

How do I record a lecture or digital content for my students?

Overview

The University of Aberdeen provides **Panopto** digital capture software for recording lectures in a Panopto enabled lecture theatre or classroom, or recording digital content and presentations at your desk.

The Panopto software captures the computer screen along with audio (e.g. your voice) and video.

This guide provides general instruction for using Panopto.

Note: To record your lecture or digital content **directly** into your **MyAberdeen** course please follow the instructions in the [MyAberdeen guide](#).

How does it work in a lecture theatre?

Check here for the list of [Panopto enabled classrooms](#).

- Panopto can record everything on your computer screen, along with your voice, in any Panopto enabled classroom.
- It can record video if there is a camera attached to the set up.
- The resulting recordings are published to your personal folder on the Panopto server.
- You will receive an email confirmation containing hyperlinks.
Use these links to view, edit or share the video file on any web page or in the MyAberdeen VLE.

How does it work at your desk?

- Panopto can record everything on your computer screen, along with your voice, on your desk PC or laptop provided you have downloaded the software and have a microphone attached – see below.
- It can record video if there is a camera attached to the set up – see below.
- The resulting recordings are published to your personal folder on the Panopto server.
- You will receive an email confirmation containing hyperlinks.
Use these links to view, edit or share the video file on any web page or in the MyAberdeen VLE.

Software requirements

If you want to make digital recordings at your desk you will **first need to install the Panopto software** onto your network PC or laptop via the **Software Center**.



For help using the Software Center, please see:
www.abdn.ac.uk/staffnet/working-here/software-6048

To install the Panopto software on a **Mac**, or non-University managed PC:

- Open a **browser** and go to: <https://abdn.cloud.panopto.eu>.
- **Sign In**, using **MyAberdeen** and your University username and password.

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- Choose **Download Panopto** from top right of window.
 - Download and **run the appropriate installer** for your Operating System.

Hardware requirements

You will need to have a **headset** or **microphone** attached to your computer to record your voice.

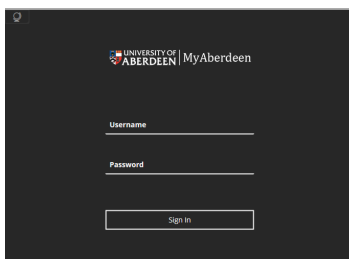
You will need to have a **webcam** if you want to record video (**Note:** Your webcam might have an integrated microphone).

What advantages are there in recording my lectures or digital content?

1. The value it adds to courses – **more and more students are demanding the flexibility and control that recorded lectures provide** over their learning. This is also applicable to students for whom English is an additional language, or for students with **specific learning differences**.
2. It is simple to set-up and unobtrusive, requiring little technological knowledge “**it’s literally as simple as putting the kettle on**”.
3. Transparency of teaching – the ability to **share best practice with colleagues without disturbing your lesson**.
4. Viewer analytics to **see what and how often students are watching** – thereby helping lecturers to gauge interest in topics and hone and **improve their lecture content and delivery**.
5. It provides **more opportunities for interaction** during class time. Since students can preview course material or information-based tutorials in their own time, topics are illuminated during contact time by means of debates, interaction and **more in-depth exploration of themes and better quality debates**.
6. This can be used for creating content for **Online Courses**.
7. Panopto allows multiple source recording which allows the viewer to watch the PowerPoint presentation, the lecturer, or both simultaneously

Making your recording

1. Open **Panopto** from the desktop icon on a PC or from Applications on a Mac.
2. **Log In** using your University **username** and **password**.

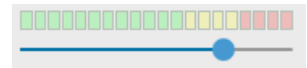
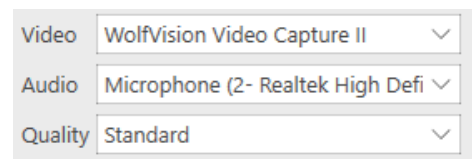


3. Choose **Create New Recording** (if not already selected).
4. Give your recording a **Name** (e.g. course code and a short description).

Session Settings	
Folder	My Folder
Name	ED1234 Welcome Lecture 12 Sept 2017

Note: The recording will be saved in your My Folder unless you choose to change this.

5. Ensure the **Audio** source is selected.
6. If a **Video** source is connected, and you want to capture this, choose the appropriate option e.g. if a visualiser or webcam is connected you will see options such as WolfVision Video Capture II or Logitech Webcam.
7. Verify your audio and visual setup. Check that the level indicates audio is being detected. If there is video, check the picture.
8. To start your recording click **Record**.
9. Minimise the Panopto window to the system tray.
10. To stop or pause recording, click on the software icon in the system tray to display the recorder and choose **Pause** or **Stop**.
11. When recording is complete press **Stop**.
12. In the **Recording Complete** window select **Upload**, to upload the recording to the Panopto server. Notice you can choose to Delete and Record again.
13. **Sign Out** and close the Panopto window.
14. **Sign/Log Out** of the computer but **do not** shut down.
15. You will receive an **email** containing links to view, edit and share your recording. This can take up to 24 hours.



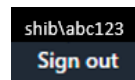
Record



Stop



Pause



Manage your recordings

To view and manage all the recordings you make, go to <https://abdn.cloud.panopto.eu>

Sign In (using Shibboleth) with your University **username** and **password**.

Setting permissions for sharing your recording






The recording you have created is **private** to you until you choose to share it.

To set permissions:

- Either, having signed in as above, locate your recording and choose **share**
Or **click on** the **share** web link you received by email and then sign in
- In the window that opens you will see a note of the **Link** to your recording and **Who has access**
- The default is **Specific People** and just you
- From the drop-down menu the options are:

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.

- **Choose carefully** the option which is appropriate for your purposes considering who you want to have access to your recording.

Option	Meaning
Specific People	This is the default and is just you. You can Invite other specific people by adding their email addresses in the Invite people field.
Anyone at your organisation with the link	Allows University users who have the link to sign in and view the recording. Not listed for all University of Aberdeen Panopto users.
Anyone at your organisation	Listed (in Everything folder) and can be viewed by all University of Aberdeen Panopto users when signed in.
Anyone with the link	Allows University and non-University users who have the link to view the recording. No sign-in required. Not listed for all University of Aberdeen Panopto users.
Public on the web	Recording can be accessed by anyone on the internet, No sign-in required. Listed and can be viewed by all University of Aberdeen Panopto users.

- We recommend:

- **Anyone at your organisation with the link** for University only use.
Share the link via email, web page or in MyAberdeen.
Users will be prompted to sign in.
- **Anyone with the link** to share with non-University users.
You will need to provide them with the link e.g. via email.
No sign-in required.
This can also be used for University users if you prefer them not to have to sign in.

- **Select** the option you want and **Save Changes**.

Extended features

Panopto provides full documentation on using its digital capture software.

Find out more at Getting Started on the **online support area**

This includes further information on:

- [Recording a session](#) and changing settings.
- [Viewing a session](#), including tips on navigation, making time-stamped notes and searching.
- [Sharing a session](#) including setting permissions for sharing your recording with others.
- [Editing a session](#) including guidance on how to trim or edit your recording before sharing it.

Further Information and Help

If you require further assistance with lecture recording please contact the Service Desk at servicedesk@abdn.ac.uk or media services at mediaservices@abdn.ac.uk