

# Adding Panopto recordings to MyAberdeen

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## QGP01

Panopto is the digital capture software which is used to record lectures. You will have access to the software in the lecture theatre or classroom, as well as from your office or a [video booth](#). When recording your session, ensure you select the **relevant course folder**. You can then link to the recording within your course area in MyAberdeen course area.

## Accessing Panopto

Open Panopto from the desktop icon, login using your University username, enter your password, then click on Login.



### Course Folder (and Session Settings)

Session Settings  Webcast

Folder Choose a folder or start typing to search

Name Quick access

- TEST\_LIBRARY\_19: CL1088 (2018-19): Introduction to Learning Analytics
- My Folder

All folders

- #MyAberdeen 2018-19

- In the drop down menu for **Session Settings**, ensure you select the folder associated with your **course name** (as this is how you will link to the recording via MyAberdeen)
- If your course folder is not listed within the quick access drop down list, drill down from the greyed out **'#MyAberdeen 2018-19'** folder to find the relevant course



If you do not see the relevant course folder in the drop down menu, please contact [elearning@abdn.ac.uk](mailto:elearning@abdn.ac.uk)

- The **Name** of the recording defaults to the date and time of the recording, change this to something more meaningful, by clicking on the **Name** box and entering a short description.

## Audio and Video

- Once the **relevant course folder** has been selected and a relevant **Name** is added, ensure the microphone is selected under the **Audio** box in **Primary Sources** (left side of window), also check the metre level.
- In some rooms you can capture a **Video** source, if there is a webcam, select the relevant option from the drop down menu in **Primary Sources**.
- **You must have at least one Primary Source selected.**

Primary Sources

Video None

Audio Microphone (Logitech USB Heads)

Quality Standard

Capture Computer Audio

Secondary Sources

- Capture PowerPoint
- Capture Main Screen
- Capture Second Screen
- Capture Third Screen

Add Another Video Source

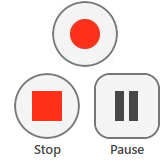
## PowerPoint Presentation

- If you wish to capture your PowerPoint presentation, ensure the **Capture PowerPoint** option is selected under **Secondary Sources**. Upload your presentation by clicking on the **Open a Presentation** button on the main screen.
- Once you have selected your presentation, you will be given the option to **Begin recording after PowerPoint opens**. We would recommend you select **No** at this stage, as this will allow you to have the presentation ready and uploaded, but still be able to make final checks and start the recording when necessary.

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## Start Recording

- Select **Start presenting when recording starts**, which will display your presentation on full screen when you start recording the session.
- To capture your computer screen, select **Capture Main Screen** under **Secondary Sources**.
- Once you are ready, click the **Record** button, at the top left of the screen.
  - The **Record** button will now change to a **Stop** button
  - A **Pause** button will appear, allowing you to **Pause/Resume** recording
  - If you have selected the **Capture PowerPoint** and the **Start presenting when recording starts** options, your PowerPoint will go full screen.
- Once your recording is complete, exit your PowerPoint presentation and click the **Stop** button.
- In the **Recording Complete** window select **Upload**, to upload the recording to the Panopto server (Note you can also choose **Delete** to record again).



## Embedding/Linking your Recording in MyAberdeen (Original Course View)

As mentioned previously all course areas within MyAberdeen should also have an associated **course folder** created within Panopto, where you will find your recording.

Whilst within the relevant course area ([Original Course View](#)) in MyAberdeen, under Course Materials, there are a number of options on how to **upload** your recording:

1. Select **Tools, Panopto Video Link** and select the relevant course **Folder**, then the **Lecture** (the name you gave your recording) and enter a **Title**
2. Or, select **Build Content** and from the drop down option you can select **Panopto Video Embed**, this will provide a listing of all the recordings you have made within this course folder on Panopto. Select the relevant video clip and click on **Insert Video**.
3. Or, within your **Add Item** text box, you have the option to click on **Mashups** and then select the **Panopto Videos** option, this will default to your **course folder**, select the relevant recording and click on **Insert Video**



Note: you can also record directly from MyAberdeen by selecting the options 2 or 3 above and selecting **Record**. This then **Opens Panopto Recorder**, enabling you to record your session.

## Linking your Recording in MyAberdeen (Ultra Course View)

If your course area is in the [Ultra Course View](#), you can currently link your Panopto recording in the following way:

1. First of all, obtain the Panopto video url by opening the Panopto course folder, hovering your mouse over the title of the relevant video and clicking on **Share**. Then copy the link displayed in the pop-up window.
2. Under **Course Content**, click on the + icon and select **Create**. In the side panel, click on **Link**. The name will be "New link DD/MM/YYYY" by default. Rename it by giving it a meaningful name. Then paste the Panopto video url in the box provided.

Please note that an integration to allow Panopto recordings to be embedded in Ultra courses is currently being developed. Keep checking this section for further updates.

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## Editing Your Panopto Recording

Once you have completed your recording there are a couple of ways to **Edit** your recording within Panopto.

- The email from Panopto confirming your recording is ready for viewing, click the **Edit session** link
- Alternatively, if you have the web based Panopto tool, search for the folder under which you have recorded the video, which can be found under the **MyFolders** tab on the left hand menu. Once in the correct folder, hover over the video you wish to edit and select **Edit**

### Editing Screen

- If you wish to trim a section of your recording, navigate to the **editing timeline**
- Select the **Scissor** icon, then drag and drop the mouse over the section of the recording you wish to remove
- The areas which will be edited out will be darker in colour, the ones you will keep are lighter.
- Once happy, click on the **Publish** button at the top right corner to save these changes (if you do not wish to keep the changes click on **Revert**)

### Useful Links

- [Toolkit, Lecture Capture](#)
- [Panopto Support](#)
- [Access Panopto software remotely](#)
- [Digital Capture – Panopto \(Media Services\)](#)
- [Adding captions to Panopto recordings](#)
- [Panopto for Mac OS](#)