

How To: Panopto Tutorial for Faculty & Staff



PanoptoTM

Information Technology Help Desk
Colorado Mesa University
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How To: Panopto Tutorial (Faculty & Staff)

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How To: Panopto Tutorial (Faculty & Staff)

What is Panopto?

Panopto is an easy-to-use tool for recording lectures, speeches, and quick tutorials, and easily making them available to students, colleagues, and even people outside the University. The software can be used in classrooms on campus computers that are now equipped with webcams, or it can be installed on any PC, laptop, or mobile device. With Panopto, you can record your screen and audio, as well as video from your webcam. All recordings are automatically uploaded to our Panopto server and integrated with D2L, where they can be shared with your students. Staff can record video to their own personal Panopto folder and then share out the video for viewing by others.

NOTE: The name Panopto was formed with two Greek words; pan, meaning "all", and opto, meaning "see", or all can see.

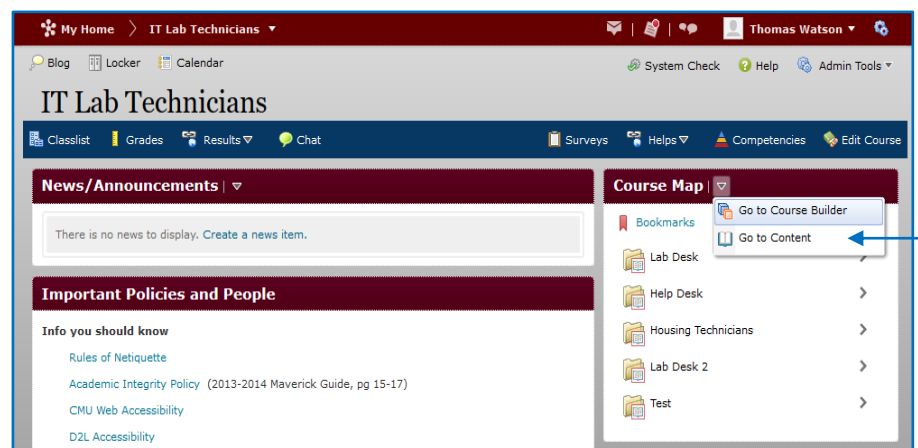
Benefits of Panopto

- **Versatile:** Panopto can capture anything on your computer screen (from PowerPoint slides to complex animations), document cameras, and video from just about any camera. Once captured, recordings are processed into an interactive web format as well as audio and video podcasts that students can watch on any device.
- **Integrated:** Panopto integrates with our learning management system, D2L. All recordings can easily be shared as part of your course materials, and students can access Panopto recordings using their university login ID and password from any device.
- **Searchable:** Panopto automatically indexes all of your recordings so that students can find and fast-forward to words that are mentioned in the lecture, displayed on-screen, or that appear anywhere else in the video.

Getting Started (Faculty)

Because Panopto offers integration with D2L, your first access to Panopto must start from within D2L. This is necessary so that your video content can be tied to a particular class shell. This next series of steps needs to be done one time using one of your class shells in order to create your account with Panopto and tie it to D2L. It doesn't matter which class you perform these steps with, just that you do it once. If you desire other classes to be able to have Panopto content added, then you will need to repeat these steps for each class.

1. Login to MAVzone. Access D2L.
2. From the *Select a course...* drop-down, choose one of your courses. In the *Course Map* section, click the drop-down icon to the right of Course Map. Click *Go to Content*:



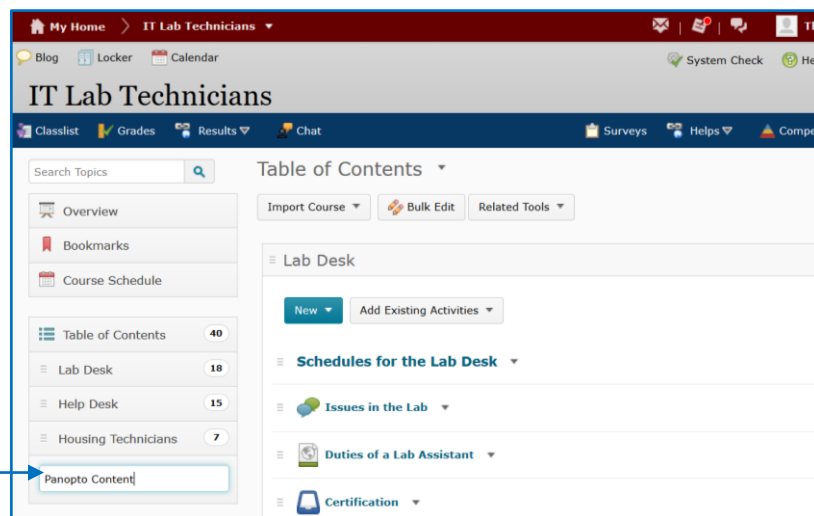
How To: Panopto Tutorial (Faculty & Staff)

- On the next screen, notice the *Table of Contents* area. You can approach this in two different ways. If you want video content to be linked to a specific module (modules are the “sections” in the table of contents), you will need to perform step 4 within the particular module(s). Then when students go to that course module, they will see a choice for Panopto and can view videos you place there.

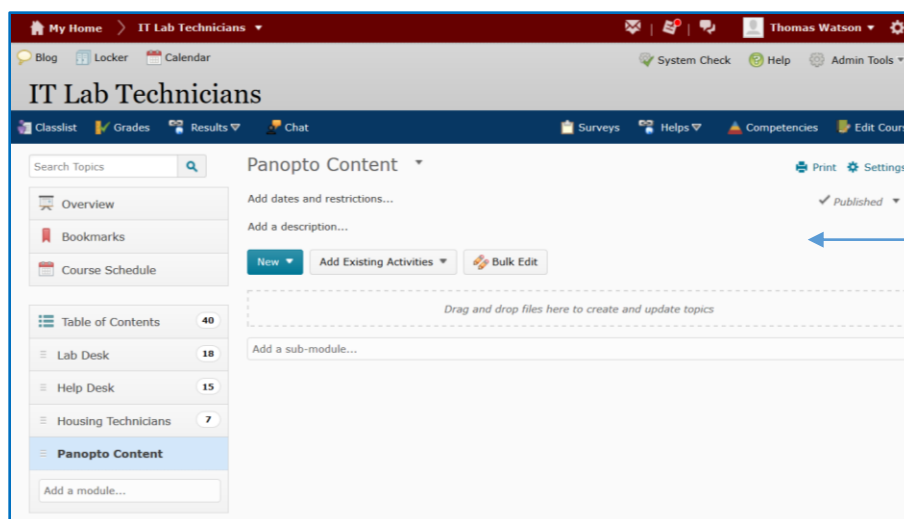
If you want to make video available for the class as a whole, not tied to just a particular module, then you should consider creating a module for the purpose of holding your videos. The following steps and screenshots will take this latter approach. Just realize that the steps can be performed within any or all of the existing modules for your class.

- In the *Table of Contents* area, click in the **Add a module...** text box. Type in the name of the module that will hold your Panopto videos. In this example, let's call the module, *Panopto Content*. Press **Enter** to create the module.

Click in the **Add a module...** text box, type the name of the new module, and press **Enter** to create.



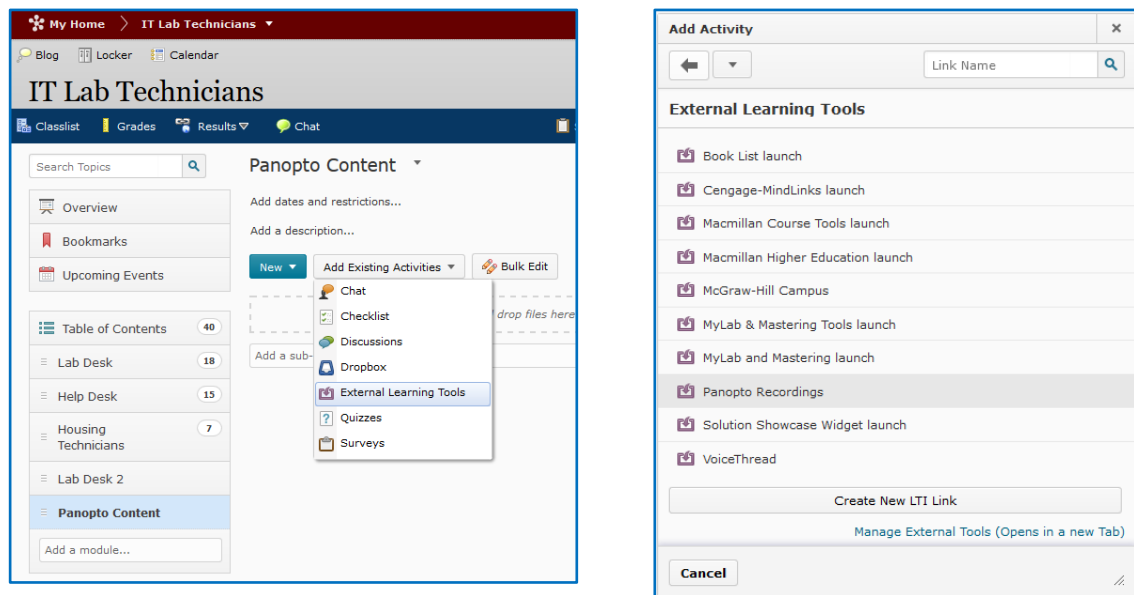
- Now you will see the new module in the *Table of Contents* area. It will be selected and to the right, this module will be shown. The next two steps are **VERY IMPORTANT** as they will create a folder on the Panopto server whose name matches your course name. Then when you create videos, they will live in this folder.



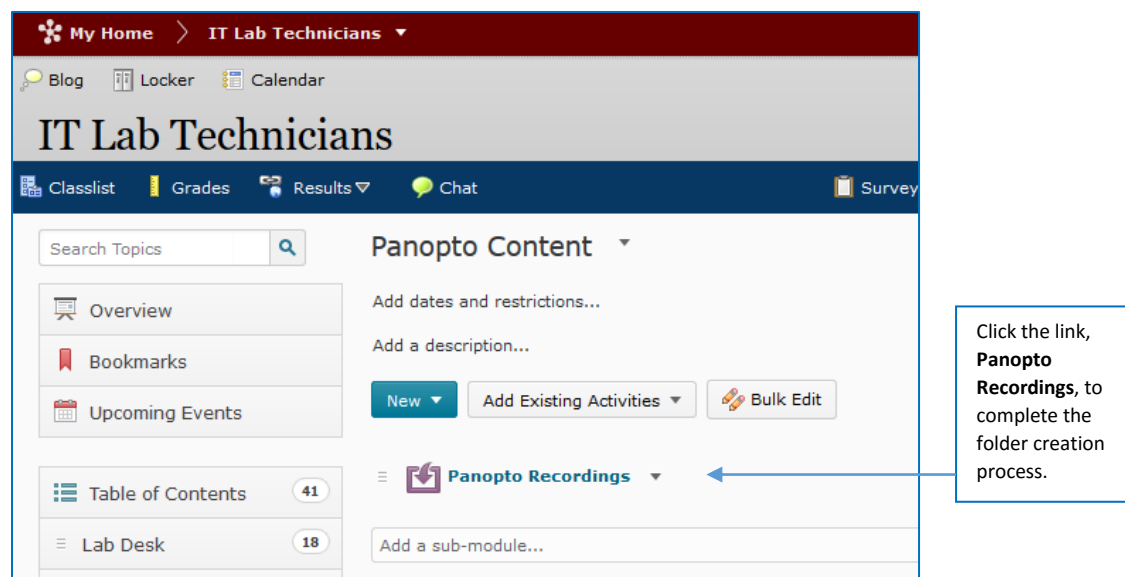
After you create the module, you are automatically brought to it for adding content.

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- Click **Add Existing Activities** and click *External Learning Tools*. In the next dialog box, click **Panopto Recordings**.

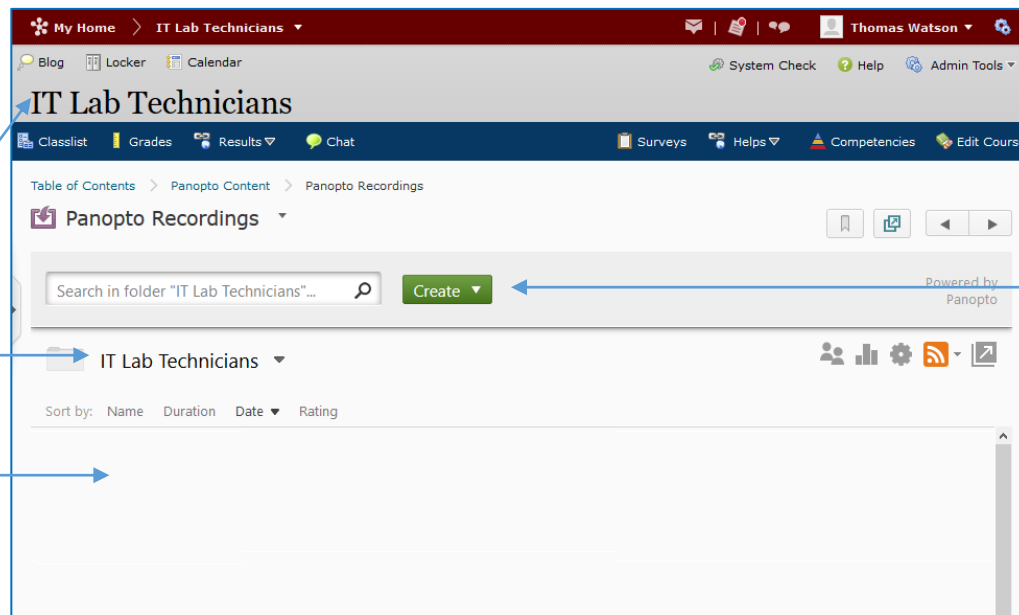


- After the screen refreshes, you will see the content type, **Panopto Recordings**, listed in the Panopto Content module. This next final step is most important as it will cause the folder that matches the class name to be created on the Panopto server, and tie it to your class. Simply click the link called Panopto Recordings.



How To: Panopto Tutorial (Faculty & Staff)

- Below is what the window will look like after the folder is created. If you don't do this step, you will not have the folder and you won't be able to record any videos for the given class. Repeat steps 2 – 7 for every class where you want to create and store video content.



Notice how the folder created matches the course name in this example.

Videos you record for this class will show in this part of the window. Clicking on the video will launch a separate browser tab and begin playing the video.

The CREATE button lets you create videos that will be tied to this class. Clicking CREATE simply launches the Panopto Recorder, a separate application.

Once you have completed the setup of folders for your classes, you can simply launch the recorder directly, and choose from any of your classes where you want to store your video. Discussion of this process begins on page 10, [Creating Video Content](#).

Recording to Your Personal Sandbox Folder

All faculty have access to a personal folder known as a “sandbox” folder. You can record to this folder and decide later if you want to share content directly from this folder or move the recording to an actual class folder.

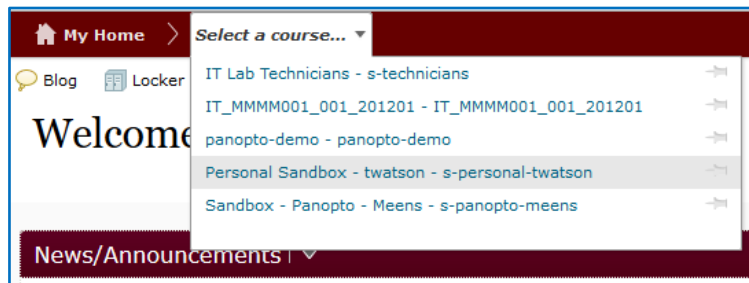
- To set up your personal sandbox folder, simply follow the preceding steps starting on page 2. But when selecting the class, look for a class called **Personal Sandbox – your username**. Select this course and then follow the remaining steps to connect the external learning tool, Panopto Recordings to this course.
- Now when you want to record something you don't want available for viewing, just select your **Personal Sandbox – your username** folder in the recorder window, or via D2L, select this course, go to the module you created to hold your videos, and go to the Panopto Recordings folder. Begin your recording and it will be saved into this personal folder.

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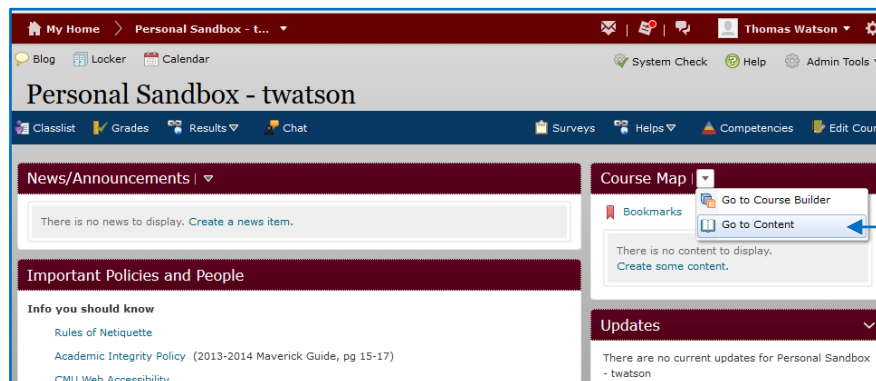
Getting Started (Staff)

Although your content will not be connected to a course shell, you will perform the following basic steps in D2L to setup a folder in Panopto which will house any videos that you make.

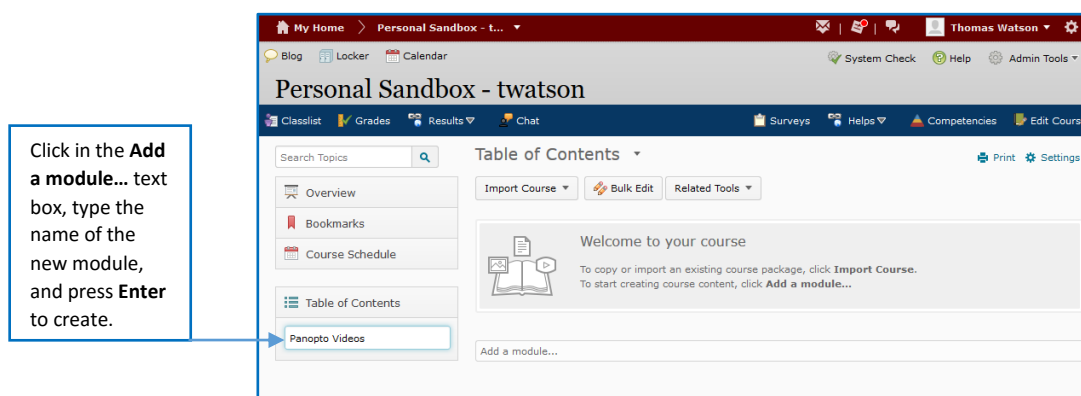
3. Login to MAVzone. Access D2L.
4. From the **Select a course...** drop-down, choose the course labeled **Personal Sandbox – your username**.



5. In the *Course Map* section, click the drop-down icon to the right of Course Map. Click *Go to Content*.

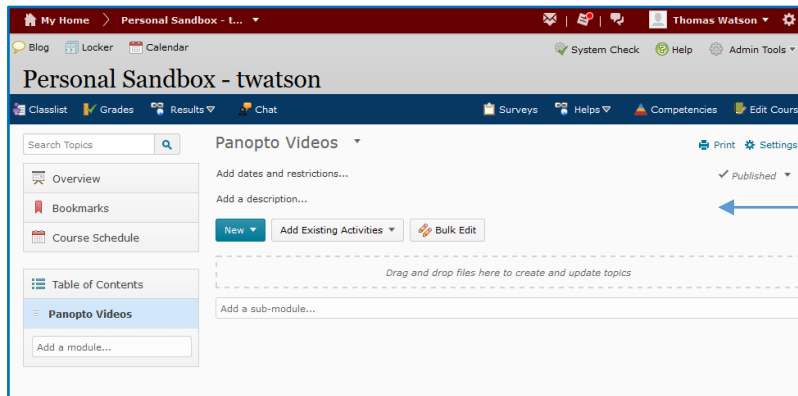


6. On the next screen, notice the *Table of Contents* area. In the text box labeled **Add a module...**, type in the name of the module that will hold your videos. For example, type **Panopto Videos**. Then press **Enter** to create the module.



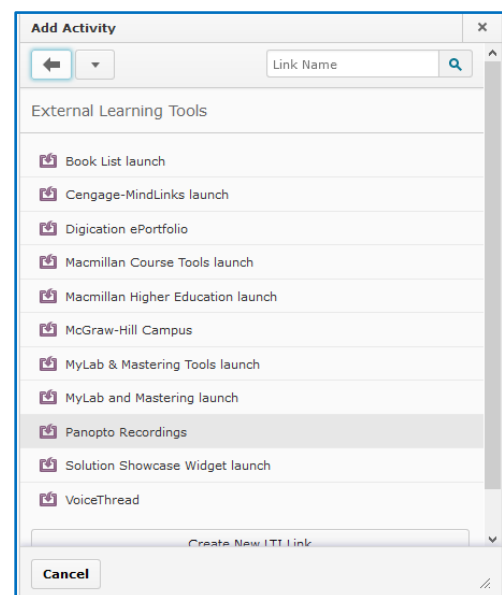
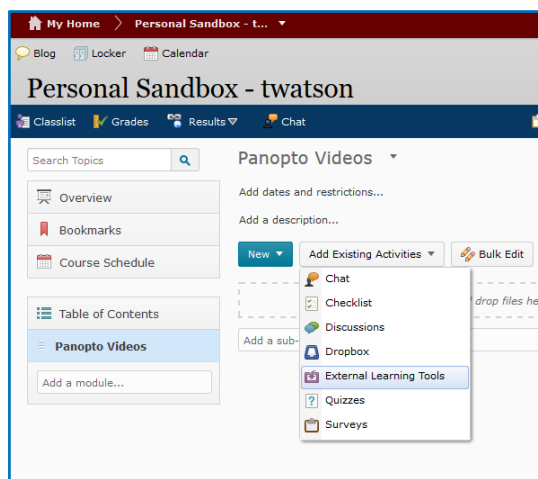
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7. Now you will see the new module in the *Table of Contents* area. It will be selected and to the right, this module will be shown.



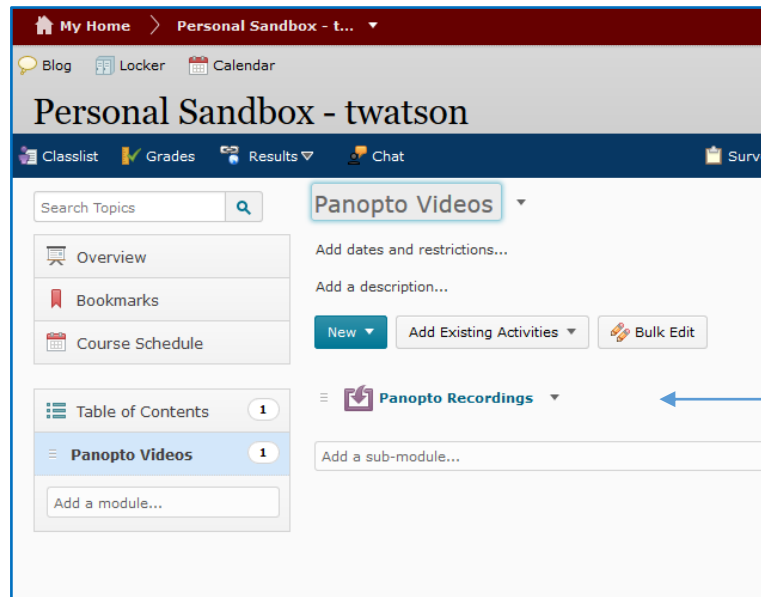
After you create the module, you are automatically brought to it for adding content.

8. Click **Add Existing Activities** and click *External Learning Tools*. In the next dialog box, click **Panopto Recordings**.

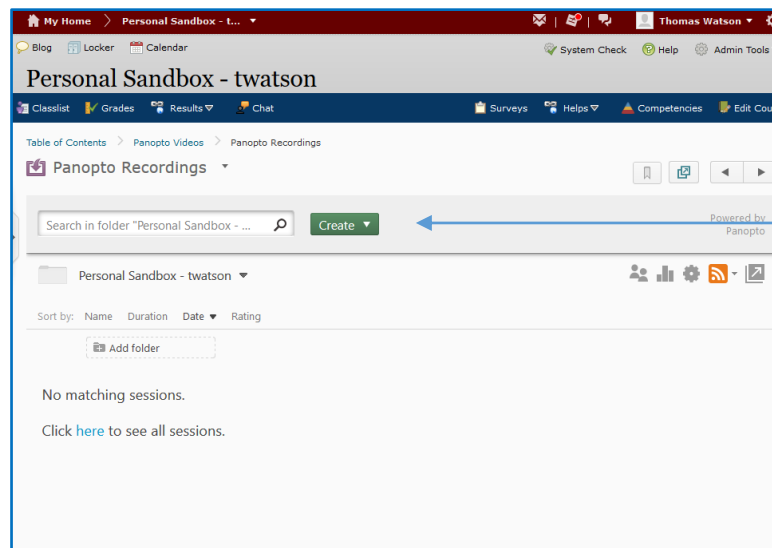


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- After the screen refreshes, you will see the content type, **Panopto Recordings**, listed in the Panopto Content module. The next step is most important as it will create a folder on our Panopto hosted site to be created. The name of the folder will be **Personal Sandbox - username**. Click the link **Panopto Recordings**.



- Below is what the window will look like after the folder is created. If you don't do this step, you will not have the folder and you won't be able to record any videos.



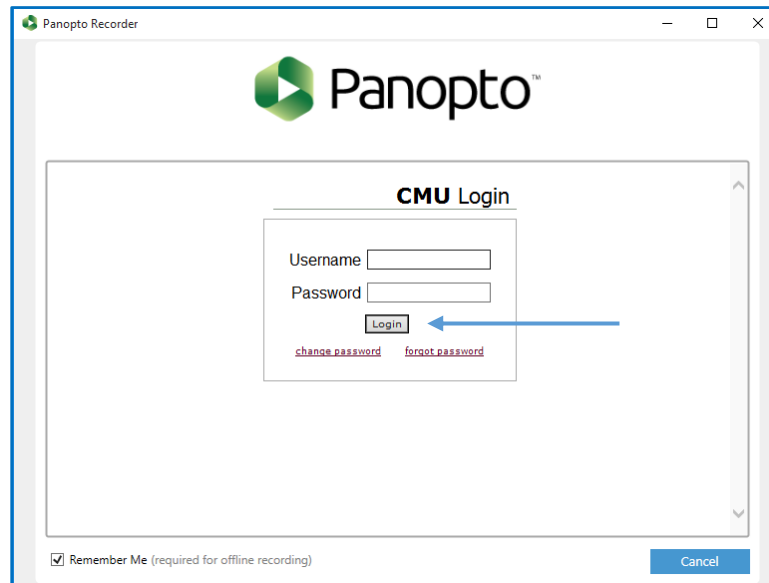
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Creating Video Content

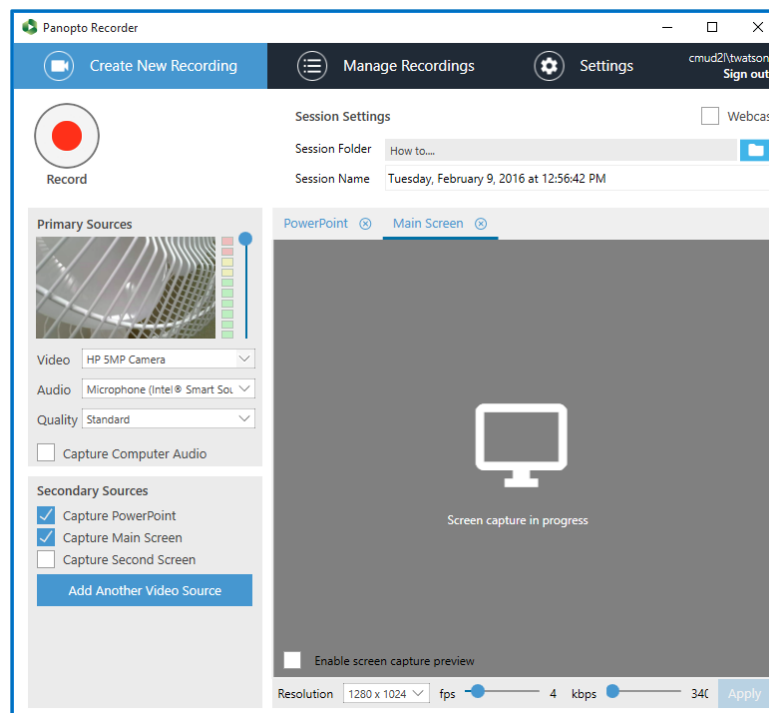
1. Launch the Panopto Recorder application from the desktop icon, or via the Start menu, Panopto folder. (Classrooms have a desktop shortcut for easy access during class).



2. The following window will appear. Enter your CMU login credentials and click **Login**.



3. The recorder will launch and the following window will appear:

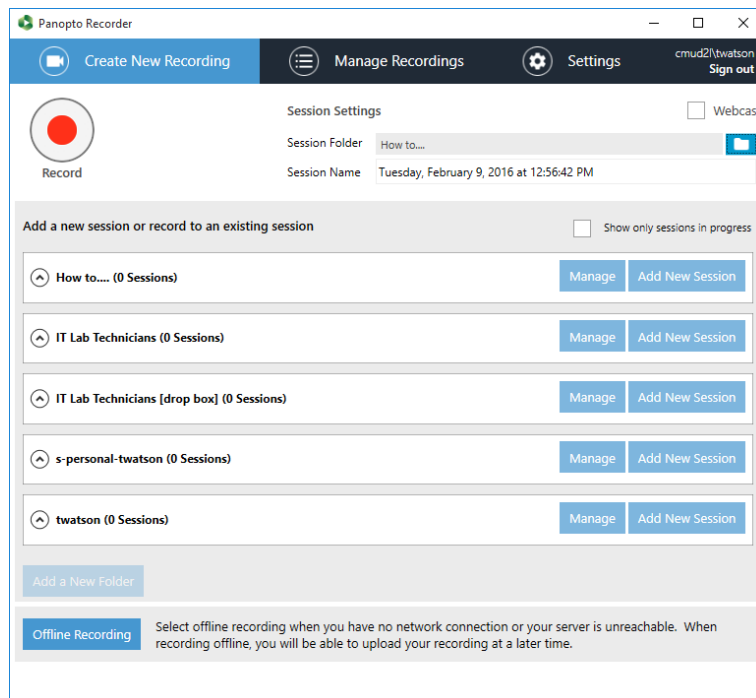


Click the folder button to select which folder will receive your content.

Make sure this folder name isn't set to Offline. If it is, be sure to change it to the folder where you want the video to upload to after recording.

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- In the top section of the recorder window, labeled *Create New Recording*, click the folder button to display all of your course folders. Faculty will have multiple folders based on classes where they add Panopto content. Staff will have a single folder with a name that reads **Personal Sandbox – username**.



- For faculty, each of the courses for which you added the **Panopto Content** module and the **Panopto Recordings** activity, (and then clicked on this activity) will appear here as a folder name. Just click on the **Add New Session** button for the desired course to create a new recording in that class folder. All students in this class will be able to see your recording once it is finished and posted on the Panopto server

Staff will record to their **Personal Sandbox - username** folder and share content as desired.

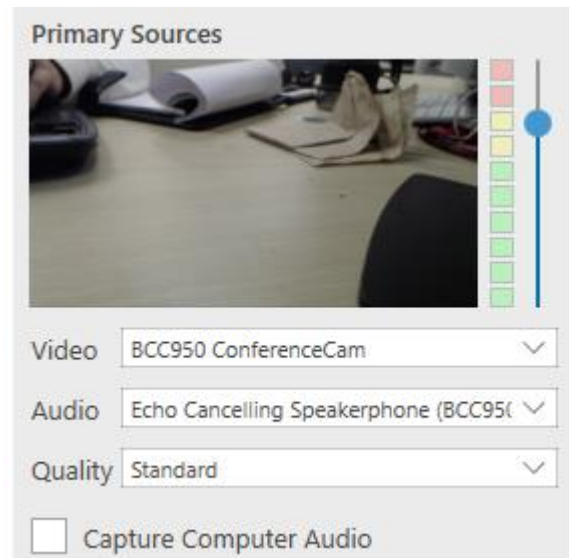
- Now, click the folder button one more time to close this section and continue preparing to record.
- Before recording, set the Video and Audio source of the attached webcam. All classrooms on campus have the Logitech BCC950 ConferenceCam.



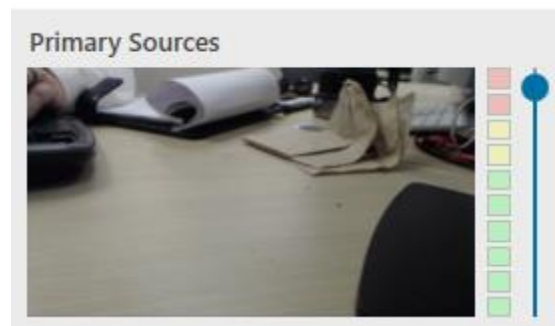
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8. If using this camera, ensure that the following settings (a-c) are configured; otherwise select the appropriate attached device.

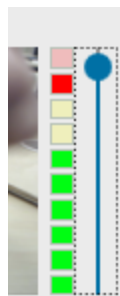
- (a) Video = BCC950 ConferenceCam
- (b) Audio = Echo Canceling Speakerphone (BCC950)
- (c) Quality = Standard or higher



9. Adjust the microphone on the Logitech Webcam to capture all audio by sliding the blue dot to the top.



10. Verify that the microphone is capturing audio by speaking towards the Logitech Webcam. You should see the colored scale (to the left of the blue dot) moving up and down. The majority of what you say should stay in the green to yellow area, but not spike into the red area.



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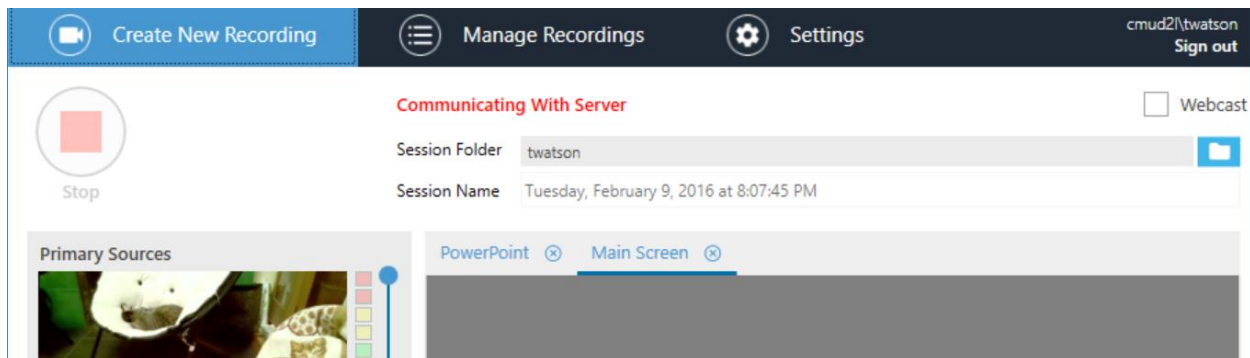
- There is a text box toward the top of the window labeled **Session Folder** which contains the name of the class folder (for faculty) where you initiated the recording. This means that this video will be associated with this class. All of your students will automatically have access to this video once it is completely uploaded to the Panopto server.

Staff will use the folder created for them and have to share content separately.

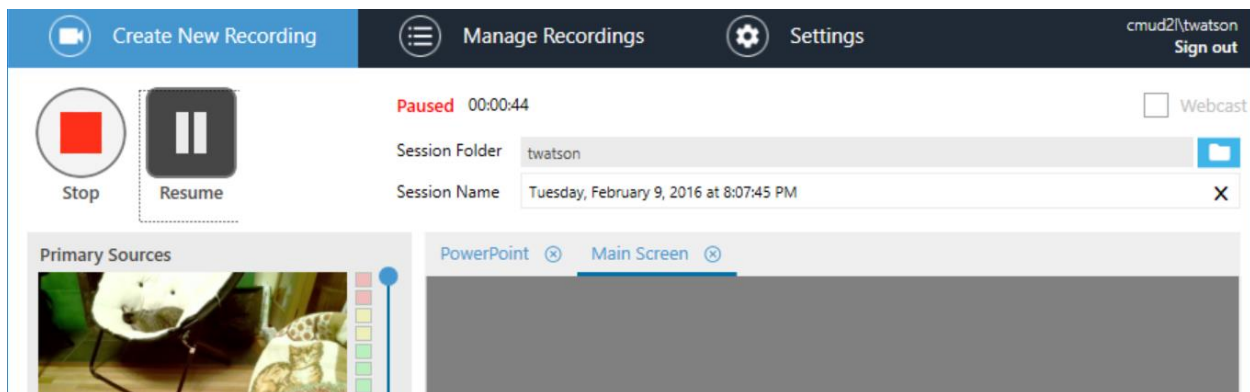
Session Settings	
Session Folder	Personal Sandbox - twatson
Session Name	Tuesday, August 2, 2016 at 8:14:26 PM

Next is the box labeled **Session Name**, where you can enter descriptive text about the video to be made. This can be useful when managing a list of videos over time, and is searchable.

- At the bottom of the window, set the option fps to **30**. Now, to begin, click **Record**.
- Notice how the toolbar changes once the recording has begun.




- During the recording you can **Pause** and **Resume**.



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15. To end the recording, click the **Stop** button. The following dialog will appear. You can edit both the Session name and the description at this point if desired. To upload the recording, click **UPLOAD**. Or, you can scrap the recording and try again if necessary.

Recording Complete




Session name

Thursday, April 21, 2016 at 2:18:50 PM

Located in folder




How to....

Enter a description (optional)

 Delete and record again
Upload

NOTE: The following function keys can be used to **START**, **PAUSE/RESUME**, and **STOP** RECORDING. F8 will Start recording, F9 will Pause and Resume, and F10 will Stop recording.

16. Next, the screen will switch to the **Manage Recordings** tab. This screen will show recordings that have been uploaded previously, and the current recording being uploaded. The progress bar will indicate the initial processing of the upload.




 Create New Recording
 Manage Recordings
 Settings
cmud21\awatson
Sign out

Only recordings stored on this computer are shown below. [Manage My Recordings](#)

Uploaded Recordings

Start Time	Duration	Folder	Session	Actions	Status / Link
2/9/2016 8:07 PM	00:01:01	twatson	Tuesday, February 9, 2016 at 8:07:45 PM	Delete Local Set Offline	Share Edit View (default) Processing

17. The screen will continuously update the processing of the video on the Panopto server until complete.

 Create New Recording
 Manage Recordings
 Settings
cmud21\awatson
Sign out

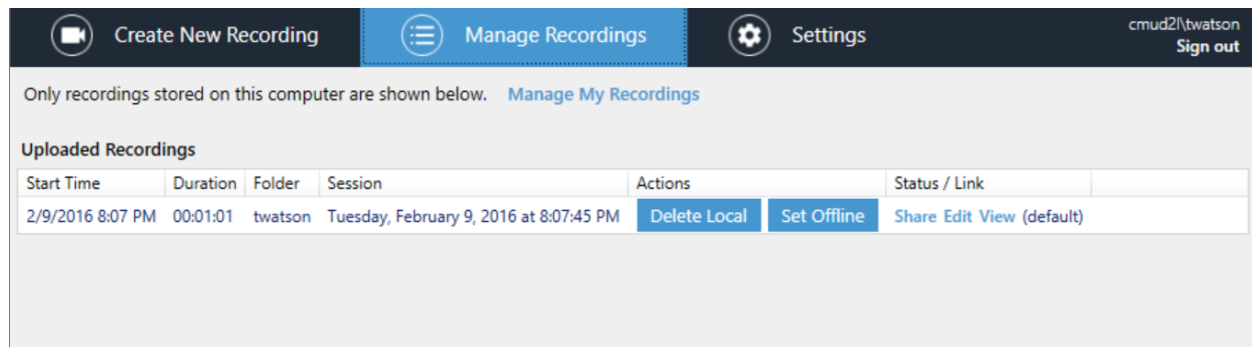
Only recordings stored on this computer are shown below. [Manage My Recordings](#)

Uploaded Recordings

Start Time	Duration	Folder	Session	Actions	Status / Link
2/9/2016 8:07 PM	00:01:01	twatson	Tuesday, February 9, 2016 at 8:07:45 PM	Delete Local Set Offline	Share Edit View (default) Processing: 100%

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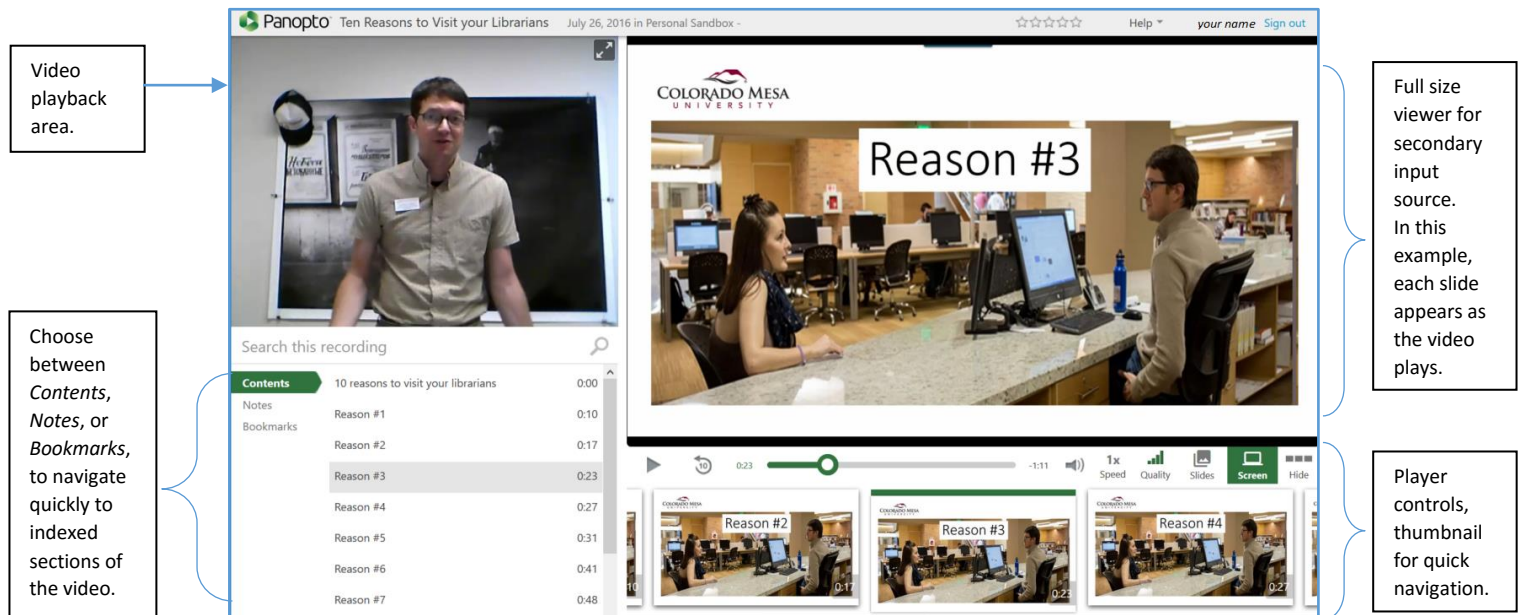
- Once the video processing has completed, there will be no more status indicator and the video is now ready for viewing and/or sharing.



Viewing Video Content

Viewing Panopto videos is as simple as clicking.

- Just point and click the video you want watch. A new browser tab will be opened and the Panopto viewer will launch and the selected video will be opened by the player as the graphic below depicts. Panopto is a versatile product allowing multiple sources to be input during recording including one or more cameras, computer, PowerPoint, and extended monitors. The results are seen in the player where you can choose from the different inputs as you view the playback. In the graphic below, this recording has two inputs, audio/video, and a PowerPoint slide show.



Video playback area.

Choose between *Contents*, *Notes*, or *Bookmarks*, to navigate quickly to indexed sections of the video.

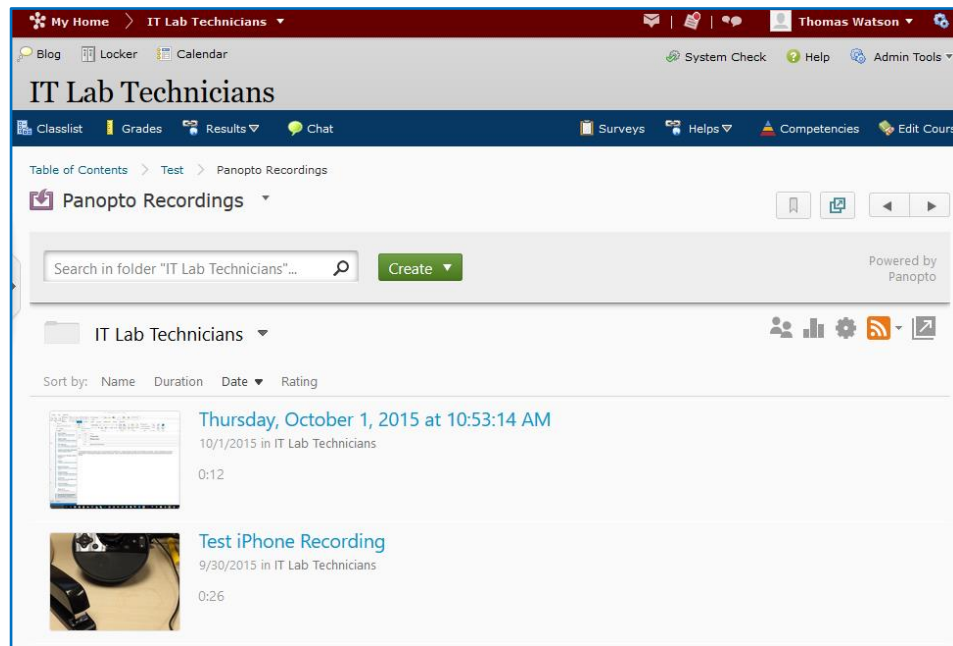
Full size viewer for secondary input source. In this example, each slide appears as the video plays.

Player controls, thumbnail for quick navigation.

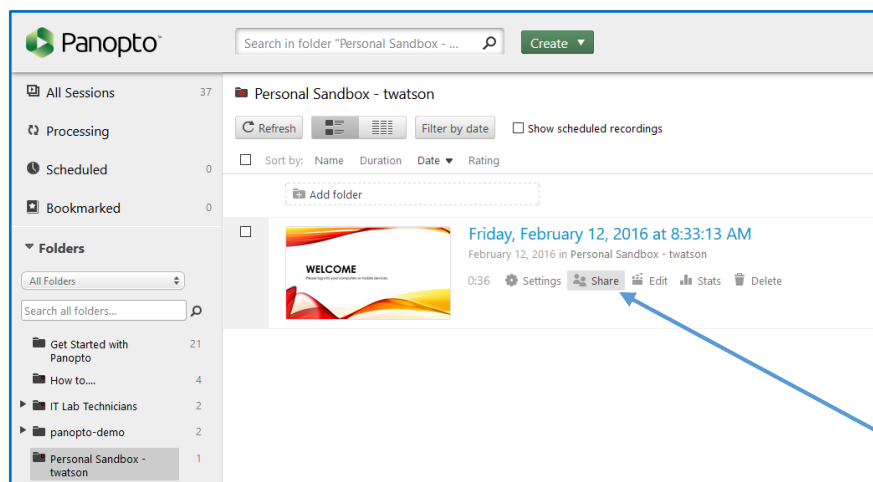
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Posting Videos

1. For faculty recording videos into a class folder, if you access the **Panopto Recordings** activity from the **Panopto Content** module, you will see the video that was just uploaded. This video is available to you and all enrolled students of the class automatically. Nothing else needs to be done. Just click on the thumbnail of the video to play it back.



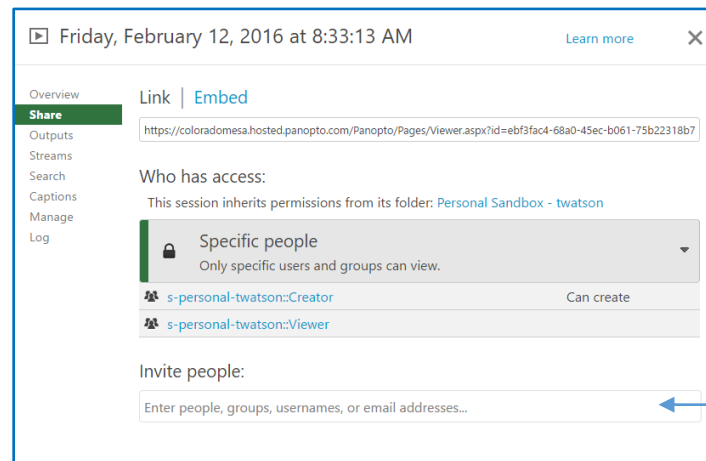
2. Staff recordings, and faculty personal recordings do require being shared in order for people to be able to view them. From a web page, go to <https://coloradomesa.hosted.panopto.com> and login. Locate the video you want to share and click the Share icon.



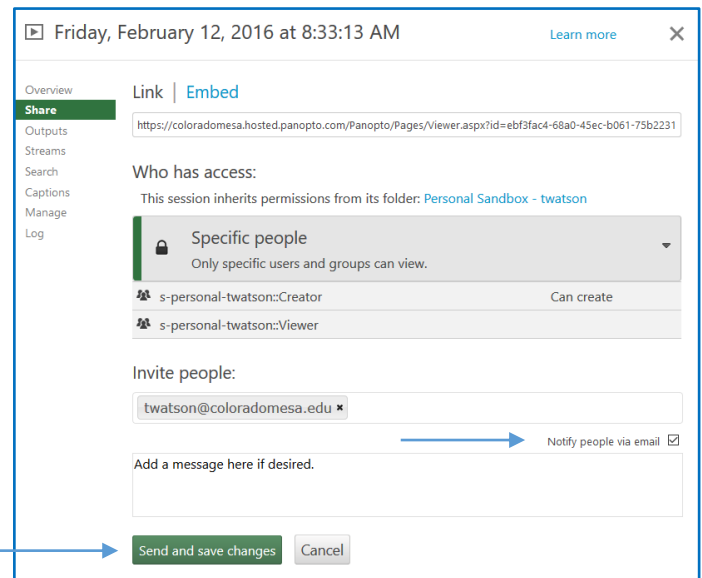
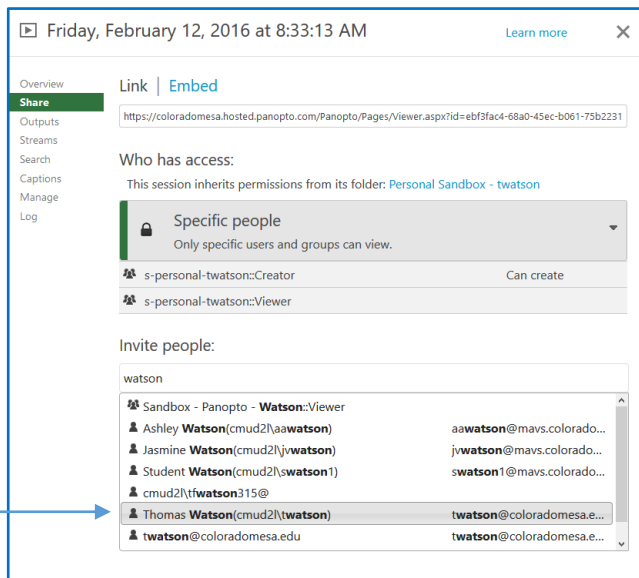
With the video shown that you want to make available to others, click the Share icon.

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- In the dialog box that appears, notice the **Who has access** section. The top bar of this section indicates that *Specific People* have access and those specific people are listed below. The video in the screen shot below is only viewable by its creator as only that name appears as having access. As you add specific people, they will be added to this list.



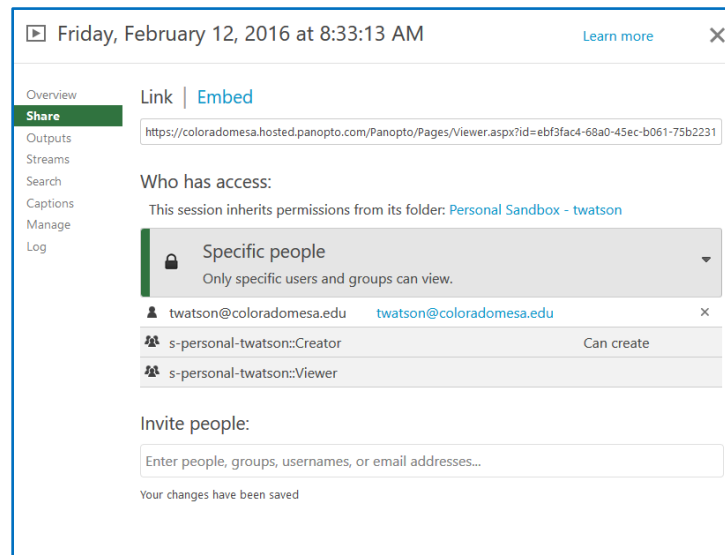
- To add a specific user, click in the *Invite people* text box and begin typing the last name of the user. The name will be searched and several choices will be presented. Always choose the name that includes the first and last name, the text (**cmud2l\username**) and shows the email address unless sharing to an outside user (non-D2L users). For outside users just type their email address.



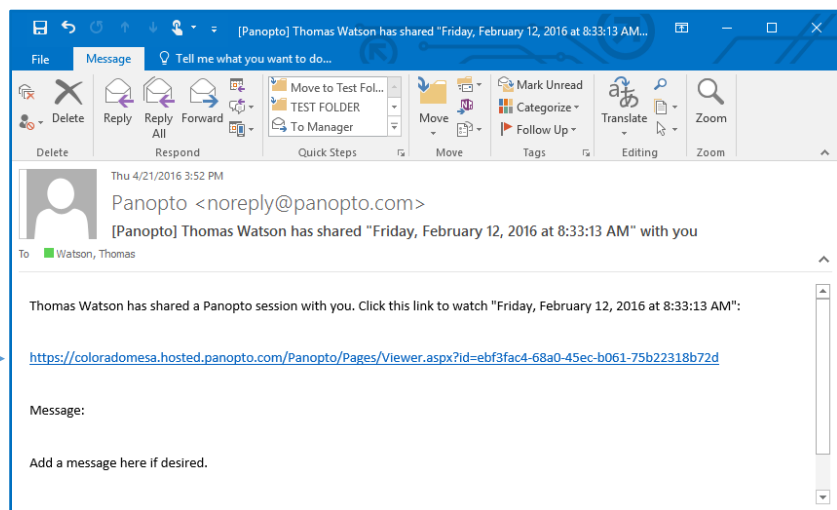
- Click on the name and the second dialog box will appear as shown above. Notice that the *Notify people via email* option is selected. You can add a message if desired. Add additional people if desired and click **Send and save changes** when finished adding users.

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6. Below is how the dialog will appear now that a new user has been added to view this video.



7. The invited user(s) will receive an email that contains a link to view the video as shown in the following screenshot:



8. Clicking this link will launch the Panopto viewer in a web page and this video will load and start playing.
9. Other options for sharing include the following:

<p>Who has access:</p> <p>This session inherits permissions from its folder: Personal Sandbox - twatson</p> <ul style="list-style-type: none"> Specific people Only specific users and groups can view. Anyone at your organization with the link Unlisted, anyone at your organization who has the link can view. Anyone at your organization Anyone at your organization can find and view. Anyone with the link Unlisted, anyone who has the link can view. No sign-in required. Public on the web Anyone on the Internet can find and view. No sign-in required. 	<p>Anyone at your organization with the link; the video will not appear on our Panopto website (coloradomesa.hosted.panopto.com), but with the link, anyone at CMU can view the video.</p> <p>Anyone at your organization; video will show up on our Panopto website for all CMU users.</p> <p>Anyone with the link or Public on the web, are similar to the above but apply to anyone outside of CMU.</p>
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Enabling a Class Assignments Folder (Faculty)

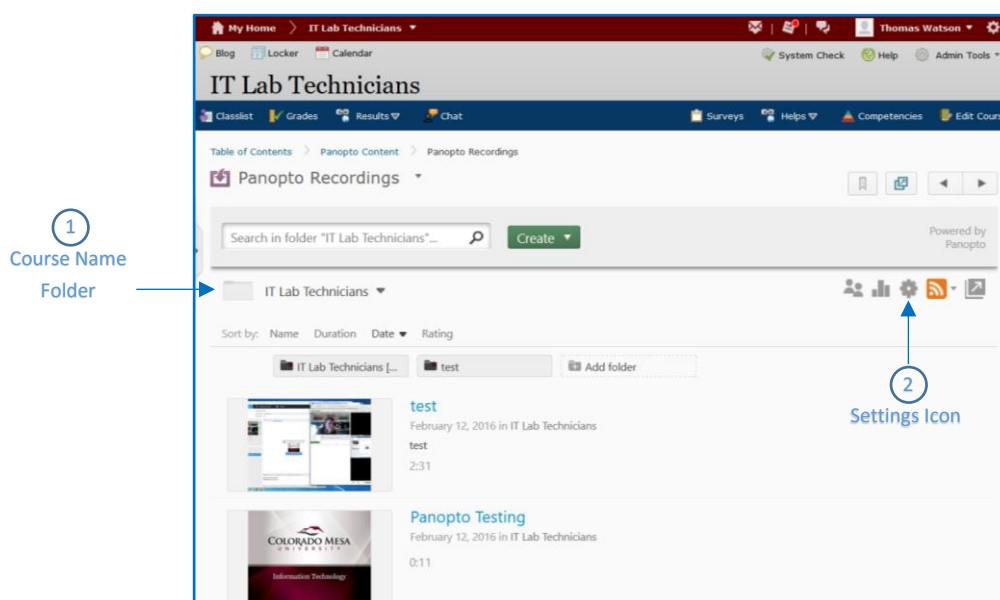
There may be times when you want your students to record videos with their own Panopto login. The videos are still tied to your class, but the student can only view their own recording while the professor can view all student recordings. This is done by enabling the *assignments* folder in Panopto for a given class. The *assignments* folder becomes a subfolder to the class folder. Then a student can login to Panopto, create a recording, and it will automatically upload to the *assignments* folder for that specific class. Keep in mind that students do not have CREATOR access without this feature enabled, so unless you set up the *assignments* folder for a given class, they will not be able to record with their Panopto login. (Formerly this was called the *drop box* folder. To avoid confusion with other uses of the term drop box, Panopto has changed the name of this folder to *assignments*.)

For example, let's say a speech professor wants all 20 students in a given class to record their speech during class such that each speaker can only see their own video, while the professor can see all the videos. First, the professor must enable the *assignments* folder for the given class folder and then each student needs to login to Panopto as themselves, make the recording and then logout of Panopto so that the next student can use their own login credentials. In this way all 20 videos will be viewable by the professor, but students will only be able to see their own.

With this feature enabled, students can also create recordings outside of class using any Internet connected computer or mobile device. By downloading the Panopto software from <https://coloradomesa.hosted.panopto.com>, students can install it on their device and record wherever they are. See [Setting up Personal Computers and Mobile Devices](#) for further information.

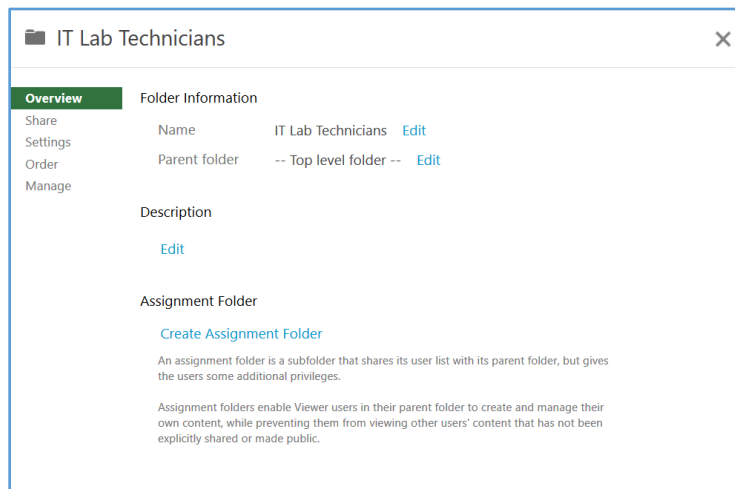
Enabling the Class Assignments Folder

1. You can enable this feature from within the Panopto Recordings screen within D2L, or from the Panopto Recorder window.
2. From the Panopto Recordings screen in your course shell, with the correct class folder chosen, notice the Settings icon (gear shaped) to the far right side of the course name folder.

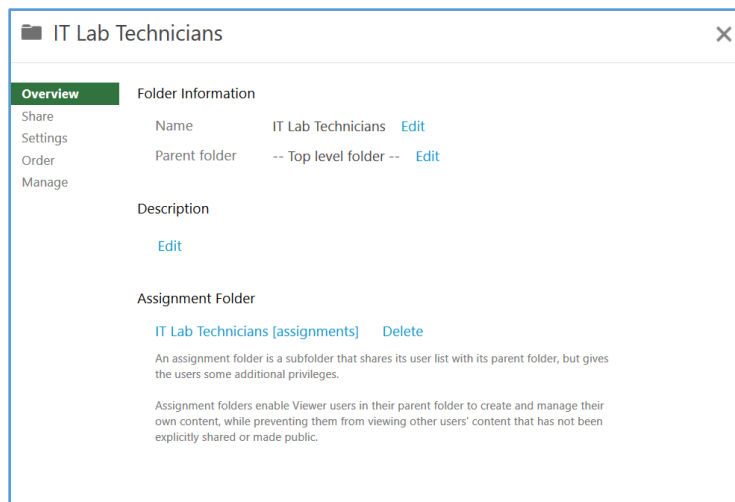


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- Click the **Settings** icon and the Settings window for the given folder will appear:



- Click the *Create Assignments Folder* option.
- The window will change to the following:



- Click the X button to close this window.
- Now, when a student logs into Panopto with their own credentials, they will have a **Create** button when they access the class folder. Any videos they record will go directly into the folder called **Course Name [assignments]**. You will be able to see all the videos that are recorded there, however each student will only be able to see the videos that they recorded.

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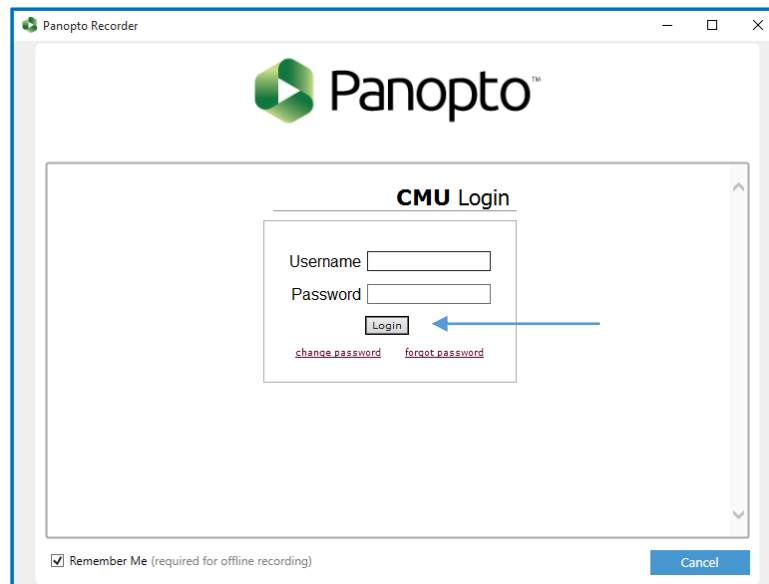
Students Recording to the Assignments Folder

Now that you've enabled the *assignments* folder, follow these steps for the classroom scenario where you want all students to record to this folder during class.

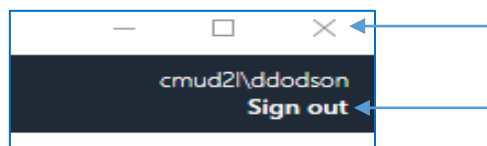
1. For the most efficient use of time, first the professor should log into the lectern PC.
2. Next, have the first student open Panopto from the desktop shortcut.



3. Before actually logging in ensure that the checkbox to the left of **Remember me** is not checked (this option is checked by default). Have the first student log into Panopto entering their user name and password and click the **Login** button.



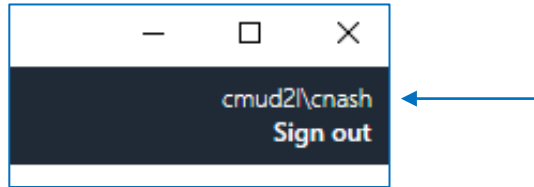
4. When the recording is complete, the student must perform the following steps in order to permit the next student to login. First, click the **Sign Out** option. Next, click the **X** to completely close the Panopto recorder window which ensures a complete log out.



5. If both of these steps are not performed, when the next student launches the recorder they are likely to not be prompted to login with their own account, and instead will be logged in as the former student. To correct, follow step 4 as stated above.

How To: Panopto Tutorial (Faculty & Staff)

6. When the next student launches Panopto, they should first see the login screen from step 3 previously. Follow the steps to login correctly and when the recorder window opens, the student should verify that they are successfully logged in by verifying the username in the upper right hand corner (after **cmud2l**).



7. Now this student can make their recording. Each subsequent student should follow steps 2 – 4 in order to record into the assignments folder using their own account.
8. Each of these videos is only viewable by the student who made the video. Of course the professor can see them all.

Students Recording to the Class folder

In this scenario, the professor wants the students to record their videos directly into the class folder so that all students can see everyone's videos. This can only really be done in the classroom setting.

1. First, the professor must login to the lectern PC.
2. Next, the professor launches the Panopto Recorder and logs in with his/her own account.
3. Each student will start a new recording session in the recorder window and stop it when they are finished, leaving the Panopto window open for each subsequent student.
4. With all students recording under the professor's Panopto login, all videos will be placed directly into the class folder and later all students can view any of these videos. Of course, the professor can see all of the videos as well.

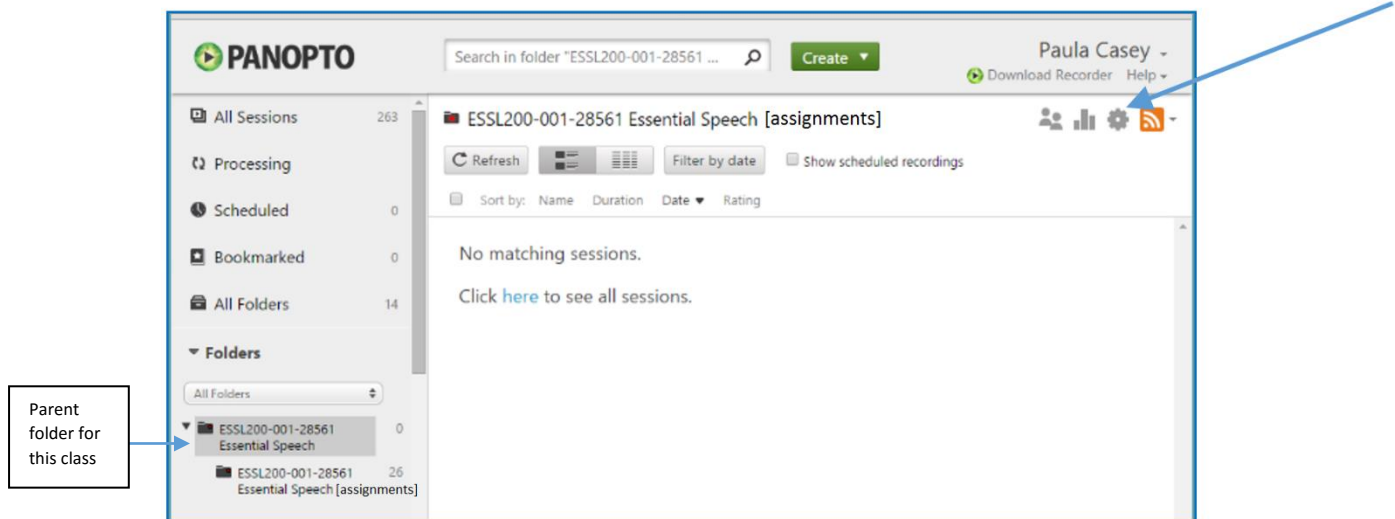
How To: Panopto Tutorial (Faculty & Staff)

Sharing a Video Between a Speech Professor and a Milestone Professor

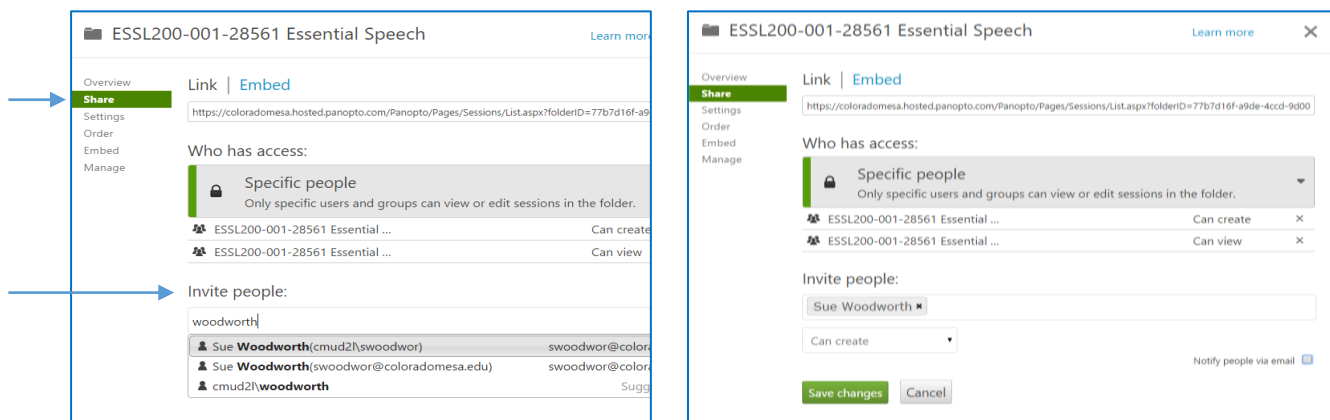
Scenario: A speech professor and a milestone professor need to grade the same speech for a student enrolled in class with both professors. Essentially, the speech professor will need to share the parent folder for their class with the milestone professor and then the student will create and submit a Word document containing the video link to the milestone professor. If the speech is located in the Assignments folder, the access level must be CREATE.

Speech professors should perform the following steps:

1. In your web browser, log in to **coloradomesa.hosted.panopto.com**.
2. For the given class, select the parent folder (not the assignments folder) as in the example below. Then click the gear icon.



3. In the next dialog box, click on **Share**. Now, in the **Invite people** section, enter the name of the milestone professor. The dialog will produce a short list of possible names. Locate the correct name and be sure to choose the one that includes **cmud2l** as part of the name.



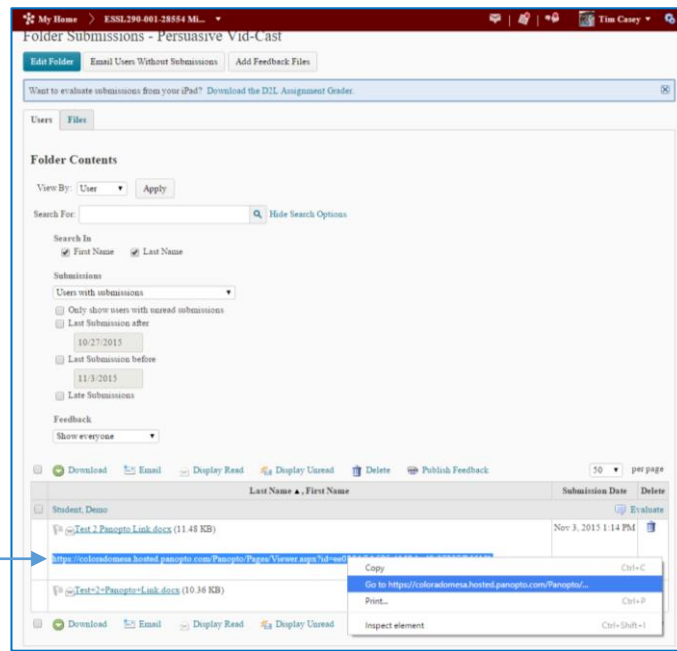
4. Change the access from Can view to **Can create** (required if videos are in the Assignments folder).
5. Clear the checkbox to send an email. Instead, just coordinate with the milestone professor that they will have access to the videos. Click **Save changes**.

How To: Panopto Tutorial (Faculty & Staff)

Professors Grading Panopto Speech Videos

1. Open the D2L class Dropbox and locate the outline document for a given student. Drag highlight the link in the Comments box, then right-click on the highlighted text and in the menu click the command that reads “Open link text”. This will create a new tab in your web browser and take you to the video for viewing purposes.

“Drag highlight” is a term that means to highlight text using your mouse. Simply locate the cursor at the beginning or end of the selection, press and hold the primary mouse button, and drag across the text to be selected. Then release the mouse button.



2. Next, back on the D2L Dropbox page, click the document link for the outline to so you can view that document and enter grading notes. You should have the video in a separate browser tab and the outline in its own browser tab

TIP: Point to the tab with the video and drag and drop it out of the browser tab bar. This will put this page in its own window. Now, drag and drop the title bar of this window and touch the cursor to the far right side of your screen. The window will automatically resize to ½ the screen width and snap to the right half side of the screen. Perform the same technique to the other browser window currently showing the student’s outline but drag and drop it to the left side of the screen; cursor must touch the left edge of the viewable screen before it resizes and snaps. Now you have a split screen view showing both the outline and the video.

If you are on Windows 10, after you snap/resize the first window, you will be presented with a tile display of all other open windows. Just click the window containing the student’s outline and it will snap/resize to the left side of your display.

3. NOTE: If you find a file in the dropbox without a comment, download the file, open it in Word, and then you can simply CTRL+Click on the link at the top of the outline.

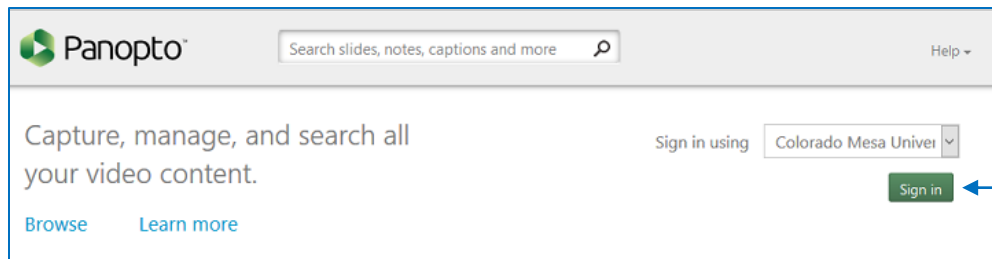
How To: Panopto Tutorial (Faculty & Staff)

Setting Up Personal Computers and Mobile Devices

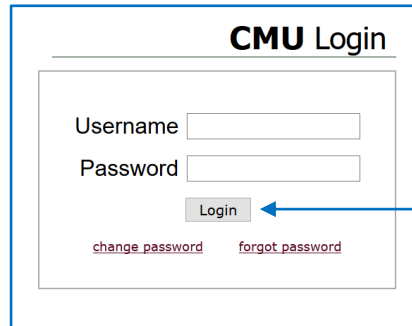
Panopto is available for Windows, OS X, iOS, and Android.

Installing the Recorder Software for Windows

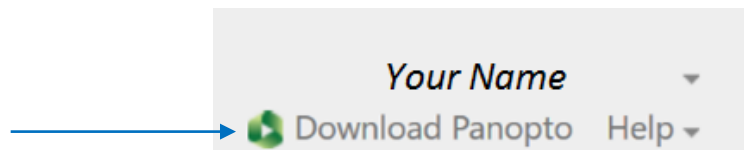
1. On your PC open a web browser and go to <https://coloradomesa.hosted.panopto.com>. Make sure the box labeled **Sign in using** is set to Colorado Mesa University and then click **Sign In**.



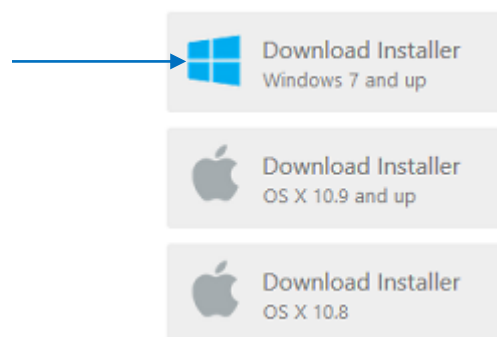
2. Enter your MAVzone user credentials and click **Login**.



3. Look toward the upper right-hand corner of the window for the *Download Panopto* link. Click this link.

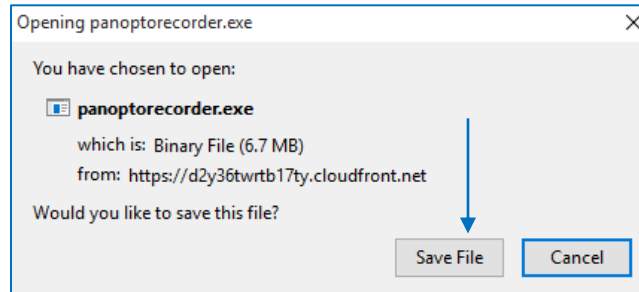


4. Now click **Download Installer** for Windows 7 and up.

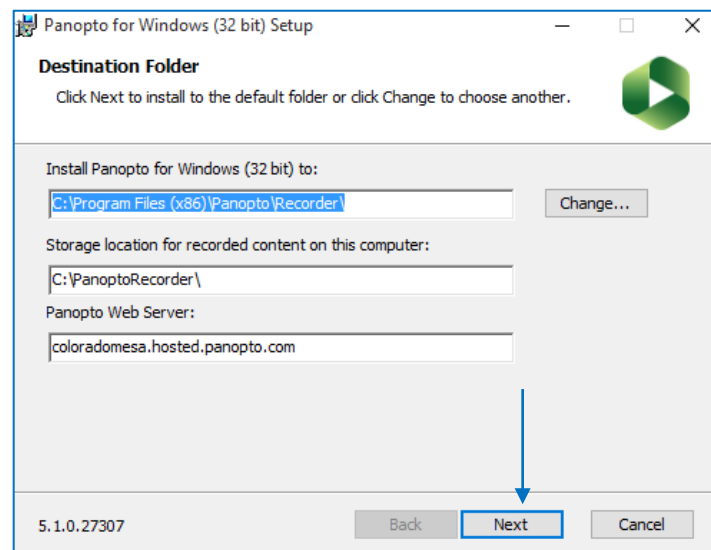


How To: Panopto Tutorial (Faculty & Staff)

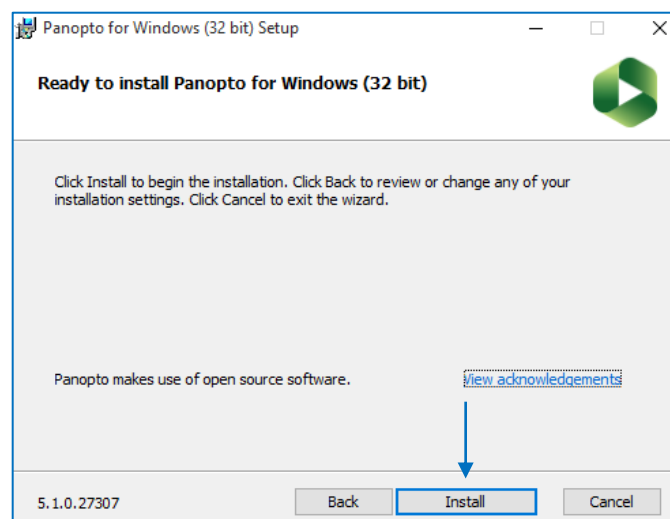
- Click **Save File** if prompted. Double click on the panoptorecorder.exe file once the download completes.



- The **Destination Folder** installer window should look like this. Be sure to confirm the **Panopto Web Server** as shown below. Edit if necessary but accept all other defaults. Click **Next** to proceed.



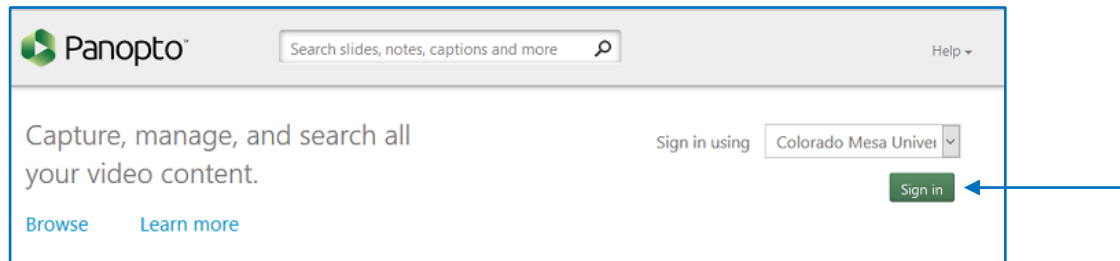
- Click **Install** when prompted. Once complete, close the installer.



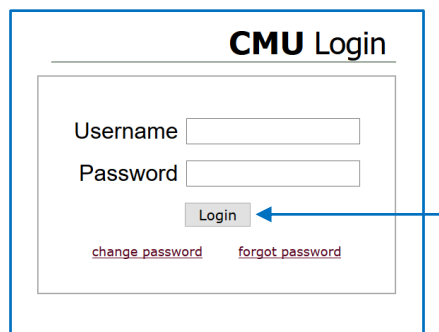
How To: Panopto Tutorial (Faculty & Staff)

Installing the Recorder Software for Mac OS X

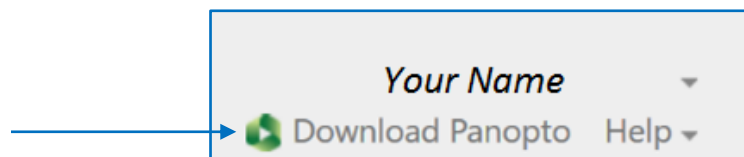
1. On your Mac open a web browser and go to <https://coloradomesa.hosted.panopto.com>. Make sure the box labeled **Sign in using** is set to *Colorado Mesa University* and then click **Sign In**.



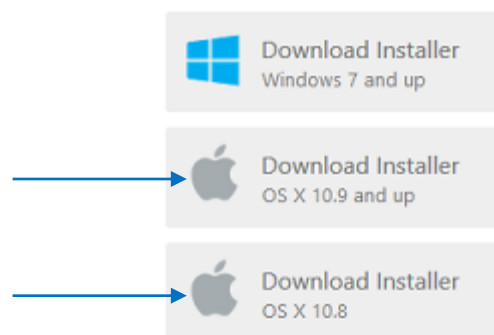
2. Enter your MAVzone user credentials and click Login.



3. Look toward the upper right-hand corner of the window for the **Download Panopto** link. Click this link.

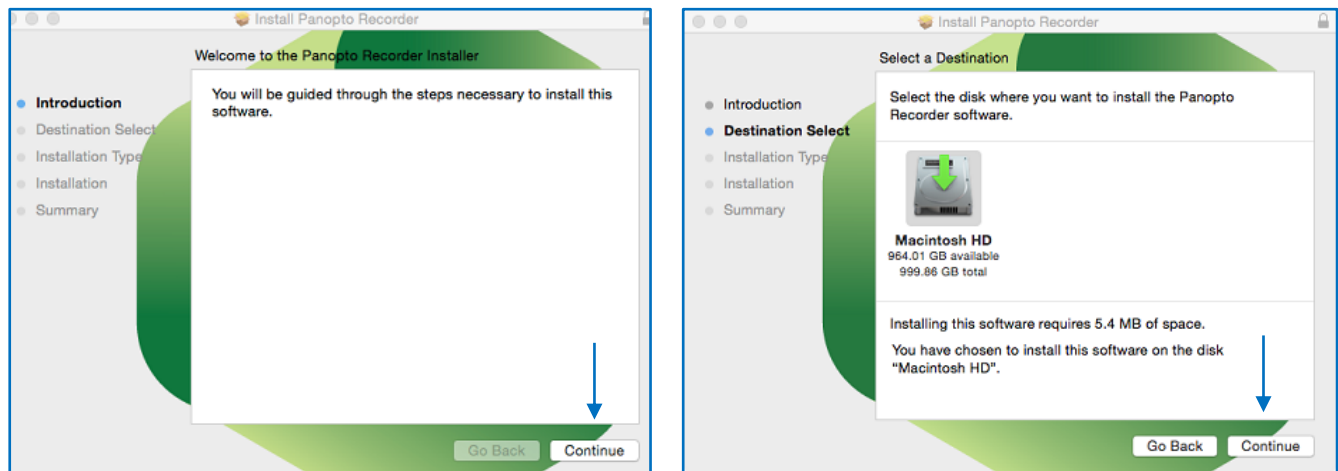


4. At the next window, click the correct download for your version of OS X.

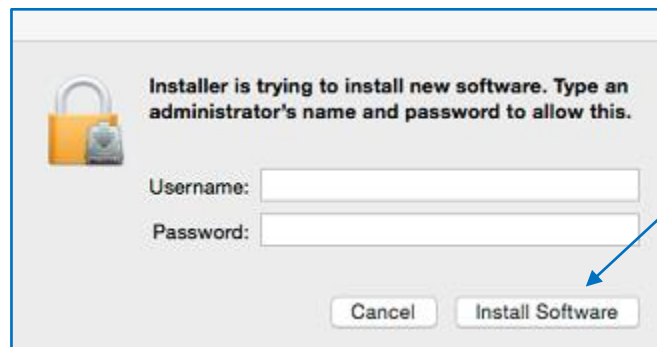


How To: Panopto Tutorial (Faculty & Staff)

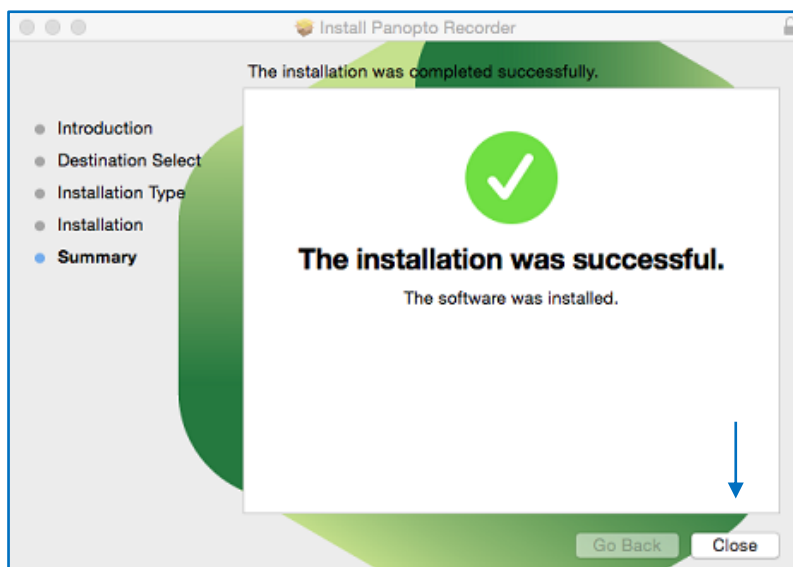
- Once the download completes, open it from your Downloads folder. This will launch the installer. Click **Continue** on the first and second prompt.



- When prompted supply your administrator username and password and click **Install Software**.



- The software should begin installing. Once complete click **Close**.

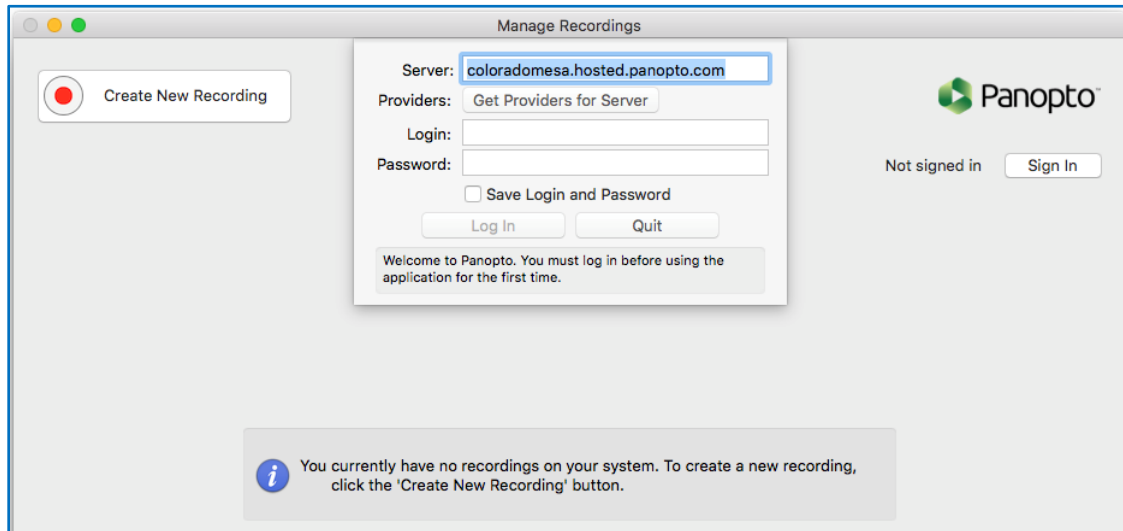


How To: Panopto Tutorial (Faculty & Staff)

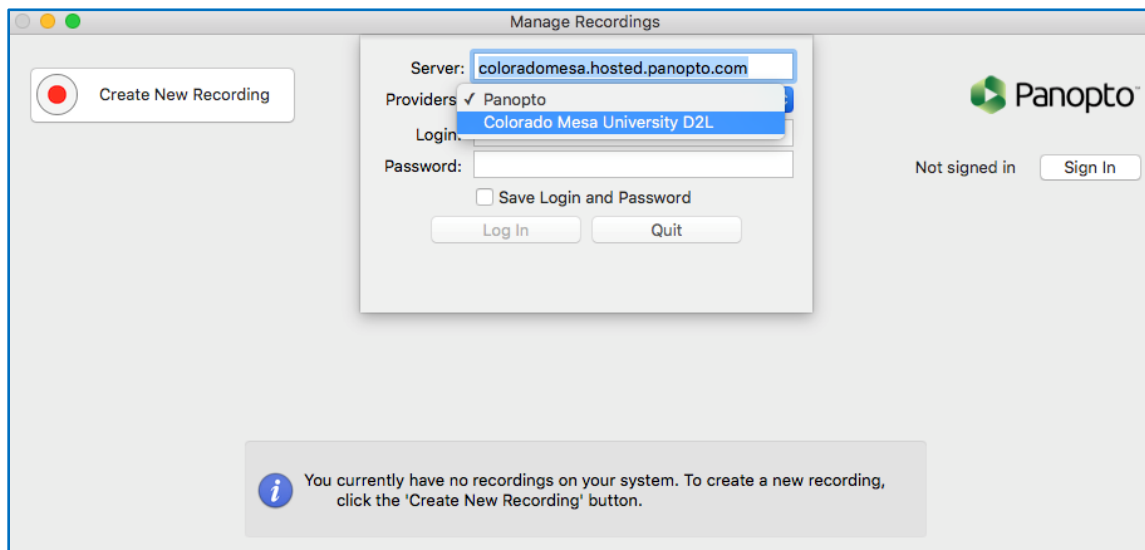
- Launch the Panopto application.



- The following item needs to be entered manually one time before you can begin using the recorder. In the *Server* field type **coloradomesa.hosted.panopto.com**. Notice the *Providers* field says **Get Providers for Server**. Click on field to make the app search for providers.

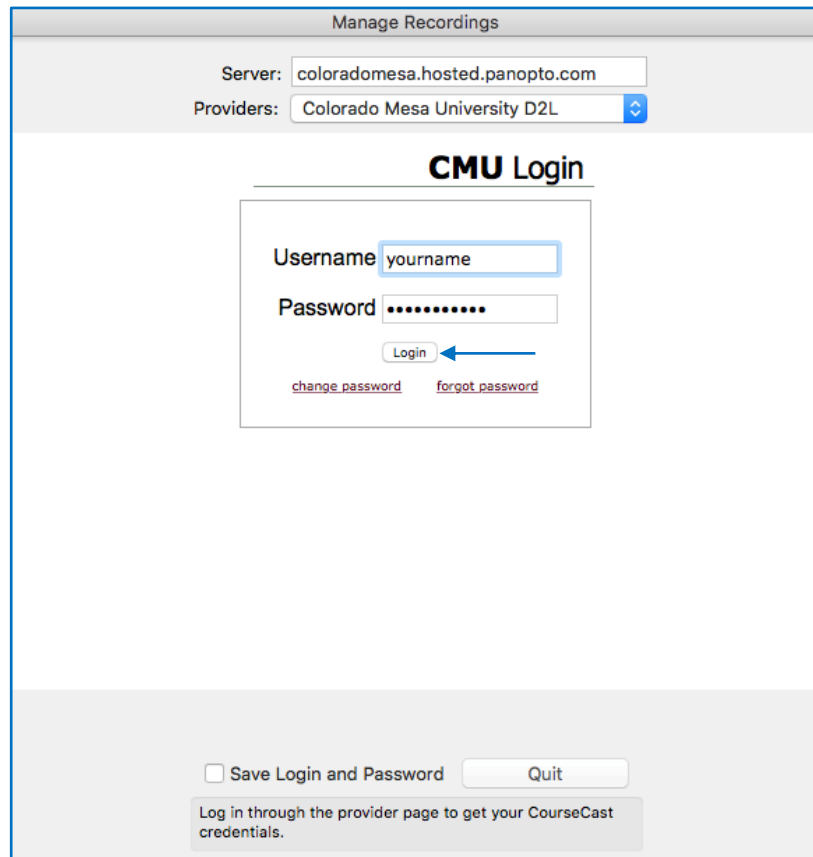


- Two choices will appear. Be sure to select **Colorado Mesa University D2L** from the list. Do not select Panopto.

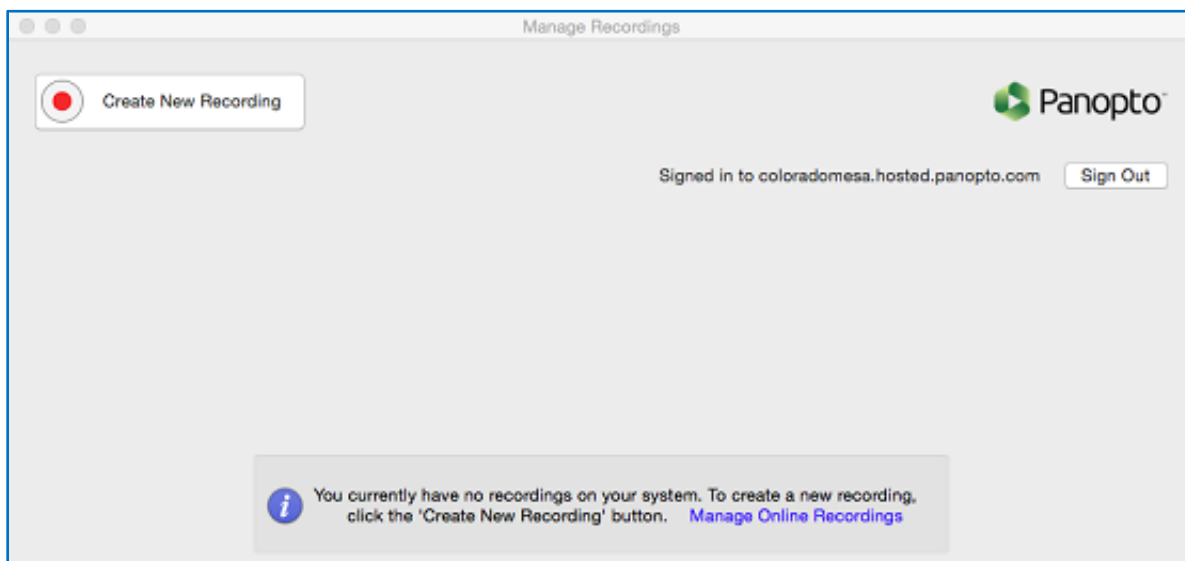


How To: Panopto Tutorial (Faculty & Staff)

11. In a moment the window will change and you should now see the CMU login portal. Type in your MAVzone credentials and then click **Login**. Check the **Save Login and Password** if you want Panopto to remember your credentials.



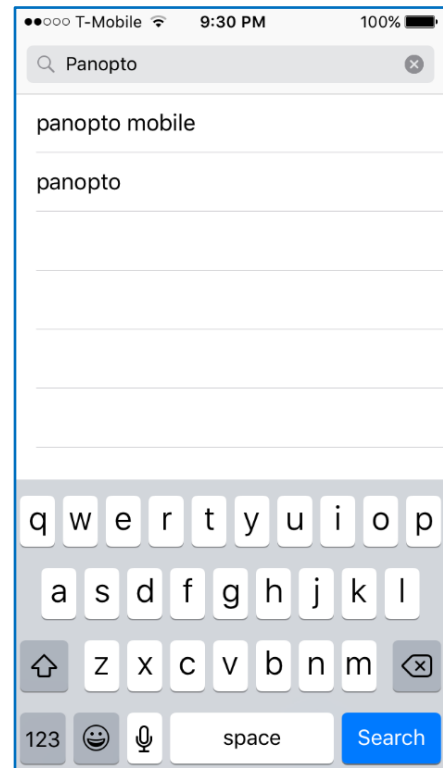
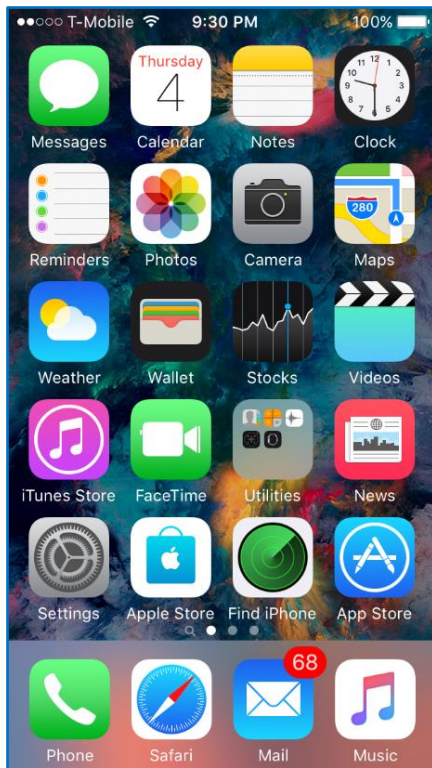
12. If successfully logged in you will see **Signed in to coloradomesa.hosted.panopto.com** in the upper right hand corner of the window. This installation and configuration is now complete.



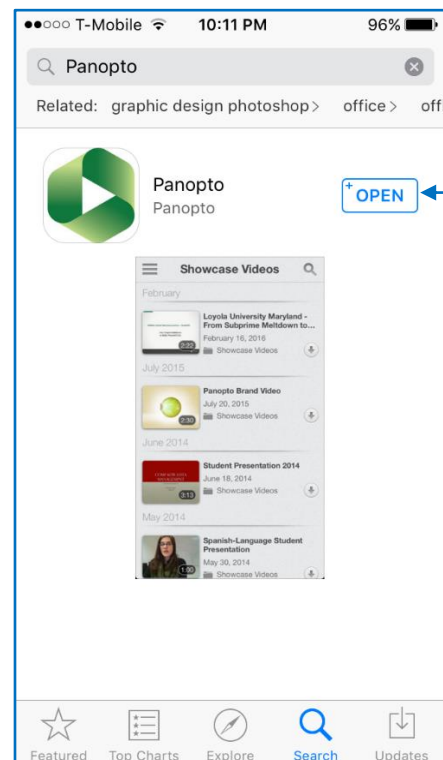
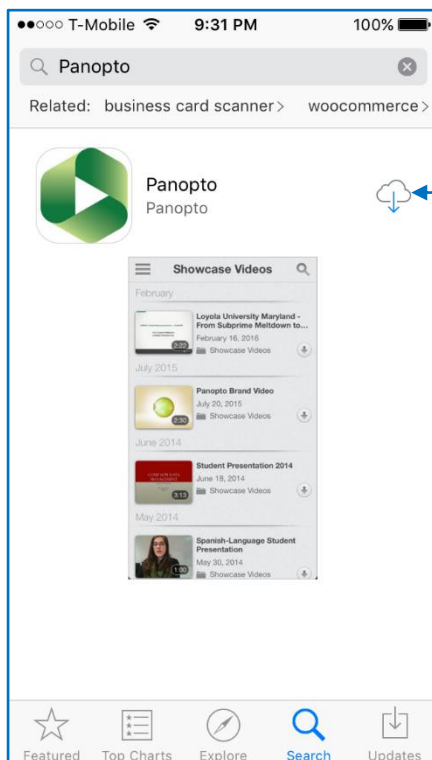
How To: Panopto Tutorial (Faculty & Staff)

Installing the Recorder on iOS

1. Open **App Store** on your iOS device. Tap the Search function. Enter **Panopto** into the search box and tap Search.

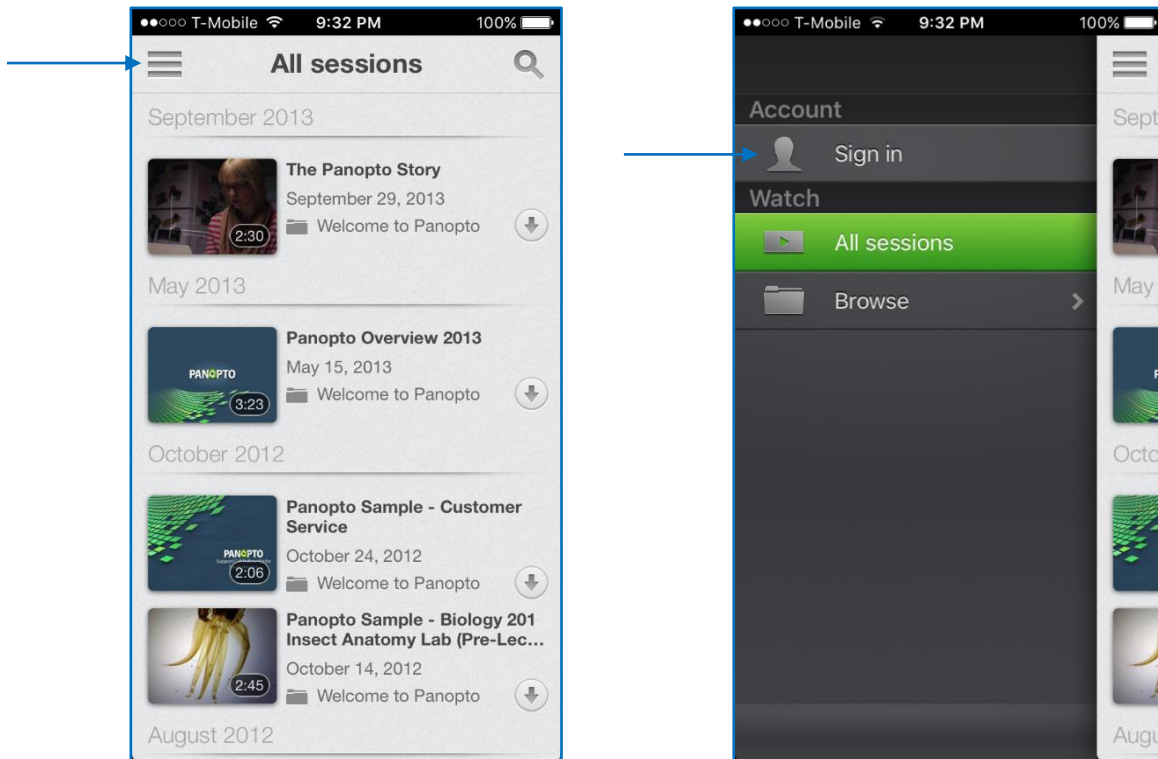


2. Once the Panopto app is found in the App Store, tap the download button. The app will begin installing and when complete will display the **OPEN** button. *Touch OPEN* to launch.

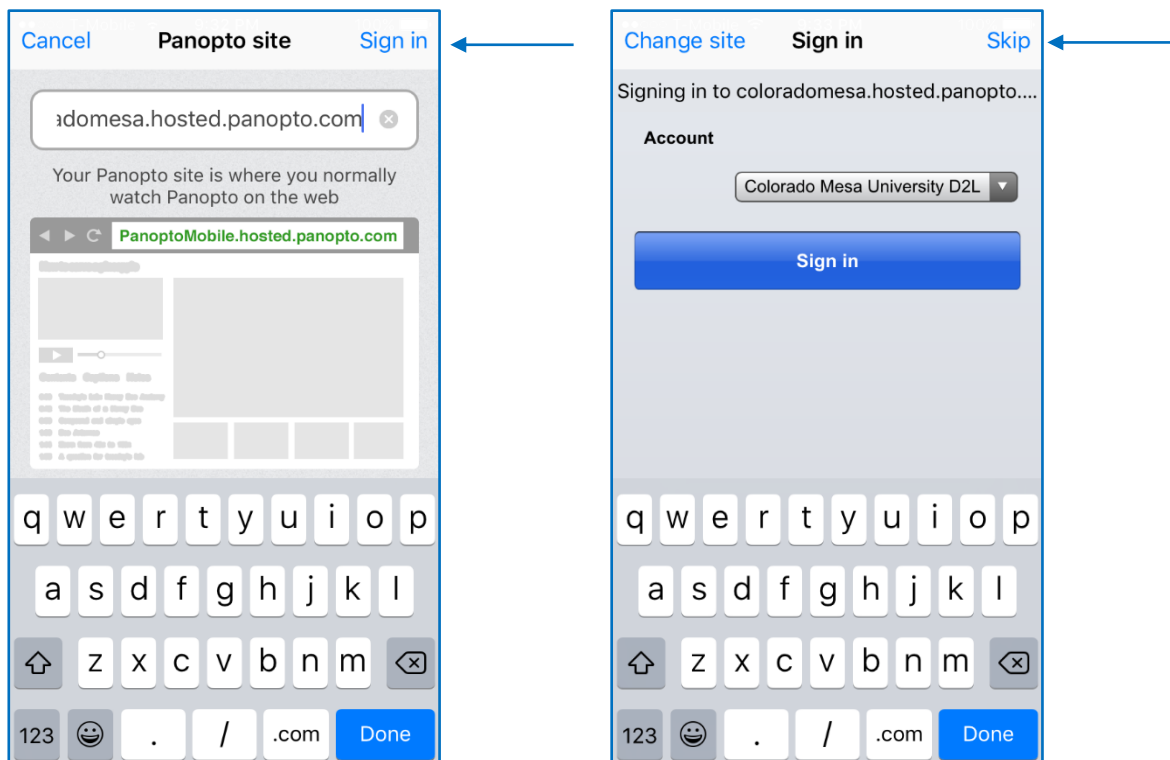


How To: Panopto Tutorial (Faculty & Staff)

- Panopto will initially open in a guest user mode. **Tap** on the three lines (in the upper left-hand corner). Tap **Sign In**.

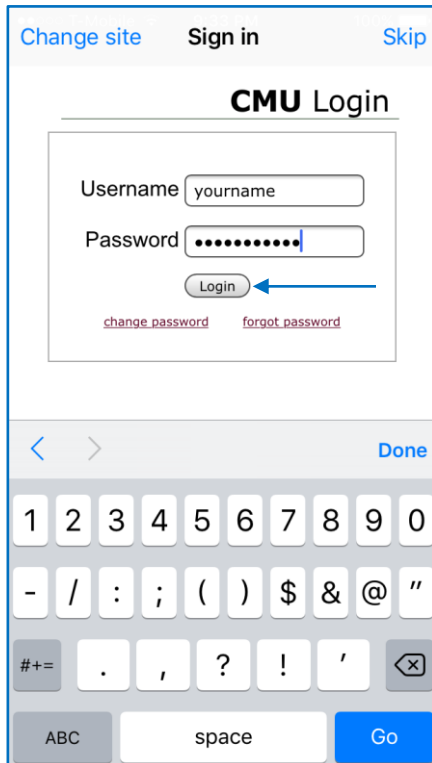


- In the **Address** field type: **coloradomesa.hosted.panopto.com** and then tap **Sign In** (this setting will be remembered). You should now be re-directed to the CMU login system. From the **Account** drop-down, select **Colorado Mesa University D2L** then tap **Sign In**.



How To: Panopto Tutorial (Faculty & Staff)

5. Type in your MAVzone username and password then tap **Login**. You should now see your sessions (or videos) listed chronologically (from most recent to oldest). This installation and configuration is now complete.



Change site Sign in Skip

CMU Login

Username

Password

Login

[change password](#) [forgot password](#)

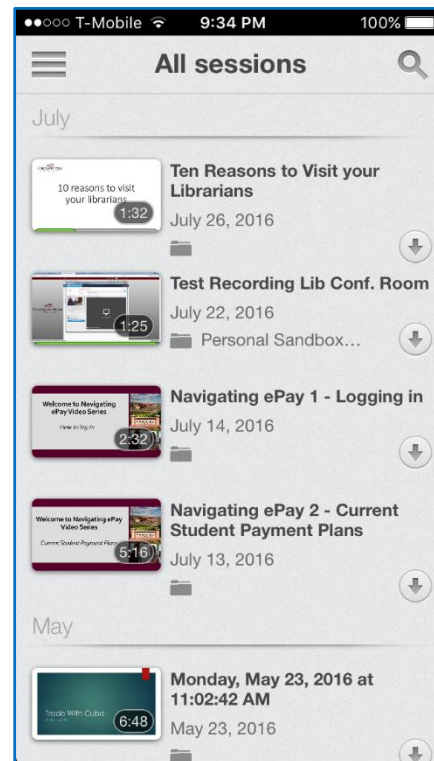
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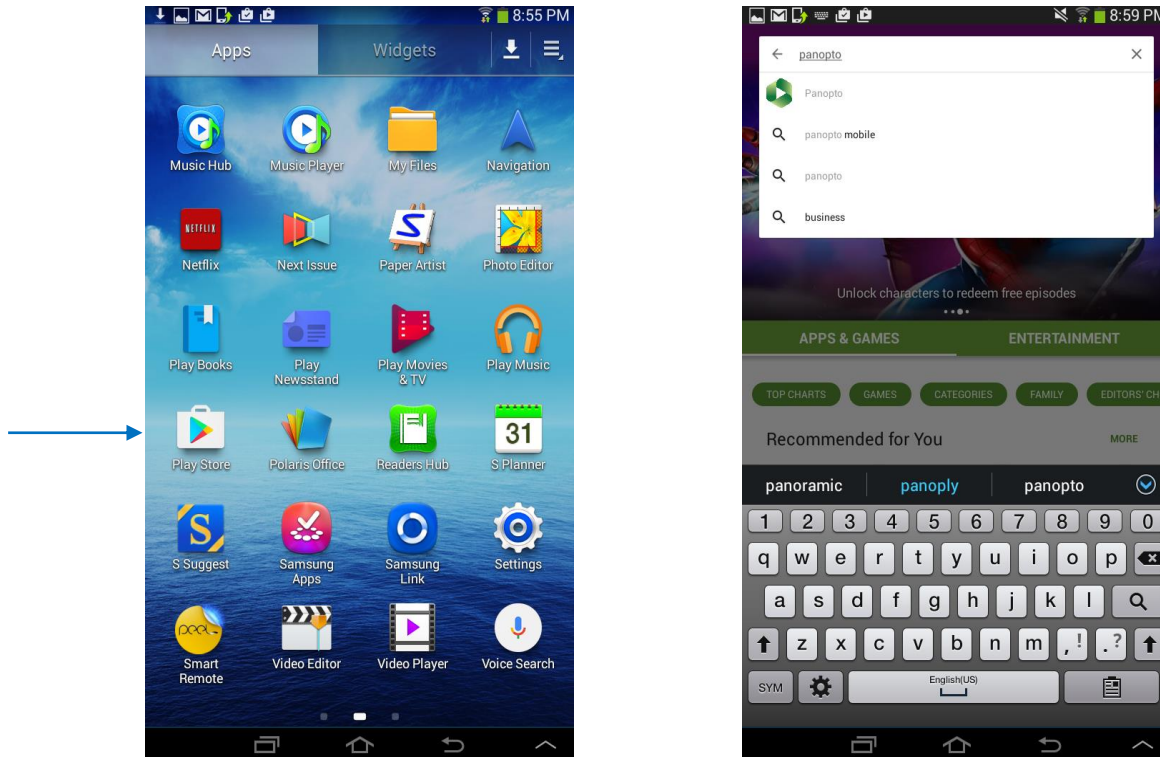
ABC space Go



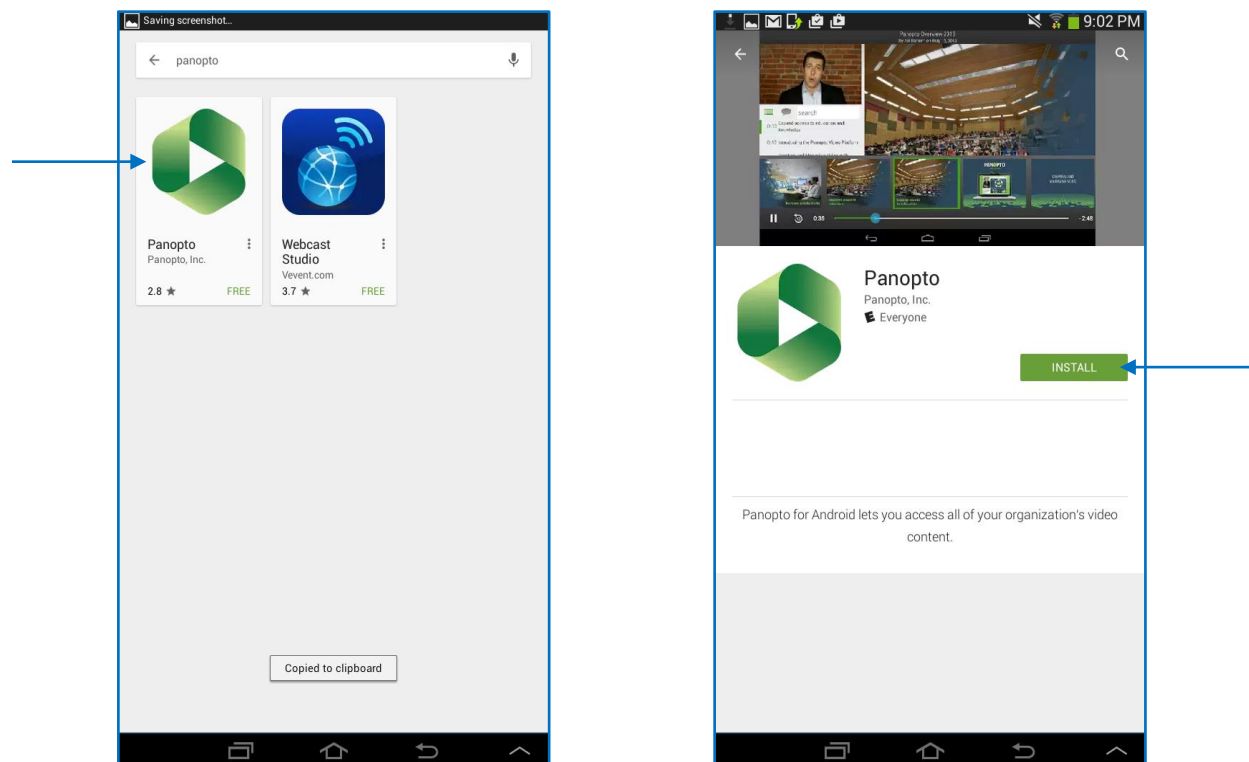
How To: Panopto Tutorial (Faculty & Staff)

Installing the Panopto App on Android

1. Launch the (Google) Play Store app from your Android device. In the Play Store search for **Panopto**.

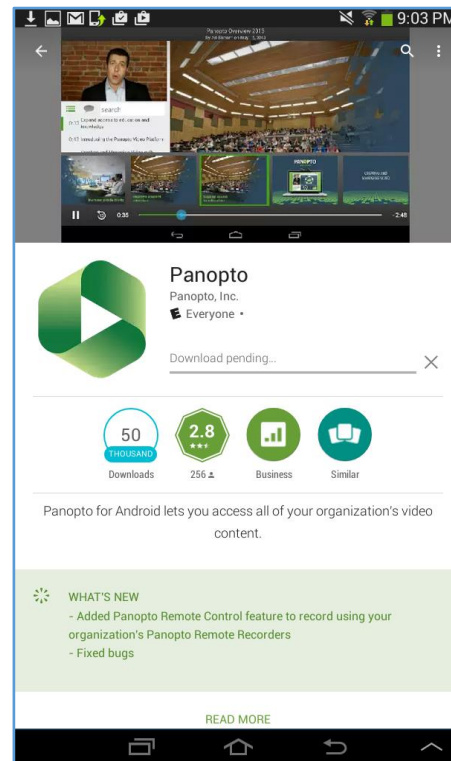
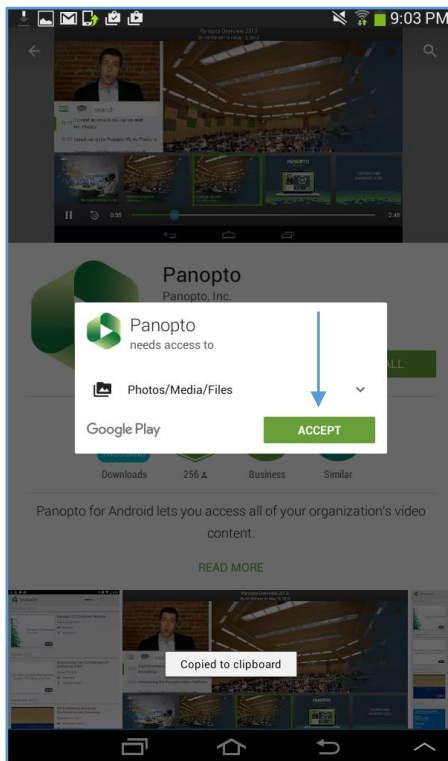


2. When the Panopto application appears, tap it. Then with the application shown, tap **Install**.

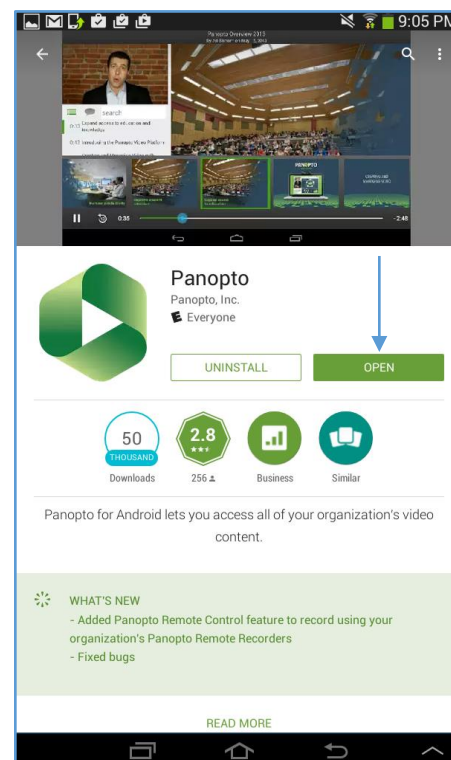
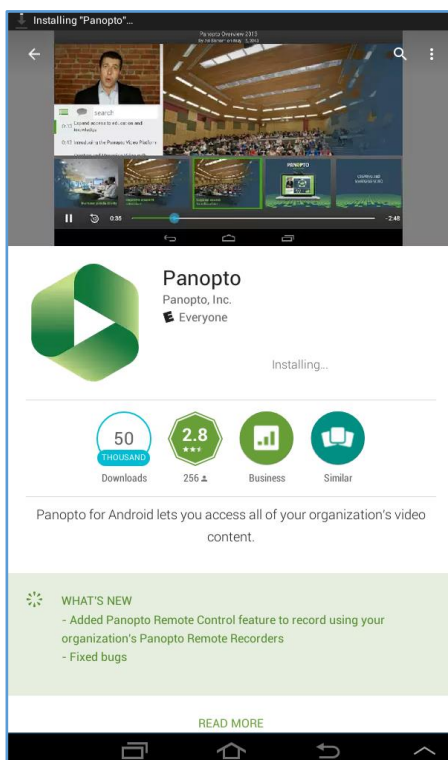


How To: Panopto Tutorial (Faculty & Staff)

3. Touch **Accept** to proceed with installing the app. The download status will be shown.

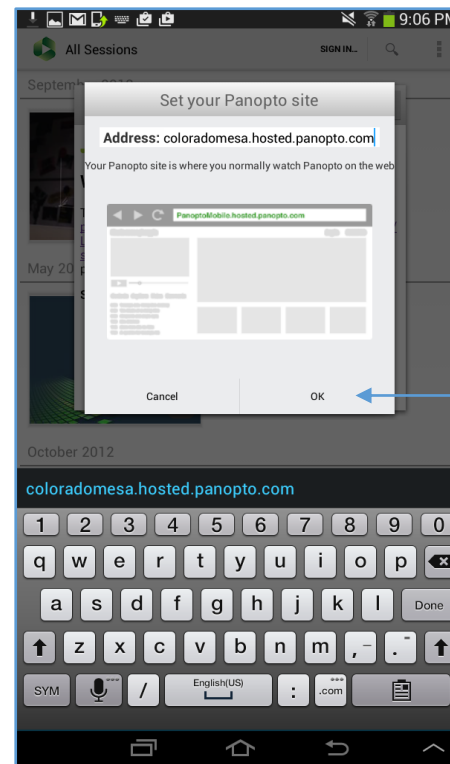
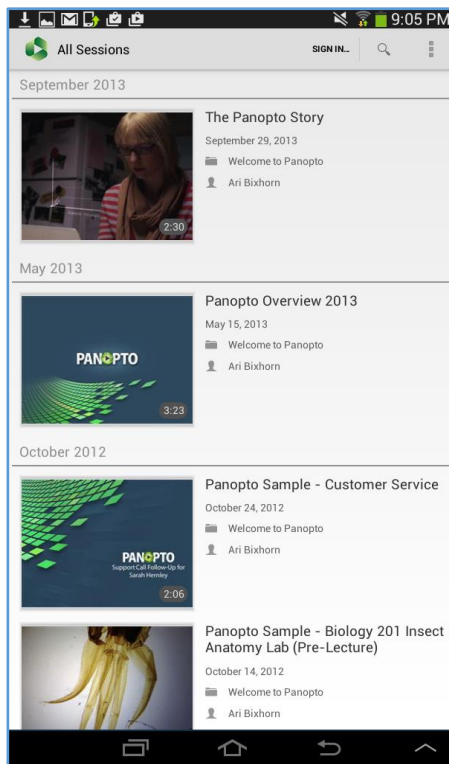


4. Once the download has completed the application will begin to install. When complete, tap **OPEN** to launch the app.

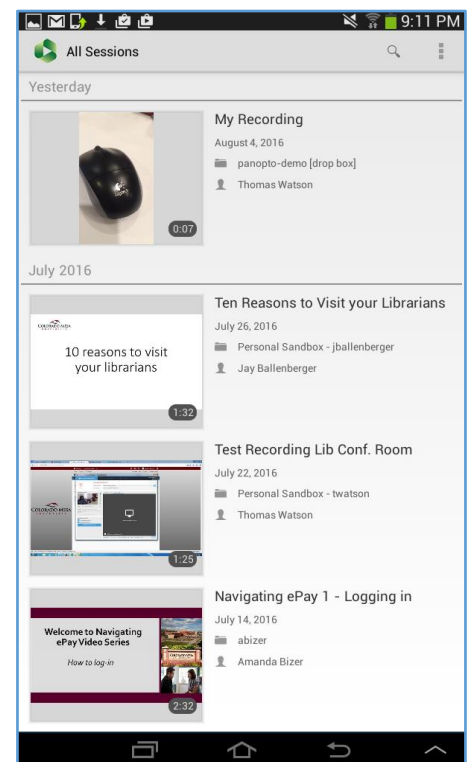
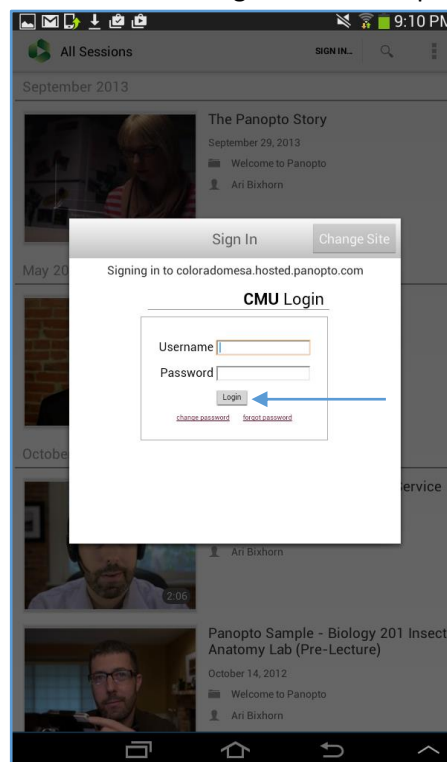
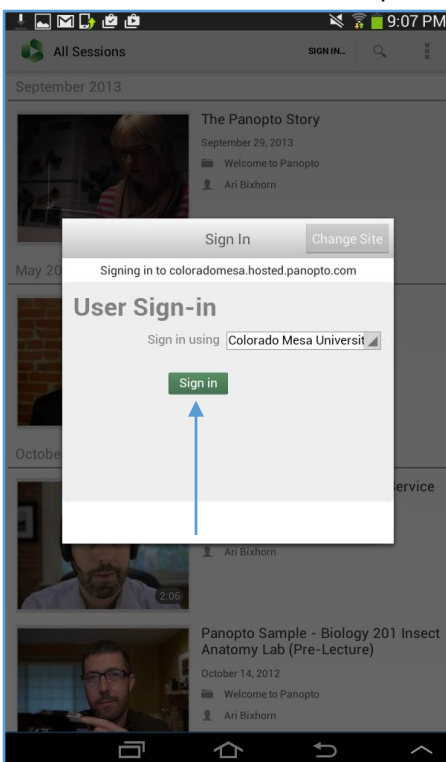


How To: Panopto Tutorial (Faculty & Staff)

- The Panopto app should look similar to this when it first opens. It will initially open in a guest user mode. Tap **Sign In**, type **coloradomesa.hosted.panopto.com** for the **Address**, then tap **OK**.



- Select **Colorado Mesa University D2L** then tap **Sign in**. Next, type your CMU username and password. Tap **Login**. If successful, the Panopto app will begin loading your sessions and folders. At this point the installation and configuration is complete.



How To: Panopto Tutorial (Faculty & Staff)

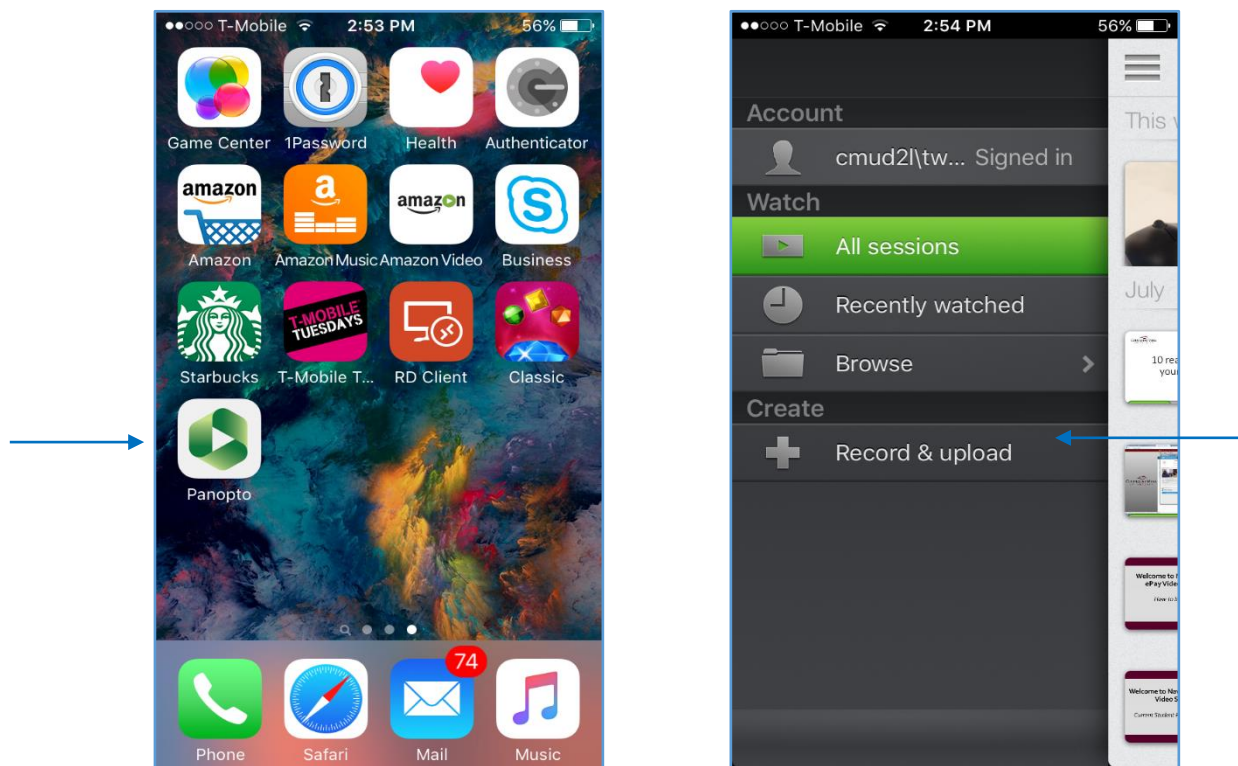
Recording from Mobile Devices.

With Panopto installed and configured on your mobile device, you are now ready to record.

NOTE; unlike recording on a campus computer, you must keep the Panopto application running on your device during the entire upload process, which begins after you stop recording. Of course network connectivity must remain during this phase as well. **If you close Panopto prior to the upload process completing it will fail.** Also ensure that you have adequate battery power, or access to AC power, for the process to complete.

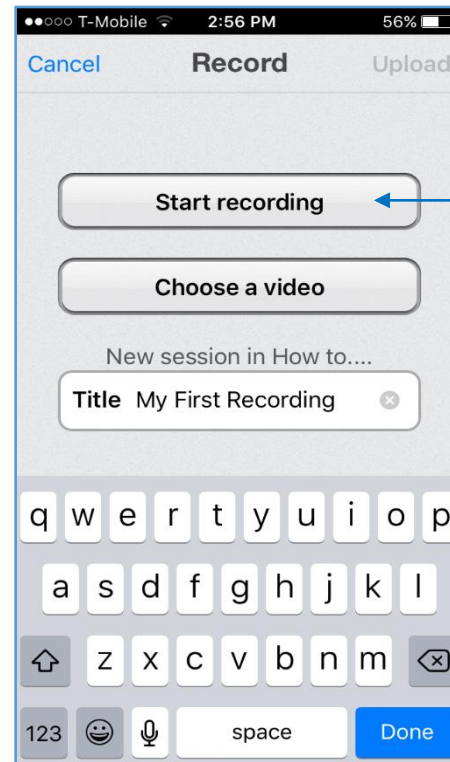
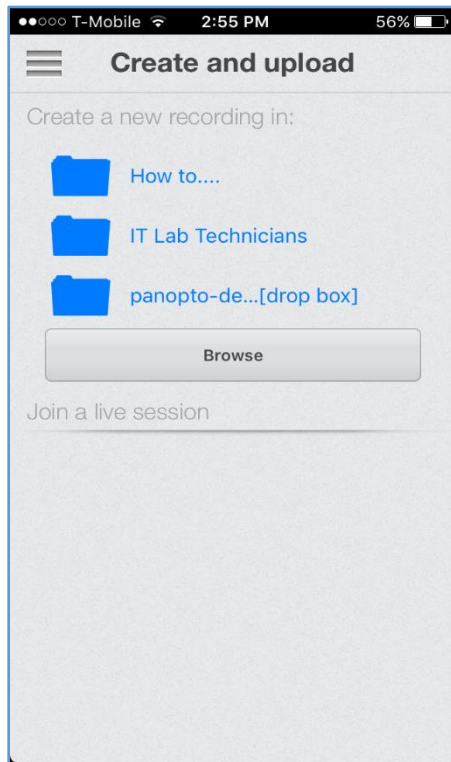
Recording from an iOS Device.

1. Open the Panopto app. If you are signed in you should see your sessions (videos). If you have not yet signed in, review the [Installing the Recorder on iOS](#) section. Once signed in, tap the three lines icon to reveal the **Record and upload** choice.

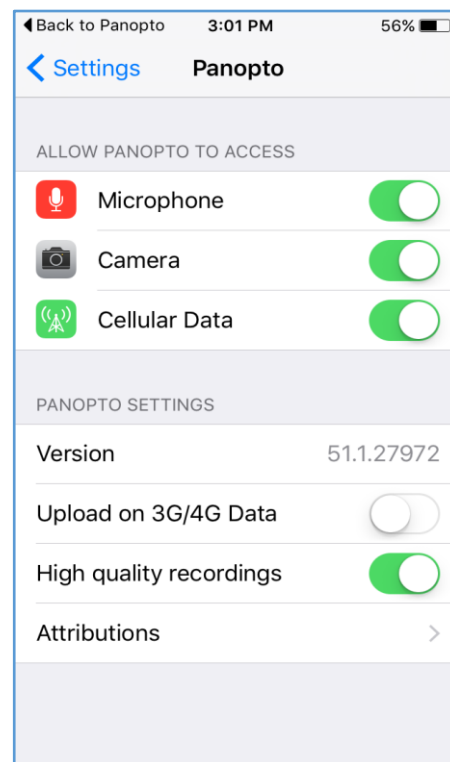
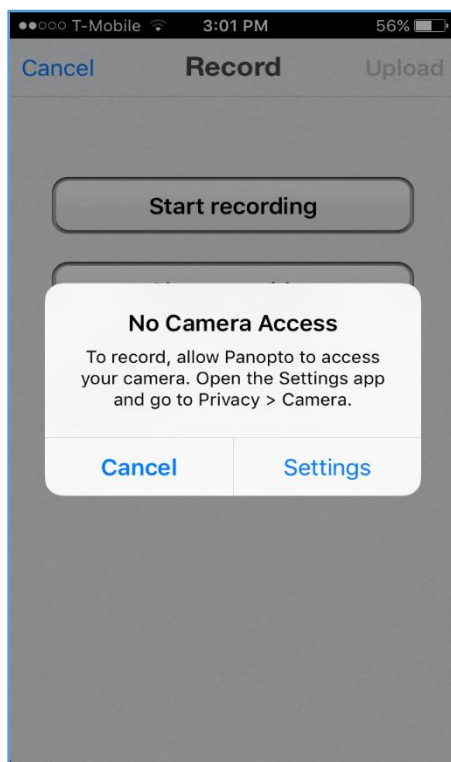


How To: Panopto Tutorial (Faculty & Staff)

2. Tap **Record & upload**. Choose the folder where you want to store your video. Tap the folder name. Enter a session name, title, for your recording. Tap **Start Recording**.



3. If prompted to grant access to your camera and/or microphone, you will need to agree to this access. Follow the on-screen prompts and make sure both camera and mic have access.



How To: Panopto Tutorial (Faculty & Staff)

- Now, you will need to switch back to Panopto, return to the Record screen, enter a title for the new session and tap **Start Recording**. Line up your shot and tap the red record button to begin recording. Notice the look of the record button changes and Cancel disappears. You will notice the timer begin counting. You are now recording.

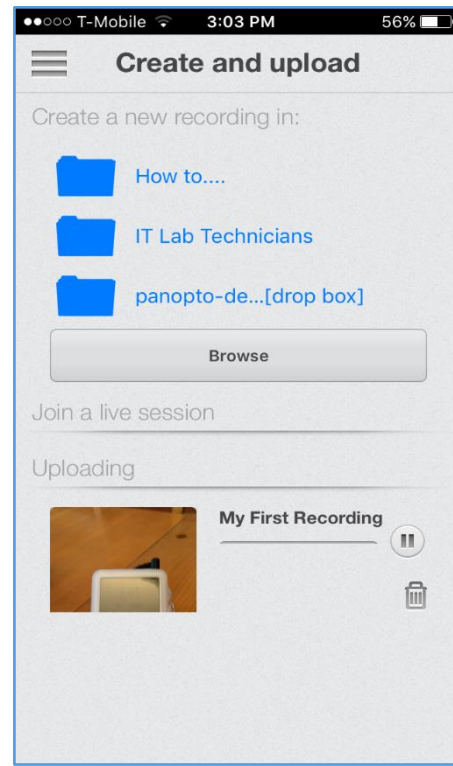
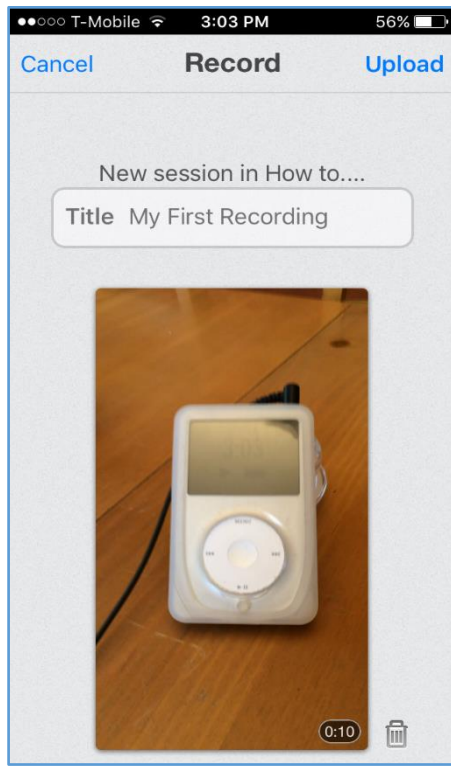


- Touch the stop button when your recording is complete (or to Pause). Once complete, you will have the option to **Retake**, **Play** (review the video), or **Use Video**.

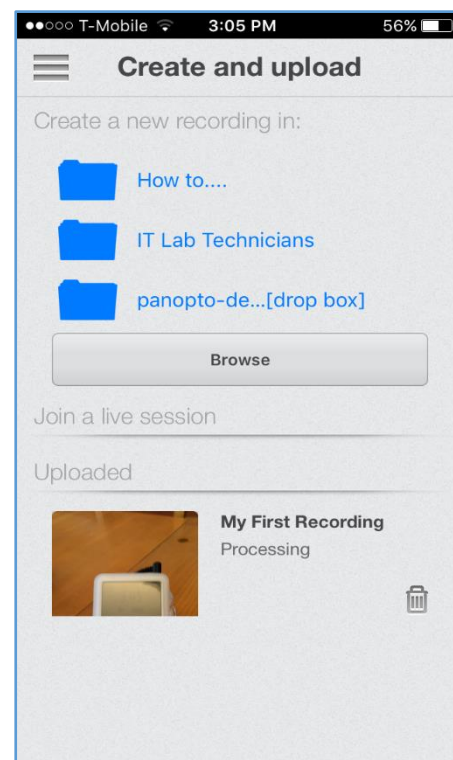
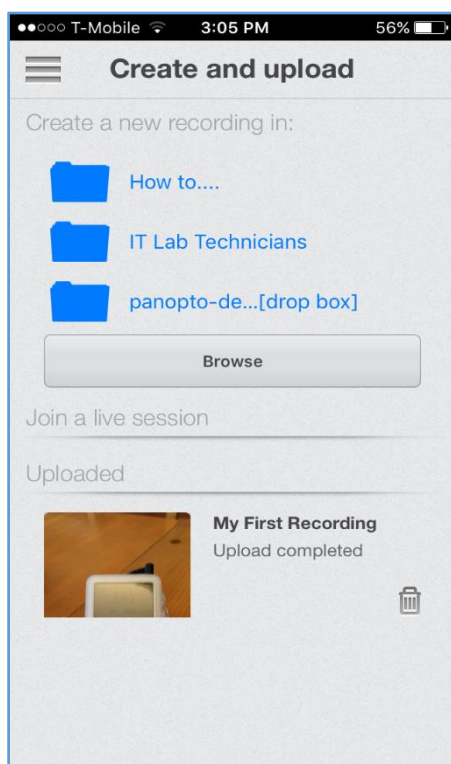


How To: Panopto Tutorial (Faculty & Staff)

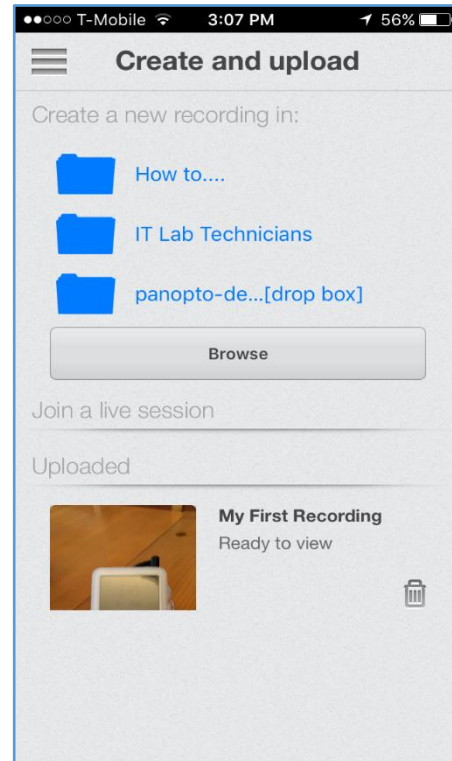
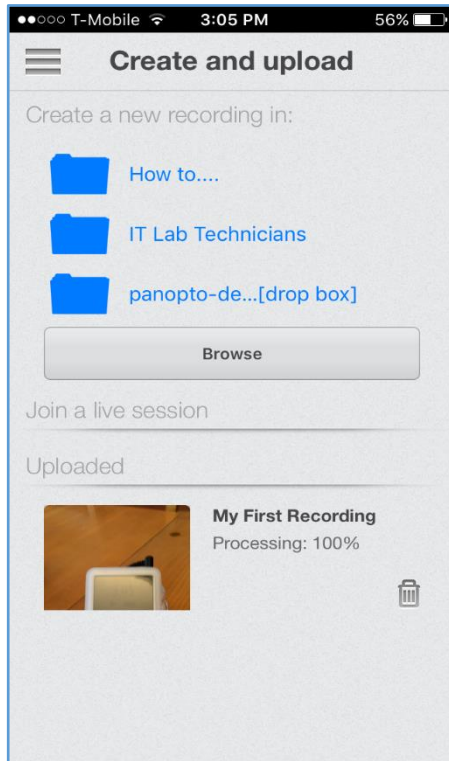
- Provide/edit the session title for the video and then tap **Upload**. The video will begin uploading to the CMU/Panopto server. This process can take some time. **Be sure you stay connected.**



- Once the video is uploaded you will see an **Upload completed** below the video title. Next it undergoes some processing to take all the audio/video input and create the final video file. Below are examples of the status messages you will see during this process.



How To: Panopto Tutorial (Faculty & Staff)



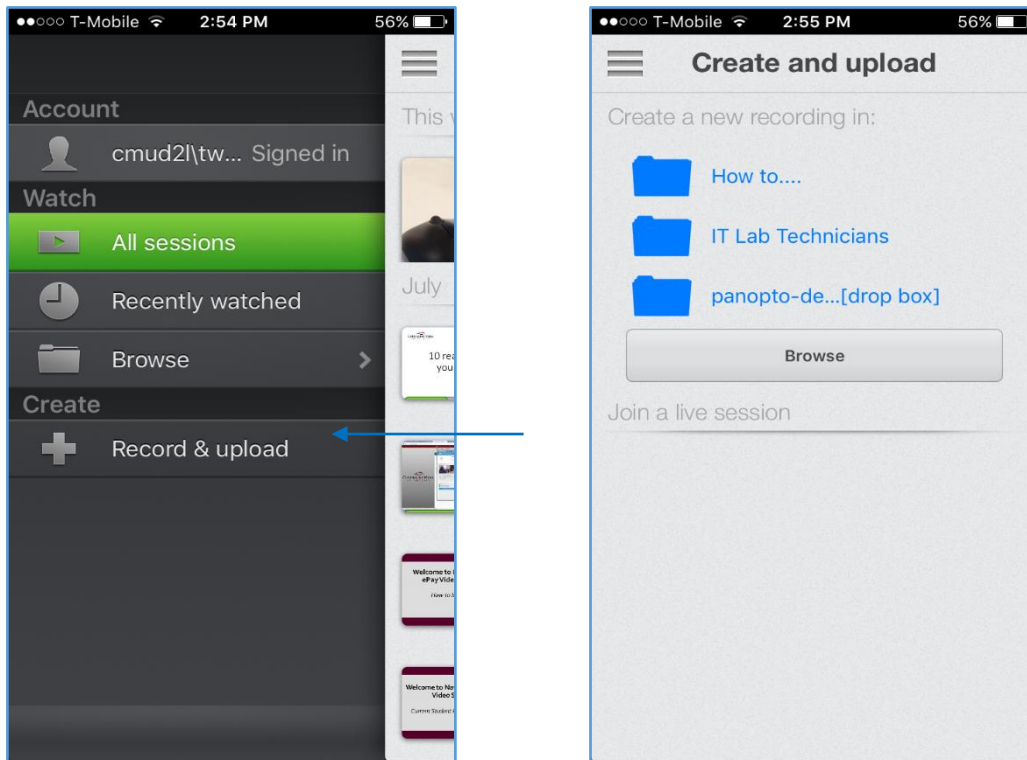
8. **Do not close the Panopto app during the upload or processing phase or it will fail.** Also, ensure that you have adequate battery or AC power to complete the entire process. Next, you can view your video by tapping on it.



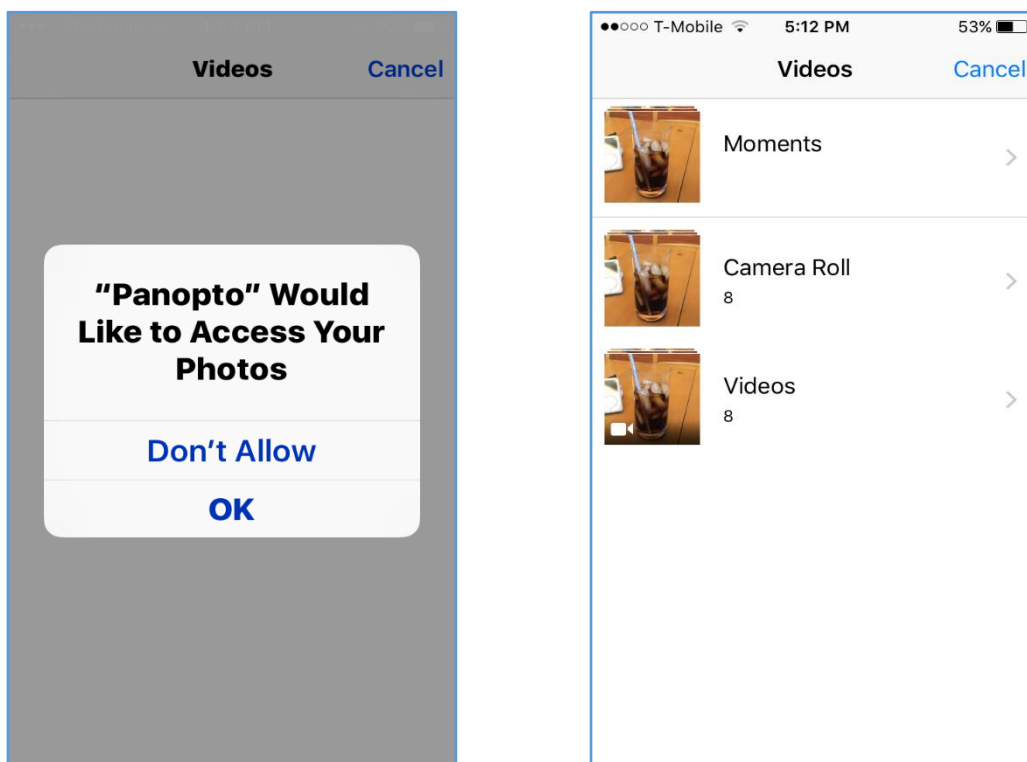
How To: Panopto Tutorial (Faculty & Staff)

Uploading an Existing Video from iOS

1. To upload a previously created video, go to the **Record and upload** section (from the main menu). Tap **Record and Upload**. Select a folder to receive the uploaded video.

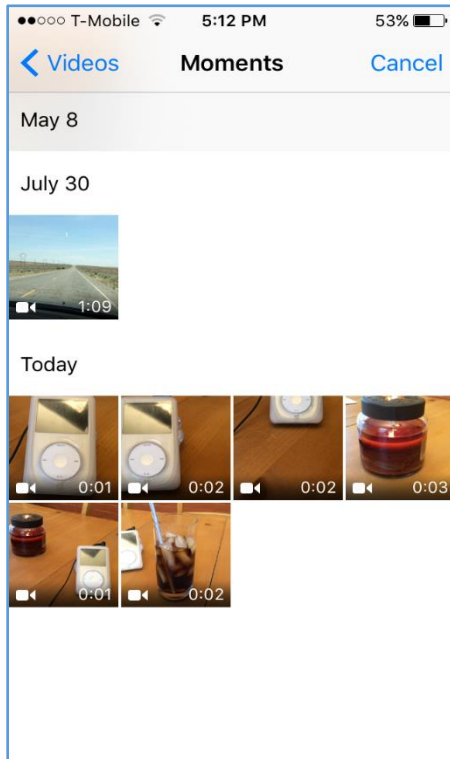


2. Panopto will request access to your photos the first time you try to upload a video. Tap **OK**.

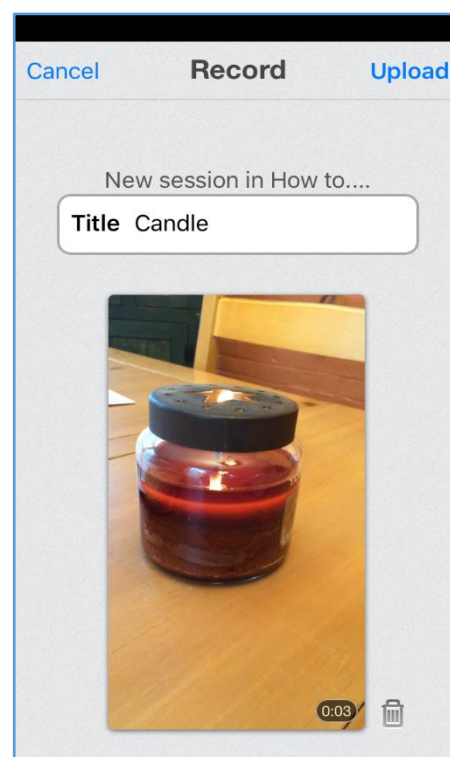


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3. Locate the video and tap it to select. The video will appear. Tap **Choose**.



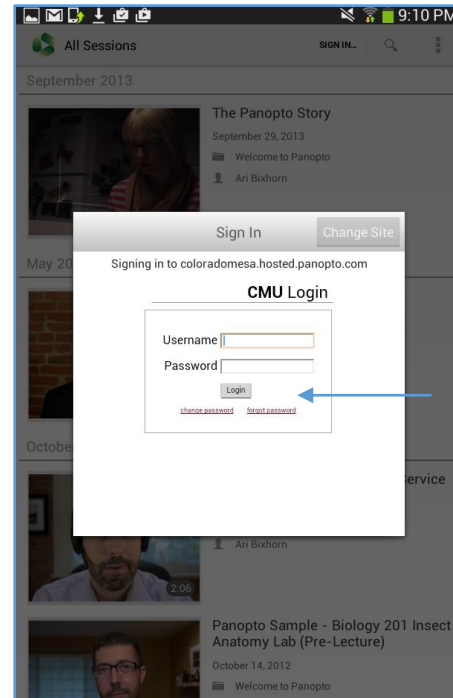
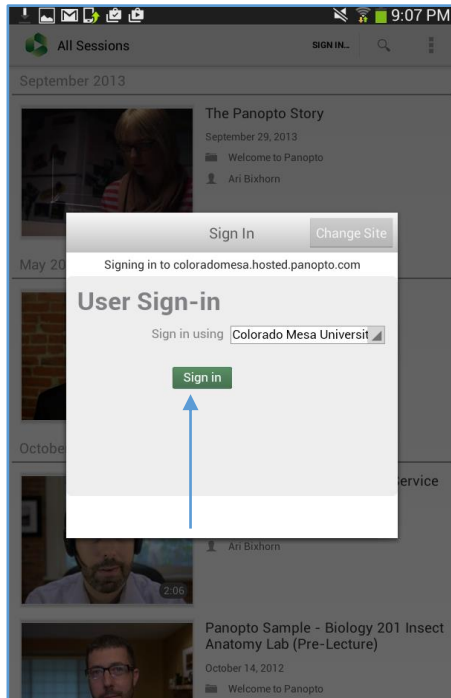
4. The video will begin uploading and a status bar will appear. Next provide a title for the session and then tap **Upload**.



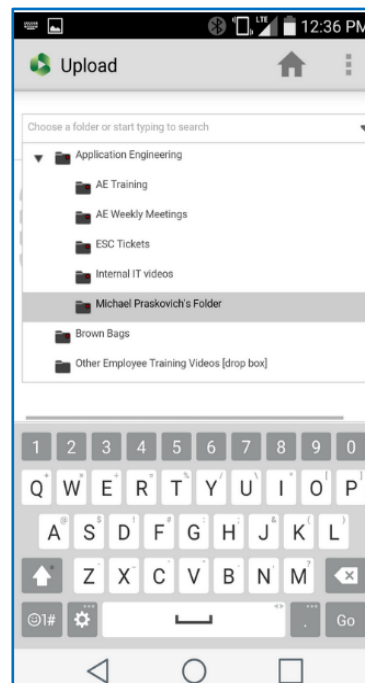
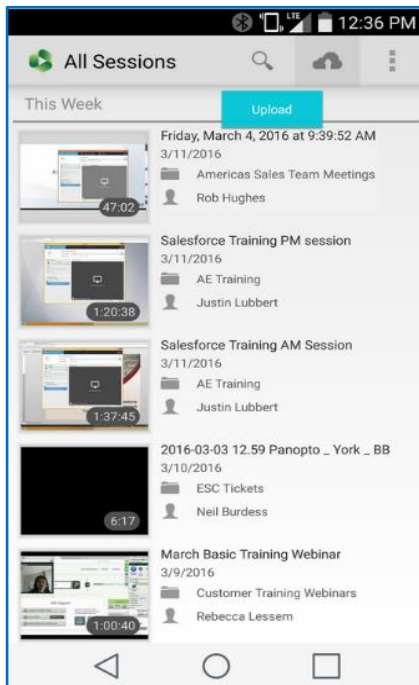
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Recording from an Android Device.

1. The Panopto app for Android is not actually a recorder. Instead, you must first record the video on your phone using the native Android Video or Camera app. Record your video and when finished, close the app.
2. Now, open the **Panopto** app. If you are signed in you should see your sessions. If not, login at this time (review the [Installing the Recorder on Android](#) section for more details).

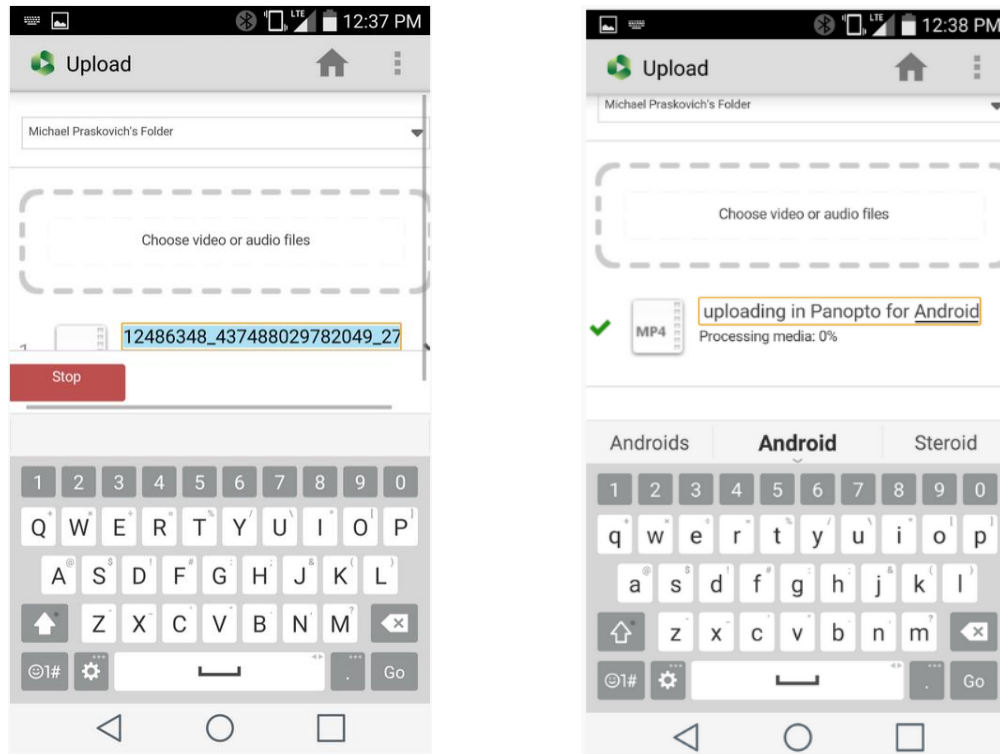


3. Tap the **Upload** icon in the top control bar. Select the folder where you want to upload your video.

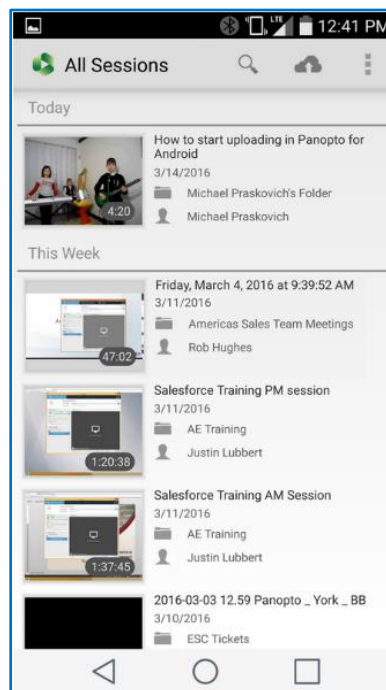


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- Next, tap the **Choose video or audio files** button and browse through your local Android Device's file system or photo gallery to locate the video you want to upload.



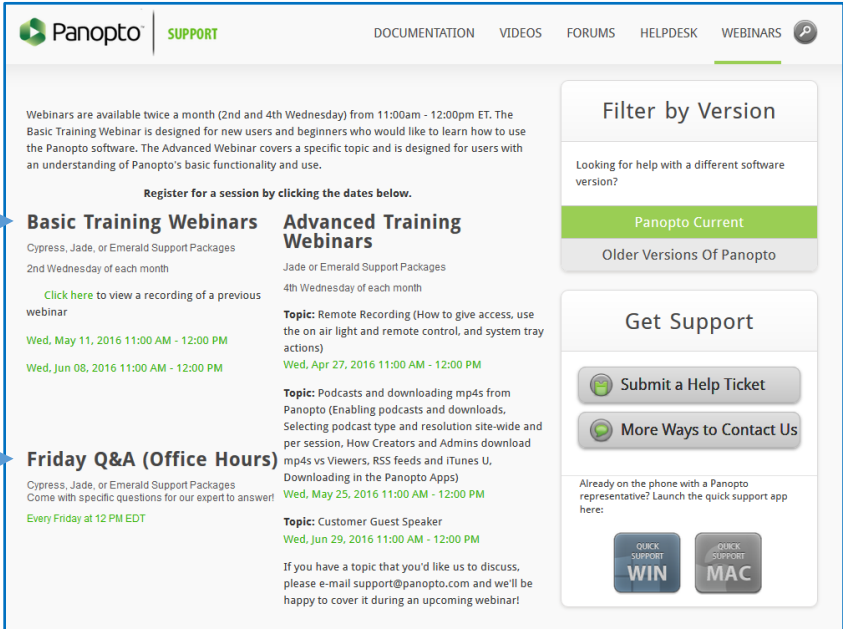
- Uploading will begin. **Do not close the Panopto app during the upload or processing phase or it will fail.** Also, ensure that you have adequate battery or AC power to complete the entire process. Once completed, you will receive a green check to the left of the file. To verify that your video file uploaded successfully (and in the correct folder) tap on the **Home** icon in the control bar. You will see the video at the top of the display.



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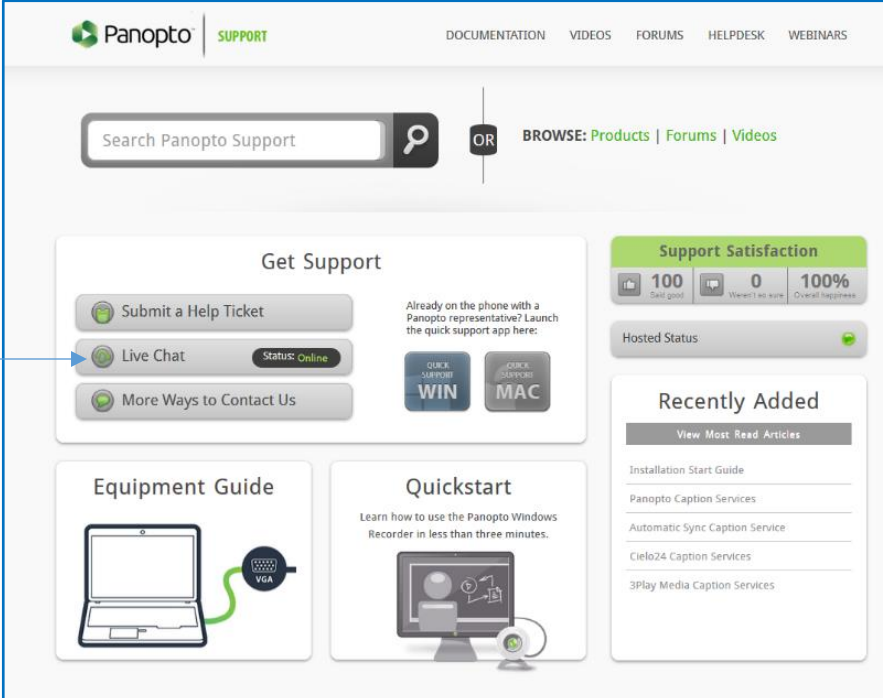
Reference Information

1. Basic training webinars are offered from one convenient location: <http://support.panopto.com/webinars>.



The screenshot shows the Panopto Support Webinars page. The page has a navigation bar with links to DOCUMENTATION, VIDEOS, FORUMS, HELPDESK, and WEBINARS. The main content area is titled 'Webinars' and includes a 'Filter by Version' section with 'Panopto Current' and 'Older Versions Of Panopto'. Below this is a 'Get Support' section with 'Submit a Help Ticket' and 'More Ways to Contact Us'. The 'Webinars' section lists 'Basic Training Webinars' and 'Advanced Training Webinars' with their respective topics and dates. A 'Friday Q&A (Office Hours)' section is also present. A blue arrow labeled '2 Webinars' points to the 'Basic Training Webinars' section. A blue arrow labeled '3 Office Hours' points to the 'Friday Q&A (Office Hours)' section. A blue arrow labeled '1 Webinars Page' points to the 'Webinars' section header.

2. Panopto offers bi-monthly webinars, (2nd and 4th Wednesday) from 9:00 AM – 10:00 AM. They offer both Basic and Advanced webinars.
3. Every Friday at 10:00 AM Office Hours with a Panopto expert are available. Just click the link in the **Friday Q&A** section.
4. If you are having software issues, and would like timely feedback, go to <http://support.panopto.com/>, and click the **LIVE CHAT** link.



The screenshot shows the Panopto Support page. The page has a navigation bar with links to DOCUMENTATION, VIDEOS, FORUMS, HELPDESK, and WEBINARS. The main content area includes a 'Search Panopto Support' bar, a 'Get Support' section with 'Submit a Help Ticket', 'Live Chat' (Status: Online), and 'More Ways to Contact Us'. A 'Support Satisfaction' section shows a 100% rating. A 'Recently Added' section lists various articles. A blue arrow labeled '4 Live Chat' points to the 'Live Chat' button in the 'Get Support' section.