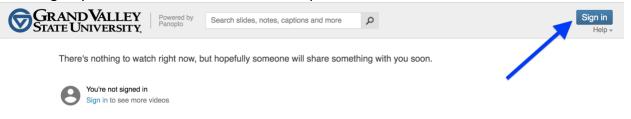
Getting Started with Panopto

<u>Panopto</u> is GVSU's private video hosting service that will allow you to quickly create, edit, caption and host any academic videos. This user guide will take you through the basics of using Panopto.

Creating Content in Panopto

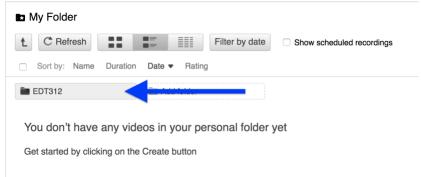
1. To start creating content in Panopto go to <u>gvsu.hosted.panopto.com</u>. Click "Sign in" on the top right and in the pop-up also click sign in. At the Blackboard sign-in page enter your credentials and once you click "login" you will be redirected back to Panopto.



Once you are in Panopto navigate to your "My Folder" in the top left.
 Add a new folder for all courses, by clicking "Add folder" in the middle of the screen.
 Give the folder a title, you may want to use your course name.

GRAND VALL STATE UNIVERS	EY Powered by Panopto Search in folder "My Folder" Create •	Justin Melick - Download Panopto Help -
A Home	My Folder	
n My Folder	Filter by date Show scheduled recordings	
< Shared with Me	Sort by: Name Duration Date Rating	
Everything 202	En Add folder	
	You don't have any videos in your personal folder yet	
All Folders My Folders	Get started by clicking on the Create button	
Search my folders P		
in My Folder		
MyBlackboard		

3. Once you have created that folder click it.



4. Once in your course folder, click create and then click "record a new session"

GRAND VALL STATE UNIVERSI	EY Powared by Panopto Search in folder "EDT312"	Create Create
A Home	EDT312	Record a new session Record from your Mac or Windows PC
My Folder Shared with Me	C Refresh Filter by date Sort by: Name Duration Date Rating	Create new sessions by uploading video or audio
Everything 202	Em Add folder	Webcast Prepare a webcast and share a link to it
 Browse All Folders My Folders 	Nothing to watch here	Scheduled recording Schedule once or create recurring recordings
Search my folders		Build a session Combine your slides, video, and audio
My Folder		In EDT312 or anywhere else

5. If this is your first time creating content with Panopto you will first need to download and install the Panopto recorder.

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Launch Panopto (Requires Installation)
If Panopto didn't launch, ensure you've downloaded and installed the latest version of Panotto below.
Download Installer
Windows 7 and up 32-bit
Download Installer Windows 7 and up 64-bit
Download Installer OS X 10.10 and up

6. Once you open the recorder you will see the red Record button.

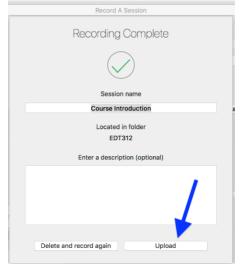
Give your video a name in the session area.

Choose if the front facing camera is to be on or not in the primary source video area, if you would like to turn it off you can do that in the drop-down menu to the left.

The secondary display you will want to be your computer screen. This should be the default setting. Once you have things set up to record click the record button on the top left, minimize the recorder and start recording! 7. Once you are done recording bring the recorder back up and click the stop button on the top left.

_		Choose folde	r and sessio	n name			Manage Recordings
		Folder	EDT312				<u> </u>
		Session	Course Int	roduction			Join Session
Record	ause	Webcast					
			T				
Primary Source			Secondary	Sources	Secondary 1	Secondary 2	
Audio B	aceTime HD Camera uilt-in Microphone		-	1			
Slides							
 Record Pow Record Key 						~	
			Source	Built-in Display			

8. Once you stop recording click the upload button

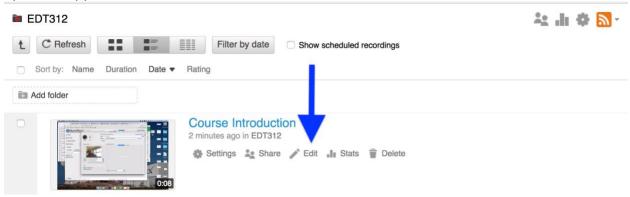


9. Once you hit upload you should see this screen which will show you the status of your upload. Once your video is fully uploaded and processed you will receive an email from Panopto. At this point you can close the recorder and go back to your Panopto library at <u>gvsu.hosted.panopto.com</u>.

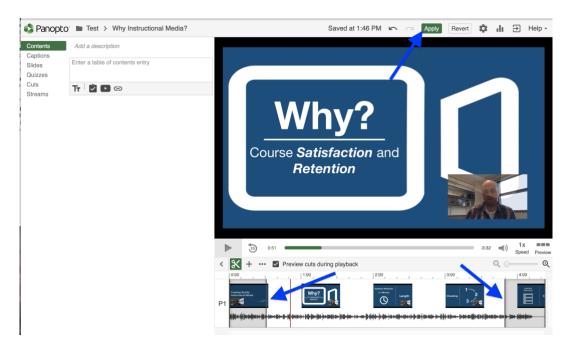
	Manage Recordings			
Create New Recording			🗳 F	anopto
Only recordings stored on this computer are	shown below.	Signed in	to gvsu.hosted.panopto.com	Sign Out
Session	Date	✓ Length	Status	
Course Introduction	Today, 10:46:58 AM	00:00:08	Uploaded - Processing: 0%	
Course Introduction	Today, 10:44:20 AM	00:00:04	Completed	
Test	3/16/18, 1:14:28 PM	00:00:12	Completed	

Editing and Captioning your Video

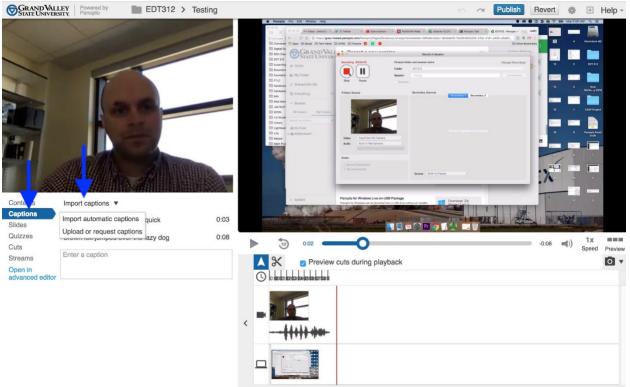
1. After your video has uploaded click edit, you will need to hover your mouse over your video for this option to appear.



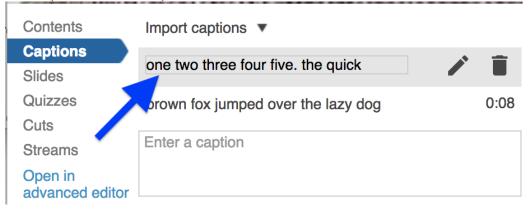
2. Once you are in the editing area move your cursor to the beginning of the timeline and click and drag your mouse to the right up to the point you would like your video to start at, do the same for the end of the video. If you click in the center of the video you can also make edits in the middle of your video. Any content in the timeline that is white represents what your viewer will see. Once you are done editing click apply at the top



3. Add captions: Back in the edit area click captions on the left hand side and the click "import captions" and select "import automatic captions". This will import the automatic captions that Panopto has created for you.



4. You can easily edit the automatic captions by double clicking on the caption text. Once your captions are correct click publish on the top of the screen.



Provisioning your BlackBoard Course

To use Panopto in your courses you will first need to provision a Panopto folder for **each** course **each** semester, you use Panopto.

1. Go to the tools section of your Bb course.									
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				МуВЬ	GVSU Libraries	Services	Portfolio	Outlook Ema	ail
Panopto Test 💿 Annound	cements							Edit Mode is:	N ?
Panopto Test Announcements Instructor Information	repositionable	ements ments appear directly belo bar to pin them to the top t see the bar and cannot re	of the list and prevent new						
Syllabus Documents	Create Anno	uncement							\uparrow_{\downarrow}
Documents Assignments Discussions Grades Email Tools Help		nouncements appear							

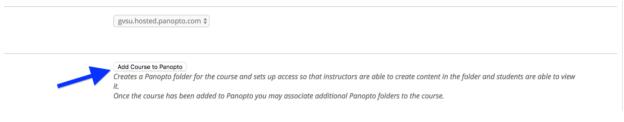
2. Click "Panopto Content"

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✓ Panopto Test	ools	
Announcements		
Instructor Information		
Syllabus	Achievements Hide Link	Journals Hide Link
Documents	Achievements	Create and manage journals that can be assigned to each user in a group for the purposes of private communication with the instructor.
Assignments		the purposes of private communication and the matriceor.
Discussions	Announcements Hide Link	Graw McGraw-Hill Higher Education Hide Link
Grades	Create and view Course Announcements.	Access and Manage McGraw-Hill products for this course through Blackboard.
Email		Access and windge incorow-nin products for this course through blackboard.
Tools	Blackboard Collaborate Ultra Hide Link	My Grades Hide Link
Help	Schedule and join Blackboard Collaborate Ultra web conferencing sessions	
	and view recorded archives.	Displays detailed information about your grades.
Course Management	Blogs Hide Link	Panopto Content Hide Link
 Control Panel 	Create and manage blogs for Courses and Course Groups.	Panopto Content
Content Collection		
	Calendar Hide Link	Bb Qwickly Hide Link
Achievements Announcements	Track important events and dates through the Calendar.	Qwickly taol.

3. Click configure

This course is not provisioned with Panopto. Before a course can be used with Panopto it must be setup.

4. Click "Add Course to Panopto"



5. Click "Return to Course"

Creating Digital Med	
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Instructors bb\melicjus.sup	
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Sharing Your Content in BlackBoard

1. Once in BlackBoard go the section you would like to add your video and go to Build Content and then click Panopto Video Embed.

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The Supreme Court 🛛 💿	Learning Objectives						e	Edit Mode is: ON
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Learning Units Discussion Board Journals Assignments Grades	Create Item Audio Image Video Web Link	New Page Content Folder Module Page Blank Page Mashups Flickr Photo SlideShare Presentation	eople may agree on constitutional principles and fundamental values in the abstract, ey are applied to specific situations. (See USHG 8.2.4)), functions, and processes of the judicial branch as enumerated in Article III of the fonstitution is maintained as the supreme law of the land (e.g., Marbury v. Madison ind). amine tensions between the three branches of government (e.g., powers of the purse					e III of the y v. Madison,
Course Management Control Panel Content Collection Course Tools Evaluation	Learning Module Lesson Plan Syllabus Course Link Content Package (SCORM)	YouTube Video	e	to power, and judicial	review).			
Grade Center Grade Center Users and Groups Customization	Civic Enga	gement						

2. Select your video from the list shown. If you don't see your video click the drop down menu at the top and find the folder where your video is located. Once you've selected your video click "Insert Videos"

	arch for a Panopto video k for a Panopto video you wish to embed as a	content.	
Learning Objectives Learning Units Discussion Board			
Journals Assignments	SELECT PANOPTO VIDEOS		
Grades	Choose	EDT312	Record
Course Management	Choose	Opload	Hecord
Control Panel Content Collection Course Tools Evaluation		Testing 3/19/2018	
Customization Customization Packages and Utilities		Course Introduction 3/19/2018	,
Help Quick Unenroll		Test 3/16/2018	
			Cancel Insert Video

3. Once you've added your video your BlackBoard page should look like this!

