BCOM IT - [GENERAL/FACULTY/STUDENT] GUIDE

Record a Lecture Using Panopto

Article Source: https://support.panopto.com/s/article/basic-recording-1

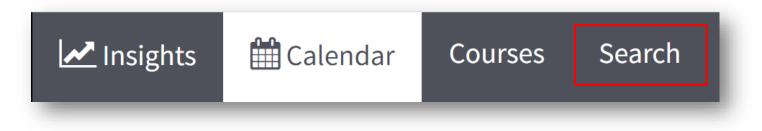
Prerequisites

• Panopto for Windows/Mac

Signing into Panopto

To sign into Panopto, you must first sign into our LMS (Learning Management System) Leo.

- 1. Navigate to https://bcom.lcmsplus.com/
 - a. Sign in with your Burrell username and password
- 2. Once signed in, click Search from the top left navigation bar



3. In the Search For field, enter Panopto Recordings then click Search

Search For:	Panopto Recordings		Se	
•	Advanced 🍄			
Search In:	Courses	✓ Goals	✓ Core Problems	
	Events	Objectives	Diagnoses	
	Long Events	Session Objectives	Procedures	
	Documents	Inst. Methodology	Proficiencies	
	Faculty	Asmt. Methodology		
Filter By:	First, choose an Academic Program			
	Academic Program	Academic Year		
		clear	clear	
	School Year	Course Master		
		clear	clear	
	Themes			
		clear		

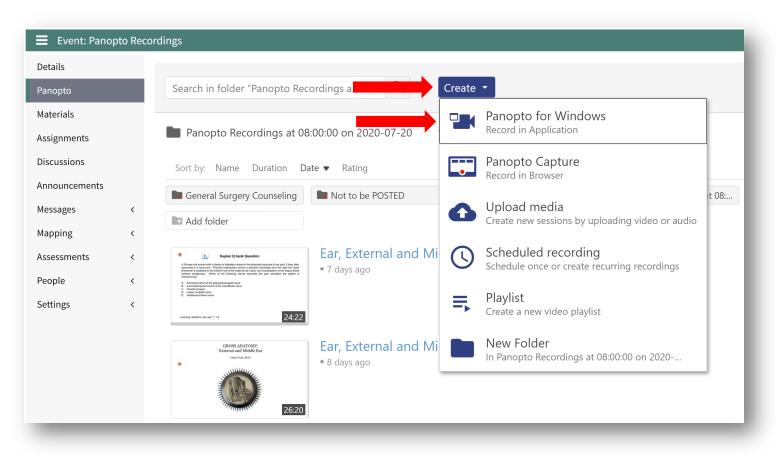
4. Locate "FFDEv DOM 2019/2020 Panopto Recordings 2020-07-20 at 08:00 [Seminar/Workshop]" from the search results then click on the Event link

Ln# ↓≟	Link ↓↑	Description 11	Events 🗍	Courses 🗍
1	Event	M2P DOM 2019/2020 Introduction to bacterial cells (POSTED) 2019-07-24 at 11:00 [Yr 1 Basic Science]	1,0	1
2	Event	ENR2 DOM 2019/2020 Breast Pathology (POSTED) 2020-01-30 at 08:00 [Yr 2 Clinical Science]	1, 0	1
3	Event	M2P DOM 2020/2021 Introduction to bacterial cells 2020-07-24 at 10:00 [Yr 1 Basic Science]	1,0	1
1	Event	M2P DOM 2020/2021 Intro to Pharmacology and Pharmacokinetics 2020-08-11 at 10:00 [Yr 1 Basic Science]	1,0	1
5	Event	M2P DOM 2020/2021 Introduction to the Organs and Tissues of the Immune System 2020-08-12 at 08:00 [Yr 1 Basic Science]	1, 0	1
	Event	FFDEv DOM 2019/2020 Panopto Recordings 2020-07-20 at 08:00 [Seminar/Workshop]	1,0	1
	Event	ENR2 DOM 2020/2021 Breast Pathology 2021-01-28 at 08:00 [Yr 2 Clinical Science]	1,0	1
3	Event	IHL DOM 2020/2021 Lymphnodes Infections 2021-04-14 at 09:00 [Yr 2 Clinical Science]	1,0	1
)	Event	NSI DOM 2020/2021 Infectious Myelitis 2021-04-29 at 08:00 [Yr 1 Basic Science]	1,0	1
10	Event	PCP1 DOM 2020/2021 PCP Lecture DSA Week #1 Professionalism & Code of Ethics 2020-07-23 at 12:00 [Yr 1 DSA]	1,0	1
11	Event	PCP2 DOM 2020/2021 PCP Skills Lab Week #9: Introduction to Ultrasound (with Shoulder) 2021-03-04 at 12:00 [Yr 1 PCP]	1,0	1
12	Event	M2P DOM 2020/2021 Body fluids: Problem session 2020-08-04 at 13:00 [Yr 1 Basic Science]	1,0	1
13	Event	PCP2 DOM 2020/2021 PCP Skills Lab Week #1: Medical Ethics Cases 2021-01-07 at 11:00 [Yr 1 PCP]	1,0	1
L4	Event	M2P DOM 2021-2022 Introduction to bacterial cells 2021-07-23 at 10:00 [Yr 1 Basic Science]	1,0	1
15	Event	M2P DOM 2021-2022 Body fluids: Problem session 2021-08-06 at 09:00 [Yr 1 Basic Science]	1,0	1
16	Event	M2P DOM 2021-2022 Intro to Pharmacology and Pharmacokinetics 2021-08-10 at 10:00 [Yr 1 Basic Science]	1,0	1
17	Event	M2P DOM 2021-2022 Introduction to the Organs and Tissues of the Immune System 2021-08-16 at 09:00 [Yr 1 Basic Science]	1,0	1
.8	Event	PCP1 DOM 2021-2022 PCP Lecture DSA Week #1 Professionalism & Code of Ethics 2021-07-22 at 12:00 [Yr 1 DSA]	1,0	1
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5. Click on Panopto from the navigation bar then click on the Panopto Resources link

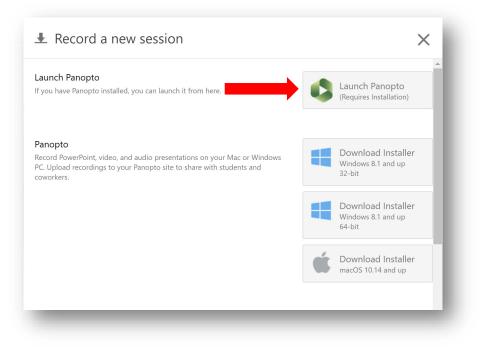
Details Panopto		
		Panopto Resources
aterials		 Panopto Recordings at 08:00:00 on 2020-03- 14 (LTI Provider: Panopto)
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6. Click Create then Panopto for Windows



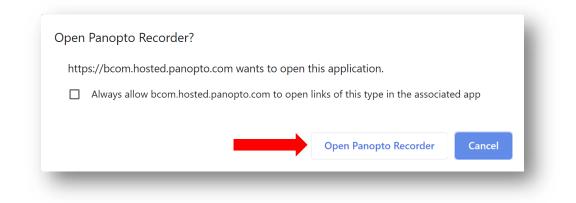
7. Click Launch Panopto

a. If Panopto isn't installed on your computer, click **Download Installer** for the **64-bit** version and go through the installation steps prior to continuing on to the next step

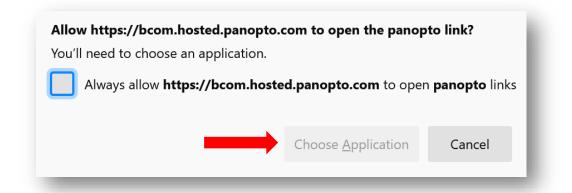


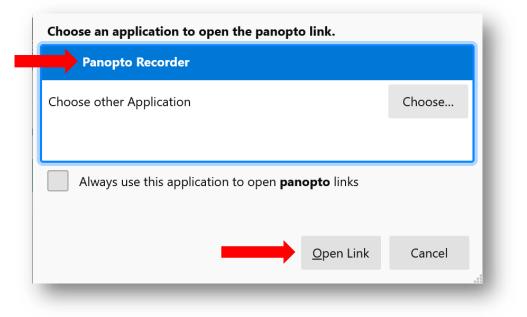
Click Open Panopto Recorder to launch the Panopto app on your computer
 a. The dialog prompt will vary depending on browser

Google Chrome:



Firefox:





Edge:

Did you mean to switch apps?

Did you mean to switch apps?

"Microsoft Edge" is trying to open "Panopto Recorder".

Configuring Panopto Settings

Learn about what each setting does and which ones to adjust and enable to ensure the best quality recording.

1. After Panopto launches, confirm that the Panopto Recordings at 08:00:00 on 2020-07-20 folder is set under Session Settings

Yes

No

a. Name the session as follows: Name of Lecture, Date and Time it will occur, Your Name

🗳 Panopto				– 🗆 ×
Create Nev	v Recording	() Manage Recordings	Settings	CMSPlus\rmayhew@burrell.edu Sign out
	Session S	ettings 🕐		Webcast
	Folder	Panopto Recordings at 08:00:00 on a	2020-07-20	
Record	Name	Name of Lecture, Date and Time, Ins	Join Session $$	

2. Set your Primary Sources

- a. Video This is your primary video source. The default source selected is the computers Integrated Webcam. This is the Webcam built into your laptop. If you have an external webcam that you'd like to use, select it from the dropdown menu.
- b. Audio This is your primary audio source. The default source selected is the computers Integrated Microphone. This is the Microphone built into your laptop. If you have an external microphone that you'd like to use, select it from the dropdown menu.
 - i. For best quality, use an external microphone
- c. Quality Set to Ultra using the dropdown menu
 - i. Additional options include Standard and High

d. Capture Computer Audio

- i. Only enable this option if you are showing videos in your presentation and would like the audio to carry into the recording
- ii. If this option is enabled, please disable your notifications sounds as they will get captured in the recording

Primary	Sources (
			•
Video	Integrated Webcam	\sim	ı.
Audio	Microphone (RODE N ⁻	\sim	
Quality	Ultra	\sim	
	oture Computer Audio		
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3. Set your Secondary Sources

- a. Capture PowerPoint This will capture the slides from the PowerPoint presentation
 - Please note that annotations and the laser pointer are not captured when this option is enabled.
 To capture annotations and the laser pointer, please also enable Capture Main Screen*
- b. Capture Main Screen This will capture your primary screen
 - i. Please note that if this option is enabled, everything on this screen will get captured
 - ii. Select this option if you'd like to capture annotations and the laser pointer in PowerPoint
- c. Capture Second Screen (if applicable)
 - i. This option is only available if you have multiple screens connected to your computer

d. Add Another Video Source

- i. If there is an additional video source you'd like to add, you can do so by clicking on this option and selecting the source from the dropdown menu
 - 1. This feature isn't typically used unless you'd like to share a secondary camera, iPad, etc.

Capture PowerPoint Capture Main Screen	
Capture Second Screen	ð
•	ΞĪ
Add Another Video Source	

*Note: If you are connected to multiple monitors, please be sure to check which screen has the PowerPoint presentation open. In many cases, the presenter view will accidentally get captured instead of the presentation view. To avoid this mistake, you can verify you are recording the correct screen by clicking **Enable screen capture preview** within Panopto. If the wrong screen is displaying, deselect Main Screen and select Second Screen or Third Screen (if applicable). Repeat this step until the correct screen is displaying in the preview window.

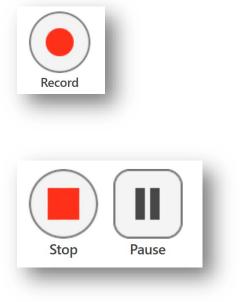
4. Secondary Sources Continued

- a. Resolution The resolution the secondary source will be recorded at
 - i. 1920 x 1080 and 1280 x 720 are recommended
- b. Fps Frames per second
 - i. A higher framerate is best when capturing videos/motion
 - ii. This setting can be adjusted using the slider
- c. Kbps Kilobits per second
 - i. A higher kbps will result in more detail in the recording, but at a larger file size
 - ii. This setting can be adjusted using the slider



Note: If you notice your computer is running hot or you are receiving a "High CPU Usage" warning from Panopto, try lowering your settings. Maxing out the resolution, fps, and kbps can be taxing on the computer.

- 5. Click the Record button to begin your recording
 - a. Once the recording has started, you will see a Pause and Stop option in Panopto
 - i. Press Pause to pause your recording, then press resume to continue recording
 - 1. The session will continue to record even when it is paused, but the paused portion will be automatically edited out of the completed session
 - ii. Press Stop to end the recording



- b. After you stop the recording, a window will appear
 - i. Click Done
 - 1. The video will begin processing
 - ii. If you'd like to delete the recording and start a new one, click Delete and record again
 - 1. Deleted recordings go to the recycle bin and can be recovered as long as the recycle bin hasn't been emptied

	Recording (
	Session	name	
Name o	of Lecture, Date and	I Time, Instructor Name	
Panop	Located in to Recordings at 08	1 folder 3:00:00 on 2020-07-20	
	Enter a descripti	on (optional)	
🔟 Delete and	record again	Done	

- iii. To check the status of your recording, you can use the Manage Recordings tab in Panopto
 - 1. Resume (not pictured) Continue recording onto your session
 - 2. Edit Trim out portions of your session
 - 3. View Watch your recorded session

Create New		📃 🧮 Manage F	Recordings Se	ettings	Observation ■ Bosen	COMLCMSPlus\rmayhew@burre Sig	ell.edu n out
Only recordings stored	d on this co	omputer are shown below.	Manage My Recordings				
Jploaded Recordings							^
Start Time	Duration	Folder	Session	Actions		Status / Link	
3/18/2021 11:24 AM	00:03:31	Anxiety Disorders at 11:0	Thursday, March 18, 2021	Delete Local	Set Offline		
3/18/2021 11:20 AM	00:01:20	Anxiety Disorders at 11:0	Thursday, March 18, 2021	Delete Local	Set Offline		
7/17/2020 2:05 PM	00:33:24	BCOMCanvas\rmayhew	Thursday, July 16, 2020 at	Delete Local	Set O	Share Edit View	
7/16/2020 9:14 PM	01:30:12	BCOMCanvas\rmayhew	Thursday, July 16, 2020 at	Delete Local	Set Offline	Share Edit View	
6/24/2020 3:14 PM	00:00:03	My Folder	Wednesday, June 24, 202	Delete Local	Set Offline		
6/9/2020 8:56 AM	00:01:57	My Folder	Tuesday, June 9, 2020 at	Delete Local	Set Offline	Share Edit View	
6/1/2020 2:41 PM	00:58:58	My Folder	Monday, June 1, 2020 at	Delete Local	Set Offline	Share Edit View	
5/19/2020 9:51 PM	00:00:10	My Folder	Tuesday, May 19, 2020 at	Delete Local	Set Offline	Share Edit View	
5/15/2020 10:10 AM	00:30:05	My Folder	Friday, May 15, 2020 at 10	Delete Local	Set Offline	Share Edit View	

6. Once you are satisfied with your recording, contact the Curriculum Coordinators (April Lujan or Karina Garcia-Melchor) to post your recording to the appropriate folder in Leo.

Tip: Use keyboard shortcuts in Panopto to help you record, pause, and stop your recording.

F8: Start recording

F9: Pause recording

F10: Stop recording