

## A. Setting up Panopto in a VLE area

### Note:

- The steps in this section need to be completed only **once** for **each** study-unit where you will be using Panopto.
- If the **Lecture Capture (Panopto) block** has already been added in the VLE area (the block will be visible on the right-hand side or at the bottom of the VLE area, depending on the size of your screen), skip steps 3 to 6.
- If the **Lecture Capture (Panopto) activity** has already been added in the VLE area (identified by the Panopto icon ) , skip steps 7 to 9.

1. Access the required VLE area from the **VLE Dashboard (UM VLE / JC VLE)**.
2. Click the **Turn editing on** button.
3. On the left-hand navigation drawer, scroll down and select **Add a block**.

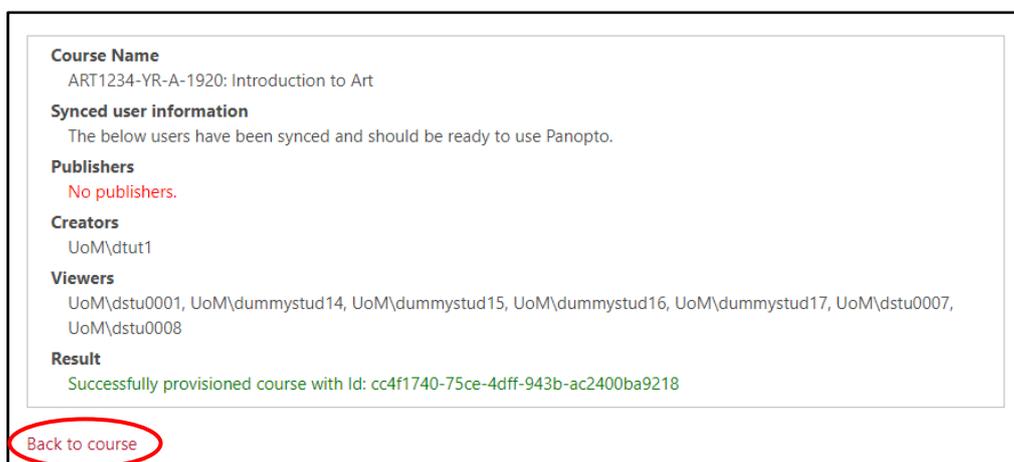
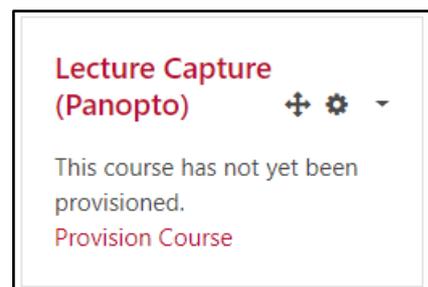


Note: If the **Add a block** menu is not visible, click on the burger icon at the top-left corner to open the navigation drawer. Also, if *Lecture Capture (Panopto)* is not listed in the **Add a block** menu, this means that the **Lecture Capture (Panopto)** block has already been added to the VLE area.

4. On the **Add a block** pop up menu, scroll down and select **Lecture Capture (Panopto)**.



5. The block will appear on the right-hand side or at the bottom of the VLE area, depending on the size of your screen. Click **Provision Course**. This will ensure that you can use Panopto in this VLE area.
6. A new window will appear. Under **Result**, you will receive a success message to confirm that the VLE area has been provisioned. Click the **Back to course** link.



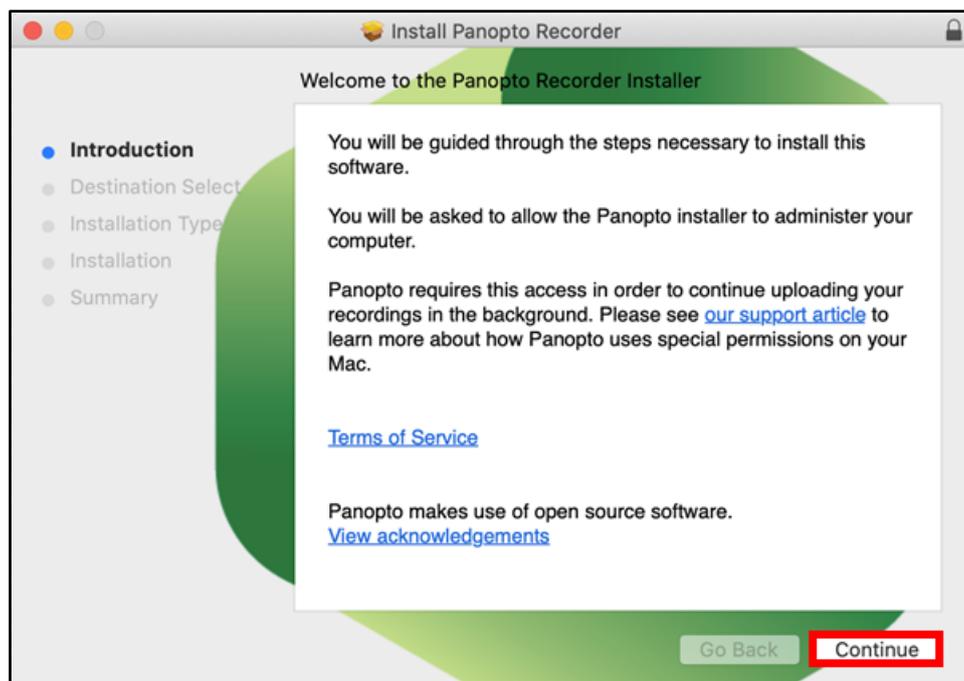
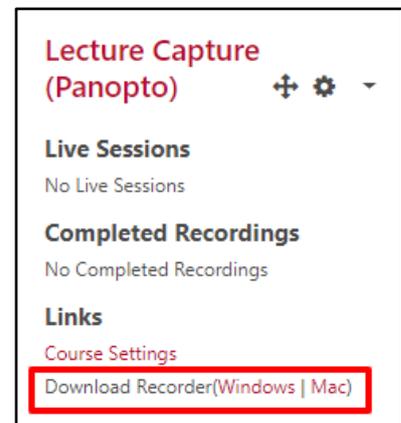
7. In the desired section, click the **Add an activity** drop-down menu and choose **Lecture Capture (Panopto)**.
8. Enter the *Activity Name* as 'Lecture Capture (Panopto)'.
9. Click the **Save and return to course** button.

## B. Downloading and installing Panopto

### Note:

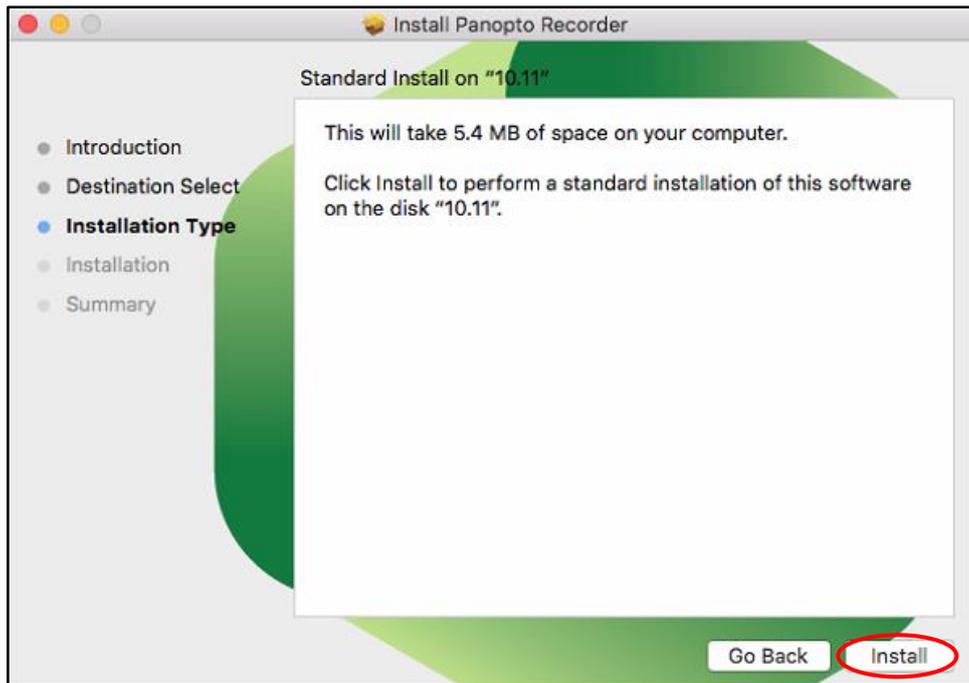
- You only need to download and install Panopto **once** on your device. If you have already installed Panopto, proceed to [section C](#).
- If you have an **older version** of Panopto installed on your device, you will need to download the latest version and reinstall Panopto by following the steps in this section.

1. Go to the **Lecture Capture (Panopto)** block displayed on the right-hand side. Click on **Windows** or **Mac**, as required.
2. The application installer file is immediately downloaded on your computer.
3. Click on the downloaded **Panopto Recorder** executable file to launch it.
4. The **Install Panopto Recorder box** dialog box is displayed. Click **Continue**.



If necessary, select the destination drive of your choice.

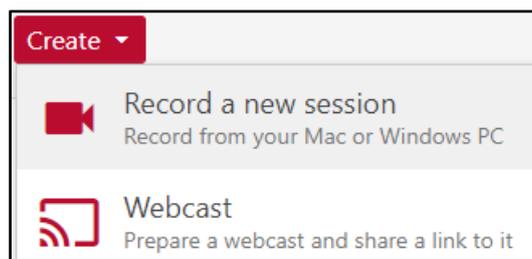
- Click **Install**. If prompted, enter your credentials to proceed with the installation and click the **Install** button.



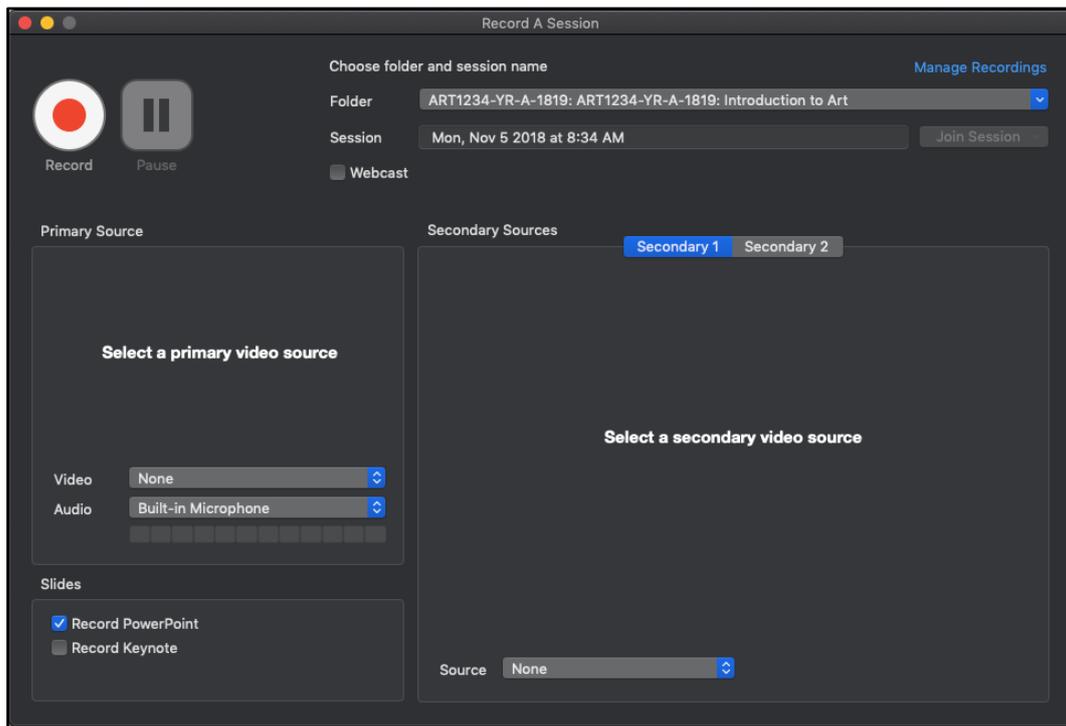
If the application is launched automatically, simply click the **Close** button.

### C. Recording with Panopto

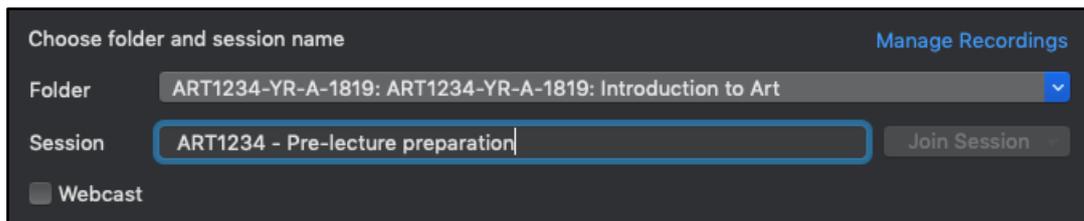
- Access the **Lecture Capture (Panopto)** activity identified by the Panopto icon . (If you have not created the activity yet, refer to [section A](#), step 7). You will be automatically directed to the Panopto folder of the respective VLE area.
- Click the **Create** button, and select **Record a new session**.



- If prompted with the **Open Panopto Recorder?** dialog box, click **Open Panopto Recorder** to proceed. The **Panopto** application is launched, as shown overleaf.

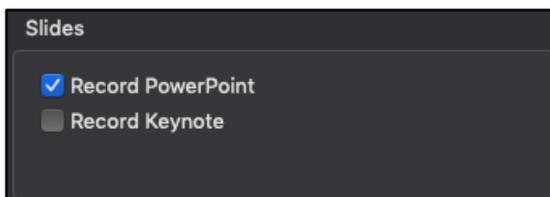


4. Consider the **Session Settings** section. Ensure that the **Folder** corresponds to the correct VLE area folder. You are also encouraged to change the **Name** to have a meaningful heading.

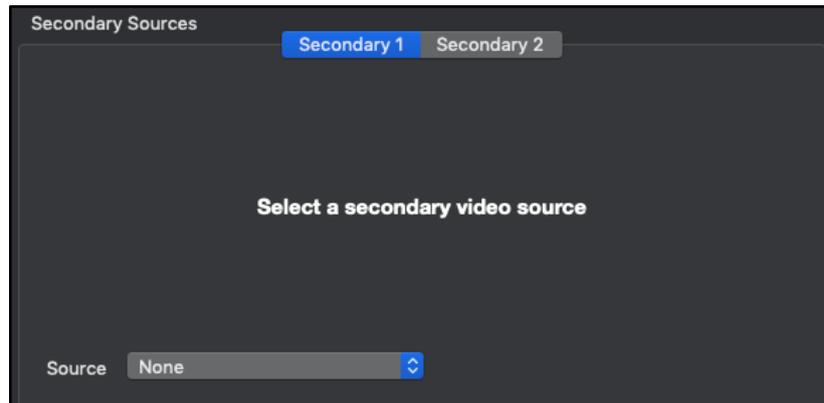


5. Consider the **Primary Sources** section on the left.
 

If you would like to include a video image of yourself, select either your built-in webcam or your external camera as the recording device for **Video**. Otherwise set the **Video** setting to **None**.
6. Select either your built-in microphone or external microphone as the recording device for the **Audio** setting.
7. Consider the **Slides** section. If you need to use PowerPoint or Keynote, tick the respective setting as necessary.

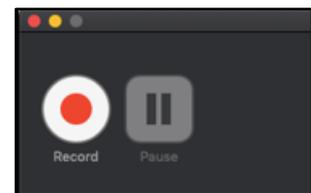


8. Consider the **Secondary Sources** section on the right-hand side of the Panopto application. If you would like to add a secondary video source, from the **Source** drop-down menu select the required source, e.g. *Built-in display*, to share your screen. Otherwise, leave this as *None*.



9. When you are ready to start recording click the **Record** button. During the recording you can **Pause / Resume**, as necessary.

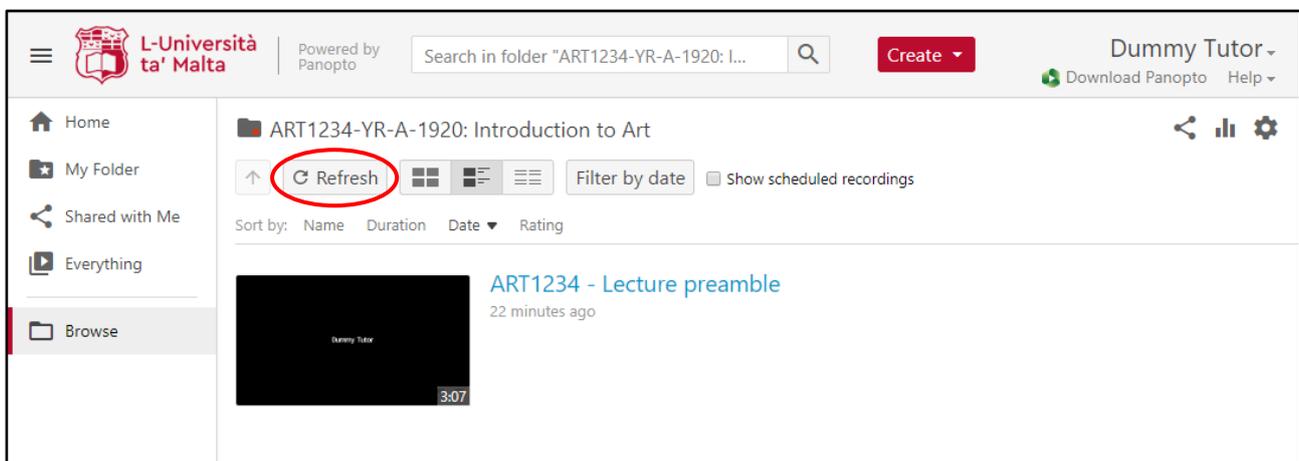
10. Once you're ready with your recording, click the **Stop** button. The *Recording Complete* dialog box is displayed.



11. Click the **Upload** button so that your recording may be processed and uploaded online, or click the **Delete and record again** button if you wish to delete your recording.

The **Manage My Recordings** tab is displayed. This will display the processing status of your recording.

12. Click the **Refresh** button in the Panopto folder corresponding to the study-unit area, so you may view your recording.



13. Click the thumbnail to review your recording.

#### Note:

- The recordings within the Panopto folders are set to be visible to students immediately.
- If you would like to edit your recording, please follow the [How to Edit a Video](#) instructions.
- To make sure that Panopto has been set up successfully, it is recommended that you record a short test clip prior to recording the actual session.