Overview: Panopto is a YouTube-like service which allows both you and your instructor 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 students 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

Table of Contents

Click a topic to jump directly to it!

1. Access the Panopto Drop Box Folder ........................................................................................................ p. 2
2. Upload a Video into Panopto .......................................................................................................................... p. 4
3. Record a Video with the Panopto Recorder ................................................................................................. p. 6
   I. Install the Panopto Recorder ...................................................................................................................... p. 6
   II. Record Video with the Panopto Recorder ................................................................................................. p. 7
4. Basic Video Editing in Panopto .................................................................................................................... p. 10
5. Share a Panopto Video ................................................................................................................................ p. 12
Access the Panopto Drop Box Folder

Before you can record or upload video to Panopto you must first access your course’s Panopto drop box folder. All of the videos that you upload to your course will be stored in this Panopto drop box folder. By default, only you and your instructor will be able to see these videos.

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

2. Click the NLU Panopto Recordings link. This link should be somewhere in your course’s content.

3. Click the little triangle next to your courses title.
4. Click the arrow. Then click your courses drop box folder.

5. Your course title should now have the [drop box] tag next to it and you should see a blue Create button.
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. Begin by accessing your course’s Panopto Drop box folder.
2. Click the blue Create button.
3. Click Upload Video.
4. Click anywhere within the submission box. You may also drag and drop your video files here and skip to step five.
5. Locate and select your video the file(s) on your computer. Open or Choose the file(s).
6. Wait for the upload to complete. A green checkmark will appear next to your video.

![Drag video or audio files here (or click to find on your computer)](image)

**Why NLU Video**

MP4

Media queued for encoding

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.

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. Begin by accessing your course’s Panopto Drop box folder.
2. Click the blue Create button.
3. Click Record a new session.
4. Click the appropriate installer button. Panopto will download a small file to your computer.
5. Open the file and follow the on-screen prompts to install the Panopto Recorder.
6. If the Panopto Recorder automatically launches, close the recorder.
7. Return to D2L in your web browser and close the Record a new session window.

Record Video with the Panopto Recorder

IMPORTANT: Test your equipment and video capture settings before 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 to your video.
   b. Video - Choose video capture sources such as a webcam.
   c. Audio - Choose 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.

![Publish Button](image)

6. For guides on more advanced video editing in Panopto please visit the Panopto support website: [http://support.panopto.com/documentation/editing](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.

1. Begin by accessing your course’s Panopto Drop box folder.

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

3. Click the large dropdown menu. Select the option that is most appropriate for your video.

4. Click Save changes.

5. 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.

Panopto links and embed code can be shared anywhere online. For example, you may email your video’s link to your instructor, you may embed your video on a web page, or you may post a link to your video on a D2L discussion board. Be sure to check your assignments instructions for specific submission requirements.
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?

Panopto must be accessed through the NLU Panopto Recordings link in your D2L course content. If you don’t see an NLU Panopto Recordings link contact your instructor or the NLU IT helpdesk.

I don’t see a blue Create button! What can I do?

First make sure you are in your course’s Panopto drop box. See the Access the Panopto Drop Box Folder section for more information. If your course does not have a drop box contact your instructor and ask him/her to create a Panopto drop box so that you can upload your video. You may also contact the NLU IT helpdesk for further assistance.

Who can see my videos?

As a student, the video you upload to a Panopto drop box folder will only be visible to you and your instructor. If your classmates need to see your video you will need to edit your videos sharing options. For more information on sharing videos, visit the Share a Panopto Video Section.

How do I submit my Panopto video?

Review your assignments instructions or contact your instructor for specific submission guidelines.

Who can I contact for additional assistance with Panopto?

For technical assistance please contact the Panopto Support Staff:

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

For any NLU specific questions, or if Panopto support is unable to assist you may also call 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