



Get Started with Panopto

Part 1: Making a Video

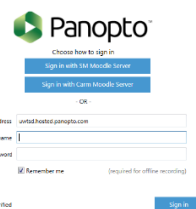
Panopto is video capture software which automatically synchronises with Powerpoint and includes useful features such as the ability for viewers to take notes at specific points in the video and search for words that appear in Powerpoint slides. The videos can be easily embedded into a Moodle page and can be used for anything from full lecture capture to short videos on important or difficult concepts for repeated viewing wherever and whenever students want. This part 1 guide walks you through making a video step by step.

Before you begin:

1. Ensure that Panopto is installed on your PC/laptop. Most campus computers have Panopto installed – however, if the machine you wish to use does not already have Panopto installed, please contact IT Helpdesk to arrange installation on a UWTSD device, or see our guide on installing on a personal device.
2. Connect a webcam with microphone if your PC/laptop does not have one built-in.

Step 1:

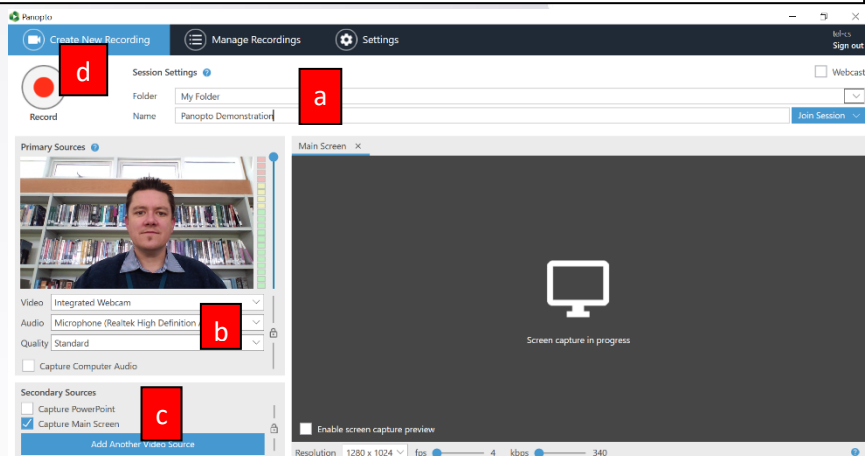
Open Panopto and sign in using the UWTSD Moodle link. Enter your login details as you would if signing into Moodle. If you experience any difficulties signing in, please contact the TEL team at tel@uwtsd.ac.uk or (1792) 481119.



Step 2:

After successful log-in, you will see the video creation screen:

- (a) Select the folder to record to from those to which you have access. If not sure, use "My Folder".
- (b) Choose your primary video and audio source and your recording quality – "Standard" is fine and will minimise the processing time for your video.
- (c) Choose a secondary source if you wish to share your screen as part of the video. If you would like to record a simple "piece to camera" untick all secondary source boxes. To deliver a Powerpoint-based presentation, please see our guide on Powerpoint synchronisation.
- (d) Press record. Press stop or F10 when finished (the record button will change to a stop button when recording).



Step 3:

You are given the option to change the recording name (the default name generated is the date and time of the recording) and/or enter a description, or to delete and start again. If you are happy with the recording, click **Upload**. See Part 3 of this guide for how to access, administer and share your recordings.

