

Record instructional video manually with Panopto

Digital Learning Support
Talent and Education Development Office

Requirements

- ▶ A computer with microphone or webcam
- ▶ Teacher's access to an active Canvas course

Features & Functions

- ▶ Produce an instructional video for students to view via Canvas
- ▶ Include video of teacher and/or contents shown on the computer (e.g. PowerPoint slides)
- ▶ Record multiple sources (e.g. 2 webcams and 1 computer screen) simultaneously
- ▶ Import auto-generated subtitles

Enter the “Panopto Recordings” inside your course

CityU
canvas

c_cio_wttim

Home

Announcements

Files

Assignments

Grades

Quizzes

People

Discussions

Class List (AIMS)

LockDown Browser

uReply

Panopto Recordings

Conferences

Collaborations

Outcomes

Recent Activity in c_cio_wttim

1 Assignment Notification [SHOW MORE](#)

[Import from Commons](#)

[Choose Home Page](#)

[Course Setup Checklist](#)

[New Announcement](#)

[Student View](#)

[View Course Analytics](#)

Coming Up [View Calendar](#)

Nothing for the next week

Create New Recording Session

Windows

Mac

The screenshot shows the Canvas LMS interface for a course titled "c_clo_wttim > Tim's Test Course". The left sidebar contains navigation options: Home, Account, Dashboard, Courses, Groups, Calendar, Inbox, History, Commons, Help, Panopto Recordings, Conferences, TLQ, Badges, Zoom, Office 365, and Collaborations. The main content area displays a search bar for the folder "Default Term - Tim's Test Course" and a "Create" button. A dropdown menu is open, showing options: "Panopto for Windows Record in Application" (highlighted with a red box and red arrows), "Panopto Capture Record in Browser", "Upload media", "Playlist", and "New Folder". Below the menu, a list of recordings is visible, including "Mon Mar 01 2021 1" (18 days ago), "AB1234 Exam (23 Oct 2020)" (5 months ago), and "Friday, 23 October 2020 at 10:32:11 AM" (5 months ago). The bottom of the page shows "Viewing 1 - 25 of 114" and "Results per page: 10 | 25 | 50 | 150 | 250".

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Download and Install Panopto (if not installed)

The screenshot shows the Canvas LMS interface for a course titled "Tim's Test Course". On the left is a navigation sidebar with icons for Home, Announcements, Files, Assignments, Grades, Quizzes, People, Discussions, Class List (AIMS), LockDown Browser, and uReply. At the bottom of the sidebar is a blue button labeled "Panopto Recordings".

The main content area displays a modal window titled "Record a new session" with a close button (X) in the top right corner. The modal contains the following sections:

- Open Panopto**: A purple button. Below it, text reads: "If you have Panopto installed, you can open it from here. If Panopto didn't open, check that you've downloaded and installed the latest version of Panopto below."
- Download Panopto**: Text reads: "Record PowerPoint, video, and audio presentations. Upload recordings to your Panopto site to share with students and coworkers." Below this text is a button labeled "Download Panopto" which is highlighted with a red box and a red arrow pointing to it from the right.
- Below the "Download Panopto" button, it specifies "For Windows 10/8.1/8/7 64-bit" and includes a link: "Click here for other download options".

Open Panopto



c_cio_wttim > Tim's Test Course



Home



Announcements



Files



Assignments



Grades



Quizzes



People



Discussions



Class List (AIMS)



LockDown
Browser



uReply

**Panopto
Recordings**



Conferences



Collaborations



Outcomes

Record a new session

Search in folder

Default Te

Sort by: Name

Add folder

Open Panopto

Open Panopto

If you have Panopto installed, you can open it from here. If Panopto didn't open, check that you've downloaded and installed the latest version of Panopto below.

Download Panopto

Record PowerPoint, video, and audio presentations. Upload recordings to your Panopto site to share with students and coworkers.

Download Panopto

For Windows: 10/8.1/8/7 64-bit

[Click here for other download options](#)

Panopto Settings

The screenshot shows the Panopto Settings window. At the top, there are navigation buttons: "Create New Recording", "Manage Recordings", and "Settings". The "Settings" button is active. The user is logged in as "Canvas.Pro\ocngai2" and can "Sign out".

Session Settings

- Folder:** Default Term - Tim's Test Course (Annotated with a red box and the number 3, with an arrow pointing to the text "Specify the name of recording".)
- Name:** Thursday, January 10, 2019 at 10:13:47 AM (Annotated with a red box and an arrow pointing to the text "Specify the name of recording".)
- Webcast
-

Primary Sources

- Video:** Microsoft® LifeCam VX-2000 (Annotated with a red box)
- Audio:** Microphone (4- Microsoft® LifeCam VX- (Annotated with a red box)
- Quality:** Standard
- Capture Computer Audio (Annotated with a red box)

Secondary Sources

- Capture PowerPoint
- Capture Main Screen (Annotated with a red box)
- Capture Second Screen

Main Screen

- Screen capture in progress (Annotated with a red box and the number 1, with an arrow pointing to the text "Make sure the video and audio sources are correct".)
- Resolution: 1920 x 1080
- fps: 4
- kbps: 340

Annotations:

- 3** Specify the name of recording (Annotated with a red box and an arrow pointing to the Folder and Name fields).
- 1** Make sure the video and audio sources are correct (Annotated with a red box and an arrow pointing to the Primary Sources section).
- 2** Tick The "Capture Computer Audio" "Capture PowerPoint" and "Capture Main Screen" (Annotated with a red box and arrows pointing to the checkboxes in the Secondary Sources section).

Start Recording

The screenshot shows the Panopto web interface. At the top, there are navigation buttons: 'Create New Recording', 'Manage Recordings', and 'Settings'. The user is logged in as 'Canvas.Pro\ocngai2' and can 'Sign out'. A 'Webcast' checkbox is present. The 'Session Settings' section shows the folder 'Default Term - Tim's Test Course' and the name 'Thursday, January 10, 2019 at 10:13:47 AM', with a 'Join Session' button. The 'Primary Sources' section includes a video preview window, a volume slider, and dropdown menus for 'Video' (Microsoft LifeCam VX-2000), 'Audio' (Microphone), and 'Quality' (Standard). There is a checked checkbox for 'Capture Computer Audio'. The 'Secondary Sources' section has checkboxes for 'Capture PowerPoint', 'Capture Main Screen' (checked), and 'Capture Second Screen'. A blue button at the bottom says 'Add Another Video Source'. The main recording area, titled 'Main Screen', shows a large monitor icon and the text 'Screen capture in progress'. At the bottom, there are sliders for 'Resolution' (1920 x 1080), 'fps' (4), and 'kbps' (340), along with an 'Enable screen capture preview' checkbox.

The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. These shapes are primarily triangles and polygons, creating a dynamic, layered effect. The central area is white, providing a clean space for the text.

You may start your
teaching...

At the end of your
teaching session...



**Look for the Panopto
app and click on it**

Stop recording (at the end of session)

The screenshot displays the Panopto recording control panel. At the top left, the Panopto logo is visible. The main navigation bar includes 'Create New Recording', 'Manage Recordings', and 'Settings'. The user is logged in as 'Canvas.Pro\ocngai2' and can 'Sign out'. The recording status is 'Recording' with a timer at '00:00:06'. A 'Webcast' checkbox is present. The recording is set to the folder 'Default Term - Tim's Test Course' and has the name 'Thursday, January 10, 2019 at 10:13:47 AM'. A 'Join Session' button is also visible. The 'Stop' button, represented by a red square, is circled in red with a red arrow pointing to it. The 'Pause' button, represented by two vertical bars, is also visible. Below the recording controls, the 'Primary Sources' section shows a video feed from a 'Microsoft® LifeCam VX-2000' camera. The 'Audio' source is 'Microphone (4- Microsoft® LifeCam VX-)'. The 'Quality' is set to 'Standard'. The 'Capture Computer Audio' checkbox is checked. The 'Secondary Sources' section includes 'Capture PowerPoint' (unchecked), 'Capture Main Screen' (checked), and 'Capture Second Screen' (unchecked). A blue button labeled 'Add Another Video Source' is at the bottom left. The 'Main Screen' section shows a large monitor icon and the text 'Screen capture in progress'. At the bottom, there is a checkbox for 'Enable screen capture preview' and a status bar showing 'Resolution 1920 x 1080', 'fps 4', and 'kbps 340'.

Upload Recording

Panopto

Create New Recording Manage Recordings Settings

Canvas.Pro\ocngai2 Sign out

Recording Complete

Folder Default

Name Thursday, January 10, 2019 at 10:13:47 AM

Primary Sources

Video Microsoft® LifeCam VX-2000

Audio Microphone (4- Microsoft® LifeCam V

Quality Standard

Capture Computer Audio

Secondary Sources

Capture PowerPoint

Capture Main Screen

Capture Second Screen

Add Another Video Source

Recording Complete

✓

Session name

Thursday, January 10, 2019 at 10:13:47 AM

Located in folder

Default Term - Tim's Test Course

Enter a description (optional)

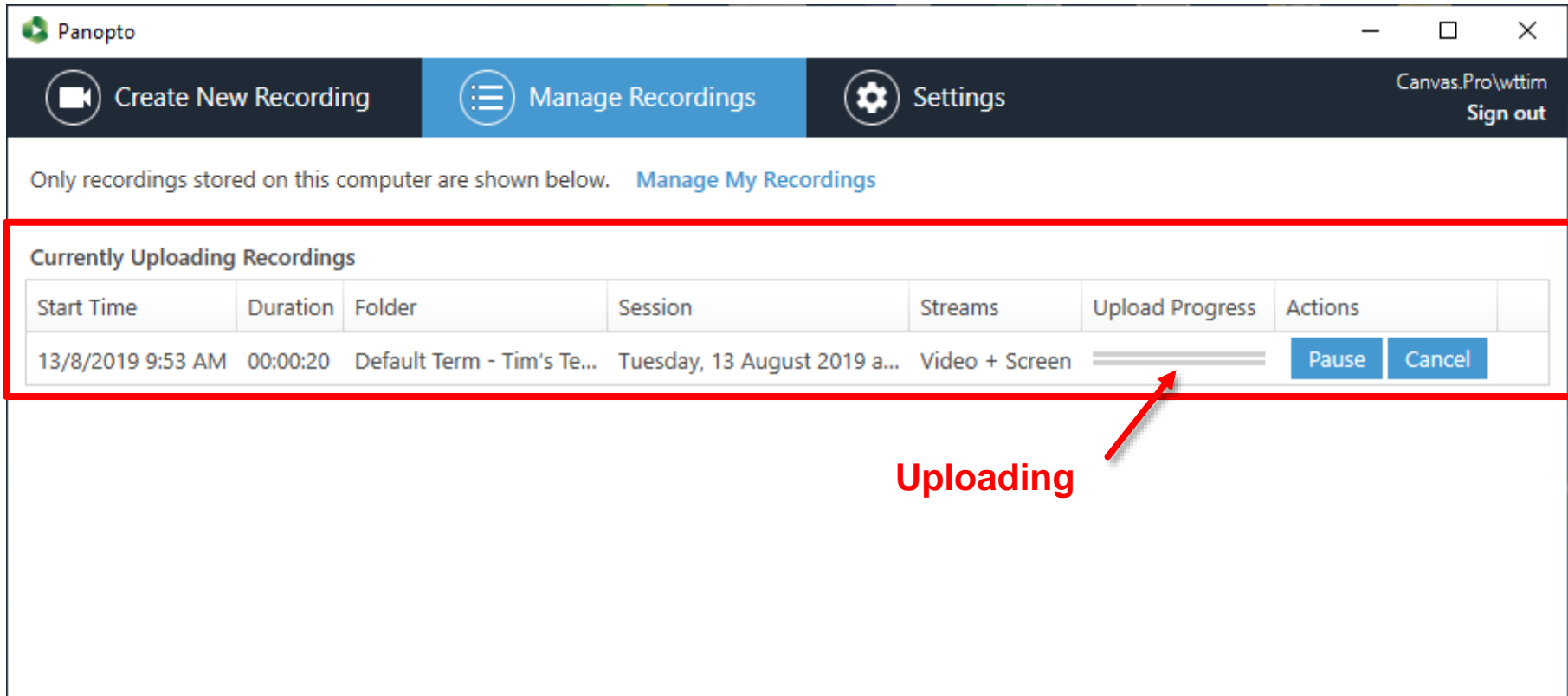
Delete and record again Upload

Enable screen capture preview


Resolution 1920 x 1080 fps 4 kbps 340

If you are using your own computer, please do the upload right away.

Check Upload Status



The screenshot shows the Panopto web interface. At the top, there are navigation buttons: 'Create New Recording', 'Manage Recordings' (which is highlighted in blue), and 'Settings'. The user is logged in as 'Canvas.Pro\wtim' and can 'Sign out'. Below the navigation bar, a message states 'Only recordings stored on this computer are shown below.' with a link to 'Manage My Recordings'. The main content area is titled 'Currently Uploading Recordings' and contains a table with one row of data. The table has columns for 'Start Time', 'Duration', 'Folder', 'Session', 'Streams', 'Upload Progress', and 'Actions'. The 'Upload Progress' column for the single recording shows a progress bar that is nearly full. A red arrow points to this progress bar, and the word 'Uploading' is written in red below it. The 'Actions' column contains 'Pause' and 'Cancel' buttons.

Start Time	Duration	Folder	Session	Streams	Upload Progress	Actions
13/8/2019 9:53 AM	00:00:20	Default Term - Tim's Te...	Tuesday, 13 August 2019 a...	Video + Screen		Pause Cancel

Uploading

Check Upload Status

Panopto

Create New Recording Manage Recordings Settings

Canvas.Pro\wttim Sign out

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

Uploaded Recordings

Start Time	Duration	Folder	Session	Actions	Status / Link
13/8/2019 9:53 AM	00:00:20	Default Term - Tim's Te...	Tuesday, 13 August 2019 a...	Delete Local Set Offline	Resume Share Edit View

Uploaded ←

Make sure the recording is uploaded completely

View Record Lectures

The screenshot displays the Canvas LMS interface for a course titled "Tim's Test Course". On the left is a navigation sidebar with various icons and labels. The "Panopto Recordings" option is highlighted with a red box, and a red arrow points to it from the left. The main content area shows a search bar, a "Create" button, and a folder named "Default Term - Tim's Test Course". Below this, there are sorting options (Name, Duration, Date, Rating) and a list of recordings. Each recording entry includes a video thumbnail, a timestamp, and a duration. The recordings are:

- Tuesday, 13 August 2019 at 9:52:54 AM (14 minutes ago) - 0:18
- Tuesday, 13 August 2019 at 9:46:30 AM (17 minutes ago) - 1:16
- Fri, Jul 19 2019 at 5:46 PM (25 days ago) - 0:24
- Tuesday, 16 July, 2019 at 10:21:09 AM (a month ago) - 1:01

At the bottom, there is a pagination bar showing "Viewing 1 - 25 of 61" and "Results per page: 10 | 25 | 50 | 150 | 250".