Panopto is the digital capture software which is used to record lectures, you will have access to the software in the lecture theatre or classroom. When recording your session, ensure you select the **relevant course folder** so that you can then link to the recording within your MyAberdeen course area.

**Accessing Panopto**

- Open Panopto from the desktop icon, login using your University username, enter your password, then click on Login

**Course Folder (and Session Settings)**

- In the drop down menu for **Session Settings**, ensure you select the folder associated with your course name (as this is how you will link to the recording via MyAberdeen)
- If your course folder is not listed within the quick access drop down list, drill down from the greyed out ‘#MyAberdeen 2018-19’ folder to find the relevant course

If you do not see the relevant course folder in the drop down menu, please contact elearning@abdn.ac.uk

- The **Name** of the recording defaults to the date and time of the recording, change this to something more meaningful, by clicking on the **Name** box and entering a short description

**Audio and Video**

- Once the relevant course folder has been selected and a relevant **Name** is added, ensure the microphone is selected under the **Audio** box in **Primary Sources** (left side of window), also check the meter level
- In some rooms you can capture a **Video** source, if there is a webcam, select the relevant option from the drop down menu in **Primary Sources**
- You must have at least **Audio** as a **Primary Source** selected

**PowerPoint Presentation**

- If you wish to capture your PowerPoint presentation, ensure the **Capture PowerPoint** option is selected under **Secondary Sources**. Upload your presentation by clicking on the **Open a Presentation** button on the main screen
- Once you have selected your presentation, you will be given the option to **Begin recording after PowerPoint opens?** We would recommend you select **No** at this stage, as this will allow you to have the presentation ready and uploaded, but still be able to make final checks and start the recording when necessary

**Start Recording**

- Select the **Start presenting when recording starts**, which will display your presentation on full screen, when you start recording the session.
- To capture your computer screen, select **Capture Main Screen** option under **Secondary Sources**.
• Once you are ready, click the Record button, at the top left of the screen
  o The Record button will now change to a Stop button
  o A Pause button will appear, allowing you to Pause/Resume recording
  o If you have selected the Capture PowerPoint and the Start presenting when recording starts options, your PowerPoint will go full screen
• Once your recording is complete, exit your PowerPoint presentation and click the Stop button
• In the Recording Complete window select Upload, to upload the recording to the Panopto server (Note you can also choose Delete to record again)

Uploading/Linking your Panopto Recording in MyAberdeen

As mentioned previously all course areas within MyAberdeen should also have an associated course folder created within Panopto, where you will find your recording. (If you cannot see your course folder please contact elearning@abdn.ac.uk.)

Whilst within the relevant course area in MyAberdeen, under Course Materials, there are a number of options how to upload your recording:

1. Select Tools, Panopto Video Link and select the relevant course Folder, then the Lecture (the name you gave your recording) and enter a Title.
2. Or, select Build Content and from the drop down option you can select Panopto Video Embed, this will provide a listing of all the recordings you have made within this course folder on Panopto. Select the relevant video clip and click on Insert Video.
3. Or, within your Add Item text box, you have the option to click on Mashups and then select the Panopto Videos option, this will default to your course folder, select the relevant recording and click on Insert Video.

Note: you can also record directly from MyAberdeen by selecting the options 2 or 3 above and selecting Record. This then Opens Panopto Recorder, enabling you to record your session.

Editing Your Panopto Recording

Once you have completed your recording there are a couple of ways to Edit your recording within Panopto.

• The email from Panopto confirming your recording is ready for viewing, click the Edit session link
• Alternatively, if you have the web based Panopto tool, search for the folder under which you have recorded the video, which can be found under the MyFolders tab on the left hand menu. Once in the correct folder, hover over the video you wish to edit and select Edit

Editing Screen

• If you wish to trim a section of your recording, navigate to the editing timeline
• Select the Scissor icon, then drag and drop the mouse over the section of the recording you wish to remove
• The areas which will be edited out will be darker in colour, the ones you will keep are lighter
• Once happy, click on the Publish button at the top right corner to save these changes (if you do not wish to keep the changes, click on Revert)

Useful Links

• Toolkit, Lecture Capture
• Panopto: https://support.panopto.com/quickstart
• Access Panopto software remotely: https://abdn.cloud.panopto.eu
• Access this Quick Guide Online: https://abdn.blackboard.com/bbcswebdav/xid-10764701_1

Note: you can also record directly from MyAb by selecting the options 2 or 3 above and selecting Record. This then Opens Panopto Recorder, enabling you to record your session.