

## Panopto Lecture Capture System User Guide

The Panopto Lecture Capture system is a flexible and easy-to-use presentation capture platform that lets users capture, edit, stream, archive, and share recordings (video, audio, PowerPoint, and screen capture) that preserve critical knowledge. This rich media video capture software cannot only be installed and used on campus classroom but also locally on your computer at home and in the office.

VWCC faculty and staff are able to setup/authenticate their Panopto user account by login to VWCC Panopto site.

**First Step:** Log into Panopto account:

- Go to <http://vwcc.hosted.panopto.com>
- Under the “Sign in to Panopto” section, be sure that “Canvas” is selected.
- Enter “Username and Password”. Use your MyVWCC username and password (e.g. yc253). It is the one you are using to login to your SIS account/Canvas.



**Second Step:** Create/activate a Panopto folder for a Canvas course:

Instructors can enable a sidebar link to Panopto recordings by going to “Settings”, clicking on the “Navigation” tab, and dragging “Panopto Recordings” to the course navigation. This link will take you to a page embedded in Canvas where you can view course related recordings, create a Panopto recording directly from your course, and mostly important, during the first time of you access the “Panopto Recordings” link, a Panopto folder for this course will be automatically created in your Panopto account. The folder name will be generated in this format: *VWCC Fall 2019 - Fall 2019 EDU 285 – V1 Instructional Design for Online Learning*.

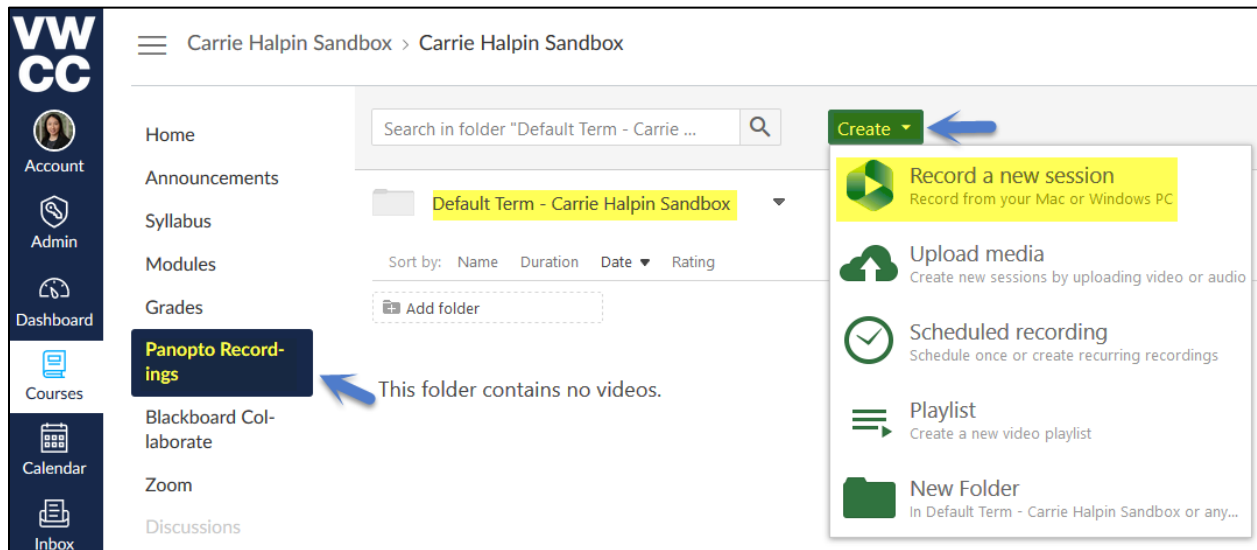
Instructors will see the course folder under “My Folders” in their Panopto account. By default, the recorded sessions within the course folder will be accessible for the students in that particular course.

**Important Note:** Instructor will want to remove the “Panopto Recordings” link from the course sidebar. Otherwise, all recordings that stored in this course folder will be accessible to students once they click on the “Panopto Recordings” link from their Canvas course sidebar. **Suggestion:**

Make the “Panopto Recordings” link available first in order to generate the course folder and then remove it from the course sidebar. Just use the Rich Content Editor to add the Panopto recordings into course content.

### ***How to access Panopto in Canvas Course?***

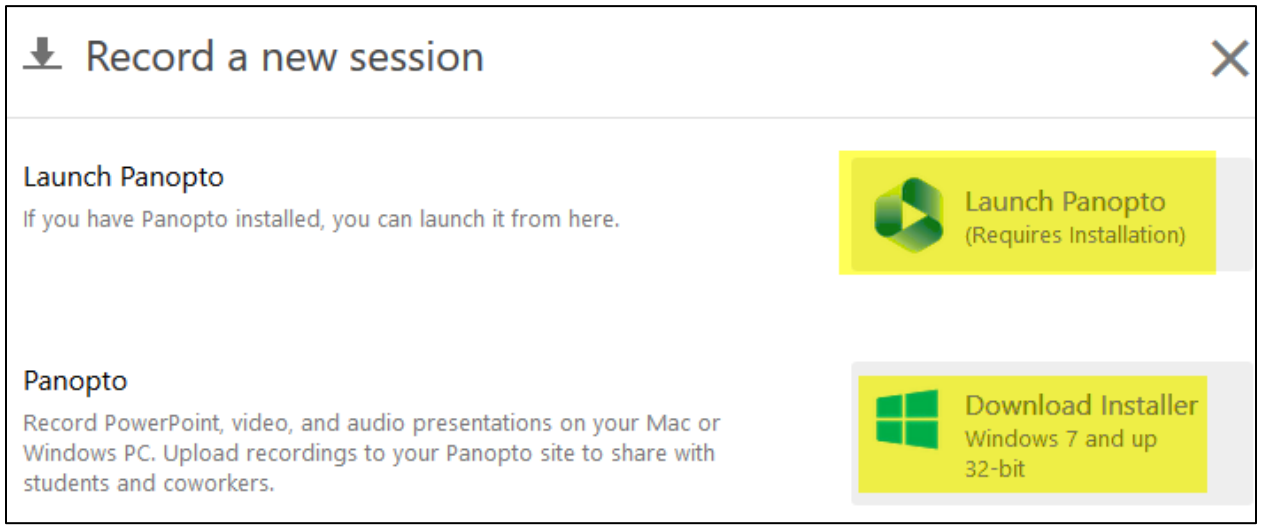
Instructors are able to download Panopto Recorder, record a new session, and upload media through their personal Panopto account or within their Canvas course through “Panopto Recordings” link.



If you haven't already install the Panopto Recorder:

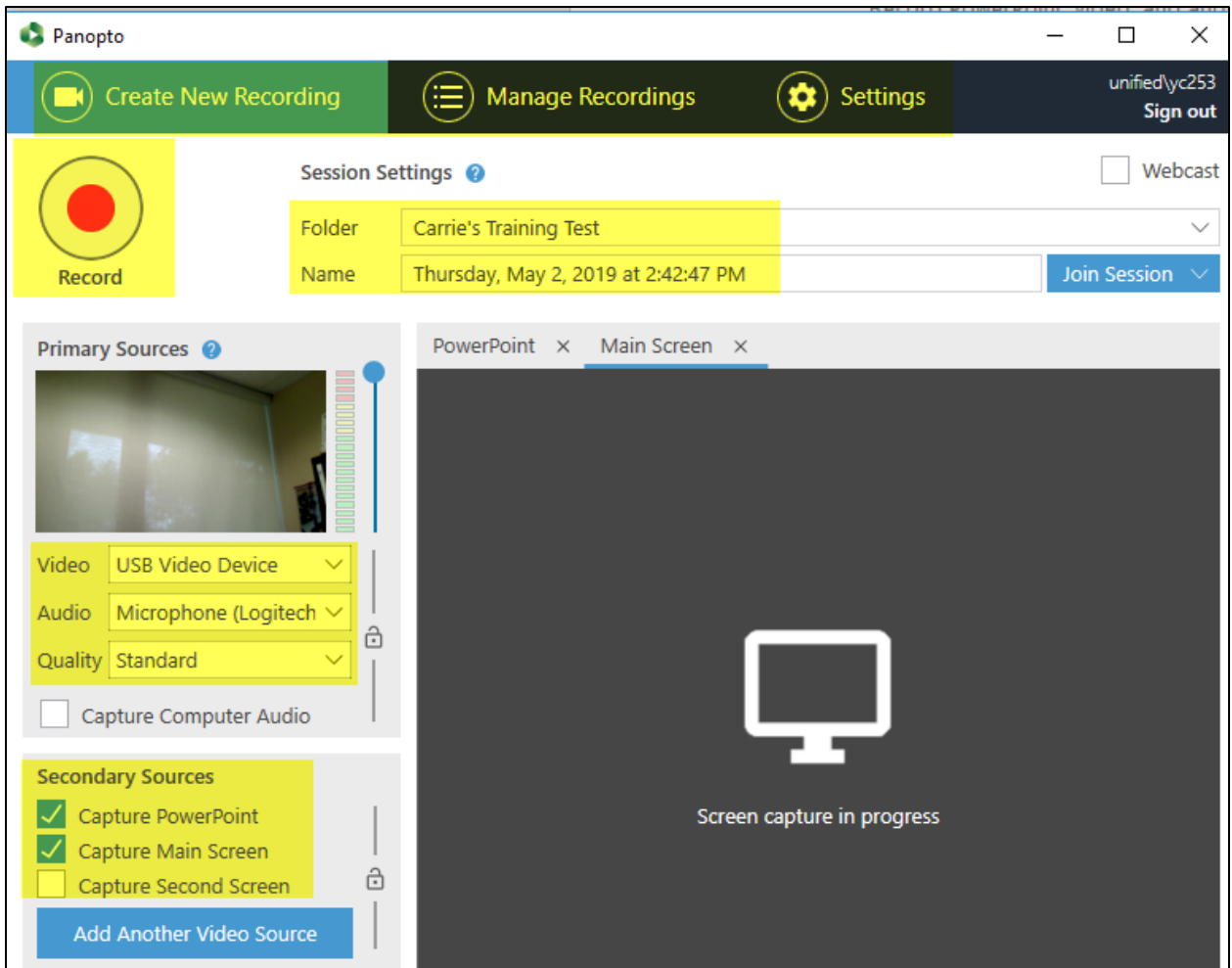
- a. In your Canvas course, from the left menu, select “Panopto Recordings”.
- b. Click the “Create” button
- c. Click the “Record a New Session” option
- d. Download the correct version of the recorder.

- e. If you have already downloaded the recorder, on the “Record a New Session” page, select “Launch Panopto”.



- f. Select the folder for your recording; by default it will be your course folder.
- g. Make sure that an audio and video source is selected. *Note: You must at least have audio in order for the recording to be complete and usable. In order to properly record PowerPoint presentations, after you have launched PowerPoint, you must have it in full-screen presentation mode.*
- h. Give your recording a name that will make it easy for your audience to identify. The default name is the date and time when the recording was created.

- i. Click the red circular “Record” button.



- j. To finish the recording click “Stop”.
- k. You may enter a description that will display under the recording title in Canvas and Panopto.
- l. Select “Upload”. You will then see the upload status on the “Manage Recordings” screen.

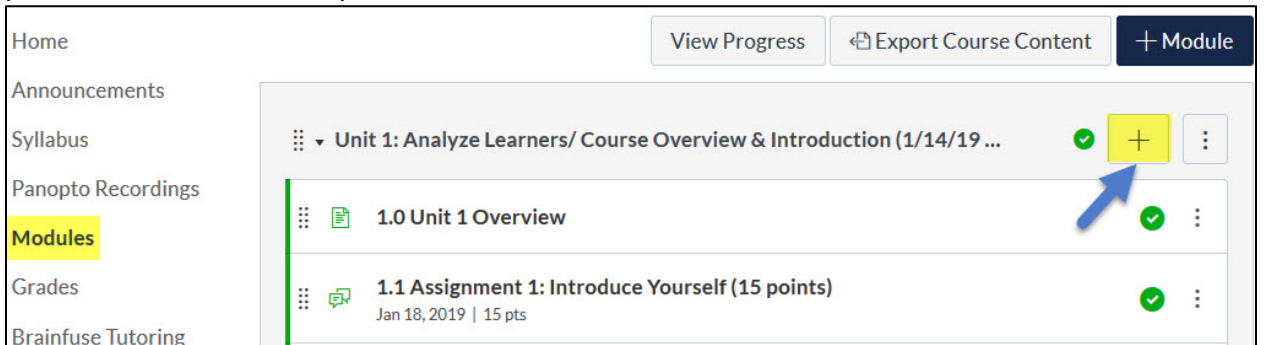
\*\*\*For more information about how to record a lecture with Panopto, please visit this [page](#).

### ***How to embed Panopto recordings in a Canvas course?***

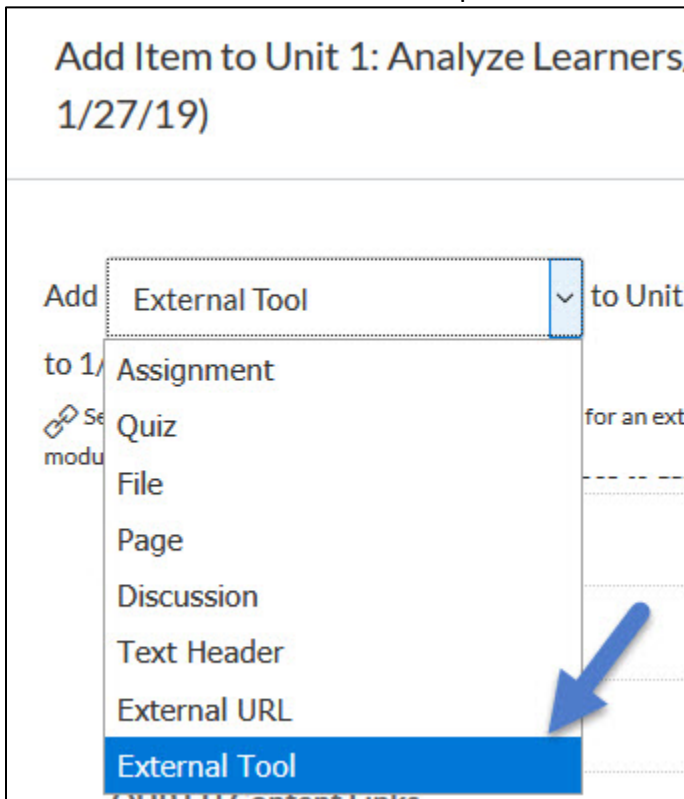
With Panopto, recorded videos can be included anywhere in a Canvas course (through Rich Content Editor) and played back on-demand on any computer or mobile device. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus).

Display Panopto Recordings in “Modules”:

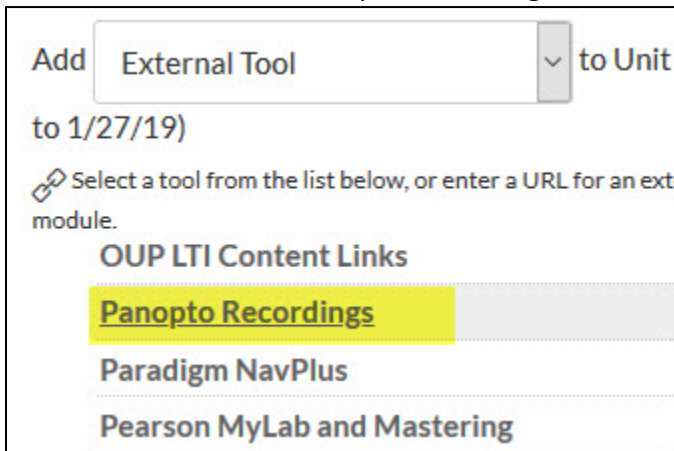
1. Navigate to the “Modules” section in your Canvas course. Chose the Module in which you want to add the Panopto video. Click the “+” button in that module.



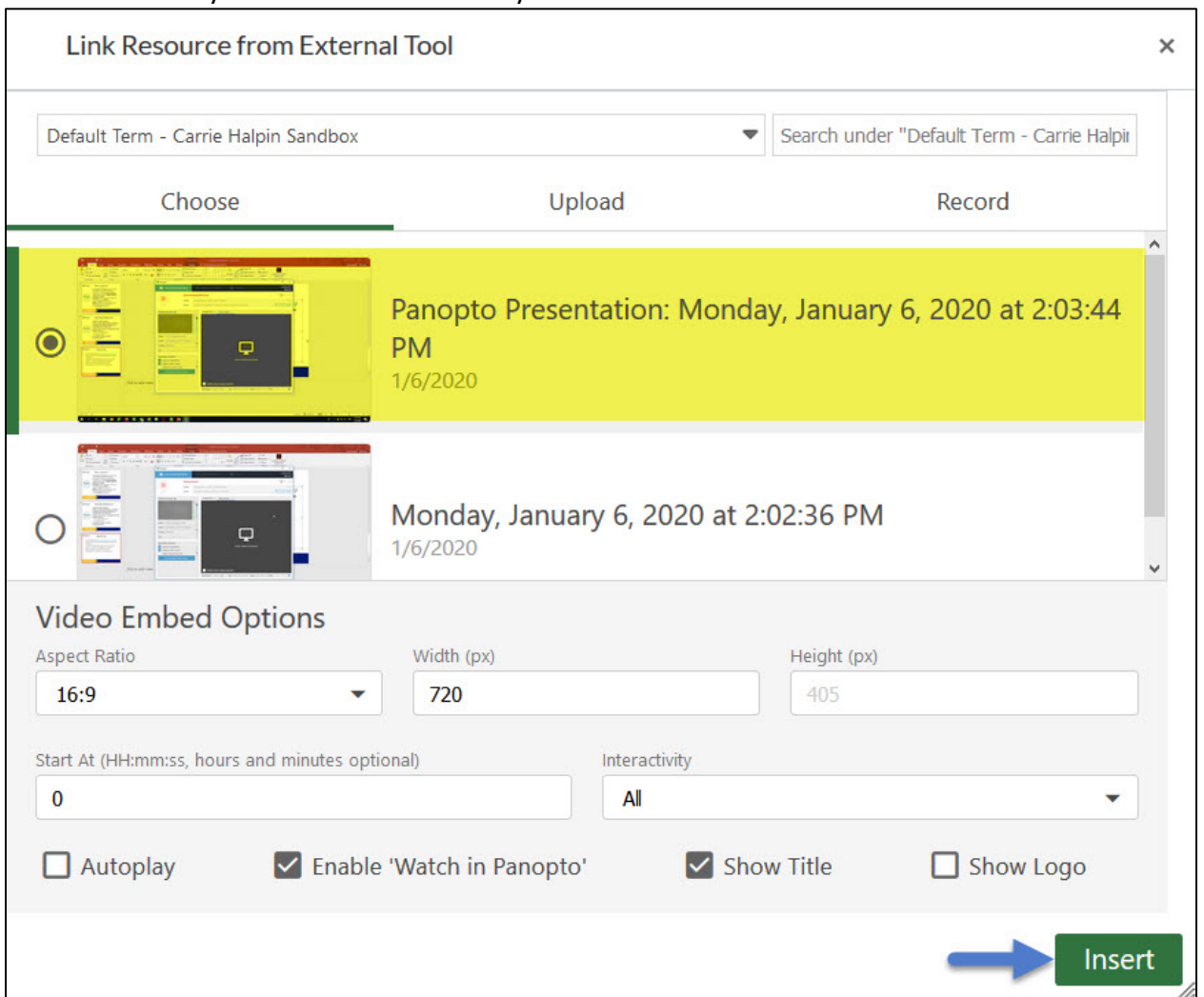
2. Select “External Tool” from the drop down.



3. Scroll down to select “Panopto Recordings”

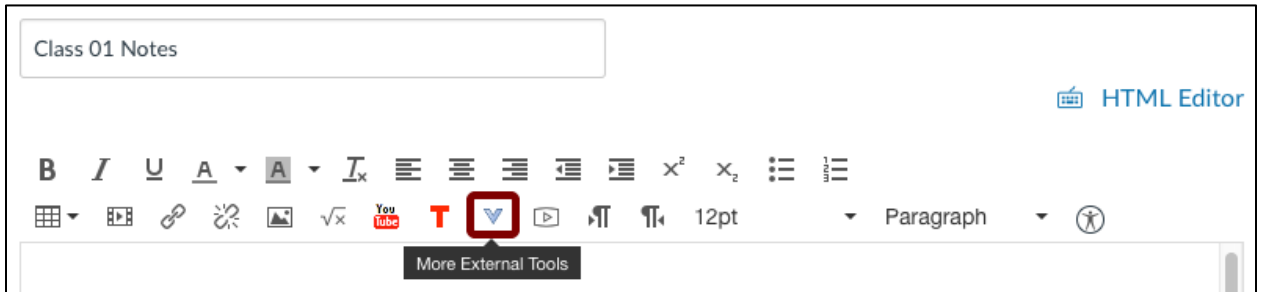


4. The “Link Resource from External Tool” display box will open next. Navigate to the drop down at the top of the box and select your course. The videos that are linked to the course in Panopto will populate in the box.
5. Select the video you would like to add to your module and click “Insert”.

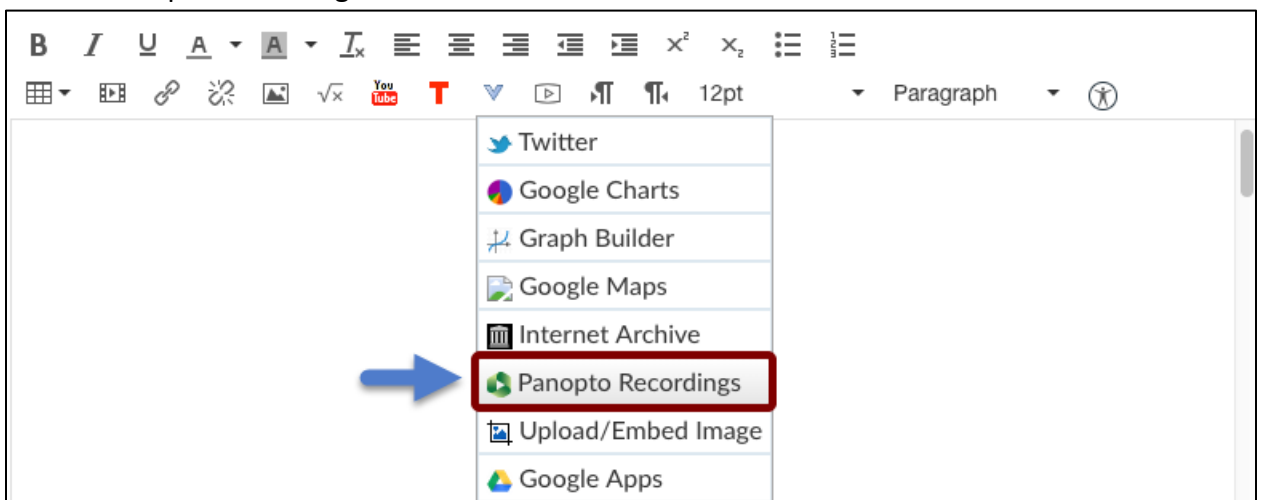


## Embed a Panopto Video in Announcements:

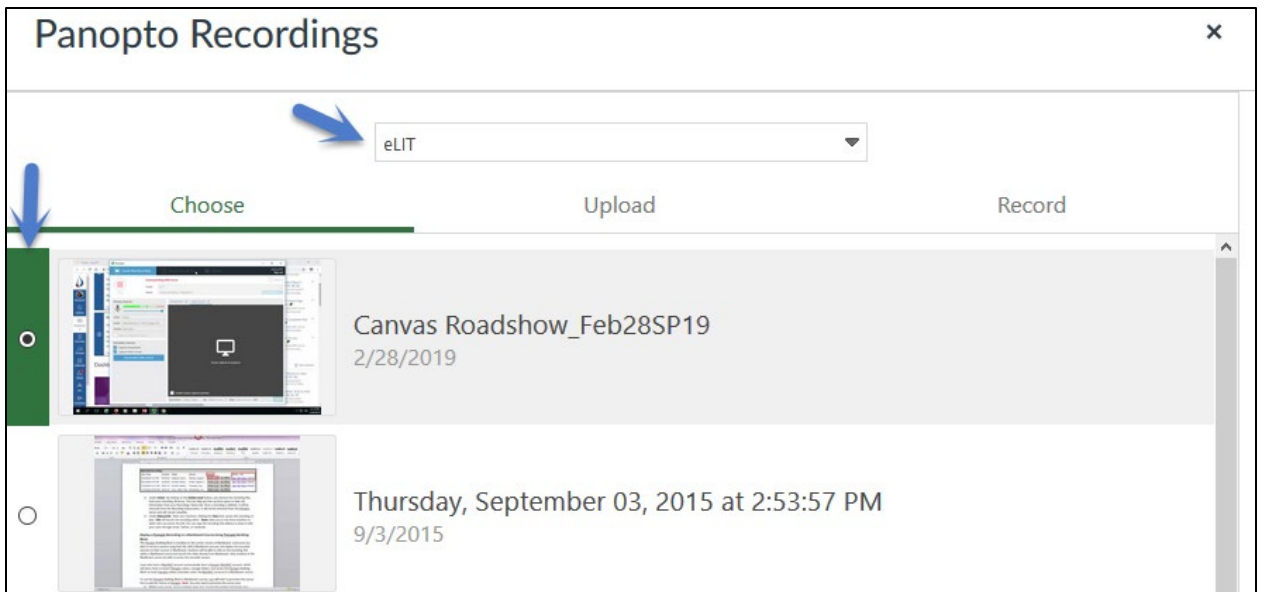
1. During the creation of an announcement, click the blue “V” icon within Rich Content Editor that is labeled “More External Tools.”



2. Select “Panopto Recordings”.



3. To choose an existing recording, browse through your available folders, select the video, and then click “Insert Videos” button at the bottom of the page. For more information about how to embed Panopto videos in a Canvas course, please visit this [page](#).



***Here are more instructions and tutorials from Panopto:***

- [Panopto Getting Started Site](#)
- [How to Manage Video Content in Your Panopto account?](#)
- [How to Edit a Video?](#)
- [Panopto Video Tutorials](#)