

Installing and Using Panopto

Once your account is set up, Panopto will send you an email titled *New account information*. This email will give you your username and temporary password as well as links to the Panopto website to sign into your account and a link to download the Panopto recorder.

IMPORTANT: When signing into Panopto (website or recorder) ALWAYS sign in using **Panopto**.



Welcome to Panopto!

An account has been created for you with the following credentials:

Username: anic28
Password: x54cf7w;}V05IF

You will set a permanent password and security question on your first sign-in.

Log in at <https://lcu.hosted.panopto.com/Panopto> to begin using Panopto.

Download Panopto to begin creating content:

Windows:

<https://lcu.hosted.panopto.com/Panopto/Cache/5.6.0.39964/Software/PanoptoRecorder.exe?arch=X86&useCustomBinary=True>

Mac:

<https://lcu.hosted.panopto.com/Panopto/Cache/5.6.0.39964/Software/Panopto%20Recorder.pkg?arch=None&useCustomBinary=True>

Pages/Home.aspx

Lookup Home : Panopto Thank You for Purcha... Transaction Summary How to

es, notes, captions and more

There's nothing to watch right now, but hopefully someone will sh

You're not signed in
[Sign in](#) to see more videos

Once in the Panopto website you will be able to sign in using the credentials emailed to you.

Use the drop-down menu to sign in with Panopto.

Sign in

User Sign-in


Sign in using

Moodle

Panopto

Moodle

Sign in



Powered by Panopto

Help

User Sign-in

Your current password is no longer valid. Please set a new password to continue.

Current password

.....

New password

.....

Confirm password

.....

Security Question:

Security Answer:

Submit

After signing in, you will be prompted to change your password.

o.com/Panopto/Pages/Home.aspx#folderSets=1

Self-Serve User Lookup Home : Panopto Thank You for Purcha... Transaction Summary How to generate and ... New features - Moodl... ChapDesk Issue Tracki... IntelliBoard Support P... Get Started Support : Moonara H... wireless-wave-combo...

ial content loss, Panopto for Windows and Remote Recorders should be updated. Problem: If "Capture Computer Audio" is selected, there is a chance that the product may stop capturing audio sometime during a recording. This results in the session ending prematurely and without warning. See email sent by Bill Kopf from Distance Learning.

Welcome to Panopto. Your Home page shows curated lists of videos for your organization.

Skip tour Next

After changing your password, you see a yellow banner with an alert. This is for Panopto users with older accounts. Please close the alert by click on the X.

You will also be given the opportunity to take a tour or to skip the tour.

Lubbock Christian University Powered by Panopto Search slides, notes, captions and more Create

Home My Folder Shared with Me Everything 2383 Browse All Folders My Folders Search my folders... My Folder

Anything you can create in Panopto is here We can't wait to see what you create :) Learn More

This is what your Panopto home page will look like.

To the left you can:

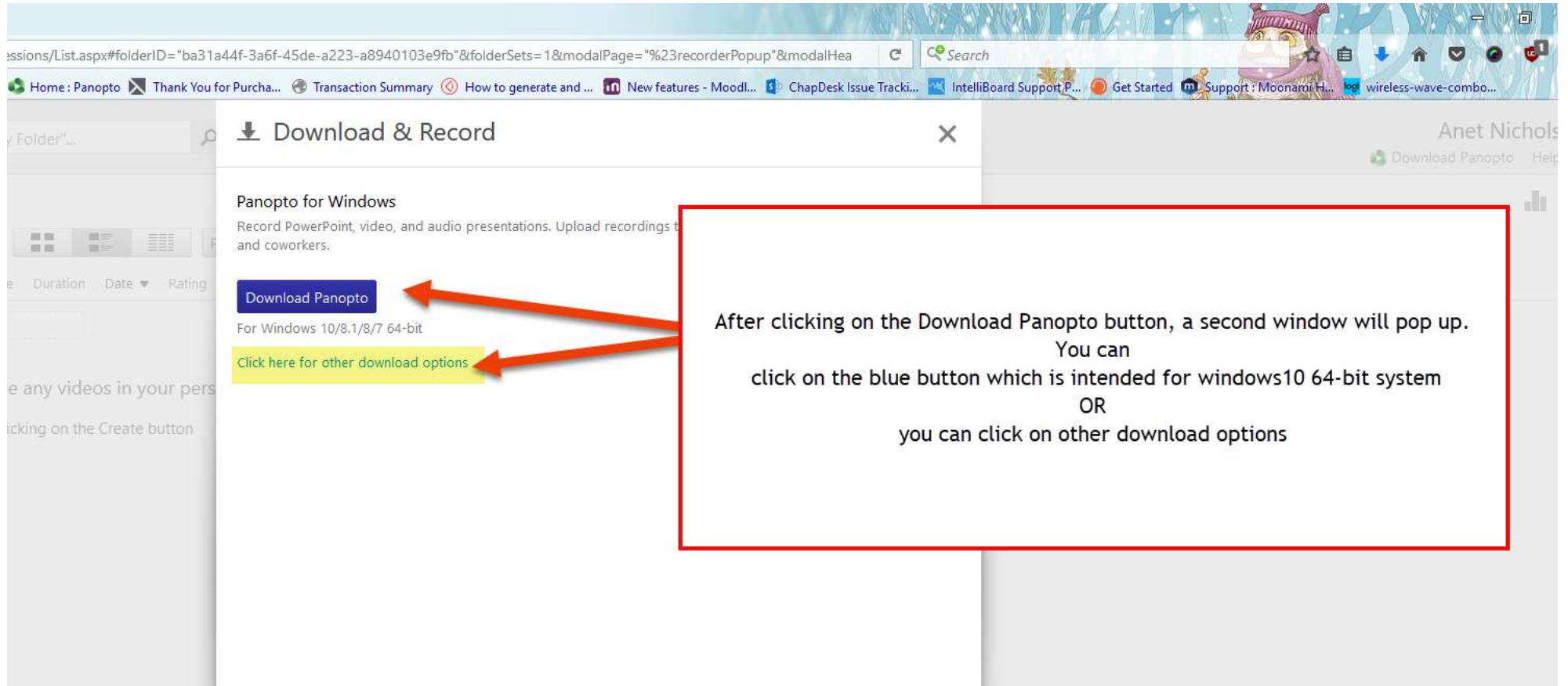
- **Go to your folder to view your recordings
- **Go to Shared with Me and view recordings people have shared with you
- **Go to Everything, these are videos set to share with the public

To the right, you can download the Panopto recorder. You can also do this from the email Panopto sent with sign in credentials.

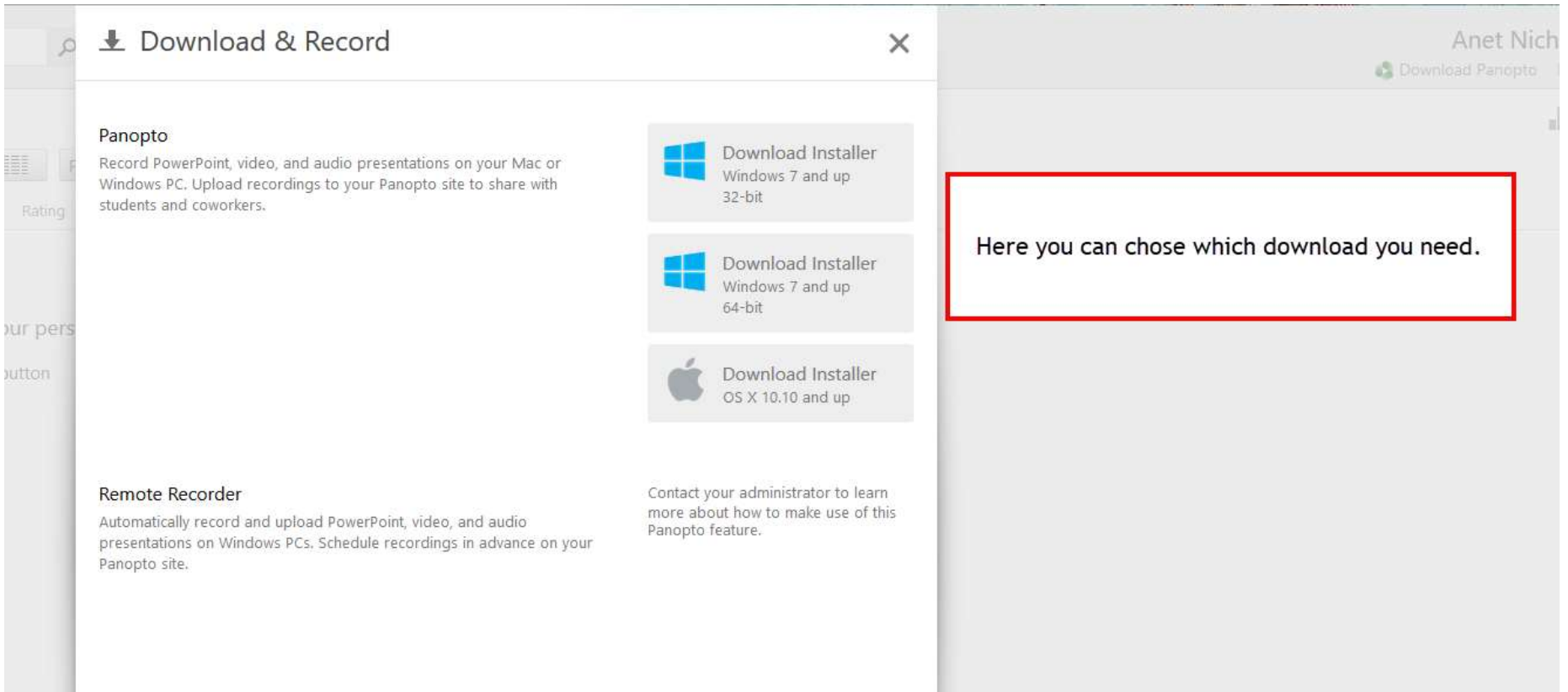
Anet Nichols Download Panopto Help

Downloading the Recorder

To download the recorder you can either click on the link provided in the email from Panopto OR click on the Download Panopto button shown in the previous image. The following images show how to download using the button and downloaded on a Windows machine.



If you click on other download options your will see this



Not sure if you have a 32-bit or 64-bit? Open your **Control Panel** and click on **System**

Control Panel > All Control Panel Items > System

Search Control Panel

Panel Home

Manager

settings

protection


ed system settings

View basic information about your computer

Windows edition

Windows 10 Pro


© 2017 Microsoft Corporation. All rights reserved.



System

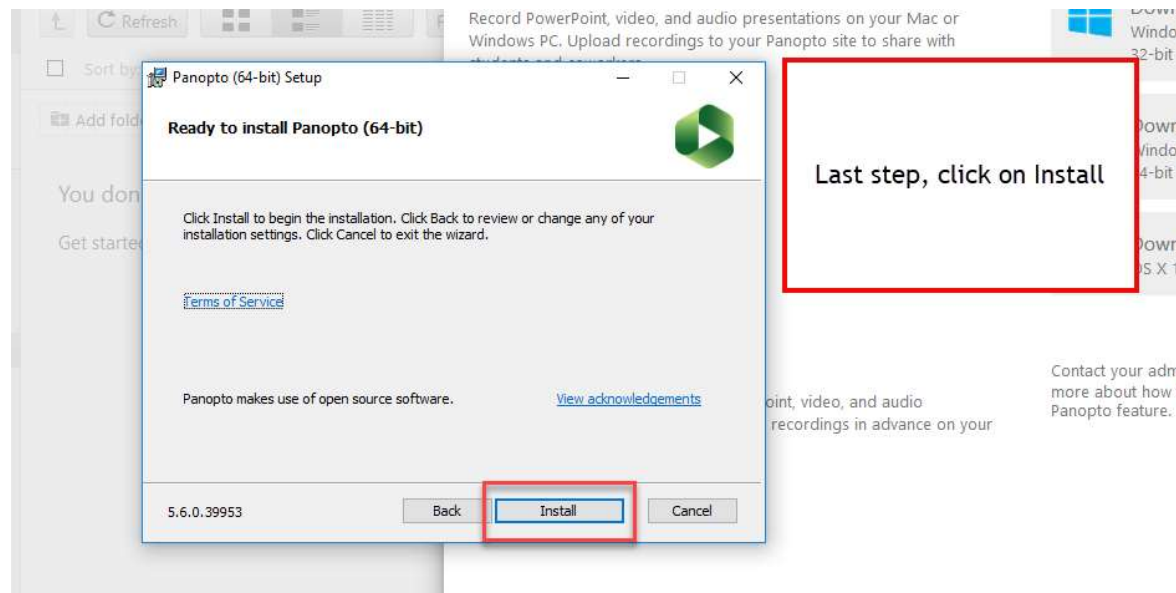
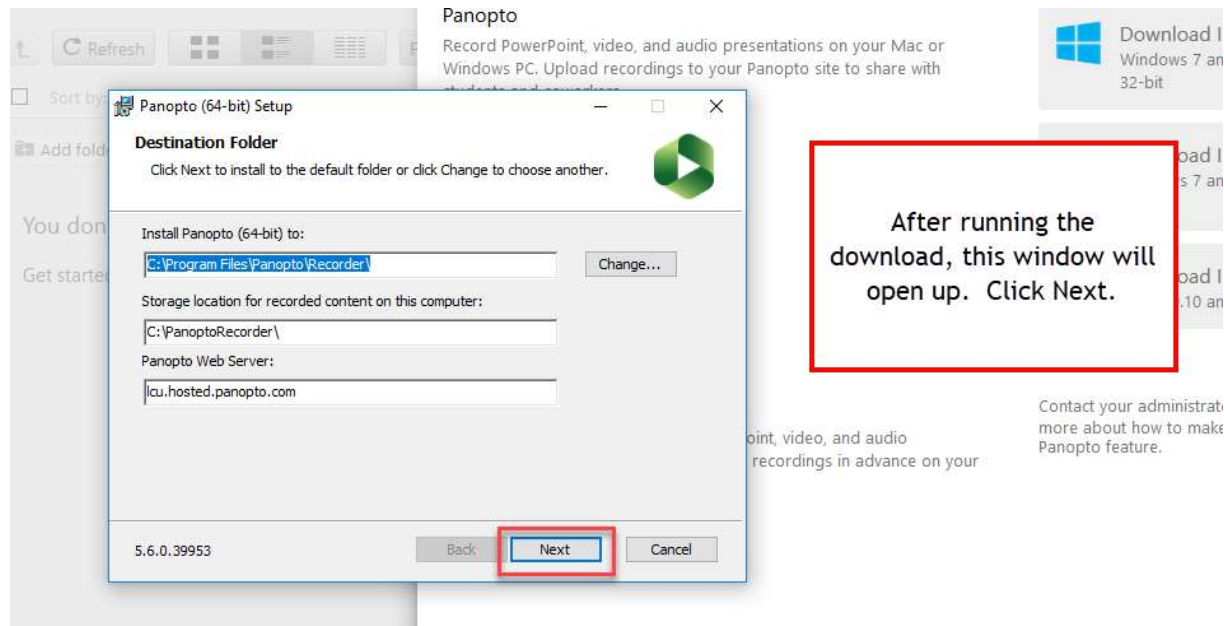
Processor:	Intel(R) Core(TM) i5-6500T CPU @ 2.50GHz 2.50 GHz
Installed memory (RAM):	8.00 GB (7.88 GB usable)
System type:	64-bit Operating System, x64-based processor
Pen and Touch:	No Pen or Touch Input is available for this Display

Computer name, domain, and workgroup settings

Computer name:	SN0030011	 Change settings
Full computer name:	SN0030011.lcunet.lcu.edu	
Computer description:	1QJN382	
Domain:	lcunet.lcu.edu	

Windows activation

Once you have decided which download to use, click on download. Panopto will most likely save to your download folder. Find the download and open it up.





When installation is complete, Panopto will place their green logo icon on your desktop. You can click on it to open up the recorder.

Remember, when logging into Panopto recorder or website, **ALWAYS** log in using Panopto.

To log in with Panopto, click on the **More sign-in options** in the lower, right corner.

☒ Remember me

[More sign-in options](#)

This is where you want to sign-in.



Choose how to sign in

Sign in with Moodle

or

Server Address

Username

Password

☒ Remember me

Sign in

Continue offline



Create New Recording



Manage Recordings



Settings

anic28
Sign out

Record

Session Settings

☐ Webcast

Folder

My Folder

Name

Tuesday, February 27, 2018 at 10:25:17 AM

Join Session

Primary Sources



Video

Logitech HD Pro Webcam C920

Audio

Microphone (HD Pro Webcam C9

Quality

Standard

☐ Capture Computer Audio

Secondary Sources

☒ Capture PowerPoint☒ Capture Main Screen☐ Capture Second Screen

Add Another Video Source

PowerPoint × Main Screen ×

When you click on the Panopto icon located on your desktop, the recorder (seen here) will open up and there are a few different options to choose from.

Screen capture in progress

☐ Enable screen capture preview

Resolution

1920 x 1080

fps

4

kbps

340

Apply

Panopto

Create New Recording Manage Recordings Settings

anic28
Sign out

Session Settings

Folder My Folder

Name Tuesday, February 27, 2018 at 10:25:17 AM

Webcast

Prim

Video

Audio

Quality

Seco

✓ Capture Main Screen

Capture Second Screen

Add Another Video Source

Enable screen capture preview

Resolution 1920 x 1080 fps 4 kbps 340 Apply

Top tabs-Create New Recording, Manage Recordings, Settings

In the **Create New Recordings** tab you have access to the recording options mentioned below.

In the **Mange Recordings** tab you will be able to see your recordings processing time and once processed, you have links to view, share, edit, and rename.

The **Settings** tab is often left alone as they are set to default settings, but each user can set to their own personal preferences.



Create New Recording



Manage Recordings



Settings

anic28
Sign out

Record

Session Settings

☐ Webcast

2

Folder

My Folder

Name

Tuesday, February 27, 2018 at 10:25:17 AM

Join Session

Primary Sources



Video

Login

Audio

Micro

Quality

Standard

☐ Capture

Secondary Sources

☒ Capture☒ Capture☐ Capture

Add

PowerPoint

Main Screen

1

In this section you will see the record button. Once you begin recording, you will then see a stop button and a pause button.

2

You have the option of choosing which folder you want your recording to be saved in. A new account will only have one folder to start.

3

You can name your video in this section, too. If you don't name it now, there are other opportunities to do so.

☐ Enable screen capture preview

Resolution

1920 x 1080

fps



4

kbps



340

Apply



Record

Session Settings

Folder My Folder

Name Tuesday, Fe

Primary Sources



Video Logitech HD Pro Webcam C920 ▾

Audio Microphone (HD Pro Webcam C9) ▾

Quality Standard ▾

☐ Capture Computer Audio...

Secondary Sources

☒ Capture PowerPoint☒ Capture Main Screen☐ Capture Second Screen

Add Another Video Source

In the Primary Sources section you have options on what to record.

To record yourself, choose which camera you want to use by clicking on the drop-down menu in the VIDEO field. You can choose to not record yourself. too.

To choose your mic, use the drop-down menu in the AUDIO field. The lights to the left of video window will move if your mic is working. You can also adjust sensitivity of your mic by moving the blue button next to the audio detection lights up/down

The QUALITY can be changed, but standard has always worked well.

If you will be recording a video, remember to tick the CAPTURE COMPUTER AUDIO box.

☐ Enable screen capture preview

Resolution 1920 x 1080 ▾ fps 4 kbps 340

Apply

In the Secondary Sources section, you can choose to record a second source. You can choose to only record yourself, in which case, you would make sure all boxes are unticked.

To record your desktop, tick the box to the corresponding desktop. In this example, the user has a dual monitor set up and has 2 choices, you may only have one choice.

To record only a PowerPoint, tick the box next to **CAPTURE POWERPOINT**

To see what you are recording, tick the box next to **Enable Screen Capture Preview**.

The screenshot displays the OBS Studio interface. On the left, the 'Settings' window is open to the 'Video' tab. Under 'Secondary Sources', the 'Capture Second Screen' checkbox is checked, while 'Capture PowerPoint' and 'Capture Main Screen' are unchecked. A blue button labeled 'Add Another Video Source' is visible below these options. In the background, the main OBS window shows a preview of the desktop with a large 'LSU' logo. At the bottom of the main window, the 'Enable screen capture preview' checkbox is checked. The bottom status bar shows 'Resolution 1920 x 1080', 'fps' (with a slider), '4 kbps' (with a slider), and '340'.

Video Logitech HD Pro Webcam C920
Audio Microphone (HD Pro Webcam C9)
Quality Standard
☐ Capture Computer Audio

Secondary Sources
☐ Capture PowerPoint
☐ Capture Main Screen
☒ Capture Second Screen
Add Another Video Source

☒ Enable screen capture preview

Resolution 1920 x 1080 fps 4 kbps 340 Apply

Once you have your settings just the way you want them, click on the record button and record your session. When you are done, click on the stop button. A box will open up like the one below.

The screenshot shows the Panopto application interface. At the top, there is a navigation bar with 'Create New Recording', 'Manage Recordings', and 'Settings' buttons. The user's name 'anic28' and a 'Sign out' link are in the top right. A 'Webcast' checkbox is also visible. The main content area displays the 'Recording Complete' dialog box. This dialog box has a title bar, a green checkmark icon, and fields for 'Session name' (containing 'Tuesday, February 27, 2018 at 10:25:17 AM'), 'Located in folder' (containing 'My Folder'), and 'Enter a description (optional)'. At the bottom of the dialog are two buttons: 'Delete and record again' and 'Upload'. A red box highlights the 'Upload' button. To the left of the dialog, a red box contains instructional text. Below the dialog, there are checkboxes for 'Capture second screen' and 'Enable screen capture preview', and a settings bar for 'Resolution' (1920 x 1080), 'fps', '4 kbps', and '340', with an 'Apply' button.

Panopto

Create New Recording Manage Recordings Settings anic28 Sign out

Webcast

Join Session

Recording Complete

Folder Name

Stop

You can name your session here or add a brief description if you'd like.
If you know you need to rerecord, click on Delete and record again.
If you are happy with your recording, click on Upload.

Session name
Tuesday, February 27, 2018 at 10:25:17 AM

Located in folder
My Folder

Enter a description (optional)

Delete and record again Upload

✓ Capture second screen

Add Another Video Source

✓ Enable screen capture preview

Resolution 1920 x 1080 fps 4 kbps 340 Apply

After clicking on Upload, you will be taken to the Manage Recordings tab. You will first see the video being processed and then once it is processed you will be given options to edit, share, rename, or view. You can click on view to see your video and will be taken to the Panopto website.

Panopto

Create New Recording

Manage Recordings

Settings

anic28
Sign out

Only recordings stored on this computer are shown below. [Manage My Recordings](#)

Currently Uploading Recordings

Start Time	Duration	Folder	Session	Streams	Upload Progress	Actions
2/27/2018 10:27 AM	00:00:07	My Folder	Tuesday, February 27, 2018 at 10:25:17 AM	Video + Screen	<div></div>	<div>Pause</div> <div>Cancel</div>

Panopto

Create New Recording

Manage Recordings

Settings

anic28
Sign out

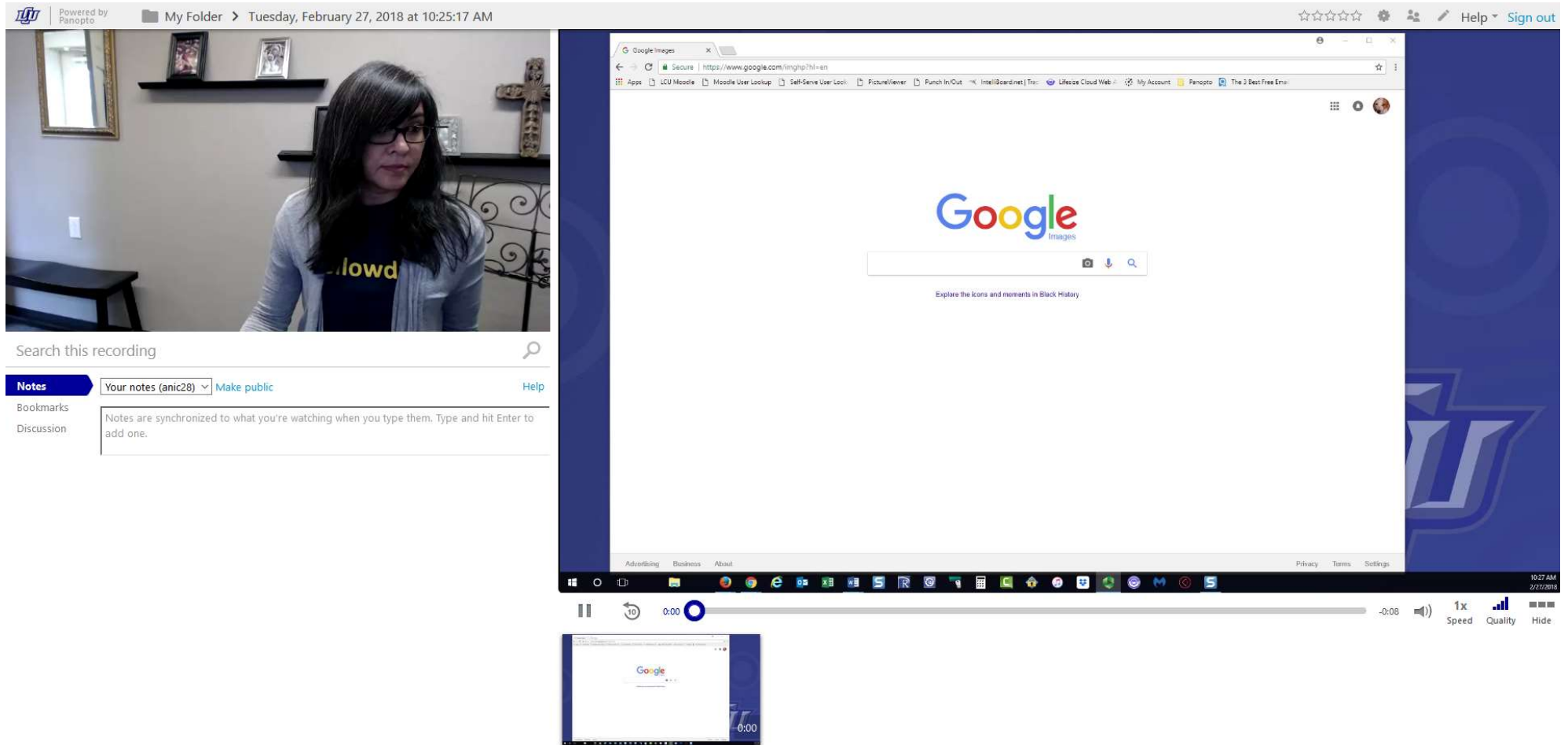
Only recordings stored on this computer are shown below. [Manage My Recordings](#)

Uploaded Recordings

Start Time	Duration	Folder	Session	Actions	Status / Link
2/27/2018 10:27 AM	00:00:07	My Folder	Tuesday, February 27, 2018 at 10:25:17 AM	<div>Delete Local</div> <div>Set Offline</div>	<div>Resume</div> <div>Share</div> <div>Edit</div> <div>View</div>

This is what a recording will look like if you choose to record yourself along with your desktop.

Powered by Panopto My Folder Tuesday, February 27, 2018 at 10:25:17 AM ☆☆☆☆☆ Help Sign out



Search this recording

Notes Your notes (anic28) Make public Help

Bookmarks

Discussion

Notes are synchronized to what you're watching when you type them. Type and hit Enter to add one.

Google Images

Secure https://www.google.com/imgnp?hl=en

Apps UCU Moodle Moodle User Lookup Self-Serve User Look PictureViewer Punch In/Out IntelliBoardnet T... Lifesize Cloud Web My Account Panopto The 3 Best Free Em...

Google Images

Explore the icons and moments in Black History

Advertising Business About Privacy Terms Settings

10:27 AM 2/27/2018

0:00

0:00

by

Search in folder "My Folder"...

Create

My Folder

Refresh

Filter by date

Show scheduled recordings

Sort by: Name Duration Date Rating

Add folder

Google

0:08

Tuesday, February 27, 2018 at 10:25:17 AM

12 minutes ago in My Folder

Settings

Share

Edit

Stats

Delete

To share your recording, either click on the share link in the Manage Recordings tab OR go to the website and hover your cursor over the title to have more options pop up. Click on Share. Either way, you will be taken to the screen below.

Search in folder "My Folder"...

My Folder

Refresh

Sort by: Name Duration Date

Add folder

Tuesday, February 27, 2018 at 10:25:17 AM

[Learn more](#)



Overview

Share

Outputs

Quiz Results

Streams

Search

Captions

Link | [Embed](#)

<https://lcu.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=1cc31118-9590-429d-89a9-a894010f2b87>

Who has access:

This session inherits permissions from its folder: [My Folder](#)



Specific people

Only specific users and groups can view.



Anyone at your organization with the link



Unlisted, anyone at your organization who has the link can view.



Anyone at your organization

Anyone at your organization can find and view.



Anyone with the link



Unlisted, anyone who has the link can view. No sign-in required.



Public on the web

Anyone on the Internet can find and view. No sign-in required.

Use the drop-down menu and change your settings to Anyone with the link and then Save Changes.

Search in folder "My Folder"...

My Folder



Refresh



Sort by: Name Duration Date

Overview

Share

Outputs

Quiz Results

Once you have saved your changes, copy the link and paste in an email, a word doc that can be turned in for an assignment in Moodle or even used in a forum as a link.

Tuesday, February 27, 2018 at 10:25:17 AM

[Learn more](#)



Link | Embed

<https://lcu.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=1cc31118-9590-429d-89a9-a894010f2b87>

Who has access:

This session inherits permissions from its folder: [My Folder](#)



Anyone with the link

Unlisted, anyone who has the link can view. No sign-in required.



Anet Nichols

anic28@yahoo.com

Can create

Invite people:

Enter people, groups, usernames, or email addresses...

Save changes

Cancel