

Getting Started with Panopto (Windows and OSX) for Canvas

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Getting Started with Panopto (Windows and OSX) for Canvas

Enabling Panopto in Your Canvas Course

1. Log into Canvas at: <https://uoregon2.instructure.com>
2. Go to your Course > Settings > Navigation > and drag the “Panopto Recordings” into the above list > then click “Save”

The image shows two parts of the Canvas LMS interface. On the left is the 'Courses' sidebar menu, which has a red box around the 'Courses' header and another red box around the 'CMET 7985' course entry. The course entry shows 'Enrolled as: Teacher'. Below it are several other courses listed, including 'DSC 335H - Operations Management', 'AAD 301 - Understanding Arts', 'ARTD 252 - Interactive Digital Arts', 'GEOL 431 - Paleontology I', 'J 453 - Strat Planning & Cases', and 'LAW 610 - Legal Research & Wr II'. At the bottom of the list is a link that says 'View all courses (7)'. On the right is a course navigation menu for 'CMET 7985'. It lists various navigation items: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, i>clicker, and Settings. The 'Settings' item at the bottom of this list is highlighted with a red box.

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Home > CMET 7985 > Settings

Course Details Sections **Navigation** Apps Feature Options

Drag and drop items to reorder them in the course navigation.

Home
Announcements
Assignments
Discussions
Grades
People
Pages
Files
Syllabus
Outcomes
Quizzes
Modules
Conferences
Collaborations
i>clicker

Drag items here to hide them from students.
Disabling most pages will cause students who visit those pages to be redirected to the course home page.

Panopto Recordings
Page disabled, won't appear in navigation

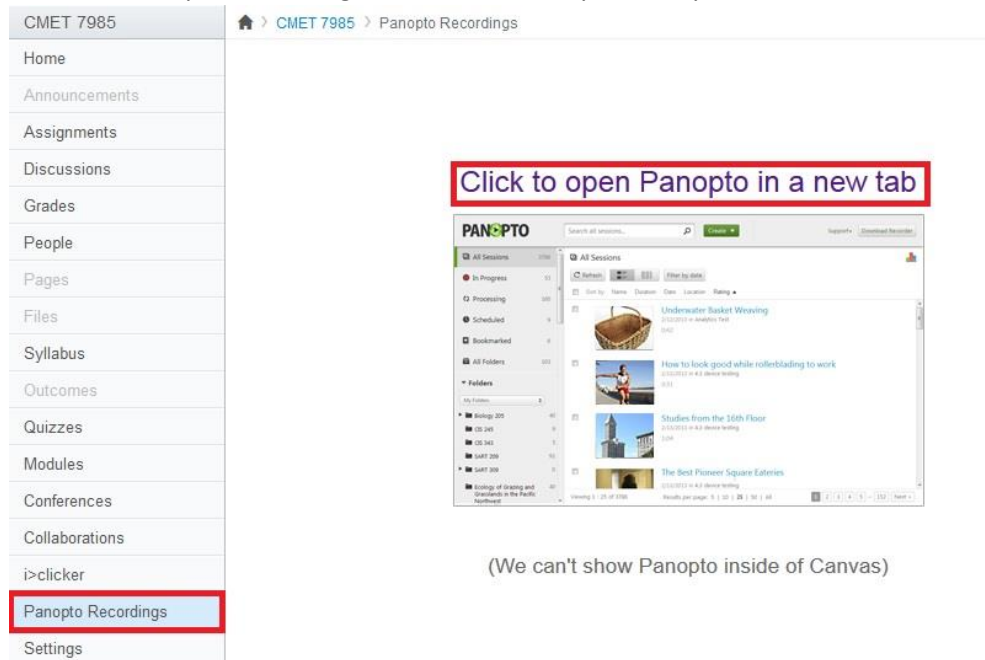
Save

3. The “Panopto Recordings” link should now be available within the navigation bar on the left.

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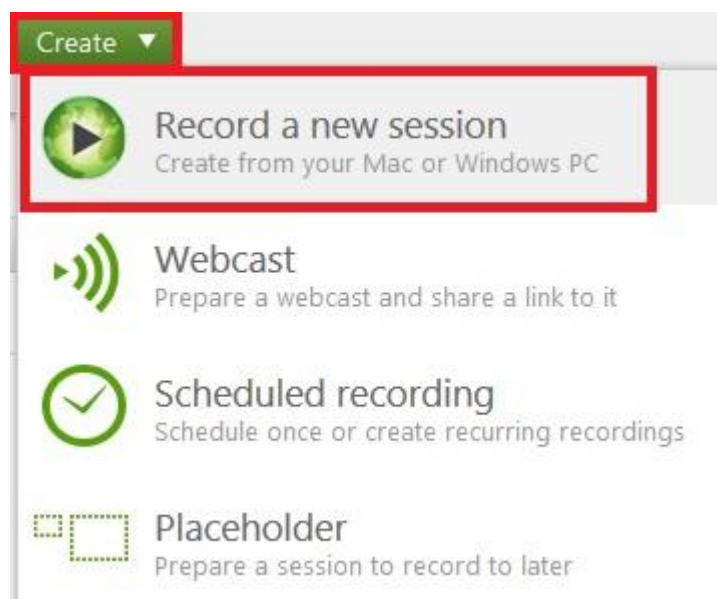
How to Record Lectures with Panopto

1. In Canvas, click “Panopto Recordings” > click “click to open Panopto in new tab”



(We can't show Panopto inside of Canvas)

2. In Panopto, click “Create” > Click “Record a new session” > Launch Recorder
 - a. Select the Panopto Recorder program from the list that appears
 - b. Check “Remember my choice for Panopto links”
 - c. Click “OK”
 - d. Or... download the Panopto Recorder and install it on your computer
 - e. Then click on the “Launch Recorder” link



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↓ Record a new session



Launch Panopto Recorder

If you have the recorder installed, you can launch it from here.



Launch Recorder
(Requires Installation)

If the recorder didn't launch, ensure you've downloaded and installed the latest version of the recorder below.

Panopto Recorder

Record PowerPoint, video, and audio presentations on your Mac or Windows PC. Upload recordings to your Panopto site to share with students and coworkers.



Download
Windows 8, 7, Vista, XP



Download
OSX 10.6+ Intel

Remote Recorder

Automatically record and upload PowerPoint, video, and audio presentations on Windows PCs. Schedule recordings in advance on your Panopto site.

Contact your administrator to learn more about how to make use of this Panopto feature.

3. Then the Panopto Recorder will open on your computer.

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For Windows:

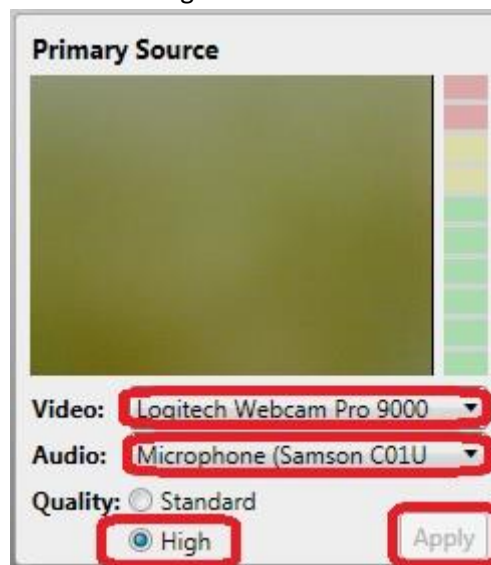
1. On the right side of the screen, click on the black downward facing arrow.



2. In the “Record to a Session” screen, click on the folder of the course that you are teaching. Then, click “Add New Session.”

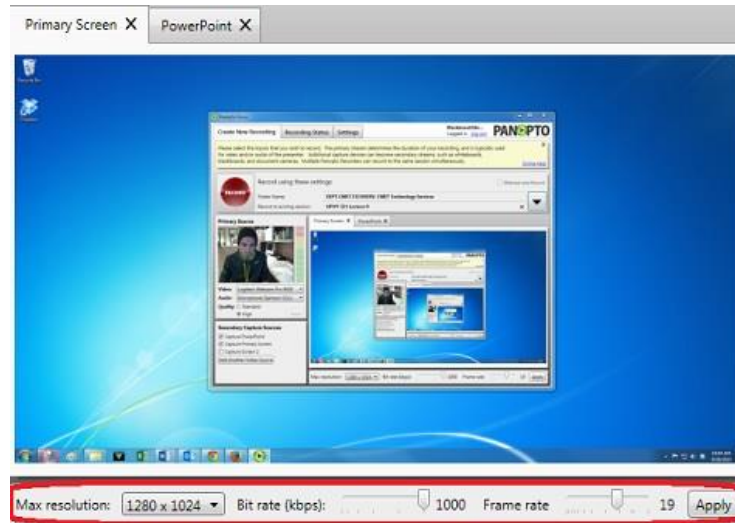


3. Under the red “Record” button is the “Primary Source” section.
 - a. For “Video”: select the Video source that is being used
 - b. For “Audio”: select the microphone that is being used
 - c. Change the “Quality” as desired
 - d. Click “Apply”
 - e. See the picture below for a visual guide

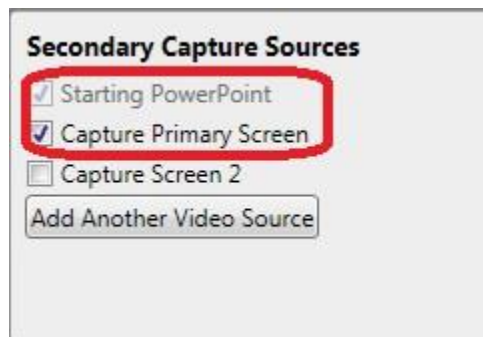


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4. On the right side of the screen there is the “Primary Screen” window. At the bottom of the screen:
 - a. Make sure the “Max Resolution” is “1024 x 768”
 - b. Make sure the “Bit rate (kbps)” is “1000”
 - c. Make sure the “Frame rate” is “19”
 - d. Then click “Apply”
 - e. See the picture below for a visual guide

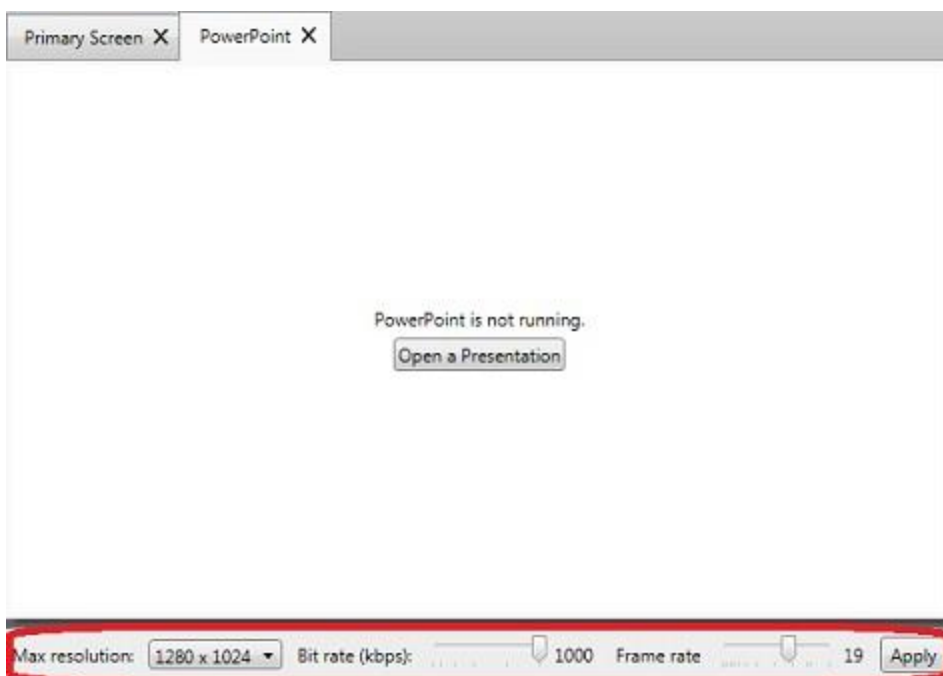


5. Under “Secondary Capture Sources”
 - a. Check the box next to “Capture PowerPoint”
 - b. Check the box next to “Capture Primary Screen”

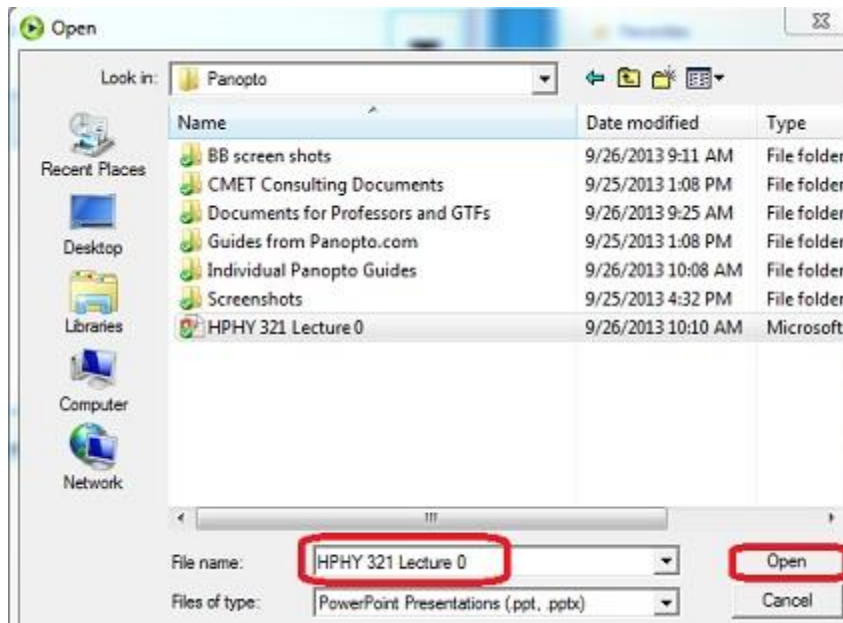


6. On the bottom right, there will be information about “Max Resolution”
 - a. Make sure the “Max Resolution” is “1024 x 768”
 - b. Make sure the “Bit rate (kbps)” is “1000”
 - c. Make sure the “Frame rate” is “19”
 - d. Then click “Apply”
 - e. See the picture below for a visual guide

Getting Started with Panopto (Windows and OSX) for Canvas

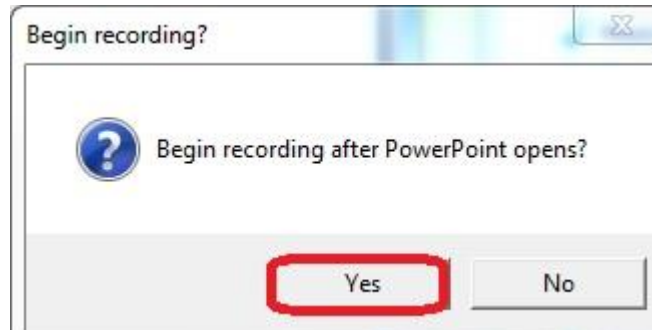


7. Now, in the same window, select "Open a Presentation". A new window will open. Find your PowerPoint and click on "Open".

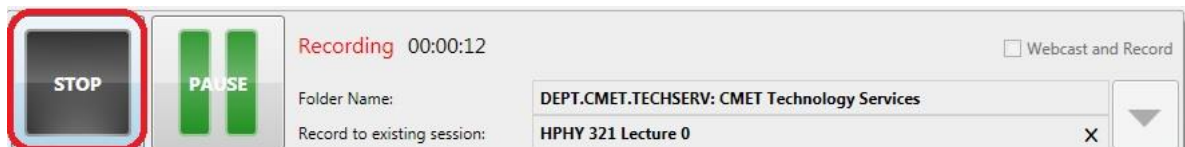


Getting Started with Panopto (Windows and OSX) for Canvas

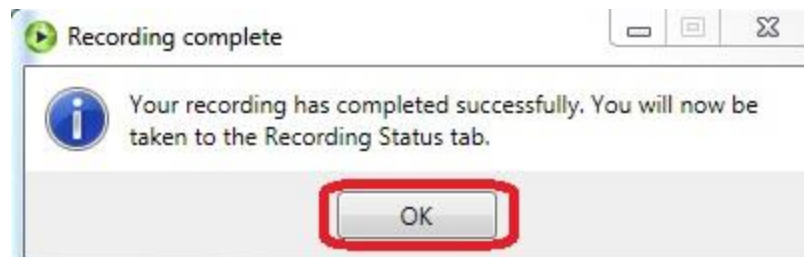
8. After clicking “Open” for the PowerPoint, a window asking if you would like to “Begin recording?” will open.
 - a. Once you click “Yes” the Panopto lecture recording will begin.



9. The PowerPoint presentation will appear on the screen and the lecture will automatically begin recording. From here you can give you lecture and cycle through the PowerPoint slides throughout the lecture.
 - a. Once your PowerPoint is complete, you can close the presentation window, and you can then go back to the Panopto desktop application that will still be running.
10. When you are done with the Panopto lecture recording, click the “stop” button on the top left of the Panopto window.



11. There will be a window that pops up to let you know that the recording has finished. Click “OK”



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12. You will be directed to the “Recording Status” window. On the right side of the screen, next to the lecture you just recorded, you can see that the video is being uploaded and queued for encoding.

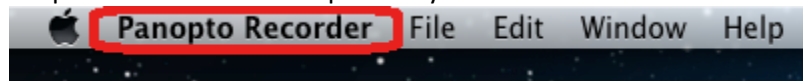
Uploaded Recordings					
Start Time	Duration	Folder	Session	Actions	Status / Link
9/26/2013 10:28 AM	00:00:51	DEPT.CMET.TECHSERV: CMET Technol...	HPHY 321 Lecture 0	Delete Local Set Offline	Queued for encoding (default)

13. Now you can close Panopto and all of the video processing will happen in the background. Once the recordings have finished processing, they will be available by going to the “Panopto Recordings” folder within your Canvas course.

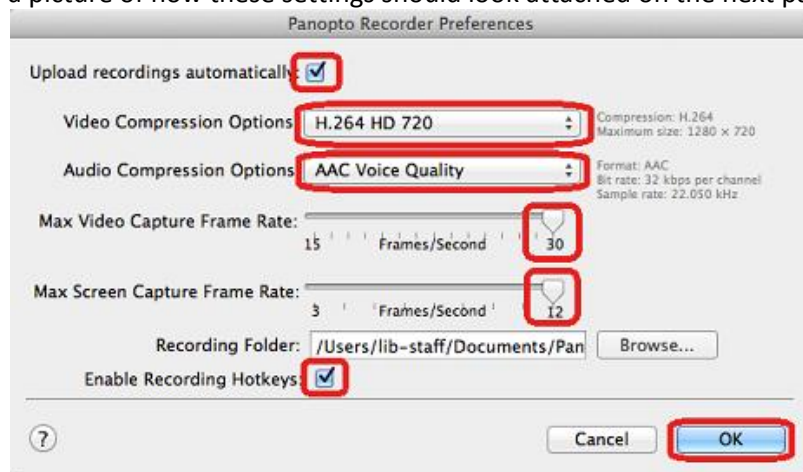
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For OSX:

1. After you have selected “Launch Recorder,” the Panopto Recorder application will open up on your computer.
2. Before doing any recording, it is important to make sure the quality of the recording is going to be as high as possible.
 - a. Go to “Panopto Recorder” in the top left of your screen.



- b. Then, go to “preferences”
- c. Make sure the “Upload recordings automatically” box is checked
- d. Under “Video Compression Options” select “H.264 HD 720”
- e. Under “Audio Compression Options” select “AAC Voice Quality”
- f. Move the “Max Video Capture Frame Rate” to 30
- g. Move the “Max Screen Capture Frame Rate” to 12
- h. Leave the “Recording Folder” with the default location. (You can change it by clicking browse)
- i. Make sure the “Enable Recording Hotkeys” box is checked
- j. Then, click “OK”
- k. There is a picture of how these settings should look attached on the next page.

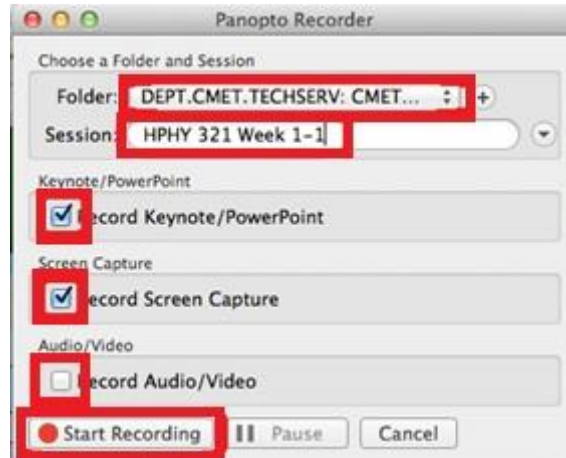


3. Click on “Create New Recording” button.



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4. In the new window that opens:
 - a. Folder: Select the folder that has the name of your course.
 - b. Session: Type out the desired lecture recording title (EX: HPHY 321 Week 1-1)
 - c. Under “Keynote/PowerPoint” make sure the box is checked
 - d. Under “Screen Capture” make sure the box is checked (if desired)
 - e. Under “Audio/Video” make sure the box is checked
 - f. Then, when you are ready to record, click on “Start Recording” at the bottom left.

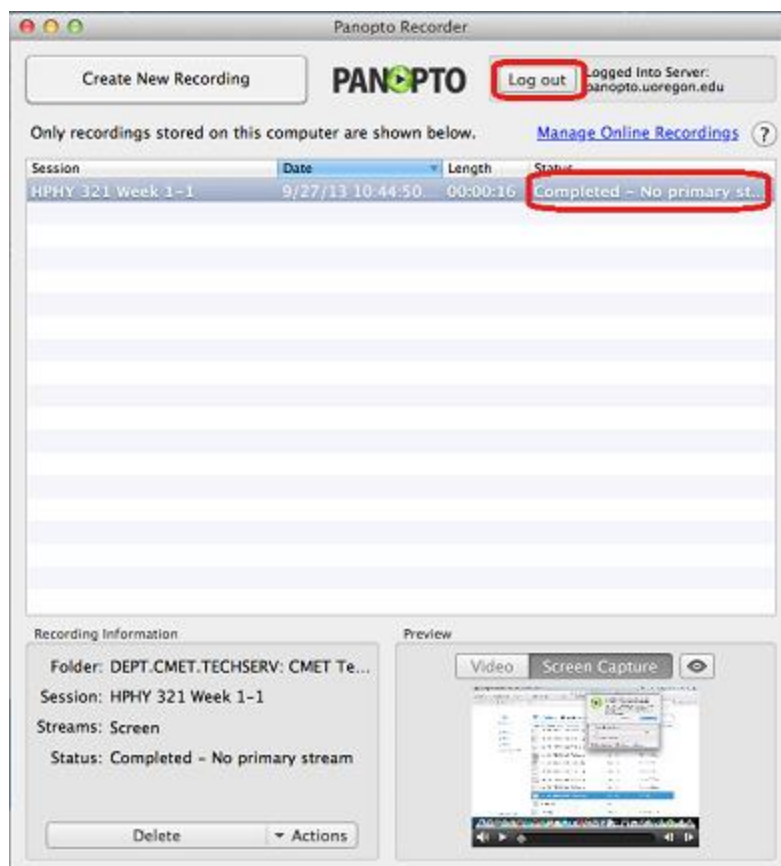


5. You can either “Stop” or “Pause” the Panopto recording by clicking on the “Stop” or “Pause” button on the bottom left.



6. Once you click “Stop”, the recordings will automatically begin to upload to the server.
7. After the Panopto recording finishes uploading, click “Log out” on the top right of the screen, and you can go ahead and close the program from there.

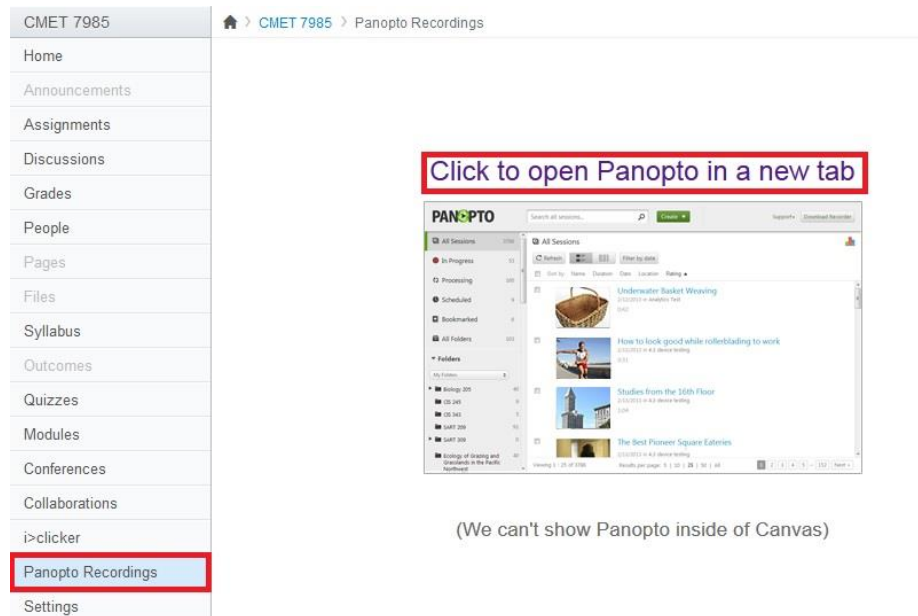
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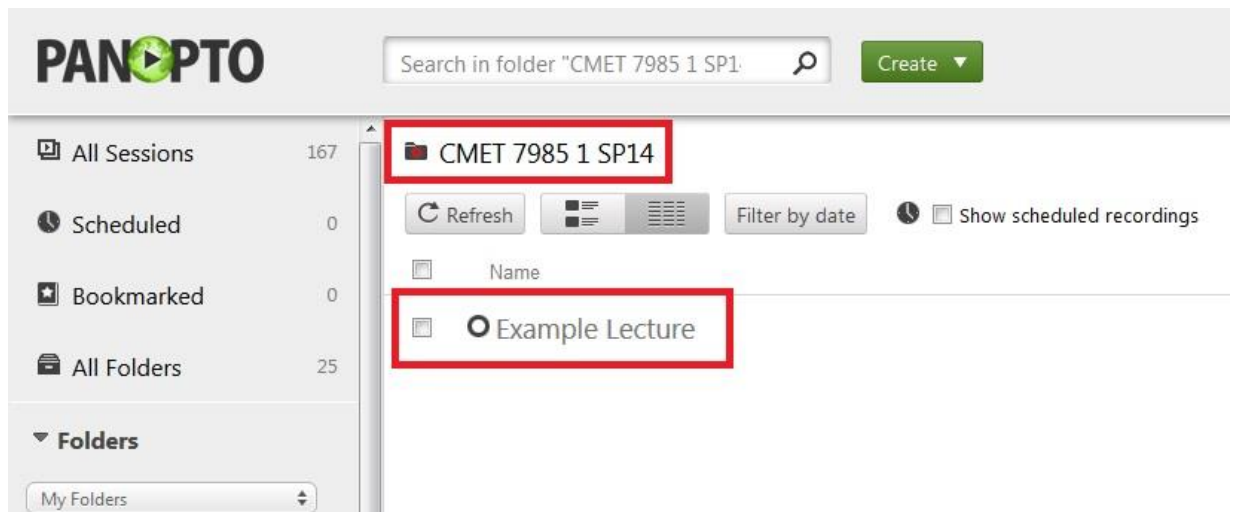
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Student Viewing Guide for Panopto Recordings via Canvas

1. Log into Canvas at: <https://uoregon2.instructure.com>
2. In the panel on the left side of the screen, click on “Panopto Recordings” and then click “Click to open Panopto in a new tab.”



3. A new window will open up, and you will see a list of lectures that you can select to watch.
- 4.



5. You should be able to open these links whether you are using Internet Explorer, Mozilla Firefox, Google Chrome or Safari with either a Mac or a PC.
6. This should open a new tab in your web browser and automatically start the lecture recording.
*If it doesn't open, make sure that you have the updated version of Microsoft Silverlight.

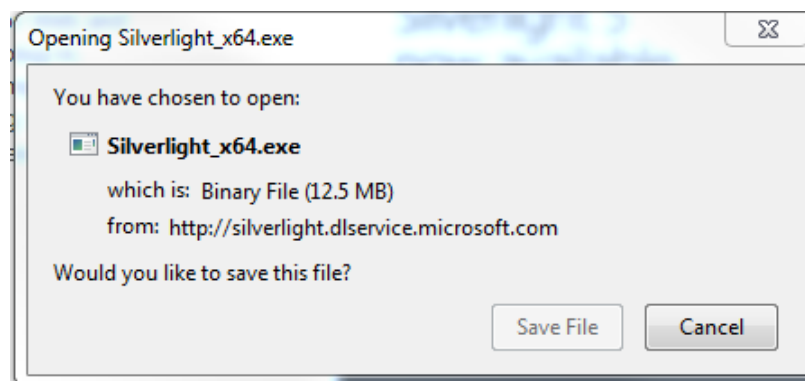
Downloading the Most Current Version of Microsoft Silverlight

For Windows:

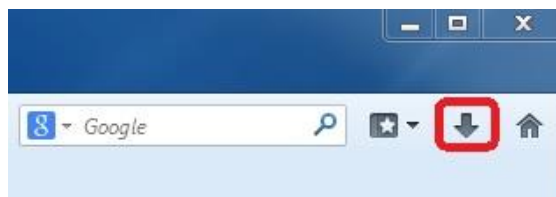
1. Go to (<http://www.microsoft.com/silverlight/>)
2. Click on the “Download Now >” button.



3. A new window will pop up. Go ahead and click “Save File”.

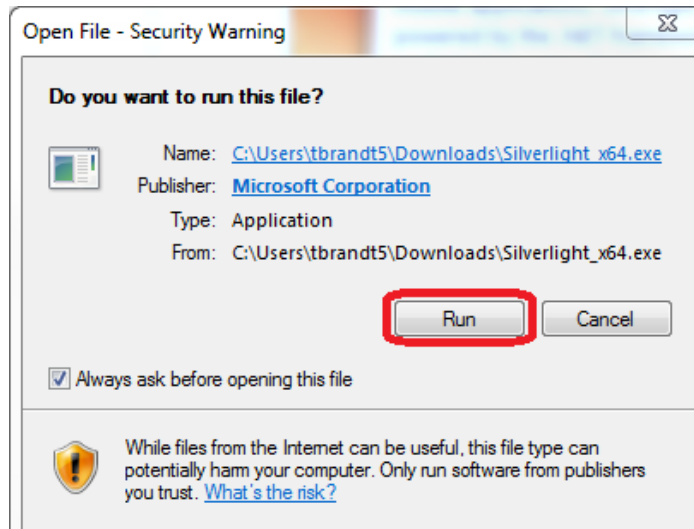


4. The click the download arrow in the top right of the web browser. Find the “Silverlight” download and click on it to begin the installation.



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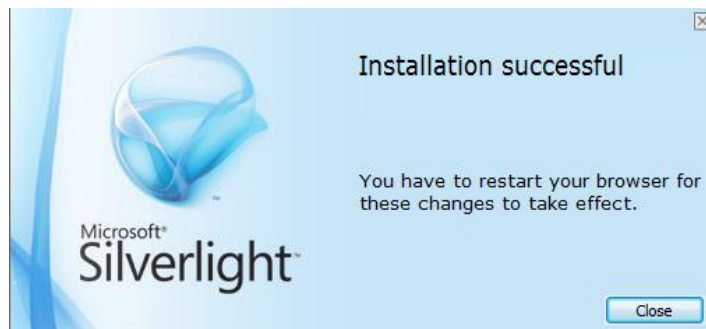
5. A new window will pop up, and you will want to click on “Run”.



6. A window will pop up and ask if you “Want to install Silverlight”. Click “OK”.
7. A Silverlight window will open. Click “Install now”.



8. The installation process will run, and when it's finished click on “close”.



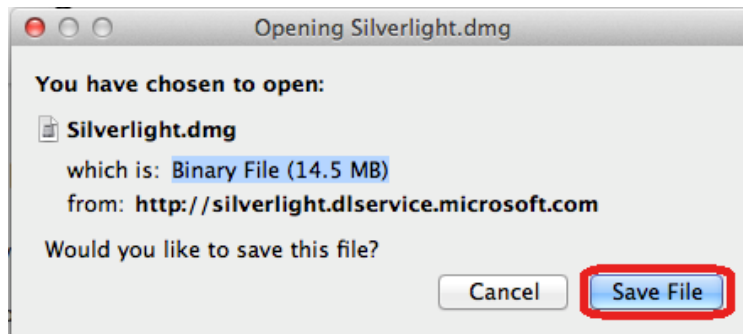
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For OSX:

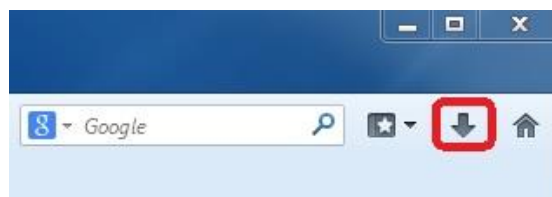
1. Go to (<http://www.microsoft.com/silverlight/>)
2. Click on the “Download Now >” button.



3. A new window will pop up. Go ahead and click “Save File”.

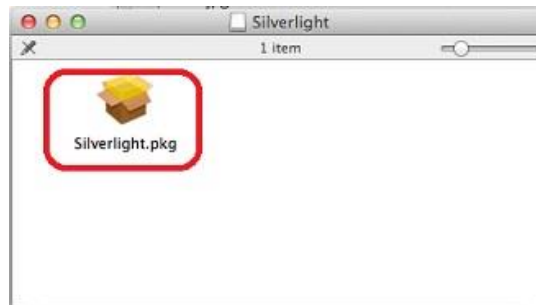


4. The click the download arrow in the top right of the web browser. Find the “Silverlight” download and click on it to begin the installation.

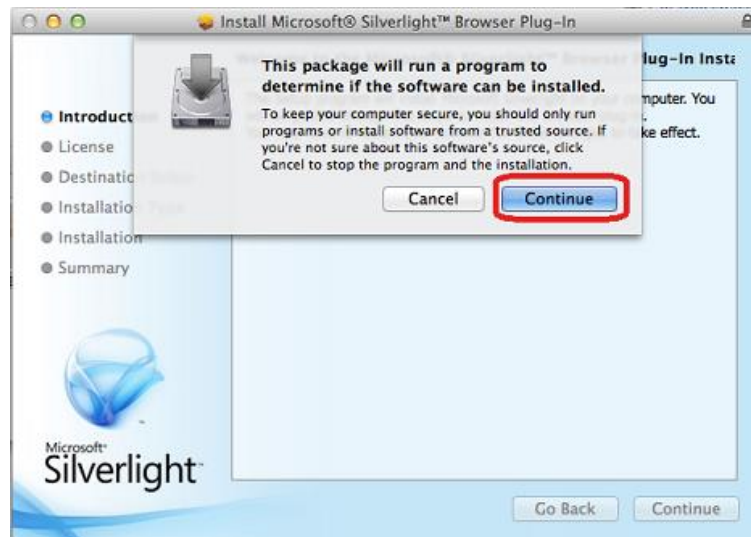


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5. A new window will open. Click on “Silverlight.pkg”



6. The Silverlight window will open and let you know that this package will run as a program. Click on “Continue”.



7. From here, proceed to click “Continue” on each of the following screens that appear in the Silverlight window.

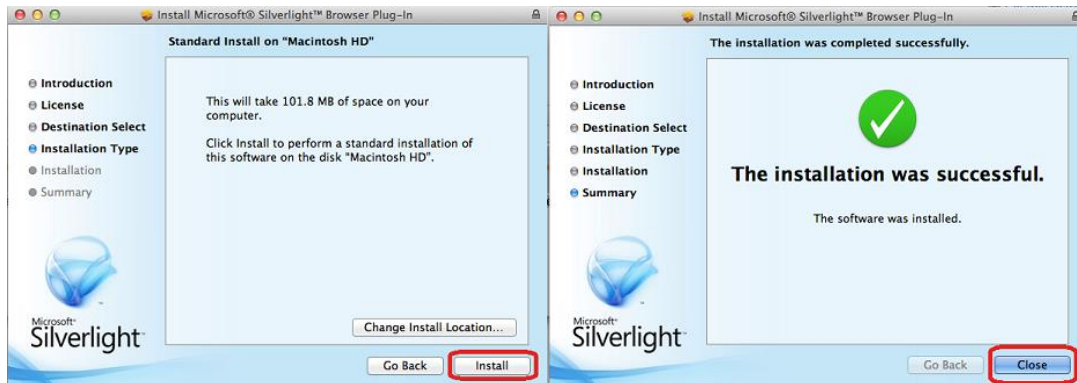


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8. There will be a pop up that says, “To continue installing the software you must agree to the terms of the software license agreement.” Click “Agree”.



9. On the next Silverlight window, click “Install”. Then on the last Silverlight window, click ‘Close.’



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Technical Support and Assistance for Panopto

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