LECTURE CAPTURE WITH PANOPTO

Aberystwyth University requires that all lectures should be recorded and made available to students. The [Lecture Capture Policy](#) gives guidance about what constitutes a lecture.

The University provides Panopto software to enable easy in-class recording. It creates an integrated package including audio, PowerPoint and other material used with data projection in the classroom, and integrates with Blackboard to help control access to recordings. Links to recordings can be put into Blackboard or given to students directly. Students can easily jump to the desired part of lecture recordings and revise difficult concepts as many times as needed.

HOW DO I MAKE A RECORDING USING PANOPTO?

HOW DO I OPEN PANOPTO?

Panopto opens automatically when teaching machines are logged onto, and can also be opened by clicking on the Panopto icon on the desktop.

Read the Panopto Compliance Guidelines and tick **I Agree** and click **Next:**

- Untick **Remember me** and sign in using your AU username and password.
- You will be taken into Panopto to start recording.

HOW DO I SELECT THE MODULE I WANT TO RECORD A LECTURE FOR?

When Panopto opens, select the module you want to record the lecture from the drop down menu. The default module is the last module you recorded into.
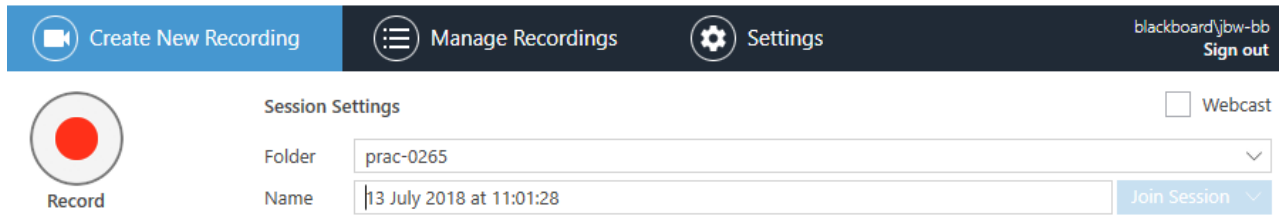
The recording name defaults to the date and time of recording. Double-click on it to amend the name to something meaningful. If you cannot find the module that you are looking for, select any module (see instructions on how to change modules later).

WHAT SETTINGS SHOULD I USE?

The settings used depend on what you want to record. They can be amended by using the dropdown menu on the left of the screen:
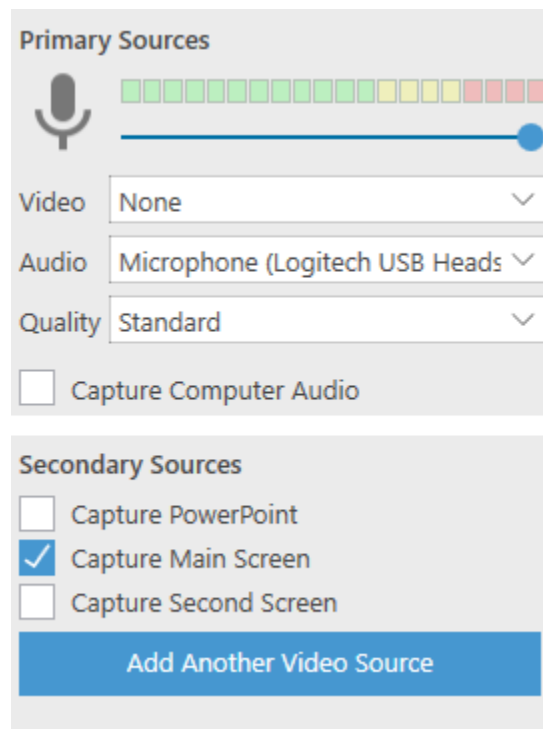
To record slides and audio select the following settings:

Audio: Select Neck Mic in the drop down menu next to Audio. See below for how to check the volume levels of a recording.

Capture PowerPoint or the Main Computer Screen: Go to **Secondary Sources** and select **Capture PowerPoint** (if only PowerPoint is being used) or **Capture Main Screen** (if you want to show something else on the monitor).

There are options to record different types of video and audio feed which can also be altered in these settings. The options available depend on the teaching room equipment. The video feeds include:

Type	Name	What it records
Webcam	USB Video Device Webcam	Can be used to record the presenter if they stand directly in front of the machine. Use the preview window to see what this records.
Document Cameras	Samsung Digital Presenter ELM-0 UVC	Can be used to record items, such as diagrams or objects and can be re-angled to record other angles.
Pan-tilt-zoom Cameras	Osprey-260 e video Device 1	Are available in a few large lecture rooms. They are mounted at the back of the rooms and are used to record the presenter and the slides they are using.

The audio feeds include:

Type	Name	What it records
Neck Mic	Neck Mic (Solo Desktop)	Lecturers are encouraged to wear Neck Mics when delivering sessions. They are worn around the neck of the presenter.
Web Cam Mic	Web Cam Mic (USB Audio Device)	Also have microphones. Avoid using this as the sound is not very clear.
Desk Mic	Audio 1 balanced	Are fixed to the desktop and pick up some sound from a distance.

HOW DO I TURN A NECK MICROPHONE ON?

- Take it out of its charging station
- Press the grey button on the front of the microphone so that the microphone flashes green
- Place the microphone around your neck using the lanyard

At the end of the lecture return the microphone to its charging station.

HOW DO I CHECK SOUND LEVELS?

Before you start recording your lecture, check the sound levels for the recording by tapping the bottom of the microphone. If three or more audio bars are highlighted you are ready to record:

HOW TO MAKE A RECORDING

When you have checked the settings are correct and you are happy with them, you are ready to make recording.

- Open the PowerPoint presentation

- Press the **Record** symbol and minimise the recorder screen
- The session should now be recording
- If you start PowerPoint through the recorder you can choose whether to start the recording automatically when PowerPoint starts. This avoids the first few seconds of the recording showing the transition from the recorder to PowerPoint.


- If there is a section of the lecture that you do not want to record, press the **Pause** symbol

- When you have finished the lecture, select **Stop**
- A window opens. You may choose to amend the Session Name and add a description.
- If you are happy, you can upload the recording – click **Upload.** At this point, you are able to log off the computer, as the upload will automatically take place.
- The recording uploads to the server and linked to the module on Blackboard.
- You will receive an email confirmation when the lecture has uploaded.

HOW DO I LINK TO A RECORDING IN THE CONTENT AREA OF A BLACKBOARD MODULE?

- Login to Blackboard and go to the module the recording was made in and make sure **Edit Mode** is **On**
- Go to the content area where you want to place a link to the recording
- Click on **Tools** in the Build Content area and select **Panopto Video Link**
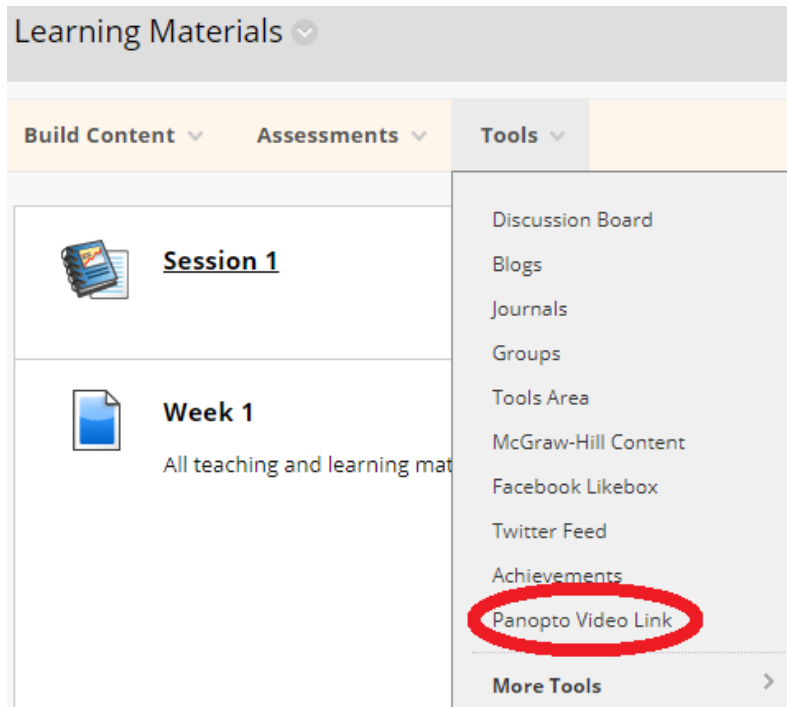
- Under **Folder** click the dropdown menu and select the module the recording is in
- Select the Lecture/recording you want to link to
- Enter a title for the item
- Press **Submit** and **OK**
- A link is now given in the content area

HOW DO I VIEW A RECORDING?

Most lecture recordings can be viewed via the relevant module in Blackboard:

- Login to [Blackboard](#) using your AU username and password.
- Go to the relevant module listed under **My Modules**
- Click on the section that includes the recordings (e.g. **Teaching Materials**).
- Click on the link to the lecture you want to view. A Panopto icon appears next to each recording:
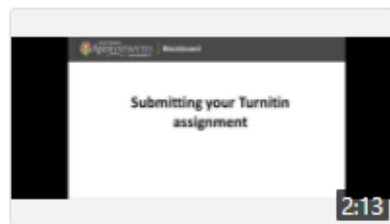

- The recording opens in a new window.
- If you are prompted for your username and password, use the dropdown menu and select **Sign in with Blackboard**.
- Depending on the module, you may also be able to view all available lecture recordings for a module by going to **Tools** in the course menu and clicking on **Panopto Content.**

To edit a recording (you need Microsoft Silverlight installed on your machine):

- Go to https://abercast.aber.ac.uk/
- Select **Sign in using Blackboard,** from the dropdown menu, and click **Sign in**
- Enter your Aberystwyth username and password
- Search for the folder that contains the lecture recording and find the recording
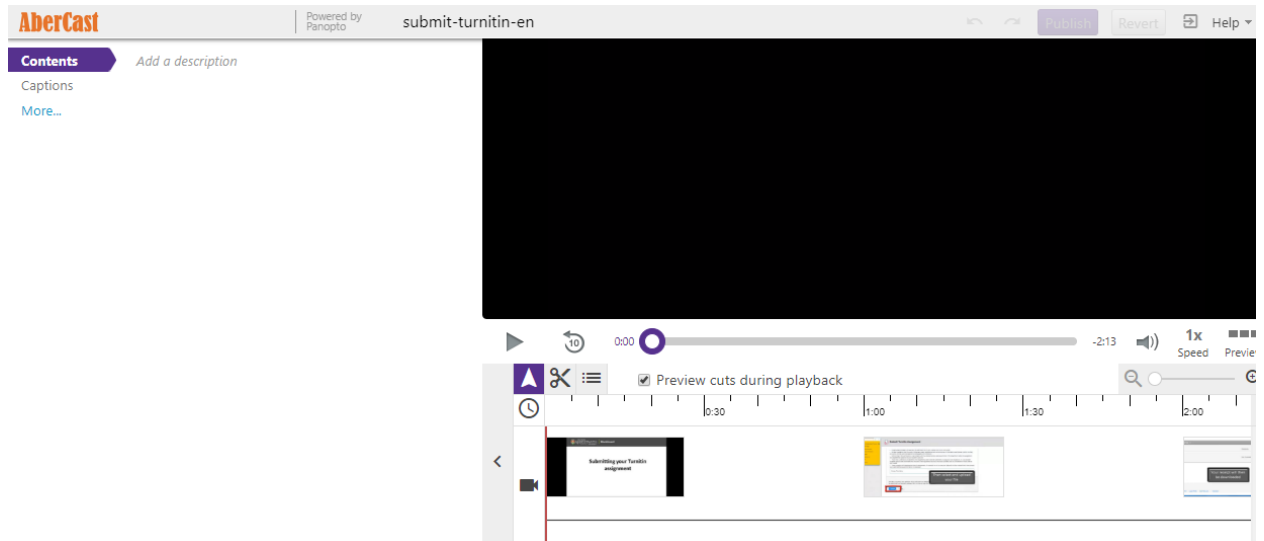- Select **Edit** on the specific recording that you wish to amend:

- A new window will open, with the timeline of the video at the bottom of the screen, where you can edit the recording:

- To remove sections from the start and the end of a recording, drag this icon, , to the place that you want the recording to start / end.

- To remove some content from the middle of a recording select this icon and scroll the timeline at the bottom of the recording to the part that you want to remove and click
- The first click sets the start point. Moving the mouse to the right previews what is going to be cut. Click again to set the endpoint (the segment can be adjusted by dragging the handles in either direction).
- When you are happy with your edits click **Publish.**

HOW DO I FIND A MISSING RECORDING?

If a recording is not in a module check if it has been uploaded to another module folder or another year for that module. You should only have access to the modules that you are listed as an instructor on.

To move a misplaced recording see the instructions below on how to move a recording to a different module. If you are cannot find a recording contact the E-learning Group, elearning@aber.ac.uk / 01970 62 2472.

HOW DO I CHECK IF A STUDENT CAN SEE A RECORDING?

If a student cannot view a Panopto recording check:

- You can access the recording
- The student is enrolled on the module the recording is held in
- The recording has the correct permissions

If the student still cannot view the recording, contact the E-learning Group, elearning@aber.ac.uk / 01970 62 2472, with the students log in and a link to the Panopto recording they cannot access.

HOW DO I MANAGE RECORDINGS FOR PARENT / CHILD MODULES?

Parent and Child modules are modules that are linked together in Blackboard. Changes and amendments made in a Parent module display in the related Child module. Recordings made in the Parent module automatically appear in the related Child module.

HOW DO I AMEND THE SHARING PERMISSIONS FOR MY RECORDING?

To amend who can view a recording update its permissions:

- Go to https://abercast.aber.ac.uk/
- Select **Sign in using Blackboard,** from the dropdown menu, and click **Sign in**
- Enter your Aberystwyth username and password
- Search for the folder that contains the recording and find the specific recording
- Select **Share** on the specific recording you want to check or change the viewing permissions of
- The sharing permissions can be amended under **Who has access**. This displays the current level of access for a recording

Type of access	Who has access?
Specific people	Only specific users and groups can view. This is used for lecture recordings so that only those enrolled on a module can view a recording.

Anyone at your organization with the link	Anyone at Aberystwyth University with the link can view the recording.
Anyone at your organization	Anyone at Aberystwyth University can find and view the recording via abercast.aber.ac.uk
Anyone with the link	Anyone, including non-University members, can view the recording through the link to the recording. Viewers do not need to enter a username and password.
Public on the web	Anyone on the Internet can find and view the recording. Viewers do not need to enter a username and password.

- When you have amended a recording's permission, click **Save Changes.**

HOW DO I COPY A RECORDING?

- Go to https://abercast.aber.ac.uk/
- Select **Sign in using Blackboard** from the dropdown menu and click **Sign in**
- Login using your Aberystwyth University username and password
- Select the module the original recording is in from the left hand menu and click to open up the recordings from that module
- Find the recording you want to copy
- Hover the cursor under the recording you w ant to copy
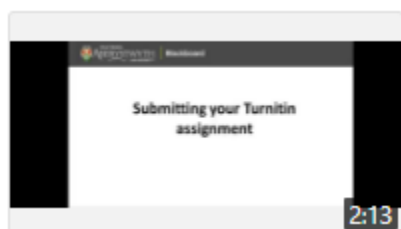
submit-turnitin-en (copy)
2 months ago in prac-0265: Jim's Practice Course

⚙ Settings 👥 Share ✏ Edit 📊 Stats 🗑 Delete

- Select **Settings, Manage,** and under **Copy Session**, type in a new title for the session or leave as the default title.
- Click **Copy** and **OK**
The copy of the recording may then be moved into a different module folder, see below.

HOW DO I MOVE A RECORDING TO ANOTHER MODULE?

To move a recording to another module you must have Blackboard instructor access on both the module the recording is held in and on the module you want to move the recording to.

- Go to https://abercast.aber.ac.uk/

- Select from the dropdown menu **Sign in using Blackboard** and click **Sign in**
- Login using your Aberystwyth University username and password
- Select the module the original recording is in from the left hand menu and click to open up the recordings from that module
- Find the recording that you want to move and hover the cursor under the recording
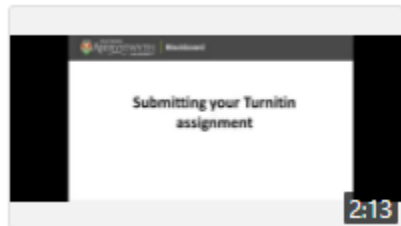
submit-turnitin-en (copy)

2 months ago in prac-0265: Jim's Practice Course

⚙ Settings   👥 Share   ✏ Edit   ▬ Stats   🗑 Delete

- Select **Settings**
- Select **Edit** next to the Module's Title in the **Folder** field:

Folder   prac-0265: Jim's Practice Course   Edit

- Select the module that you want to move the recording to
- Click **Save**

Folder

PRAC020: AberLearn Demo Course   ▼

Save   Cancel

- The recording has been moved to a different folder

HOW DO I SHARE PANOPTO RECORDINGS WITH OTHER MODULES IN BLACKBOARD?

Go to the module you want to share a recording with and select:

- **Tools**
- **Panopto Content**

You can update the folders configured for this course in Panopto.

Re-Configure

- Select
- Find the module that you want to view the recordings for and click **Add**. The recordings held in that module will then also be shared with the module you are currently in.

HOW DO I USE PANOPTO FOR ASSESSMENTS?

Folders with restricted access are useful for recording presentations and oral examinations through Panopto. Only specified members of staff can access Panopto Assessment folders. Students cannot see the content of Assessment folders. There are two parts to this process:

- Create an assessment folder through Blackboard **OR** Panopto
- Record the assessment in Blackboard

TO CREATE AN ASSESSMENT FOLDER USING BLACKBOARD

- Go to the module in Blackboard and select **Tools** and **Panopto Content**
- Click **Add folder**
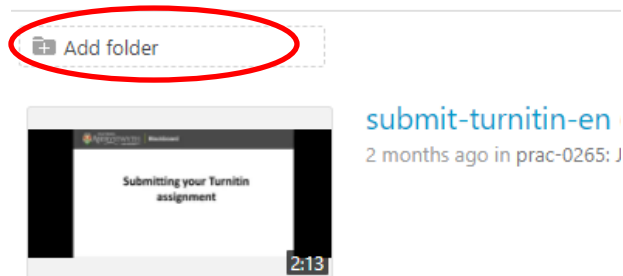
- Enter a title for the folder, such as Assessed Performance or Oral Exam.
- Press **Enter**
- Go into the new folder you have created

- Go to Settings and click on the gear cog symbol
- Select **Share**
- Change the **Who has access** field to **Specific people**
- Press the ✕ symbol to remove users from the list of people who have access
- Add individual AU usernames, select **View** and **Send and save changes** and close the window.
- To create a new recording in the folder, go to the folder, click **Create** and select **Record a new session.**

TO CREATE AN ASSESSMENT FOLDER THROUGH PANOPTO

- Go to https://abercast.aber.ac.uk and **Sign in using Blackboard**
- Enter your AU username and password
- Expand **Browse** on the left-hand side and **My Folders**
- Search for the folder you want to add an Assessment folder to, right click and select **New Subfolder**
- Give the folder a name, and uncheck **Inherit permissions from the parent folder**
- Click **Create Folder**
- Add specific users to the folder. Only those you select will be able to access it

To create a new recording in the folder, go to the folder and click **Create** and select **Record a new session.**

HOW DO I RECORD AN ASSESSMENT IN BLACKBOARD?

Once an assessment folder is created you can record an assessment in Blackboard. To do this:

- Login to Blackboard, go to the relevant module and select **Tools** and **Panopto Content**
- Click into the assessment folder
- Select **Create** and **Record a new session**