Video:
Panopto – First Steps

iT Centre Learning

iT services

UNIVERSITY OF OXFORD

The small print

Prerequisites

Time in the workshop is precious – it is an opportunity for you to interact with the workshop leader and other participants through questions and discussions and to share your experiences and concerns. To make the most of this time we sometimes ask you to carry out learning activities ahead of the workshop so that everyone comes into the class with the same basic knowledge. We keep this prior learning to a minimum and often make use of online videos. Online videos provided through 'Molly' can be accessed by University members anytime, anywhere, through a browser or app.

Your course booking will tell you if any prior learning activity is required.

If you turn up for a workshop without having done the prior learning, the workshop leader may suggest that you come back on another session.

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About the workshop designer

Graham Addis started his first technology role in 1978 and has gathered decades of practical experience in industry. He has always been passionate about passing on his knowledge and undertook his first formal teaching position as a Customer Training Specialist for Intel back in 1984. Since that time his career has combined extensive real world experience with teaching and mentoring. In 2017 he joined the academic world at the University of Oxford and currently specialises in teaching spreadsheets, databases and programming.

Revision history

Version	Date	Author	Comments
3.2	August 2022	Graham Addis	Update download instructions
3.1	February 2022	Graham Addis	Update to use ox.cloud.panopto.eu
3.0	January 2022	Graham Addis	Update to direct login
2.0	July 2021	Graham Addis	Add language support.
1.1	July 2021	Graham Addis	Update for Web changes.
1.0	August 2020	Graham Addis	Initial version.

About this workshop

This workshop is designed for people who have never used Panopto. The workshop offers a broad overview of how to get set up with Panopto and begin recording your talks, lectures and screencasts on your computer.

We will include pointers to other workshops and further resources that will help you go on later to build on these initial steps.

What you will learn

This session provides an introduction in using Panopto within the University environment and its integration with the Canvas Virtual Learning Environment.

What you need to know

The ideas and techniques covered in this workshop will apply to the use of the Panopto recording and editing suite within the University of Oxford Replay and Canvas environment.

I will assume that you are reasonably confident in using the platform (Mac or Windows) including familiarity with installing applications. I will also assume you:

- are familiar with accessing applications using your Single Sign On credentials.
- are familiar with basic PowerPoint (Mac or Windows) or Keynote (Mac) usage
- have a camera and microphone installed on your platform
- have sufficient privileges to install software on your platform

The resources you need

A sample presentation that you can use to experiment with will be made available, but you may like to bring along your own.

Learning Objectives

This workshop has the following learning objectives:

Learning Objective One - Accessing "Replay Lecture Capture" via Panopto

Learning Objective Two - Navigating your "Replay" account

Learning Objective Three - Installing the Panopto Manual Recorder

Learning Objective Four - Record a short practice video

Learning Objective Five - Access your recording

Learning Objective Six - Editing your recording - Captions

Learning Objective Seven - Editing your recording - Trimming

Learning Objective One - Accessing “Replay Lecture Capture” via Panopto

With a web browser access the Canvas site at the University: https://ox.cloud.panopto.eu/

Sign in to Canvas with your SSO credentials.

Authorise Panopto to access your Canvas account.

Learning Objective Two - Navigating your “Replay” account

Check the navigation tabs on the left hand side: “Home”, “My Folder” etc.

Look at the options available under the “Create” button.

Learning Objective Three - Installing the Panopto Manual Recorder

A pre-requisite for the course is that the Panopto Manual Recorder is already installed, if this has not been completed, run the installation now.

From “Replay” help pages navigate to the “Downloads” page:

https://help.it.ox.ac.uk/replay/downloads

Follow the installation instructions for your platform (Mac/Windows)

Learning Objective Four - Record a short practice video

Open a presentation. An example, “Panopto_Demo_Presentation.pptx” is available in the course exercise files

From the “My Folder” in “Replay” tab, Record a new session using the option **Create->Panopto for Windows** or **Create->Panopto for Mac**

This will start the Panopto Manual Recorder installed in ***Learning Objective Three - Installing the Panopto Manual Recorder*** ensuring that the Manual Recorder uses the licencing enabled through the SSO login**.**

- Select the video source.
- Select the audio source.
- Set the recording levels.
- Set the video quality.

Note: Any software currently accessing the camera or microphone may need to be stopped, E.g. Teams, in order to allow the Panopto Manual Recorder to access these devices.

- Start recording
- Run through the presentation
- Stop recording
- Upload the recording.

After uploading the Panopto system will process the video and the status can be seen on the “My Folder” in “Replay” pages (a refresh may be required to view the recording).

In order to demonstrate the editing functions make sure you leave some extra recording time before and after your “Presentation”. However keep your actual presentation very short to reduce the time taken for processing the video by the Panopto system.

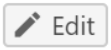
Learning Objective Five - Access your recording

From the “My Folder” in “Replay” tab open the recording made in ***Learning Objective Four - Record a short practice video***, by clicking on it (if it is not available you may need to refresh the page).

Navigate to sections of your recording using the “Slides” or selecting from the “Contents”.

Learning Objective Six - Editing your recording - Captions

Edit the recording made in ***Learning Objective Four - Record a short practice video***.

The editing page can be accessed directly from the viewing page or from the "My Folder" in "Replay" tabs by selecting the following button: 

In edit mode select the "Caption" tab and choose "Import Automatic Captions".

Apply the changes. View your recording and navigate using the automatically generated captions.

Learning Objective Seven - Editing your recording - Trimming

Edit the recording made in ***Learning Objective Four - Record a short practice video***.

With your cursor, drag from the beginning of the timeline to a point where you want your recording to play. This will mark the timeline in grey and will exclude this section from being viewed.

Perform the same action working from the end of your recording to the point at which your recording should end.

Apply the changes.

Note: because the video has been edited it will need to be processed again.

Further information

Getting extra help

Course Clinics

The IT Learning Centre offers bookable clinics where you can get pre- or post-course advice. Contact us using courses@it.ox.ac.uk.

About the IT Learning Portfolio online

Many of the resources used in the IT Learning Centre courses and workshops are made available as Open Educational Resources (OER) via our Portfolio website at skills.it.ox.ac.uk/it-learning-portfolio.

About the IT Learning Centre

The IT Learning Centre delivers over 100 IT-related teacher-led courses, which are provided in our teaching rooms and online, and we give you access to thousands of on-line self-service courses through Molly (powered by LinkedIn Learning).

Our team of teachers have backgrounds in academia, research, business and education and are supported by other experts from around the University and beyond.

Our courses are open to all members of the University at a small charge. Where resources allow, we can deliver closed courses to departments and colleges, which can be more cost-effective than signing up individually. We can also customize courses to suit your needs.

Our fully equipped suite of seven teaching and training rooms are usually available for hire for your own events and courses.

For more information, contact us at courses@it.ox.ac.uk

About IT Customer Services

The IT Learning Centre is part of the Customer Services Group. The group provides the main user support services for the department, assisting all staff and students within the University as well as retired staff and other users of University IT services. It supports all the services offered by IT Services plus general IT support queries from any user, working in collaboration with local IT support units.

The Customer Services Group also offers a data back-up service; an online shop; and a PC maintenance scheme. Customer Services is further responsible for desktop computing services – for staff and in public/shared areas – throughout UAS and the Bodleian Libraries.

Video: Panopto - First Steps

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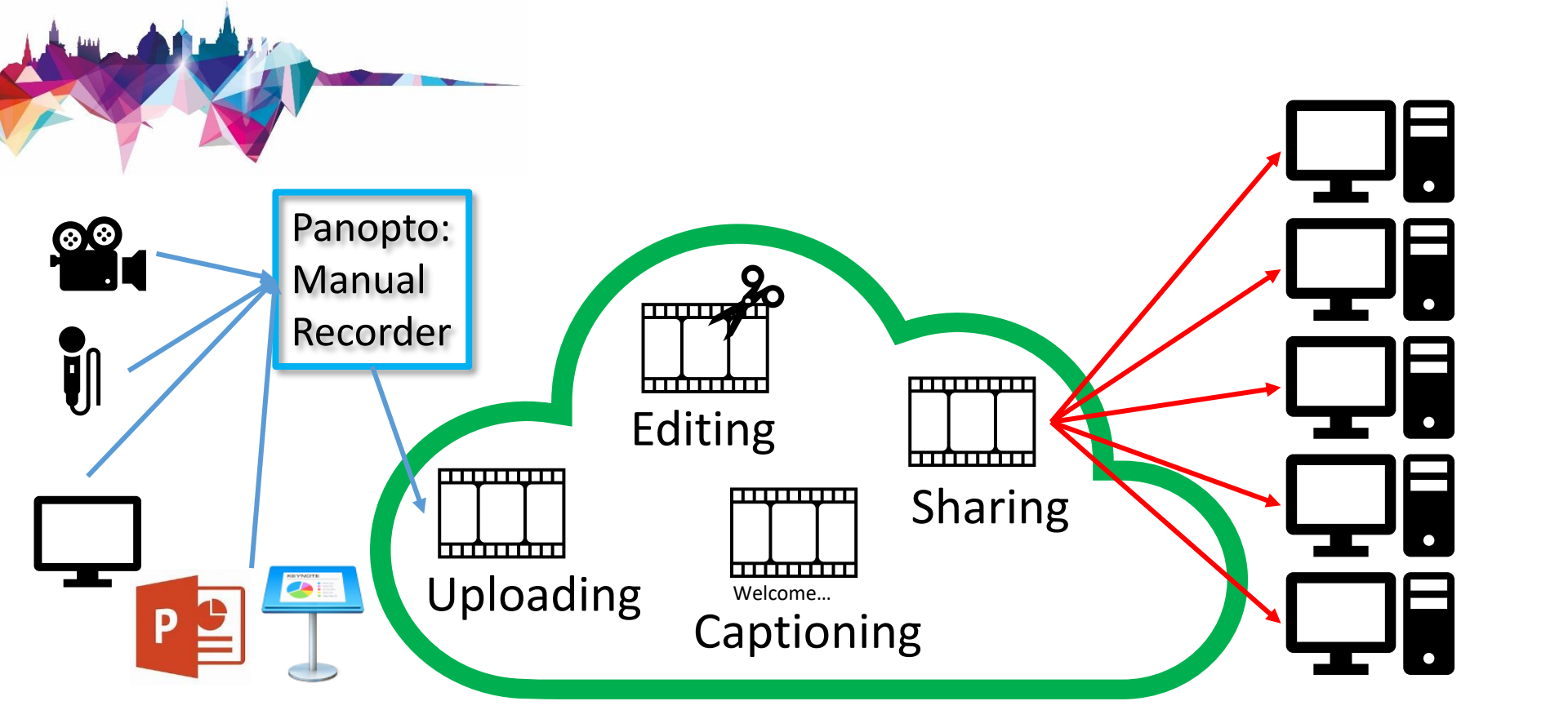
Resources for your learning

- Activities for you to practice today
  In the coursebook
  Work at your own pace!
  Be selective

- Videos with today's topics in LinkedIn Learning

- Follow-up work
  Continue with exercises after the session
  Bookable Course Clinics later

What is Panopto?



Panopto Content Management System (CMS)

End results…

Example recordings:

- General Philosophy (MT 2009): 1.1 An Introduction to General Philosophy (2009): https://ox.cloud.panopto.eu/Panopto/Pages/Viewer.aspx?id=5526050f-fb2c-49e8-9b83-7df449222b49
- show: Billy Jackson - Spare time filmmaker: https://ox.cloud.panopto.eu/Panopto/Pages/Viewer.aspx?id=a2b27318-de5f-4eae-8099-c49533f50803

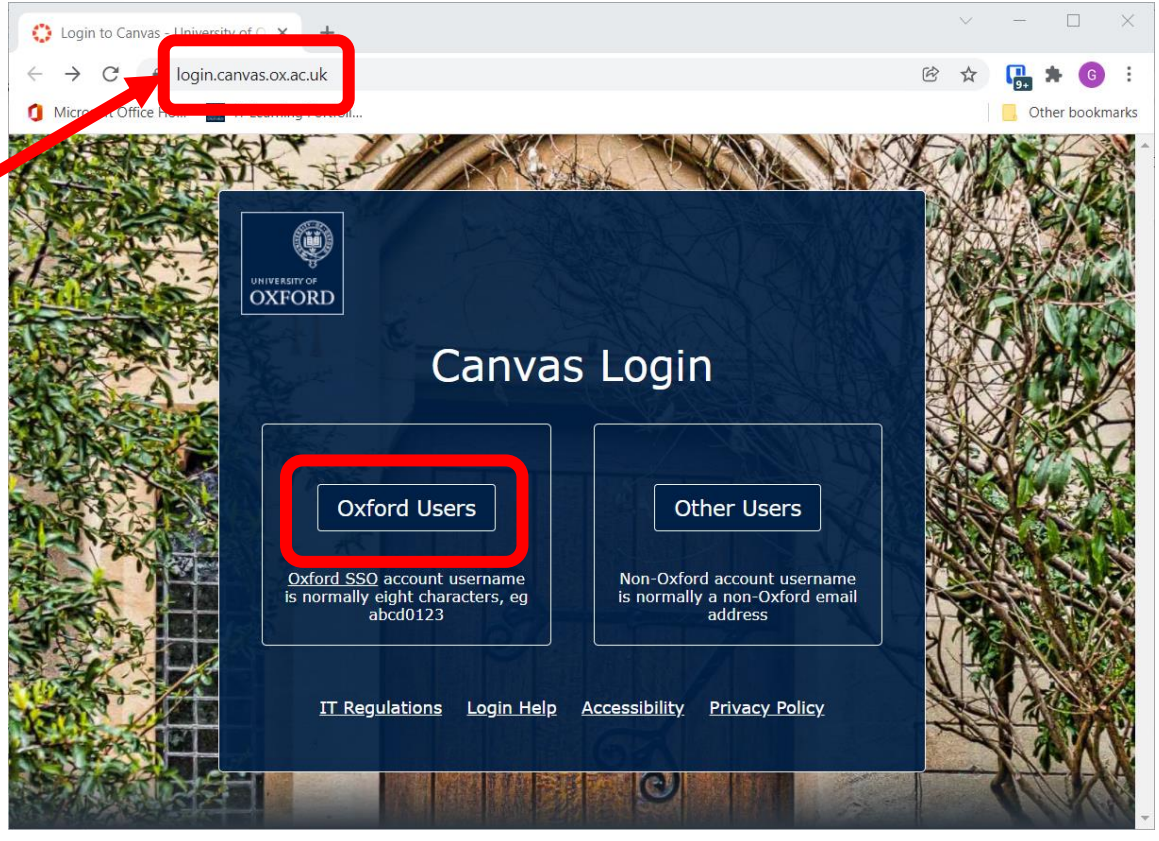
Oxford Environment

Terms	Description
Panopto	Collection of PC/MAC and cloud-based tools for recording, preparing and sharing media files, including lecture capture.
Replay	Educational Media's branding for the Panopto tools and service. https://help.it.ox.ac.uk/replay/
VLE Integration	Embedding of Panopto into the Canvas Virtual Learning Environment (historically WebLearn).

Panopto Login: Oxford Users

https://ox.cloud.Panopto.eu/

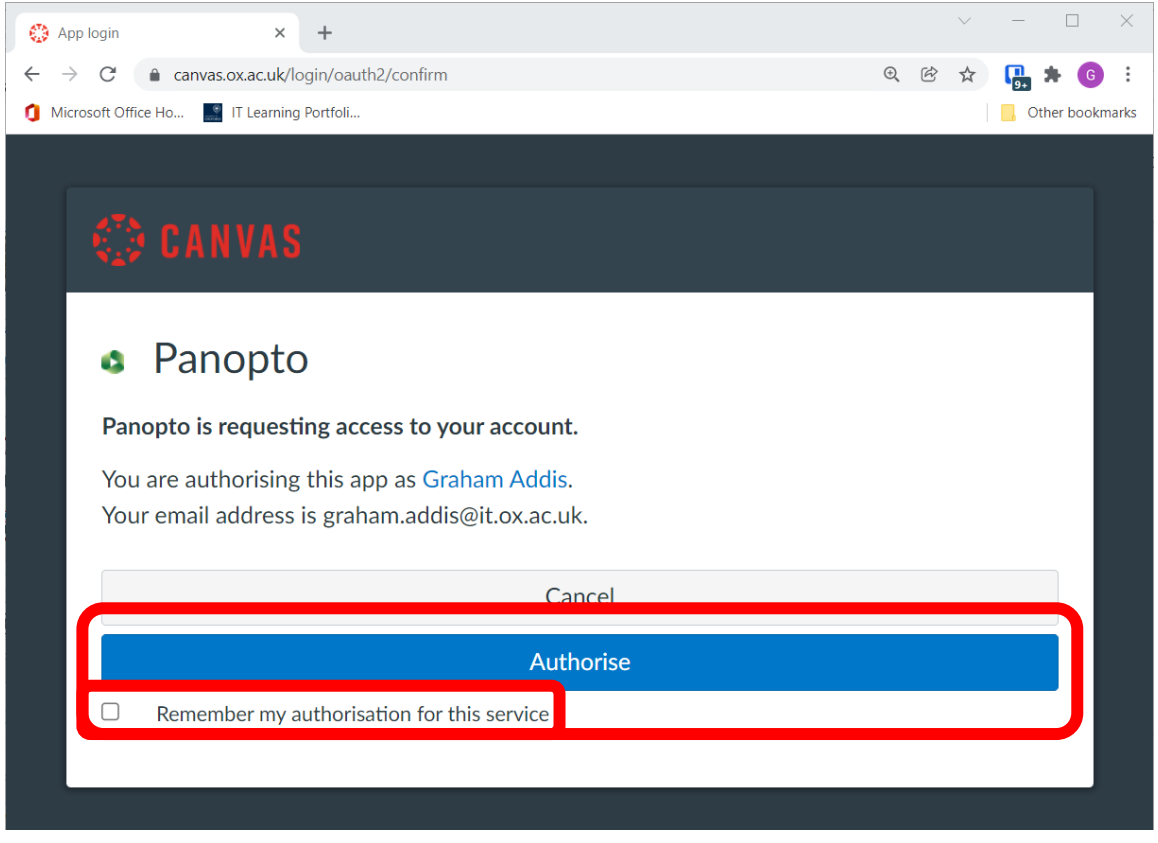
Redirects here:



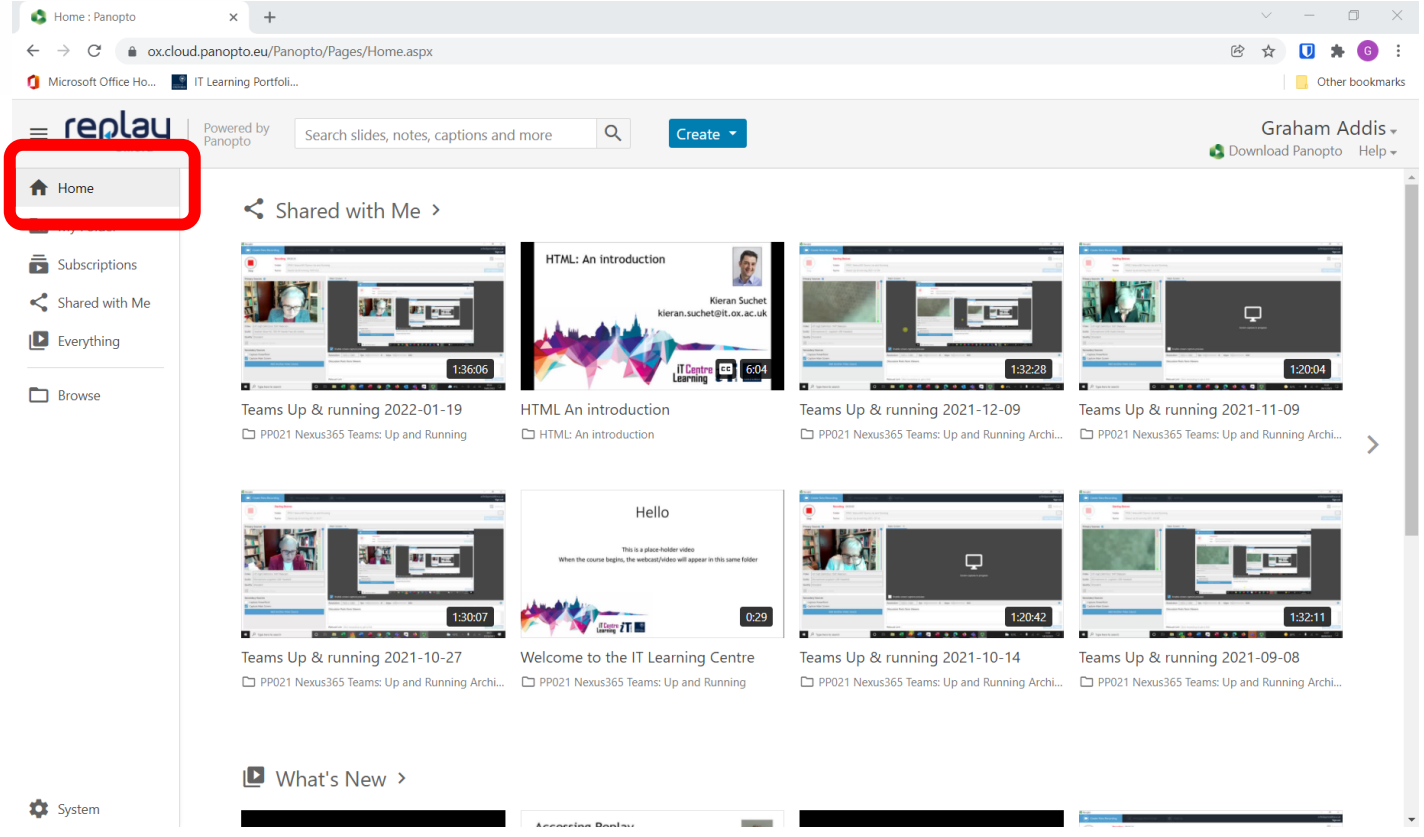
Panopto Login: Single Sign On

What is it for?	Sign on once to access multiple facilities in the University
This includes Replay	Panopto authorises our login through the University SSO process
Panopto Manual Recorder	Provides the Panopto Manual Recorder access to your recordings in Replay

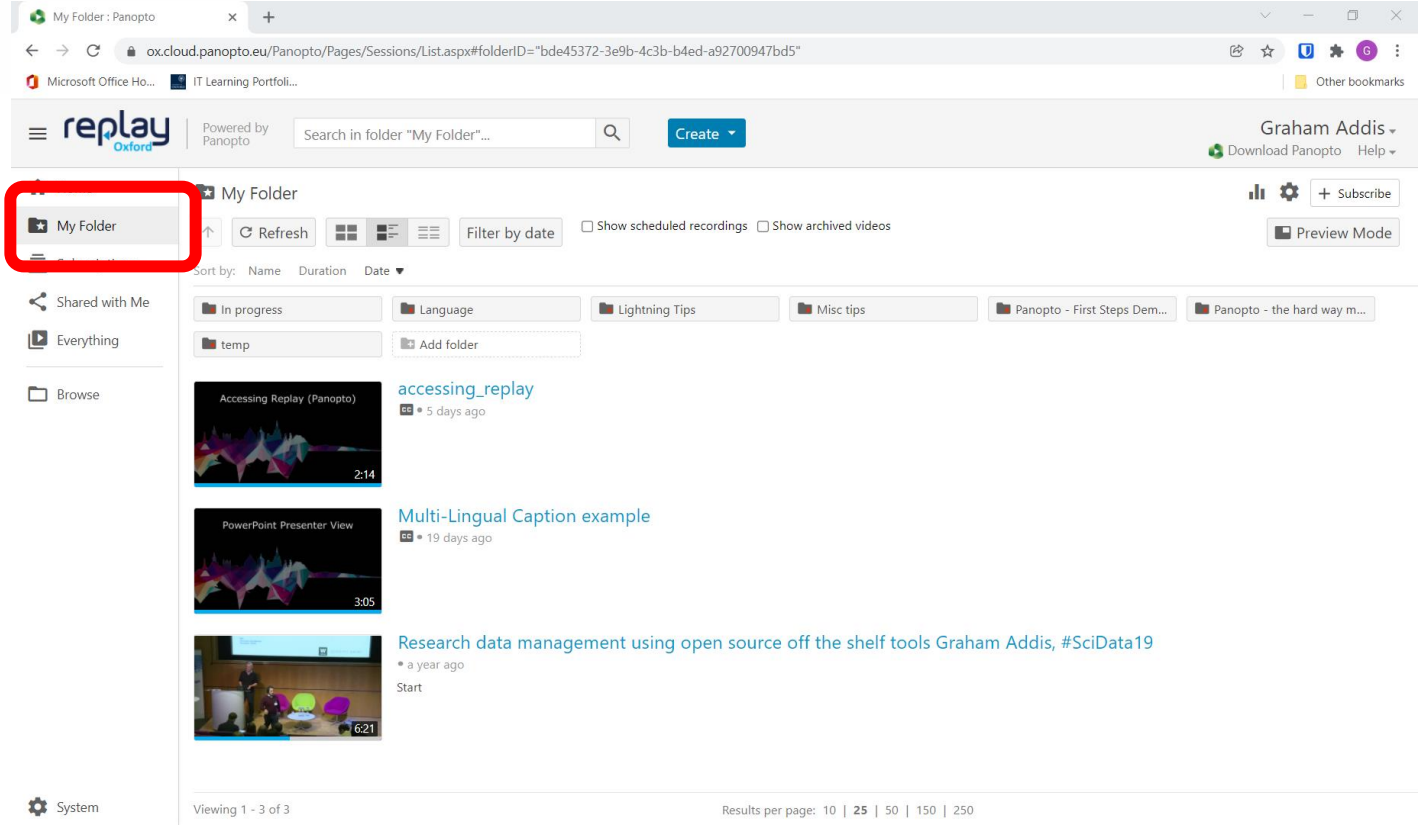
Panopto Login: Authorise Panopto



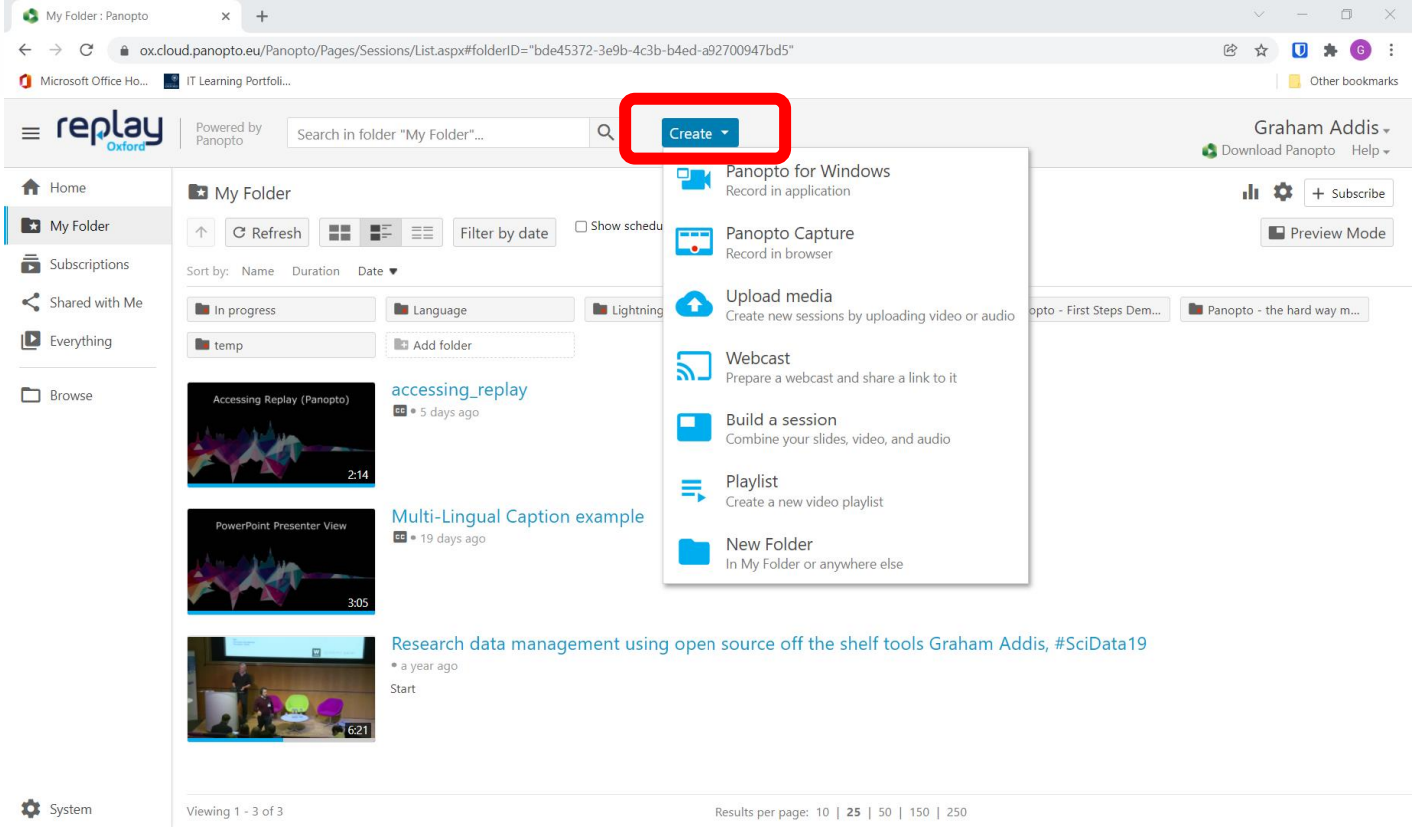
Replay (Panopto): Home



Replay (Panopto): My Folder



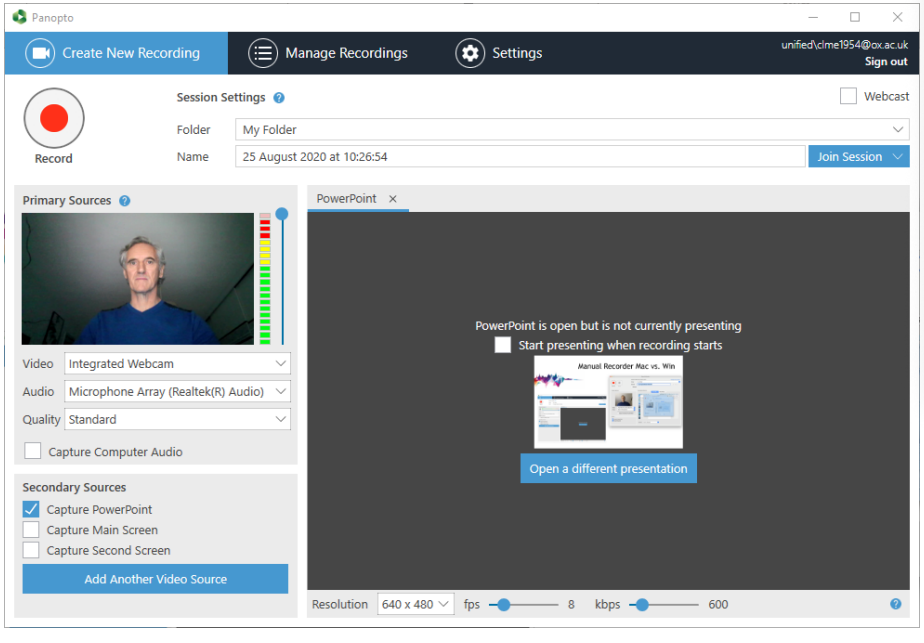
Replay (Panopto): Creating Content

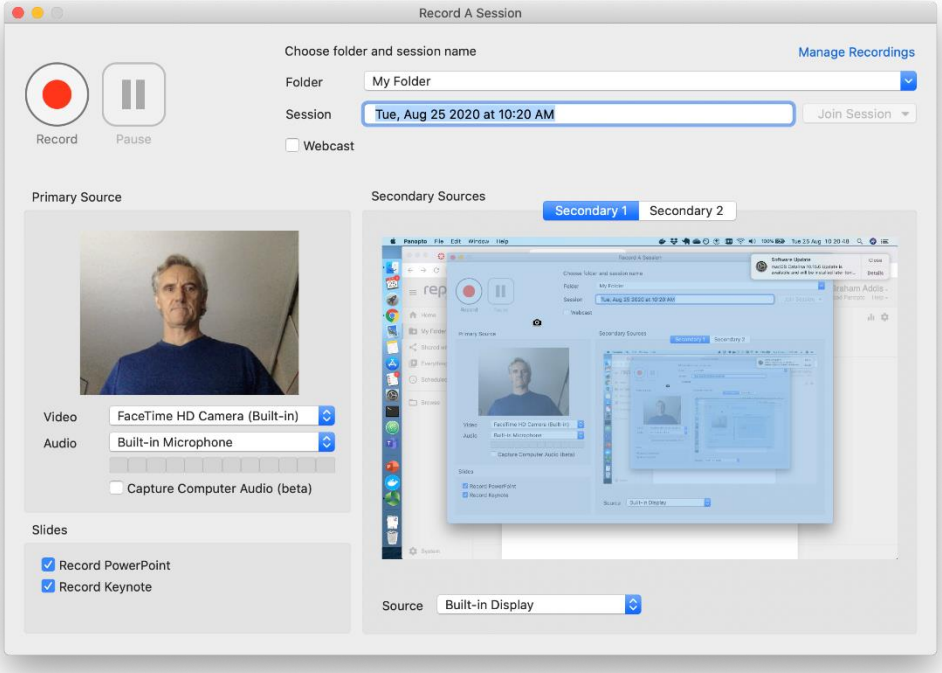


Practical Session 1

Learning Objective	Title
One	Accessing “Replay Lecture Capture” via Panopto
Two	Navigating your “Replay” account
Three	Installing the Panopto Manual Recorder (Optional)

Manual Recorder: Mac vs. Win





Mac: Recording levels
System Preferences->Sound->Input->Input Level

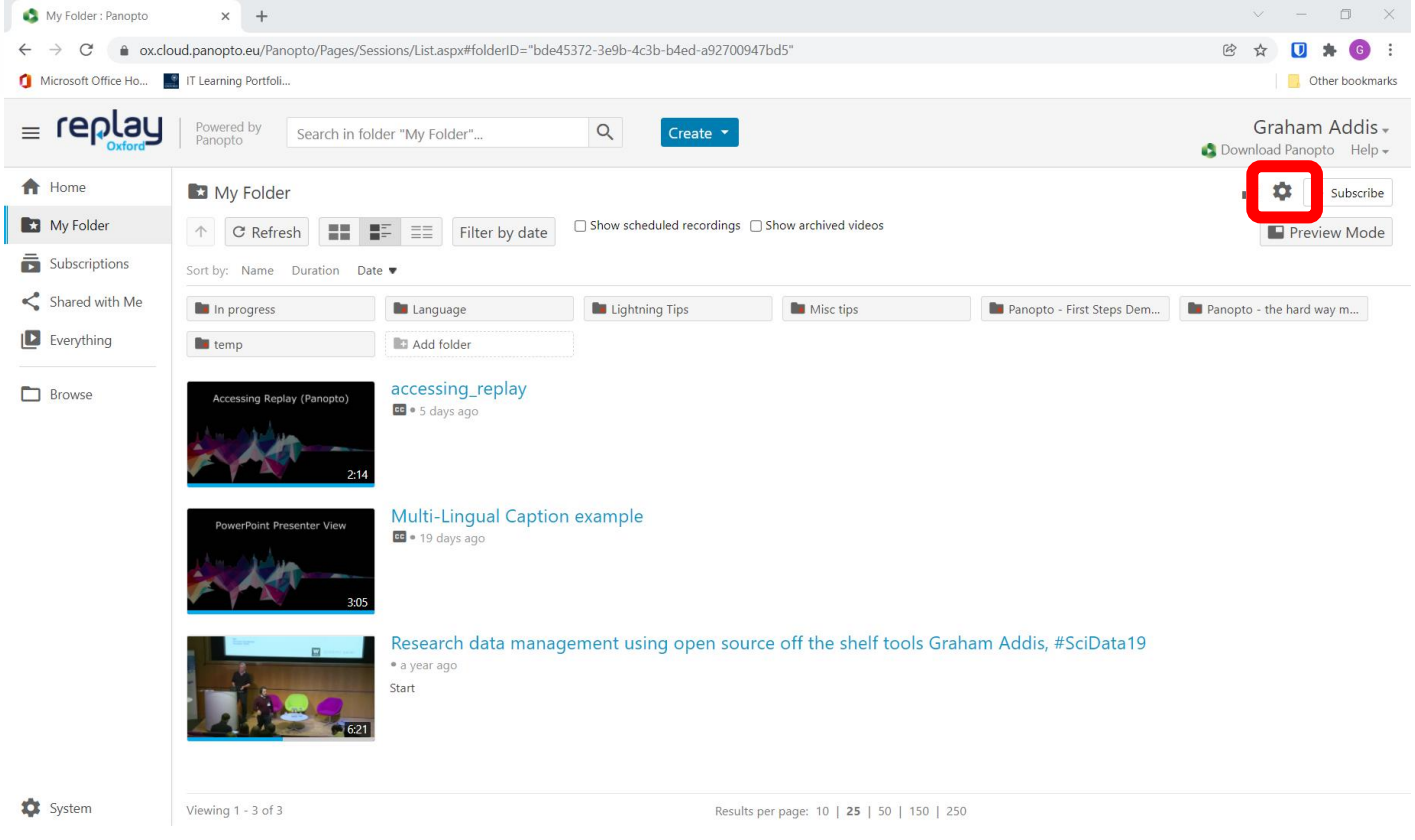
Mac: Video Quality
Panopto->Preferences

Demonstration

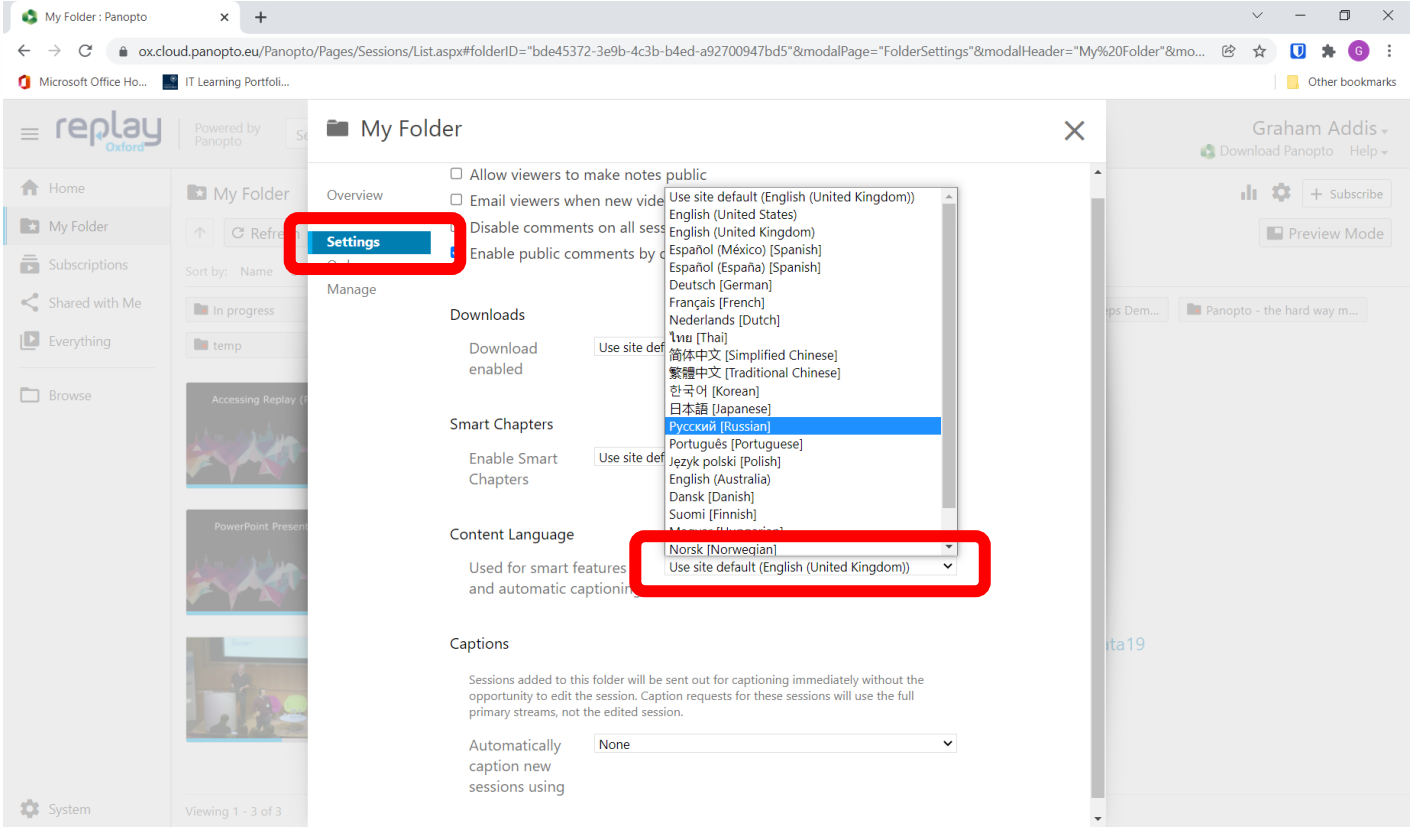
Accessibility

Why is it important	**Equal access and equal opportunity to people of diverse abilities.**
Captioning	**Helps non-native speakers, helps viewing in challenging environments.**
Slide design	**Meaningful titles, large fonts, distinctive colours.**
Sound quality	**Clear sound, reduce background noise, speak clearly**
Keep it short	**Easy to manage, easy to work with, easy to consume.**

Replay (Panopto): Folder Settings



Replay (Panopto): Folder Language

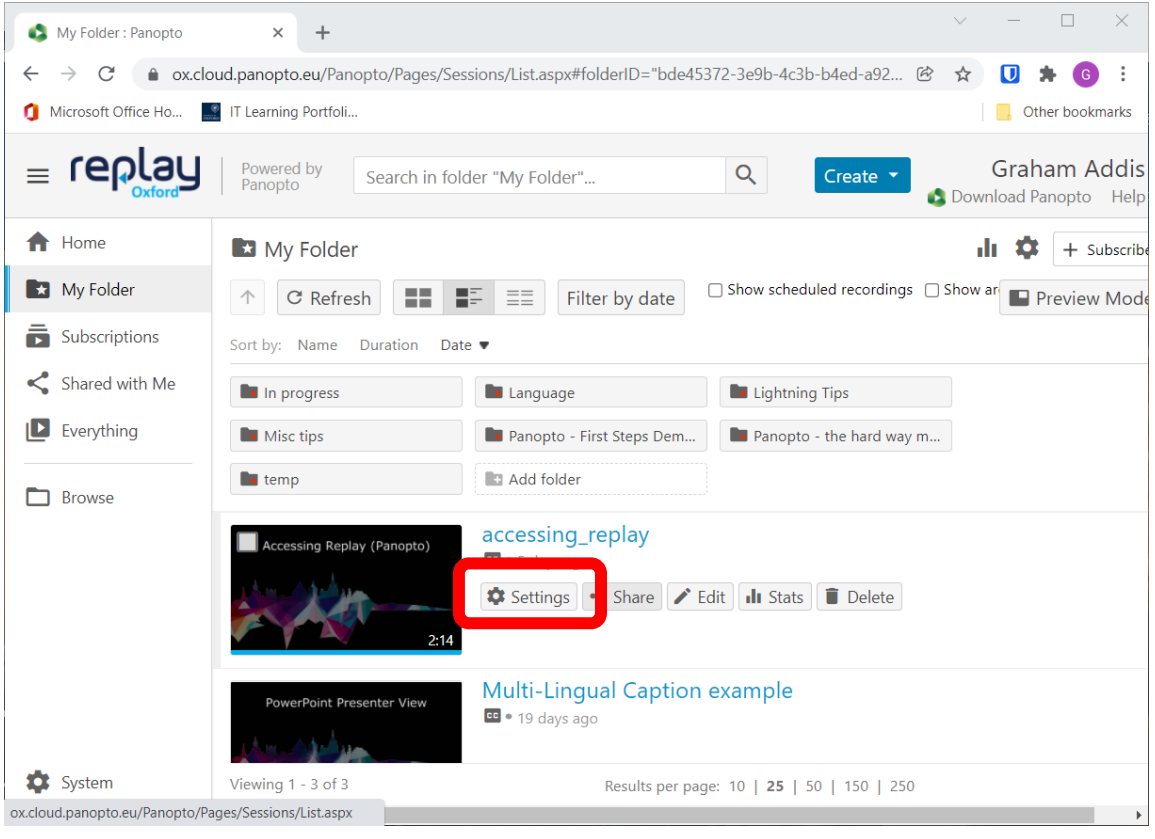


Sharing

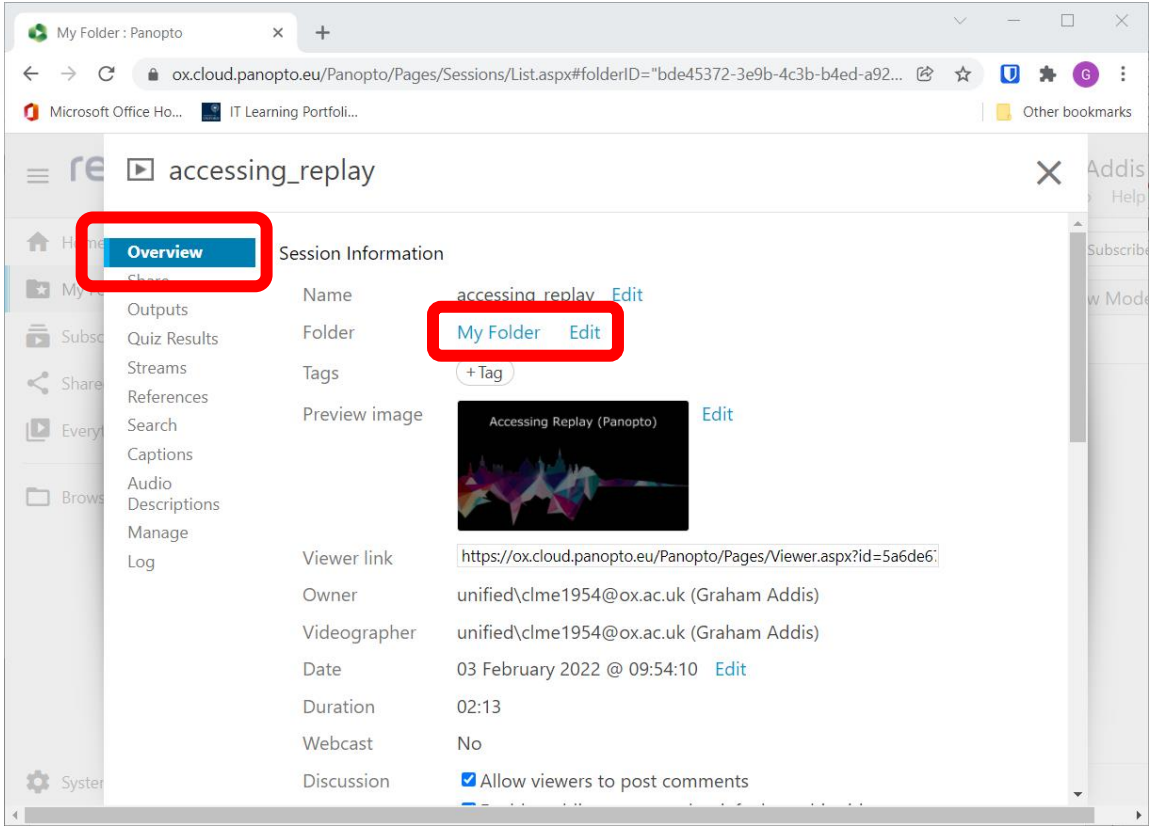
- Moving your recording (to an accessible folder)
- Public access
- Working directly in Canvas

  Course - Canvas Fundamentals:
  https://ctl.ox.ac.uk/training-webinars#/course/CFTLWE019
  Local Canvas Coordinators:
  https://www.ctl.ox.ac.uk/canvas-oxford (Get Help with Canvas)

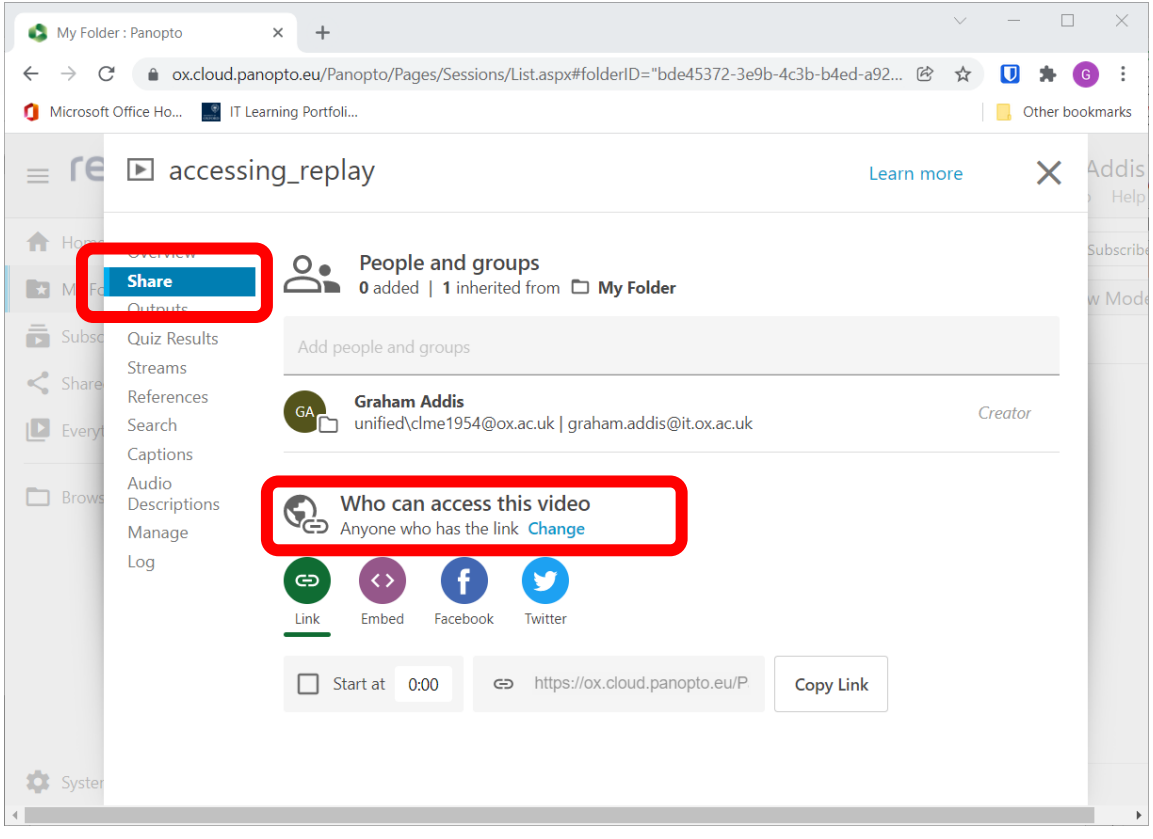
Sharing: Settings



Sharing: Moving your recording



Sharing: Public access

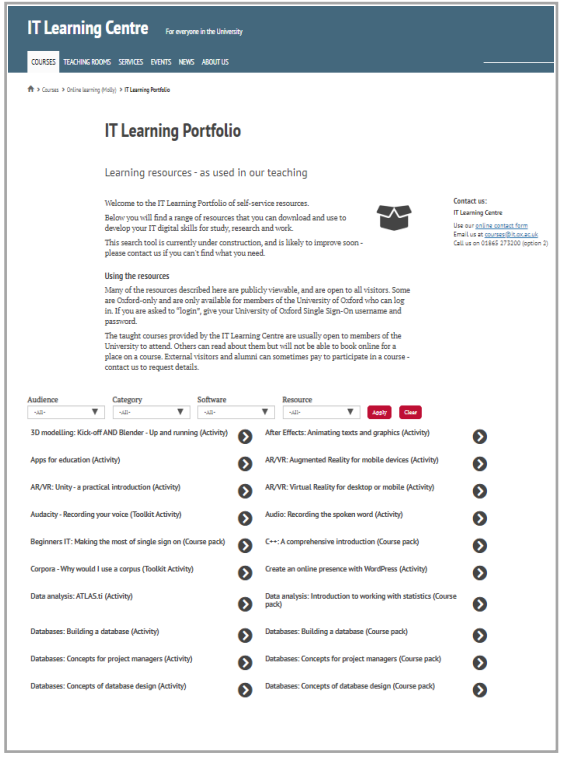


Practical Session 3

Learning Objective	Title
Four	Record a short practice video
Five	Access your recording
Six	Editing your recording - Captions
Seven	Editing your recording - Trimming

Find the resources for the workshop in our IT Learning Portfolio

Download the files (and more) from the IT Learning Portfolio at https://skills.it.ox.ac.uk/it-learning-portfolio



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