


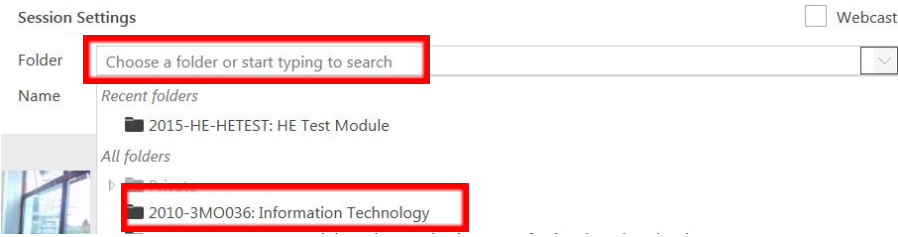

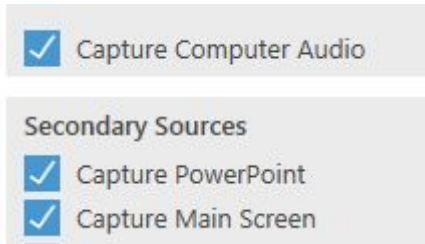
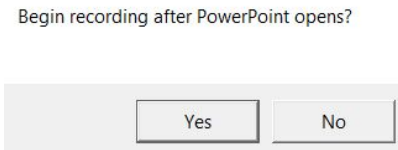





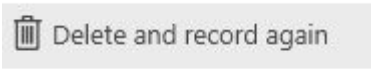

Panopto Quick Start Guide: PC / Windows

Panopto is a system that records audio, video (webcam), PowerPoint and your computer's screen. You can use this to record a presentation which is sent to Course Resources. This guide explains the minimum steps necessary to record a Panopto presentation.

Part 1 Recording

<p>1 Open the recorder</p> <p>If you're on a University machine, Panopto will be installed already. Click on the Panopto icon to load the recorder.</p> <p>For your own computer you must download and install the recorder. See Part 2 below for instructions.</p>	
<p>2 Login with Course Resources</p> <p>Enter your University username and password.</p>	
<p>3 Click the down arrow</p> <p>A list of all the modules you are a tutor on will appear.</p> 	
<p>4 Find your module. Click the folder to select it</p> 	
<p>5 Enter a meaningful title for your recording in Name (date is default)</p> 	





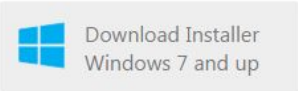
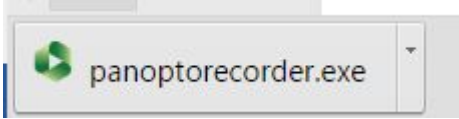
<p>6 Primary source This is in the top left of the screen. Choose recording inputs using the drop downs.</p> <p>Video: Optional, and only works if you have a webcam on your computer. Select None to turn off.</p> <p>Audio: Mandatory. You must select an audio source.</p> <p>If you don't have an audio source your recording will not work!</p>	
<p>7 Check the mic is working Speak and watch the volume level (green and yellow dots) rise and fall.</p> <p>If this does not respond, your voice will not be audible on the recording.</p> <p>Adjust the volume with the slider so the audio peaks into the yellow bars.</p>	
<p>8 To record a PowerPoint presentation, or computer screen Tick the boxes in Secondary Sources.</p> <p>To record audio from video or audio you play (e.g. YouTube), tick Capture Computer Audio</p>	
<p>9 Open a PowerPoint Presentation through Panopto Click on the PowerPoint tab, then click Open Presentation to find your presentation file.</p>	
<p>10 Click yes to open PowerPoint and start recording When you open the presentation you have the choice to open PowerPoint in presenter mode and start recording automatically. Click Yes to do this.</p>	

<p>11 To Pause, click the Pause button Restart by clicking Resume. You can press also F9 to pause and resume.</p>	 <p>Pause Resume</p>														
<p>12 Click Stop to finish recording You can press F10 to stop the recording.</p>	 <p>Stop</p>														
<p>13 Check the details You can change the Session name here, and enter a description. The folder of the recording is also displayed.</p> <div style="text-align: center;"> <p>Recording Complete</p>  <div style="border: 2px solid red; padding: 2px; display: inline-block;"> <p>Session name 05 April 2016 at 09:15:22</p> </div> <p>Located in folder +Panopto help guides</p> </div>															
<p>14 Upload or Delete Upload to the server by clicking Upload. To delete and try again, click Delete and record again. There is NO recycle bin!</p> <div style="text-align: center;">   </div>															
<p>15 You MUST WAIT for the recording to upload</p> <p>If you shutdown your computer before the upload is complete, the recording will not be available on the system.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Currently Uploading Recordings</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Start Time</th> <th>Duration</th> <th>Folder</th> <th>Session</th> <th>Streams</th> <th>Upload Progress</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>05/04/2016 09:15</td> <td>00:01:12</td> <td>+Panopto help guides</td> <td>05 April 2016 at 09:15:22</td> <td>PPT + Video + Screen</td> <td style="border: 2px solid red;"><div style="width: 100%; height: 10px; background-color: #0070c0;"></div></td> <td> <div style="display: flex; gap: 5px;"> <div style="border: 1px solid #0070c0; padding: 2px 5px;">Pause</div> <div style="border: 1px solid #0070c0; padding: 2px 5px;">Cancel</div> </div> </td> </tr> </tbody> </table> </div>		Start Time	Duration	Folder	Session	Streams	Upload Progress	Actions	05/04/2016 09:15	00:01:12	+Panopto help guides	05 April 2016 at 09:15:22	PPT + Video + Screen	<div style="width: 100%; height: 10px; background-color: #0070c0;"></div>	<div style="display: flex; gap: 5px;"> <div style="border: 1px solid #0070c0; padding: 2px 5px;">Pause</div> <div style="border: 1px solid #0070c0; padding: 2px 5px;">Cancel</div> </div>
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<p>16 When the “Processing” message appears you can turn off your computer.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>17/12/2015 14:58 00:00:07 #a keith test 17 December 2015 at 14:58:50</p> <div style="display: flex; justify-content: flex-end; gap: 10px;"> <div style="border: 1px solid #0070c0; padding: 2px 5px;">Delete Local</div> <div style="border: 1px solid #0070c0; padding: 2px 5px;">Set Offline</div> <div style="border: 2px solid red; padding: 2px 5px;">Share Edit Processing</div> </div> </div>															
<p>17 Your recording will be available in Course Resources after it has processed. This can take up to an hour for longer recordings.</p>															

Help and Support Contacts

- ITServiceDesk@derby.ac.uk Extension **1234**
- Contact your module tutor

Part 2 Downloading and installing the Panopto recorder: PC/Windows

1 Visit https://derby.cloud.panopto.eu	
2 Choose Sign in using Course Resources.	
3 Click Sign in.	
4 You may have to enter your username and password Enter your University username and password in the box. Click Logon.	
5 Click Download Recorder in the top right of the screen.	
6 Click Windows 7 and up.	
7 Install the program on your machine by running the installer. Click Run or Install from any security warning boxes that appear.	
8 The recorder should now be available on your system. The Panopto recorder icon should appear in your Start menu and on the desktop as this icon	