

Delivering lectures asynchronously

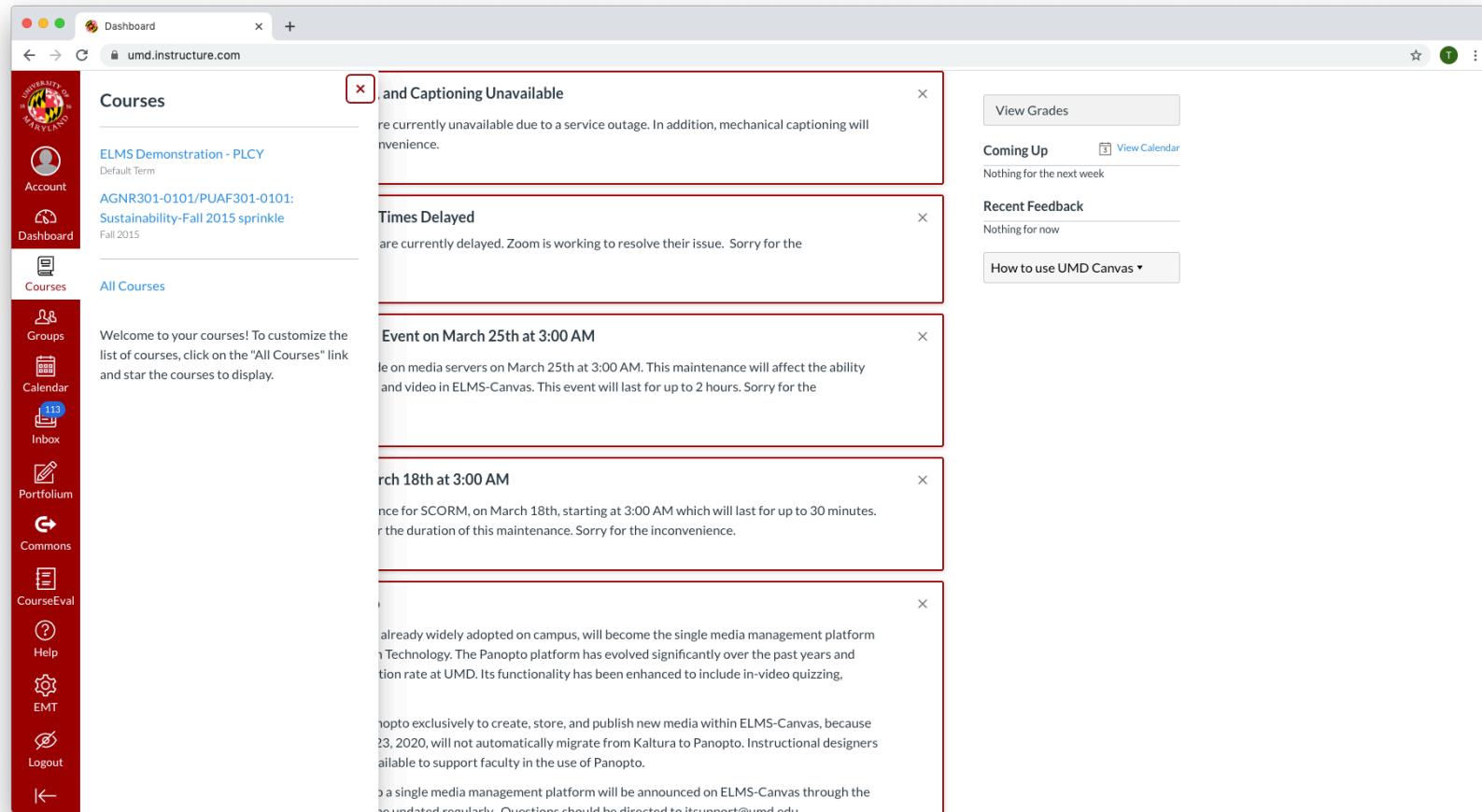
**Using Panopto to pre-record
lectures**

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

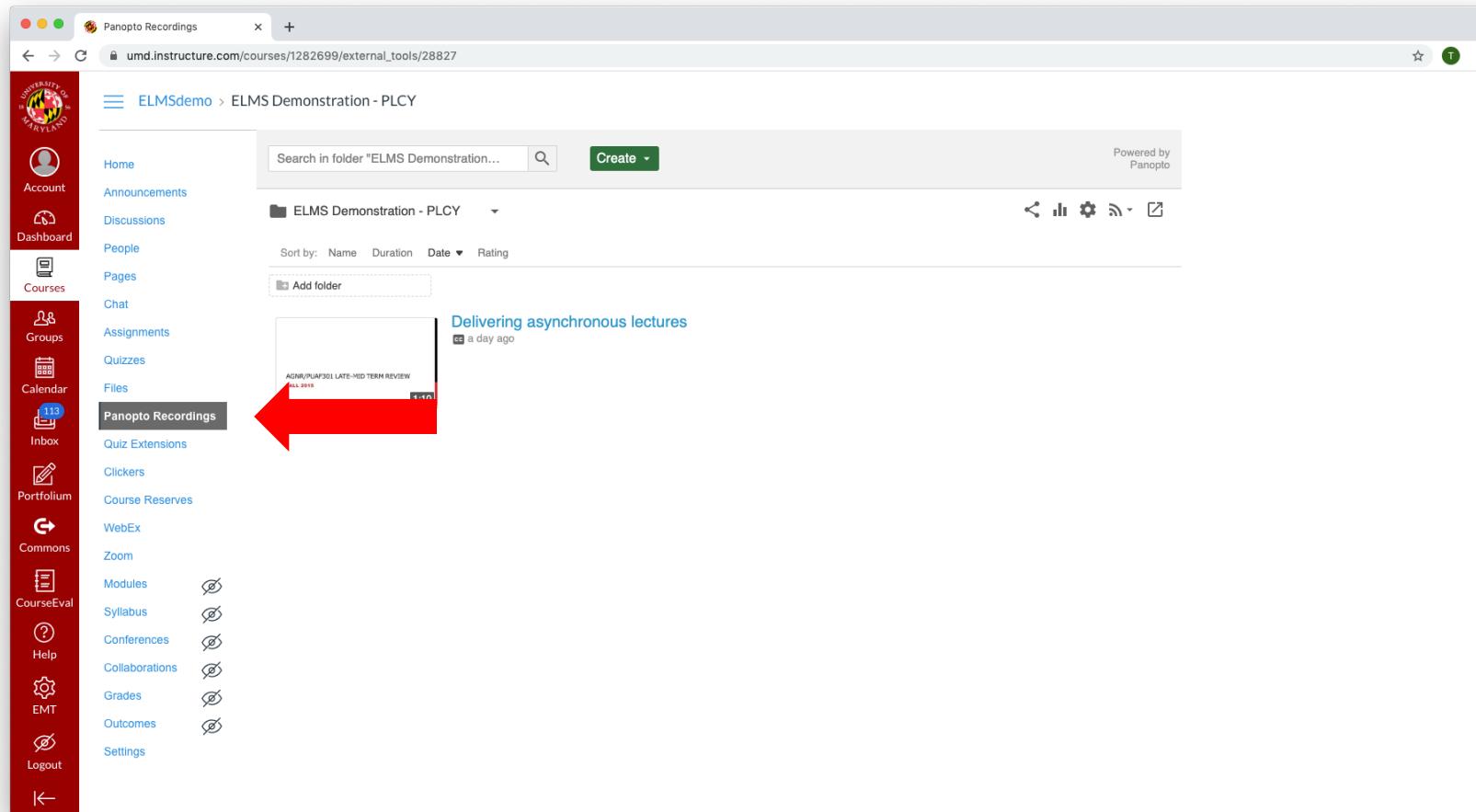


The screenshot shows the Canvas Dashboard with a red arrow pointing to the 'Courses' link in the left sidebar. The sidebar also includes links for Account, Dashboard, Groups, Calendar (with 113 items), Inbox, Portfolio, Commons, CourseEval, Help, EMT, and Logout. The main content area displays several course notifications:

- ELMS Demonstration - PLCY** (Default Term): **and Captioning Unavailable**
are currently unavailable due to a service outage. In addition, mechanical captioning will not be available. Sorry for the inconvenience.
- AGNR301-0101/PUAF301-0101: Sustainability-Fall 2015 sprinkle** (Fall 2015): **Times Delayed**
are currently delayed. Zoom is working to resolve their issue. Sorry for the inconvenience.
- Event on March 25th at 3:00 AM**
Maintenance on media servers on March 25th at 3:00 AM. This maintenance will affect the ability to upload media and video in ELMS-Canvas. This event will last for up to 2 hours. Sorry for the inconvenience.
- March 18th at 3:00 AM**
Maintenance for SCORM, on March 18th, starting at 3:00 AM which will last for up to 30 minutes. Sorry for the duration of this maintenance. Sorry for the inconvenience.
- Panopto**
Panopto, which is already widely adopted on campus, will become the single media management platform for all instructional media at UMD. Panopto is a Kaltura partner and will be transitioning to Panopto exclusively to create, store, and publish new media within ELMS-Canvas, because Kaltura, which is owned by the University of Maryland, will not automatically migrate from Kaltura to Panopto. Instructional designers are available to support faculty in the use of Panopto.
- Media Management Platform**
Panopto, which is already widely adopted on campus, will become the single media management platform for all instructional media at UMD. Panopto is a Kaltura partner and will be transitioning to Panopto exclusively to create, store, and publish new media within ELMS-Canvas, because Kaltura, which is owned by the University of Maryland, will not automatically migrate from Kaltura to Panopto. Instructional designers are available to support faculty in the use of Panopto.

- 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

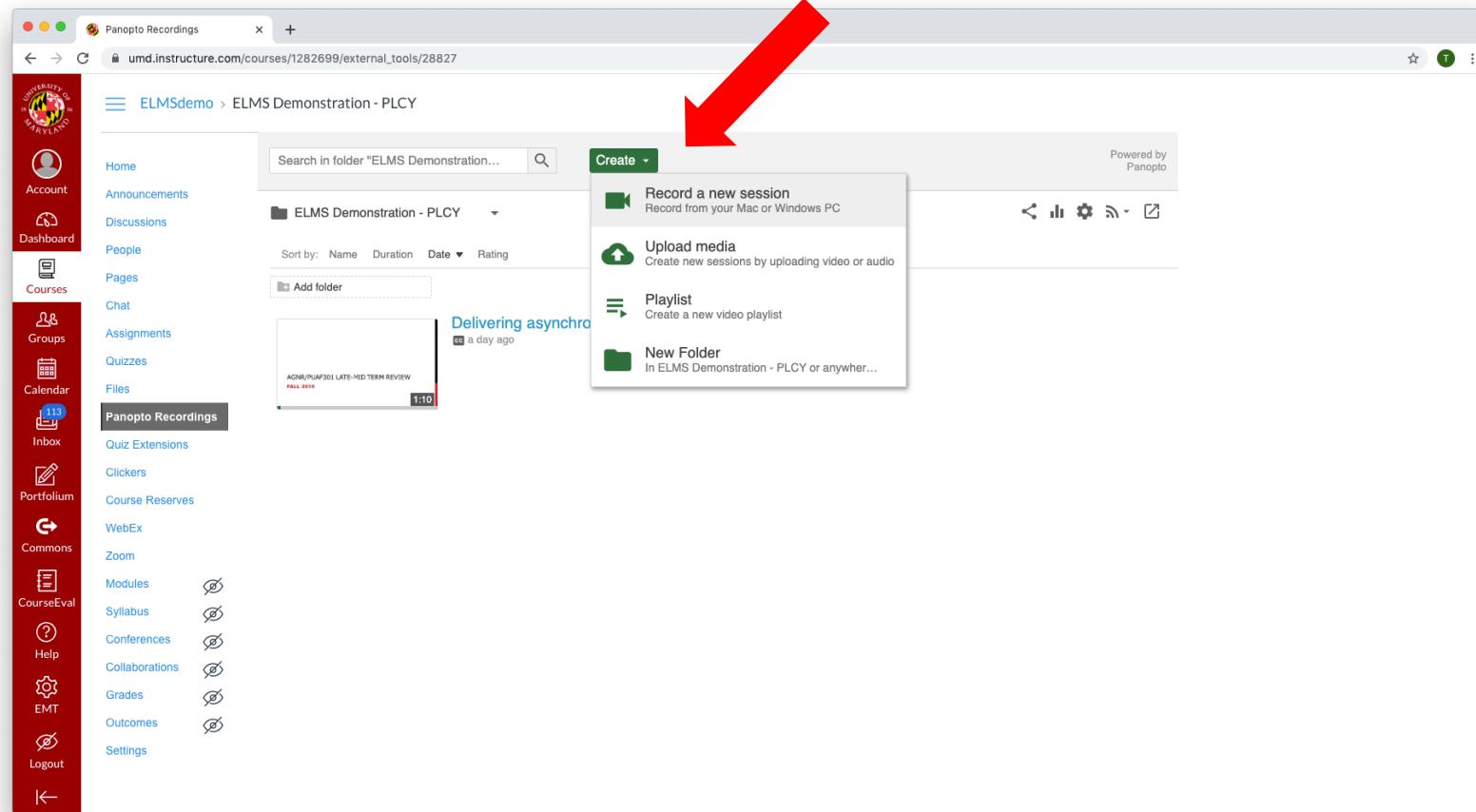


The screenshot shows the Canvas course interface. The left sidebar is red and contains various course management links. A red arrow points to the 'Panopto Recordings' link, which is highlighted with a black box. The main content area shows a list of recordings under the 'ELMS demo' course. One recording is visible: 'Delivering asynchronous lectures' (a day ago). The Panopto interface includes a search bar, a 'Create' button, and a 'Powered by Panopto' logo.

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

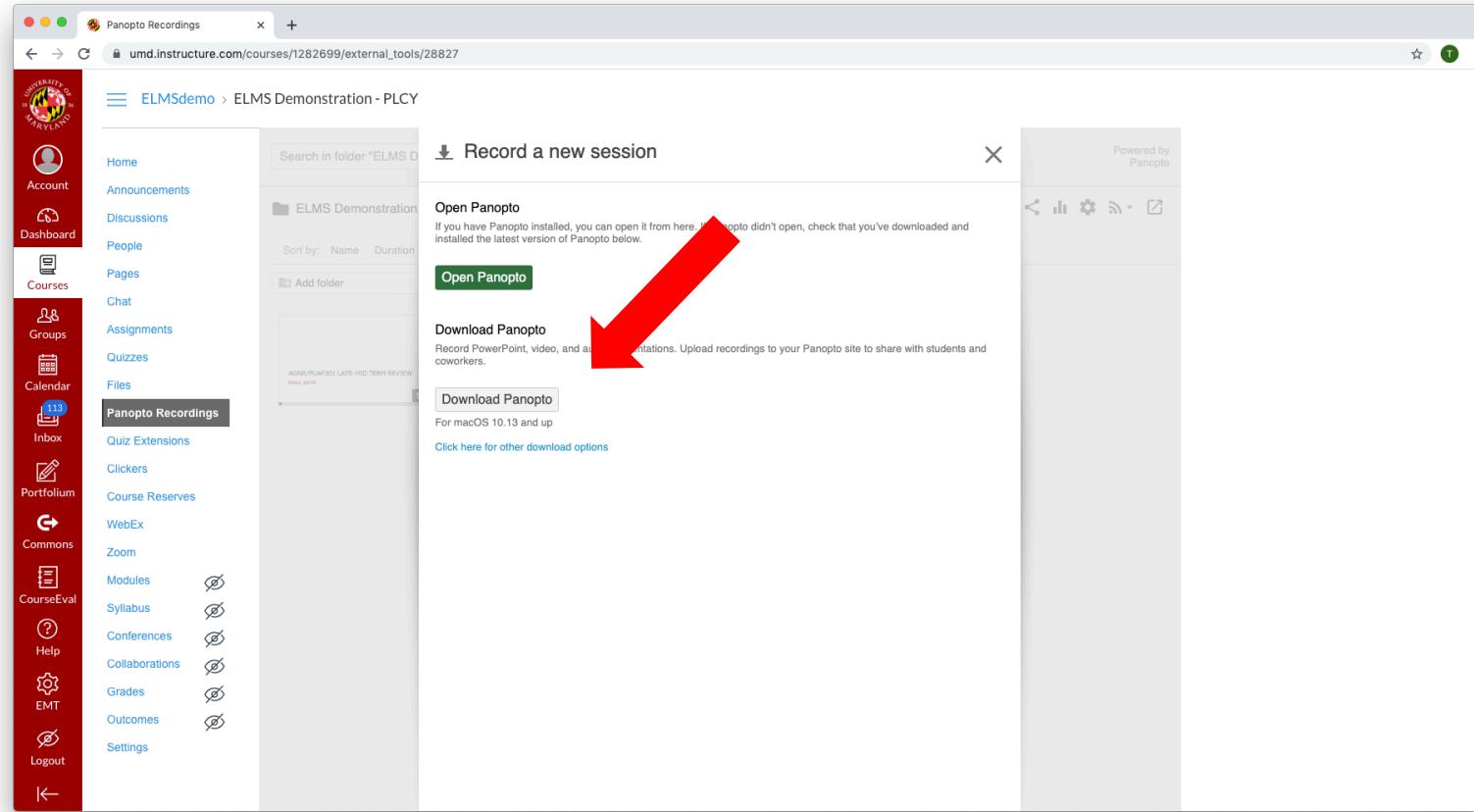
Installing the Panopto Software

4. If needed, download and install Panopto software



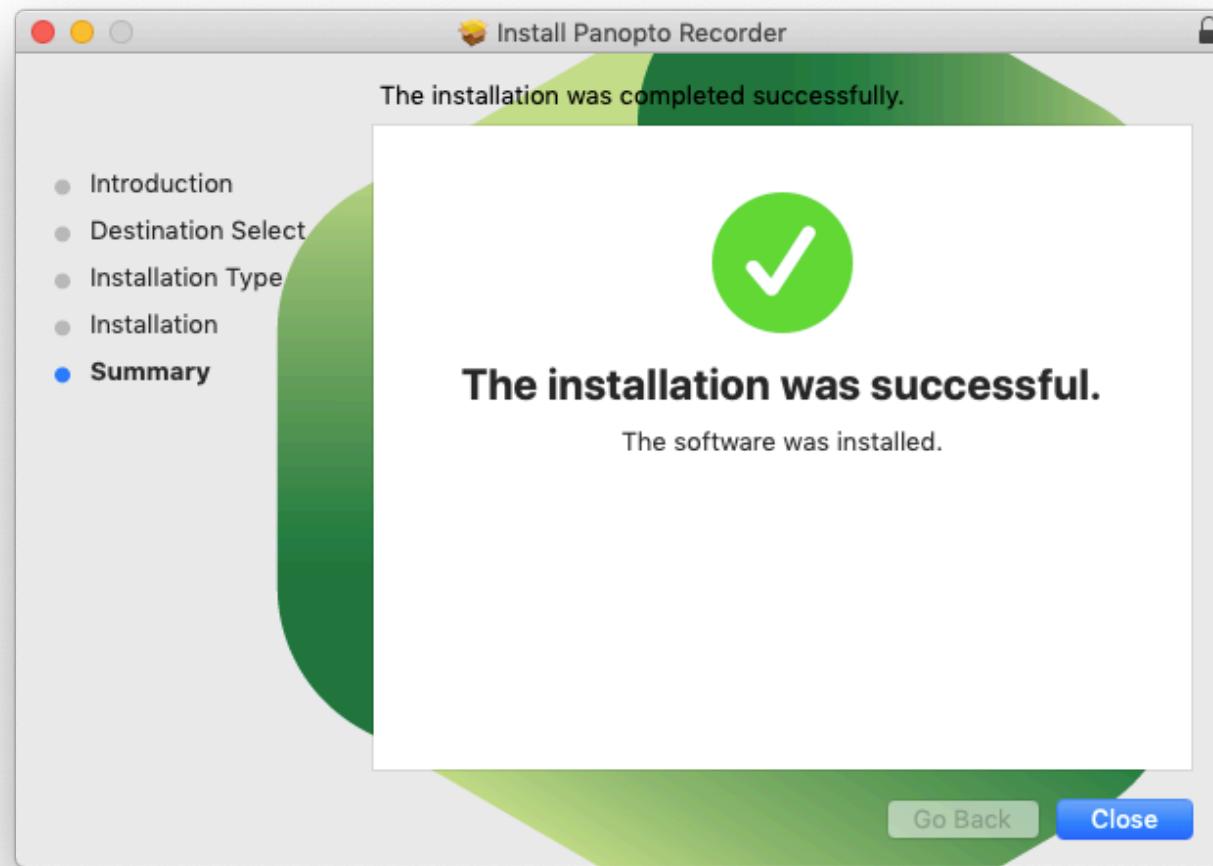
- If this is your first time using Panopto, you will need to download and install the software
- To download, click on “Create” and select “Record a new session”
- If you already have Panopto software installed on your computer, clicking “Record a new session” will open the software on your computer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

5. Download the software



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

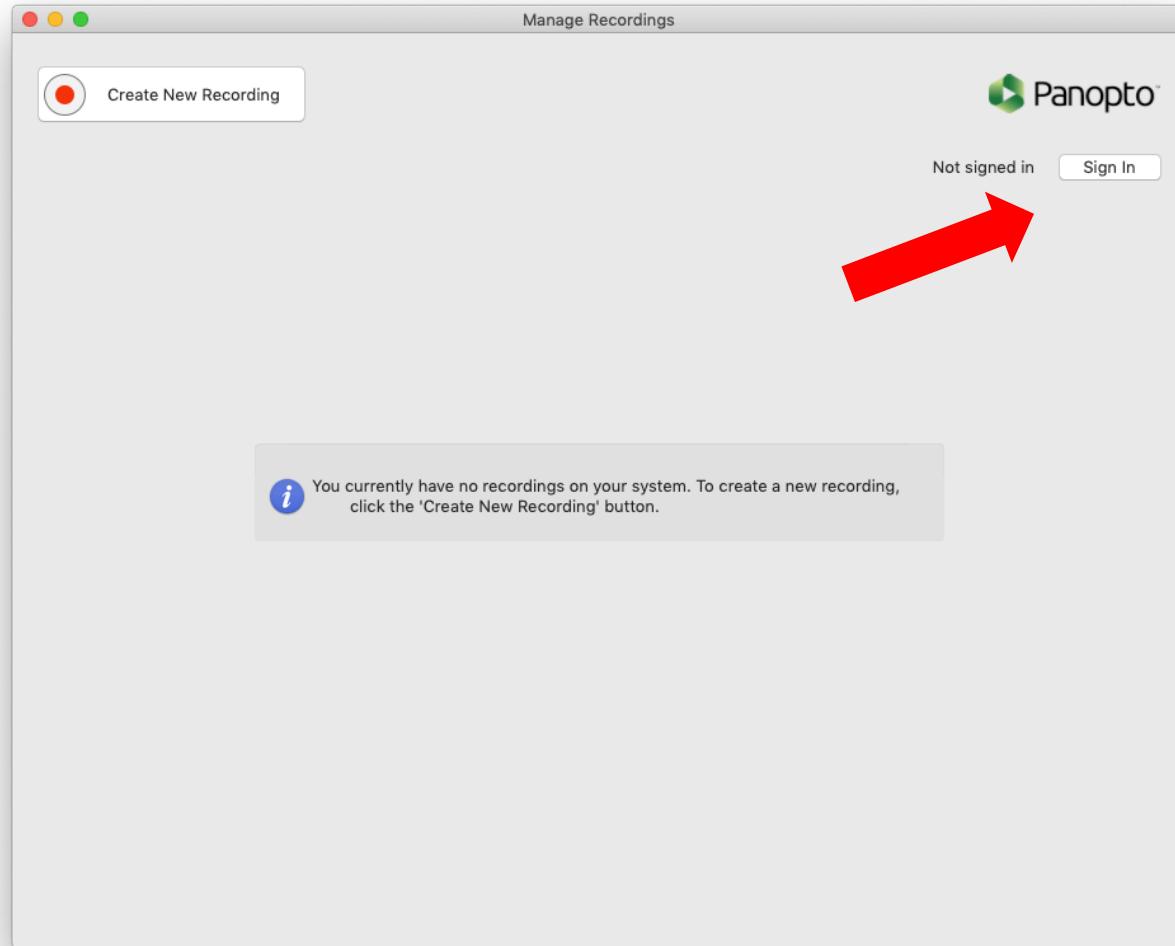
6. When installation is complete, open Panopto



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

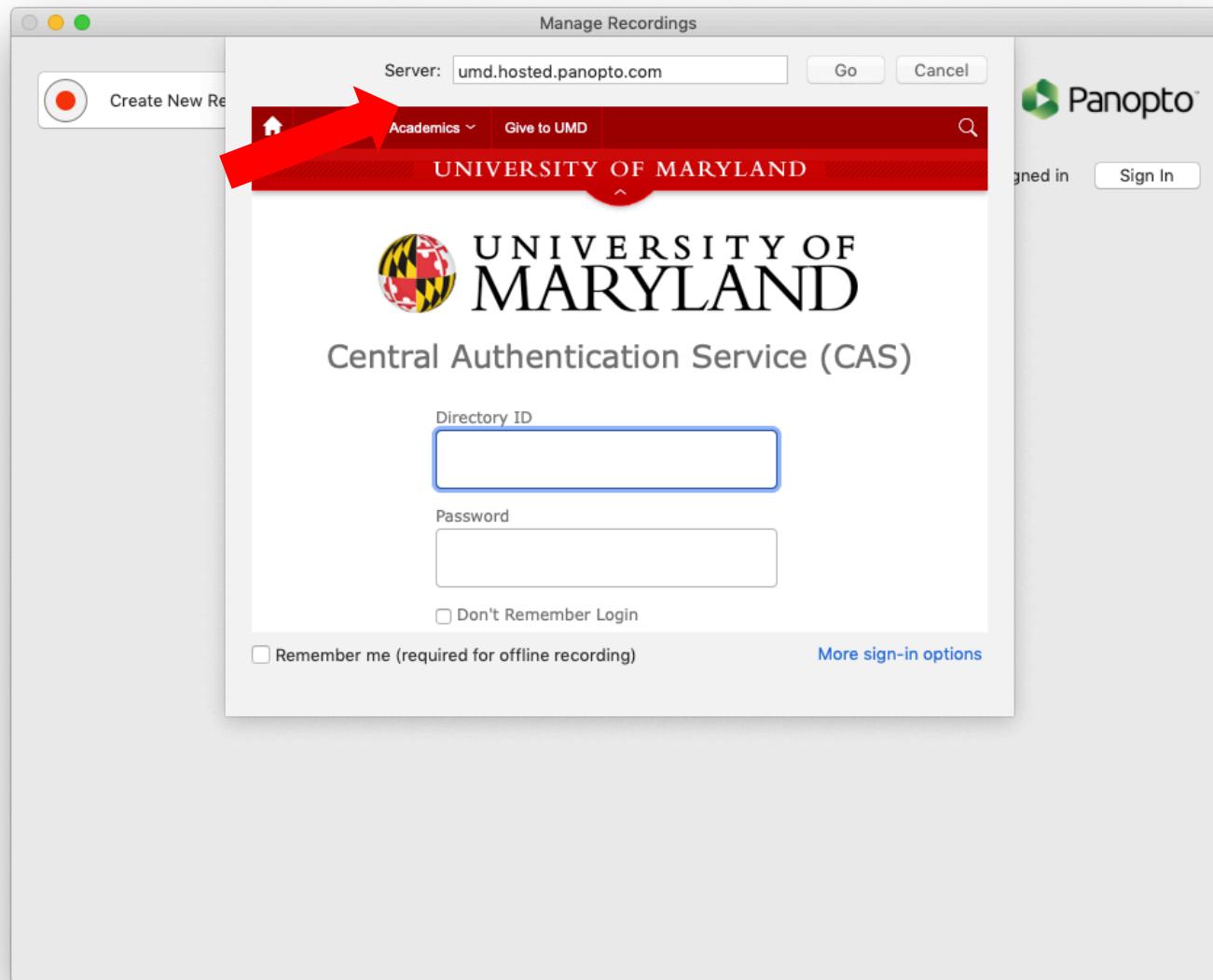
Signing into the UMD Panopto Server

7. Sign in to the UMD Panopto server



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

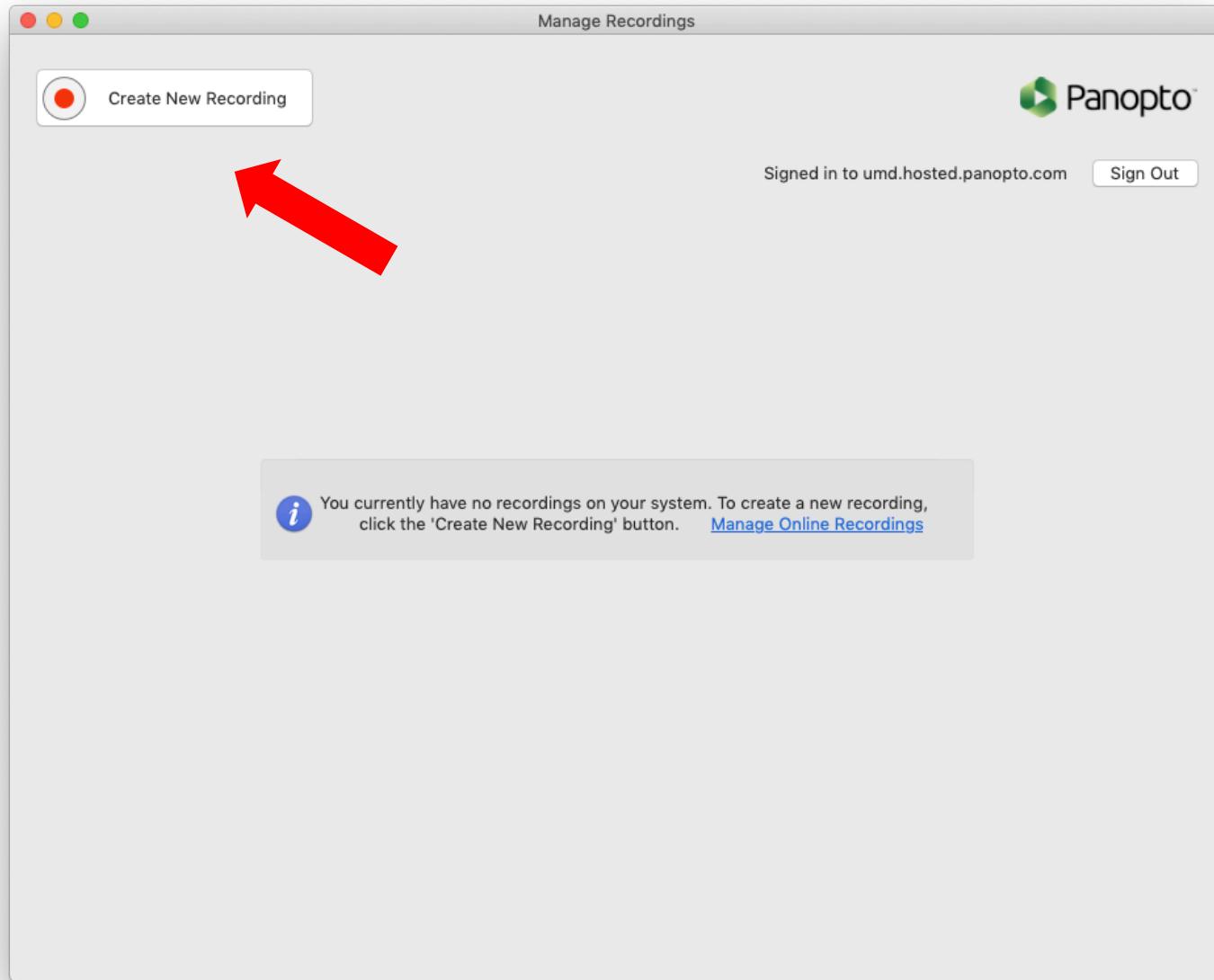
8. Sign in to the UMD Panopto server



- 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

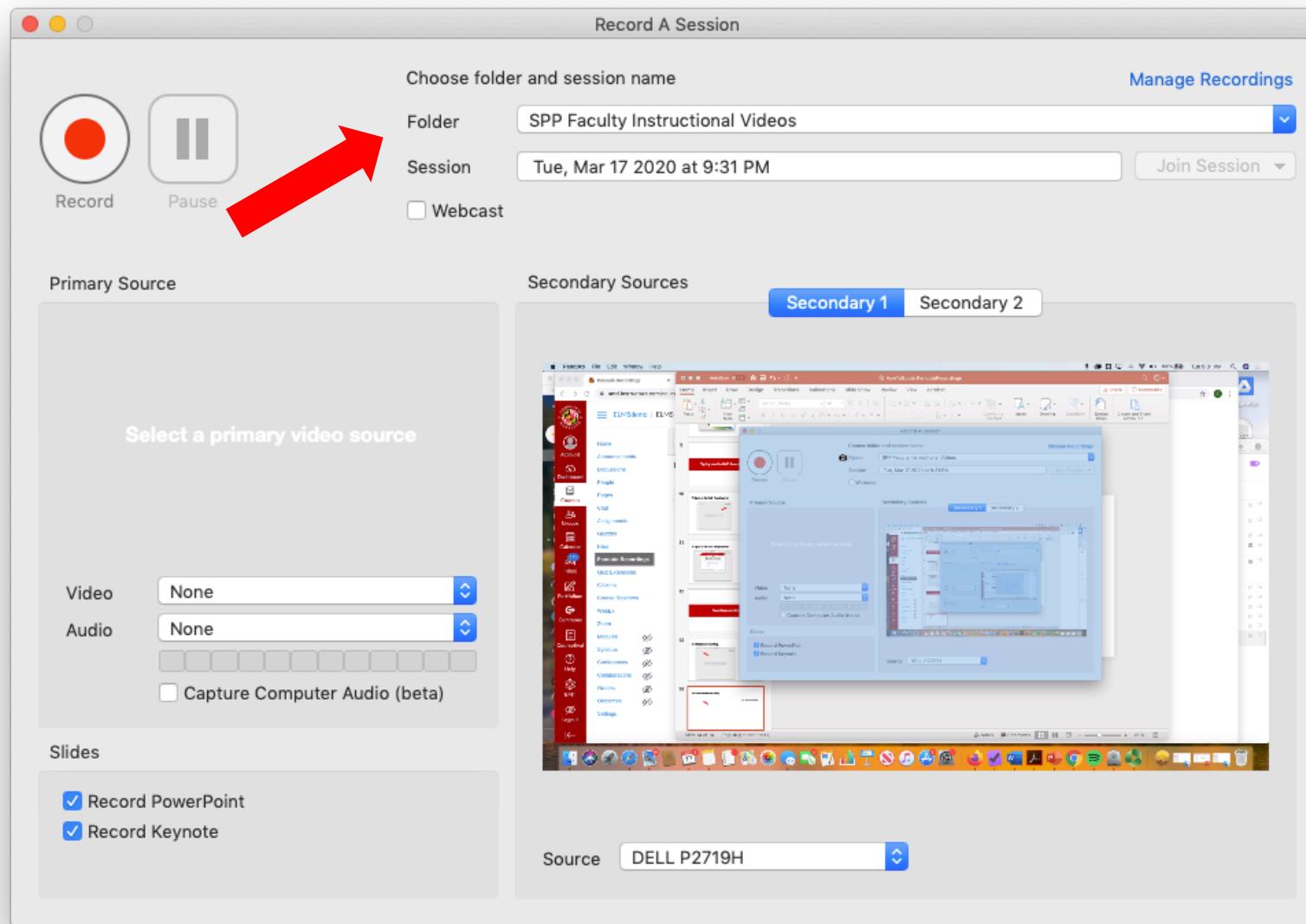
Recording a session

9. Initiate a new recording



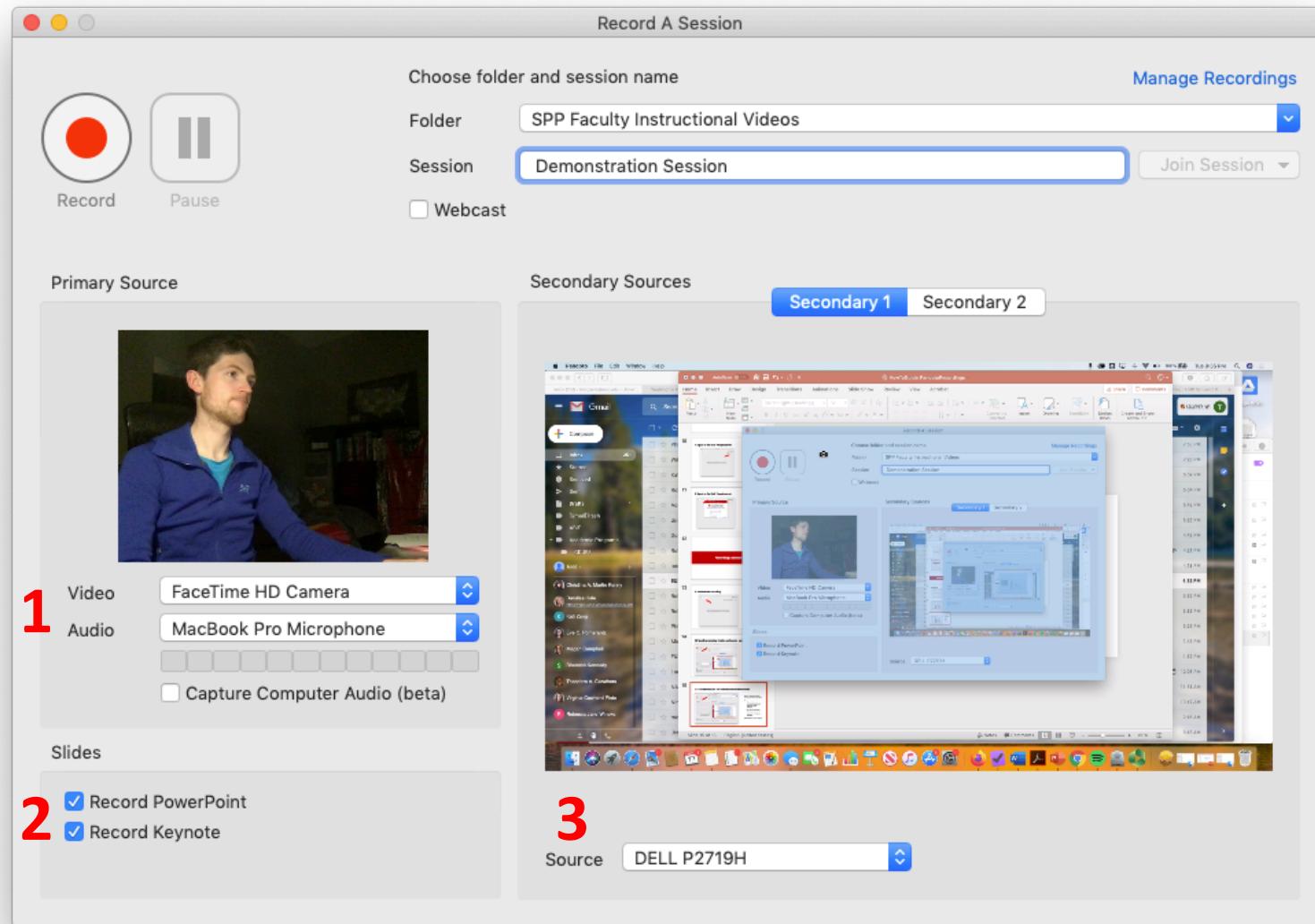
- Click “Create New Recording”

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

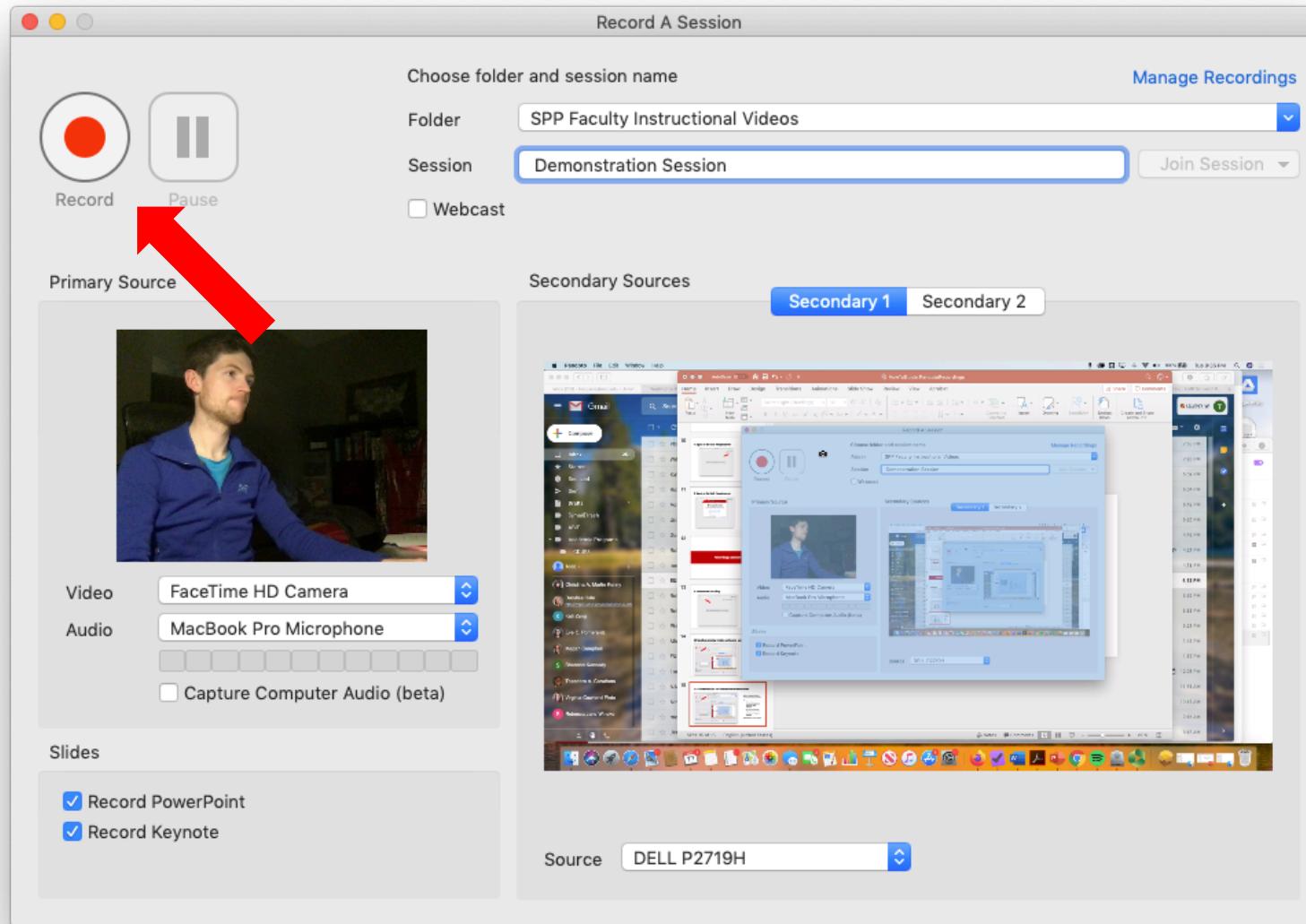
11. Choose the audio and video sources to be recorded



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

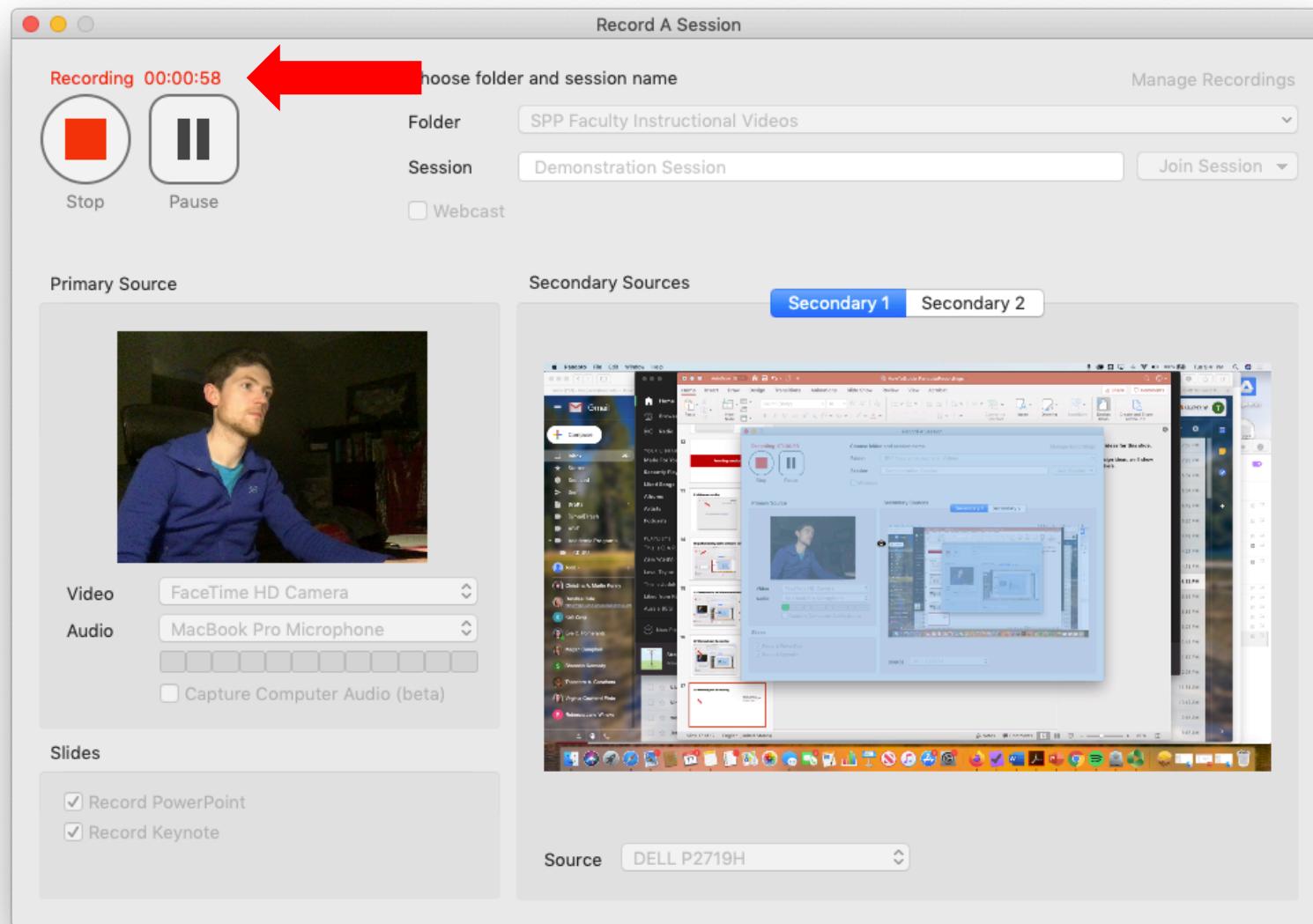
- 1 • Under Primary Source, select your computer's webcam and microphone – if you wish to record audio only, select “None” from the Video dropdown menu
- 2 • If you will be presenting a Powerpoint or Keynote presentation, ensure these are selected
- 3 • Under Secondary Source, select “In Built Display”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

12. Start the recording



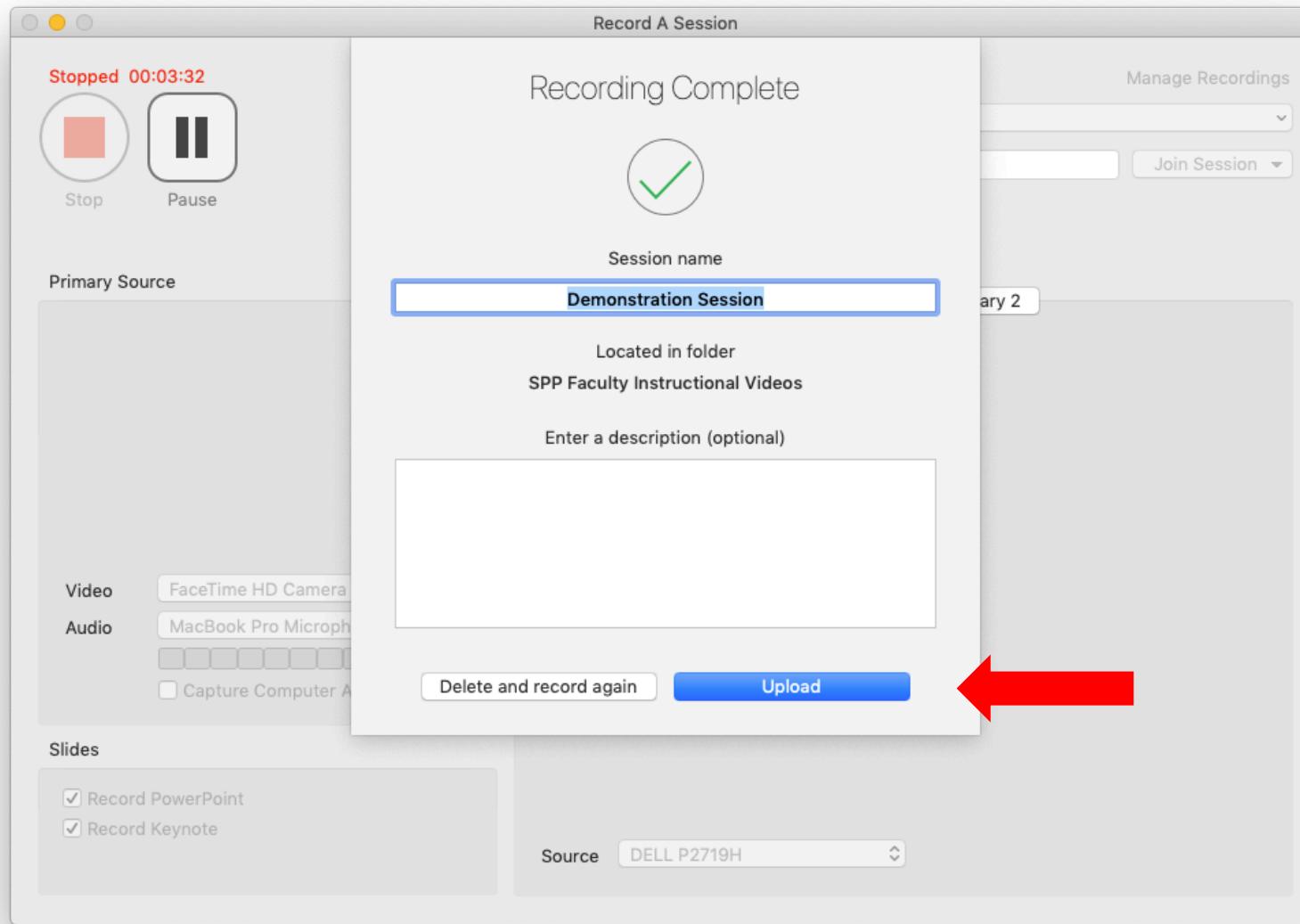
- When you are ready to commence the recording, click the “Record” button

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

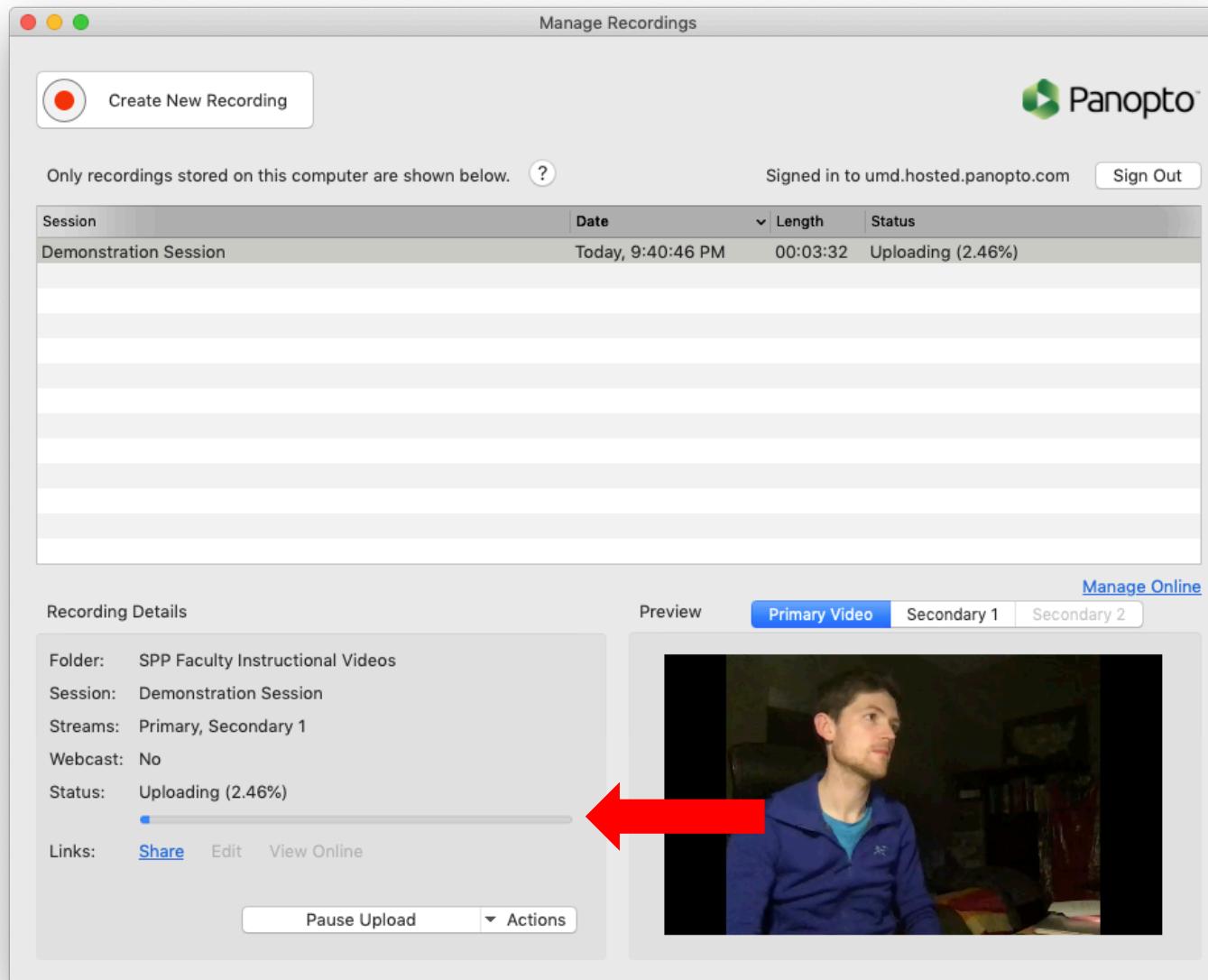
14. Finish your recording



- When you are finished delivering your content, click "Stop"
- In the "Recording Complete" box that is displayed, confirm the name you wish to give your 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"

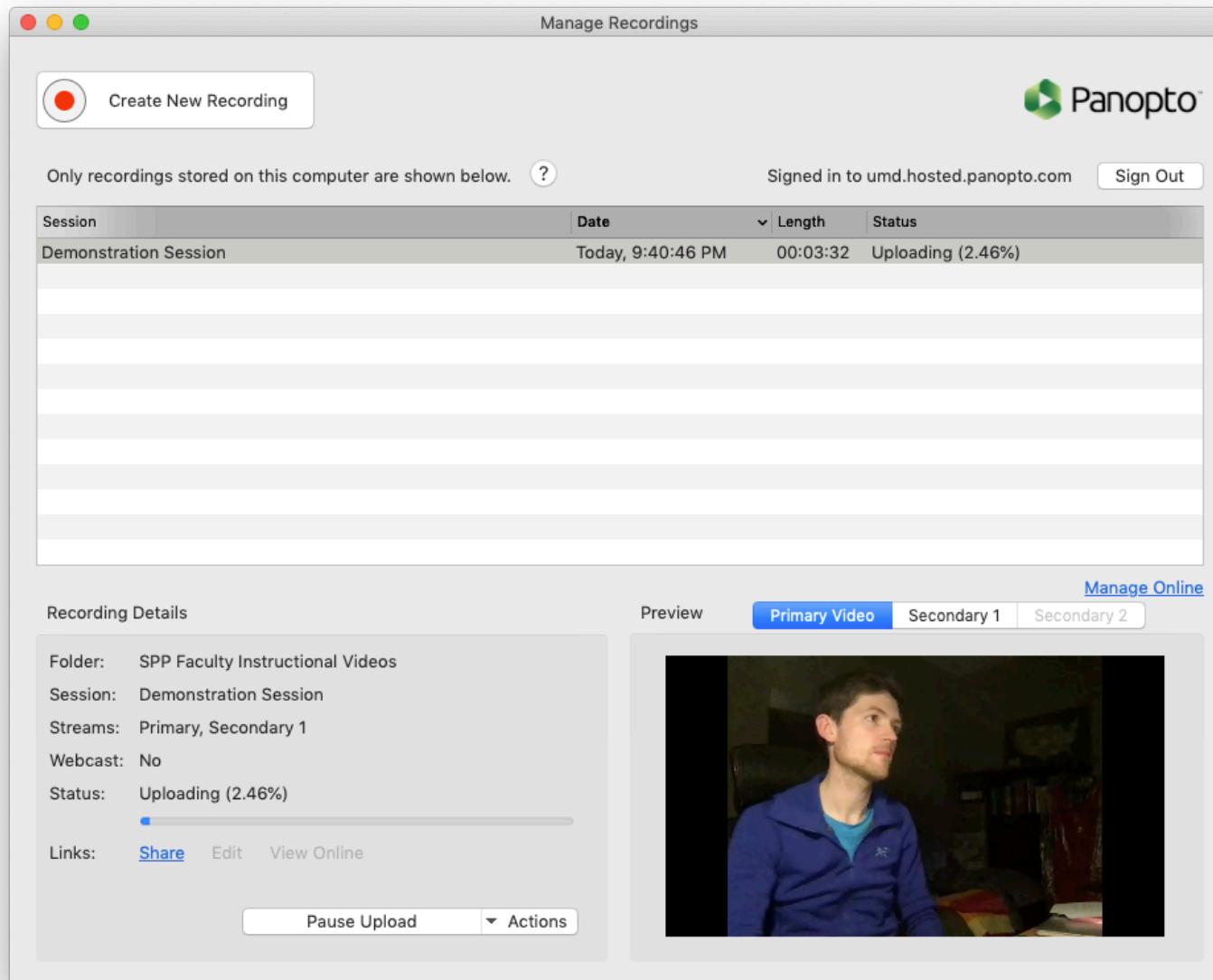
Managing your recorded session

15. Upload your recording



- 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



The screenshot shows the 'Manage Recordings' interface. At the top, there is a 'Create New Recording' button and a Panopto logo. Below that, a message says 'Only recordings stored on this computer are shown below.' and a 'Signed in to umd.hosted.panopto.com' status with a 'Sign Out' button. A table lists a single recording session:

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

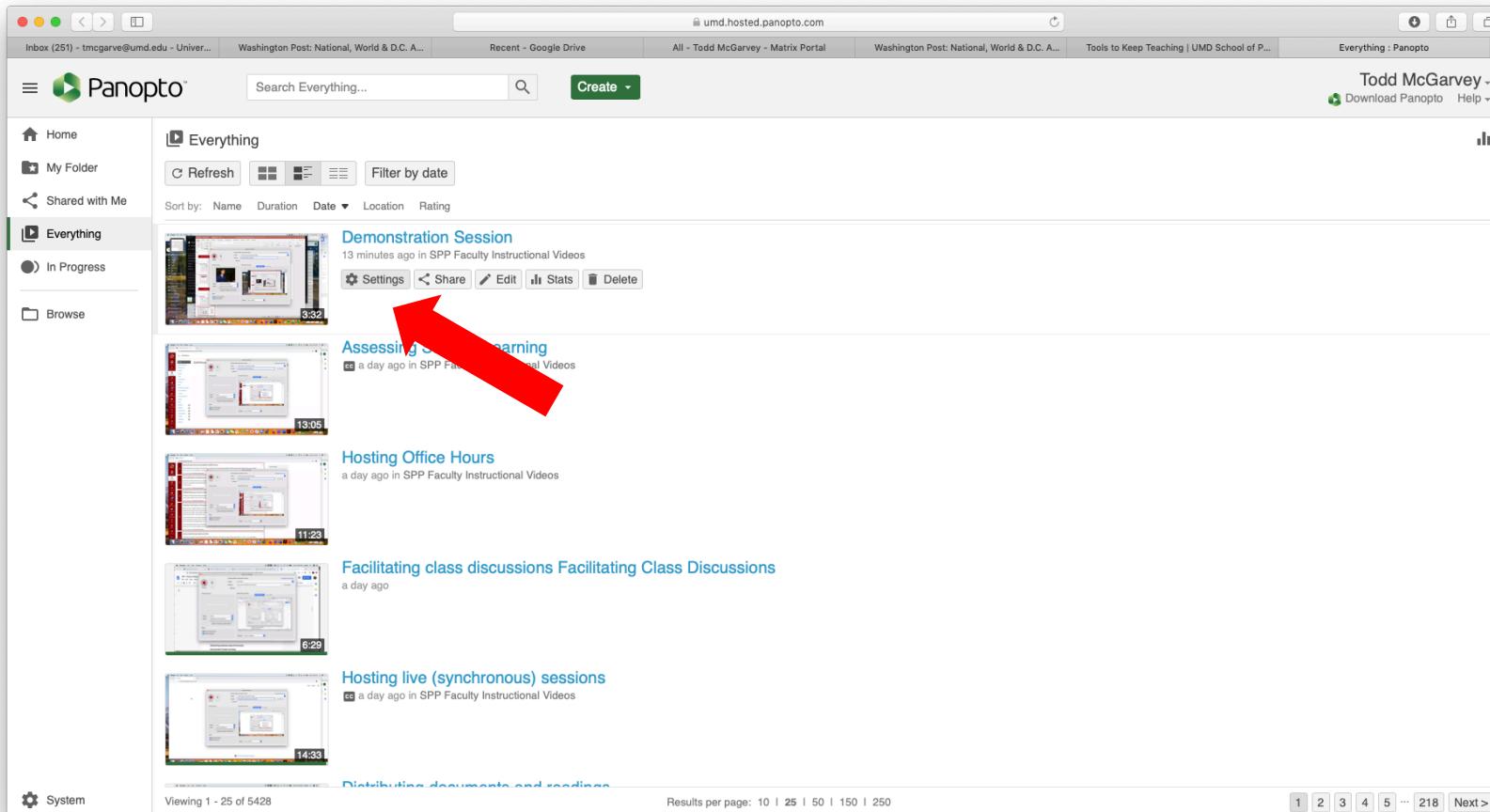
Below the table, the 'Recording Details' section shows:

- Folder: SPP Faculty Instructional Videos
- Session: Demonstration Session
- Streams: Primary, Secondary 1
- Webcast: No
- Status: Uploading (2.46%)
- Links: [Share](#) [Edit](#) [View Online](#)

At the bottom, there are 'Pause Upload' and 'Actions' buttons. To the right of the recording details, there is a video preview of a man in a blue jacket. Above the preview, there are tabs: 'Preview', 'Primary Video' (which is selected and highlighted in blue), 'Secondary 1', and 'Secondary 2'. A red arrow points from the text below to the 'Manage Online' link in the top right corner of the preview area.

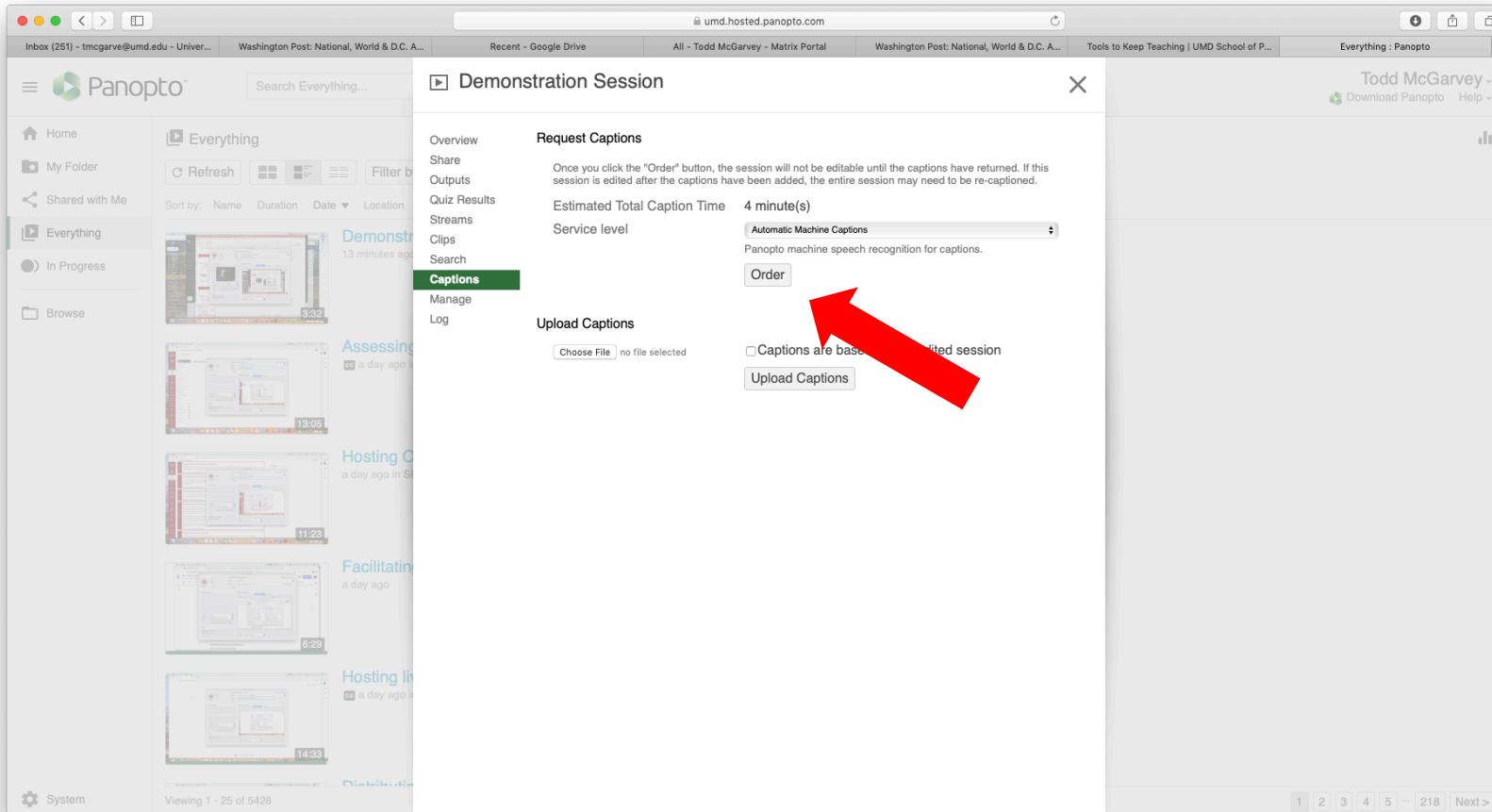
- To access additional features and settings related to your recording (including closed-captions), click on “Manage Online”
- This will open the Panopto web platform in your web browser

17. Open the settings for your recorded session



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

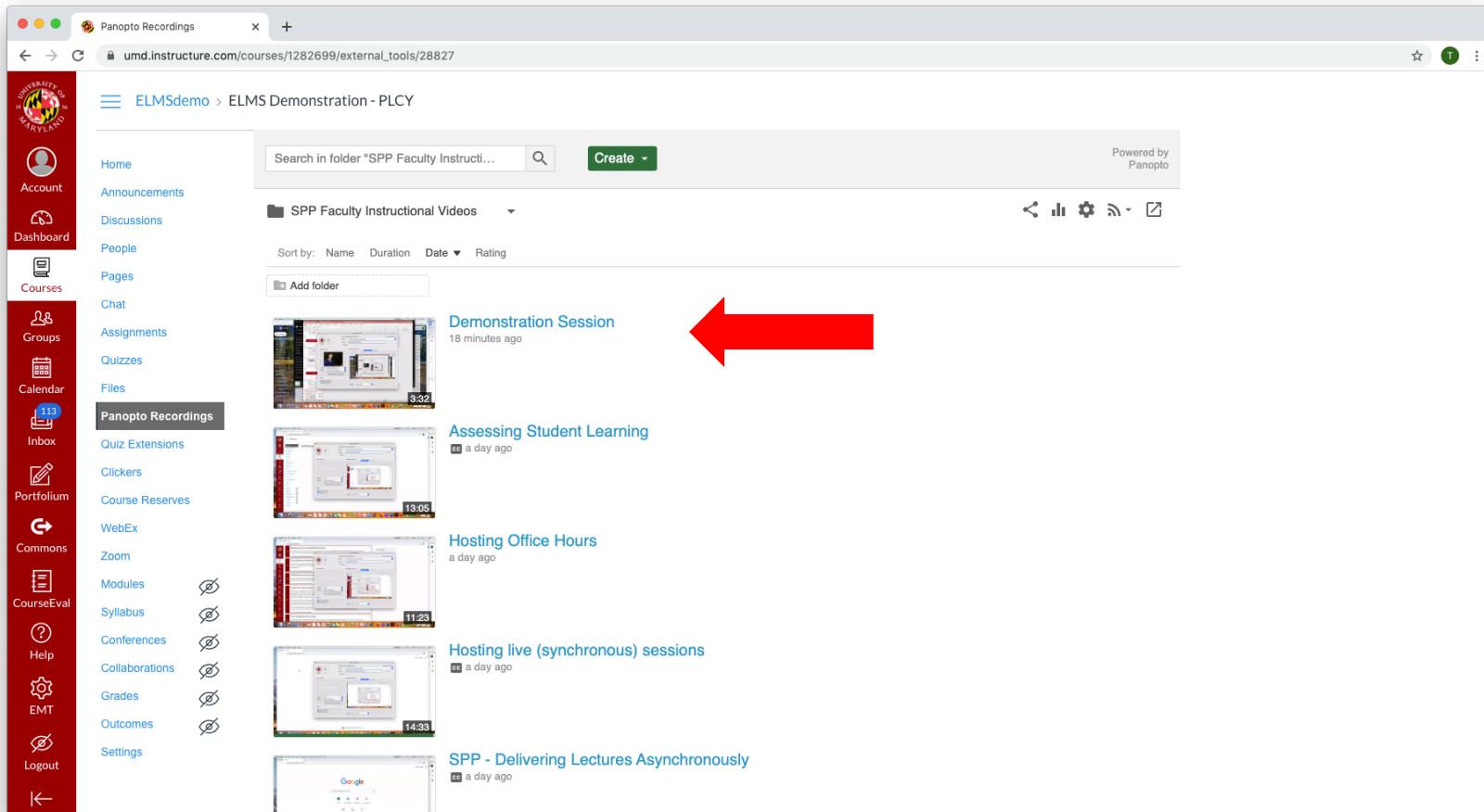
18. Add closed-captions to your recording



- 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

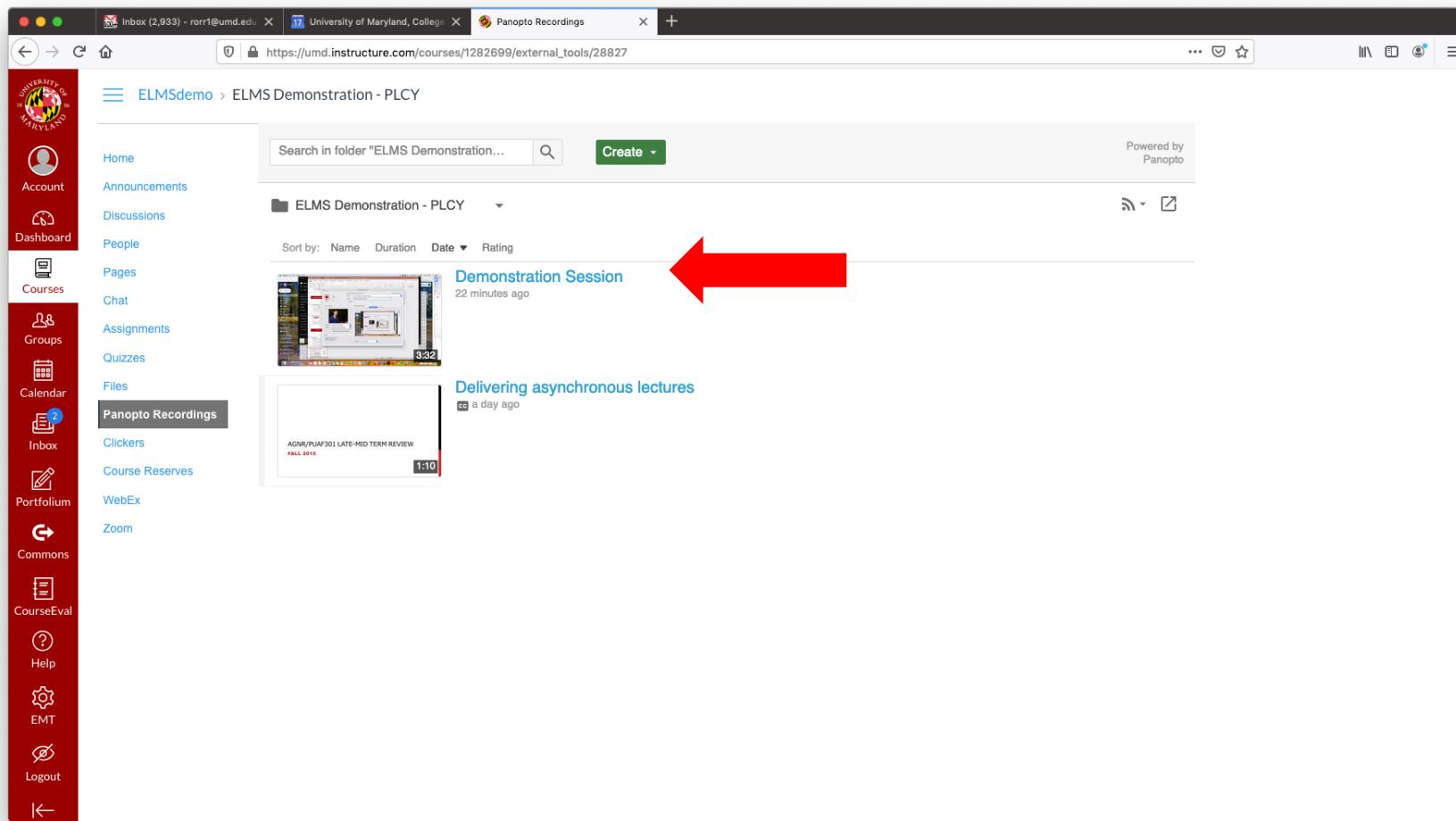
Viewing your recorded session

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