

# Welcome to the **PANOPTO** tutorial!

## Introduction:

Panopto Focus is a flexible and easy-to-use presentation capture platform that lets users capture, edit, stream, archive and share recordings that preserve critical knowledge.

This rich media video capture software solution is available as licensed software for enterprises or individuals. It can be installed locally behind your organization's firewall or accessed online through Panopto servers as part of our Panopto Focus Hosted service.

This flexibility minimizes the technical barriers for adoption and reduces the cost of scaling the solution across an enterprise.

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## Getting Started:

1) To begin using Panopto you must first send an email to [service@kennesaw.edu](mailto:service@kennesaw.edu) to request a Panopto account. Please include your netID and the folder names you wish to have created for you.

3) You will then be sent an email letting you know that your account has been established, along with your user name and a temporary password. Important: your login is `win.kennesaw.edu\` + your net id. So Susie Kenner might have the net i.d. Skenner999. Therefore, she would login with `win.kennesaw.edu\skenner999`. Note that the slash mark is \ not /. If you do not receive a temporary password, use your regular password that you use with your net id.

4) Click on the link, <http://coursecapture.kennesaw.edu>.

5) Once there, you will be prompted to enter your login information. If you were given a temporary password, you will then be asked to enter a new password.

6) **Important Step:** Once logged in, the main Panopto course-capture page will be displayed, see Figure 1 below. You will now need to download the Panopto Recorder by clicking on **Download Recorder** on the upper right hand corner of your screen.

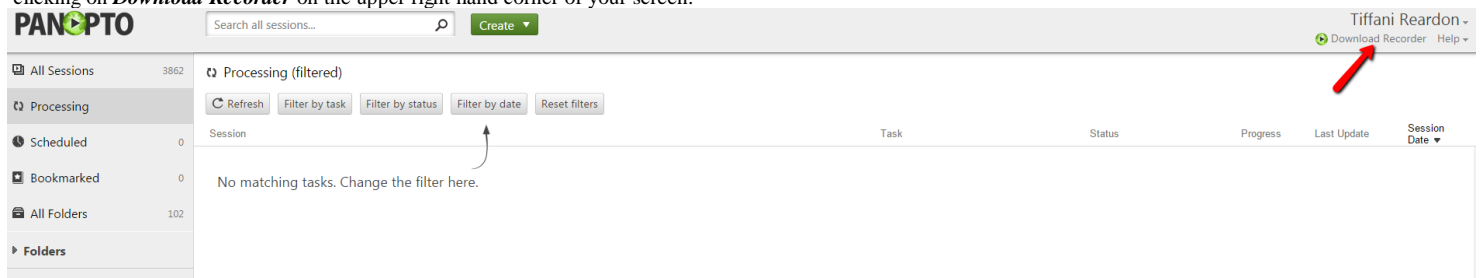


Figure 1.

6) Once you have clicked on **Download Recorder**, you will be prompted to choose which recorder to download depending on your operating system, see Figure 2.

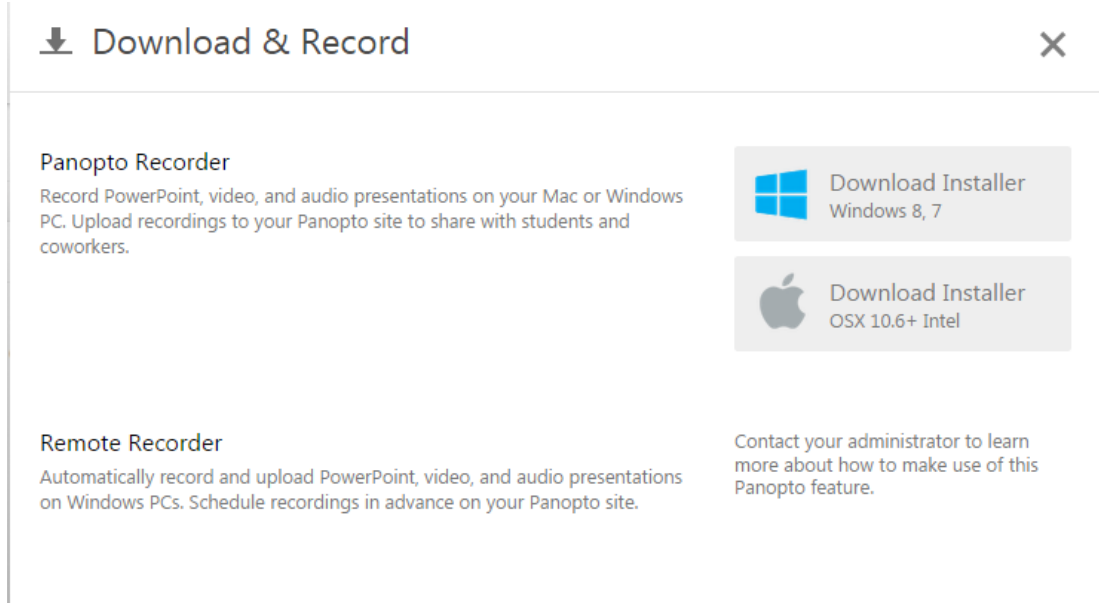


Figure 2.

7) You should now be ready to begin recording.

## Recording:

### Basic Screen Capture Recording

- To begin recording a PowerPoint lecture or just what is happening on your screen, or both, follow the steps below.



1) Open your recorder if not already open by clicking on the shortcut created on your desktop. If this is your first time logging in, you will see "Server Address: coursecapture.kennesaw.edu." You should login as win.kennesaw.edu\netid. That is, Suzie Huffman's Net ID is Suzie999. She would login on this panel as win.kennesaw.edu\Suzie999 (note that the slash mark is \ not /). Your password is the same as it is normally. Check the "Remember Me" box if you want to stay logged in to Panopto.

2) You should now be at the basic recorder screen as seen in Figure 3 below.



Figure 3.

3) Now you will need to select your record settings which are located underneath the web cam box as shown in Figure 3 above.

- Video input source
- Audio input source
- Quality of the presentation output (**Standard for most uses**)

4) Next select your destination folder by clicking on the black drop-down arrow in the top right corner of the Panopto Recorder screen.

5) Scroll to the folder assigned for your course and click on **Add New Session** located on the right of your screen. See Figure 4 below.



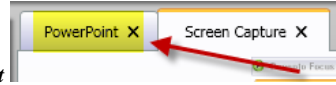
Figure 4.

6) Next, give your session a name beginning with the course number.

7) You should now be ready to begin recording. \* At this point, you should have all applications open in which you want recorded and presented on during your presentation.



- Click **RECORD** to start recording your computer screen, or click on **PowerPoint**



to open your presentation you plan on presenting.

- You will then be asked if you would like the recording session to automatically start once the PowerPoint presentation is opened.



- For beginners select Yes, and your PowerPoint presentation will open in full view and the recording session will begin.

9) To switch between your different applications press **Alt + Tab** keys.

10) During your PowerPoint presentation, hover your cursor near the left side and very bottom of your screen to enable the options menu that allows you to move from slide to slide.

- Panopto also allows you to write on your PowerPoints with your cursor while you present as well as highlight and a few other functions - just click on the pen icon.

11) When you are finished recording, click on the **STOP** recording button (if you are on your PowerPoint presentation hit the Escape key - then go to the Panopto recording page and click STOP). You will then be prompted to the Recording Status tab where your recording will be automatically uploaded to the KSU course-capture server. **Important:** To disable the automatic upload feature, click on the settings tab and uncheck the automatic upload box.

\*\* Note: Depending on the length of your recording, the upload process may take a long time to complete. You will receive an email confirmation once your upload is finished and the recording is ready to use on the server.

## Editing:

1) To edit your recording, go to the course cast page as seen in Figure 1.

2) Find your recording and hover over it with your cursor and in the **Actions** column you will see an **Edit** icon. Click that icon.

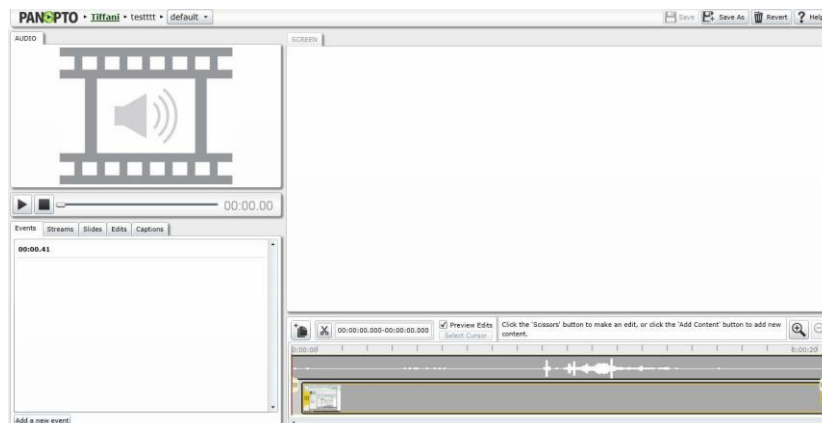


Figure 5.

3) You will then see this screen:

4) Click play (marked in yellow on figure 6) on the top left box to find a place on your recording where you wish to edit. When you do, click pause and you will see a red line on the bottom right where you stopped. **\*\* Please note that editing recordings in PanOpto are often NOT user friendly. If you plan on making numerous edits, programs like Camtasia might be more appropriate for you.\*\***

5) To remove portions of your recording, click the **Scissors** icon as illustrated by the number 1 in Figure 6 below. Then go to the timeline and click before and/or after the part you want deleted. The part you want to remove will be covered by a darker grey area. You can then drag this with the yellow tabs on the side of the dark grey box to more precisely determine its location.

6) Once you have covered the part you don't want with the darker grey, you can click play to see how it works without that part. If you want to remove just the screenshot while keeping audio, you can click the "Edits" tab (number 3 in Figure 6) and click the word "screen" (marked in yellow on figure 6) before clicking the scissors again. Whatever visual part you cut will be replaced with a blank white screen as the audio continues playing.

7) When satisfied click on the **Save** button as shown by the number 2 in Figure 6 below and your new production will load and be emailed to you the same as the original did.

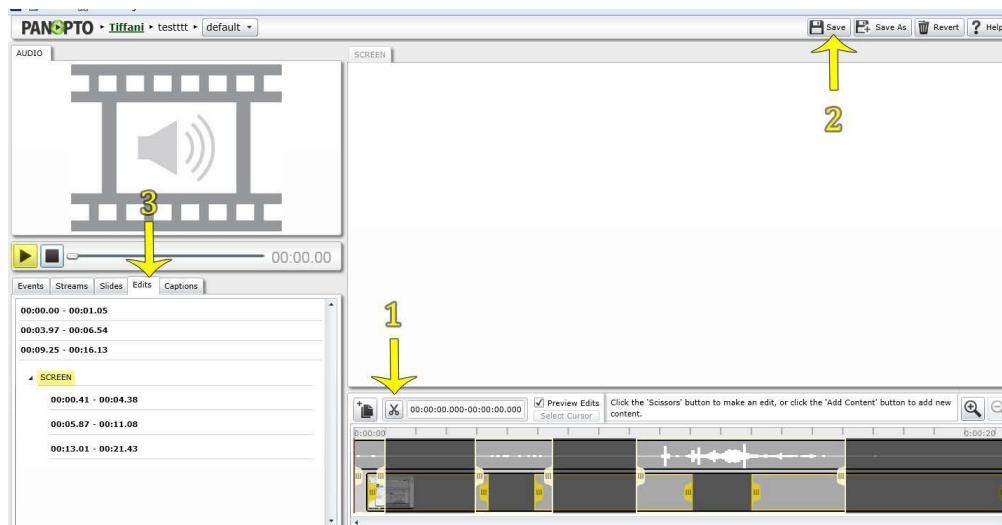


Figure 6.

## Sharing:

Now your presentation is ready to be shared to the world, or whoever in particular you select. You are given a web link that you can send to individuals yourself, you are given an embed code, and you are also given an option that automatically sends the link to all users and email addresses that you select.



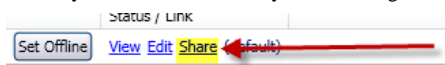
1) From the Panopto recording screen, click on the **Recording Status** tab

2) Next select **Manage My Recordings**



3) This will then open up the PanOpto Web Management Interface in your default browser. You must now find your presentation and hover over it with your cursor. In the **Actions** column on the right you will see a **Share** icon which looks like 2 people. Click that icon!

\*\* You may also be able to Share your recording from the **Recording Status** tab by clicking on the **Share** button after your recording.



4) You should now see the screen as depicted in Figure 7 below.

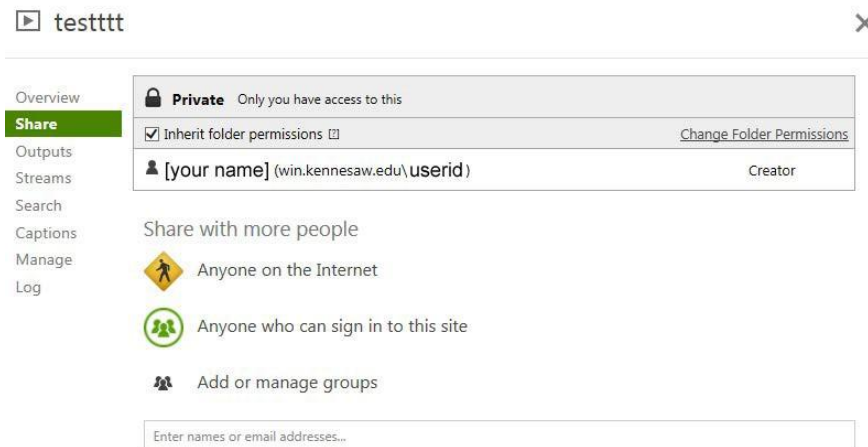


Figure 7.

5) - The default option is private, where only you have access. If you want to share publically, click "anyone on the internet" and then click the green "share" button. If you want to only share with others on the site, click "anyone who can sign in to this site" and then click "share." You can also share with particular groups (click "add or manage groups" and then type in the name of the group or search for it). If you don't want it to be public but want it to be available to all of your students, it's probably easiest to add a list of email addresses in the grey box at the bottom.

\*\* Note: Faculty are allowed to cut and paste students' email addresses here.

If you add viewing permissions by email address, Panopto automatically sends an email to those people. You can prevent this by unchecking the box next to "Send Email Notification" (this box appears when you type in an email address). Or if you do want email notifications sent, you can click "Add Message" to add your own note in the email, then click "notify and share." All identified users will now be sent an email containing your message and the link to your video that you produced.

6) In the menu on the left you'll see a link called "Outputs"- click this and scroll down to find a box with Embed Code that allows the user to embed their video. You can then put this code into your SoftChalk or other website.

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## Other Devices:

- For help with using other devices in conjunction with the Panopto recorder, please visit the following links.

|                              |                                   |
|------------------------------|-----------------------------------|
| <a href="#">Wacom Tablet</a> | <a href="#">Orbit AF QuickCam</a> |
|------------------------------|-----------------------------------|

## System Requirements:

### Recording Computer

- **Operating System** Windows 7 (32 and 64 bit) or higher / Mac OSX 10.5 (Leopard)
- **Processor (Adaptive Streaming Capture Disabled)** Intel Core 2 Duo 1.8GHZ *Mac: Intel CPUs required*
- **Processor (Adaptive Streaming Capture Enabled)** *Standard or High Quality: Intel i3 2.5GHZ or AMD Phenom II X4 910 Ultra Quality: Intel i7 2600 3.4GHZ or AMD Phenom II X6 1090T 3.2 GHZ Mac: Intel CPUs required*
- **Memory** 4GB RAM
- **Network** 100/1000 NIC
- **Storage**
  - Standard Quality: 135MB per hour
  - High Quality: 540MB per hour
- **Applications**
  - Microsoft PowerPoint 2003 and above (Only if recording presentations).
  - Apple Keynote 2008 and above (only if recording presentations).
  - Windows Media Player 10 and above (only if live webcasting).

### Viewing Computer

- **Operating System** Windows or Mac OSX
- **Applications** Windows Media Player or Silverlight
- **Bandwidth** 50 Kbps for audio only presentations. 300 Kbps recording consisting of video, audio, and screen capture. 500 Kbps for recordings with multiple video streams.

### Video / Audio

- **Video** USB webcams, DV/HDV/CAT5/analog camcorders HDMI and VGA capture devices Analog video devices that output S-Video or composite AV Digital pen tablets and white boards
- **Audio** Wired and wireless microphones (using the computer's mic jack) USB audio devices (such as the Blue Yeti USB or component to USB) Audio devices that use a PC AV capture card
- **Camera Recommendations** 3 CCD, Backlight compensation, good low-light performance, adjustable audio level, web camera capable of 640x480 resolution, or Pan/Tilt/Zoom camera with PC A/V capture card
- **Consumable Recommendations** 9-volt batteries for wireless mic; extra mini-DV tapes, extra video & Firewire cables; Video tripod (fluid head for better instructor tracking); Over-ear headphones

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\*Tutorial Created by Dustin Procter and Dr. Tamara Powell. Video tutorials created by ITS at Kennesaw State University