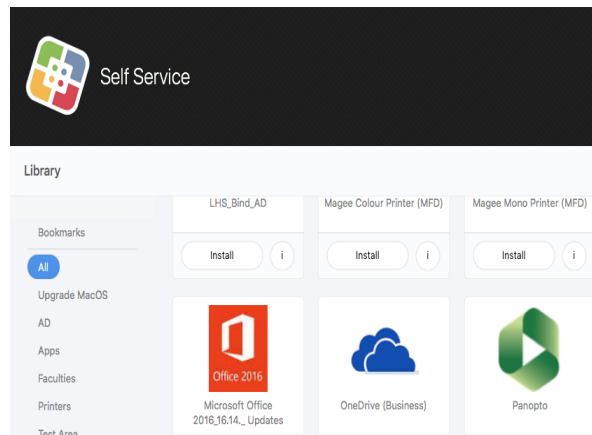
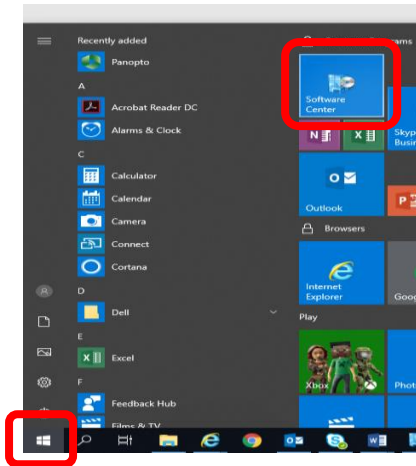


## Installing Panopto...

Panopto can be installed for Windows from the Software Centre, or for a Mac it can be installed through the Self-Service portal.

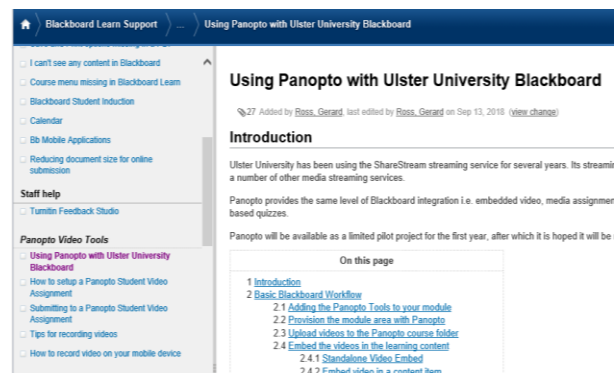


If you do not require Blackboard integration, you can now open Panopto as stand-alone software.

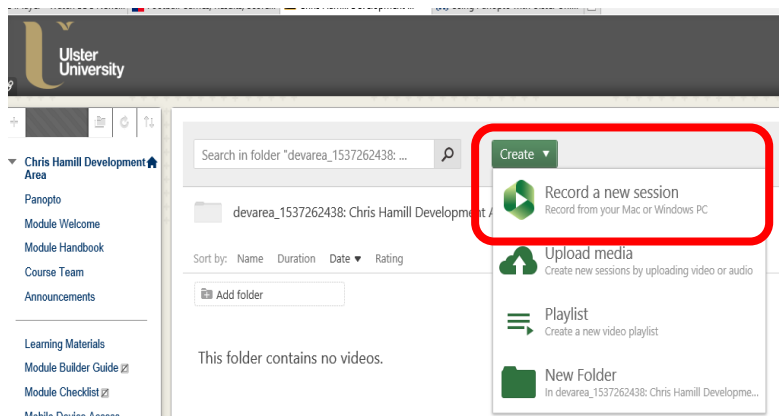
## Using Panopto with Blackboard...

For Blackboard integration use the link below;

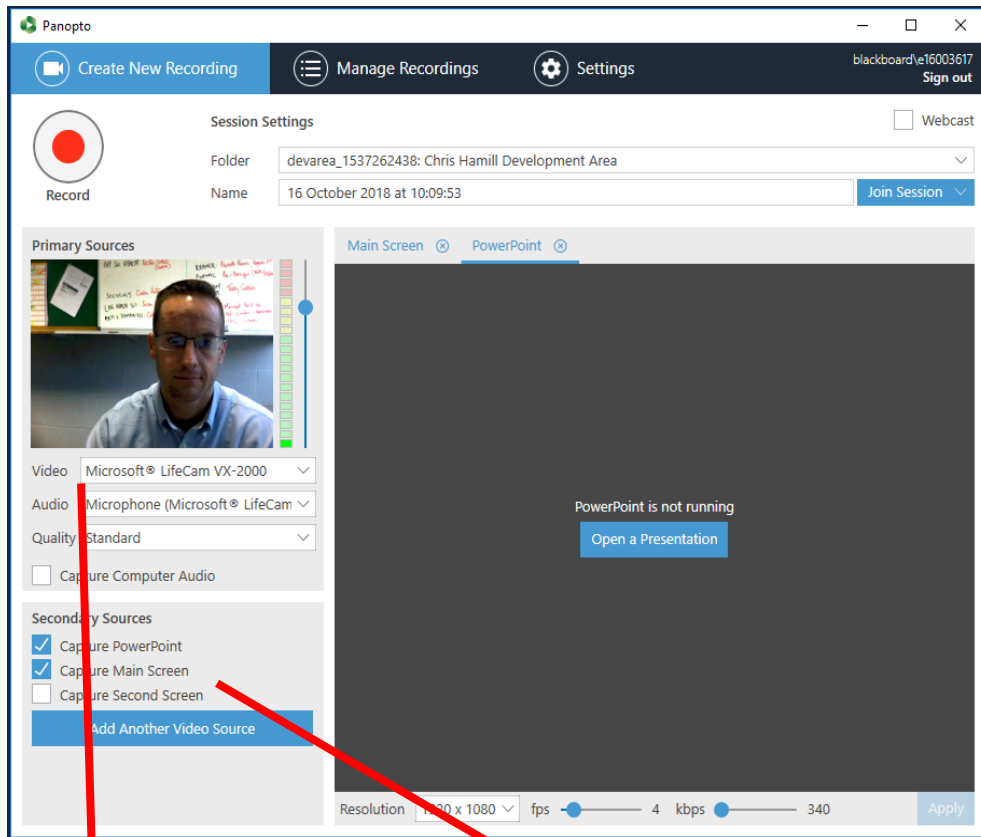
<http://wiki.ulster.ac.uk/display/VLESUPPORT/Using+Panopto+with+Ulster+University+Blackboard>



Once this is complete, you can now access Panopto from within your Blackboard area;



## The Panopto Interface...



The folder where your lecture will be saved, and the file name. (You may change this as required)

Preview of how your completed lecture capture will appear.

Your primary sources (i.e) audio and video sources connected.

Secondary sources you might want to include (e.g.) Powerpoint or your desktop.

Some tips for recording videos in Panopto are available at;

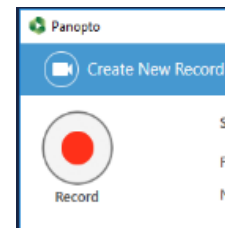
<http://wiki.ulster.ac.uk/display/VLESUPPORT/Tips+for+recording+videos>

### **Hardware:**

Some users may find the webcam and microphone on their own device is suitable. Alternatively, other hardware such as boundary mics & cameras are available from ISD Service Desk & ODL.

## Your Lecture Capture Session...

Once you are satisfied with all your sources / inputs, and ready to begin Lecture Capture, press the record button. You can now present your session.

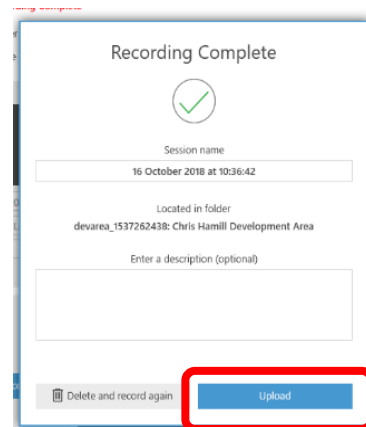


When you have completed your lecture capture session, press the stop button. You can also pause the session at any time.

Once complete, you will see this message. At this point Panopto will show folder your session will be saved in.

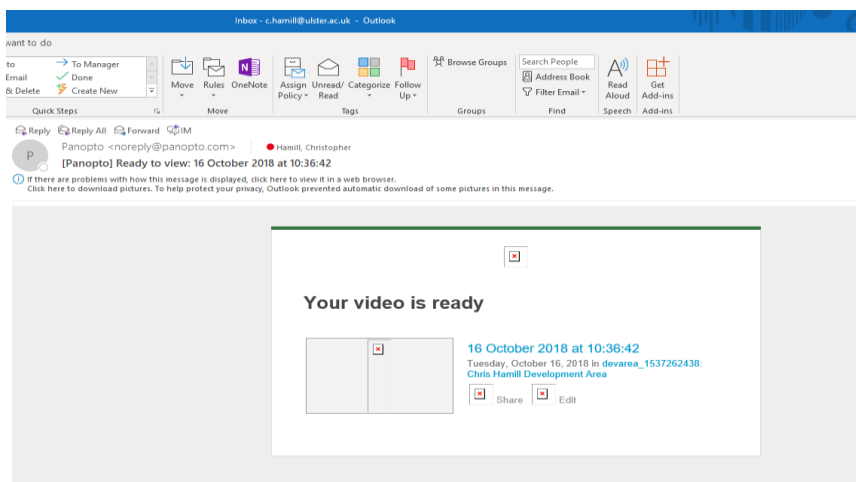
You can also choose to name the session, and add a description.

Then press upload to complete the process.



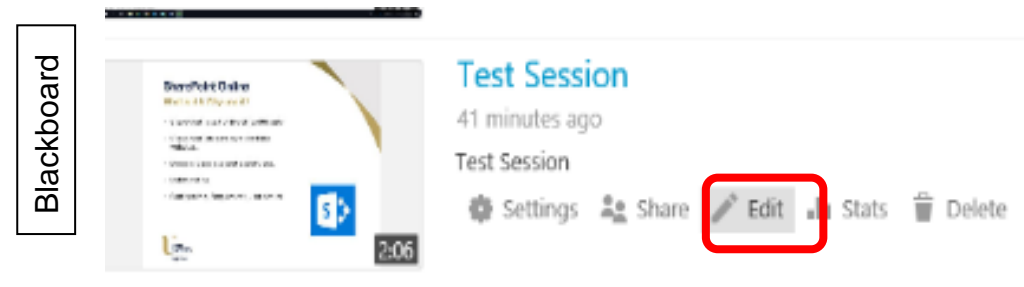
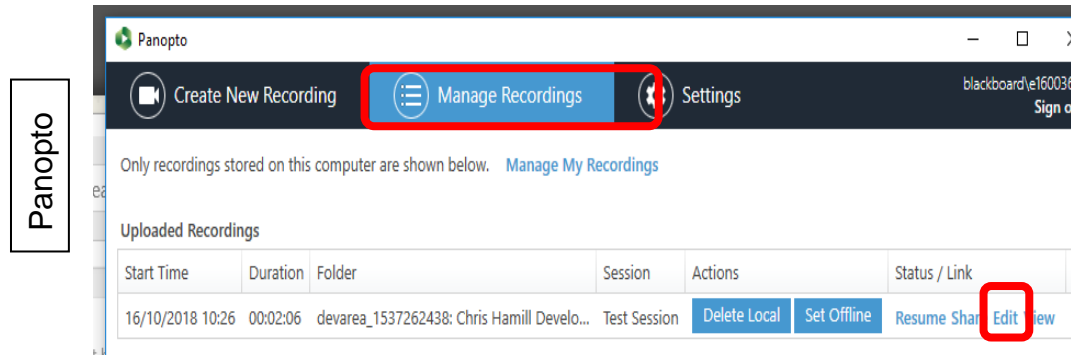
Once Panopto have prepared your Lecture Capture file, you will receive an e-mail notification.

Your Lecture capture session will then be available to edit and share.

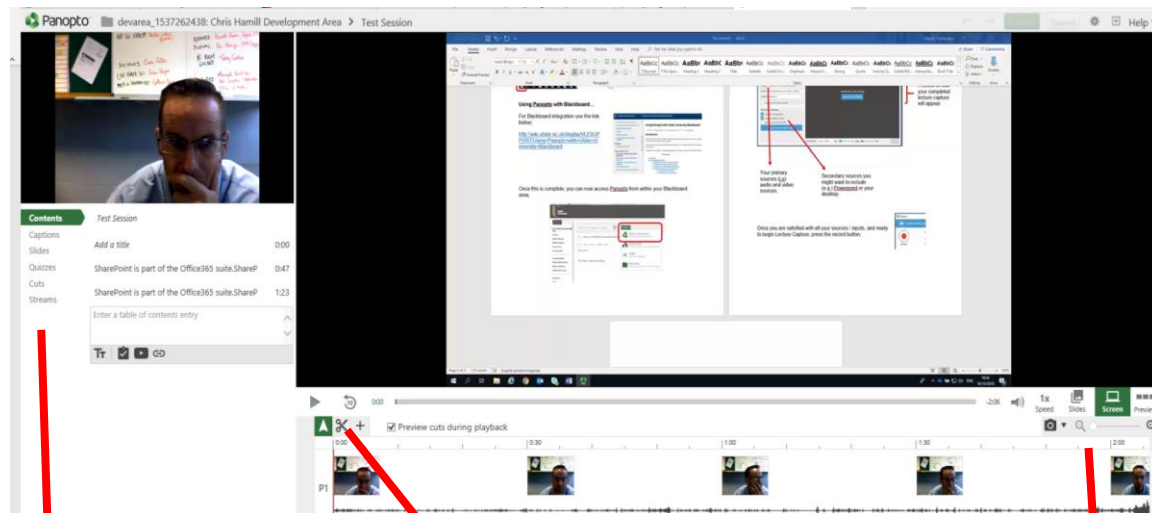


## Edit your Lecture Capture Session...

You can select the **Edit** option from the **Manage recordings** tab in Panopto, or from your file's location within Blackboard;



You can now use the edit tools within Panopto to makes changes to your session;



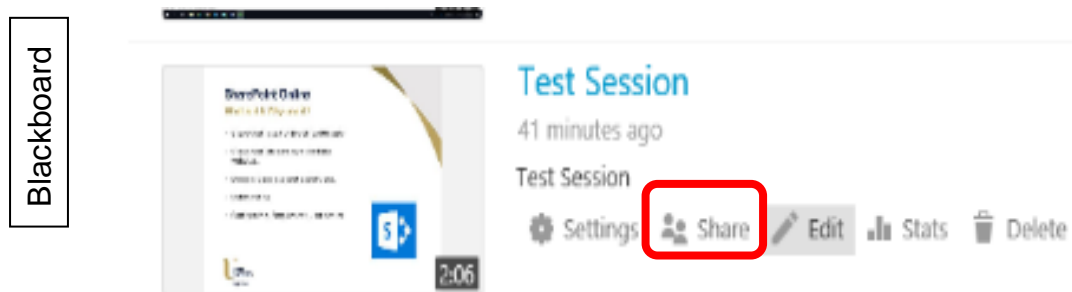
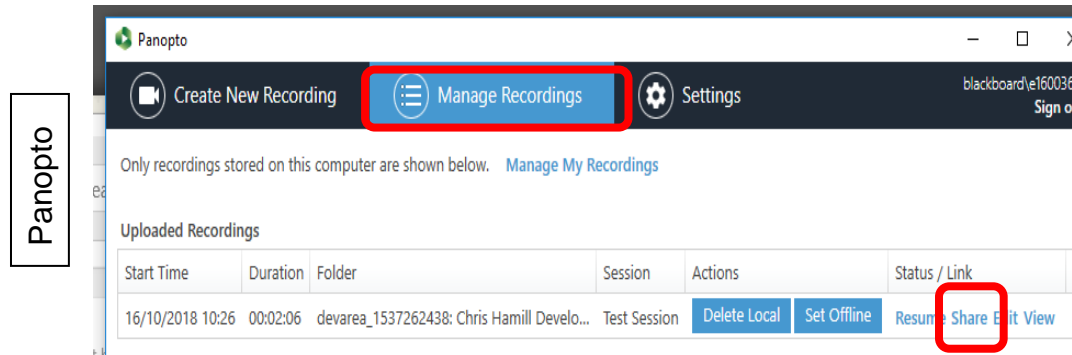
Add extra content,  
or captions &  
quizzes.

Use the scissors to  
cut unwanted  
sections.

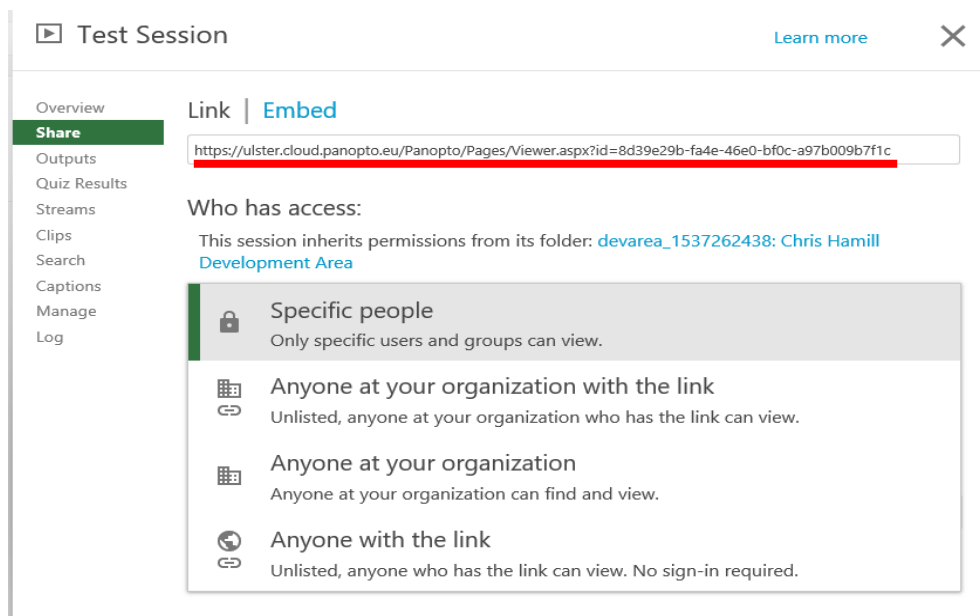
Toggle between  
sources or change  
the presentation  
speed.

## Sharing your Lecture Capture Session...

You can select the **Share** option from the **Manage recordings** tab in Panopto, or from your file's location within Blackboard;



You can now use the link to share your session, and decide who has access;



Note, using the **Overview** tab on the left, you can still change the file's Name & Description – as well as manage when the session is available to view.

Further Panopto support is available at <https://support.panopto.com/s/>