Overview: Panopto is a YouTube-like service which allows both you and your students to securely record, edit, store and share videos within an NLU secured online environment. Referencing this guide you should be able to complete common tasks in Panopto.

This guide covers the most commonly performed tasks NLU instructors will complete in Panopto. For support with more advanced features, detailed how-to guides, and the quickest technical support please contact Panopto customer support:

- **Phone:** 855.726.6786
- **Web:** [http://support.panopto.com/](http://support.panopto.com/)
- **Email:** support@panopto.com

Or for NLU specific support you may also contact the NLU IT Helpdesk:

- **Phone:** 866.813.1177
- **Web:** [http://www.nl.edu/lits/helpdesk/](http://www.nl.edu/lits/helpdesk/)
- **Email:** helpdesk@nl.edu

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Prepare the Panopto Tool in Your Course

Before your students will be able to use the Panopto tool to record and share their videos, you will first need to set the tool up in your class. First, add the NLU Panopto Recordings link. Then enable your course’s Panopto Dropbox folder.

1. On your course home page in D2L, click the content tab.

2. On the left hand side of D2L, create a new module with the name Panopto Video Capture Tool. Or, select a module where you wish to add a link to Panopto.

3. Click Add Existing Activities.

5. Click NLU Panopto Recordings. This will add the Panopto link to your course.

6. Click the NLU Panopto Recordings link.

7. Click the Folder Settings icon in the upper right hand corner.

8. Click Create Dropbox. This adds a Panopto Dropbox to your course.

Drop Box

Create Drop Box

A drop box is a subfolder that shares its user list with its parent folder, but gives the users some additional privileges.

Drop boxes enable Viewer users in their parent folder to create and manage their own content, while preventing them from viewing other users’ content that has not been explicitly shared or made public.

Please note that the Panopto dropbox will need to be manually re-enabled each term. The Panopto dropbox will not copy from course to course. To access Panopto, both you and your students may now click the NLU Panopto Recordings link that you have created in your course.
Upload a video Into Panopto

Much like YouTube, Panopto can be used to store and share videos. Follow these steps to upload a video from your computer:

1. Click the blue Create button.

2. Click Upload Video.

3. Click anywhere within the submission box. You may also drag and drop your video files here and skip to step five.

4. Locate and select your video the file(s) on your computer. Open or Choose the file(s).
5. Wait for the upload to complete. A green checkmark will appear next to your video.

When the upload completes you may close the upload window. The video may still need time to complete processing before it can be edited or viewed. You may edit the videos settings and sharing options immediately after the upload completes.
Record a Video with the Panopto Recorder

The Panopto Recorder is a lightweight program that may be used to record video such as screencasts, and presentations. The Panopto Recorder is available on both Windows and Mac computers. Recording video with the mobile Panopto application is not currently supported.

Install the Panopto Recorder

If the Panopto Recorder hasn’t already been installed, follow these steps to install the Panopto recorder on your computer.

1. Click the blue Create button.

![Create button](image)

2. Click Record a new session.

![Record a new session](image)

3. Click the appropriate installer button. Panopto will download a small file to your computer.

![Installer buttons](image)
4. Open the file and follow the on-screen prompts to install the Panopto Recorder.

5. If the Panopto Recorder automatically launches, close the recorder.

6. Return to D2L in your web browser and close the Record a new session window.

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Record Video with the Panopto Recorder

**IMPORTANT:** Test your equipment and video capture settings by recording a test video before recording your final video.

1. Begin by connecting any peripherals (webcam & microphone) you plan on using to your computer.
2. Click the blue Create button.
3. Click Record a new session.
4. If the Panopto Recorder does not automatically open, click Launch Recorder.

5. Choose appropriate capture settings for your video:
   a. Session name - Add a title you your video.
   b. Video - Choose video capture sources such as a webcam.
   c. Audio - Choose I sound capture devices such as a microphone.
   d. Quality - raise or lower the capture quality of your video.
   e. Max resolution - Raise or lower the video capture resolution.
   f. Bit rate - raise or lower the quality of your video
   g. Frame rate - Raise or lower the frame rate.

   Note: Some of these options are not available on the Mac version of the Panopto Recorder.

6. Click the big red RECORD button to begin your recording. Click the PAUSE button to pause your recording if necessary.

7. Click Stop to end your recording. Click OK. Panopto will automatically begin uploading your video to your D2L course.

8. Wait for the video to complete uploading (this may take some time), then you may close the Panopto recorder.
9. Your video will now be stored in the Panopto tool in your D2L course. You may need to refresh the web page to see your video.
Basic Video Editing in Panopto

The Panopto editor allows for web based editing from any Mac or Windows computer. The Panopto video editor is non-destructive meaning that your edits will not destroy your original video, and all changes may be reverted if necessary.

1. Hover your cursor over your video and click Edit. This will launch the Panopto video editor.

2. Edits are made on the video timeline in the lower right hand corner of the editor. To remove the beginning and end of a recording, click the scissors icon, then grab the blue handle on either end of the time line and drag it inward to the point at which you want the recording to begin or end. The cut portions of the video will be greyed out.

3. To delete a middle portion of your video, click once on the scissors icon. Then on the timeline, click and drag your cursor over the portion of video you would like to cut. Blue tabs will appear allowing you to fine-tune your selection.
5. In the upper right hand corner, click Publish to save your work. You may also click Revert to undo all of your changes.

6. For guides on more advanced video editing in Panopto please visit the Panopto support website: http://support.panopto.com/documentation/editing.
Share a Panopto Video

Panopto includes a number of sharing options and tools you may use to share your video with your instructor, fellow classmates or even the general public. By default, only you and our instructor can see the videos you upload into Panopto. Begin by accessing your Desire2Learn (D2L) course and then accessing your course’s Panopto dropbox folder:

1. Hover your cursor over the video you wish to share. Click the Share button.

2. Click the Specific People dropdown menu. Select the option that is most appropriate for your video. Generally, the Anyone at your organization with the link option will suit the needs of most Panopto videos.

3. Click Save changes.

4. You may now share a link to your video. Your video’s address is located at the top of the sharing options page. You may also click the Embed link to obtain embed code for your video.

Link  Embed

https://nl.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=c4774557-9939-4b17-9571-b78954f1add3

Panopto links and embed code can be shared anywhere online. For example, students may email their video links to you, embed them in their assignments, or post them on a D2L discussion board. Be sure to include submission instructions in your assignment.
Frequently Asked Questions & Answers

More frequently asked questions and answers may be found on the Panopto Support website.

**Panopto is asking for my User Name and Password but my credentials don’t work! What do I do?**

All of Panopto’s tools must be accessed through the NLU Panopto Recordings link in D2L. Clicking the link in D2L will automatically sign you into Panopto.

**How do I access Panopto?**

Both you and your student should always access Panopto through the NLU Panopto Recordings link in your course. See the Prepare the Panopto Tool in Your Course section for additional information.

**Who can see my videos?**

As an instructor, all of the students in your class will be able to view your videos as soon as they are uploaded.

**How can my students share their videos with one another?**

Generally we suggest your student’s share their videos by sharing the video’s link. The videos linked can be posted anywhere online such as inside of a D2L Discussion board. For more information on sharing videos, visit the Share a Panopto Video Section. Note that your students’ videos will be stored in the Panopto Dropbox folder that you created when initially configuring Panopto in your class.

**Who can I contact for additional assistance with Panopto?**

For immediate assistance, please contact the NLU IT Helpdesk. They can be reached 24/7, 365 days a year by phone or email. Phone: (866) 813-1177, Email: helpdesk@nl.edu