Panopto help

Panopto is a solution for the capture and playback of lectures. Panopto is used to securely capture lectures, broadcast events, deliver training and to give existing media new uses.

Panopto is only available to University staff to capture and edit recordings at the present time. Students can view recordings through their courses’ Moodle page.

Using Panopto, you can record:

- PowerPoint slides;
- PC screen;
- Laptop;
- Visualiser;
- Lecturer audio;
- Programme audio; and
- Lecturer video (where applicable).

Panopto automatically synchronises all the content, then produces the video. This significantly reduces the amount of time needed to make recordings available to viewers.

After a recording is complete it remains in a private folder, only accessible by the requestor and other teaching staff on the module (if applicable). Once the lecturer has approved a recording, it is made available to students on the module via Moodle.

Frequently asked questions

Where is Panopto available?

Panopto lecture recording is currently available in all lecture theatres and seminar rooms in the following buildings:

- Biology
- Bowland Main
- Bowland North
- Charles Carter
- County Main
- County South
- Faraday
- Furness
- Fylde
- George Fox
- LICA
- Management School

How do I access/install Panopto?

The Panopto Lecture Capture software can be installed on an office computer to allow recordings to be made in offices.
Before you can install Panopto on your office computer, you will need to have requested to be added to the Panopto Staff group.

Once you have been added to the Panopto Group, Panopto can be downloaded via Apps Anywhere.

Alternatively,

1. Navigate to: [http://dtu-panopto.lancs.ac.uk/panopto](http://dtu-panopto.lancs.ac.uk/panopto)
2. From the top right corner, select to sign in using Moodle, then log in using WebLogin.
3. From the top right corner, click Download Panopto.
4. From the dialog box that appears, select your operating system.
5. Run the panoptorecorder.exe file that is downloaded.
6. Follow the on screen instructions.

Once Panopto is installed, you will need a microphone for audio and (if required) a webcam for video.

1. You will be presented with a list of recordings which you have access to which will include your recent recordings and any from modules you teach.
2. Click the ‘Everything’ button to show all the recordings you have access to, not just recent recordings.
3. Click ‘Browse’ the show all the folders you have access to, private and public. This may make it easier to find the recordings you are interested in.

Can I make a Panopto recording in my office?

Panopto recordings can also be made manually from any computer with the Panopto software installed.

To install the Panopto software you will first need to request to be added to the Panopto Staff group.

You will need a webcam and microphone to record audio and video, Panopto will automatically be set up to record your screen.

You will then be taken to the Panopto recording screen where you can set up your recording as shown below:
Record using these settings:

- **Folder**: You will need to choose a folder to record into, this may be a personal folder or a module folder. Click the downwards pointing arrow to choose a folder. Only folders you have access to will be shown. If you have recently used a folder it will be shown at the top of the list.

- **Name**: This gives the recording a name, this can be changed later on in the Panopto portal.

**Primary Source:**

- **Video**: Ensure that your webcam is selected in the video dropdown box. If presenter video is not required then choose None from the video dropdown box.

- **Audio**: Ensure that the correct microphone is selected in the audio dropdown box — you should see the audio level meter flashing green to indicate your voice is been detected. An audio source is required for a recording to be made.

- **Quality**: Standard quality is the default. If only presenter video is required then select high quality to record a larger presenter image.

- **Capture Computer Audio**: Tick this box to capture sounds from your computer. You should use this if you have videos or audio tracks you wish to record. This audio is captured as well as your microphone.

**Secondary Source:**

- **Capture PowerPoint**: This allows Panopto to directly capture your PowerPoint slides and index all the text in the slides to make it searchable. Slide titles are also used to provide navigation points when watching the recording.

- **Capture Primary Screen**: This makes a recording of your computer screen and will capture whatever is showing on the screen at any time allowing any presentation materials to be recorded regardless of what program you use (e.g. Web Browsers, PDF’s, Word documents, etc.).

- **Capture Screen 2/3**: If there are multiple screens on the computer, then they can also be recorded.
• **Add Another Video Source**: Allows extra recording sources to be added (for example, from another camera).

The preview of your screen capture is disabled by default. To check you are recording the correct content click the “Enable screen capture preview” box.

**Secondary Capture Source Settings:**

It is recommended to leave these settings as default.

- **Max resolution**: The default resolution of 1920 x 1080 is suitable for most recordings. However you may reduce the resolution if you wish.

- **Bit Rate (kbps)**: The default of 340 will capture text and standard images in sufficient quality for most viewers. If extra detail is required or very small text or numbers are on screen then this can be raised.

- **Frame Rate**: 4 frames as a default will suit static images and text as well as PowerPoint transitions. If video is been recorded, then this should be raised to 15 Frames or more. Alternatively you can provide a URL link to the video in your presentation.

All secondary capture sources are recorded under separate tabs which allow the viewers to choose which source they watch. You can preview each secondary source by clicking on the named tabs on the right hand side of the screen.

**Recording:**

To begin recording press the **record** button, then begin presenting. Once you are finished press the **stop** button to end your recording.

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**How do I request a lecture recording?**

Lecturing Staff must agree to be recorded. It is the departments’ responsibility to ensure all staff are aware recordings will take place. Terms and Conditions for this is available on the ISS website.

If you have a lecture or series of lectures that you would like to be recorded, and they are centrally timetabled, then the recording can be requested via LUSI:

1. Open the module information page in LUSI and select the Online Enrolment and Lecture Capture CMod form.

2. At the bottom of the form is a tick box labelled Automatic Lecture Capture Enabled. Tick the box to automatically schedule all Lectures for that module to be recorded. This tick box is persistent across academic years.

3. Click Save.

**Alternatively:**

Complete the Request to record lecture using Panopto form with the following information:

- Name of event or module;
- Name of lecture theatre where the recording should take place;
- Start time of lecture; and
- End time of lecture.

You will be contacted if Panopto Lecture Capture is not available in the required lecture theatre.

The recording will be scheduled to start and stop automatically.
Remember that you must turn on and wear the microphone provided in the lecture theatre, and ensure it is not muted.

How do I set up a lecture recording?

Panopto Focus recordings are set to start and end automatically, so no user intervention is necessary. You are not required to log onto the Lecture Theatre PC for the recording to take place but it must be powered on.

Lecturers must wear the lapel microphone available in the lecture theatre otherwise no audio will be captured for the recording.

At the scheduled end time the recording will automatically stop and the captured material will be uploaded to the Panopto server for you to review.

You can check if Panopto is running and recording by looking for the Panopto icon in the System Tray near the clock. If a recording is underway the icon will have a red dot at the centre.

If you see the Play icon, then Panopto is running but not recording.

By default, recordings are saved to a private folder that only lecturers have access to. The folder will have the name of the module followed by Private or Staff Only to differentiate it in the Panopto interface.

Dual Screen Capture

Some lecture theatres have dual projectors allowing you to send a different source to each projector.

Panopto will be able to capture the PC screen and one other source simultaneously.

To do this ensure the PC source is selected from the right hand side and the other source (visualiser, laptop, etc.) is selected from the left hand side.

To make sure the recording of your lecture is successful:

- Use the microphone correctly — lecturer audio is the most important aspect of the recording.
  You must make sure that you turn on the radio microphone provided in the lecture theatre. Also, ensure that it isn’t muted — there is a switch on the top of the microphone to mute and unmute.

- Know which sources will be recorded.
  If a camera is present in the room, make sure you know where the camera will pick you up and try to stay in that area.

- Repeat any questions asked by the audience.
  If there are any questions from the audience it will be helpful to viewers/listeners if you repeat the question before answering, as there are no microphones to pick up the audience area.

- Ensure that ISS has been given the correct details for your lecture.
  If the time, date or location changes, resubmit the Request to record lecture using Panopto form so that the recording schedule can be updated.
How do I view a lecture recording?
Lectures recorded with Panopto are made available via Moodle. Only students enrolled on a module can view the recordings for that module.
Lecture recording playback will work on Mac or PC, and in all popular web browsers — Internet Explorer, Firefox, Chrome, etc.
Recordings are viewable on or off campus.

To get the full benefit of the lecture recording you will need to have Microsoft Silverlight installed. If Silverlight is not installed, you will be prompted to install it.

To view a recording

1. Log into Moodle as normal using WebLogin.
2. Navigate to the module you want to view a lecture for.
3. Your Panopto lecture recordings will be available in the central sections of the Moodle course page.

If a particular lecture is not listed as available, your lecturer may not have made it available yet.

What equipment is Panopto compatible with?
Panopto allows for many types of recording equipment, from professional microphones to webcams. Recordings can be viewed on PCs and Macs via the students virtual learning environment.

How do I download an MP4 of my recording?
To download an MP4 file of your Panopto recording:

1. Log into the Panopto interface: dtu-panopto.lancs.ac.uk
2. In the Sign in using drop-down, ensure that Moodle is selected.
3. Click Sign In, and if prompted log in using WebLogin.
4. You will presented with a page that allows you to watch any previous recordings.
5. Hover over the recording you wish to download, then click Settings.
6. From the dialog box that appears select **Outputs**.

7. Under the **Video Podcast** heading select **Download Podcast**.

8. Your recording will be downloaded as an MP4 file.