Panopto is the digital capture software which is used to record lectures, you will have access to the software in the lecture theatre or classroom. When recording your session, ensure you select the relevant course folder, you can then link to the recording within your course area in MyAberdeen course area.

### Accessing Panopto
- Open Panopto from the desktop icon, login using your University username, enter your password, then click on Login.

### Course Folder (and Session Settings)
- In the drop down menu for Session Settings, ensure you select the folder associated with your course name (as this is how you will link to the recording via MyAberdeen)
- If your course folder is not listed within the quick access drop down list, drill down from the greyed out ‘#MyAberdeen 2018-19’ folder to find the relevant course

If you do not see the relevant course folder in the drop down menu, please contact elearning@abdn.ac.uk

- The Name of the recording defaults to the date and time of the recording, change this to something more meaningful, by clicking on the Name box and entering a short description.

### Audio and Video
- Once the relevant course folder has been selected and a relevant Name is added, ensure the microphone is selected under the Audio box in Primary Sources (left side of window), also check the meter level.
- In some rooms you can capture a Video source, if there is a webcam, select the relevant option from the drop down menu in Primary Sources.
- You must have at least one Primary Source selected.

### PowerPoint Presentation
- If you wish to capture your PowerPoint presentation, ensure the Capture PowerPoint option is selected under Secondary Sources. Upload your presentation by clicking on the Open a Presentation button on the main screen.
- Once you have selected your presentation, you will be given the option to Begin recording after PowerPoint opens? We would recommend you select No at this stage, as this will allow you to have the presentation ready and uploaded, but still be able to make final checks and start the recording when necessary.

### Start Recording
- Select the Start presenting when recording starts, which will display your presentation on full screen, when you start recording the session.
- To capture your computer screen, select Capture Main Screen option under Secondary Sources.
Once you are ready, click the **Record** button, at the top left of the screen.

- The **Record** button will now change to a **Stop** button.
- A **Pause** button will appear, allowing you to **Pause/Resume** recording.
- If you have selected the **Capture PowerPoint** and the **Start presenting when recording starts** options, your PowerPoint will go full screen.

Once your recording is complete, exit your PowerPoint presentation and click the **Stop** button.

- In the **Recording Complete** window select **Upload**, to upload the recording to the Panopto server (Note you can also choose **Delete** to record again).

### Uploading/Linking your Panopto Recording in MyAberdeen

As mentioned previously all course areas within MyAberdeen should also have an associated **course folder** created within Panopto, where you will find your recording. (If you cannot see your course folder please contact elearning@abdn.ac.uk.)

Whilst within the relevant course area in MyAberdeen, under Course Materials, there are a number of options how to **upload** your recording:

1. Select **Tools**, **Panopto Video Link** and select the relevant course **Folder**, then the **Lecture** (the name you gave your recording) and enter a **Title**
2. Or, select **Build Content** and from the drop down option you can select **Panopto Video Embed**, this will provide a listing of all the recordings you have made within this course folder on Panopto. Select the relevant video clip and click on **Insert Video**.
3. Or, within your **Add Item** text box, you have the option to click on **Mashups** and then select the **Panopto Videos** option, this will default to your **course folder**, select the relevant recording and click on **Insert Video**.

![Note: you can also record directly from MyAberdeen by selecting the options 2 or 3 above and selecting **Record**. This then Opens Panopto Recorder, enabling you to record your session.]

### Editing Your Panopto Recording

Once you have completed your recording there are a couple of ways to **Edit** your recording within Panopto.

- The email from Panopto confirming your recording is ready for viewing, click the **Edit session** link
- Alternatively, if you have the web based Panopto tool, search for the folder under which you have recorded the video, which can be found under the **MyFolders** tab on the left hand menu. Once in the correct folder, hover over the video you wish to edit and select **Edit**

### Editing Screen

- If you wish to trim a section of your recording, navigate to the **editing timeline**
- Select the **Scissor** icon, then drag and drop the mouse over the section of the recording you wish to remove
- The areas which will be edited out will be darker in colour, the ones you will keep are lighter.
- Once happy, click on the **Publish** button at the top right corner to save these changes (if you do not wish to keep the changes click on **Revert**)

### Useful Links

- **Toolkit, Lecture Capture**
- **Panopto**: [https://support.panopto.com/quickstart](https://support.panopto.com/quickstart)
- **Access Panopto software remotely**: [https://abdn.cloud.panopto.eu](https://abdn.cloud.panopto.eu)
- **Access this Quick Guide Online**: [https://abdn.blackboard.com/bbcswebdav/xid-10764701_1](https://abdn.blackboard.com/bbcswebdav/xid-10764701_1)