

Delivering lectures asynchronously

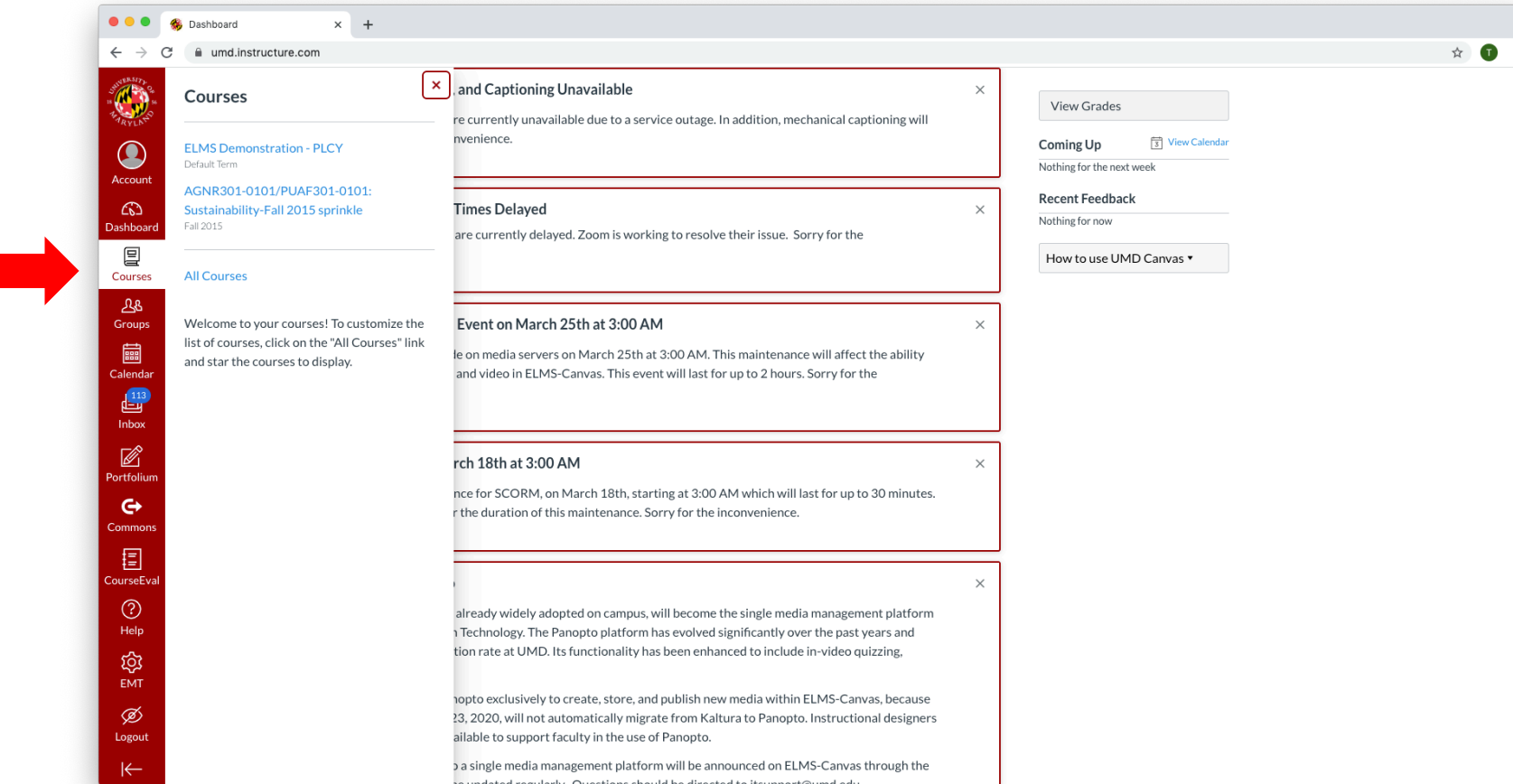
# Using **Panopto** to pre-record lectures

# 1. Open Canvas in web browser



- Go to **elms.umd.edu** in your web browser
- Log in using your University ID, password, and complete the Duo multi-factor authentication

## 2. Navigate to the Canvas course for which you wish to record a lecture



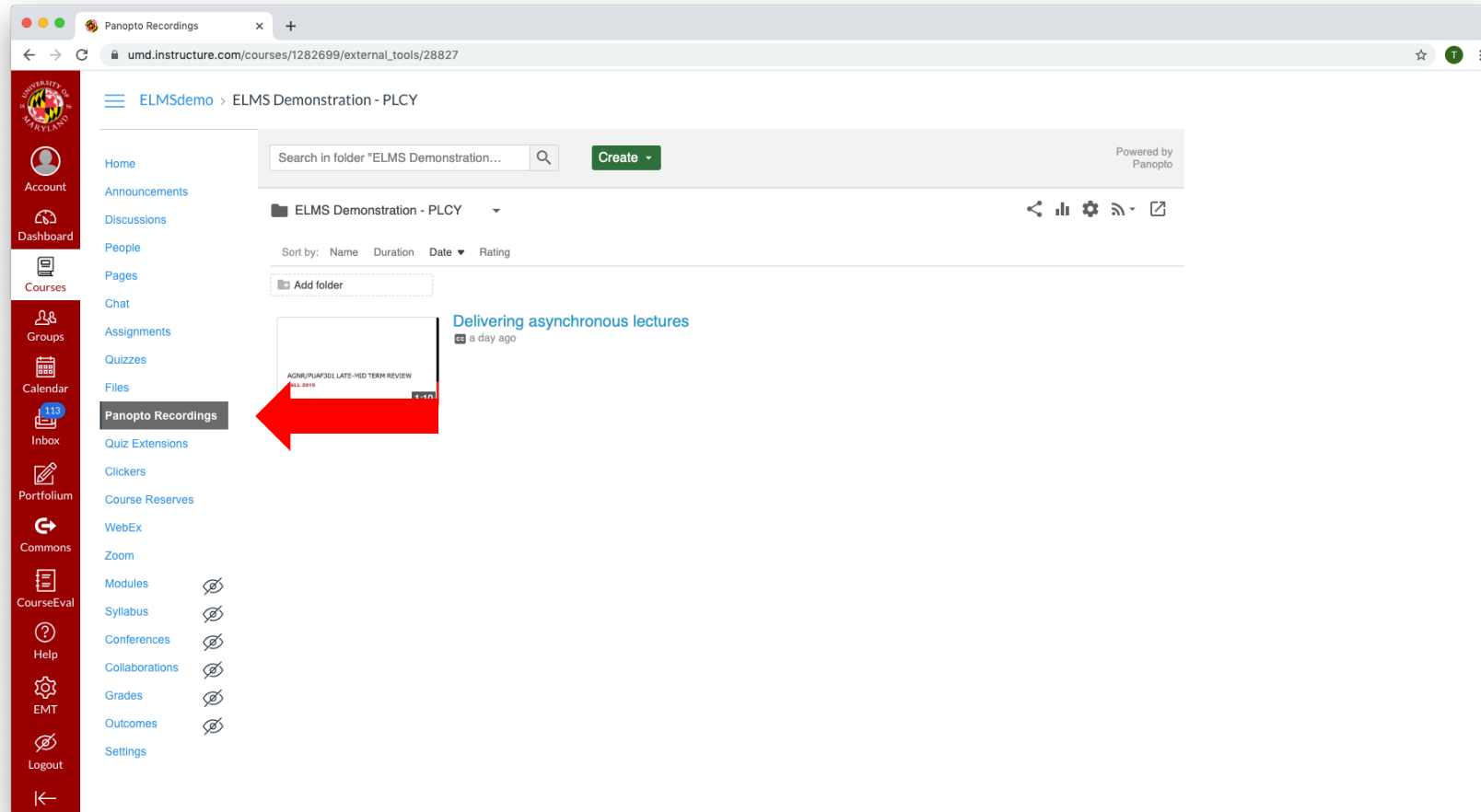
The screenshot shows the Canvas LMS dashboard for a user at the University of Maryland. The left-hand navigation menu is highlighted with a red arrow pointing to the 'Courses' link. The main content area displays a list of courses under the 'Courses' heading. The courses listed are:

- ELMS Demonstration - PLCY (Default Term)
- AGNR301-0101/PUAF301-0101: Sustainability-Fall 2015 sprinkle (Fall 2015)

Below the course list, there is a welcome message: "Welcome to your courses! To customize the list of courses, click on the 'All Courses' link and star the courses to display." The right-hand side of the dashboard shows sections for 'View Grades', 'Coming Up' (Nothing for the next week), 'Recent Feedback' (Nothing for now), and 'How to use UMD Canvas'.

- Select courses from the left-hand navigation menu, and select the Course for which you wish to record a lecture

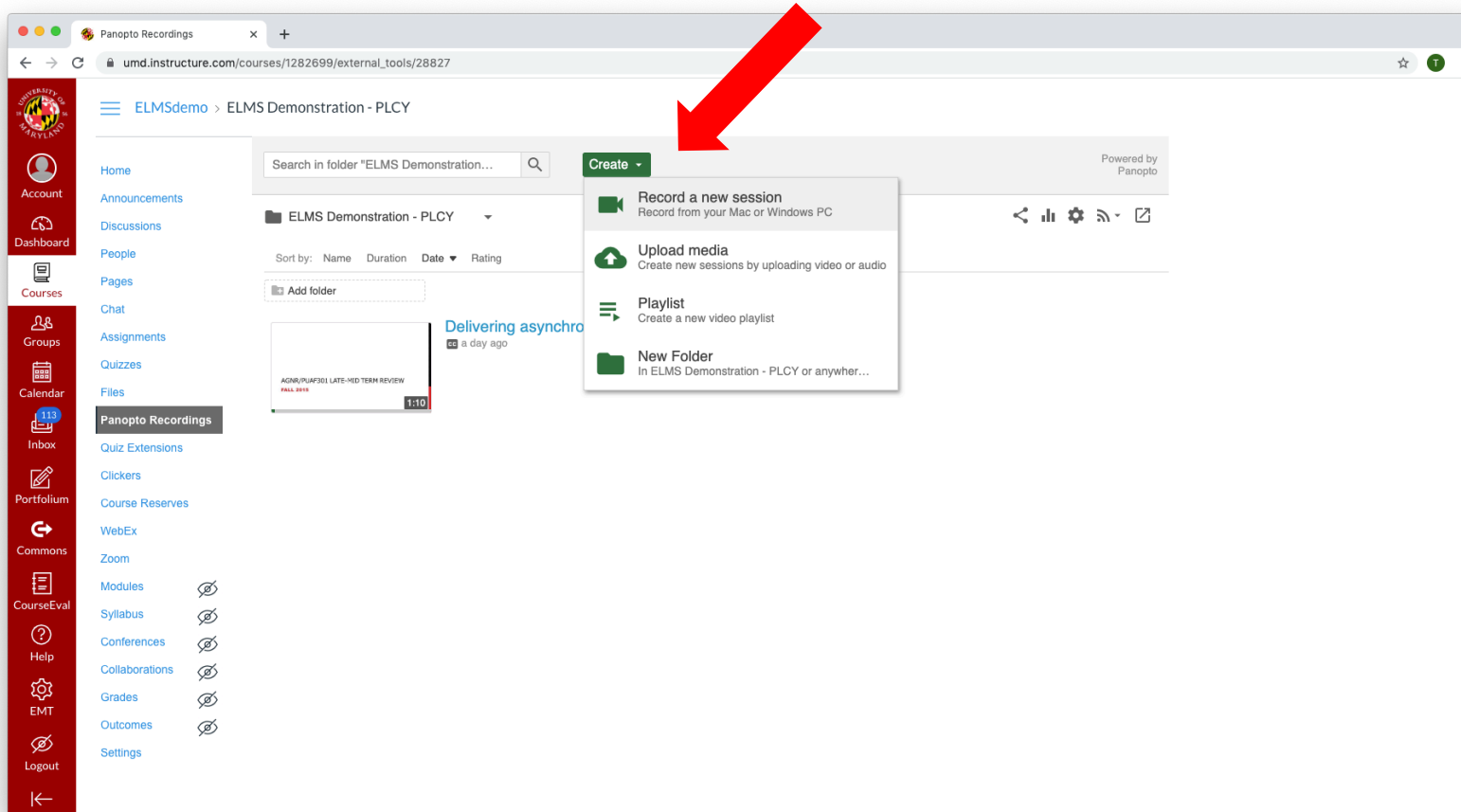
### 3. Open the *Panopto Recordings* section of the Canvas course



- Select *Panopto Recordings* from the left-hand side menu

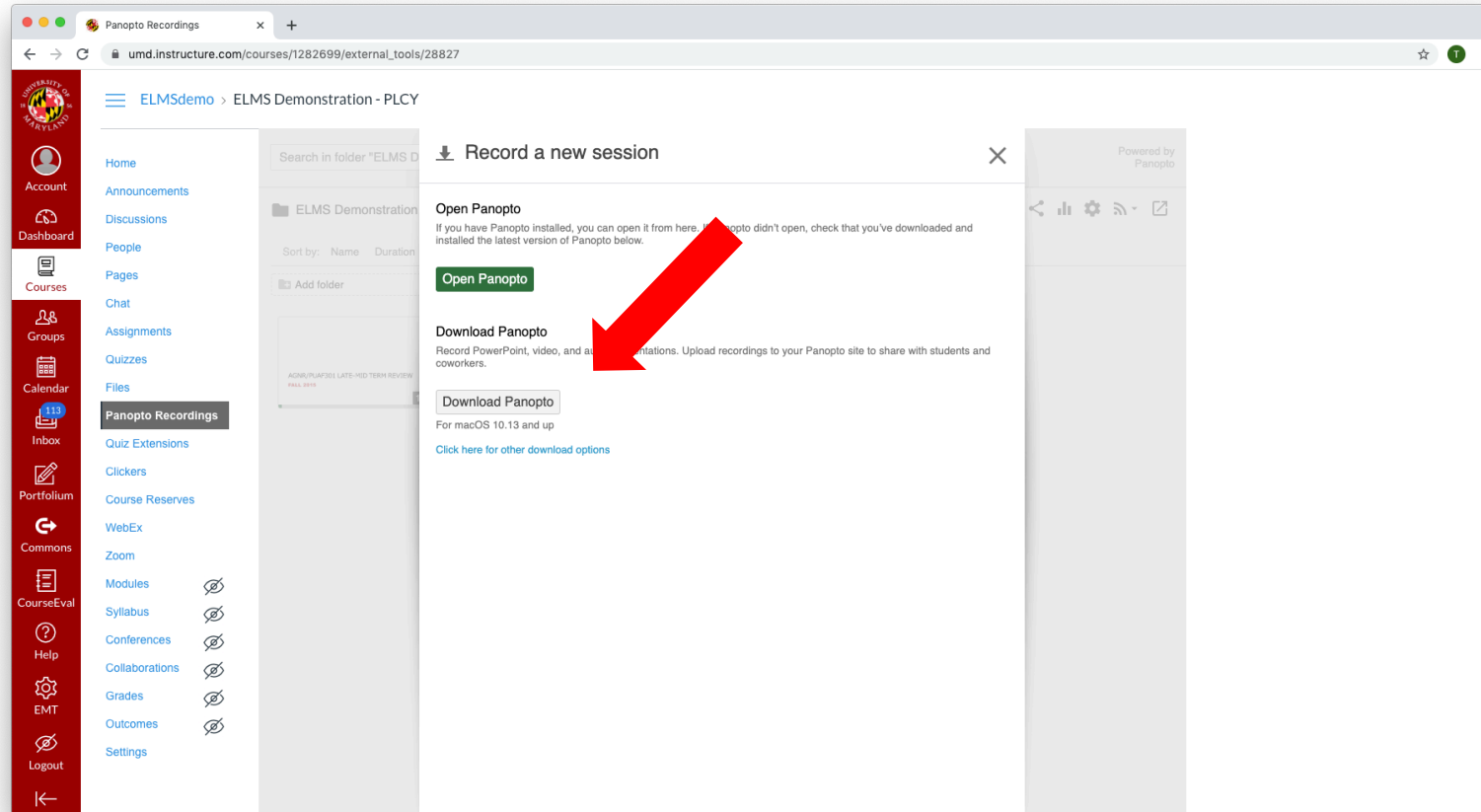
# Installing the Panopto Software

## 4. If needed, download and install Panopto software



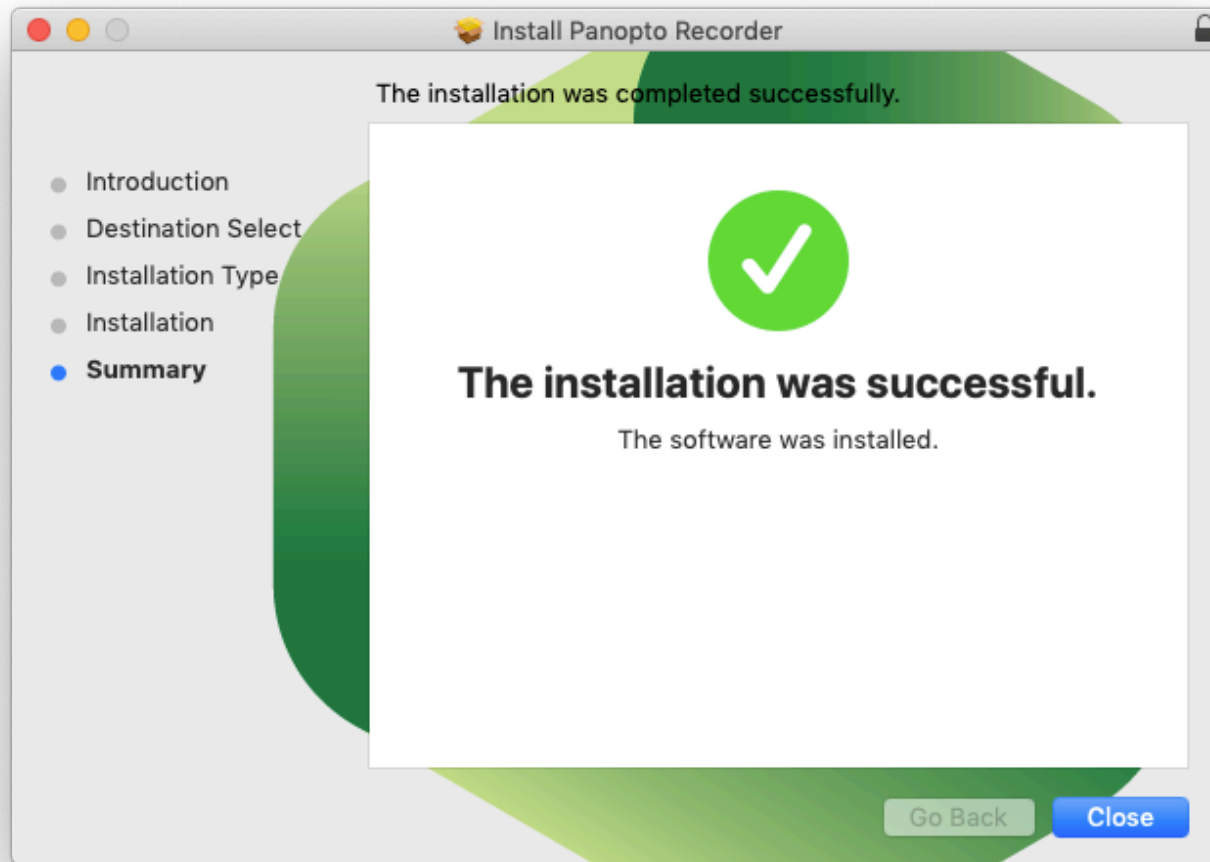
- If this is your first time using Panopto, you will need to download and install the software
- To download, click on “Create” and select “Record a new session”
- If you already have Panopto software installed on your computer, clicking “Record a new session” will open the software on your computer – **Jump ahead to Step 7**

## 5. Download the software



- Select “Download Panopto” and follow the prompts to install it on your computer

## 6. When installation is complete, open Panopto

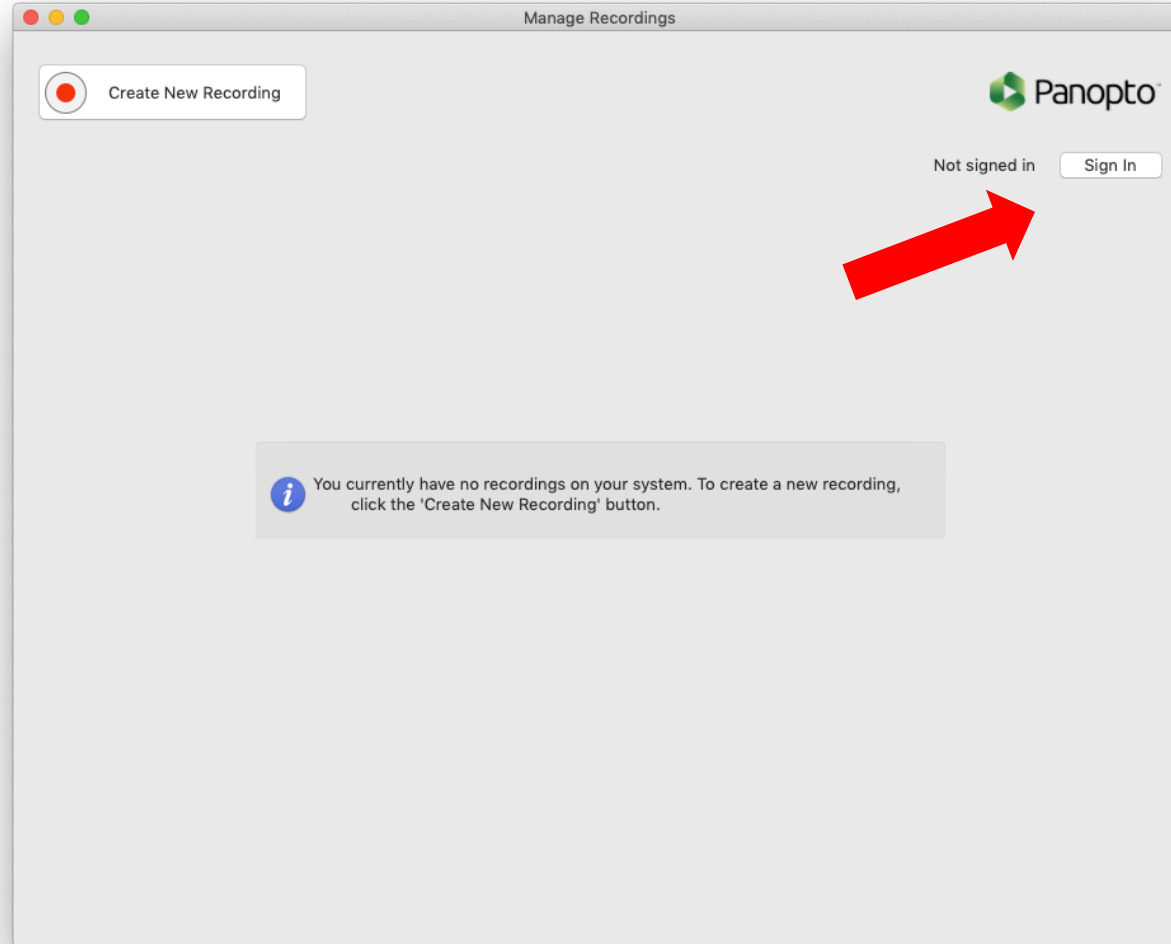


- Once the installation has completed, open the Panopto software on your computer



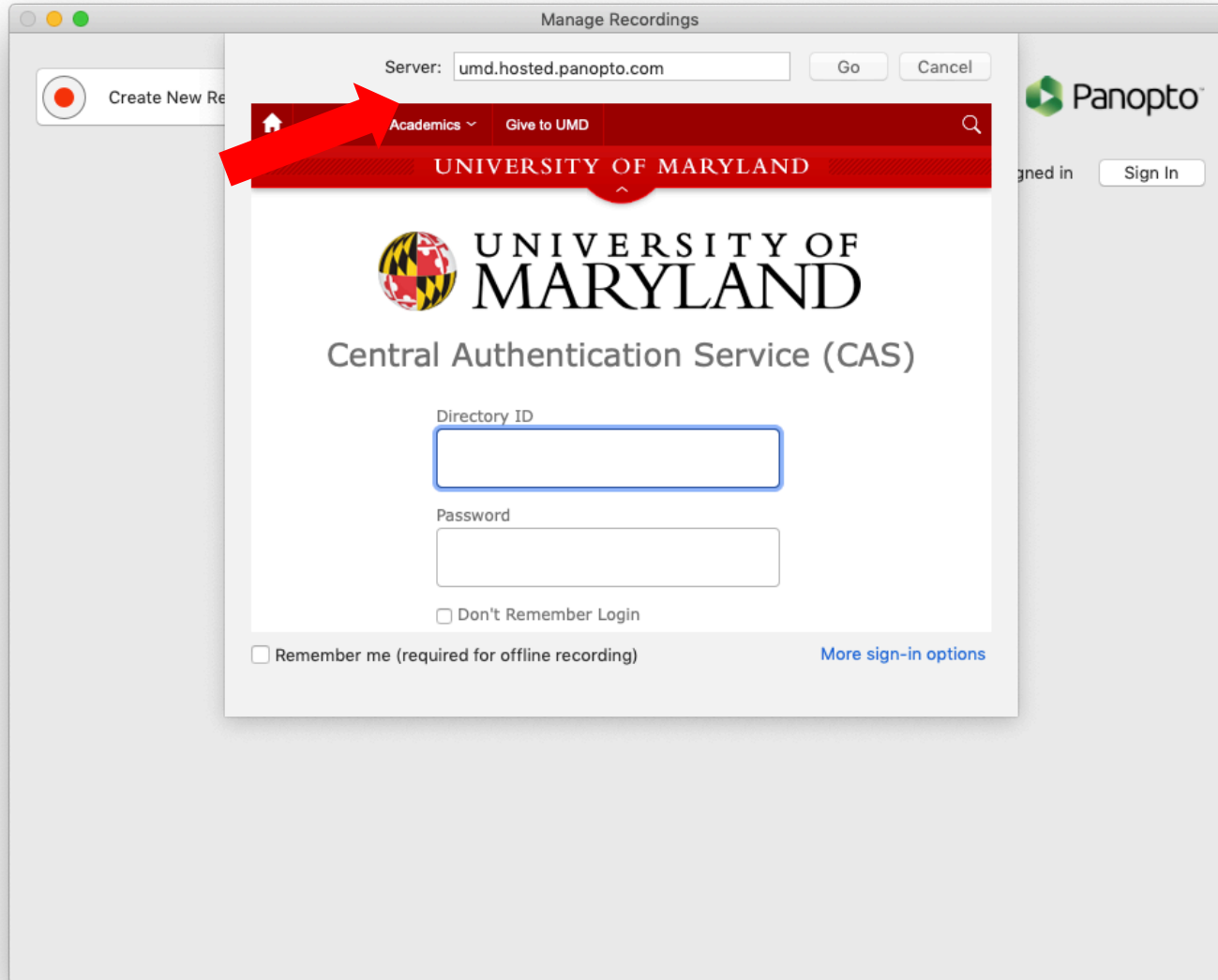
# Signing into the UMD Panopto Server

## 7. Sign in to the UMD Panopto server



- Click on “Sign In” from the window that opens when you launch Panopto

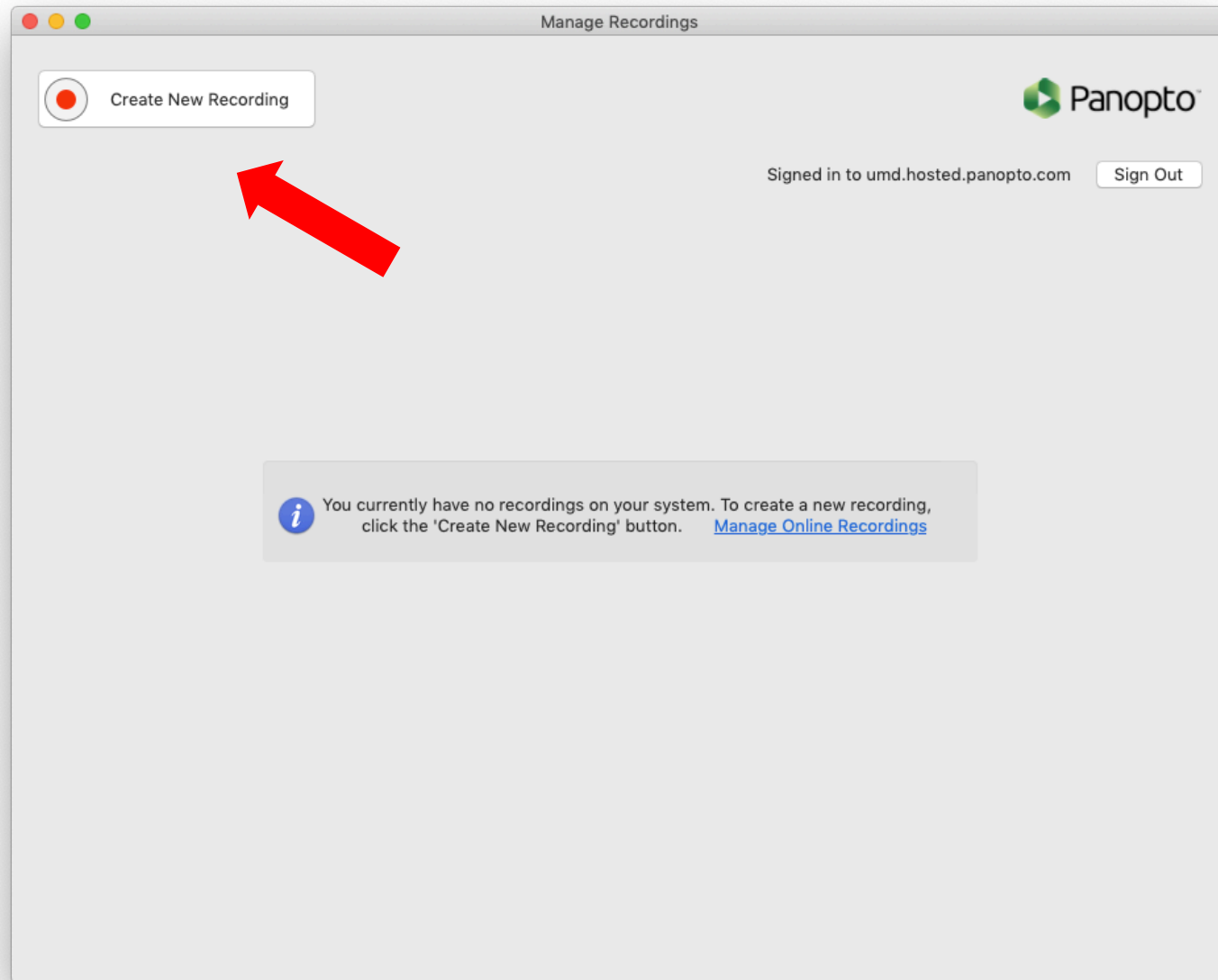
## 8. Sign in to the UMD Panopto server

A screenshot of a web browser window titled "Manage Recordings". The main content area displays the University of Maryland Central Authentication Service (CAS) login page. At the top, there is a red navigation bar with a home icon, a dropdown menu labeled "Academics", and a button labeled "Give to UMD". Below this is the University of Maryland logo and the text "UNIVERSITY OF MARYLAND Central Authentication Service (CAS)". The login form includes a "Directory ID" field (highlighted with a blue border), a "Password" field, and a "Don't Remember Login" checkbox. At the bottom, there is a "Remember me (required for offline recording)" checkbox and a link for "More sign-in options". A red arrow points to the "Academics" dropdown menu. The top of the browser window shows the server address "umd.hosted.panopto.com" in the address bar, with "Go" and "Cancel" buttons. The Panopto logo is visible in the top right corner of the page.

- Ensure you are signing into the **umd.hosted.panopto.com** server
- Sign in with your University ID, password, and complete the Duo multi-factor authentication

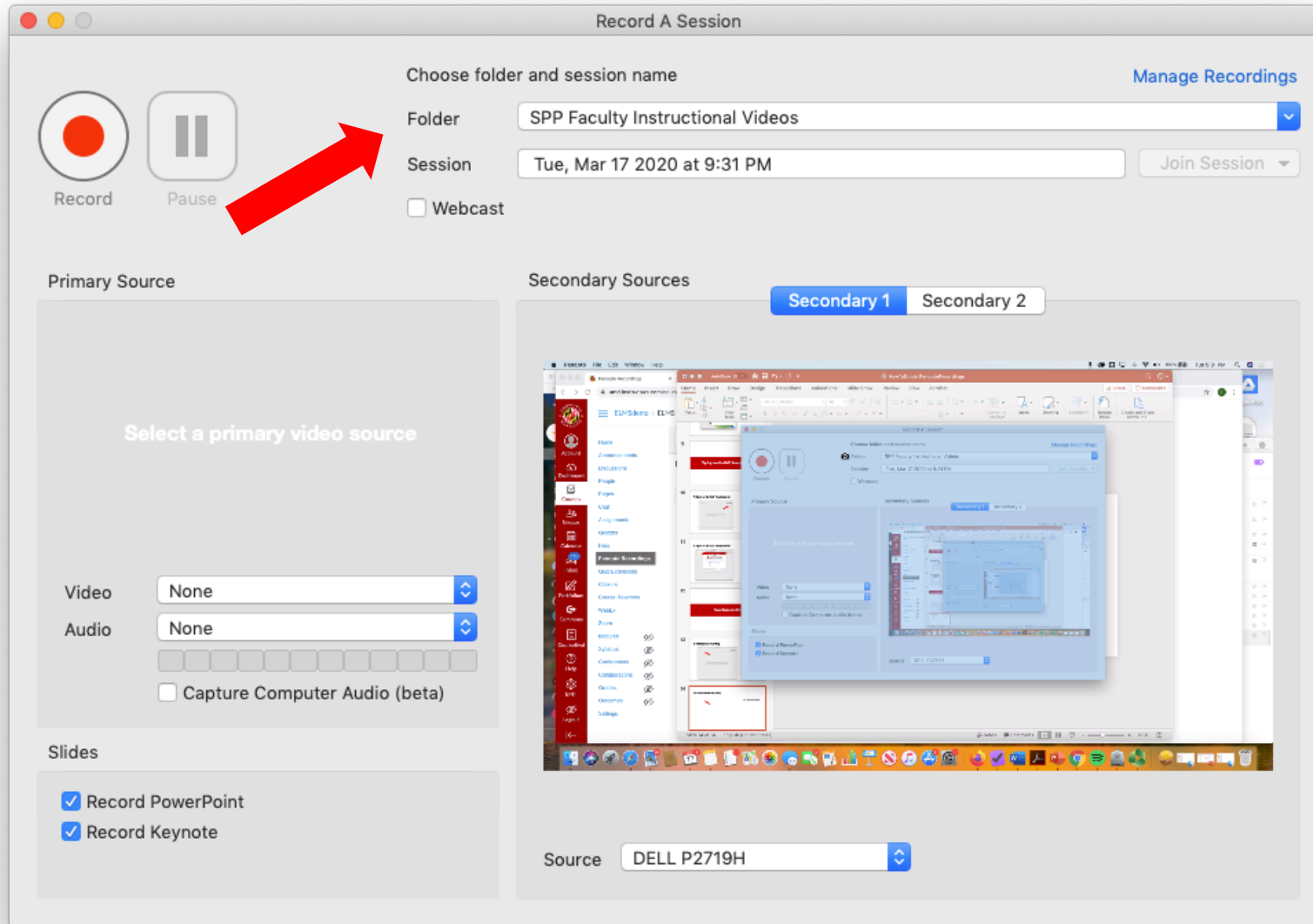
Recording a session

## 9. Initiate a new recording



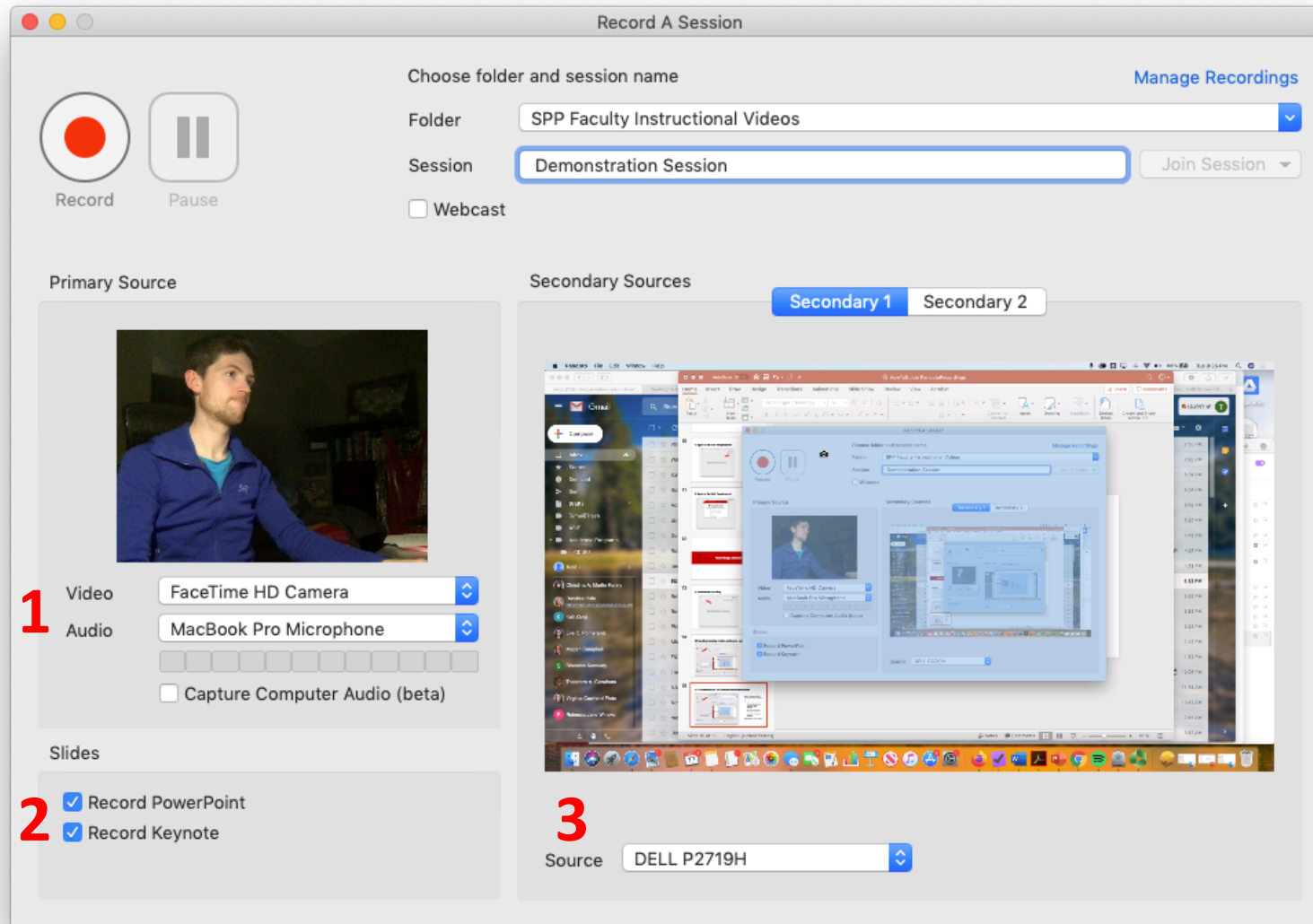
- Click “Create New Recording”

## 10. Specify a recording location and session name



- Select a folder to which the recording should be uploaded to
  - These folders match the Canvas course spaces for which you are an instructor
  - You should choose the folder that matches the course for which you are recording
- Specify a name for the session

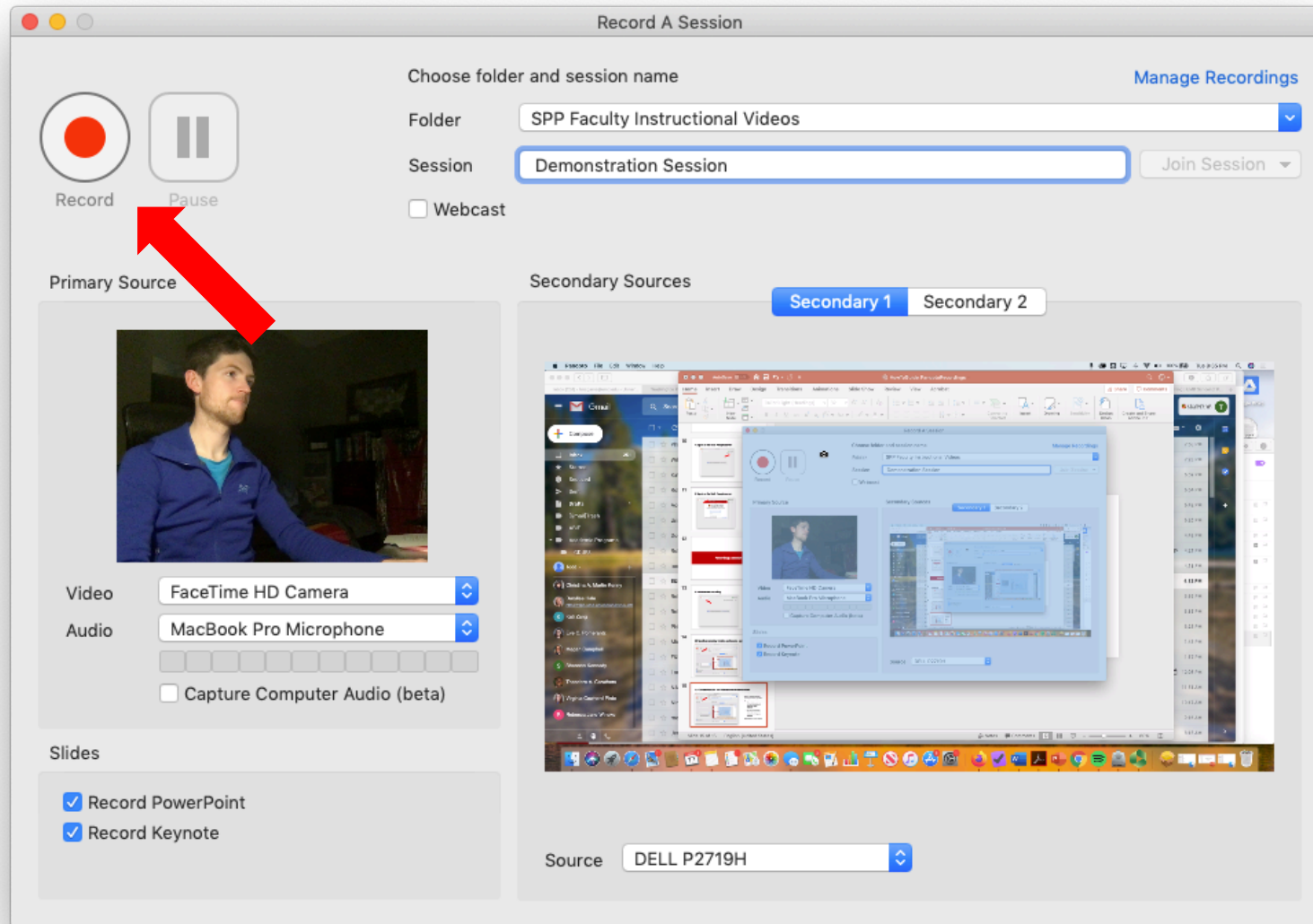
# 11. Choose the audio and video sources to be recorded



- Panopto can record from two sources at once – a Primary and a Secondary Source

- 1 • Under Primary Source, select your computer's webcam and microphone – if you wish to record audio only, select "None" from the Video dropdown menu
- 2 • If you will be presenting a Powerpoint or Keynote presentation, ensure these are selected
- 3 • Under Secondary Source, select "In Built Display" if using a laptop or the name of your display if using an external monitor

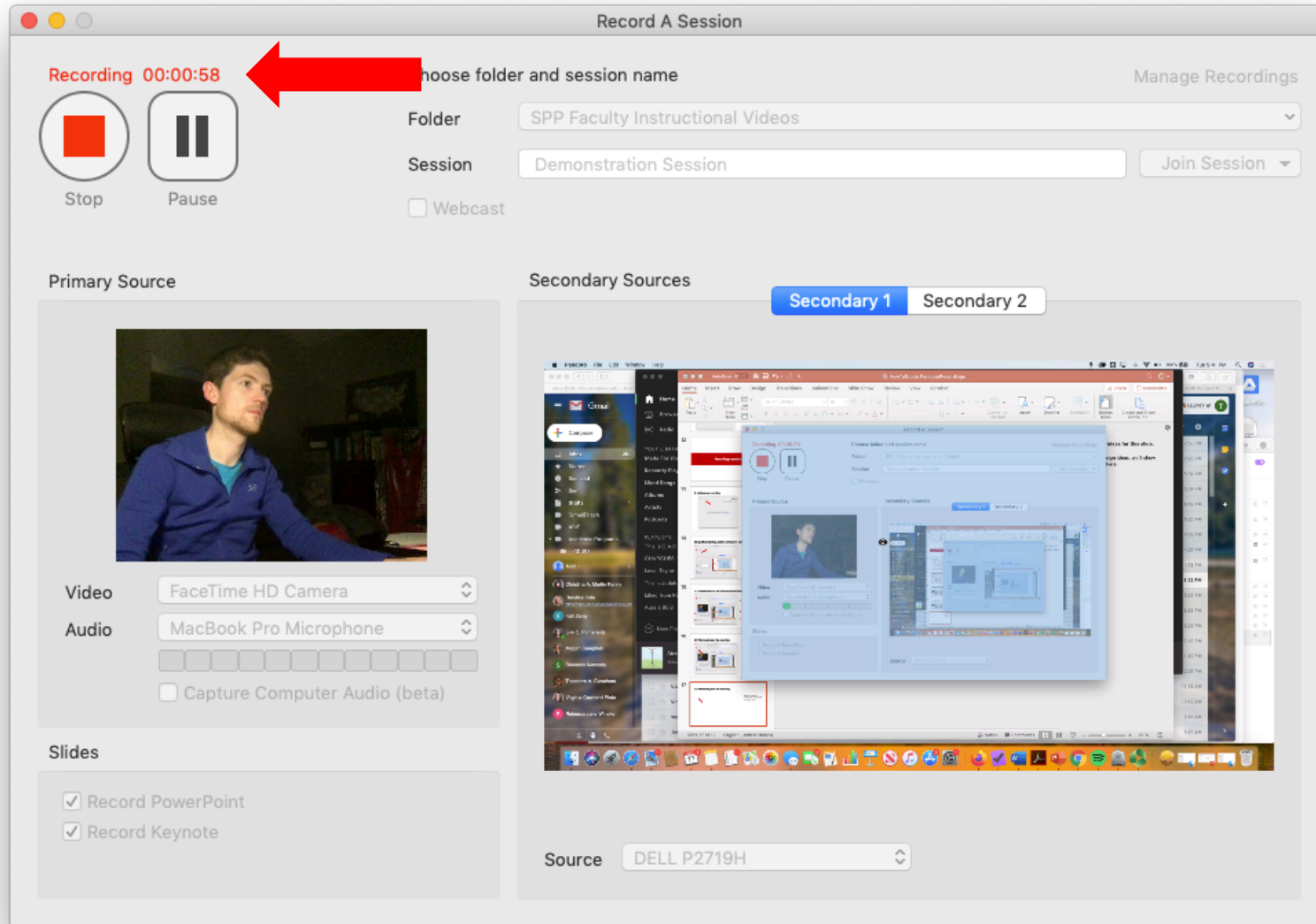
## 12. Start the recording



- When you are ready to commence the recording, click the “Record” button

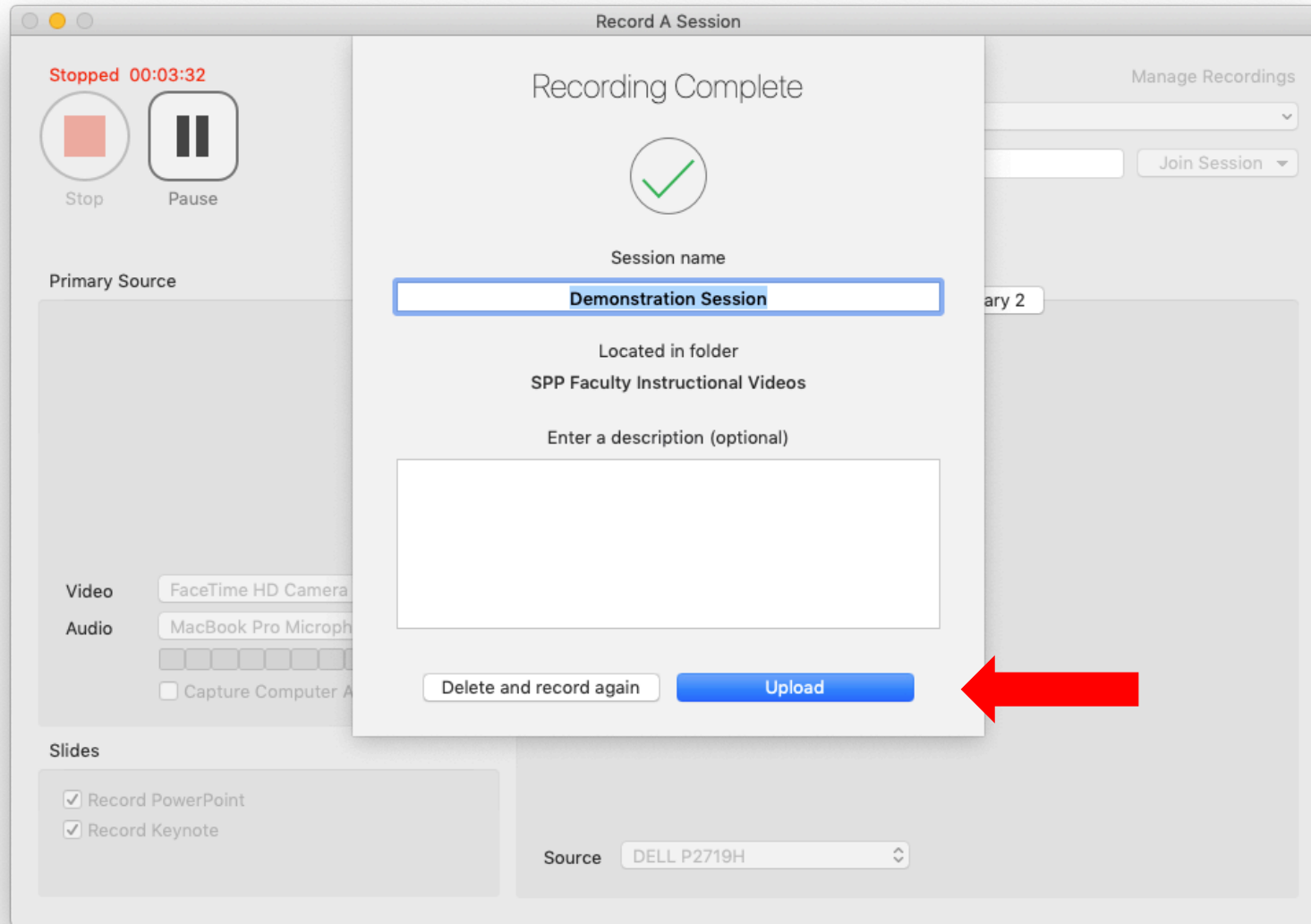


## 13. Deliver your content



- Once you click “Record”, Panopto will begin capturing your audio, webcam (if selected), and anything displayed on your screen
- You can now begin delivering your content – whether it is starting a slideshow presentation, navigating through a document, or browsing a website

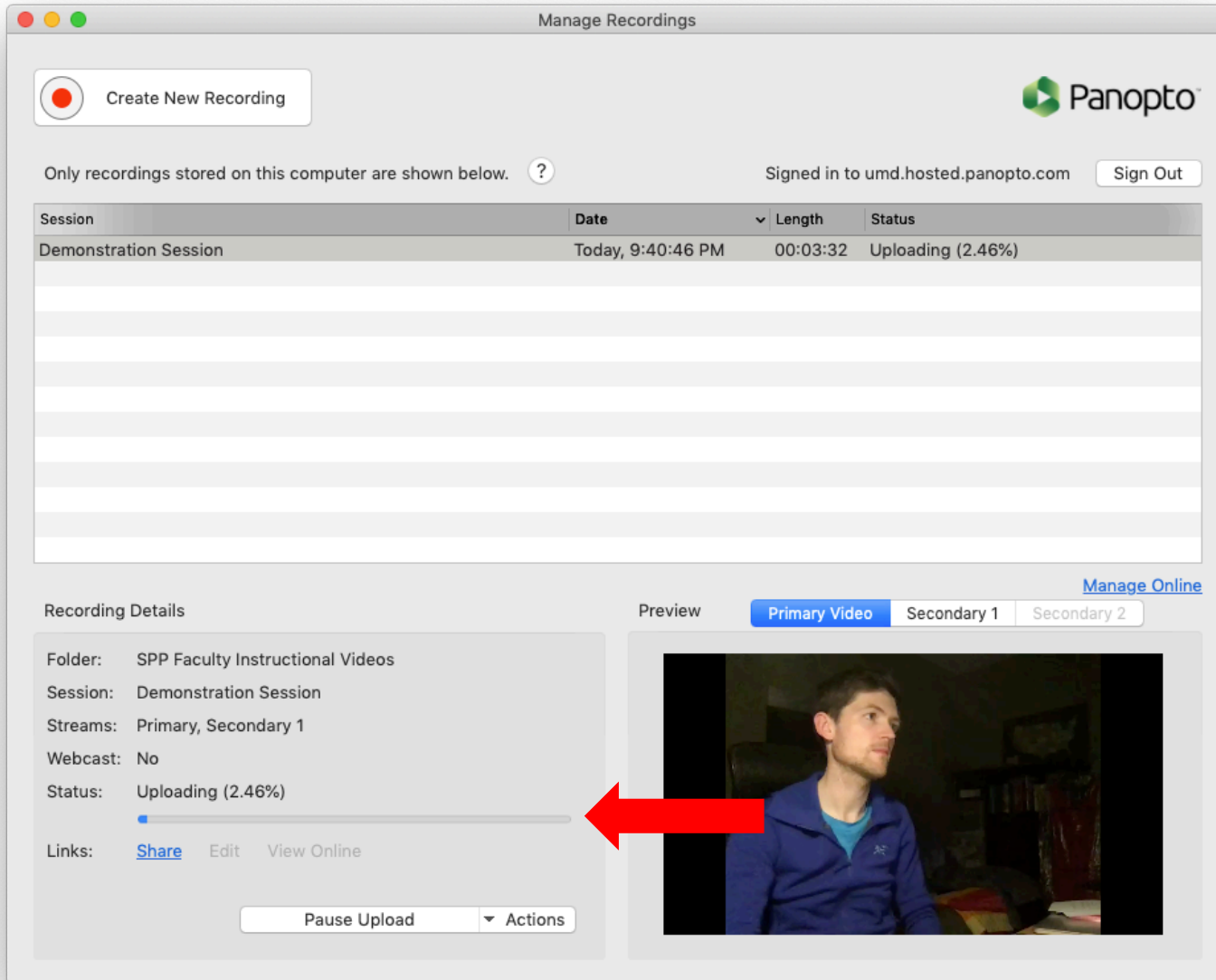
## 14. Finish your recording



- When you are finished delivering your content, click “Stop”
- In the “Recording Complete” box that is displayed, confirm the name you wish to give you session, and enter any description (if desired)
- If you would like to start the recording again, click “Delete and record again”
- If you are happy with your recording, click “Upload”

# Managing your recorded session

# 15. Upload your recording



The screenshot shows the Panopto 'Manage Recordings' window. At the top, there's a 'Create New Recording' button and the Panopto logo. Below this, a message states 'Only recordings stored on this computer are shown below.' with a help icon. The user is signed in as 'umd.hosted.panopto.com' with a 'Sign Out' button. A table lists recordings with columns for Session, Date, Length, and Status. One recording, 'Demonstration Session', is shown with a date of 'Today, 9:40:46 PM', a length of '00:03:32', and a status of 'Uploading (2.46%)'. Below the table, there's a 'Recording Details' section on the left and a 'Preview' section on the right. The 'Recording Details' section includes fields for Folder ('SPP Faculty Instructional Videos'), Session ('Demonstration Session'), Streams ('Primary, Secondary 1'), Webcast ('No'), and Status ('Uploading (2.46%)' with a progress bar). It also has links for 'Share', 'Edit', and 'View Online', and buttons for 'Pause Upload' and 'Actions'. The 'Preview' section has tabs for 'Primary Video', 'Secondary 1', and 'Secondary 2', with a video player showing a man in a blue shirt. A red arrow points from the 'Pause Upload' button to the video player.

Manage Recordings

Create New Recording

Panopto

Only recordings stored on this computer are shown below. ?

Signed in to umd.hosted.panopto.com Sign Out

Session	Date	Length	Status
Demonstration Session	Today, 9:40:46 PM	00:03:32	Uploading (2.46%)

Manage Online

Recording Details

Folder: SPP Faculty Instructional Videos

Session: Demonstration Session

Streams: Primary, Secondary 1

Webcast: No

Status: Uploading (2.46%)

Links: [Share](#) Edit View Online

Pause Upload Actions

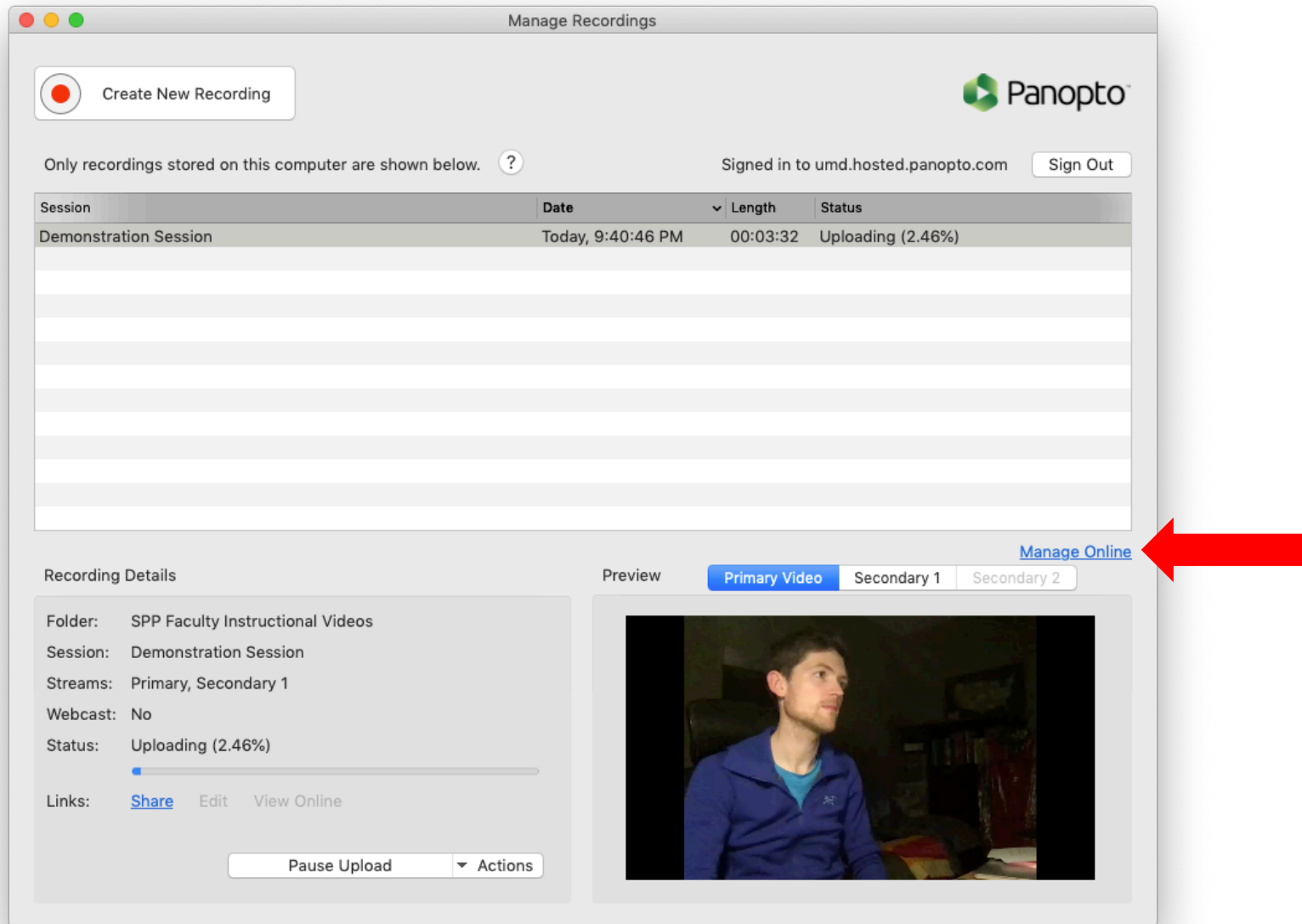
Preview

Primary Video Secondary 1 Secondary 2

Video player showing a man in a blue shirt.

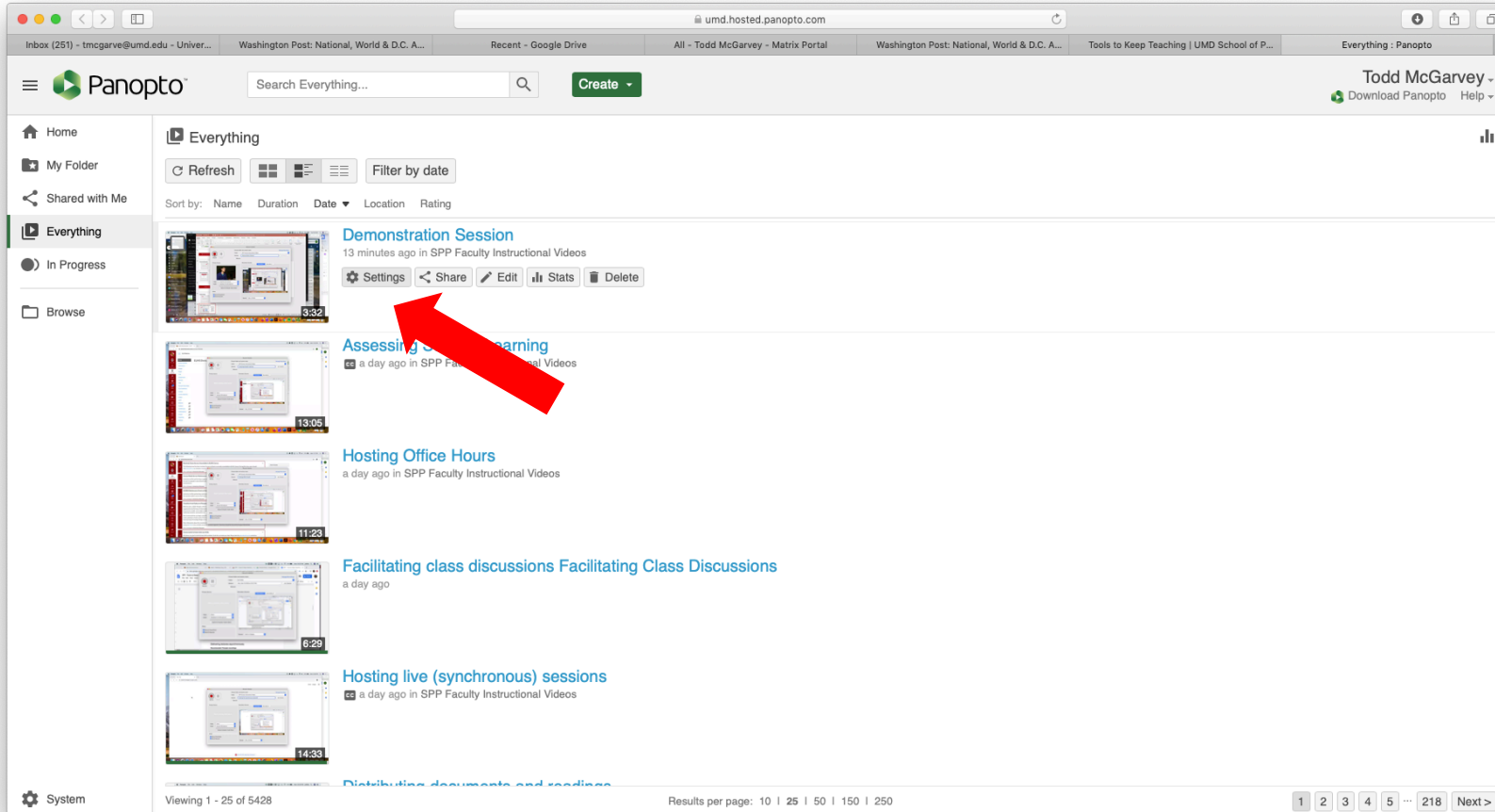
- Once you click “Upload”, your recording will begin uploading to the Canvas course folder you have selected
- The progress of the upload will be displayed – you do not need to stay on this window while it uploads, but you must not shut down your computer

## 16. Manage your recording in the Panopto web platform



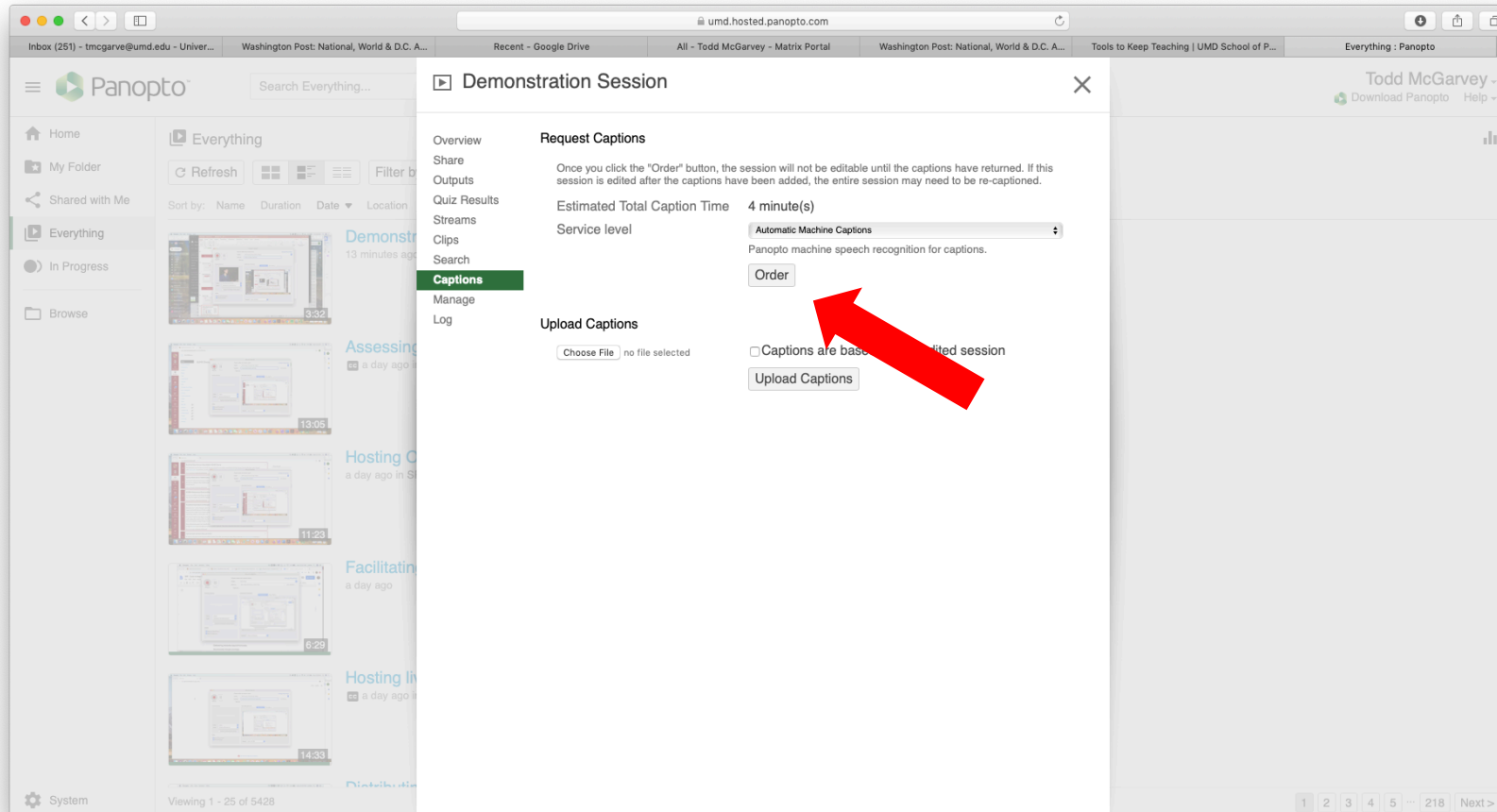
- To access additional features and settings related to your recording (including closed-captions), click on “Manage Online”
- This will open the Panopto web platform in your web browser

# 17. Open the settings for your recorded session



- In the Panopto web platform, click on “Settings” for your recorded session

# 18. Add closed-captions to your recording

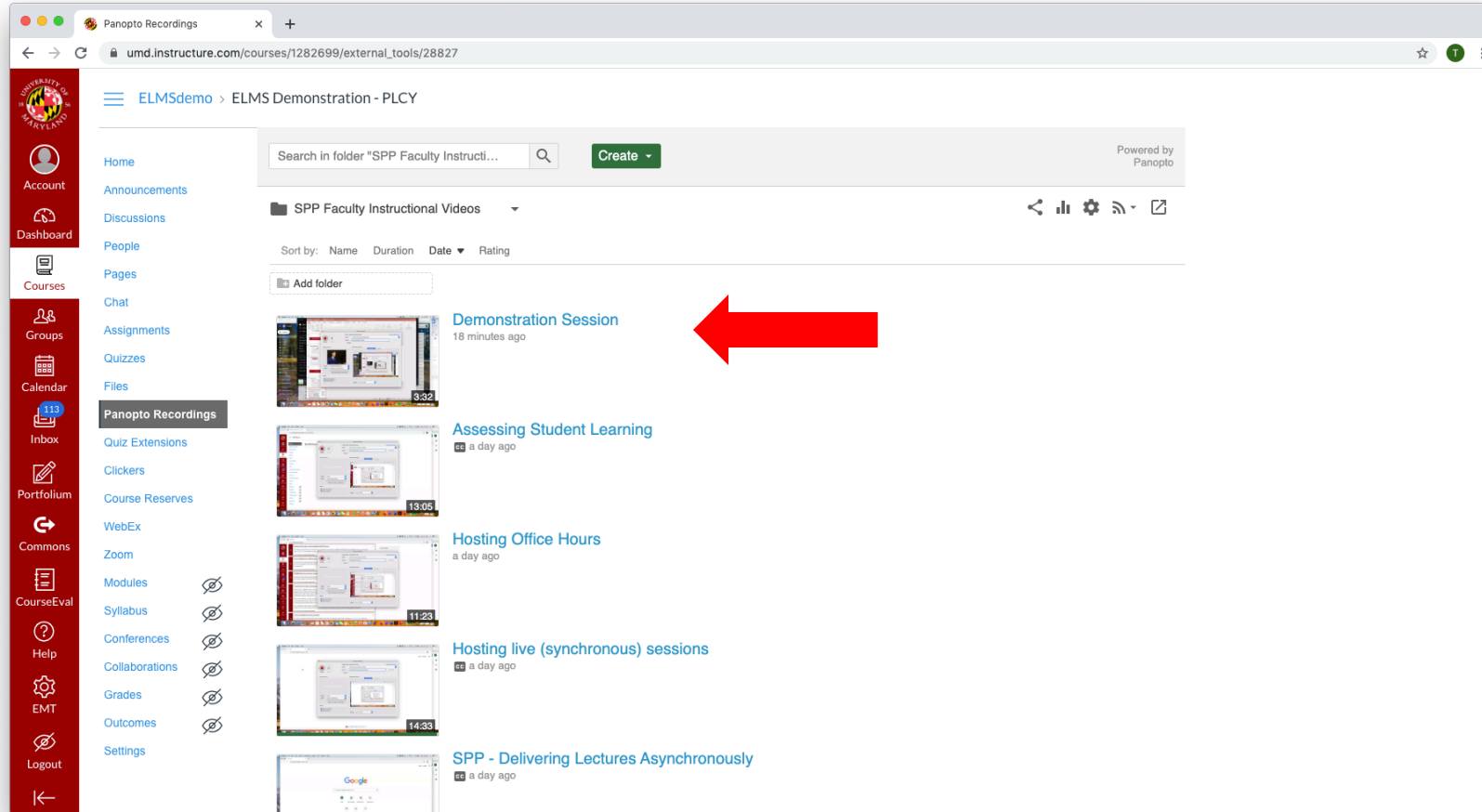


- In the Settings box, select “Captions” from the left-hand menu
- Click “Order” under Request Captions – keep the default settings
- This will request the automated caption system to add captions to your recording
- You do not have to keep the Settings box open while the captions are completed – you can close out of the box

Viewing your recorded session

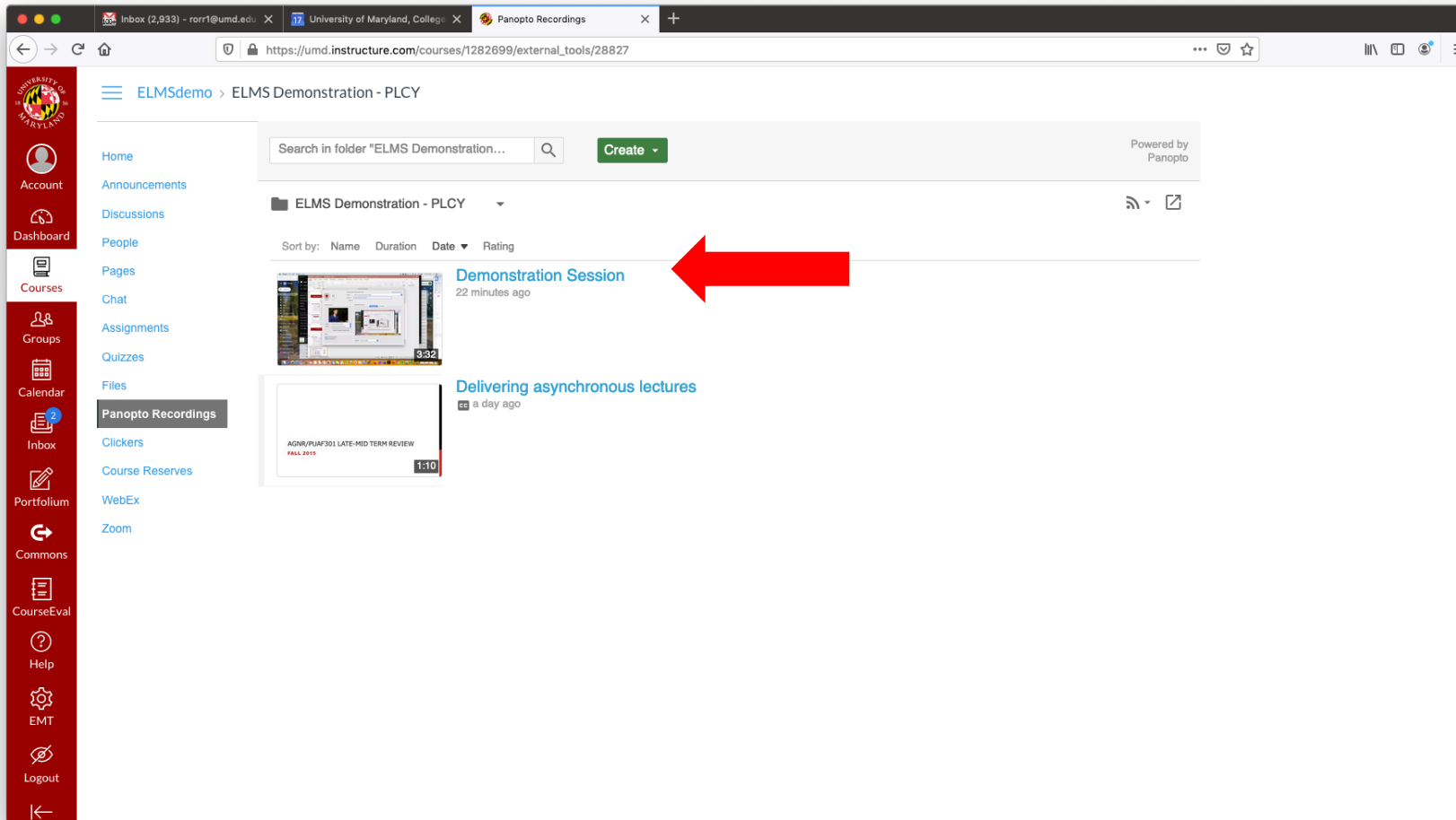


# 19. Viewing as an instructor



- At elms.umd.edu, open the Canvas course for which you recorded the session
- Select Panopto Recordings from the menu on the left-hand side
- All the session recordings that you have created and uploaded for this course will be displayed
- Click on the session title, and it will open in a new web browser window for viewing

## 20. Viewing as a student



- Navigate to elms.umd.edu and open the Canvas course for which you recorded the session
- Select Panopto Recordings from the menu on the left-hand side
- All the session recordings that you have created and uploaded for this course will be displayed for the student to view
- Click on the session title, and it will open in a new web browser window for viewing