

# Panopto Recording for On-campus Presentations

Instructors may use these instructions for classes where they need to record multiple presentations during a class period.

#### Contents

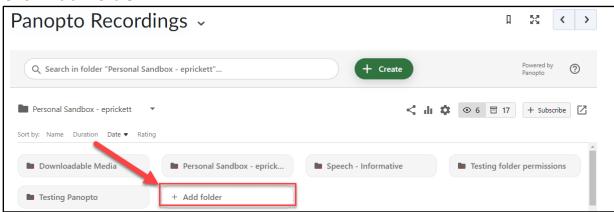
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## Set up your Panopto folder

These steps will walk you through adding a folder for the speeches/presentations and adjust the sharing permissions. You may do this in advance of your class meeting.

- 1. Navigate to your course shell in D2L.
- 2. Click on Panopto Recordings.
  - Panopto Recordings
    External Learning Tool

3. Click Add Folder.



Note: You need to create a new folder within your course because the default folder for your course is automatically shared with everyone in the course.



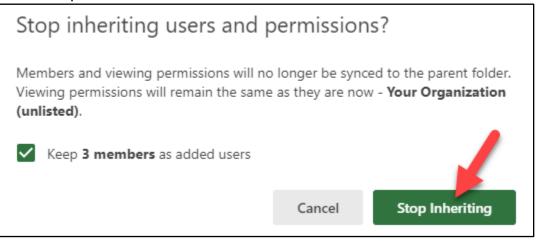
- 4. You'll be prompted to **Enter Name**. Name your folder for the applicable speech/presentation.
- 5. Click on your newly created folder and once in that folder, click on **Folder Settings** (gear icon).



6. In Settings, click on Share. Then, in People and groups, click Change.



7. Click **Stop Inheriting** when prompted to stop inheriting users and permissions from the parent folder.





8. Then, click the **X** by the **Viewer**. This will remove the default viewer settings that were inherited from the parent folder for the course.

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	Link Embed Facebook Twitter			
	https://coloradomesa.hosted.panopto.com/Panopto/Pages/:	Copy Link		

9. Click Save.

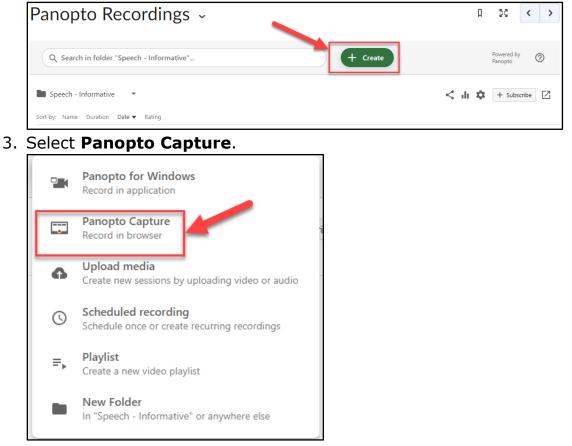
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Now, you (the instructor) are the only one with default viewing access for this folder. The only way a student can access videos saved to this folder is to share the link to the specific video with the student.

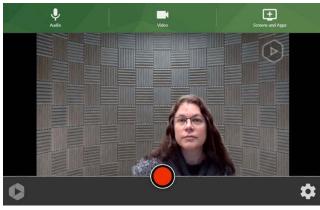


## Record student speeches/presentations

- 1. Once you're in class, navigate to your course in D2L and the Panopto folder you created for the applicable speech/presentation.
- 2. Click Create.



4. In the **Capture** area, double check your **Audio** and **Video** settings so that the correct mic and camera are selected. You may use the gear icon to double check other options such as recordings, stream, video layout, background, and smart camera.





5. When the student is ready to record the speech, click the (red circle) **Record** button.



- 6. There will be a 5 second count down before record begins.
- 7. Once the student is finished, click the (red square) **Stop** button.



8. By default, the name of the video is the date and time recorded. Have the student change the **title** to the **student's name**. Then, in **Share this video**, the student should enter the student's **CMU email address** and click **Send**.

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Share this video				
Liz Prickett ×				
Message				
Anage Access		Cancel	3 > Send	



9. Note: The student will receive an email (from Panopto) with the link to the video.

[Panopto] Liz Prickett has shared "Liz Prickett" with	уоц	← Reply ← Reply All → Forward $10^{-1}$ ····
To Prickett, Liz		Thu 1/4/2024 9:27 AM
Retention Policy 90 Day Delete Mailbox (90 days)		
① This sender noreply@panopto.com is from outside your organization.		
If there are problems with how this message is displayed, click here to view it i	n a web browser.	
You don't often get email from noreply@panopto.com. Learn why this is important		
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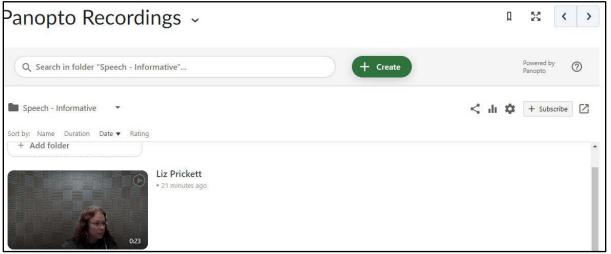
The student may view the video by clicking **Play**. The video will open in Panopto. 10. Now, click **Record New** so that the next student may record.

- Putting on the finishing touches Record New Redo (2)
- 11. Repeat steps 5-8 for each student.

#### Check student recordings

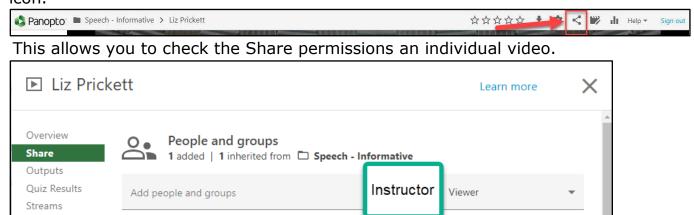
As the instructor, you can view all the recordings.

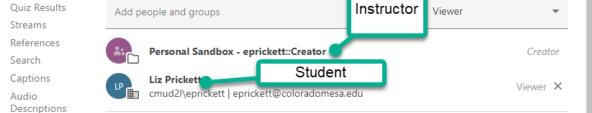
1. Navigate back to your folder.





- 2. Click on an individual video to view it.
- 3. If you want to double check who the video was shared with, click on the **Share** icon.





Note: If you need to share the video with the student again, click **Copy Link**. Then, you may paste it into an email to the student.

