# Recording an assignment in Panopto's My Folder, and submitting it to the Module's assignment folder

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#### Introduction

Panopto is an app that records audio, webcam, desktop screen, and PowerPoint into a single video that you can then submit as an assignment.

This guide explains how to download and install the app on your laptop, PC or Mac; how to record into your personal My Folder; and submit your presentation to your Module's assignment folder. See part 2a and 3

You might record two or three versions of your presentation into your My Folder because of mistakes or recording problems.

When you have recorded a version you want to submit, move it to the assignment folder. To do this, follow the steps in part 3.

Alternatively, you can upload a video made on a phone or camera and submit directly into the module's assignment folder. See part 2b.

#### Getting help

For technical support contact the IT service desk. Tel: 01332 591234 or email itservicecentre@derby.ac.uk

### Part 1 Downloading and installing the Panopto recorder onto your

#### own PC or Mac

This explains how to install for Windows. The process for installing on a Mac is virtually the same (see step six).



1 Visit <u>https://derby.cloud.panopto.eu</u>	
2 Choose Sign in using Course Resources.	Sign in using Course Resources
	Jightin
3 Click Sign in.	Sign in using Course Resources
	Sign in
4 Enter your University username and password. Click Logon.	Please enter your username and password to login:
	Username:
	Forgotten Your Password?   Logon
5 Click Download Recorder in the top right of the screen.	Keith Taynt
6 Click Windows 7 and up. Mac users should choose the app appropriate to their OS.	Download Installer Windows 7 and up
7 Install the program on your machine by running the installer.	
Click Run or Install from any security warning boxes that appear.	panoptorecorder.exe
8 The recorder should now be available on your system.	
The Panopto recorder icon should appear in your Start menu and on the desktop as this icon.	
Mac users can find in the App finder.	Panopto



### Part 2a Recording a presentation to My Folder

1 Open the recorder	
<ul><li>1 Open the recorder</li><li>Click on the Panopto icon to load the recorder.</li><li>You may have to log in. Follow step 2 if you are asked to sign in.</li></ul>	Panopto
2A Login with Course Resources	Please sign in
Enter your University username and password.	Username Password Logon Forgotten Password   Need help?
2B MAC users: Sign In	Daposto:
Click Sign In	Panopto <sup>*</sup>
	Not signed in Sign In
2B MAC users: Enter server name and	Se ver: derby.cloud.panopto.eu Go Cancel
username/password	UNIVERSITY / UDo
Enter the server name:	
derby.cloud.panopto.eu	Reset.System? Welcome to the University of Derby Onli UD0 is a password-protected area of the University It offers security for procesnal information, as wells as single-er
Enter UDo username and password.	It offers security for personal information, as well as a single-er Please enter your username and passw
Click Go	Username:
3 Select My Folder	
Click the down arrow, then click on My Folder. Folder Choose a folder or start typing to search Name Recent folders # a keith test 783983: Jeremy Swan's Sand Box - Lectures My Folder	You might only have My Folder in this list.



	Folder 201	5-HE-HETEST: HE Test
	Name 13	uly 2016 at 14:00:41
5 Primary source		
This is in the top left of the screen recording devices using the drop		Primary Sources
Video: Optional, and only works if you have a webcam on your computer. Select None to turn off.		
Audio: Mandatory. You must sele source.	ct an audic	VideoLogitech Webcam C930eAudioMicrophone (Samson C01U
If you don't have an audio source your recording will not work!		Quality Standard  V Capture Computer Audio
6 Check the mic is working		
Speak and watch the volume leve and yellow dots) rise and fall.	el (green	
If this does not respond, your voice will not be audible on the recording.		Volume slider
Adjust the volume with the slider s audio peaks into the yellow bars.	so the	
7 To record a PowerPoint present computer screen Tick the boxes in Secondary Sour	·	Capture Computer Audio
To record audio from video or audio you play (e.g. YouTube), tick Capture Computer Audio		Secondary Sources
		<ul><li>Capture PowerPoint</li><li>Capture Main Screen</li></ul>
8 Open PowerPoint Click on the PowerPoint tab, then Presentation to find your presenta	-	Main Screen   PowerPoint



9 Click yes to open PowerPoint and start recording       Begin recording after PowerPoint opens?         When you open the presentation you have the choice to open PowerPoint in presenter mode and start recording automatically. Click Yes to do this.       Image: Click the Pause button Restart by clicking Resume.         10 To Pause, click the Pause button Restart by clicking Resume.       Image: Click the Pause button Restart by clicking Resume.       Image: Click the Pause button Restart by clicking Resume.         11 Click Stop to finish recording You can press F10 to stop the recording.       Image: Click the details You can change the Session name here, and enter a description. The folder of the recording is also displayed.         12 Check the details       You can change the Session name here, and enter a description. The folder of the recording is also displayed.         13 Upload or Delete       Image: Click and try again.         Upload or Delete       Image: Click and try again.         Upload or Delete and record again       Image: Click and try again.         If Delete and record again       Upload         14 You MUST WAIT for the recording to upload       If you shutdown your computer before the upload is complete, the recording will not be available on the system.         Currently uploading Recordings       Start Time       Uptoad Progres       click						
mode and start recording automatically. Click       ves       No         Yes to do this.       Image: Click the Pause button       Restart by clicking Resume.         You can press also F9 to pause and resume.       Image: Click the Pause button         11 Click Stop to finish recording       Image: Click the Pause button         You can press F10 to stop the recording.       Image: Click the Pause button         12 Check the details       You can change the Session name here, and enter a description. The folder of the recording is also displayed.         13 Upload or Delete       Image: Click the details         Upload to the server by clicking Upload. To delete and try again, click Delete and record again. There is NO recycle bin!         Image: Delete and record again       Upload         If you shutdown your computer before the upload is complete, the recording will not be available on the system.         Currently Uploading Recordings	recording When you ope	en the presentation	you have	Begin recording	g after PowerPoint opens?	
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You can press also F9 to pause and resume. 11 Click Stop to finish recording You can press F10 to stop the recording. 12 Check the details You can change the Session name here, and enter a description. The folder of the recording is also displayed. Recording Complete			ton			
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You can press F10 to stop the recording. 12 Check the details You can change the Session name here, and enter a description. The folder of the recording is also displayed. Recording Complete Section name Section name Se	11 Click Stop	to finish recording			$\bigcirc$	
12 Check the details You can change the Session name here, and enter a description. The folder of the recording is also displayed. Recording Complete Session name of April 2016 at 091522 Located in folder -Prompto help guides 13 Upload or Delete Upload to the server by clicking Upload. To delete and try again, click Delete and record again. There is NO recycle bin! Delete and record again Upload 14 You MUST WAIT for the recording to upload If you shutdown your computer before the upload is complete, the recording will not be available on the system. Currently Uploading Recordings	•		cording.		Stop	
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Image: Delete of the server by clicking Upload. To delete and try again, click Delete and record again. There is NO recycle bin!         Image: Delete and record again       Upload         Image: Delete again			$(\checkmark)$			
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13 Upload or Delete Upload to the server by clicking Upload. To delete and try again, click Delete and record again. There is NO recycle bin! Delete and record again Upload 14 You MUST WAIT for the recording to upload If you shutdown your computer before the upload is complete, the recording will not be available on the system.						
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If you shutdown your computer before the upload is complete, the recording will not be available on the system.						
available on the system.						
						0
Start Time         Duration         Folder         Session         Streams         Upload Progress         Actions	Currently Uploading	Recordings				
	Start Time D	Puration Folder	Session	Streams	Upload Progress	
05/04/2016 09:15 00:01:12 +Panopto help guides 05 April 2016 at 09:15:22 PPT + Video + Screen Pause Cancel	05/04/2016 09:15 0	0:01:12 +Panopto help guides	05 April 2016 at 09:15:2	2 PPT + Video + Screen	Pause C	Cancel



15 When the "Processing" message appears you can turn off your computer.					
17/12/2015 14:58 00:00:07 #a keith test 17 Dec	ember 2015 at 14:58:50 Delete Local Set Offline Share Edit V Processing				
16 Your recording will be available in Course Resources after it has processed. This can take up to an hour for longer recordings.					
17 You can view your recording through the web interface here: https://derby.cloud.panopto.eu Sign in using Course Resources Sign in Click Sign in and enter your University username and password.					
18 Click on My Folder	Home           My Folder             My Folder             Soft by: Name             Soft by: Name    Duration				
Click the blue link to view. You may have to wait until the video has finished processing before the link turns blue.	Shared with Me Everything 18861 Bookmarked Browse bob webinar Control of the set of the				

## Part 2b Upload a video recorded on a phone or camera into an Assignment folder through Panopto

You can upload video made on a phone or camera directly into the module assignment folder through Panopto.

1 Sign in to the Panopto website	Visit: https://derby.cloud.panopto.eu		
2 Click Sign in	Sign in Help <del>-</del>		



3 Click Sign in again If you are using your own machine, you	User Sign-in		
have to enter your UDo username and password.	Sign in using Course Resources		
Make sure you Sign in using Course Resources			
4 Click on My Folder	Search in folder "My Folder"		
	My Folder     My Folder       My Folder     C Refresh       Sort by:     Name       Duration     Date =       Add folder       Add folder       In Progress     2		
5 Click Create, then Upload Media	Create Record a new session Record from your Mac or Windows PC		
	Image: h     Upload media     ordings       Durat     Create new sessions by uploading video or audio     ordings       Durat     Webcast     ordings		
6 Click the Add files to down arrow and select the Assignment folder for your module.	Add files to Choose a folder or start typing to search C Quick access Q Quick access D 2017-7GL500: Petroleum Geology [assignments] in 2017-7GL500: Petroleum Geology M y Folder UDOL-UB9BI: BSc (Hons) Operating Department Practice Degree Apprenticeship		
7 Click on the dotted box to open up a file browser and select your video, <b>or</b> drag a file onto it to upload.	Drag video or audio files here (or click to find on your computer)		
8 The file will upload.	Drag video or audio files here (or click to find on your computer)         1         Pebblepad_Essentials_default         20.0 of 109.3 MB		



9 When the Upload complete appears, click on the X in the top right to close the window.	Add files to 2017-7GL500: Petroleum Geology [assignments] Drag video or audio files here (or click to find on your computer) Upload complete. You can close this window now. Pebblepad_Essentials_default Processing media
10 The video has now been uploaded into the module's assignment folder.	

## Part 3 Moving the recording you want to submit into the Module's assignment folder

Recording into My Folder lets you record as many times as you wish without submitting.

This means you can make mistakes and not worry about your tutor seeing the wrong version.

Once you have recorded a presentation you want to submit to your tutor, you have to move it from My Folder to the assignment folder in your Module. To do this you will need to use the Panopto website.

For technical support contact 01332 591234 or email <u>itservicecentre@derby.ac.uk</u>.

1 Sign in to the Panopto website	Visit: https://derby.cloud.panopto.eu		
2 Click Sign in	Sign in Help <del>+</del>		



<ul> <li>3 Click Sign in again</li> <li>If you are using your own machine, you have to enter your UDo username and password.</li> <li>Make sure you Sign in using Course Resources</li> </ul>	User Sign-in Sign in using Course Resources • Sign in
4 Click on My Folder	Panopto*       Search in folder "My Folder"
5 Hover the mouse over the video you want to submit When you hover, options appear. Click Settings	O6 September 2016 at 08:40:01         y Folder         Settings         Settings         State         O6 September 2016 at 08:39:30         a month ago in My Folder
6 The settings box appears	Image: Description of the second s
7 Change the folder Click Edit	Image: Description of the section o
8 Click on the down arrow	Folder My Folder Save Cancel



<ul> <li>9 Find and choose the Module's assignment folder</li> <li>Choose the [assignments] folder in the list.</li> <li>Make sure you choose the correct Module if you have more than one in the list.</li> </ul>	Folder Viewer link Owner Videographer Start	7pe992         2015-16-01-18-7PE992: Independent Study         2014-15-01-19-7PE992: Independent Study         2016-17-01-16-7PE992: Independent Study         2015-16-05-03-7PE992: Independent Study         2016-17-04-24-7PE902: Independent Study         2014-15-05-05-7PE992: Independent Study         2014-15-05-05-7PE992: Independent Study
10 Click Save This will move the recording to the Module assignment folder. You tutor can now see your recording.	Folder	2014-15-05-05-7PE992: Independent Study [assignments]

