

Recording a lecture with Panopto

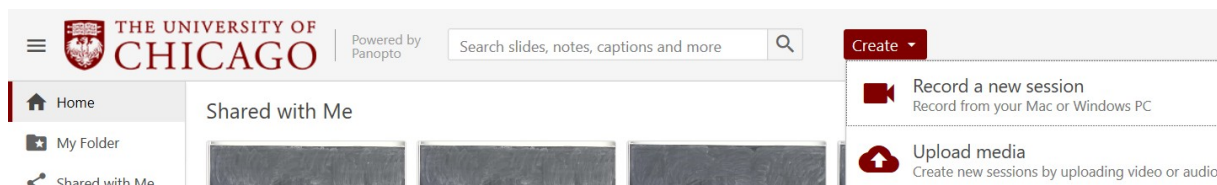
In this tutorial, I will show basic steps of pre-recording lecture videos by using Panopto program from a lecturer view. To have a complete PDF tutorial from logging into the Panopto webpage to posting on a Canvas page, I also added how to add a video to a Canvas page at the end of this tutorial.

If you would like to record your videos through Canvas and already enabled Panopto Recordings in your course site, you may want to look at [UChicago tutorial](#) and for more options including enabling Panopto in Canvas, please take a look at [this webpage](#).

Go to <https://panopto.uchicago.edu/> Click on Go to UChicago Panopto and log into your Panopto homepage.



Then click on Create and choose Record a new session.



If you have Panopto installed, click on Open Panopto. If this is your first time, please download the latest version of it by clicking on Download Panopto.

↓ Record a new session ×

Open Panopto

If you have Panopto installed, you can open it from here. If Panopto didn't open, check that you've downloaded and installed the latest version of Panopto below.

Open Panopto

Download Panopto

Record PowerPoint, video, and audio presentations. Upload recordings to your Panopto site to share with students and coworkers.

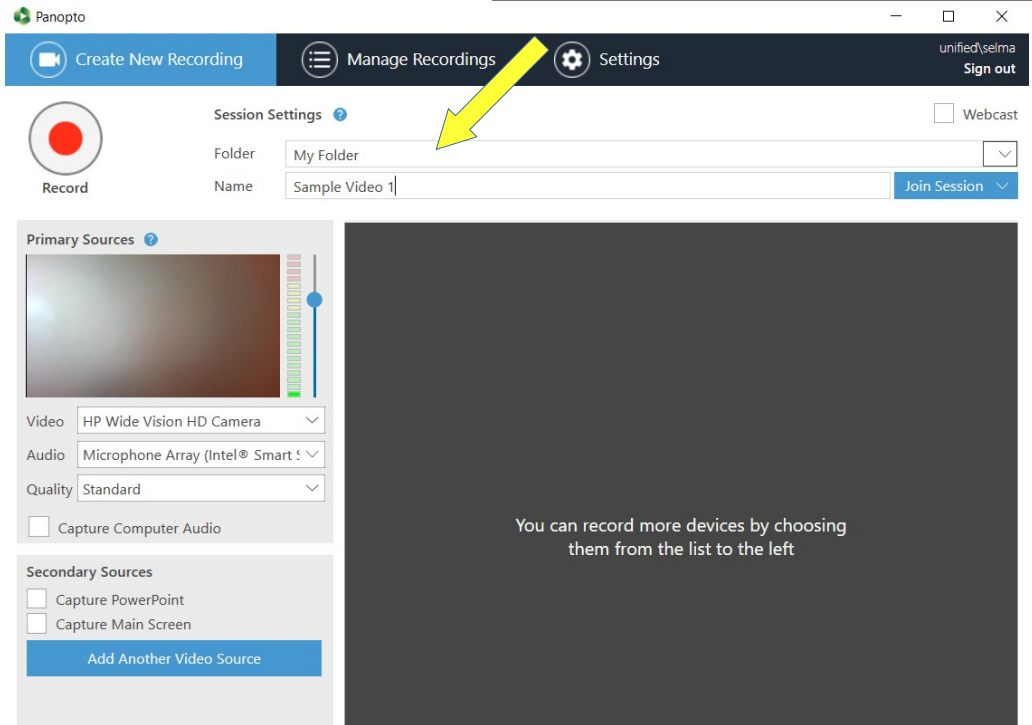
Download Panopto

For Windows 10/8.1/8/7 64-bit

[Click here for other download options](#)

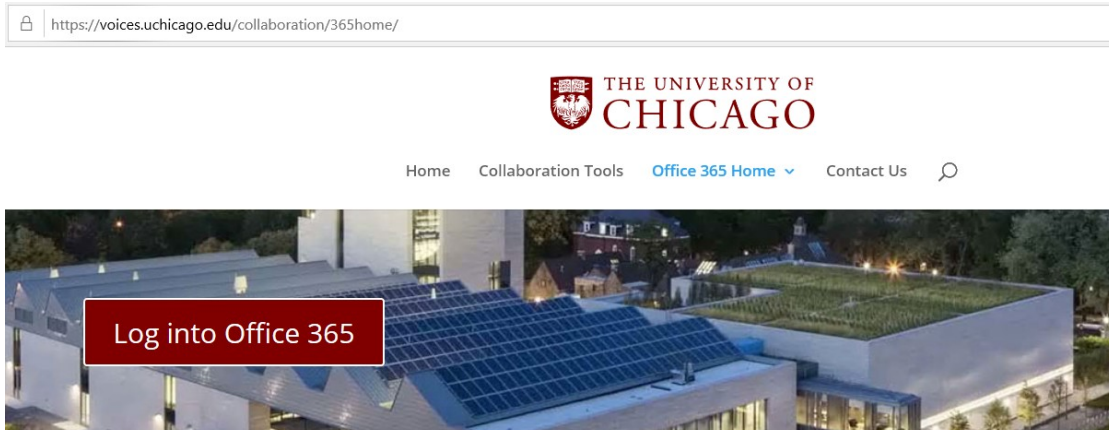
This is the Panopto window, where you can record your lecture.

You can edit the name of your recording or select the folder that you want to save your video here. Canvas Course folder might be available, too.

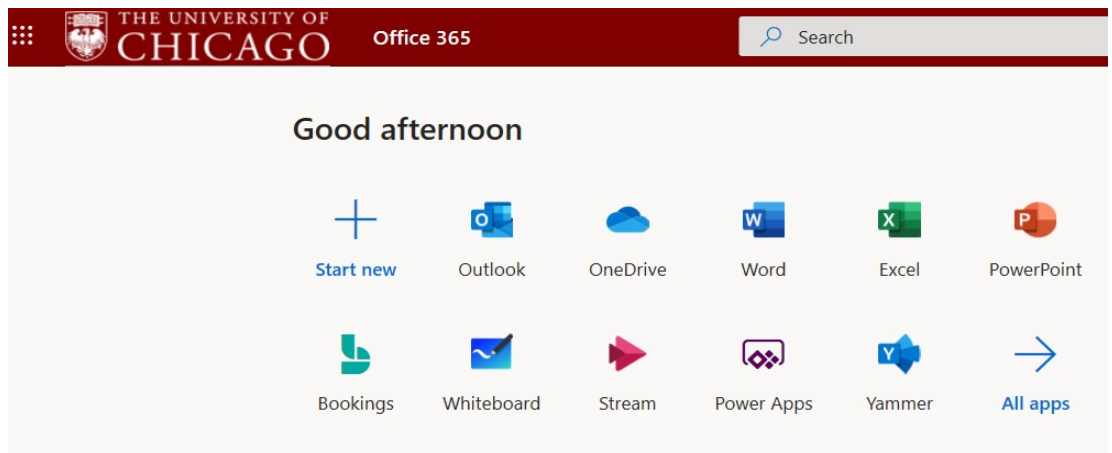


Choose Primary Sources and Secondary Sources here. It might be a good idea to have power points or what you want to share ready beforehand.

Optional: If you have a touch screen laptop or a tablet and you would like to use an online whiteboard, one application that you can use is Whiteboard in Office 365. To open Whiteboard, please go to <https://voices.uchicago.edu/collaboration/365home/> and click on Log into Office 365.

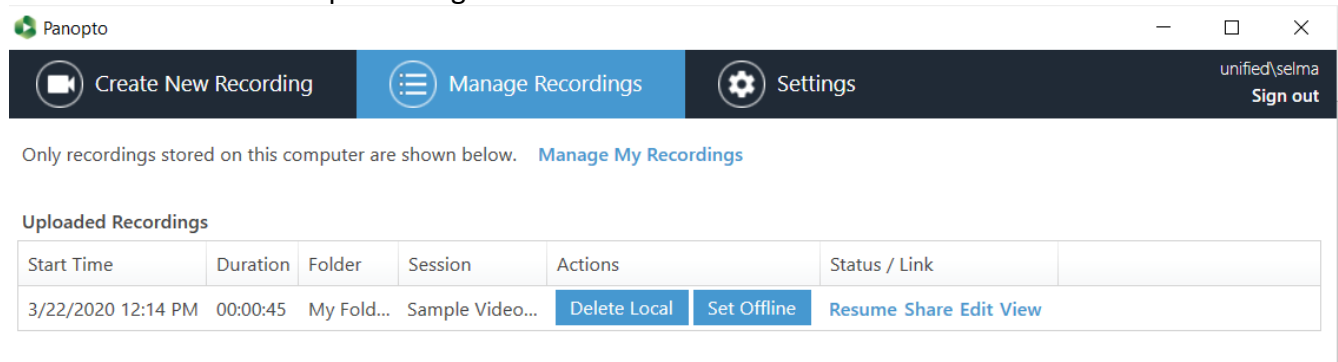


In the list, choose Whiteboard. Having this ready before your recording might be time efficient while protecting your online privacy. (However, you can always edit your video later and cut the sections that you don't want.)

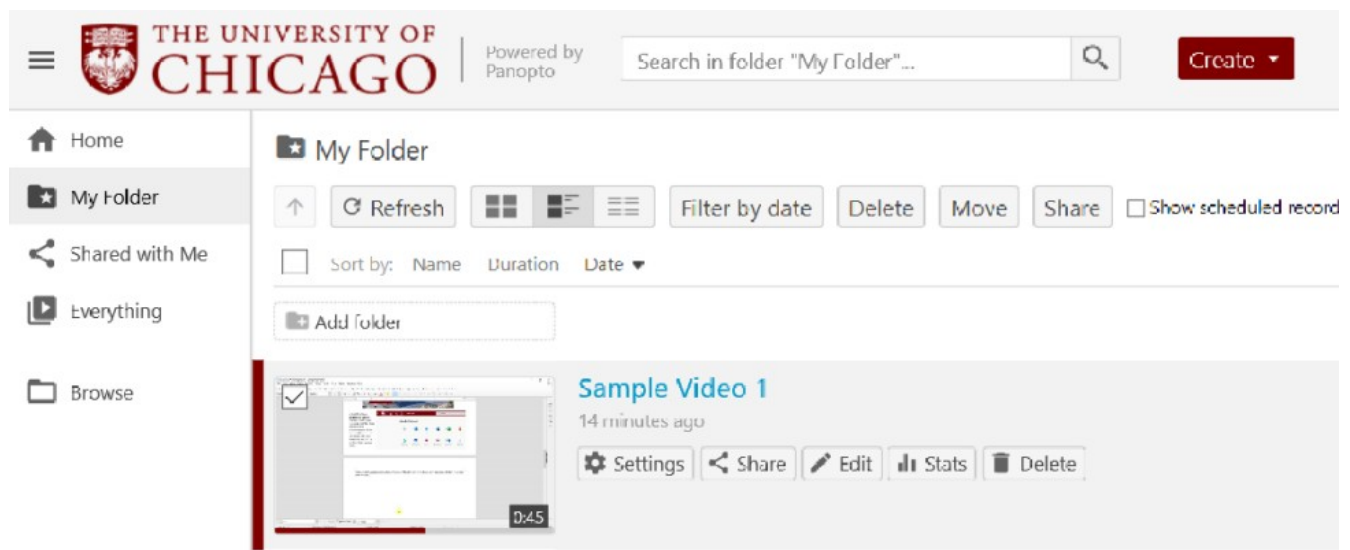


Start recording your lecture by clicking on Record. When you are finished, click on Stop. A Recording Complete window will open. Click on Done.

It will take you back to the Manage Recordings part in Panopto. After it is processed, you should see Resume, Share, Edit, View as below. Please note that depending on the length of your video, it might take some time to finish processing.



Close this window and go back to Panopto home screen. Your video should be listed in the folder that you chose. In the picture below, it is listed in My Folder.



Note that Settings, Share, Edit, Stats and Delete icons appear when you hover over the video area. (For example, click on Edit if you would like to add captions (if applicable), slides, in video quizzes or to cut videos.)

To move this video to your Canvas folder, click on Settings. In Folder item, click on Edit and choose the folder in the drop down menu. My Canvas course folder was listed under

Default Folder → Physical Sciences Division → Mathematics.

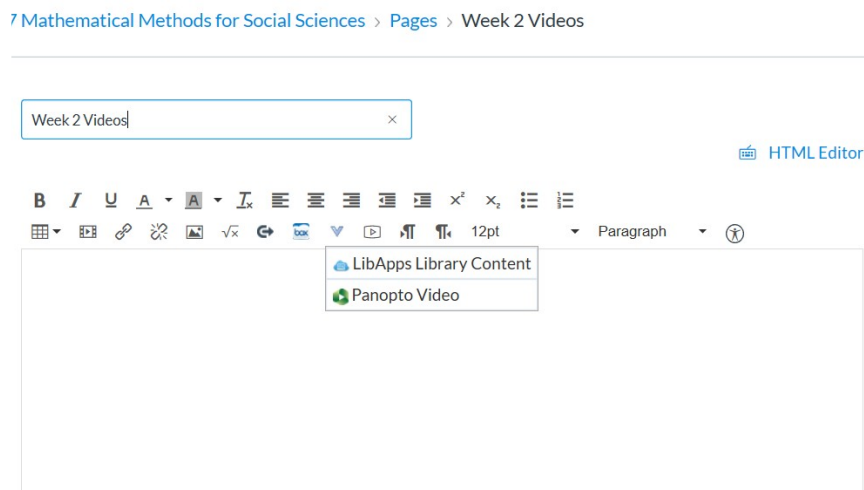
If you use it a lot, it may even appear under quick access. On that window, right below Folder item, click on Save and close the window. Now, your video should be moved to your Canvas course folder from where you originally saved.

Note: If you don't see your course folder, you may have to Enable Panopto Recordings in Canvas course site setting and/or record your lecture directly in Canvas (This is explained well in [UChicago Panopto](#) webpage).

Inserting Panopto Videos in a Page in Canvas

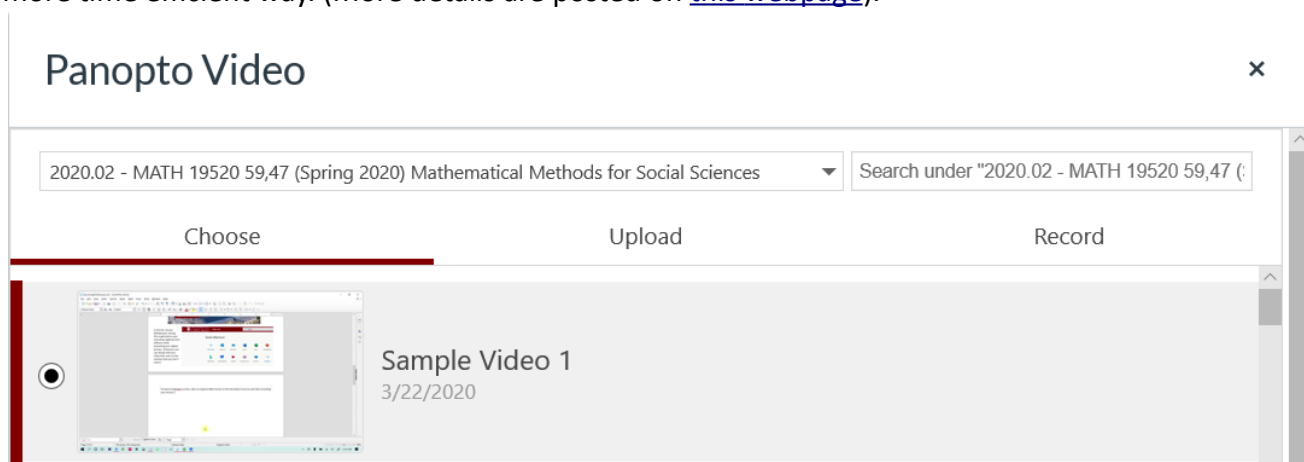
In this section, I will show how you can insert Panopto videos in a page in Canvas rather than only referring back to another page. However, please note that this is done in the same way of adding a video to a Canvas Assignment on the [UChicago webpage](#).

After you create a Canvas page, click on Edit. Then click on Panopto Video on the More external tools icon next to Box.



Select the Video that you recorded. Scroll down and click on Insert. Now, the video is inserted on the page.

By the way, if you choose Record, you can record your video directly on Canvas. This could even be a more time efficient way. (More details are posted on [this webpage](#)).

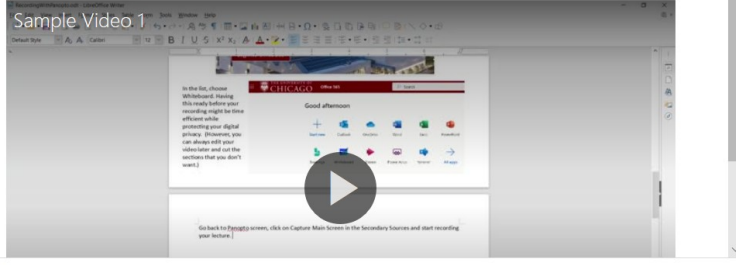


Here is what mine looks like. If you are done, click on Save or Save&Publish to publish your page. Note that, you can post more than one videos on the same page.

Week 2 Videos

HTML Editor

B I U A A I [List Icons] 12pt Paragraph



Options Can edit this page role selection

Only teachers

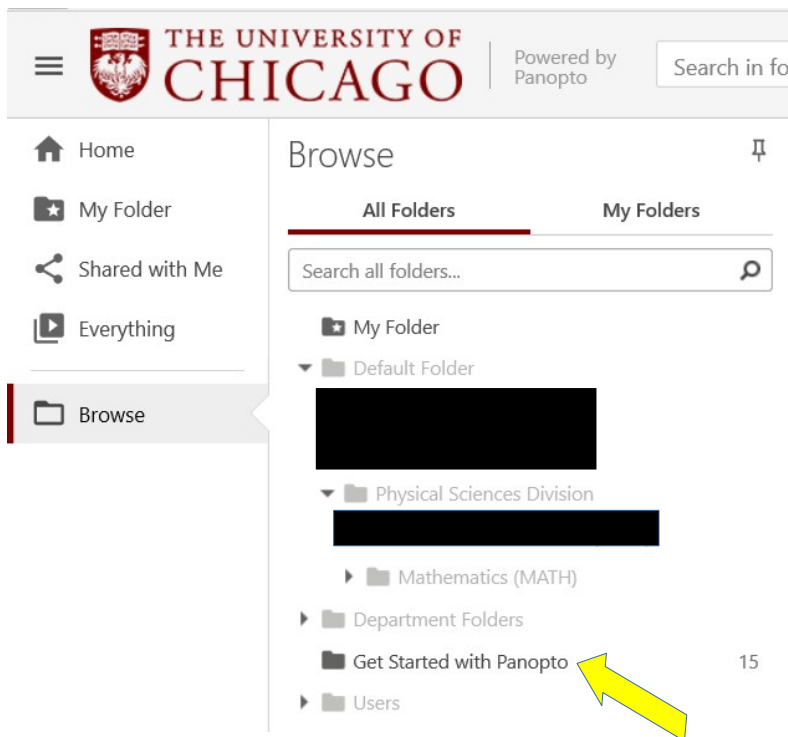
Add to student to-do

Notify users that this content has changed

Cancel Save

Finding Course Folder in Panopto

First, click on Browse on the left side menu in the home screen and then go to Canvas course folder under Default Folder → Physical Sciences Division → Mathematics.



THE UNIVERSITY OF CHICAGO

Powered by Panopto

Search in fo

Home

My Folder

Shared with Me

Everything

Browse

Browse

All Folders My Folders

Search all folders...

- My Folder
- Default Folder
 - [Redacted]
- Physical Sciences Division
 - [Redacted]
 - Mathematics (MATH)
- Department Folders
- Get Started with Panopto 15
- Users

Some useful links:

Create and edit Panopto in-video quizzes
https://uchicago.service-now.com/it?id=kb_article&kb=KB06000807

Advance Panopto options
https://uchicago.service-now.com/it?id=kb_article&kb=KB06000897

Tip: Many instructional videos about Panopto and its features are listed here.