Panopto is a Moodle integrated tool allowing users to create audio/video files that automatically link to/from the corresponding Moodle courses.

*The assumption in this lesson is that you have already installed the Panopto Focus block, in your Moodle course. If not, refer to the “Panopto - Adding Panopto” informational sheet on the EduTools website.

**Purpose:** Creating content for the first time user. This is a very detailed tutorial designed to answer questions that first time users might have about recording content for their courses.

This info sheet is divided into 2 sections:
1. 1st time Panopto Login
2. Recording

**Prerequisites:**
- Moodle course or Moodle Sandbox
- Panopto Focus block installed in your Moodle 2.7 course
- Installation of at least one application, the Panopto Recorder, which may require the assistance of IT to install if this is on a University supplied machine ([ithelp@louisiana.edu](mailto:ithelp@louisiana.edu))

Record in the field with the Panopto mobile app by capturing sights and sounds that are relevant to your course. Panopto does offer FREE Android and iOS apps for use on your mobile device, whether that be smart phone or tablet.

Open the app store for your device and search for Panopto (see Panopto - Mobile iOS informational sheet on Edu Tools website).
1. 1st Time Login

**Step 1:** Log into your Moodle 2.7 course ([https://moodle.louisiana.edu](https://moodle.louisiana.edu)).

**Step 2:** Scroll down, on the right side locate the Panopto Focus block (graphic on left shows the Panopto Focus block open).

**Step 3:** Under **Links**, click on **Course Settings**.

*This will open a new tab in your web browser (or a new browser window depending on your settings) and automatically log you into the Panopto web services.*

**Step 4:** The first page always seen is the **Settings** page. Just click the `X` in the upper right corner to close this page (see image below). Closing the window will show the Panopto Home Screen (see home screen image on next page).
The image below shows a layout of the Panopto Home Screen.

**Step 5:** Click the **Download Recorder** link (see enlarged image below). To record any sessions the Panopto Recorder needs to be installed on any computer you use (email ithelp@louisiana.edu to install the Panopto recorder software on any University supplied computer).

![Panopto Home Screen](image)

**Step 6:** Install the downloaded package by locating it, (typically in your Downloads folder) and **double-clicking** to begin the process of **installation**.

Once the Panopto Recorder is installed, proceed to the next section.
2. Recording

The following directions provide steps to making your first recording. Be prepared to create a short video to test Panopto.

*When a recording is made, it will automatically link to your Moodle course and be available for students to access when they look at the Panopto Focus block. If you need the sessions hidden you can create a folder inside your home bin to hide content if you do not want it to be actively seen (see, “Creating Secondary Folders” on the Edu Tools website).

**Step 1:** From the Panopto home screen find the **Create** drop down menu (top right corner of screen), click and select **Record A New Session** (see image below).

![Record a new session](image1)

**Step 2:** Click on **Launch Recorder** (yellow highlighted boxed image below).

![Launch Recorder](image2)

The **Panopto Recorder** window will open up on top of the Record A New Session window pane. The next image on the following page is the **Panopto Recorder** and includes a brief description of how it functions.
Breakdown of the Panopto Recorder for Windows
Here is the Panopto Recorder fully opened. Options that are available to you from this screen are listed below. The Panopto recorder is color-coded along with the explanations.

**Recording and Folders**  This section contains the Recording button and also lists the folder where the content created will be saved after upload and processing. Creating sub-folders within your home folder will allow you to choose from the drop down menu where to initially put the recordings. Sessions can always be moved at a later time into any of your folders.

**Primary Source**  This area shows the enables the use of an internal camera or webcam, as well as the built-in microphone or an external microphone that might be plugged into the computer. You can enable both (audio & video), or disable both, or use one and not the other, depending on your preferences or needs for a specific type of recording.

**Primary Screen**  This section shows you a view of your Secondary Capture Source. Settings for screen resolution, bit rate and frame rate can be changed but it is recommended that you leave the settings the same.

**Secondary Capture Source**  This area controls the recording of actions on your computer or a presentation with Power Point. If you have multiple monitors or an external camera you would click the Add Another Video Source.
Breakdown of the Panopto Recorder for Mac

Here is the Panopto Recorder fully opened. Options that are available to you from this screen are listed below. The Panopto recorder is color-coded along with the explanations.

**Folder** This section lists the folder where the content created will be saved after upload and processing. Creating sub-folders within your home folder will allow you to choose from the drop down menu where to initially put the recordings. Sessions can always be moved at a later time into any of your folders.

**Session** This area is where you give your recorded sessions a name. By default the recording date and time is used. This default title can be changed, simply click in the text box and type when highlighted.

**Slides** Click the box for using a presentation application like Power Point or Keynote (an Apple only presentation app).

**Screen Capture** Click the box to capture video of anything you may be doing on your computer screen.

**Audio/Video** This area controls the camera and microphone of your computer or externally plugged in device.

You can enable both (audio & video), or disable both, or use one and not the other, depending on your preferences or needs for a specific type of recording.

**Recording** This is where you start, pause, and stop your recording sessions.
**Audio:** Always perform a mic check before recording. Look for the bars across from the **Level** to fluctuate. Note that the environment you choose to record in can make a big difference in audio quality. To get better audio quality use an external USB connected microphone.

**Video:** Check the video settings to determine if you are using the webcam or built-in camera from your computer (desktop or laptop). In the Panopto Recorder panel, under Audio/Video, look at the **Video Preview**. Do you see yourself? You should see a “live” video feed of yourself. If not check the **Video Source** drop down menu to make sure the correct camera is listed. In the example shown, the camera is built-in and is called FaceTime HD Camera.

**Tips for Preparing to Record:**

___ Always conduct a test session when you are creating content in new places so that you can check audio and video quality.

___ Be mindful of your surroundings and what your audience will hear and see.

___ The more sessions you create the more comfortable you will become. Try to be relaxed, have fun and enjoy the experience. Always try and conduct a practice session before a recording to work out any problems.

___ Some editing in Panopto can be done to take out mistakes.
**Step 3:** With the Panopto Recorder still open, **click** on the **Start Recording** button.

Once you tap the record button at the bottom right of the screen you will see a recording count in red, this is how many hours, minutes and seconds you are recording (hh:mm:ss). This indicates that the software is indeed recording and you may begin speaking.

**Step 4:** **Click** on the **Stop Recording** button.

After recording, the Panopto Recorder panel automatically shows session information. In the panel background you will see the just recorded session being processed and encoded. Depending on how long your session recording is depends on how long the process takes.

*Best Practices... keep your sessions (lectures/recordings) short and manageable for your students to easily view in short segments. It is recommend 7 - 8 minutes of content or less. Make them as interesting and entertaining as possible to keep interest high.

**Step 5:** **Close**. Once you see the media is processing you can close the panel. Then close the **Record A New Session** pane beneath and you should now be at your home screen. You can click on the **Refresh** button to update the screen, and you should see the new media file. Once the file is processed it will be located in your home screen. An email alert informing you that your file has been created will be sent. Log out when done.

The next pages contain Recording Scenarios you might want to look at if you want to fully understand the various ways recordings can be made.
If you have any questions or problems, please contact:

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distancelearning@louisiana.edu