining.montclair.edu>) for a listing of courses and to register.

- 1) Launch Panopto on your computer
- 2) Enter your MSU NetID username and password
- 3) Click **Login**

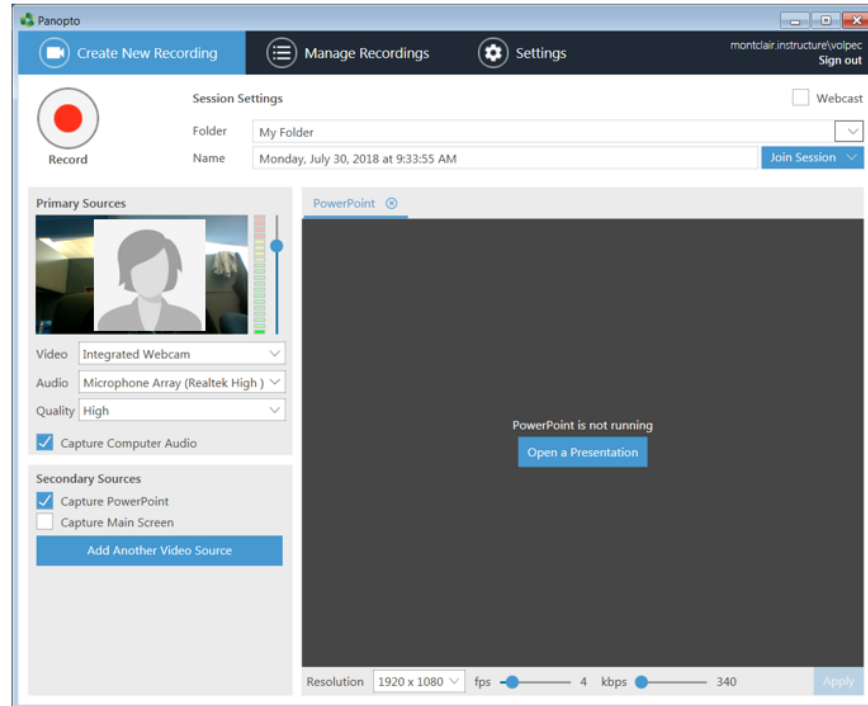
Note: Although the page looks similar to the Canvas login page, you are logging into Panopto.



- 4) Click **Authorize** (if prompted)



Panopto Recording Screen

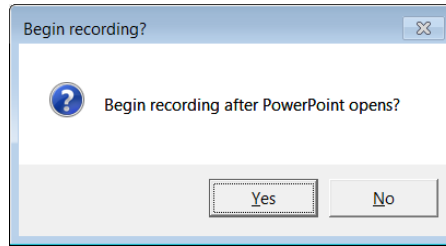


Below is a table to identify the key parts of the Panopto recording screen:

Item	Function
Record Button:	To start recording
Folder:	Location where video is stored
Name:	Name of Session (Default is creation date and time)
Primary Source Video:	Webcam is available
Primary Source Audio:	Microphone
Primary Source Quality:	Audio Quality (Standard, High, Ultra) Standard is default
Capture Computer Audio:	Select to capture computer audio
Secondary Source Video:	Capture PowerPoint presentation
Capture Main Screen:	To capture active Desktop
Add Another Video Source:	Option to add additional video sources (for example external camera)
Resolution:	Recommended is the default 1920 X 1080

Recording a PowerPoint Presentation

- 1) Click **Open a Presentation** from the recorder. If this is not an option, click **Capture PowerPoint** under **Secondary Sources**
- 2) Select a Presentation
- 3) Click **Open**
- 4) Click **Yes** to Begin recording



PowerPoint will launch in Slide Show view.

- 5) Proceed with your presentation knowing your voice and slide navigation will be recorded.
- 6) Once you reach the last slide, press the **Escape** key on the keyboard to end the Slideshow and return to the Panopto recorder.
- 7) Click the red **Stop** button to end the recording.

You will now see the dialog box below:

A "Recording Complete" dialog box with a green checkmark icon. It contains fields for "Session name" (Monday, July 30, 2018 at 10:01:40 AM), "Located in folder" (My Folder), and "Enter a description (optional)". At the bottom are "Delete and record again" and "Upload" buttons.

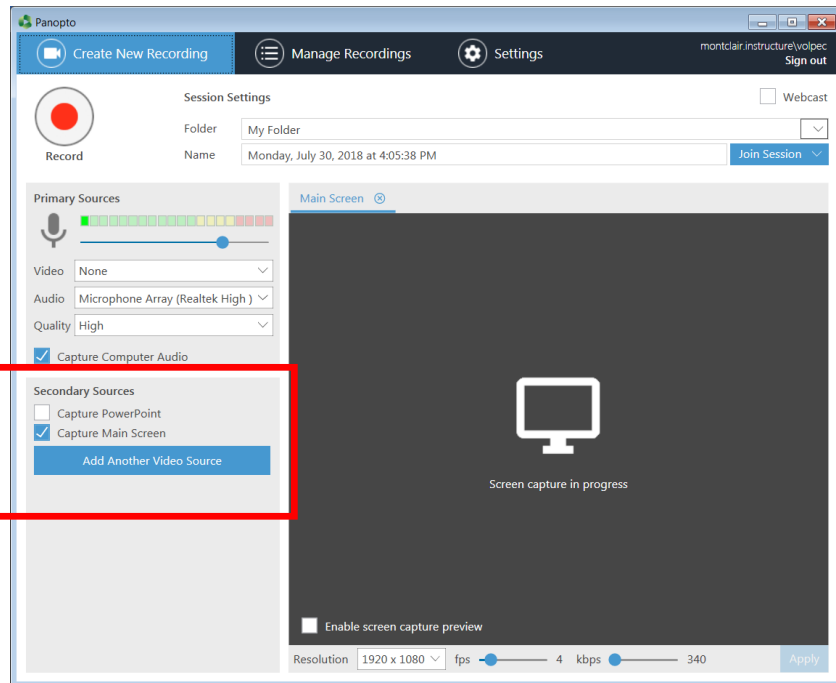
- 8) Enter a **Session Name** and **Description**
- 9) Click **Upload** to upload the video – or - click **Delete and record again**

Clicking **Upload** will bring you to **Manage Recordings** which is discussed on the next page.

Recording Your Desktop

To record an application on your Desktop:

- 1) From the Panopto recorder, deselect **Capture PowerPoint** in the Secondary Sources area and select **Capture Main Screen**



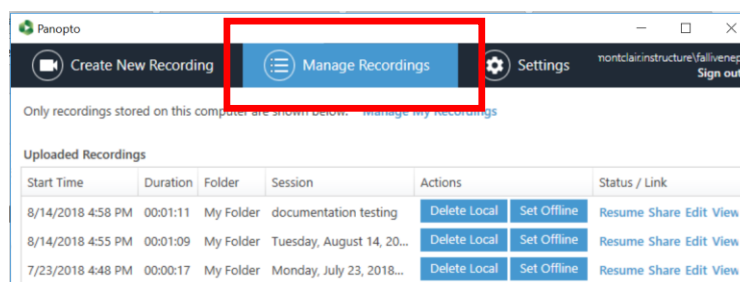
- 2) Make sure the program you wish to record is running on your computer
- 3) Click the **Record** button
- 4) **Minimize** Panopto and navigate to the program you wish to record
- 5) Perform the task(s) in the program
- 6) When finished, navigate back to Panopto and click **Stop**
- 7) Enter a **Session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

After Uploading a video from the Recorder, you will see the **Manage Recordings** tab. Here you can view the Start Time, Durations, Folder and Session Name.

Keyboard Shortcuts

- F8 Start Recording
- F9 Pause
- F10 Stop Recording

Manage Recordings

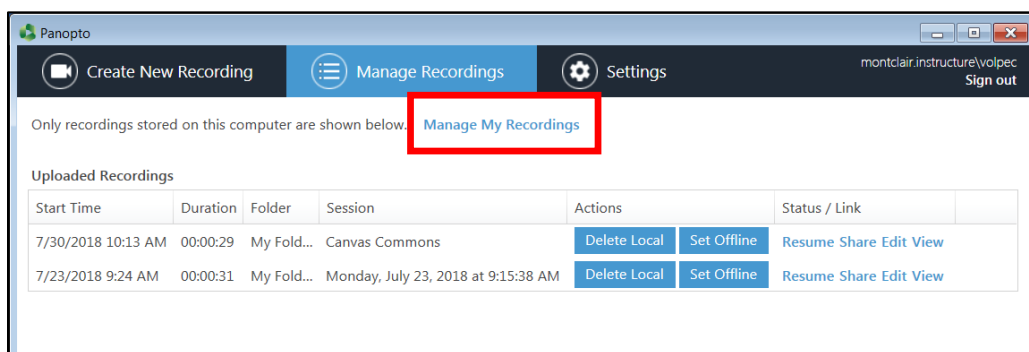


You have access to the following commands:

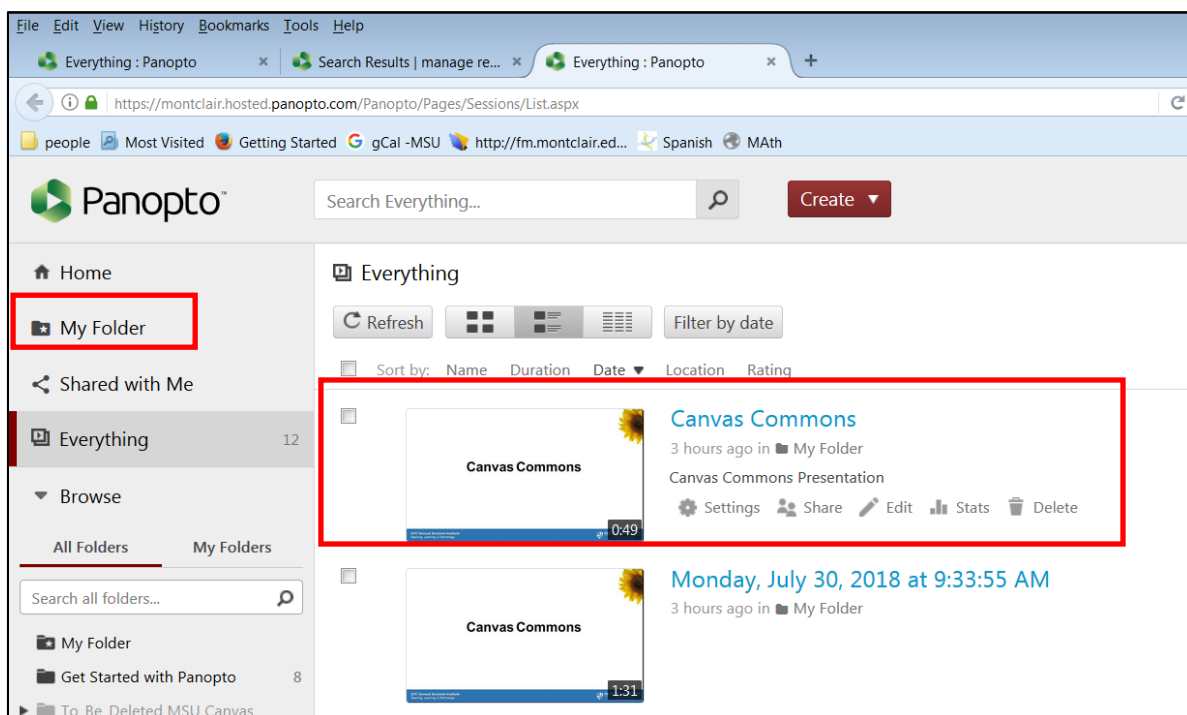
Command	Action
Delete Local	Delete local recording of file
Set Offline	Set recording to be on your computer only
Resume	Continue recording video
Share	Set access rights
Edit	Edit Video
View	Watch video in Panopto

Viewing/Managing the Recording

- 1) Click **Manage My Recordings**

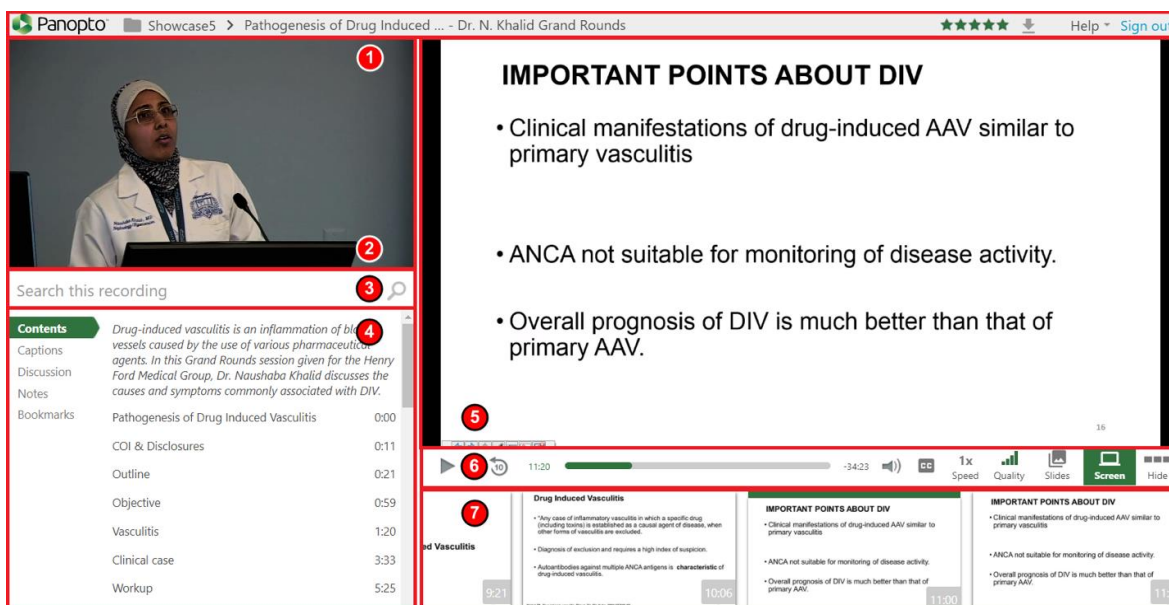


- 2) Navigate to **My Folder** in the Video Library on the left
- 3) Click on the video



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

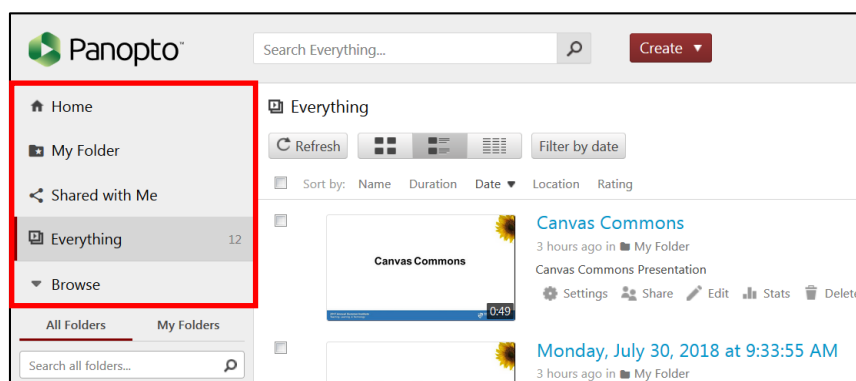
Below are links to additional resources:

- [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



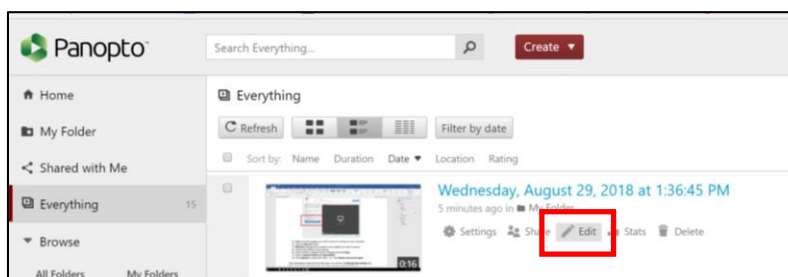
Folder Name	Contents
Home	Shows you a curated selection of videos. You may also see the newest videos on your site.
My Folder	Lists all of the sessions that you recorded in your personal folder.
Shared with Me	Lists all sessions that were directly shared to you or one of the groups of which you are a 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

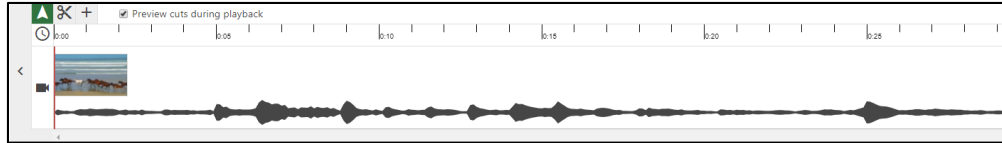
Very often you will need to edit your videos. Example: you need to trim the beginning and/or the end of your video.

To edit a video:

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

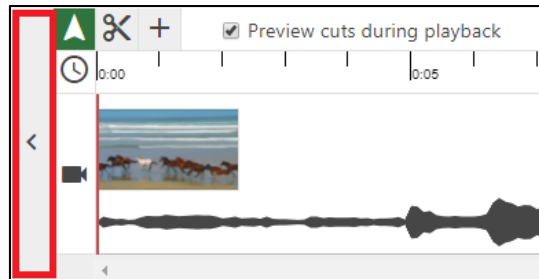


At the bottom of the page you will see a video timeline.



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

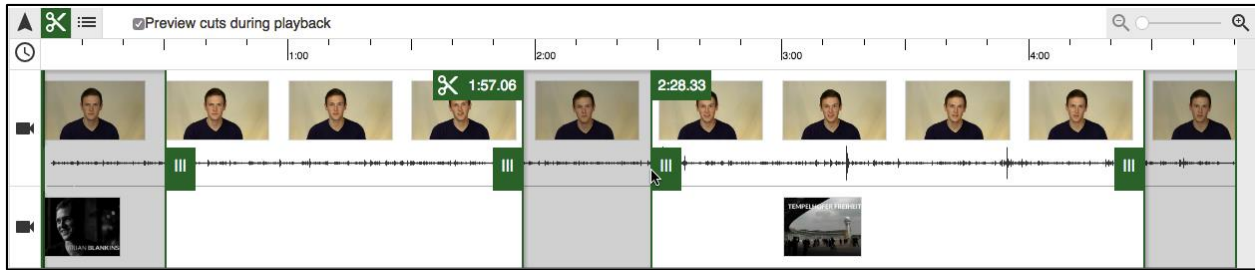


- To cut from the start of the video:
 - Click and drag the **edit** handle from the left to the right to cut from the start of the video
- To cut at the end of the video:
 - Click and drag the **edit** handle from the right to the left



- 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.



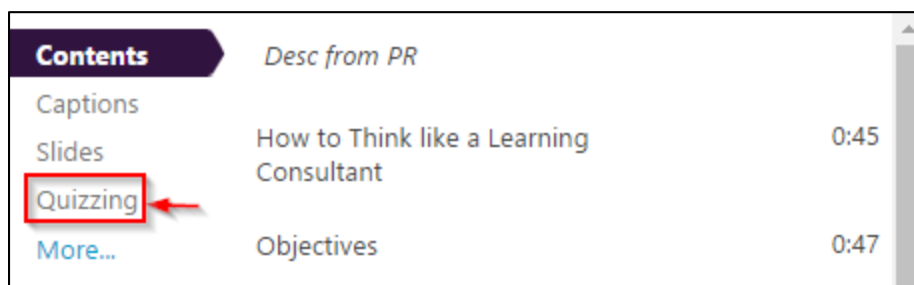
The session will now re-process to include the changes you have made.

Creating Quizzes

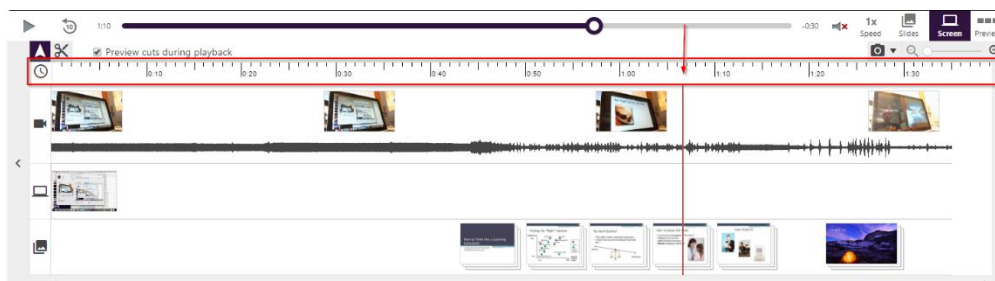
In Panopto you have the ability to add quiz questions to any video. Three different question types can be created: True/False, Multiple Choice, and Multiple Select. The default is Multiple Choice.

To create a Quiz:

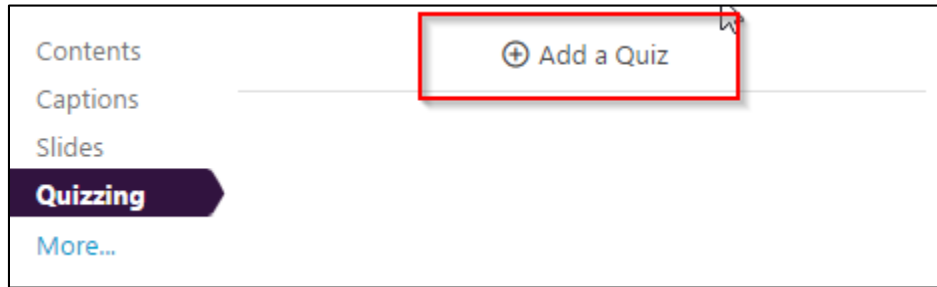
- 1) Hover over the video and click **Edit**
- 2) In the left **Navigation** pane, click on the **Quizzes** link



- 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 'Quiz Position' field with a timer '0:00:01.735'. 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**

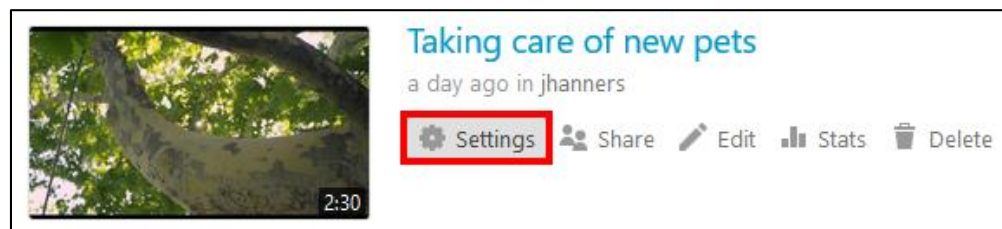
When you are finished, click the **Publish** button.

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

Taking care of new pets			
Overview	Quiz Results Summary		
Share	Section	Position	Results
Outputs	Taking Care of a Puppy	00:19	5/6 (83%)
Quiz Results	Taking Care of a Kitten	01:12	4/6 (67%)
Streams			
Search	Detailed Results By Section		
Captions	Section	Taking Care of a Puppy	
Manage	Question	Type	Results
Log	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%)	

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 	
	Taking Care of a Puppy	
Question	Taking Care of a Kitten	
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

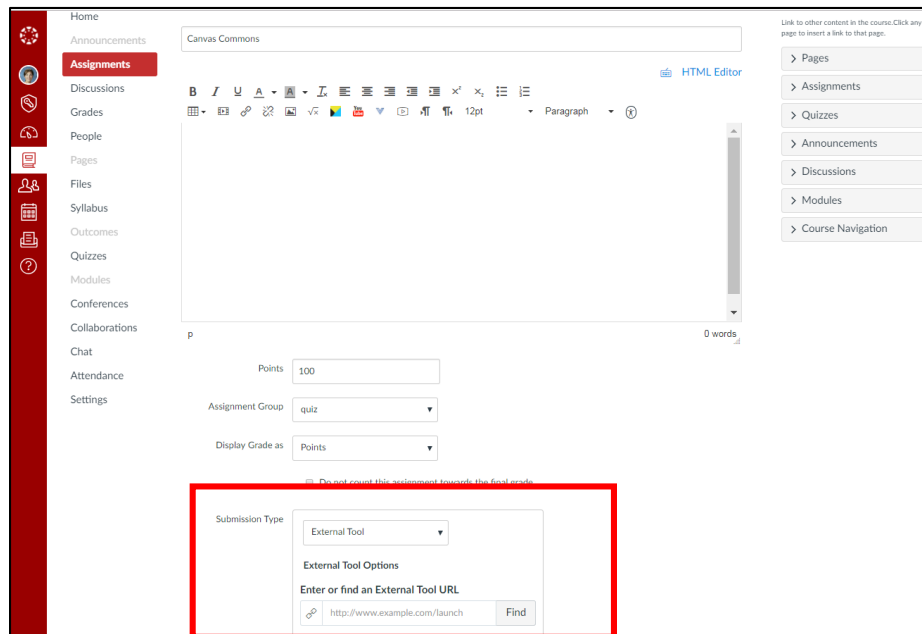
User	Results
v j lubbert ✓ 1: How often should you bathe a puppy? ✓ 2: Too much washing will cause the dog's coat to get damaged. ✗ 3: I should use human shampoo on my dog	2/3 (67%)
v Antonio Brown ✓ 1: How often should you bathe a puppy? ✓ 2: Too much washing will cause the dog's coat to get damaged.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

Integrating the Quiz Results with the Canvas Gradebook

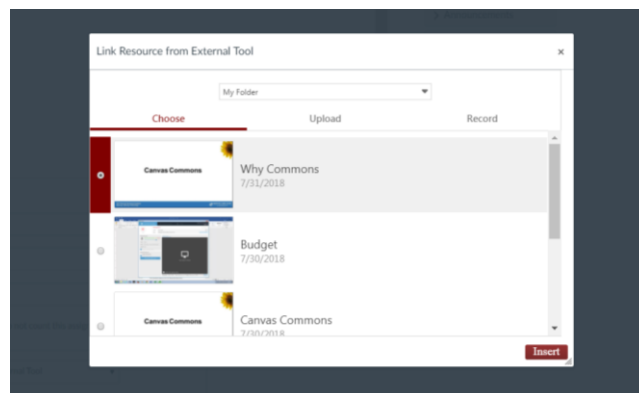
Panopto videos that include Quizzes can be integrated with the Canvas Gradebook.

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

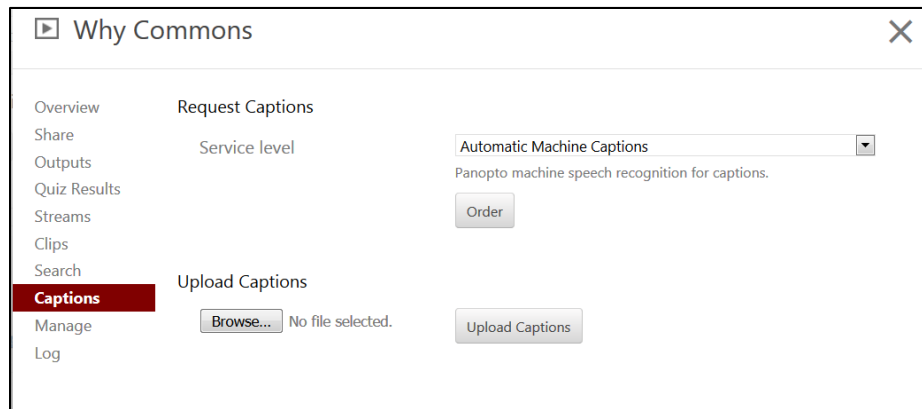
15) Click **Save & Publish**

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**

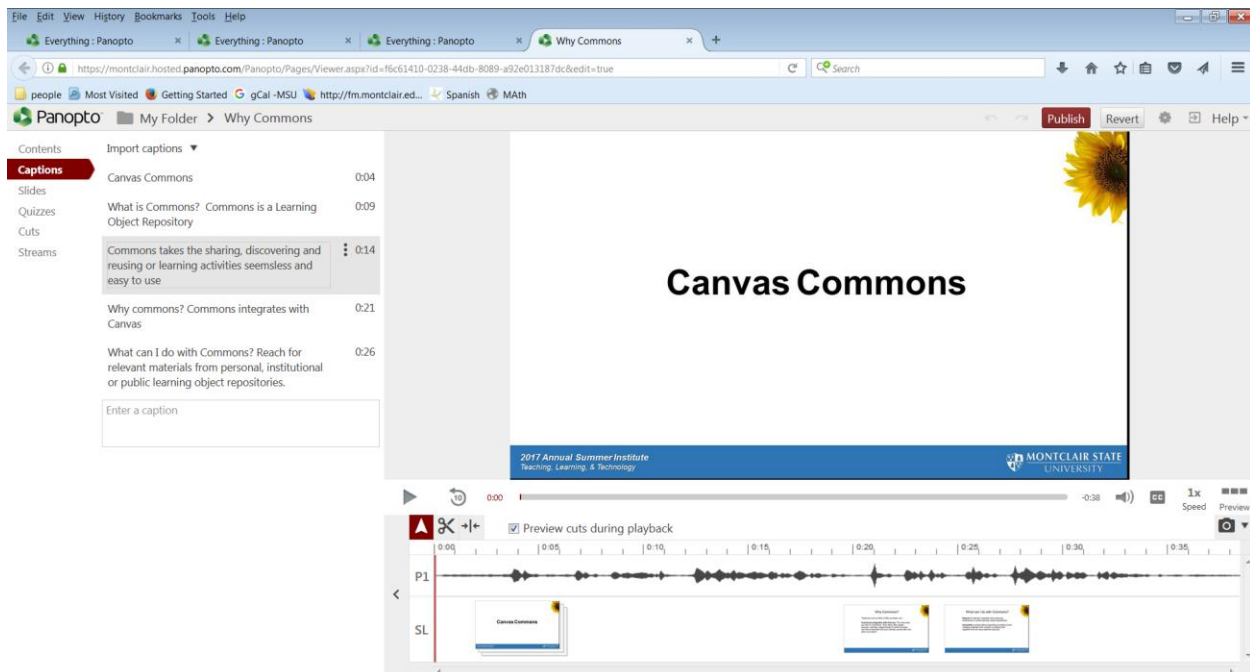


- 6) A window will open with information regarding the order details
- 7) Close the window

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

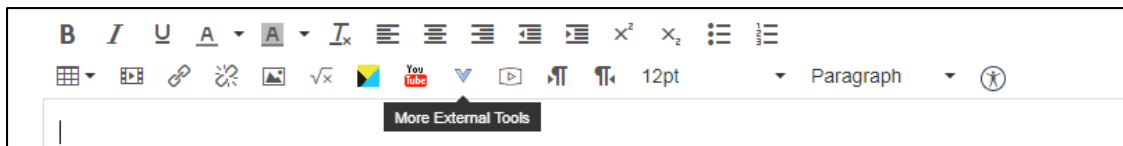
There are 3 ways to share a video with your Canvas Course:

- 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)

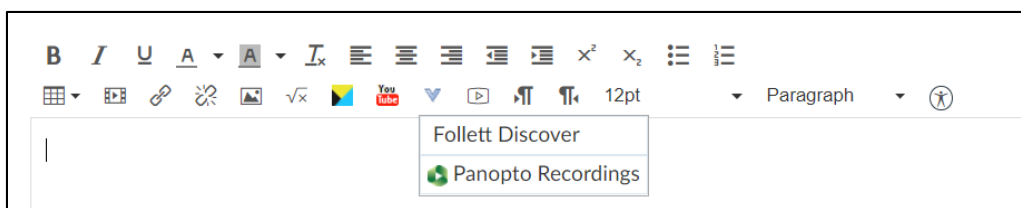
*Indicates no Canvas Gradebook Integration

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**



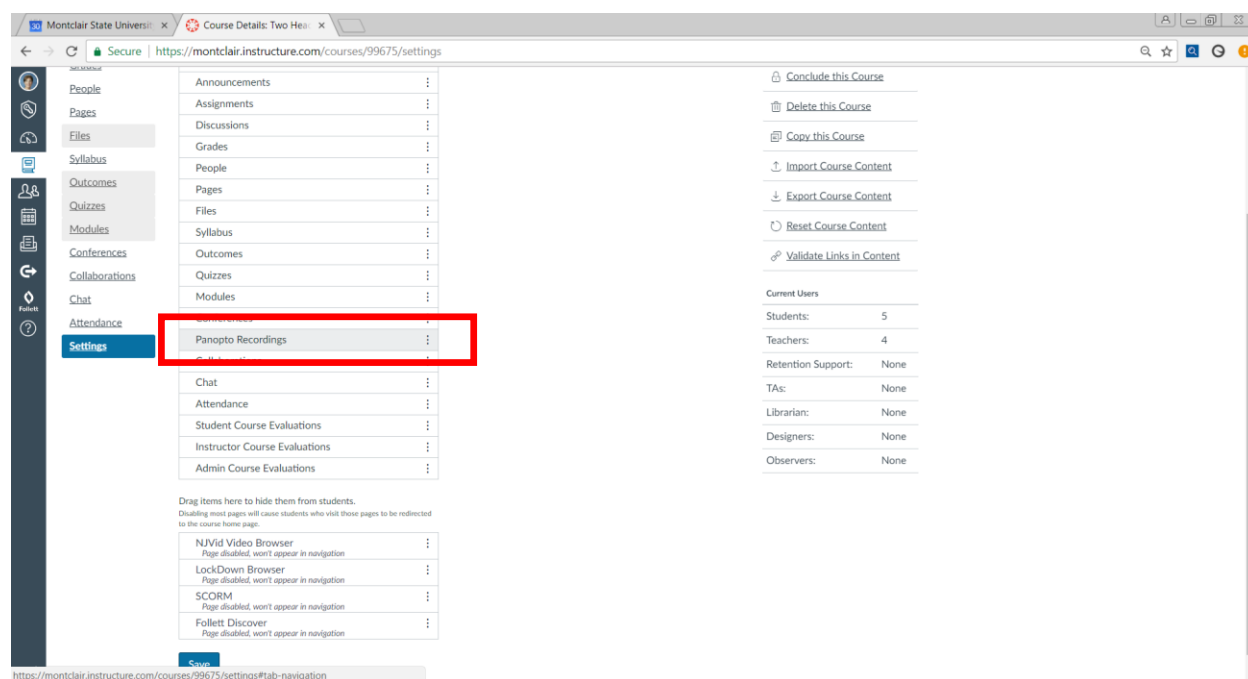
- 6) Select the video you would like to share
- 7) Click **Insert**
- 8) **Save and Publish** the page

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 up in the course menu
- 5) Click **Save**



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