

Quick-start checklist

- Request a folder
- Capture
 - **Lecture Theatre** – click icon on desktop
 - **Workstation** – download from software.surrey.ac.uk
- Manage using the panopto.surrey.ac.uk website
- Add the link in SurreyLearn

Panopto Recorder

1. Capture

Create New Recording

You can choose to record:

- Audio (your voice)
- Screen and PowerPoint
- Visualiser

Panopto Website

2. Manage your recording

Share

Go to panopto.surrey.ac.uk in a web browser. This is where you set the sharing settings to provide access in **SurreyLearn**, hover over the video and click 'Share' you can specify who has access and a sharing Link is provided, select this link and copy it for use in SurreyLearn.

eng1062_polytropic_1

a year ago in lb0014 Lee Bryant

Settings Share Edit Stats Delete

Also allows editing, sharing and stats

Hovering over a video you have created will show the options highlighted above.

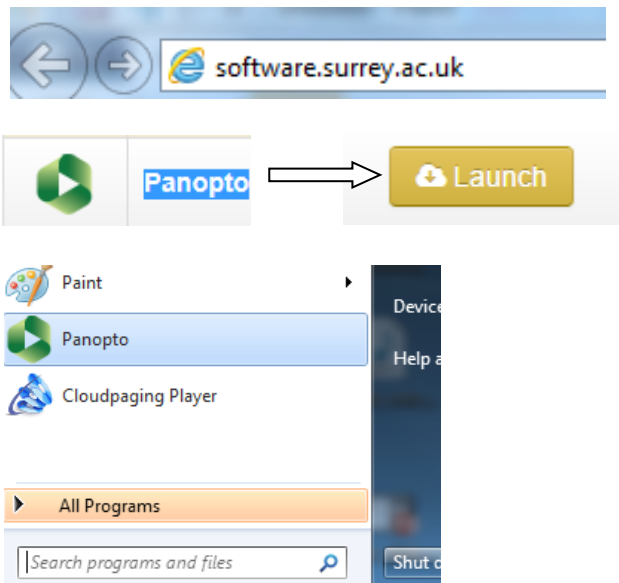
SurreyLearn

3. Share on SurreyLearn

Adding the link

Now you have the link copied from the Panopto website you can add it in SurreyLearn. To add it as a content item refer to the guide below for more details.

1. Start Panopto



This guide will show you how to use **Panopto** to record and publish recordings from a university PC or laptop.

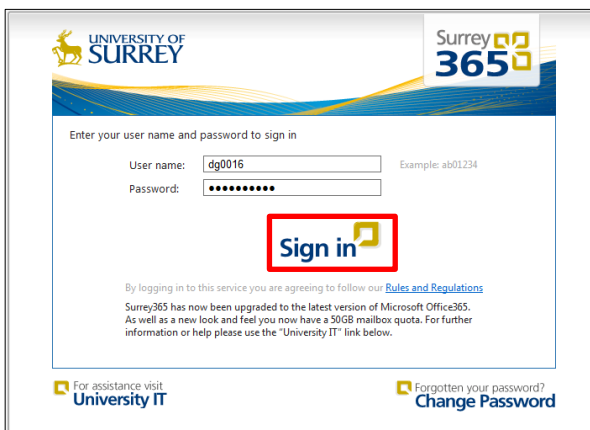
To configure Panopto for use on a university PC:

1. Go to software.surrey.ac.uk
2. Find the **Panopto** recorder from the list of applications and select the **Launch** button.
3. You will be prompted to restart your PC
4. After restarting your PC you will see a shortcut to Panopto in the windows menu bar**

You can now start Panopto anytime by selecting the shortcut from the menu bar

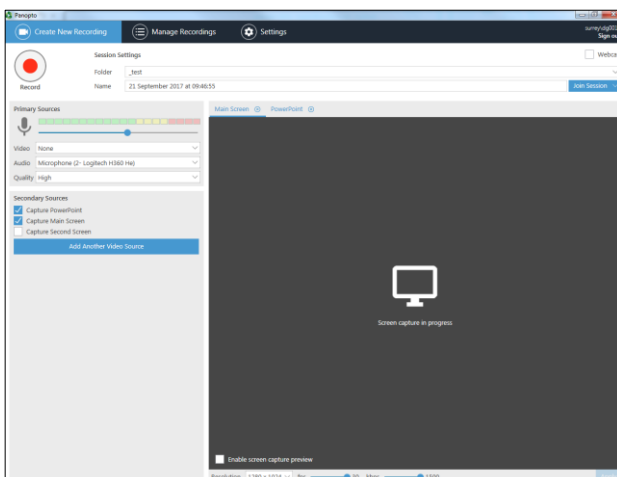
** For more information and who to contact for help about this procedure please go to goo.gl/1KLoYs

2. Enter your Surrey username and password



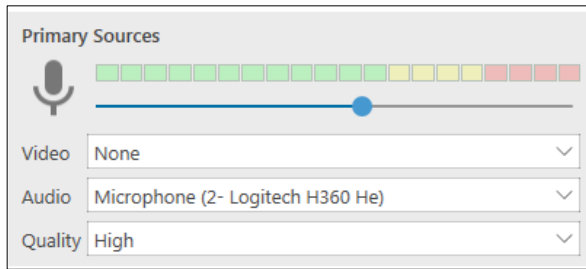
After starting Panopto, enter your Surrey username and password at the prompt, then select **Sign in**.

3. The Create New Recording screen



After logging in you'll be taken to Panopto's **Create New Recording** screen. To get ready for your recording do the following ...

4. Choose the Primary Capture Sources



Select the **Primary Sources** you wish to record.

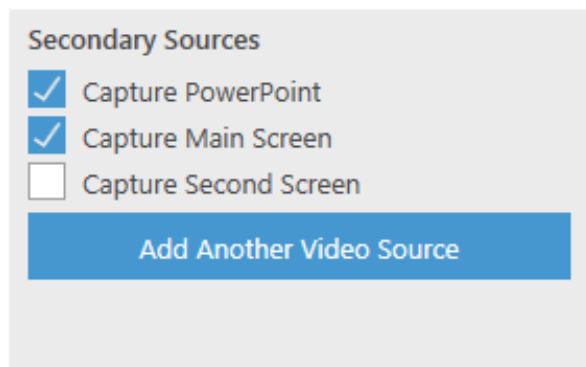
- To record your voice, use the **Audio** drop down menu to select any microphone connected to your computer, for example a USB headset.
- The **video** drop down menu will show any video capture device you wish to use, e.g. a webcam

For most applications you only need to record your voice, as per the setup in this screenshot.

Choose the quality setting and select **Apply**. We recommend you use the **High** setting.

Use the slider to set the microphone input level displayed in the coloured meter. The level should ideally peak into the yellow area without going into the red.

5. Choose the Secondary Capture Sources

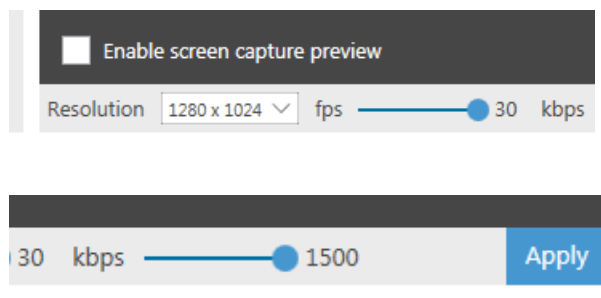


Select the **Secondary Capture Sources** you wish to record.

- **Main Screen** records all on-screen activity, for example your PowerPoint presentation
- **PowerPoint** records your PowerPoint slides as a separate series of still images and creates a Table of Contents from the slide titles as well as making the text in your slides searchable

If you already have a camera assigned as a primary source and need to record additional video inputs (e.g. another camera or document reader) you can use the **Add Another Video Source** option.

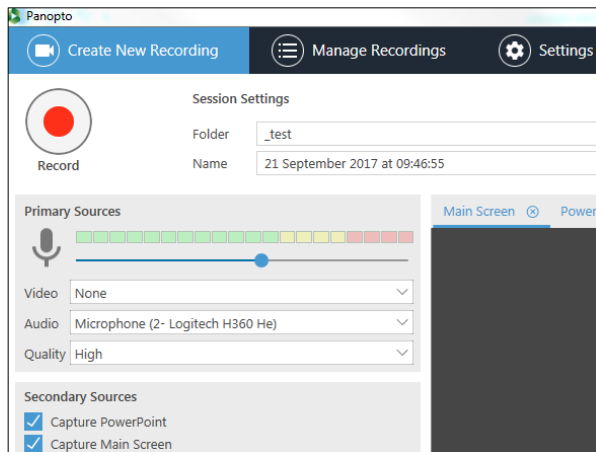
6. Set the Secondary Source Quality



Along the bottom of the recorder screen you'll see several options for adjusting the screen capture quality. We recommend you use the following parameters:

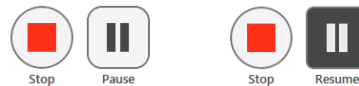
- Resolution: the same as your screen e.g. 1280 x 1024
 - Fps: use highest available setting e.g. 30 fps
 - kbps: use highest available setting, e.g. 1500 kbps
- Select **Apply** to save your changes

7. Start recording



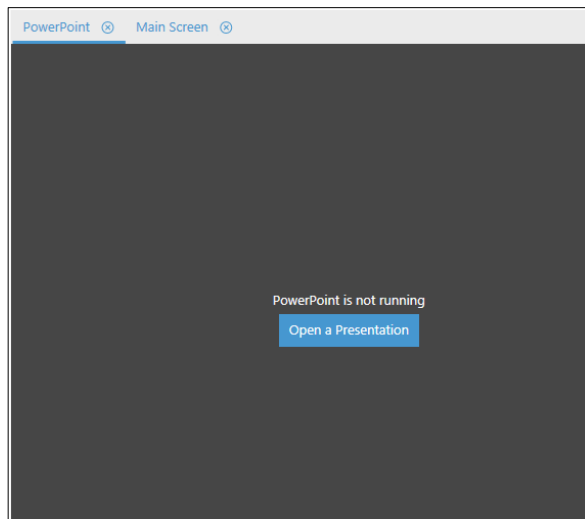
Enter a name for your recording into the '**Session Name**' field or use the default name provided. You can change the name later if required.

Select the red **Record** to start recording. To pause at any time press the **Pause** button, which will appear during recording. Select **Resume** to continue recording and **Stop** to finish recording.



TIP: You can also use short cut keys to record (F8), pause/resume (F9) and Stop (F10).

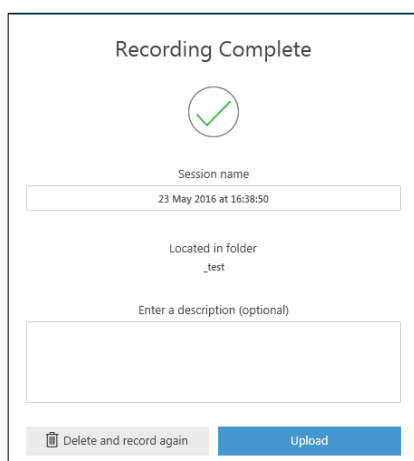
8. Initiating recording with a PowerPoint Presentation



If you choose the **Capture PowerPoint** option, you'll be prompted to **Open a Presentation** (unless you already have one open). Selecting this option will open the file manager so you can locate the desired presentation. You'll then be given the option to **begin recording after PowerPoint opens ...**

- Selecting **Yes** will open your presentation in slide show mode and recording will automatically start.
- Selecting **No** will open the presentation in edit mode – When you press record or F8 to start recording, PowerPoint will then enter slide show mode for you to begin your presentation.

9. Finish recording

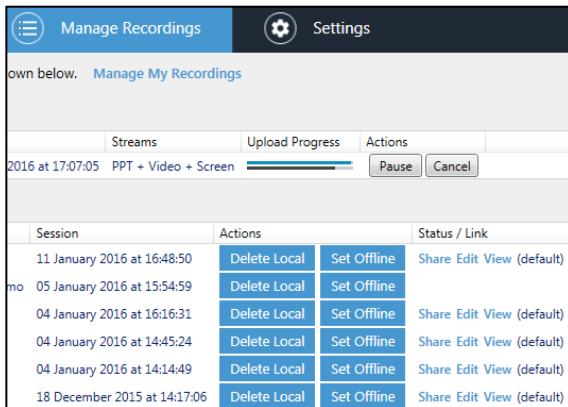


After pressing **Stop** or **F10** you will see Panopto's **Recording Complete** Prompt.

Press the **delete and record again** option if you want to discard the recording and start again

If you are happy with the recording select **Upload**, which will take you to the **Manage Recordings** screen ...

10. The Manage Recordings screen

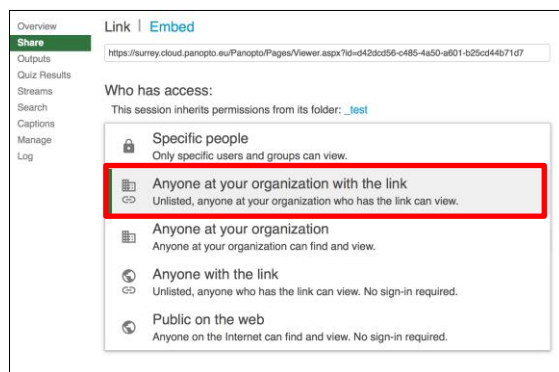


The **Upload Progress** status bar shows your recording being uploaded to Surrey's Panopto web page at: panopto.surrey.ac.uk.

Once complete, the recording will move down to the list of Uploaded Recordings. After a brief period it will be ready for viewing, editing and sharing with your students. These operations are all carried out online via the Panopto web page.

To access your recordings, go to panopto.surrey.ac.uk and enter your surrey username and password.

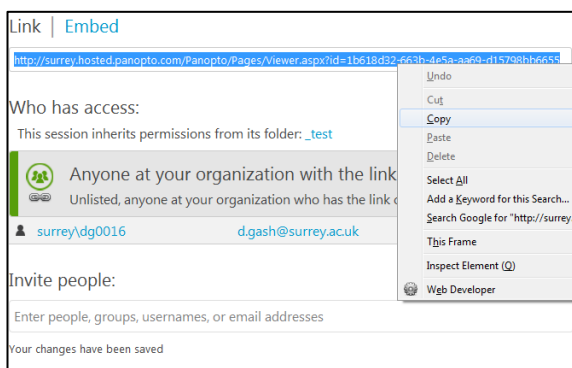
11. Make your recordings available to students – step 1



By default your recordings are only available to yourself. To share them with your students

1. locate the relevant recording in your Panopto folder, hover the mouse over the name to reveal a set of options and select **Share**
2. Select the **Anyone at your organization with the link** option from the **Who has access** drop down menu.
3. Select **Save Changes** to confirm. Your recording is now available to any student who has access to the **share link**, e.g. via the relevant SurreyLearn course (see step 2 below)

12. Make your recordings available to students – step 2



Finally, copy the **Share link** and embed it in the relevant SurreyLearn course using SurreyLearn's **Create a Link** tool. When embedding the link, please tick the **Open as External Resource** option:



For more guidance, including online help and video tutorials to go support.panopto.com