

Student guide to Lecture Recording (Panopto)



Derby University's Lecture Recording service is provided by Panopto. This guide aims to show you some of the features you can use to enhance your lecture recordings.

One of the most useful features is adding online notes, bookmarks or collaborative discussions to lecture recordings. This is explained in parts 4 and 5.

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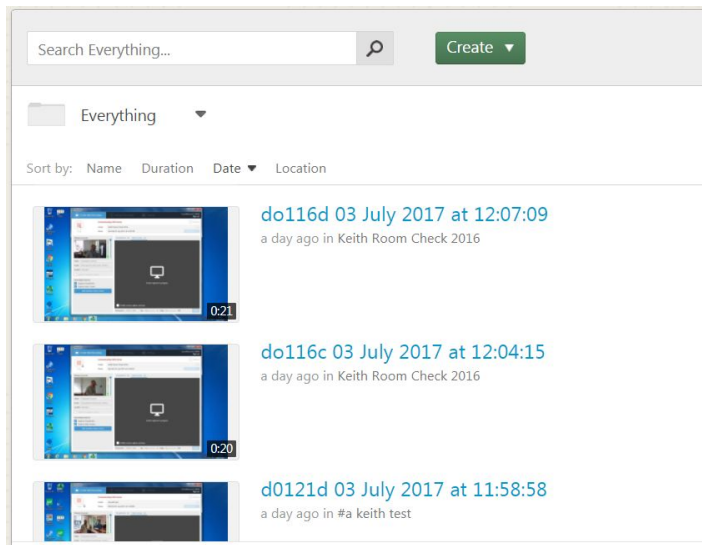
Part 1 Accessing your lecture recordings in Course Resources

1. Log in to <https://courseresources.derby.ac.uk>
2. Navigate to your module
3. Click on Lecture Recordings on the left side navigation area

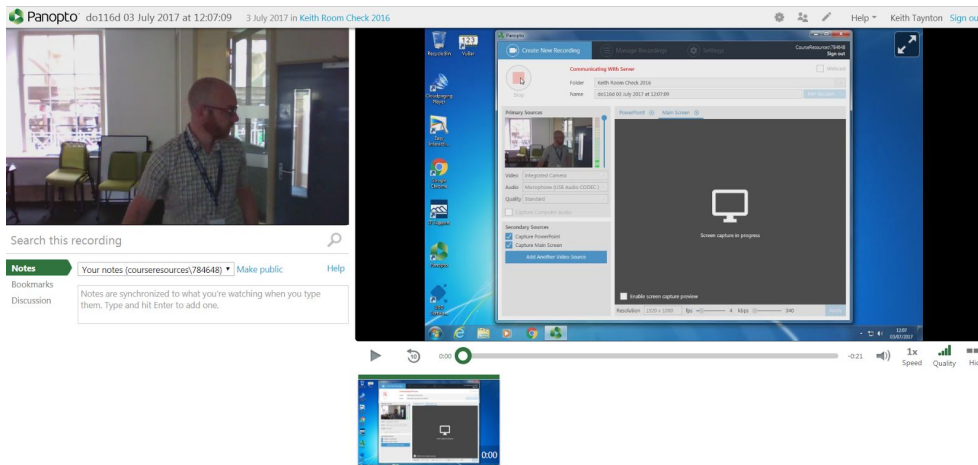


4. If this link is not visible, ask your tutor.

5. You should see a list of lecture recordings in a list.



6. Click on the blue link to view.
7. The video will appear in a new window.

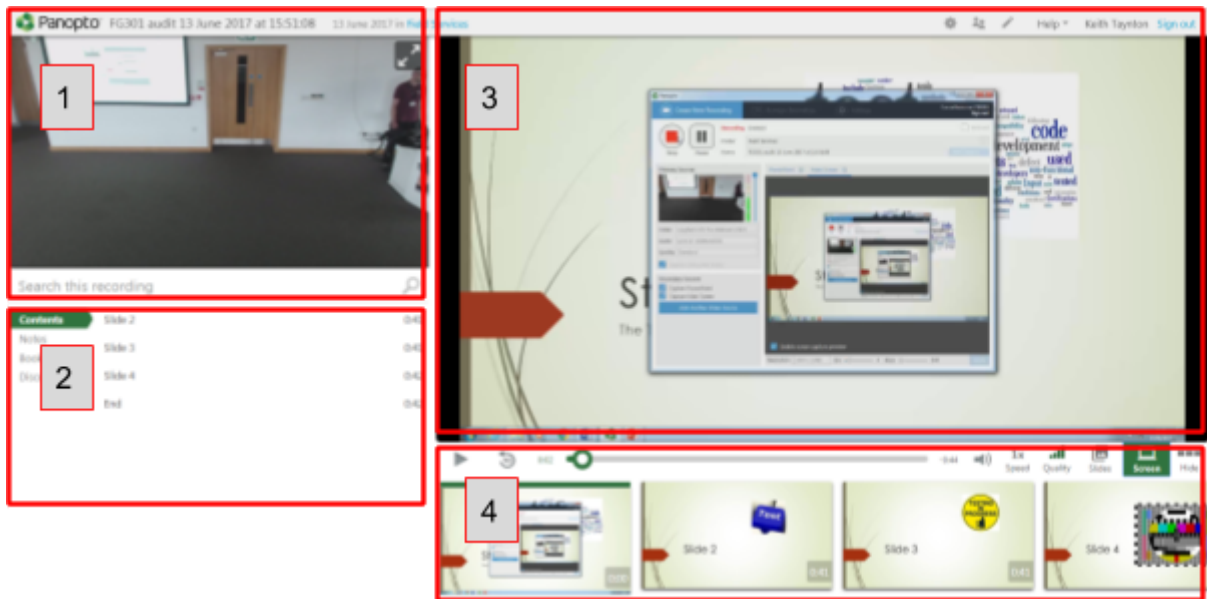


Part 2 Introduction to the video viewer

Panopto videos playback in a web browser. There is also an app in the Apple store or Android Play store. If you're using a mobile device you can use a web browser or the app.

1. Access a lecture recording using the instructions in Part 1 above.
2. The video plays in a web browser window.
3. For recordings with video you will see a screen similar to this:

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Area 1: Primary video

If the tutor recorded the lecture with a webcam, the video will be displayed here. If there was no webcam, then this area will not be visible and the screen will only show Area 3 for the video; areas 2 and 4 will still be visible.

Area 2: Notes and navigation

In this area you can see the titles from each slide. If you click on the title you will move to that position in the recording.

You can also make notes about the presentation which will create a similar index to the slide titles just mentioned. This means you can create your own index of comments that you can click on and then move to that position in the recording. This is useful if you want to review the lecture later - you can skip to the points you need to review using your own notes. See Part 4 for more information.

Area 3: Main screen

This area displays the powerpoint or recorded desktop screen (e.g. web sites, software etc).

Area 4: Navigation and video controls

This area has controls for play and pause. The green circle (called the playhead) can be moved to a point in the recording. There is a speed control, and view selector (e.g. PowerPoint or desktop screen).

For recordings without video, you'll see an audio player like this:



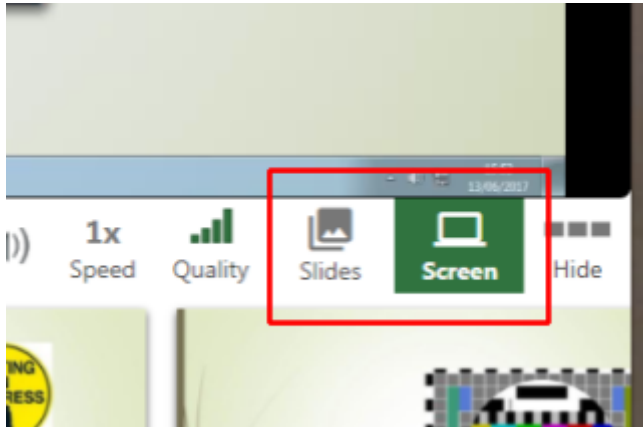
This player has the same features as video, for example notes, play and pause.

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Part 3 How to switch between PowerPoint and Desktop

If your tutor has recorded a PowerPoint, and is also using other things like websites or software, you can switch the view in the Main screen. You might not have these choices because it depends on what your tutor chose to record.

1. Look in the bottom right corner of Area 4 Navigation and Video controls (see Part 2).



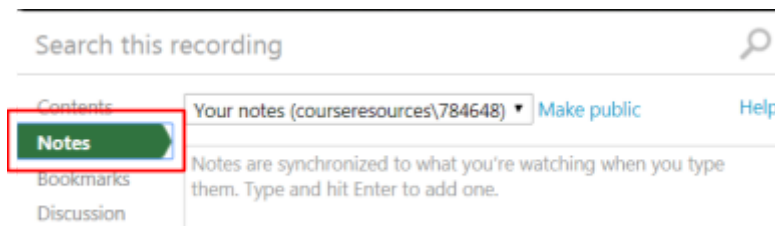
2. Click on Slides to view the PowerPoint, or Screen to view what was shown on the desktop. The Main screen (area 4) will change to show what was being displayed at that point in the recording on the PowerPoint or desktop screen. You can change views at any point.

Part 4 How to make online Notes

Notes are text you write to help remember points in the recording. They form a clickable index you can use to jump to the point in the recording when you made the note.

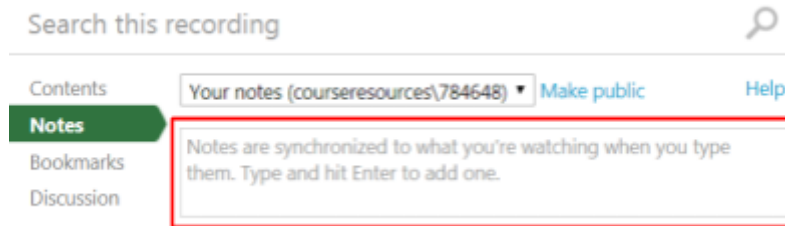
Notes are private to you by default, but are also shareable among all of the people who have access to the video.

1. Open a recording.
2. In Area 2 Notes and navigation (Part 2) click on Notes.

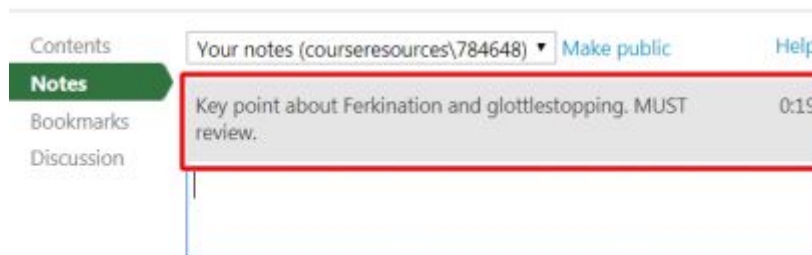


3. Play the recording.

- When you reach a point where you want to make notes, click in this notes box and type your notes. You might want to pause the video while you type.



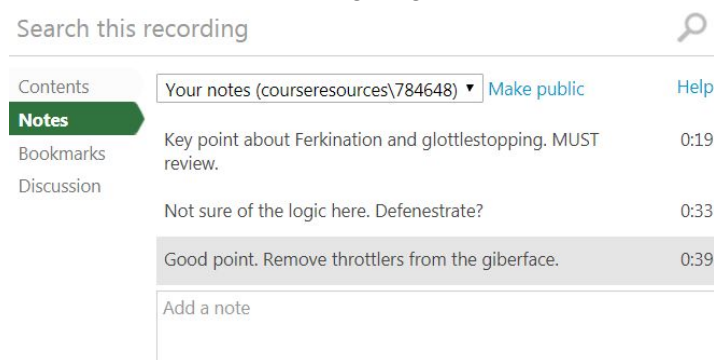
- Press enter to save the notes.
- Your notes will appear. They will also be time stamped. In this example, the notes were made at 19 seconds.



- To edit or delete notes hover the mouse on the grey note area, and choose Pencil to edit or Trash can to delete.



- Each note you make is also a link to that place in the recording. Click the grey box of the note you want to review and the player will start at the timestamped position (point 6 above).
- Here is an example with three notes. If you click on the grey area, you'll be moved to the position in the recording (e.g at 19 seconds for the first note).



10. **Warning!** If you click Make public then your notes will be visible to everyone with access to the video.
11. For more information about how the sharing option works (Make public), click on the Help link.

Part 5 Making online Bookmarks

Bookmarks work like Notes, but they are not shareable. All your bookmarks will be collected into a main Bookmark index.

1. To make a bookmark, open a recording.
2. Click on Bookmarks in Area 2 Notes and navigation (Part 2).
3. Follow the instructions in Part 4 sections 3-9.
4. To see all your bookmarks, click on the blue “See all your bookmarks” link.


Here is an example bookmark:

Contents	See all your bookmarks	Help
Notes	Excellent point.	0:33
Bookmarks	Add a bookmark	
Discussion		

Part 6 Participating in online Discussion

Discussion works like Notes (part 4), but they are visible to everyone who can access the video by default. **Be careful what you write in Discussion.**

1. To make a discussion comment, open a recording.
2. Click on Discussion in Area 2 Notes and navigation (Part 2).
3. Follow the instructions in Part 4 sections 3-9.

Search this recording 

Contents	Adam's position at this point is indefensible.	0:33
Notes	6 July 2017 at 15:39 by courseresources\784648	
Bookmarks		
Discussion (1)		

Part 7 Referencing recordings

To reference lecture recordings with Harvard style, use this:

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Citation order:

Author/speaker

Year (in round brackets)

Title of communication (in italics)

Medium (in square brackets)

Available at: URL

(Accessed: date)

Module code: module title (in italics) (if known)

Institution

Day/month

Example:

In-text citation:

Points of interest from the lecture (Brown, 2012)

Reference list:

Brown, T. (2012) Contemporary furniture [Lecture recording BSc Design Year 4], Available at

<https://derby.cloud.panopto.eu/Panopto/Pages/Viewer.aspx?id=508b30ee-dbab-4627-b13b-6bb1888b37>, (accessed July 4th 2017), DE816: Design for Industry. Northumbria University. 21 April.