

# Using Panopto in Canvas

**Panopto** is a lecture/video capture tool that allows you to record lectures, demos, and import recordings. It can be activated in all your Canvas shells. The steps to add and make a basic lecture capture or recording are below.

Add Panopto to your Canvas course (Click "Settings", then "Navigation", drag Panopto to active navigation, & "Save"):

1. Click <b>"Settings"</b>		2. Click "Navigation" tab	3. Drag "Panopto" to active navigation 4. C	lick <b>"Save"</b>
Dashboard	Announcements	Ø Course Details Sections Navigation Apps Fea	Course Details Sections Navigation Apps Fea	
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<u>උ</u> දු Groups	Discussions Grades	Ø Home	Home	
Calendar	Outcomes	Ø Modules :	Modules :	
Ē	People	Ø Pages :	Pages :	
Inbox	Syllabus Quizzes	<ul> <li>Drag items here to hide them from students.</li> <li>Disabling most pages will cause students who visit those pages to be redirected to</li> </ul>	Panopto Recordings 3 :	
Commons	Conferences Collaborations	Ø     the course home page.       Ø     Zoom       Ø     Page disabled, won't appear in navigation	Drag items here to hide them from students. Disabling most parts will cause students who visit those pages to be redirected to the course home page.	4
Help	Settings	Panopto Recordings Page disabled, won't appear in navigation	Zoom Page disabled, won't appear in navigation	Save

# To install the Panopto Recorder:

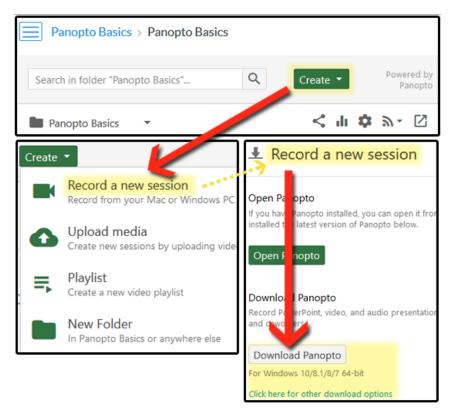
After adding Panopto to Canvas, click the "**Panopto Recordings**" button to get started.

Panopto has **Recorder** software that works on PCs & Macs.

### To install the Panopto Recorder:

- Click green "Create" button.
- Click "Record a new session"
- Click "Download Panopto"

**Note:** The installer file is preconfigured for PSC. Double-click the downloaded installer file to install the Recorder, using the default settings.



After installing, open the Panopto Recorder and login using your PSC email address and password.

# The Recorder interface:

Sign In/Out is in the upper right

Session Settings are located to the right of the "Record" button, is where you name of the recording and where it will be stored

**Primary/Secondary Sources:** Located to the left. Used to choose what you want to record.

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Create New Recording	) Manage Recordings Settings	Canvas\pchaney Sign out
	Ouizzes & Study Aids       r, March 20, 2020 at 5:30:01 PM	Uebcast
Primary Sources         Video         None         Video         Audio         Microphone (Realtek High Definit \rightary         Quality         Standard         Capture Computer Audio         Secondary Sources         Capture PowerPoint         Capture Main Screen         Add Another Video Source	PowerPoint × Main Screen ×	
	Enable screen capture preview Resolution 1920 x 1080 V fps - 8 kbps - 600	0

You need to select settings for your first recording (Panopto will remember these settings for future use):

To record, first choose what you want to record. An Audio source is <u>required</u>, everything else is optional.

### **Primary Sources:**

- Select Video source (webcam)
- Select your **Audio** (microphone/webcam microphone)
- Choose whether you want to capture **Computer Audio**.

### **Secondary Sources:**

It is recommended to capture the **Main Screen** at a minimum. Select Capture **PowerPoint** if you want to narrate your PowerPoint lecture, but keep the Main Screen selected.

# Video None Video Microphone (Realtek High Definit Quality Standard Capture Computer Audio Secondary Sources Capture PowerPoint Capture Main Screen Add Another Video Source

Primary Sources (2)

## Once set up all that's left is to choose your course folder:

Session Settings 🥹 Web							
Folder	Panopto Quizzes & Study Aids	Use dropdown to choose your course	folder <del>-&gt;</del> ~				
Name	Friday, March 20, 2020 at 5:30:01	Join Session $\smallsetminus$					

Finally, click the "**Record**" button, and when finished, click "**Stop**" Allow the recording to upload before shutting down the computer.

**Note:** Once you feel comfortable capturing your lectures, you may wish to explore other Panopto functions, such as auto-captioning, editing, quizzes, copying a recording to other courses, capturing video with iOS devices, and/or using Panopto to import non-Panopto recorded videos. If you have further questions, please email us at <u>eLearning@pensacolastate.edu</u>