



Setting Up Panopto

for LEO

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Installing Panopto

Getting Started

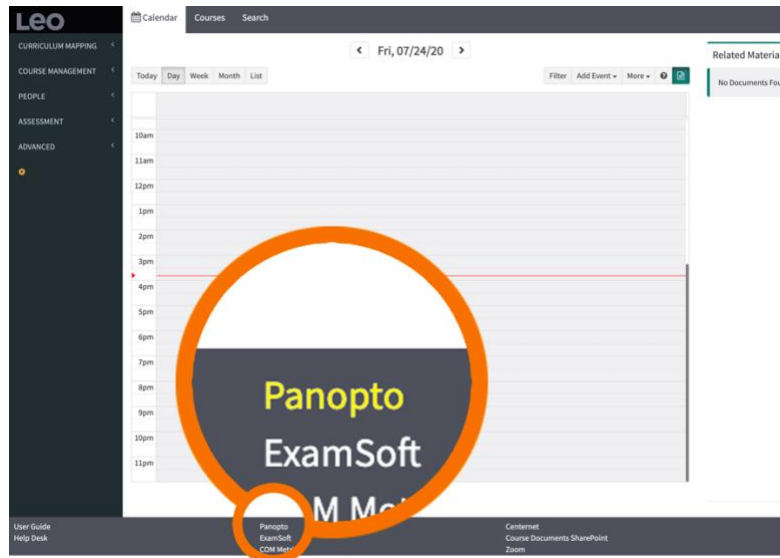
Access Panopto through LEO.

1. Login to LEO with your O-key credentials [here](#).

If your O-key credentials are broken, please contact [CHS Help Desk](#).

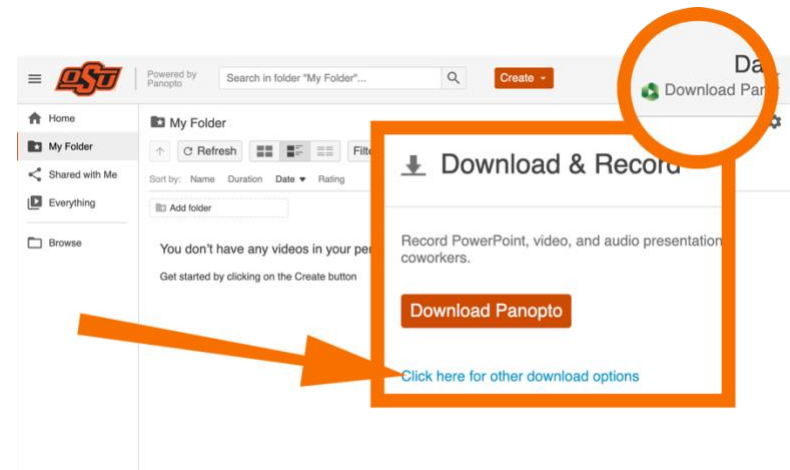
If your O-key credentials work elsewhere but you still can't get into LEO contact your Instructional Design Coordinator from OED.

2. Find the Panopto link at the bottom of LEO and enter Panopto.

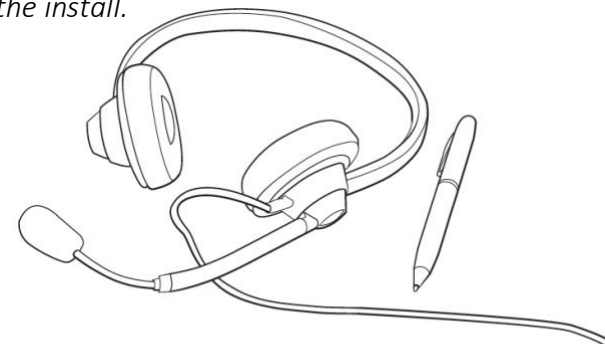


3. On the top left of the Panopto site find the Panopto installer.

You may need to select “Click here for other download options” to find the appropriate installer for your computer.



If you're using an OSU issued device, you'll need to contact IT, [now](#) to complete the install.



Launch the recorder

Getting started in Panopto

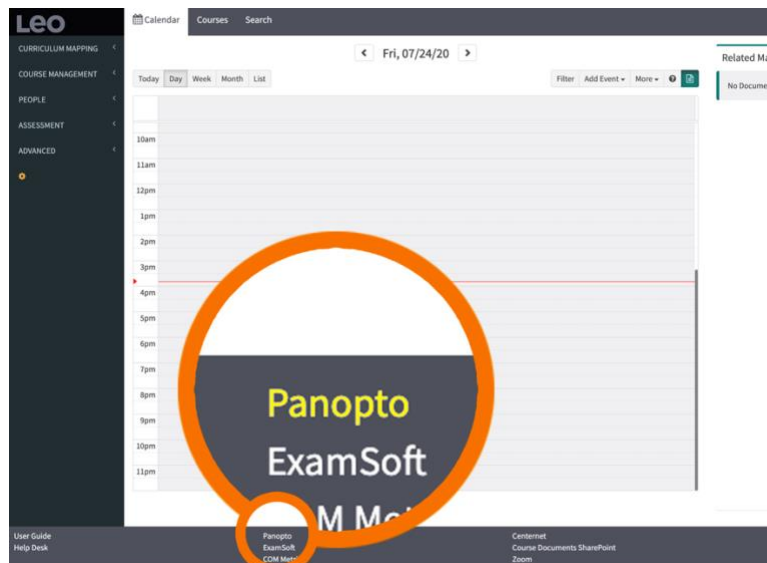
After Panopto is installed—Start a recording.

1. Login to LEO with your O-key credentials [here](#).

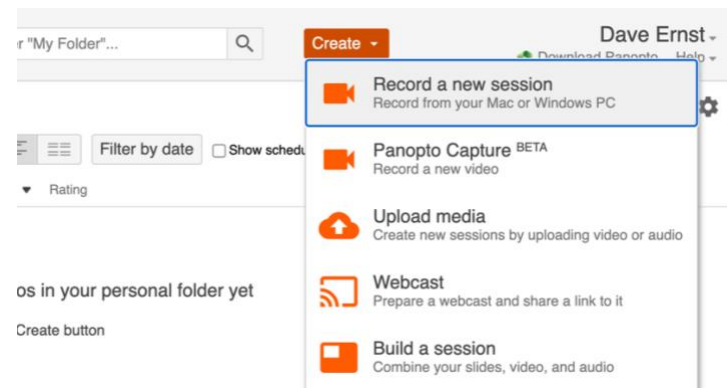
If your O-key credentials are broken, please contact [CHS Help Desk](#).

If your O-key credentials work elsewhere but you still can't get into LEO contact your Instructional Design Coordinator from OED.

2. Find the Panopto link at the bottom of LEO and enter Panopto.



3. At the top of the Panopto site begin a recording by selecting: “Create > Record a new Session”



4. Next, choose: “Open Panopto” to launch the recorder.

↓ Record a new session

Open Panopto

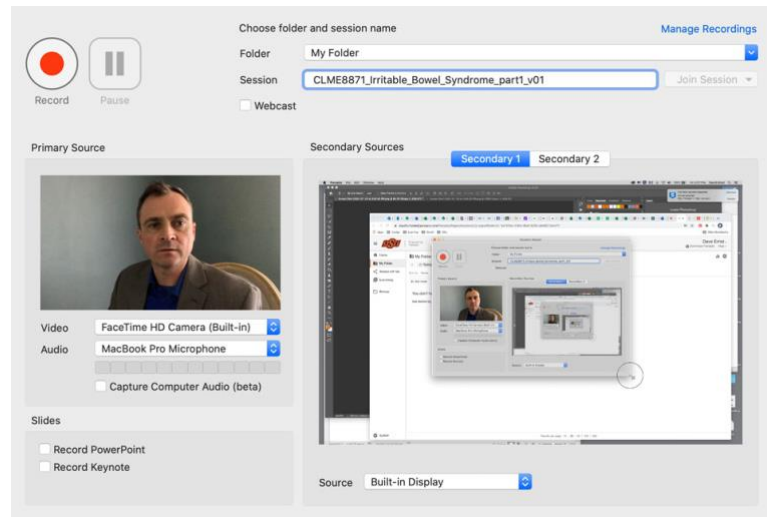
If you have Panopto installed, you can open it from here. If Panopto installed the latest version of Panopto below.

Open Panopto



Capture settings

The Record Session controls



ATTENTION:

You should do a test recording (or two) that includes all your presentation materials to check you can see and hear them. You don't want to record for an hour and have captured a blank screen.

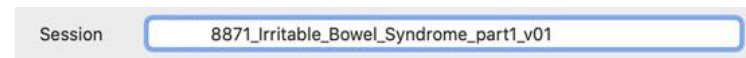
Once you've used Panopto a few times it will be super easy. Check the following settings to get started.

1. Folder: choose "My Folder"



In the folder drop down, you will find every class you are associated with, however selecting the course folder now as the destination will make the recording available immediately to students—before you've had the opportunity to make edits to your content. Later I'll show how to move the video file and set an appropriate availability date for student access.

2. Session: name your recording



Name your file with your **course number** and **event name**. If you save your file in the wrong spot by mistake, naming it correctly will allow us to help you find it later—and makes it clear for students which videos they should be watching.

The file name in this example is:

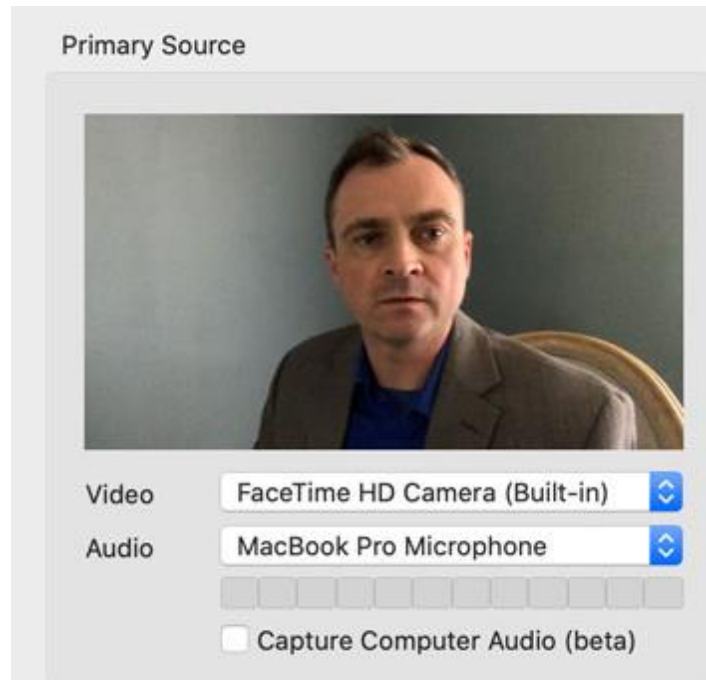
8871_Irritable_Bowel_Syndrome_part01_v01

Course Number = 8871_

Event Name (Class lecture) = Irritable_Bowel_Syndrome_Parts—I plan to record this in five parts; this is: part01

Version—I might make a mistake; this is attempt one = _v01

3. Primary Source: select your devices and content

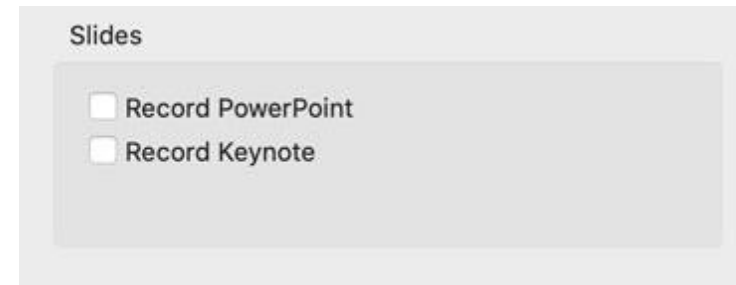


Video: Strongly encouraged—choose a video device to record you presenting.

Audio: Required—choose an audio device to record your voice.

Capture Computer Audio: Optional—does your presentation have any sound originating from your computer? ie. recorded sound from a heart monitor, sound from a YouTube video, etc.
—if so, you'll need this checked

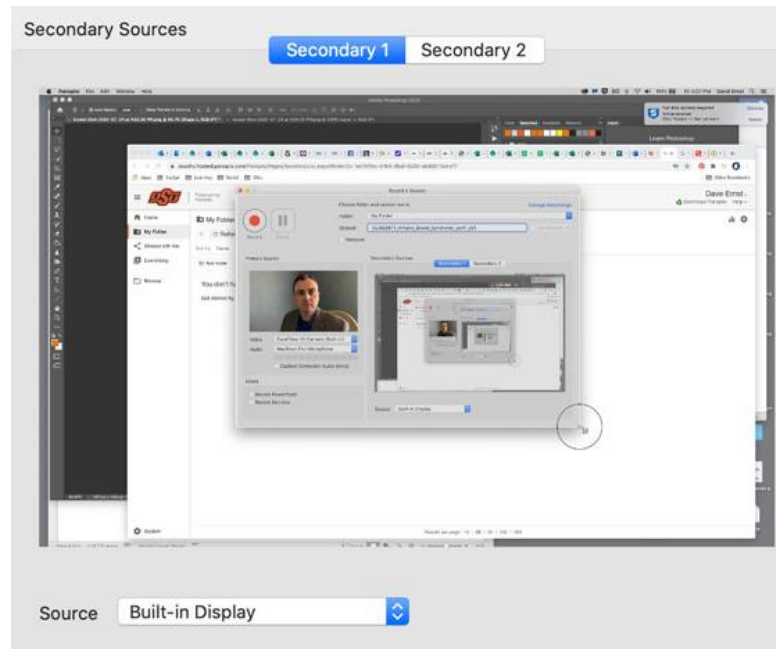
4. Slides: select your presentation mode



This shows two choices, but you can also capture your whole screen; if you plan to bounce around from PowerPoint, to the web, to other applications, etc. (screen capture is explained next). If you are not capturing video in step 3 be sure you are capturing something here—or you'll capture nothing.

5. Secondary Sources: (Optional)

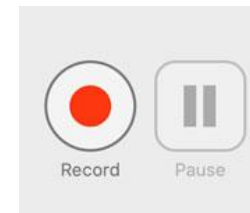
Use this for whole screen capture



Secondary 1: use "Source" to choose the screen you'd like to capture (if any). Remember it will capture anything visible on your screen: personal emails, baby photos, banking info, your desktop files and background image, etc. Please be sure everything visible is appropriate and professional.

Secondary 2: use "Source" to choose an additional screen you'd like to capture (if any).

6. Record, Pause & Stop.



Now you're ready to record.

You can also pause and stop the video recording.

7. If you're happy, and you know it, click: Done.

The image shows a "Recording Complete" screen. At the top, it says "Recording Complete" with a green checkmark icon. Below that is a "Session name" field containing the text "8871_Irritable_Bowel_Syndrome_part1_v01". Underneath is a "Located in folder" section with "My Folder" selected. There is also a field for "Enter a description (optional)". At the bottom, there are two buttons: "Delete and record again" and "Done".

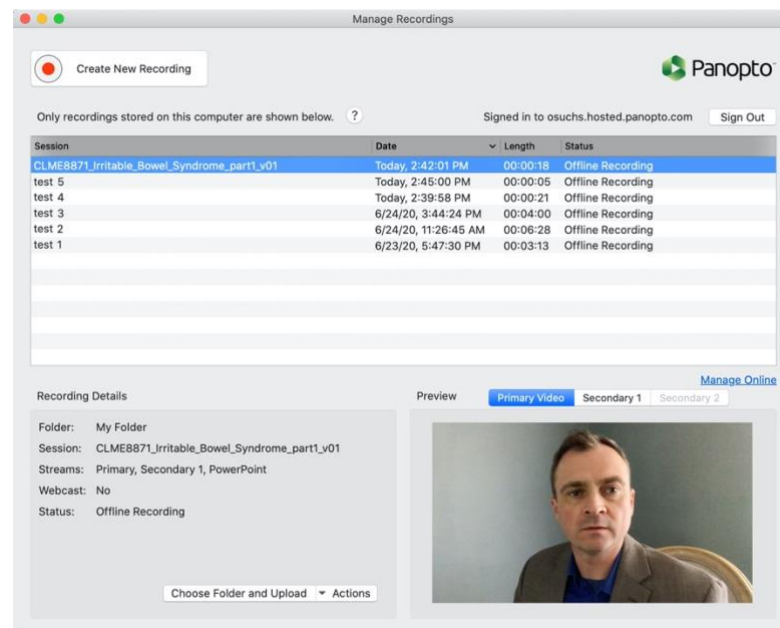
Upload & Edit

Wait, I thought I was done...

1. File Management

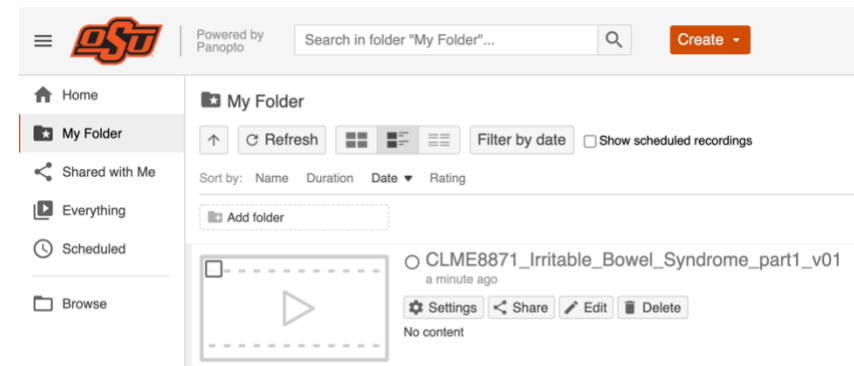
You now have a bunch of recordings in the Panopto application, but they are “Offline” meaning not actually uploaded to the Panopto website.

Once they are on the website you can edit out mistakes and set publish settings.



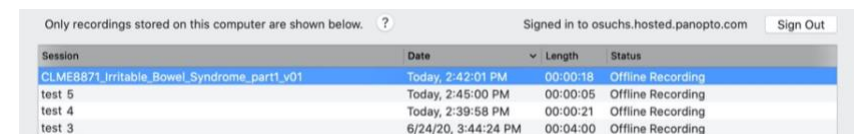
While working in the Panopto website don't use your browser's "back" and "forward" navigation—only use the Panopto site navigation controls.

The Panopto website will show your recordings but they will be currently listed as “No Content.”

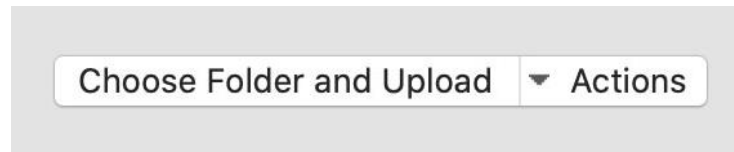


We need to push your files to the website.

Back in the Panopto desktop application file manager select the file you'd like to upload to the Panopto site.



Then confirm an online destination directory & name.



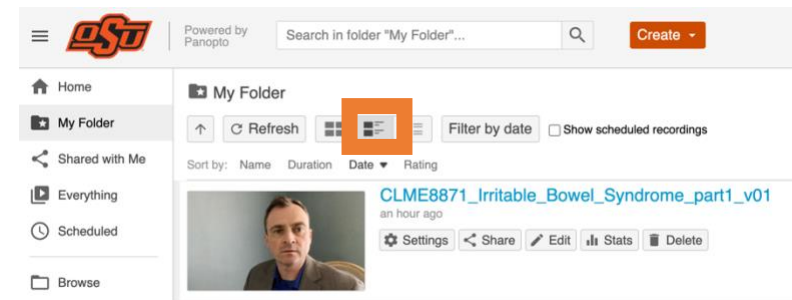
It should be going to "My Folder"

A screenshot of a dialog box for folder selection and upload settings. It includes fields for 'Folder:' (My Folder), 'Session:' (CLME8871_Irritable_B...el_Syndrome_part1_v01), 'Streams:' (Primary, Secondary 1, PowerPoint), 'Webcast:' (No), and 'Status:' (Offline Recording). At the bottom are 'Upload', 'Cancel', and 'Actions' buttons.

And upload.

2. Editing

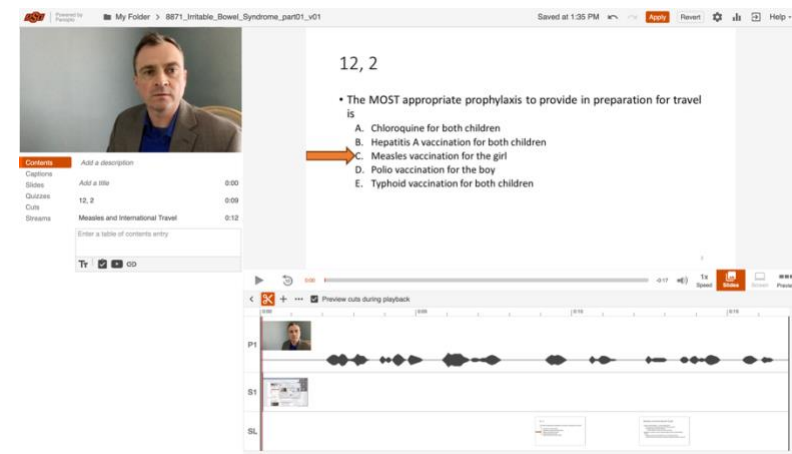
Now within the Panopto website your file has content.
Select list view.



Select Edit. (The button may appear only as a pencil icon.)



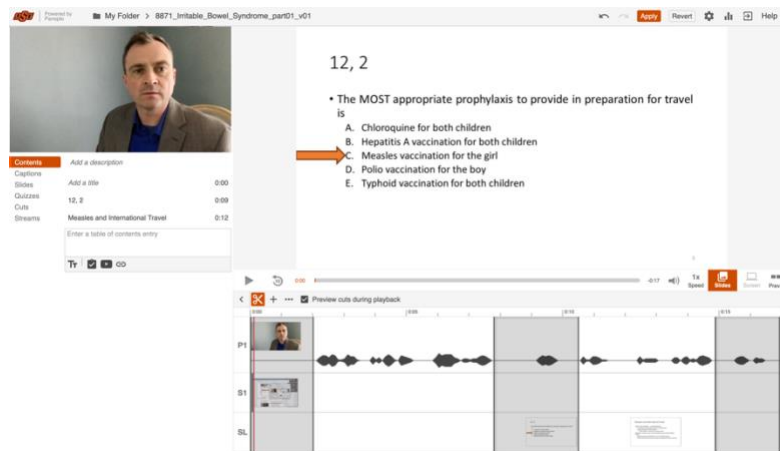
This is the Panopto video editor screen.



There's lots we can discuss but these instructions focus only on the very basics—if you have additional questions please contact your course's Instructional Designer.

Click and drag in the video track to create edits. The removed content will appear greyed out. Anytime you pressed pause while recording will already be greyed out.

You will likely need to remove the beginning and ending; from when you were getting organized. You may also need to cut out mistakes from the middle. Anything grey, won't play.



Then don't forget to "Apply" your changes!



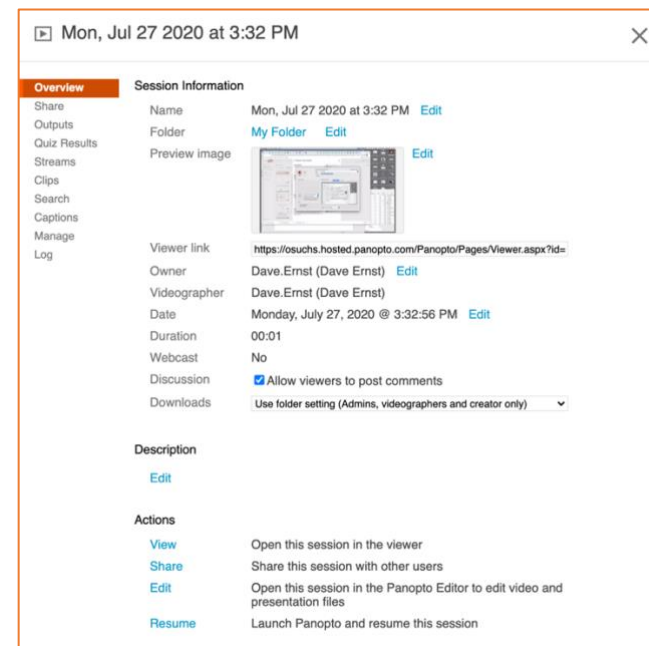
This is also the time to consider adding Panopto Quizzes for engagement, interaction and graded assessment—learn more about embedded quizzes in this [webinar](#).

3. Settings

Settings are accessible from a few places.
(The button may also appear as only a gear icon.)



This is the main settings screen



Again, there's lots we can discuss about settings but these instructions cover only the basics to publish your content—if you have additional questions please contact OED.

Scroll to the bottom of the settings “Overview” to find the publish dates.

Availability

A session can be made available after a start date and before an end date by clicking the **Availability** tab. You can also replace any availability settings on the parent folder. A session can also be made available immediately by saving it in the editor.

Session becomes available

☐ with its folder (immediately)

☒ starting Central Time (US

Session remains available

☐ forever

☐ with its folder (forever)

☒ until Central Time (US & C

Set the availability **start date** to 5:00pm on the Friday preceding your scheduled course event.

Set the availability **end date** four (4) years from the start date.

Almost done.
Select “Outputs” settings.

Overview

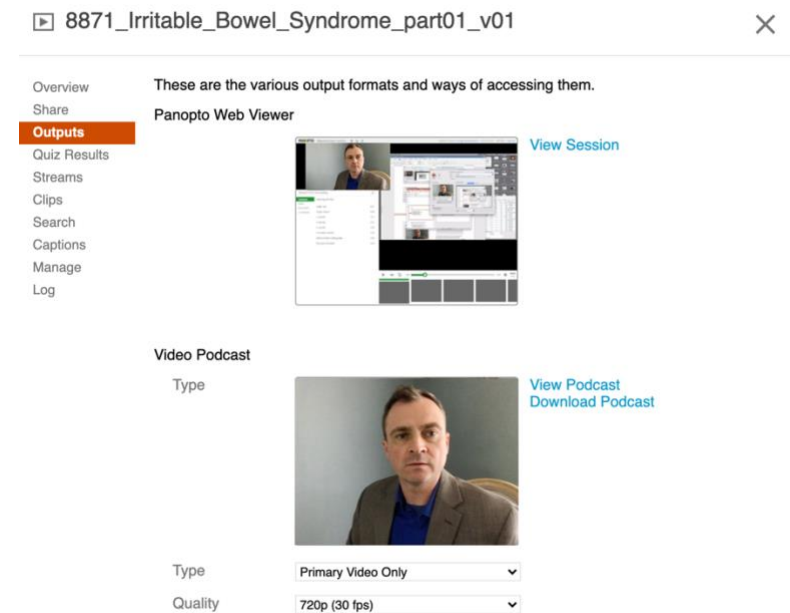
Share

Outputs

Quiz Results

Streams

The “Outputs” settings look like this.

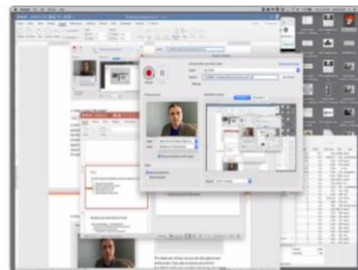


With the standard settings, students watching on a mobile device will only see you, not your presentation—let's fix that!

For the Video Podcast settings, choose:
Secondary Video Only

Video Podcast

Type



[View Podcast](#)
[Download Podcast](#)

Type

Secondary Video Only

Quality

720p (30 fps)

[Apply](#)

And apply.

You've come this far—next process, is the last process.

Move It!

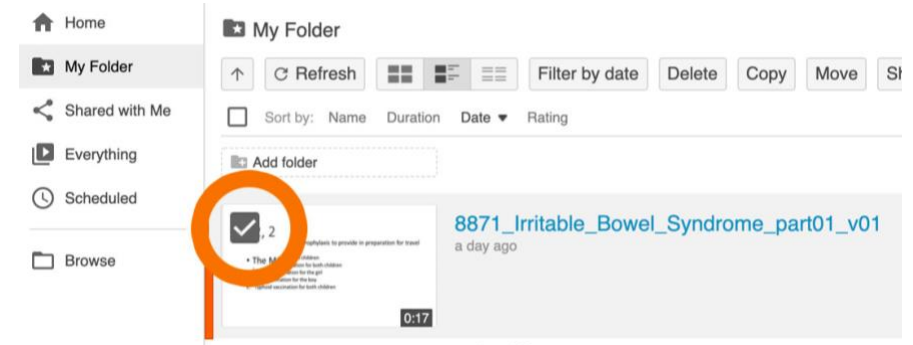
Put it where it goes

The last step is to move your content to the proper course directory or course sub-folder—so students can actually view your content and access it from LEO.

The main course directory is only for primary event content.

Sub-folders are for Q&A, synchronous sessions, labs, etc.

To move the file, check the little white check box in the corner of the file preview.



Then click Move.

[Filter by date](#)

[Delete](#)

[Copy](#)

[Move](#)

[Share](#)

In the Move dialog box, select the appropriate destination. You will only be able to see courses you are assigned to. If you can't see your course directory, please contact OED.

Move session(s) to

Choose a folder or start typing to search ▼

1 8871_Irritable_Bowel_Syndrome_part01_v01

Additional Resources

Aka: More Good Stuff

Learn how to [reach adult learners remotely](#)

[PowerPoint slide creation tips](#)

[Video Recording Tips](#)

Learn more about [embedded quizzes](#) in Panopto

Learn more about [Panopto and video editing](#)

Schedule a recording at the [OED video studio](#)

Learn [Zoom Basics](#)

Learn [Zoom's Advanced Features](#)

CenterNet [OED Faculty resources](#)

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