How to create a Panopto Video for assessment

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# What kind of video assessment?

There are several ways you can create a video for assessment so please read carefully and choose the option best suited for your content and the assignment. Check with your tutor about what you need to submit if you are unsure.

## Recording a presentation

You may be asked to record while talking over a PowerPoint (similar to a lecture or presentation) in which case you will need a laptop, desktop computer (Mac or PC) and the Panopto software installed.

## Using Chromebook

If you have a Chromebook then you cannot install the Panopto software but must use Chrome browser and record via a web browser. This option has less functionality than the software.

## Recording on a phone or tablet

You may also record a video on your phone or tablet, but you cannot capture PowerPoint with this. You can only capture a video with the camera and upload it for submission, or use an existing video and upload it.

# Recording a presentation

You’ll need a webcam, mic, laptop, or desktop PC or Mac, internet connection, and install the Panopto software. Most laptops have a camera and mic built in. You may need to buy a webcam for your desktop PC or Mac.

## Installing Panopto software

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| 1 Navigate to <http://revision.derby.ac.uk/> |  |
| 2 Choose Course Resources (default) and click Sign in | Panopto login screen |
| 3 Enter you university username and password | University login screen |
| 4 Click Download Panopto on the top right area of the screen. | Download Panopto button |
| 5 Choose the operating system (Windows or Mac). Click on the button to download the software. | Choose the operating system for the software |
| 6 Install the software on your machine by running the installer package. |  |
| 7 Open the software. Mac and PC have different screens so please check the correct guidance below. |  |

## Recording with a Windows PC or Laptop

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| 1 Choose the recording folder.  **This must be set to My Folder.**  Click the folder box and choose My Folder from the list. | Change the folder to My Folder |
| 2 Change the name.  Click into the Name box and enter the title of the assignment. | Enter a name, usually the name of the assignment |
| 3 Check video.  If you want to record using your camera, click the Video box and choose the camera.  If you don’t want the camera, choose none. | Set up video, can be your camera or none. |
| 4 With camera enabled a preview of the camera will appear.  Check your hair and lighting. Make sure that your face is well lit. You should not have a light source like a window or lamp behind you. | Check your camera |
| 5 Check your audio.  Make sure your mic is working correctly. If you have multiple mics then you can choose them from the Audio dropdown. | Choose a mic to record with |
| 6 If your mic is working, when you speak the audio volume indicator will go up and down with green, yellow and red lights.  If the indicator is always hitting red then you should slide the blue circle down. This reduces the mic volume. Slide it down until the indicator only shows yellow or green.  If you only see a few green lights, slide the blue circle up to the top. This increases the mic volume. | Check the volume level with the indicator bar |
| 7 To record a powerpoint, tick the Capture Powerpoint box. You must have Powerpoint installed for this to work. | Tick powerpoint to record a slide presentation |
| 8 If you want to capture your desktop screen as well, for example if you want to show a website or word document, tick the Capture Main Screen.  Otherwise, leave Main Screen unticked. | Tick capture main screen to record your desktop screen. Untick if not needed. |
| 9 In the main area, click Open a Presentation | On the main screen, click Open a presentation |
| 10 Choose your Powerpoint and click Open | Choose your presentation |
| 11 When you are ready to start, click Yes. This will open Powerpoint in presenter mode, and start the Panopto recording. | Click yes to begin recording and open powerpoint in presenter mode. |
| 12 Do your presentation. When complete, come out of Powerpoint and open up the Panopto Recorder software by clicking the icon in the taskbar. | Click the Panopto icon in the taskbar to open Panopto software |
| 13 In the Panopto software, click the red Stop button | Click the red stop button |
| 14 On the check screen, you can change the name of the recording and see the location of it. You should record into My Folder.  If you want to delete the recording click Delete and record again.  To keep the recording, click Done.  The recording will then upload onto the Panopto servers ready for you to submit.  Now see the next section on Submitting your assignment. | Check the folder location and change the name of the recording if you want. |

## Recording with a Mac

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| 1 Choose the recording folder.  **This must be set to My Folder.**  Click the folder box and choose My Folder from the list. | You must choose My Folder to record your video into |
| 2 Change the name.    Click into the Name box and enter the title of the assignment. | Enter the assignment name for the name of the recording |
| 3 Check video.  If you want to record using your camera, click the Video box and choose the camera.    If you don’t want the camera, choose none.    When the camera is enabled a preview of the camera will appear.    Check you hair and the lighting. Make sure that your face is well lit. You should not have a light source like a window or lamp behind you. | Choose a camera for the primary source (optional) |
| 4 Check your audio.  Make sure your mic is working correctly. If you have multiple mics then you can choose them from the Audio dropdown.  If your mic is working, when you speak the audio volume indicator will go up and down with green, yellow and red lights.    You want your audio in the green area when you are talking. | check the mic and volume is ok by seeing the green yellow and red volume indicator |
| 5 To record a PowerPoint (or Keynote) tick the Record PowerPoint (or Keynote) box.  You must have PowerPoint installed or Keynote for this to work. | tick powerpoint or keynote to capture your slides |
| 6 If you want to capture your desktop screen as well, for example if you want to show a website or word document choose the Source dropdown on the main screen area (Secondary source) and select the Built-in display. | Choose built in display to capture the desktop screen |
| 7 When you are ready to start, click Record. This will start the Panopto recording, and you can open PowerPoint and begin your presentation. | Click Record to start |
| 8 When complete, come out of PowerPoint and open the Panopto Recorder software by clicking the icon. | Panopto icon in the taskbar |
| 9 In the Panopto software, click the red Stop button. | Click Stop button to stop recording |
| 10 On the check screen, you can change the name of the recording.    If you want to delete the recording, click Delete and record again. (You cannot get the recording back)    To keep the recording, click Upload.    The recording will then upload onto the Panopto servers ready for you to submit.    Now see the next section on Submitting your assignment. | Check the name and folder. If ok, click upload. If not click delete and record again to try again. |

# Creating a recording using the browser (Necessary for Chromebook)

Chromebooks cannot install the Panopto software so must use the Chrome browser recording option instead. This option can be used by anyone, but the installable Panopto software offers more features.

This video explains the entire process. <https://howtovideos.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=f494ab4f-5172-48cc-b500-ac6801106515&start=71.770325>

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| 1 Using Google Chrome browser, navigate to <http://revision.derby.ac.uk/> | Chrome browser icon |
| 2 Choose Course Resources (default) and click Sign in. | Panopto login screen |
| 3 Enter you university username and password. | University login screen |
| 4 Click on My Folder to enter your My Folder area. | Click on My Folder to move to your My Folder area. |
| 5 Click the blue Create button and choose Panopto Capture | Click Create button and then choose Panopto Capture |
| 6 Select a mic.  Note: You may be prompted by your browser to give Panopto access to your microphone(s). If you accidentally block a device, please refer to our document [How to Unblock a Device on a Browser](https://support.panopto.com/s/article/How-to-Unblock-a-Device) for assistance.  If you want to use a different microphone from the one automatically chosen, select the microphone icon from the top toolbar (Fig. 3). | Microphone icon |
| 7 Each microphone connected to your computer will appear. Select the desired microphone, and a checkmark will appear over it.  Note: Test your microphone by speaking at a regular volume. The audio bar to the left of the microphone name should show green feedback as you speak.  If yellow or red feedback appears, the video's audio may be distorted. If no feedback appears, the microphone is not picking up audio. | Two microphone options appear in Capture, with one selected. It is highlighted by a red box, and a checkmark appears in the center of it. |
| 8 Note: You may be prompted by your browser to give Panopto access to your camera(s). If you accidentally block a device, please refer to our document [How to Unblock a Device on a Browser](https://support.panopto.com/s/article/How-to-Unblock-a-Device) for assistance.  If you want to use a different camera from the one automatically chosen, select the camera icon from the top toolbar. | Camera icon |
| 9 Your connected cameras will appear and show a preview. Select the desired camera(s) and a checkmark will appear over the preview.  Note: The first camera selected, automatically or manually, will be used as the primary video source. Any additional cameras selected will be recorded as secondary video sources. To learn where these sources will appear in the viewer, please see [Learn About the Features of the Video Viewer](https://support.panopto.com/s/article/Navigate-the-Viewer). | Two camera sources appear. One is highlighted by a red box, to show that it is selected as it has a checkmark inside of it. |
| 10 Select Screen and Application Sources  Mac users, please note: Depending on the browser you are using, you may need to give additional permission for Chrome or Firefox to access your screen prior to recording a PowerPoint presentation.  To learn more about this, please visit [Why isn’t my screen being recorded on Mac when using Capture?](https://support.panopto.com/s/article/Why-isnt-my-screen-being-recorded-on-Mac-when-using-Capture) | Add screen to capture icon |
| 11 Chrome or Edge (Chromium-based) users: a pop-up window will appear that allows you to select between a screen, application, or browser tab:    To record everything that happens on a screen, choose Your Entire Screen. Then, click on the screen to record and click Share.  This is the recommended option. | Choose which screen to capture. You should choose Entire Screen |
| 12 To begin recording your video, click the red circle button at the bottom center of Panopto Capture. | The record button, which appears as a red circle at the bottom of Panopto Capture |
| 13 If enabled, you will see a 5 second countdown on screen, and then the recording will begin.  To learn about enabling a five second countdown, please visit [Learn About Capture Settings.](https://support.panopto.com/s/article/Learn-About-Capture-Settings) |  |
| 14 To stop recording, select the red square button at the bottom center of Panopto Capture.  The video will immediately begin to upload. Do not close the Panopto Capture browser tab OR disconnect from WIFI until the upload is complete. | The stop recording button, which appears as a red square at the bottom of Panopto Capture |
| 15 Once you stop the recording, a new page will load that shows the video’s progress. Do not close this page until you see the message Getting your video ready for editing: It's safe to close your browser window in the top left corner  Once the video has processed completely, it will state Your video is ready.  Panopto Capture uses failsafe recording. This means that even if your browser crashes or your computer turns off, your video will finish uploading next time you launch Capture. | The Processing bar that appears at the top left-hand corner of the processing and upload page. |
| 16 On the right side of the top toolbar you can select Redo and want to return to Panopto Capture to re-record, or select Record New to start again. | The processing page, with the "Record New" and "Redo" buttons highlighted by a red box. |
| 17 In the video details box you can:  edit the video’s name  change the video’s folder location (this should be My Folder)  enter the video’s description  open the video in the Panopto editor by selecting Edit  view it in the Panopto viewer by selecting View | The processing and uploading page, with the Name, Folder, Tags, and Description sections highlighted by a red box |
| 18 Now see the next section on Submitting your assignment. |  |

# Recording a video on a phone or tablet and uploading

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| 1 Visit your app store, search for and download the Panopto app. |  |
| 2 Open the app and enter you university email address. |  |
| 3 Choose derby.cloud.panopto.eu if prompted with a choice |  |
| 4 Choose Course Resources and choose Sign in | Panopto login screen |
| 5 Enter you University username and password | University login screen |
| 6 In the app, select the circle plus + icon from the lower right corner | Click the green circle with a plus sign in it |
| 7 A pop up menu will appear at the bottom of your screen, select Upload and Record | Choose upload and record |
| 8 If you are asked to allow Panopto to take pictures and record video, and Audio, click Allow. |  |
| 9 Ensure the folder is My Folder | Ensure My Folder is selected for the recording folder |
| 10 A pop up window, Choose an action, will appear.  If you want to record, select your Camera app icon. If you want to upload a video, select your Files app icon.  Note: this may appear differently, based on the device and operating system used. | Choose either Camera or Files |
| 11 Once you are done recording or have selected the file you want to upload, your video upload will take place and process.  A green tick will appear next to the video once the upload is complete.  If you recorded a new video, you can name it by simply tapping on the device-provided name in this window and typing in the new name.  Note: It is important that you stay on this screen until your upload is complete. | After recording monitor the upload progress  When the green tick appears your upload is complete |
| 12 Your upload is now in the folder you selected in step 9. This should be My Folder.  Now see the next section on Submitting your assignment. |  |

# Submitting your assignment

This guide assumes you have already created your Panopto video and saved it to your My Folder area. See the guides above for this.

We recommend you use Google Chrome browser for submission as other browsers may not work correctly. You should make sure you allow popups in your browser as the process requires a pop up window to open to select your video for submission.

## Finding your submission point and submitting

Your tutor will tell you the name and location of the assignment submission point, but they are usually in the Assessment area on Course Resources.

Note: Panopto video submissions do not use Turnitin so the process is probably different to what you do for written assignments. Please read the guide carefully. If you’re not sure contact your tutor.

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| 1 Navigate to the module and find the submission point  The submission point has some instructions written into it. This guidance expands on those instructions. | Navigate to the module and find the submission point |
| 2 On the submission screen click Write Submission. | Write submission button |
| 3 Ensure full toolbar is available in Instructions (click the chevrons to open) | Ensure full toolbar is available in Instructions  Chevron opens toolbar:  Ensure full toolbar is available in Instructions |
| 4 Click Mashups > Panopto Student Video Submission | Click Mashups and Panopto student video submission |
| 5 A pop up screen will appear linked to your My Folder area in Panopto.  Ensure that you allow popups in your browser if this screen doesn’t appear.  Contact IT Services helpdesk for support if stuck: 01332 591234. | The popup screen showing videos in My Folder in Panopto |
| 6 Click the video you want to submit. It will highlight. | Video submission selected |
| 7 Scroll to the bottom of the window and click the Submit Video button | Scroll to the bottom and click Submit Video |
| 8 A link will appear in the submission box.  DO NOT EDIT OR CHANGE THIS LINK or your submission will not work.  You may add extra text under the link.  If the link disappears or changes, then cancel the submission and start again! | Enter additional text under the video link. Do not alter the video link. |
| 9 You can add documents to the submission as well, for example powerpoint, word or image files.  Click on Browse my Computer and find and select any additional files to submit. | Add additional files with the Browse my Computer button to find and add files. |
| 10 Click submit to submit the assignment. | Click submit to submit assignment. |

You will receive an email receipt for your assignment. Keep this as proof of submission. If you don’t get an email receipt, but you have submitted and there were no errors on the submission screen, contact IT Services and your tutor with an explanation and to get support.

IT Services: [itservicecentre@derby.ac.uk](mailto:itservicecentre@derby.ac.uk)

IT Helpdesk: 01332 591234