# Panopto Student Guide

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Is your instructor using Panopto lecture capture to record videos for you to watch on demand? This guide shows you how to access the videos recorded by your instructor, along with how to record video and upload assignments (if your instructor has enabled this feature).

Accessing Videos in your Courses

(1) Log in to your UNLV Canvas account with your ACE ID (www.it.unlv.edu/webcampus) and click on the course with the video content. You should see a "Panopto Recordings" tab on the navigation pane.

WEBCAMPUS

powered by ⊙ canvas

Login to WebCampus-Canvas
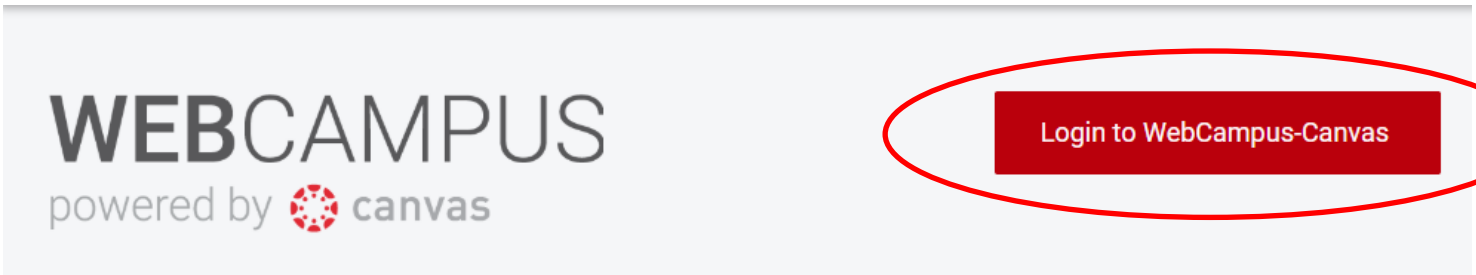
(2) Click on the "Panopto Recordings" tab in your course.

*NOTE: We recommend clicking on the "Panopto Recordings" tab at least once before watching any videos that your instructor has included for your course. Some instructors also like to embed or link to their Panopto videos, rather than have you go into the Panopto Recordings tab. Clicking "Panopto Recordings" will authenticate you and give you permission to access, and watch, the videos in this course, whether they are in a module, assignment, or the Panopto Recordings tab.

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Requirements For Using Panopto to Record

The following items are needed for a successful Panopto Recording Experience:

**①** A desktop or laptop computer with the Panopto software installed (the software is a free download available via Canvas, **provided that your instructor has created an assignment folder in Panopto**)

② High quality webcam or video camera with USB connectivity*

③ High quality microphone with USB connectivity**

④ An internet connection to upload your video

Not sure which camera or microphone to choose? [Click here to see cameras and microphones endorsed by Panopto](#). You can also contact our help desk for consultation.

*If you do not wish to record your face, you have the option of doing an audio-only recording.

**Some webcams come with built-in microphones, which will work if you are not planning to move around during your presentation. Contact our help desk, or Classroom Technology Services, for recommendations based on how you plan to record your session.

Logitech C920 Combined Webcam and Microphone
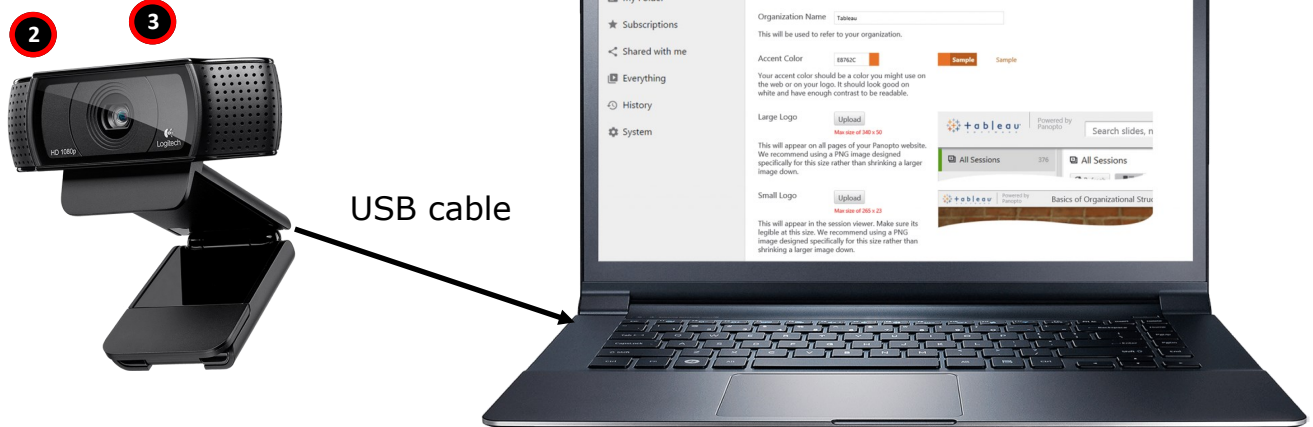
USB cable

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Downloading/Setting Up the Panopto Recorder Software

NOTE: Your instructor must create an "assignment folder" for your course in Panopto in order to download the software or record/upload any video content.

If you have been told to record and submit a video in Panopto, but cannot do so, please notify your instructor and have them create an assignment folder for the course.

1 From the Panopto Recordings tab in your Canvas course, click the "Create" button and choose "record a new session."
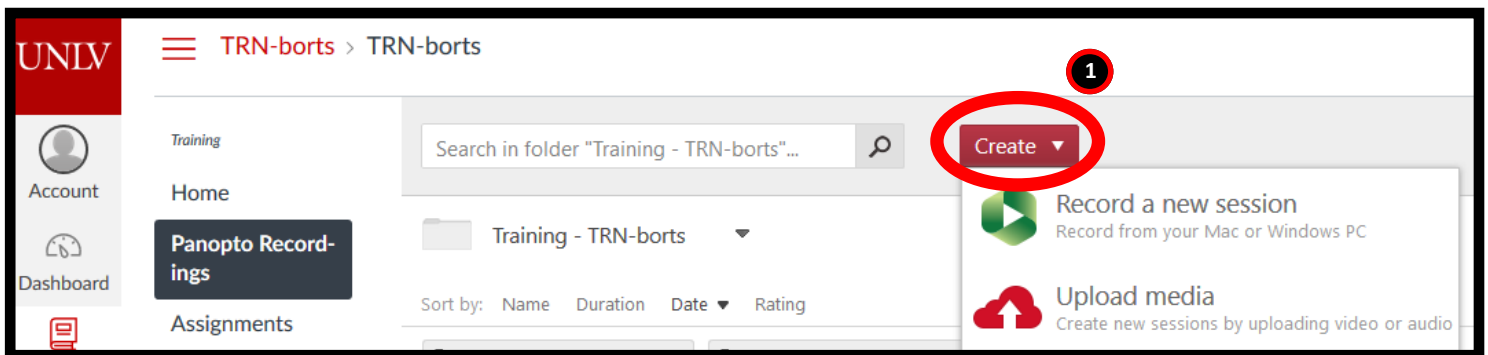
2 You will see an option to Download Panopto. Click the download link and select download for PC or Mac, depending on which operating system you are using.

3 Find the file you downloaded, double click it, and install the software, following the prompts.
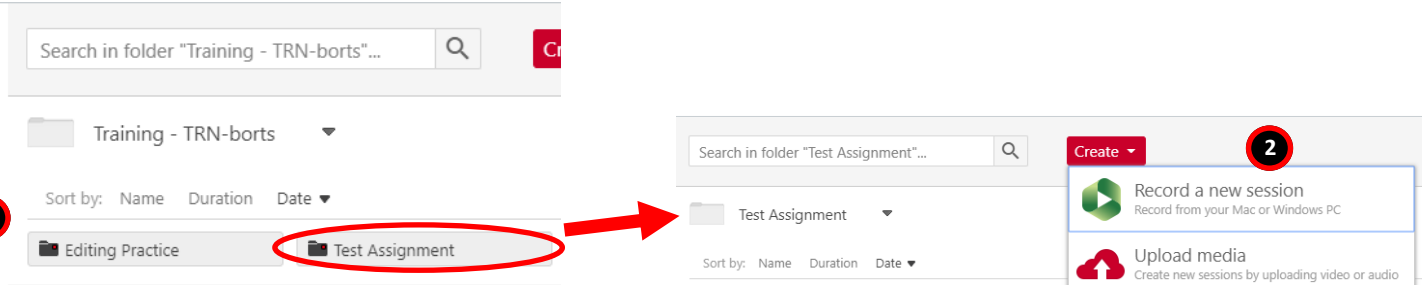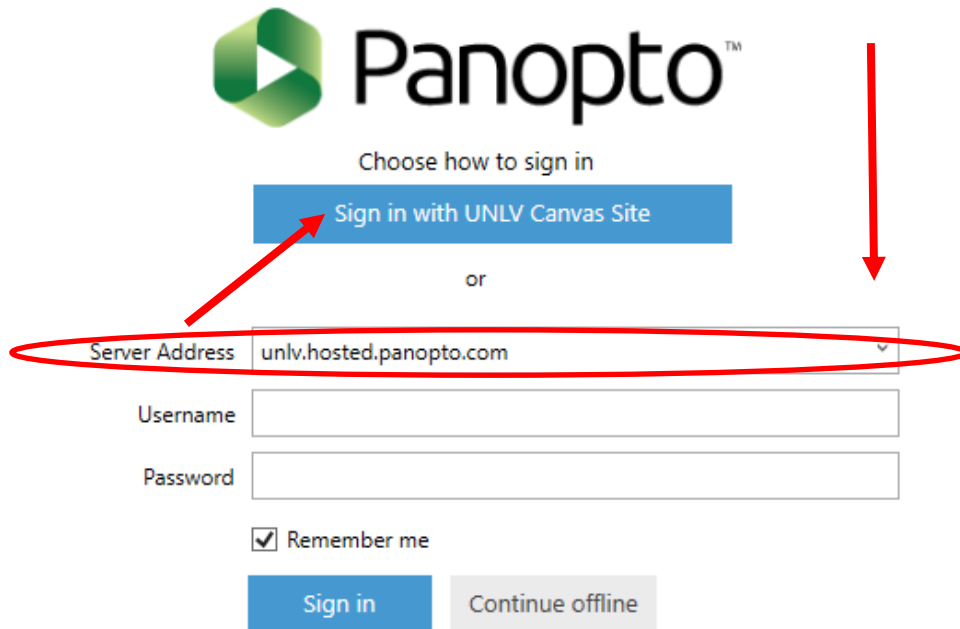
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Recording A Session

1 After installing the software, from the Panopto Recordings tab in your Canvas, find and open the assignment folder that your instructor created. The folder you have opened will appear next to the large folder icon on the top.

2 Go to Create and choose "Record a New Session". (Your browser may request permission to open your Panopto Recording Software.)

NOTE: If the window below appears, confirm that the server address is **unlv.hosted.panopto.com**. Then, choose "Sign In with UNLV Canvas Site" and enter your ACE ID credentials.

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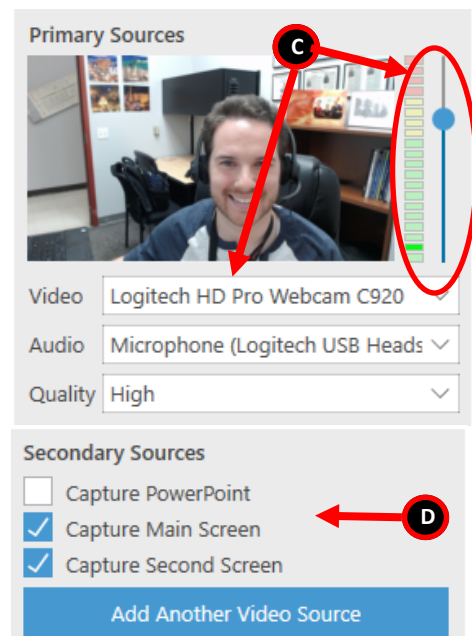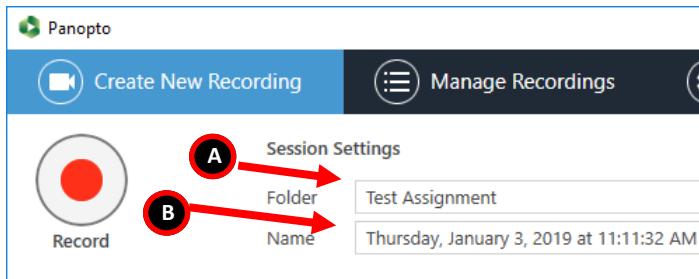
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Recording A Session (cont'd)

3 In the "Create New Recording" window, take note of the following settings, which will determine and manage what you record.

A Click the "Folder" dropdown menu to choose the destination folder. (The folder name should match the assignment folder you opened in Step 1. If it doesn't, you can click the dropdown arrow and find it.

B Change the name of your session. By default, the name is the timestamp of the recording.

C PRIMARY SOURCES: Choose your video camera, audio source, and quality. At minimum, set the quality to "High".

*To ensure you selected have the correct camera, make sure you see a video preview. To preview audio, talk into the microphone/audio capture device and watch the volume levels next to your preview image. Make sure your volume levels are around the middle of the "green" section for best results. Try to be as close to your audio capture source as you can get. If you need to adjust volume input level, click and drag the blue bubble next to the audio meter up or down.

D SECONDARY SOURCES: Choose which other source(s) you want to record. "Capture PowerPoint" is useful for presentations where you will exclusively use PowerPoint. "Capture Main Screen" is useful for demonstrating how to do something, using an application, etc. Other video sources that are connected to your computer will appear here, too.

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Recording A Session (cont'd)

Additional Tips:

- Set your video to "None" if you want to do an audio-only recording.
- If you select "Capture Computer Audio", we recommend wearing headphones during your capture session. This will eliminate the risk of feedback and echo during your recording.
- If you are capturing PowerPoint slides, we recommended selecting both "Capture PowerPoint" and "Capture Main Screen." This allows your PowerPoint slideshow to be fully searchable by you instructor, while preserving animations and effects of the slideshow.

4 Click the "Settings" button to configure the software to your liking.
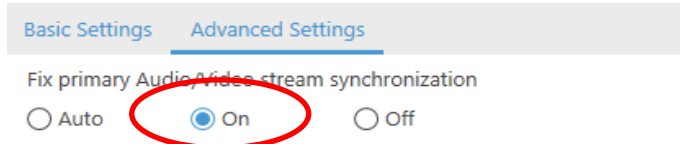
Here are some setting changes that we highly recommend:
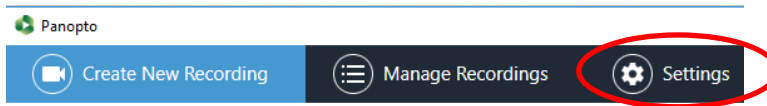
A Under Basic Settings, choose the option to "delete recordings once they are recorded". This will ensure that your device's hard drive will not get full.
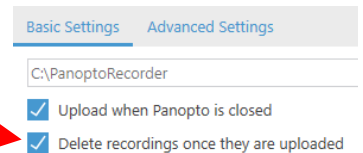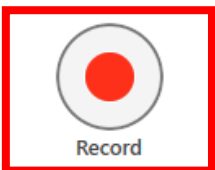

B Under Advanced Settings, set "Fix primary Audio/Video stream synchronization" to "On"

5 Once you have confirmed your settings, click Save to go back to the "Create New Recording" screen.

6 You are ready to record! Click the "Record" or "Start Recording" button.

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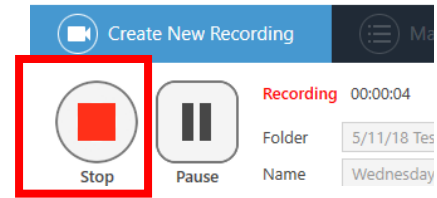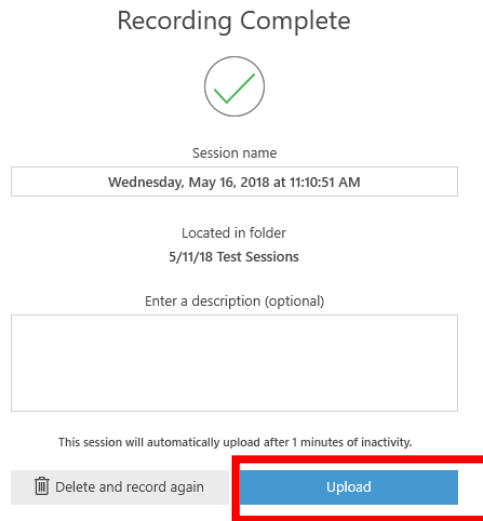UNLV | Office of INFORMATION TECHNOLOGY

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Ending and Uploading a Session

1 When you are done with your recording, click the "Stop" button.
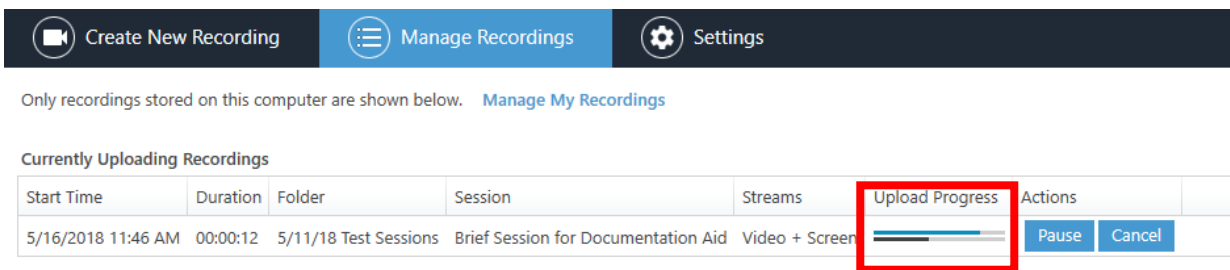

2 You will see an acknowledgement that the recording has been completed. Change the name or add a description if you wish, then click "upload".

3 After clicking upload, the "Manage Recording" screen will appear and show you the upload progress. You're all done!

*Note: The longer the video is, the more time required to upload.

By default, you will not be able to view other students' work in the assignment folder, unless your instructor has enabled this option.
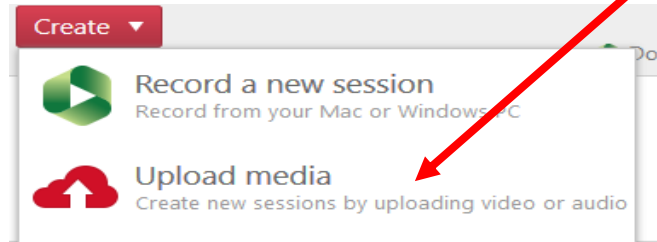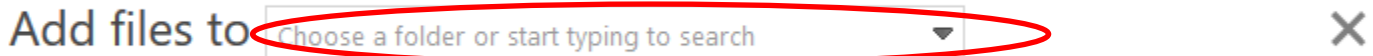
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Uploading Video NOT recorded in Panopto

If you used another software to record and edit your video (such as Adobe Premiere), you are able to upload it to Panopto.

1 Log in to your Canvas course and navigate to the Panopto recordings.

2 Click the "Create" dropdown and choose "Upload Media".

3 Select the folder you want to add your files to.

4 Follow the instructions to upload your files.

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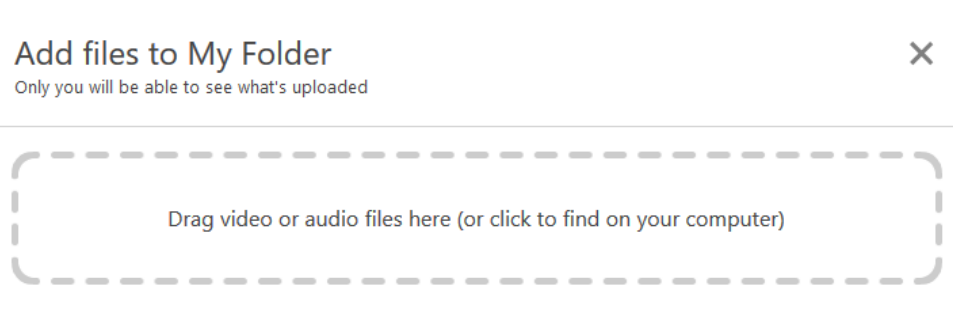
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Additional Video Enhancements

Panopto has a video editing feature that will allow you to:

Add and edit captions

Hide parts of your video that you do not want viewers to see

Include a table of contents

Choose which video stream you want your viewers to focus on (if you are capturing more than one secondary source, such as a dual computer monitor)

If you are interested in any of these features, take a look at Panopto's Searchable Support Site for information, videos, and step by step tutorials.

Need More Information/Documentation?

—Visit https://support.panopto.com for additional information from Panopto about editing, sharing, recording, and other topics/functions.

—Visit the Classroom Technology section of our UNLV OIT website: it.unlv.edu

—Contact the OIT Help Desk for troubleshooting and training.

Panopto Checklist for Students

Before Recording

Have you:

☑ Verified that your instructor has created an assignment folder where you can submit your videos?

☑ Clicked on the Panopto Recordings tab in your course?

☑ Downloaded the Panopto Recorder software to your computer?

Recording Using the Panopto Recording Software

Have you:

☑ Verified that the folder in the "folder" section is the correct one?

☑ Selected your primary video/audio sources?

☑ Checked your microphone volume level?

☑ Selected your Secondary Capture Sources, such as "Primary Screen"?

☑ Minimized any windows you don't want to record?

After Recording

Have you:

☑ Added a name and description to your recording?

☑ Edited out any parts you don't need?

☑ Added extra beneficial resources for viewers, such as a table of contents and captions?

☑ Embedded your video into a Canvas page, module, or assignment? (optional)