

Recording an assignment in Panopto's My Folder, and submitting it to the Module's assignment folder

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Introduction

Panopto is an app that records audio, webcam, desktop screen, and PowerPoint into a single video that you can then submit as an assignment.

This guide explains how to download and install the app on your laptop, PC or Mac; how to record into your personal My Folder; and submit your presentation to your Module's assignment folder.

You might record two or three versions of your presentation into your My Folder because of mistakes or recording problems.

When you have recorded a version you want to submit, move it to the assignment folder. To do this, follow the steps in part 3.

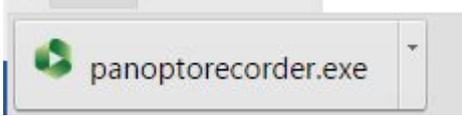
Getting help

For technical support contact the IT service desk. Tel: 01332 591234 or email itservicecentre@derby.ac.uk

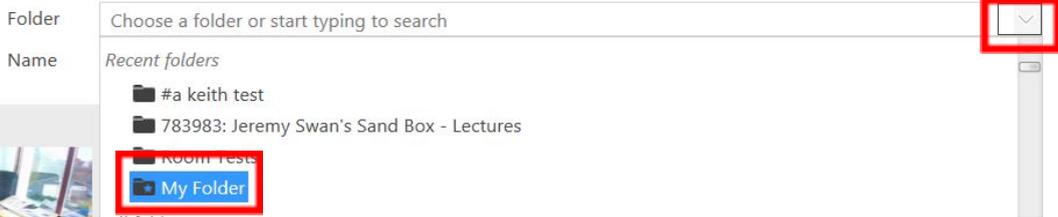
Part 1 Downloading and installing the Panopto recorder onto your own PC or Mac

This explains how to install for Windows. The process for installing on a Mac is virtually the same (see step six).

1 Visit https://derby.cloud.panopto.eu	
2 Choose Sign in using Course Resources.	

<p>3 Click Sign in.</p>	
<p>4 Enter your University username and password. Click Logon.</p>	
<p>5 Click Download Recorder in the top right of the screen.</p>	
<p>6 Click Windows 7 and up. Mac users should choose the app appropriate to their OS.</p>	
<p>7 Install the program on your machine by running the installer.</p> <p>Click Run or Install from any security warning boxes that appear.</p>	
<p>8 The recorder should now be available on your system.</p> <p>The Panopto recorder icon should appear in your Start menu and on the desktop as this icon.</p> <p>Mac users can find in the App finder.</p>	

Part 2 Recording a presentation to My Folder

<p>1 Open the recorder</p> <p>Click on the Panopto icon to load the recorder.</p> <p>You may have to log in. Follow step 2 if you are asked to sign in.</p>	
<p>2A Login with Course Resources</p> <p>Enter your University username and password.</p>	
<p>2B MAC users: Sign In</p> <p>Click Sign In</p>	
<p>2B MAC users: Enter server name and username/password</p> <p>Enter the server name: derby.cloud.panopto.eu</p> <p>Enter UDo username and password.</p> <p>Click Go</p>	
<p>3 Select My Folder</p> <p>Click the down arrow, then click on My Folder. You might only have My Folder in this list.</p> 	

4 Enter a meaningful title for your recording in Name (date is default). This could be your student number and assignment title.



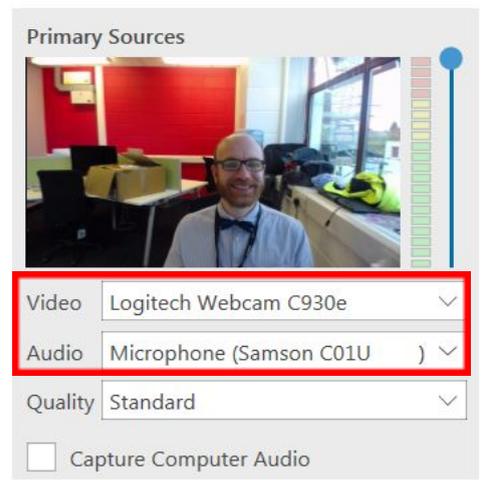
5 Primary source

This is in the top left of the screen. Choose recording devices using the drop downs.

Video: Optional, and only works if you have a webcam on your computer. Select None to turn off.

Audio: Mandatory. You must select an audio source.

If you don't have an audio source your recording will not work!

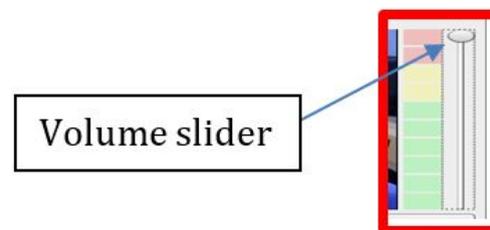


6 Check the mic is working

Speak and watch the volume level (green and yellow dots) rise and fall.

If this does not respond, your voice will not be audible on the recording.

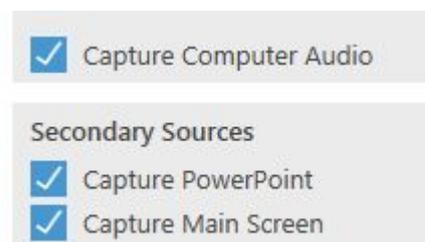
Adjust the volume with the slider so the audio peaks into the yellow bars.



7 To record a PowerPoint presentation, or computer screen

Tick the boxes in Secondary Sources.

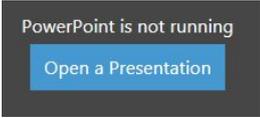
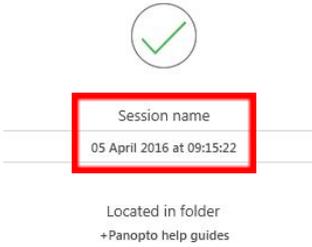
To record audio from video or audio you play (e.g. YouTube), tick Capture Computer Audio



8 Open PowerPoint

Click on the PowerPoint tab, then click Open Presentation to find your presentation file.



	
<p>9 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>Begin recording after PowerPoint opens?</p> 
<p>10 To Pause, click the Pause button Restart by clicking Resume. You can press also F9 to pause and resume.</p>	
<p>11 Click Stop to finish recording You can press F10 to stop the recording.</p>	
<p>12 Check the details You can change the Session name here, and enter a description. The folder of the recording is also displayed.</p> <p style="text-align: center;">Recording Complete</p> 	
<p>13 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> 	
<p>14 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>	

Currently Uploading Recordings						
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		Pause Cancel

15 When the “Processing” message appears you can turn off your computer.

17/12/2015 14:58	00:00:07	#a keith test	17 December 2015 at 14:58:50	Delete Local	Set Offline	Share Edit Processing
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16 Your recording will be available in Course Resources after it has processed. This can take up to an hour for longer recordings.

17 You can view your recording through the web interface here:

<https://derby.cloud.panopto.eu>

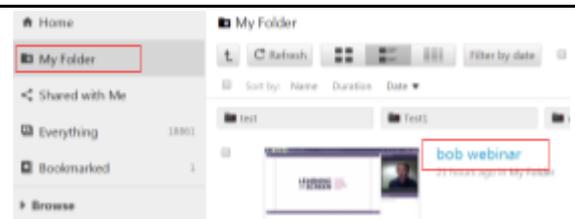
Sign in using

Click Sign in and enter your University username and password.

18 Click on My Folder

Click the blue link to view.

You may have to wait until the video has finished processing before the link turns blue.



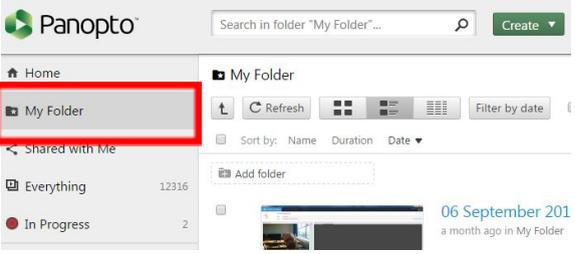
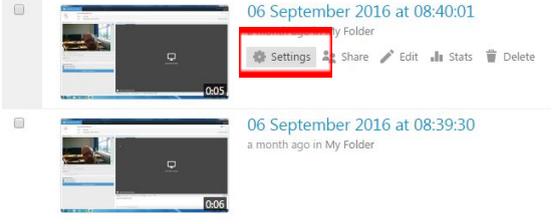
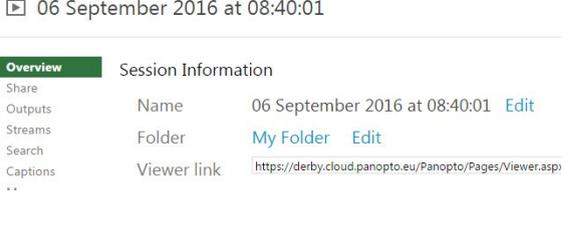
Part 3 Moving the recording you want to submit into the Module’s assignment folder

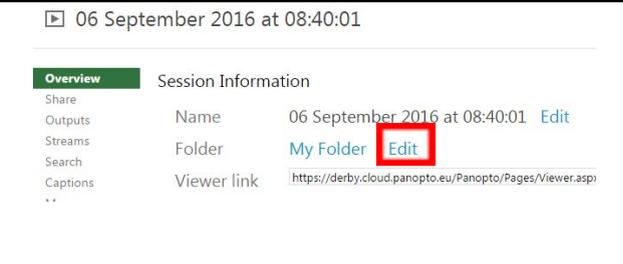
Recording into My Folder lets you record as many times as you wish without submitting.

This means you can make mistakes and not worry about your tutor seeing the wrong version.

Once you have recorded a presentation you want to submit to your tutor, you have to move it from My Folder to the assignment folder in your Module. To do this you will need to use the Panopto website.

For technical support contact 01332 591234 or email itservicecentre@derby.ac.uk.

<p>1 Sign in to the Panopto website</p>	<p>Visit: https://derby.cloud.panopto.eu</p>
<p>2 Click Sign in</p>	
<p>3 Click Sign in again</p> <p>If you are using your own machine, you have to enter your UDo username and password.</p> <p>Make sure you Sign in using Course Resources</p>	
<p>4 Click on My Folder</p>	
<p>5 Hover the mouse over the video you want to submit</p> <p>When you hover, options appear.</p> <p>Click Settings</p>	
<p>6 The settings box appears</p>	

<p>7 Change the folder</p> <p>Click Edit</p>	 <p>06 September 2016 at 08:40:01</p> <p>Overview Session Information</p> <p>Name 06 September 2016 at 08:40:01 Edit</p> <p>Folder My Folder Edit</p> <p>Viewer link https://derby.cloud.panopto.eu/Panopto/Pages/Viewer.aspx</p>
<p>8 Click on the down arrow</p>	 <p>Folder My Folder </p> <p>Save Cancel</p>
<p>9 Find and choose the Module's assignment folder</p> <p>Choose the [assignments] folder in the list.</p> <p>Make sure you choose the correct Module if you have more than one in the list.</p>	 <p>Folder 7pe992</p> <p>Viewer link</p> <p>Owner</p> <p>Videographer</p> <p>Start</p> <ul style="list-style-type: none"> 2015-16-01-18-7PE992: Independent Study 2014-15-01-19-7PE992: Independent Study 2016-17-01-16-7PE992: Independent Study 2015-16-05-03-7PE992: Independent Study 2016-17-04-24-7PE992: Independent Study 2014-15-05-05-7PE992: Independent Study [assignments] 2014-15-05-05-7PE992: Independent Study
<p>10 Click Save</p> <p>This will move the recording to the Module assignment folder.</p> <p>You tutor can now see your recording.</p>	 <p>Folder 2014-15-05-05-7PE992: Independent Study [assignments]</p> <p>Save Cancel</p>