

Recording using Panopto at home

Panopto is a great way to record learning content at home, which can then be delivered to your students via Moodle.

If you're already a Panopto user, you simply need to download the Panopto recorder software onto your home machine. **If you're new to Panopto, please jump to page 2.**

We have unlimited licenses under the terms of our Panopto agreement, so as long as the machine is being used to carry out Cardiff Met business, it's entirely appropriate to download and install the Panopto recorder software. The process is outlined below:

- 1) Access your Panopto dashboard via this URL:
<https://cardiffmet.cloud.panopto.eu>
- 2) Select the '**Moodle**' option from the drop down:



Sign in to Panopto

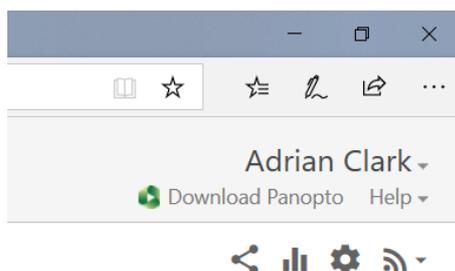
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Moodle

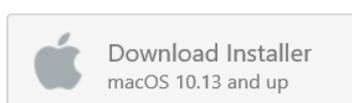
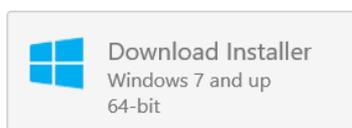
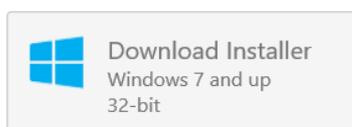
Sign in

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- 3) Click '**Sign in**'
- 4) When working off-campus, you may be prompted to enter your standard Cardiff Met Username and Password
- 5) Once your Panopto dashboard has loaded, you'll see the '**Download Panopto**' link in the top right-hand corner, under your name:

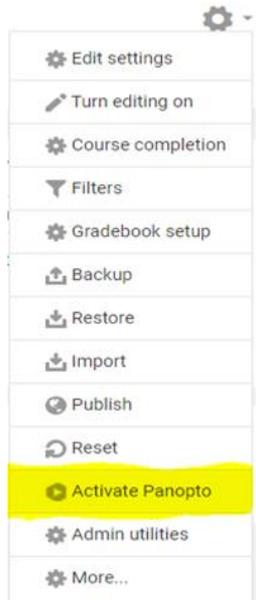


- 6) Clicking '**Download Panopto**' will generate a pop-up, containing the below options. Please select the installation suitable for your machine (e.g. Windows or Mac). Admin privileges will be required in order to complete the installation, but for Cardiff Met laptops and home PCs, you should hold the necessary access rights



If you're not an existing Panopto user, you'll need to initially **Activate your account**. This is achieved via the following process:

- 1) Log-on to Moodle, access a module in which you'd potentially like to include Panopto content, and then click the main 'cog' in the top right-hand corner to '**Turn editing on**'
- 2) On the same drop-down menu, click '**Activate Panopto**'. (If this isn't visible, this is because another colleague has previously activated the module. In this case, you'll need to find an alternative un-activated module, which can be your own 'sandbox')



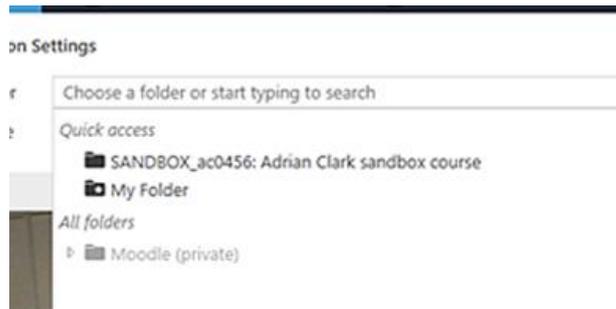
- 3) Activation may take up to 30 secs. When the process is complete, the Moodle page will state '**Panopto has been activated**'
- 4) You are now ready to start using the Panopto software to make recordings, and share them as 'An activity or resource' in Moodle!

Making a Panopto recording:

- 1) Please open the Panopto recorder software (if you need to download this, please follow the steps at the beginning of this guide). The logon screen can sometimes take a little while to load, so please be patient!
- 2) Click '**Sign-in with Moodle**' - when working off-campus, you may then be prompted to enter your usual Cardiff Met Username and Password (but don't enter these on this initial screen)



- 3) Once the Panopto recorder software has opened, please check that you're clearly in shot on the left-hand side of the recorder. If you don't wish to capture video, you can set your video source to '**None**'
- 4) Check that your audio is being picked up by speaking a few lines: the volume should peak into the yellow area of the bar. Use the slider to adjust if the sound is too quiet or too loud
- 5) Look at the top of the screen and ensure that your recording will go into the correct folder. You can either choose your 'My Folder' for non-Moodle recordings, or select the folder relating to the Moodle module where you'd like to use the recording. To access these folders, double click the '**Moodle (private)**' folder. (Please note, this can appear greyed-out, but you do have access to it!)

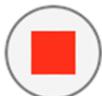


- 6) You can give your recording a specific name, or you can just use the default time/date
- 7) Ensure that '**Capture PowerPoint**' and '**Capture Main Screen**' are ticked
- 8) You're now ready to start recording! Press the large red **Record** button, minimise Panopto and then open your teaching resources as normal (e.g. PowerPoint)



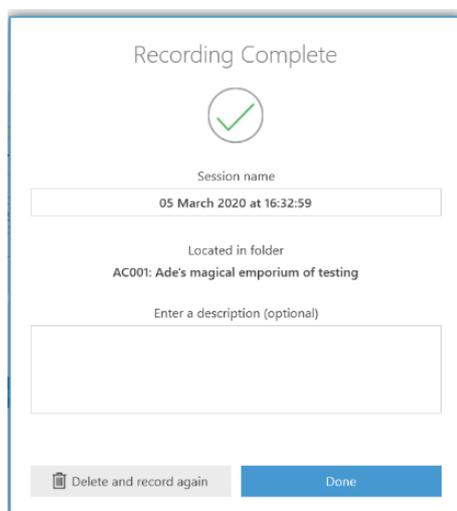
Record

- 9) Once you've finished presenting (you'll probably use the ESC key to exit PowerPoint slideshow mode) maximise the recorder software again, and press the **Stop** button



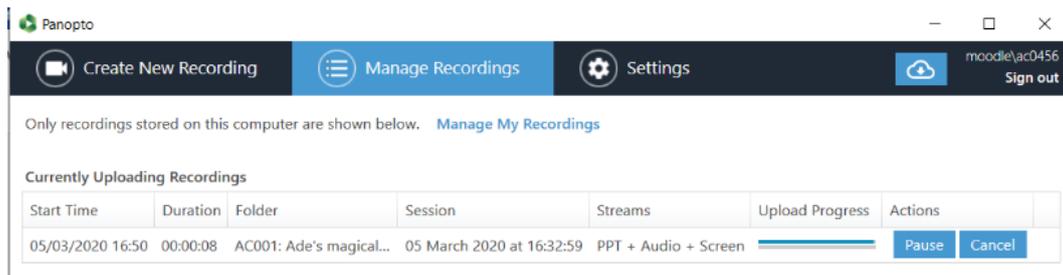
Stop

- 10) Panopto will now state '**Recording Complete**'. If you're happy with the recording, please click '**Done**' (if you'd like to discard this recording, please click '**Delete and record again**')



Please note! It's probably worth doing a little practice/test-run - before committing your time to recording a whole video, just to ensure everything's set up properly!

11) Your recording will now be uploaded to the Panopto server, ready for adding to Moodle!

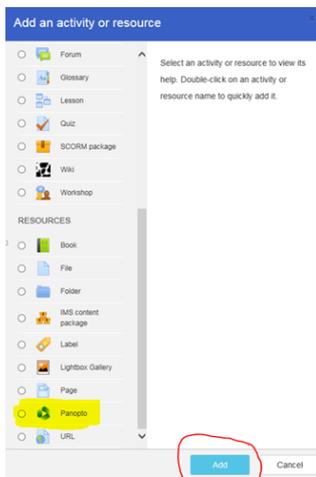


Adding Panopto content to Moodle:

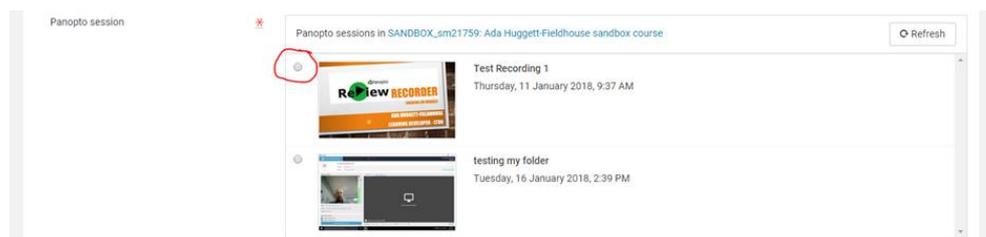
- 1) Log-on to Moodle and find the module in which you'd like to add your Panopto content
- 2) Click the 'cog' in the top-right hand corner and select 'Turn editing on'
- 3) Find the area in your Moodle module where you'd like to place the Panopto video, and click 'Add an activity or resource'



- 4) Scroll down to 'RESOURCES' and select 'Panopto'
- 5) Click 'Add'



- 6) You can now give your Panopto resource a **name** and **description**. In 'Panopto session' click the left-hand radio button to select the video you want to add. The videos you've recorded for this module are automatically drawn from your Panopto folder



- 7) Click 'Save and return to course' at the bottom of the page. The Panopto ReView video will be available to your students as a resource, with the green Panopto icon next to it

You'll find a wide range of Panopto ReView support resources, including guidance on Panopto Live Streaming, here:

<http://www.cardiffmet.ac.uk/about/ltdu/Pages/Panopto-ReView-support-site.aspx>

For email support, please contact: review@cardiffmet.ac.uk