

## Using Panopto to Webcast and Record in your Face-to-Face Classroom

Panopto is a lecture capture tool that records input from your internal and external microphones, PowerPoint, your screen and a webcam.

- If you have a student in your class who needs accommodations for remote access, it is recommended you provide this access using Panopto to webcast and record your in-class presentations.
- Panopto is accessed via your Blackboard course. Be sure you make your Blackboard course available to your students.
- It is recommended that you **prepare to use your Laptop in your class in order to access, webcast and record with Panopto**. The Center for Instructional Technology is working to ensure all classrooms are equipped with computers and Panopto, but as you are probably aware, there are many rooms on campus that have not been used as classrooms that will be utilized in the fall. Also, using your laptop gives you some control over knowing that you have it ready to go (and you can practice in advance!).
- Be advised that if you are using your internal microphone, it may not pick up voices of others who may be speaking in the class. For example, if a student who is present in your f2f class asks a question, you may want to repeat that question so the student(s) viewing remotely can hear.
- See step-by-step instructions (below) for preparing your laptop to webcast and record in Panopto from your classroom.
- Help is available. The Center for Instructional Technology and The Center for eLearning both support Panopto. Additionally, the Center for Instructional Technology can advise whether or not a PC with Panopto is available in the room you are teaching.

## Center for Instructional Technology

Help for specific in-class technology questions and Panopto support:

email: [instructionaltech@csuohio.edu](mailto:instructionaltech@csuohio.edu).

Open Zoom Session: <https://csuohio.zoom.us/j/3083308350>

Office hours: 8:00 a.m. to 5:00 p.m.

Website: <https://www.csuohio.edu/citdl>

## Center for eLearning

Help with Blackboard and Panopto

Phone: 216.687.3960

email: [mailto:elearning@csuohio.edu](mailto:mailto:elearning@csuohio.edu)

Office hours: 8:00 a.m. to 5:00 p.m.

Website: <https://www.csuohio.edu/center-for-elearning>

Panopto tutorials and videos: <https://www.csuohio.edu/center-for-elearning/panopto-lecture-capture>

Remote and F2F teaching resources: <https://www.csuohio.edu/keep-teaching/keep-teaching>

## Step by Step Instructions: Using Panopto to Webcast and Record in Your Face-To-Face Classroom

Lecture presentations and demonstrations can be both webcast and recorded using Panopto. Panopto records input from your internal and external microphones, PowerPoint, your screen, and a webcam.

1. Login to Blackboard at <https://www.csuohio.edu/center-for-elearning/blackboard-login>
2. Navigate to “Courses” from the left navigation
3. Make the course available to your students

**Blackboard** Courses

← Courses from 2019 Current Courses ▾ Upcoming Courses →

Search your courses Filter All Courses ▾ 25 items per page

Assorted Dates

csu\_course\_template\_2020  
CSU Course Template 2020 Original Course View  
[Multiple Instructors](#) | [More info](#) ▾

sandbox\_CourseTemplate\_Kissel  
Sandbox with CSU Course Template 2019 for Samantha Kissel Original Course View  
**Private** [More info](#) ▾ **Check to see if course is "Locked"**

If "Locked" click the three dots and select "Open Course"

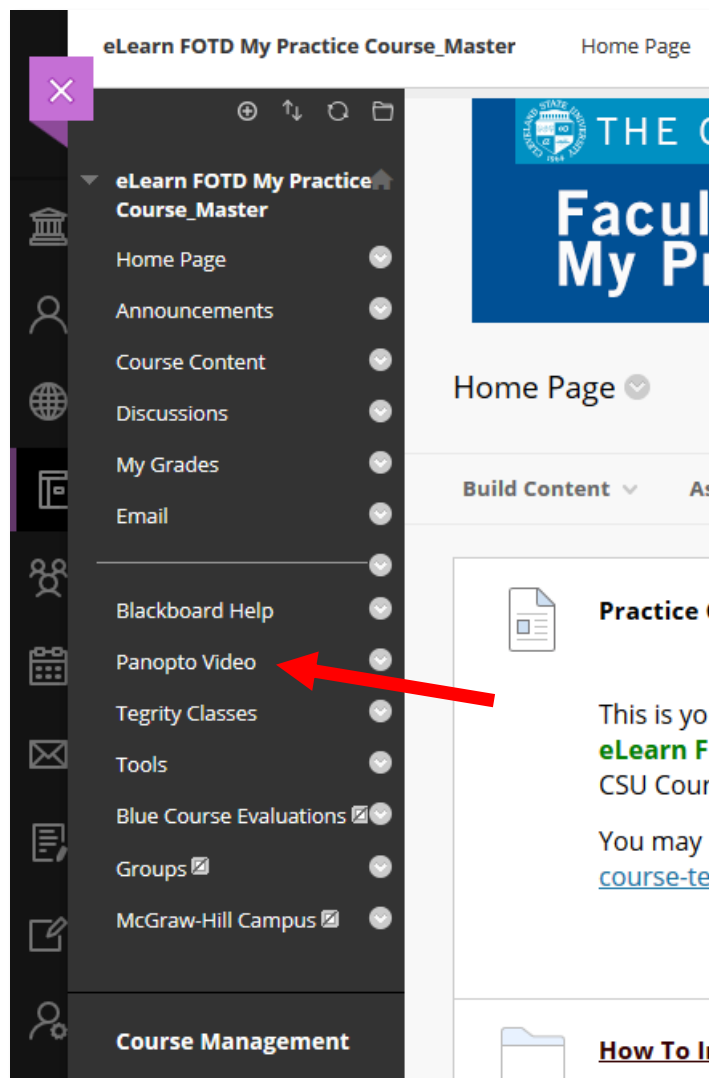
Open course  
Hide course

T0970\_Student\_Blackboard\_Learn\_Orientation\_CSU\_Spring\_2020  
Student Blackboard Learn Orientation CSU\_Spring 2020 Original Course View  
[Multiple Instructors](#) | [More info](#) ▾

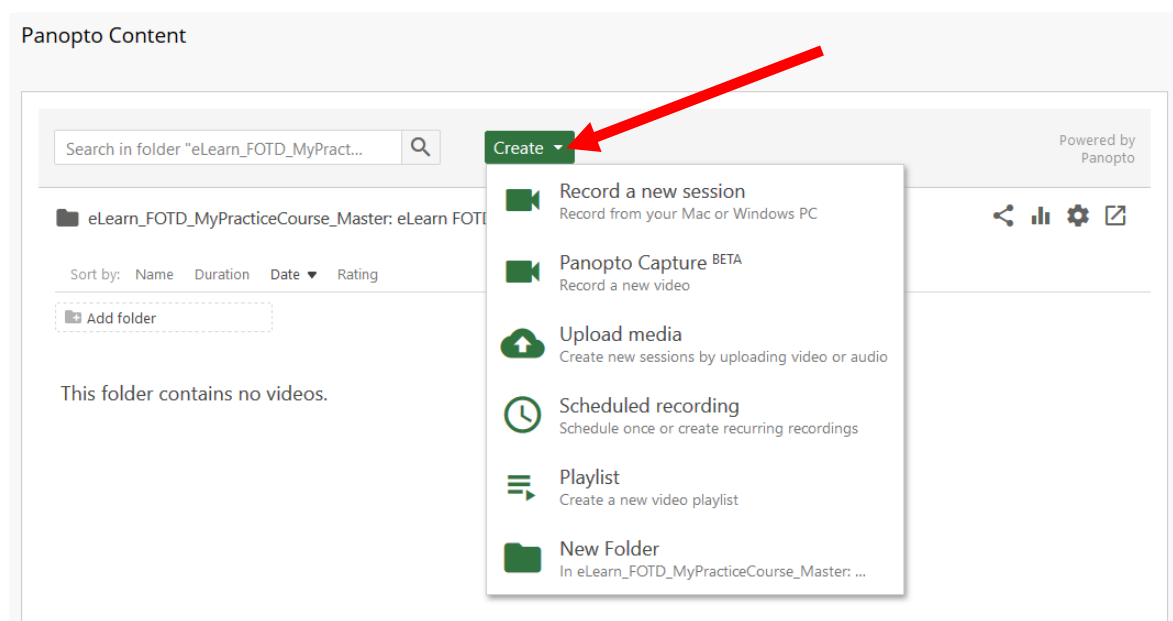
T0960\_FOTDab\_VoiceThreads\_September2019  
VoiceThreads\_September2019 Original Course View  
[Multiple Instructors](#) | [More info](#) ▾

eLearn\_FOTDab\_OnlineTeaching\_Master  
eLearn\_FOTDab\_OnlineTeaching\_Master Original Course View  
[Multiple Instructors](#) | [More info](#) ▾

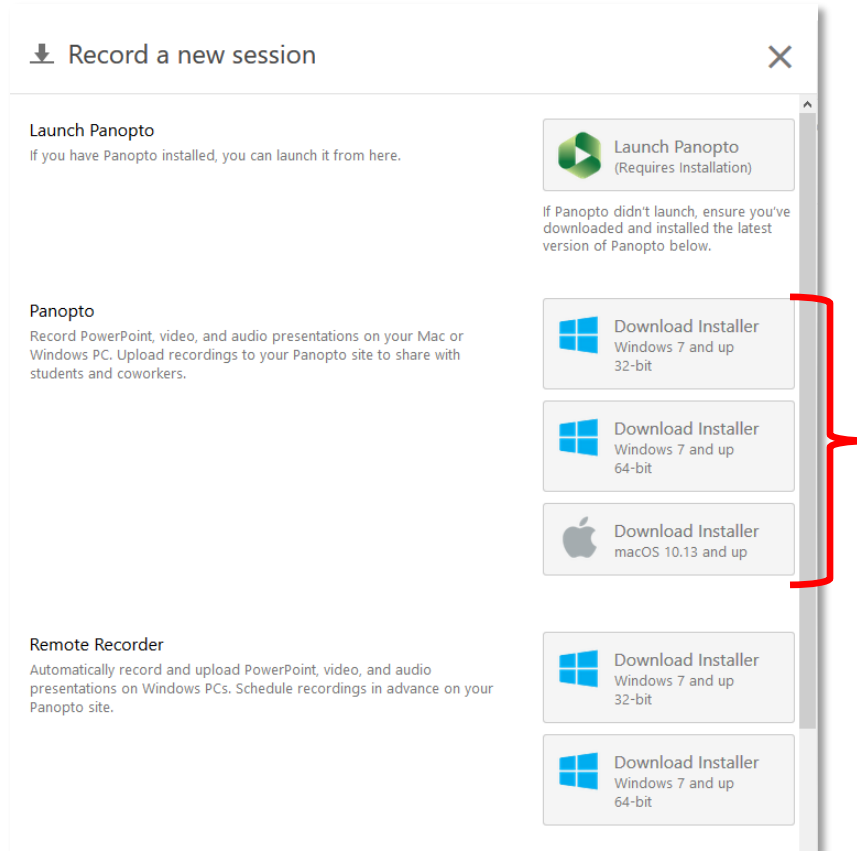
4. Log into Blackboard and click into your course. To access Panopto, click on the “Panopto Video” link on your course menu.



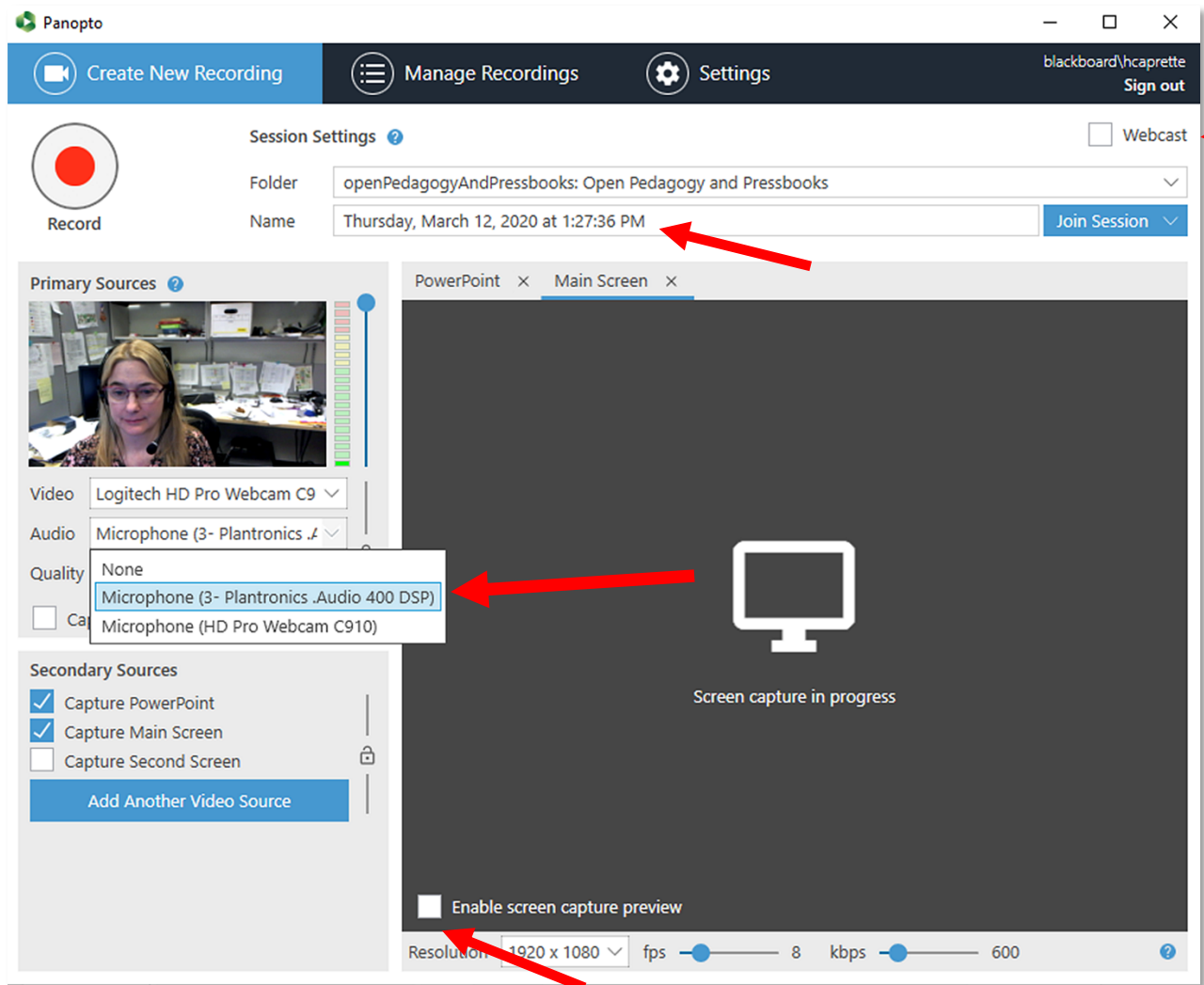
5. Click the green "Create" button and select "Record a new session."



6. The first time you enter “Record a new session,” you’ll have a window to download Panopto recorder. Pick the version that matches your operating system, e.g. Windows 7 and Up, 64-bit.

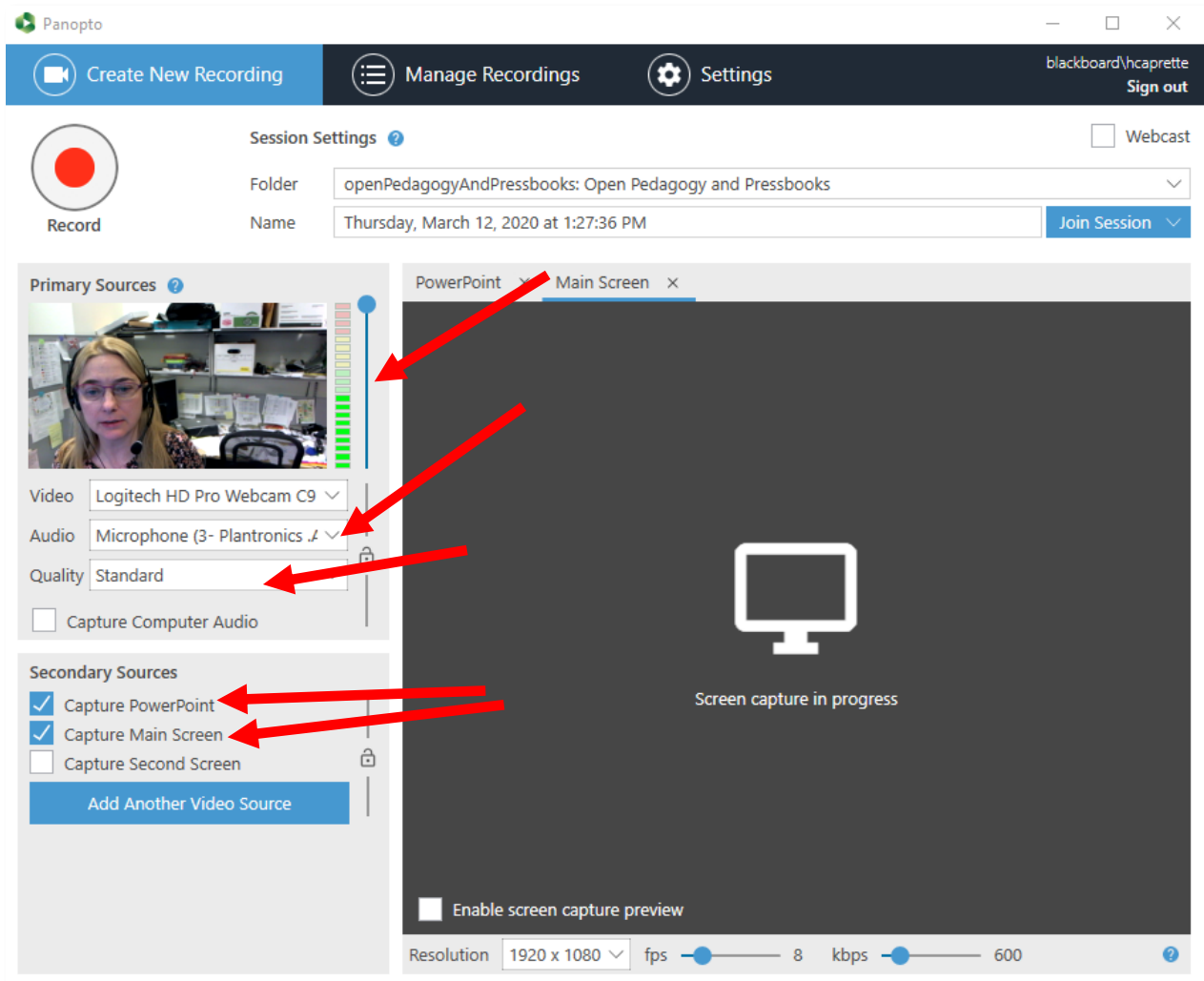


7. Once it is downloaded, select the installer and double click to launch it. Once installed, you can launch the application Panopto Recorder by clicking on “Record a new session” again. In the Launch Application window, check the box for “Remember my choice for panopto links” and select “Open Link.”
8. In the Panopto recorder screen, you should see the name of the course you started the recording from in the “Folder” field at the top. You can give your recording a unique name inside the text entry box for “Name” by typing over the default day, date and time name.
9. Set your primary sources for your video, if you are using a webcam, and your audio (microphone), using the drop down menus for each to select the device. You will need a microphone connected to or built into your computer. Check the box to allow “webcast.” In the bottom portion of the preview screen, check the box “enable screen capture preview” to see a preview of what you will be sharing.

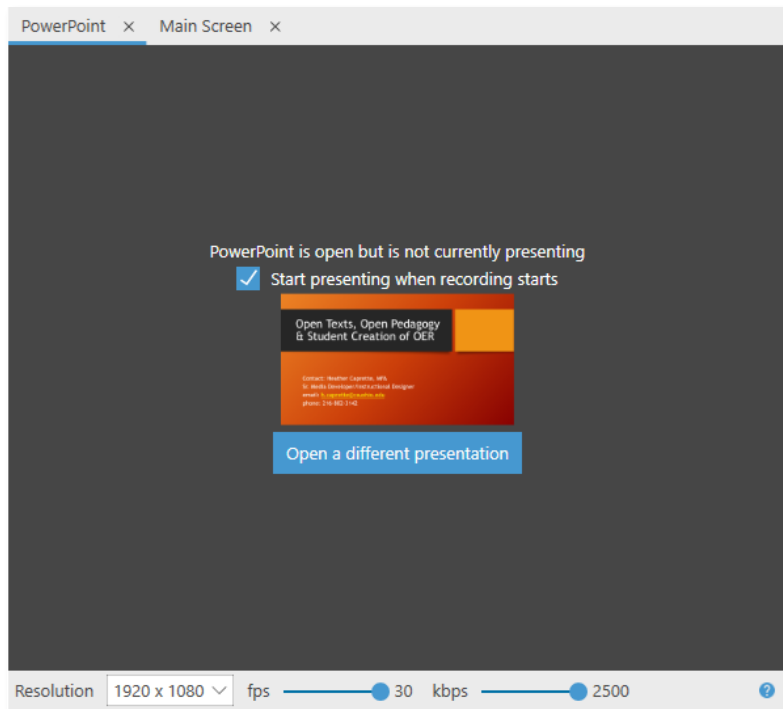


10. Speak into your microphone and check your volume in the green to red meter to the right of your image. When you speak, you don't want the sound to stay in yellow or peak to red. It should be in the green area. Adjust the volume by dragging the blue dot downward, if you need to, until your sound is in the green.
11. If you need to capture the computer's audio, for example, if you show a video playing on a website, check the box next to "Capture Computer Audio."

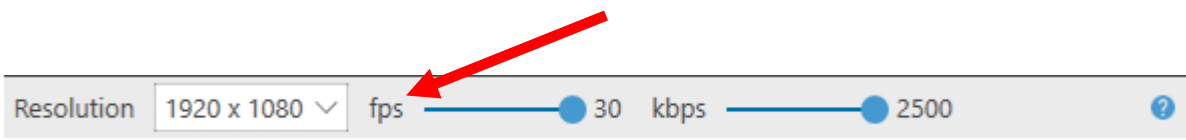
12. Set your secondary sources by checking the box to the ones you want to use. You can share a PowerPoint presentation, your main screen and/or a secondary screen.



You can preview your Main Screen or set your PowerPoint to open by clicking on the tabs for each in the preview area. If you have your PowerPoint presentation open already, you can click on the PowerPoint tab, check the box next to “Start presenting when recording starts.” This will start PowerPoint up in Presentation mode and it should fill your screen. You can also open another PowerPoint presentation from this tab.



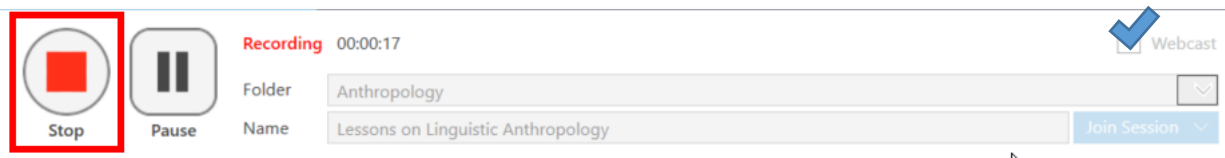
13. If you will be moving quickly around your screen, adjust the fps (frames per second) setting at the bottom of the screen up to 15 by dragging the blue dot. If you will be capturing video playing on your screen, adjust this setting to 30. A higher setting will allow motion to be smoother in the video.



14. When your audio and video sources are set, click the red “Record” button in the upper left corner.

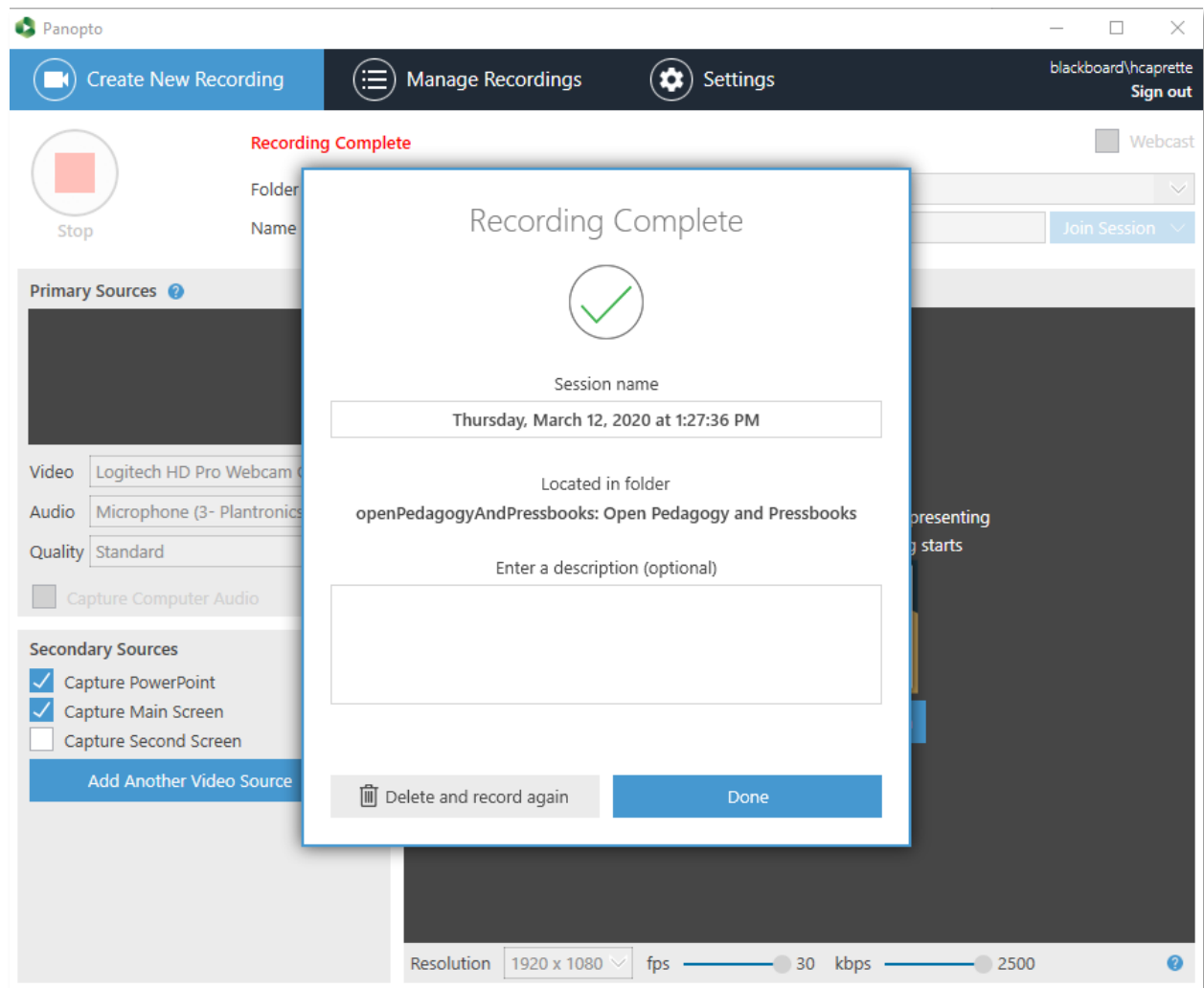


15. When you are finished recording, maximize the Panopto settings window again, and click the Stop button.



16. A Recording Complete window will popup. At this point in time, you can change the name of the recording if you need to and enter a description of the presentation. Once these are entered, click the Done button at the

bottom right.



17. The video will upload from your computer's hard drive to your Panopto Video area of your Blackboard course. It may take some time to process. Once complete, your students can click on the name or thumbnail image of the presentation to play it back.



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**An Introduction to Open Education**  
Thursday, March 12, 2020 at 1:27:36 PM

**Open Pedagogy & Student Creation of OER**  
Open Pedagogy - Thursday, March 5, 2020 at 12:28:47 PM  
Preconference talk for OpenCon 2020

18. Your students can access webcasts and recordings by clicking on the Panopto Videos link on the left navigation. If you have additional content in your course, you can also embed Panopto recordings into your modules.