Panopto Recording for On-campus Presentations

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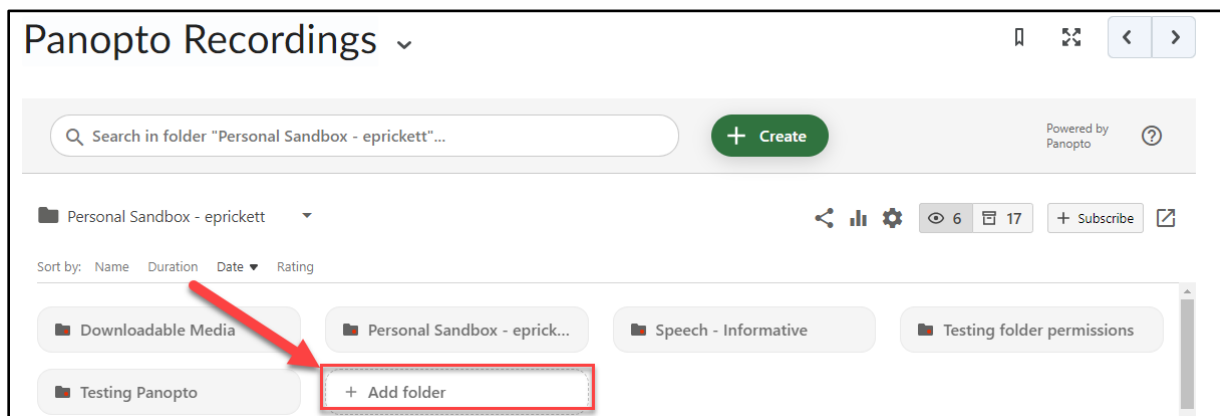
Contents

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.
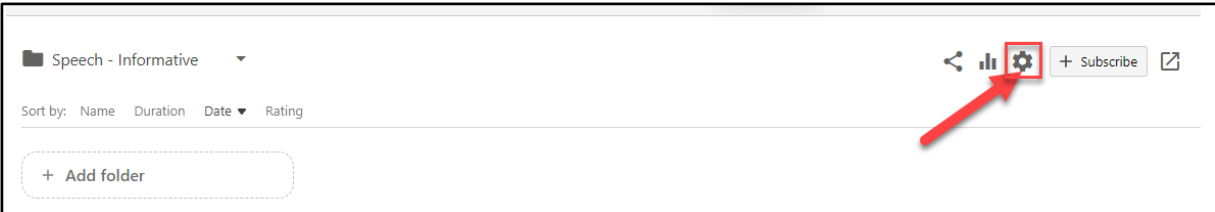2. Click on **Panopto Recordings**.
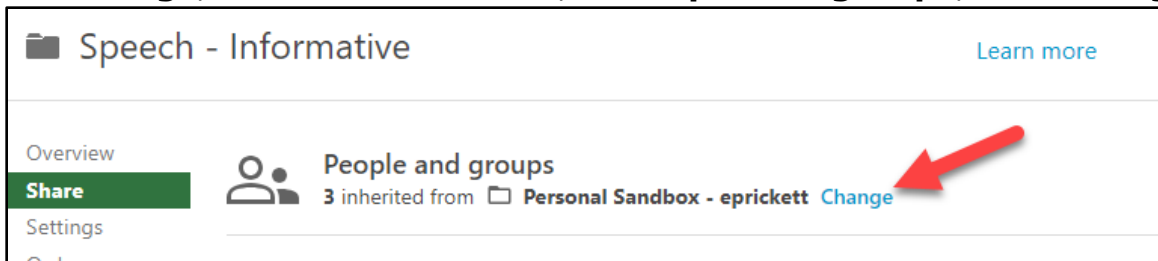

3. Click **Add Folder**.

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.
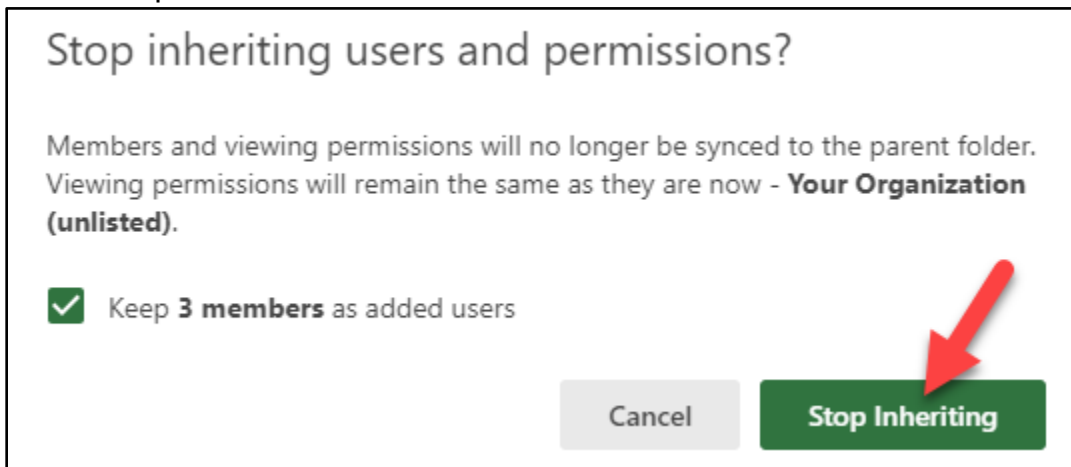
4. You'll be prompted to **Enter Name**. Name your folder for the applicable speech/presentation.

5. Click on your newly created folder and once in that folder, click on **Folder Settings** (gear icon).
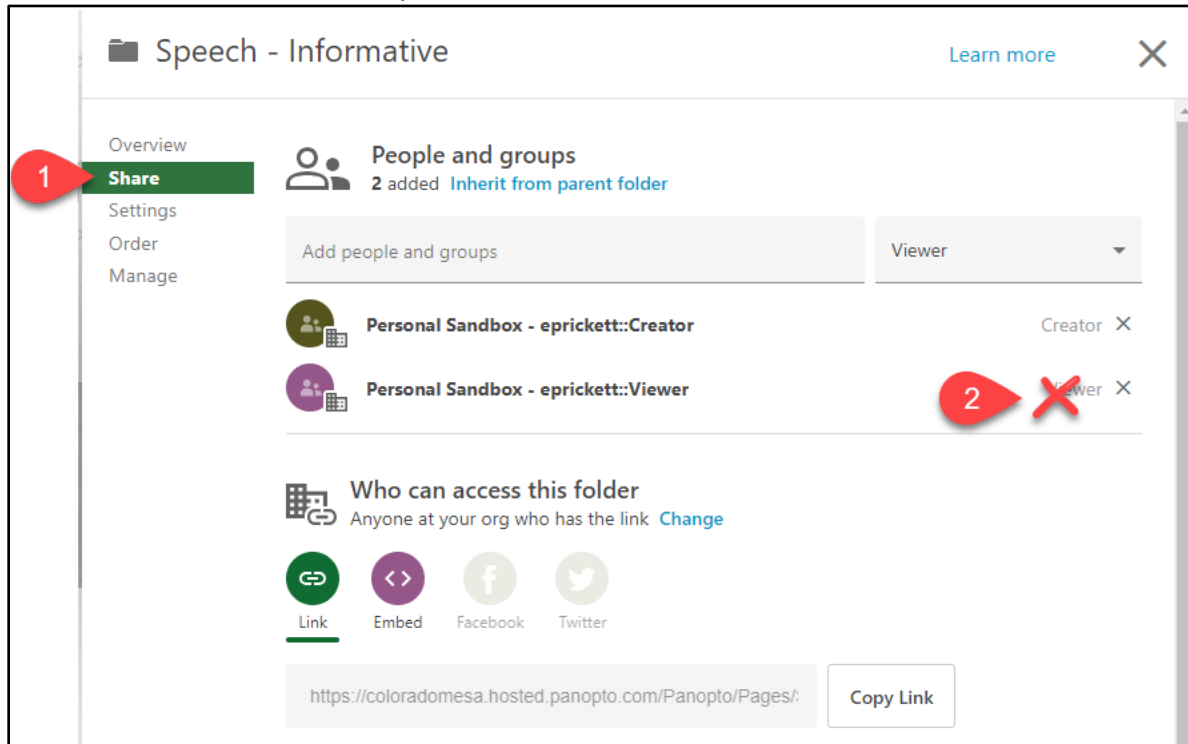

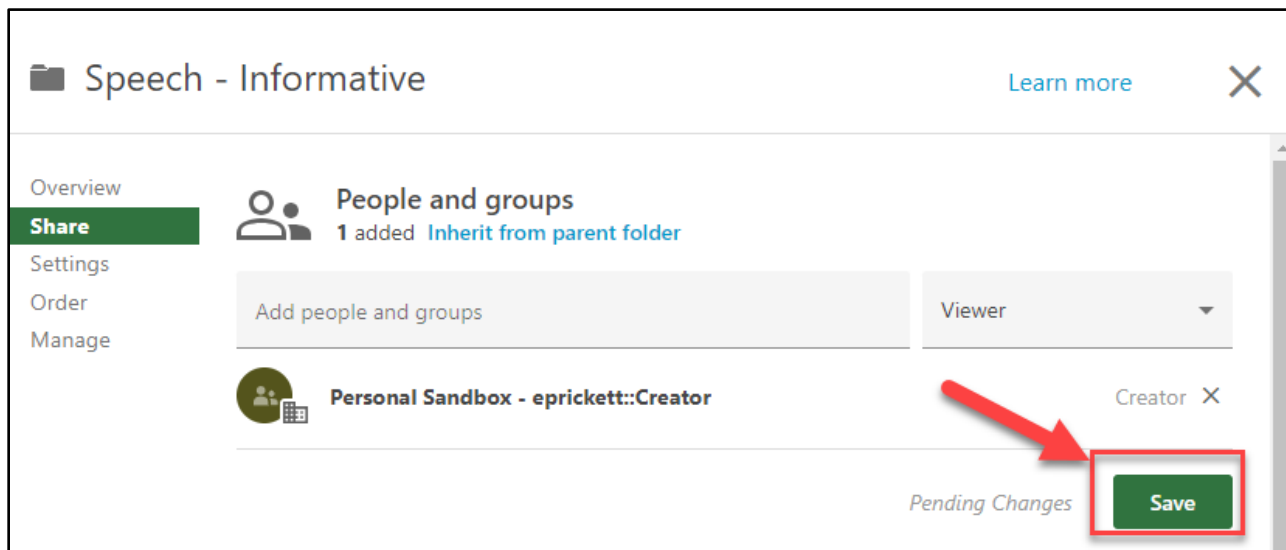6. In **Settings**, click on **Share**. Then, in **People and groups**, click **Change**.

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.
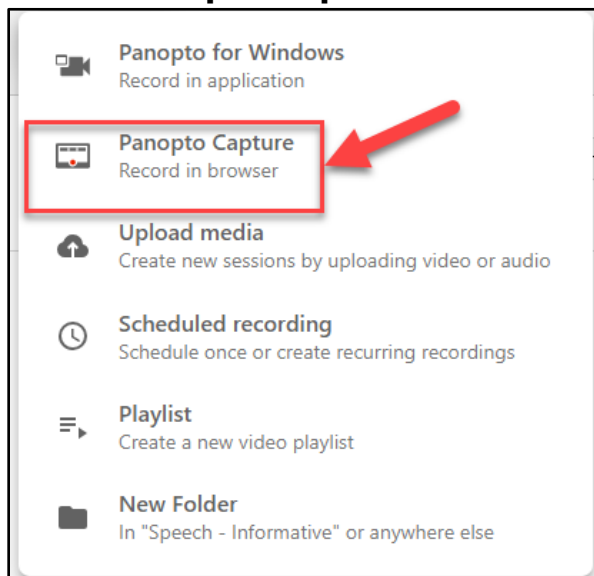

9. Click **Save**.

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.
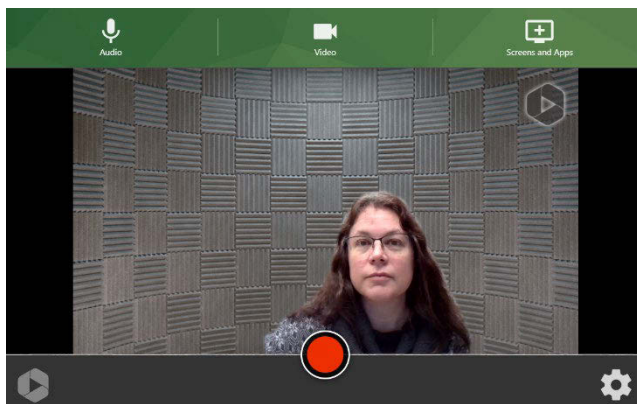
Record student speeches/presentations

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**.

3. Select **Panopto Capture**.

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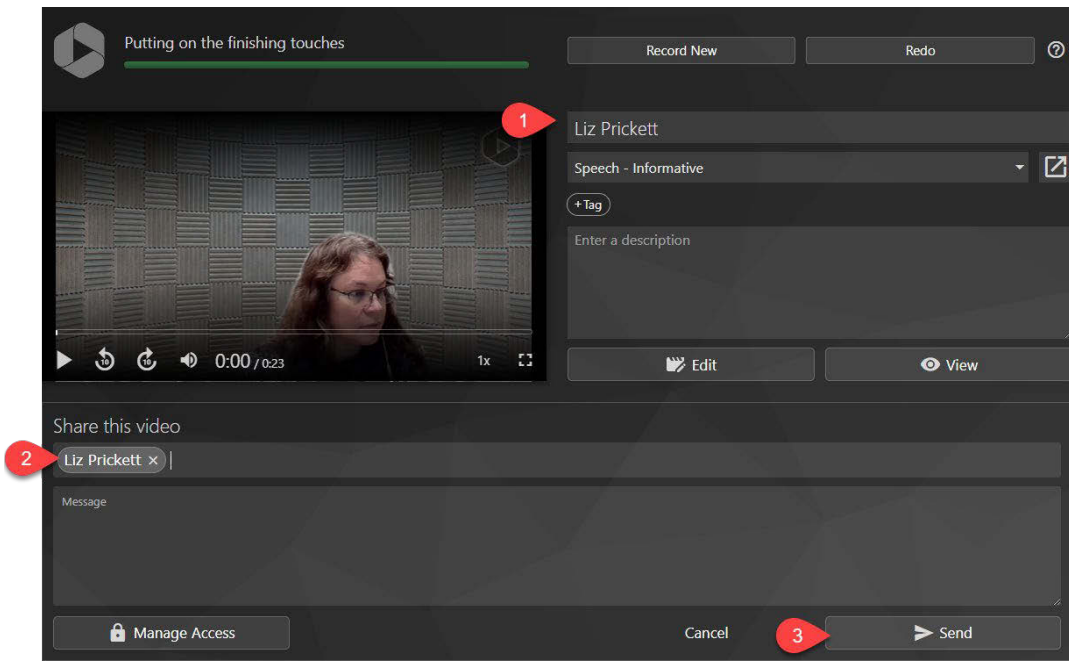
5. When the student is ready to record the speech, click the (red circle) **Record** button.
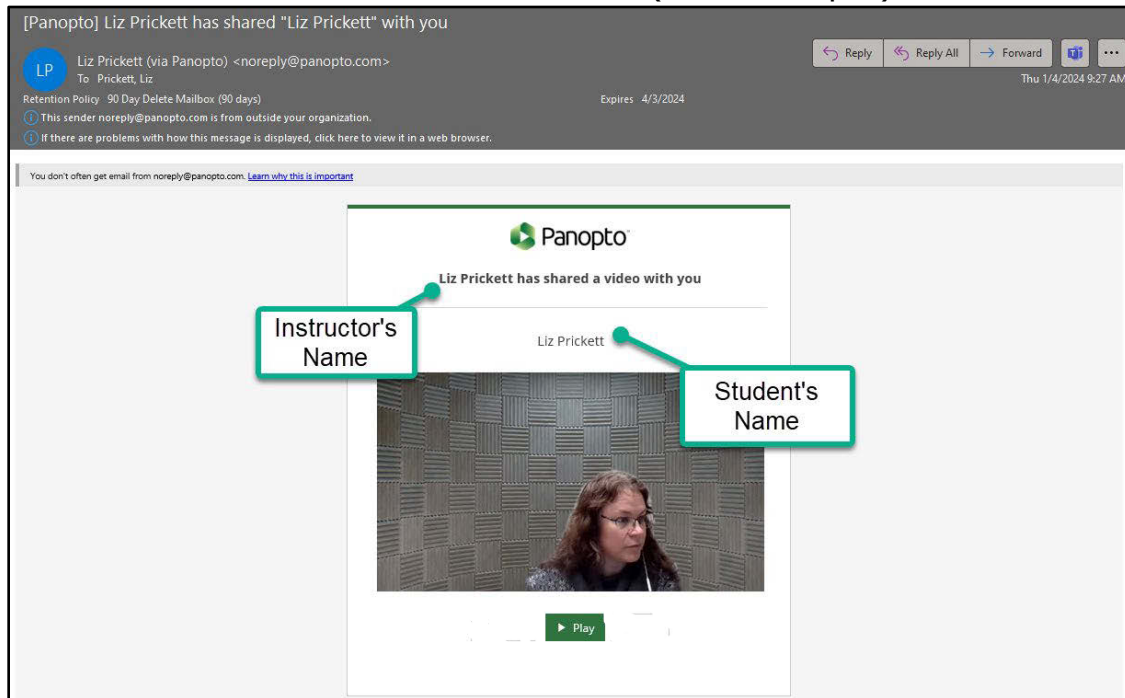
6. There will be a 5 second count down before record begins.
7. Once the student is finished, click the (red square) **Stop** button.

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**.

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

The student may view the video by clicking **Play**. The video will open in Panopto.

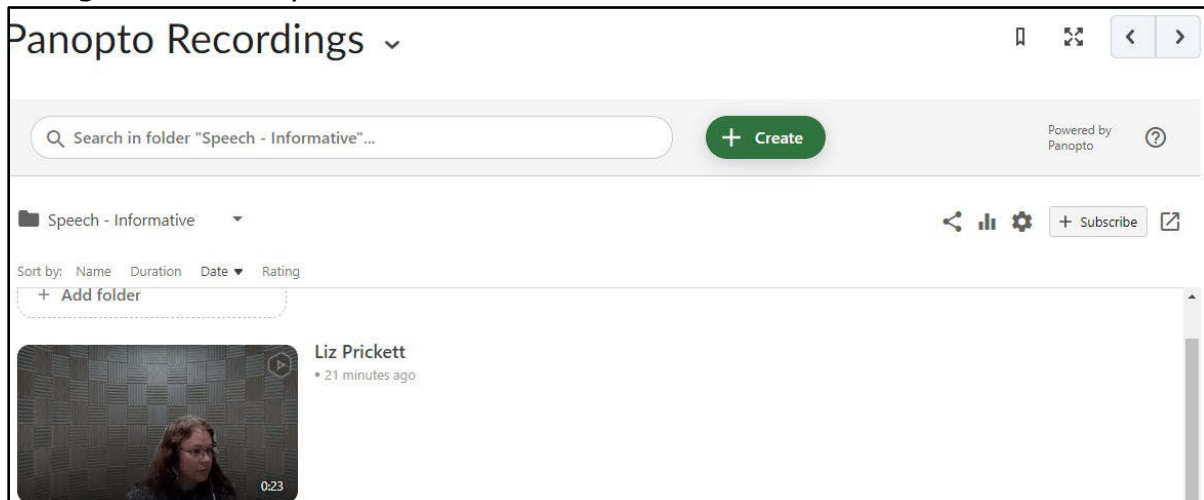10. Now, click **Record New** so that the next student may record.

11. Repeat steps 5-8 for each student.

Check student recordings

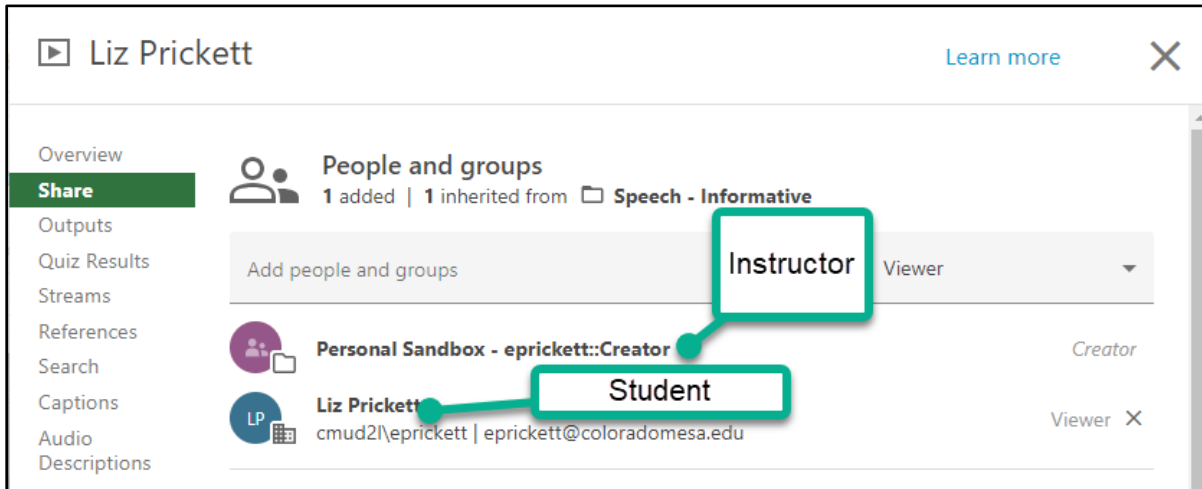As the instructor, you can view all the recordings.

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.

This allows you to check the Share permissions an individual video.

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.