

Panopto: Recording a Narrated Power Point Presentation

(Windows 7)

In Panopto it is easy to record a Narrated PowerPoint Presentation.

- Instructor accounts are created via Instructional Design and Technology Services (IDTS) at the School of Communication and Information (SC&I) - help@comminfo.rutgers.edu
- Student accounts area created in multiple ways based on the instructional use, your instructor will provide more information as needed

Notes:

URL of the Panopto Server: <http://rutgers-sci.hosted.panopto.com>

URL for Panopto Documentation: <http://comminfo.rutgers.edu/panopto>

Recommended Tips (Especially for instructors)

Limit Length of Presentation / Lecture

It is highly recommended that you “chunk” your recorded presentation/lecture into one or more segments that are approximately 15 minutes in length, rather than one long presentation that is 45-60+ minutes in length. This is recommended for optimal retention and also to provide a smoother process of uploading, processing, and encoding your presentation to the Panopto server. It will also make it easier to re-record a section of the presentation should you find you are not satisfied with your voice recording and would like a “do over.”

Avoid Date / Semester References

Remove any verbal or written references to the course section, semester, year, or dates so you will not need to re-record the presentation every semester (unless the content needs updating). Likewise, refrain from including assignments in the presentation, as you may decide to modify assignments during the current semester - or subsequent semesters - which would:

- Necessitate re-recording the presentation(s) or
- Create a discrepancy between what is shown in the recorded presentation and what is found in the course (or syllabus).

Use Text Transcripts

Consider adding a text transcript to accompany your video. Having a text transcript will ensure that the screencast is ADA-compliant by accommodating students with special needs (e.g., students who are deaf)

Include Power Point Slide Titles and Notes

Add a title to each PowerPoint slide to aid Panopto in indexing the recording. Panopto creates a content index of PowerPoint slide titles with timestamps to allow students to jump to selected slides in the recording.

Step by Step Directions:

1. Log into Panopto

Use Panopto site: <http://rutgers-sci.hosted.panopto.com> and log into Panopto server by entering your Username and Password.

There are three authentication methods:

- **Panopto** – This is mainly used for instructors and administrators
- **SCILSNET** – Primary method for those courses taught with the Sakai course management system
- **SC&I Canvas** – Primary method for those courses taught with the Canvas course management system

Students – please make sure that you follow the instructions provided to you in Sakai or Canvas.

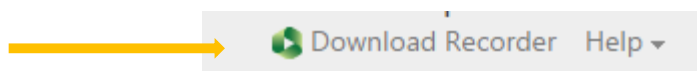
If you have difficulty logging in or are unsure of what type of account you have, please contact SC&I IT Services at 848-932-5555 or help@comminfo.rutgers.edu

The screenshot displays the Panopto interface. At the top, there is a search bar with the text "Search slides, notes, captions and more" and a "Sign in" button. Below the search bar, there are "Example Recordings" with thumbnails for "Active Learning Techniques in the Classroom" and "Flipped Classroom (Instructional Design/Technology)". A "User Sign-in" modal window is open on the right side, featuring a "Sign in using" dropdown menu with "Panopto" selected. Below the dropdown are input fields for "Username" (containing "SCILSNET") and "Password" (containing "SC&I Canvas"). There is also a "Keep me signed in" checkbox and "Sign in" and "Forgot your password?" buttons. At the bottom of the modal, there is a small cookie notice.

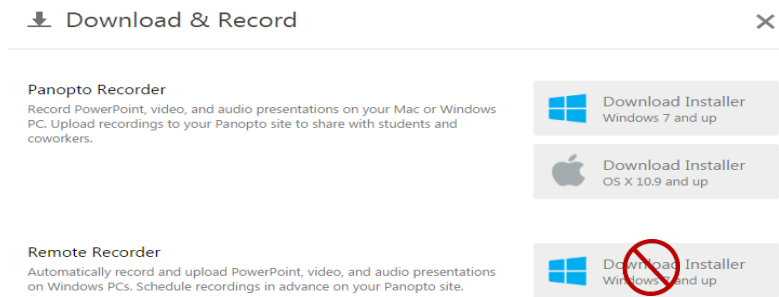
2. Download the Panopto Recorder to Your Computer:

Note: If you have already installed the Panopto Recorder on your computer, skip this step and go directly to next step

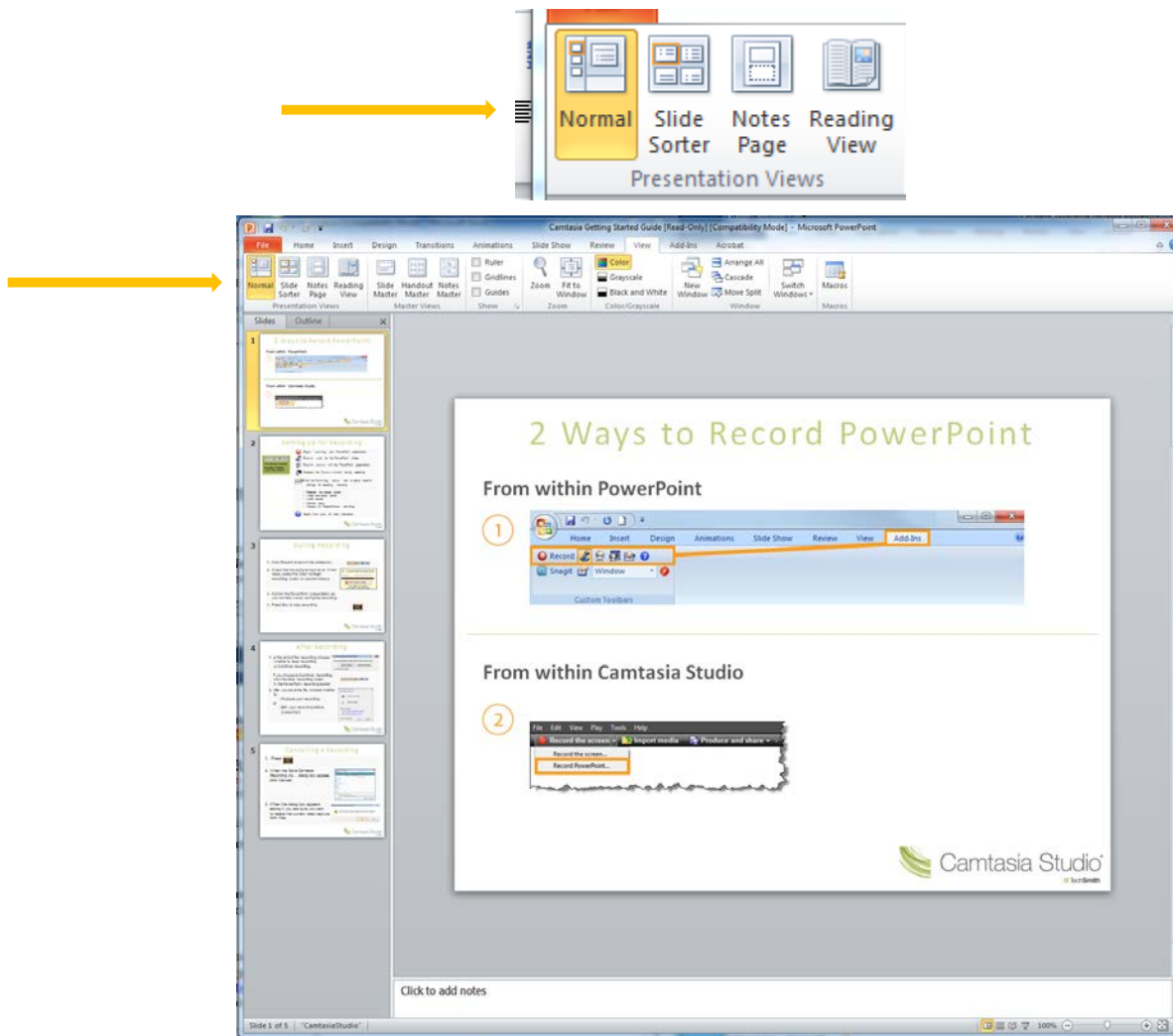
After you have logged into Panopto, click the **Download Recorder** link located at **the top right** of your browser.



Select the Download for Windows button. Do not pick the “Remote Recorder” option. Then, download and install the Panopto Recorder on your computer.



3. **Open your Power Point Presentation on Your Monitor** (the primary monitor if you have more than one) and leave it open in **Normal Mode** on your desktop with the first slide selected, as shown in the example below:



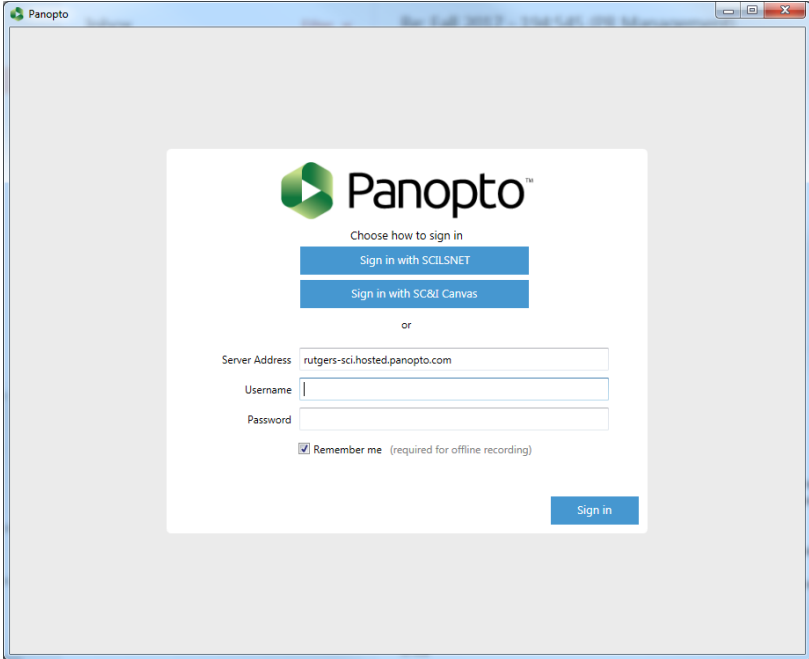
4. Plug in Your Webcam and/or Headset (if applicable)

5. Set up to Record in Panopto

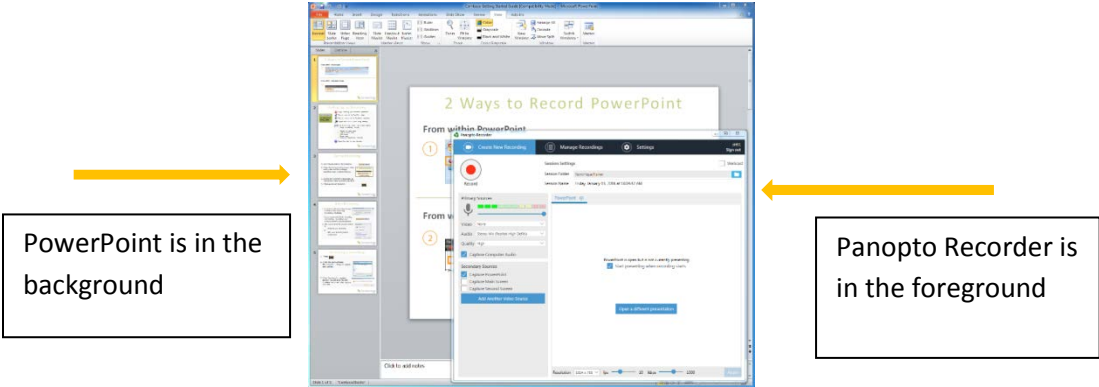
Open the **Panopto Recorder** on your monitor (the primary one if you have more than one monitor) by clicking on the **Panopto icon** on your desktop



Log into Panopto using the correct authentication method (Panopto, SCILSNET, or Canvas), your username and password, and include the Panopto Server address: **rutgers-sci.hosted.panopto.com**



Arrange Power Point and Panopto windows. The PowerPoint should be open in **Normal** mode behind the Panopto Recorder window, the Panopto Recorder window will be in front. Both should be open on your primary monitor.



6. Create a Recording.

- Click the **Create New Recording** Tab in the Panopto Recorder
- Select your folder from the drop-down menu
- Rename your recording session to give it context
- Select your Primary Source information for audio and quality, as indicated in the text box below.
- Select **PowerPoint Tab** and the **Start Presenting When Recording Starts** option (this will automatically open your PowerPoint when you click the Record button).
- Select **Resolution, Bit Rate, and Frame Rate**, according to recommended settings indicated in the text box below.
- **Speak into your microphone.** You should see the ‘green bar’ in the Panopto Recorder’s Primary Source box moving as you speak.

Create New Recording

Select Primary Sources:
Video: none
Audio: your headset or microphone
Quality: high

Resolution: Match screen resolution if possible
Bit rate: Accept Default
Frame rate: 4-10 (if video included increase as high as possible)

- **Start recording.** When you are ready to begin recording, click the Record button. Count to “2” slowly before speaking. This should automatically open your PowerPoint to the first slide in SHOW mode.



Note: It is recommended that you do a “test recording” of your voice before recording the entire video. Do the remaining steps for the test and then begin Step 6 again to do the “live recording.”

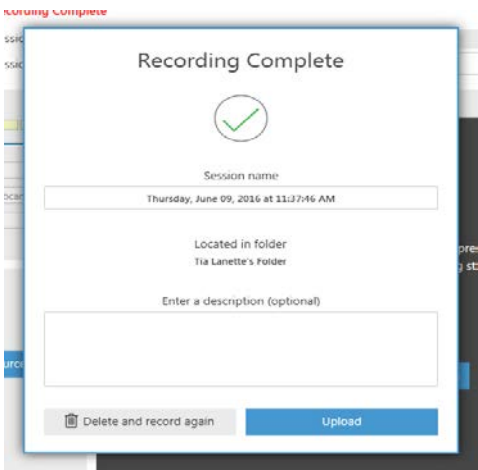
Recording Short keys

F8 -> Start Recording

F9 -> Pause Recording

F10 -> Stop Recording

- **Stop recording.** When you are finished narrating the slides in your presentation, press the F10 key to stop the recording.
- **Recording complete.** After you stop recording a new window will pop up for you to rename your video file or to delete and record again.



7. **Process Recording.**

When you have completed (i.e., stopped) recording, Panopto Recorder begins processing your recording (i.e., uploading, processing, encoding, etc. to the Panopto server).

Use **Manage Recordings** tab to see the status of the recording as it is processing

1/15/2016 11:12 AM 00:00:06 Dominique.Turner Friday, January 15, 2016 at 11:03:39 AM [Delete Local](#) [Set Offline](#) [Share Edit View \(default\)](#) Processing: 0% ←

When complete, the Managing Recording Tab will show the **View**, **Edit**, and **Share** links.

Uploaded Recordings					
Start Time	Duration	Folder	Session	Actions	Status / Link
1/15/2016 11:18 AM	00:00:09	Dominique.Turner	Friday, January 15, 2016 at 11:17:56 AM	Delete Local Set Offline Share Edit View (default)	←

8. **View Recording.** Click the **View** link to view the video on the Panopto server.

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

Start Time	Duration	Folder	Session	Actions	Status / Link
1/15/2016 11:18 AM	00:00:09	Dominique.Turner	Friday, January 15, 2016 at 11:17:56 AM	Delete Local Set Offline	Share Edit View (default)
9/22/2015 11:06 AM	00:00:11	Patrick Chen's Folder	Tuesday, September 22, 2015 at 11:06:02 AM	Delete Local Set Offline	Share Edit View (default)
9/22/2015 11:05 AM	00:00:14	Patrick Chen's Folder	Tuesday, September 22, 2015 at 11:05:21 AM	Delete Local Set Offline	Share Edit View (default)
9/22/2015 11:05 AM	00:00:07	Patrick Chen's Folder	Tuesday, September 22, 2015 at 11:04:02 AM	Delete Local Set Offline	Share Edit View (default)
9/22/2015 11:02 AM	00:00:23	Patrick Chen's Folder	Tuesday, September 22, 2015 at 11:01:38 AM	Delete Local Set Offline	Share Edit View (default)
9/22/2015 10:59 AM	00:00:21	Patrick Chen's Folder	Tuesday, September 22, 2015 at 10:50:21 AM	Delete Local Set Offline	Share Edit View (default)
9/22/2015 10:49 AM	00:00:42	Craig.Scott	Tuesday, September 22, 2015 at 10:44:58 AM	Delete Local Set Offline	Share Edit View (default)
8/26/2015 10:22 AM	00:00:24	Matthew Gennaro's Folder	Webcam Video with Screen Capture Windows	Delete Local Set Offline	Share Edit View (default)

Search this recording

- Contents 2 Ways to Record PowerPoint 0:00
- Notes Setting Up for Recording 0:01
- Bookmarks During Recording 0:01
- Discussion After Recording 0:01
- Canceling a Recording 0:02

Setting Up for Recording

- Begins recording your PowerPoint presentation.
- Records audio for the PowerPoint slides.
- Records camera with the PowerPoint presentation.
- Displays the Camera preview during recording.
- Click the Recording options icon to adjust specific settings for recording, including:
 - Records the mouse cursor
 - Video and audio format
 - Audio source
 - Camera setup
 - Hotkeys for Record/Pause and Stop
- Opens Help topic for more information.

Camtasia Studio

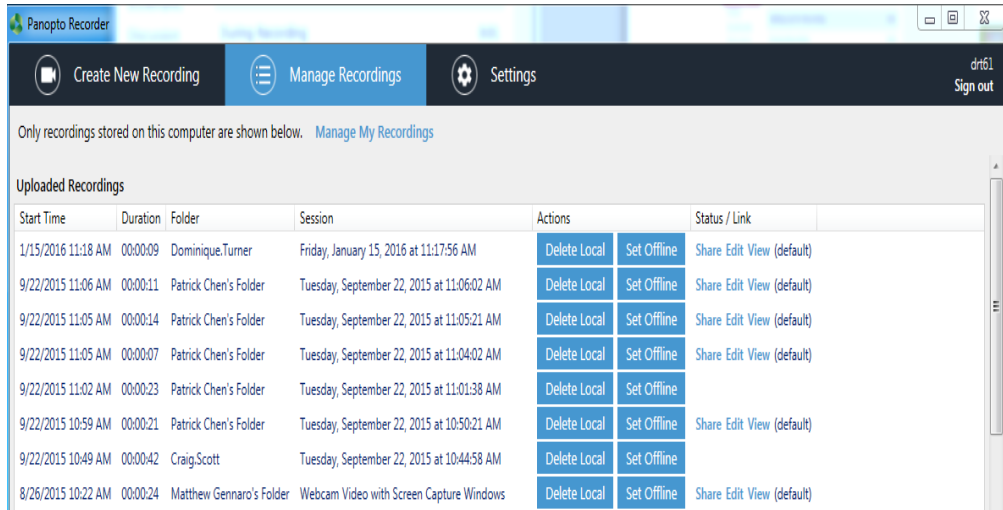
0:07 | 1x Speed | Quality | Hide

The **content index** above is created by Panopto to match your PowerPoint slide headers. If it is not accurate, you may have included slide transitions and animations. You will need to fix the presentation and re-record.

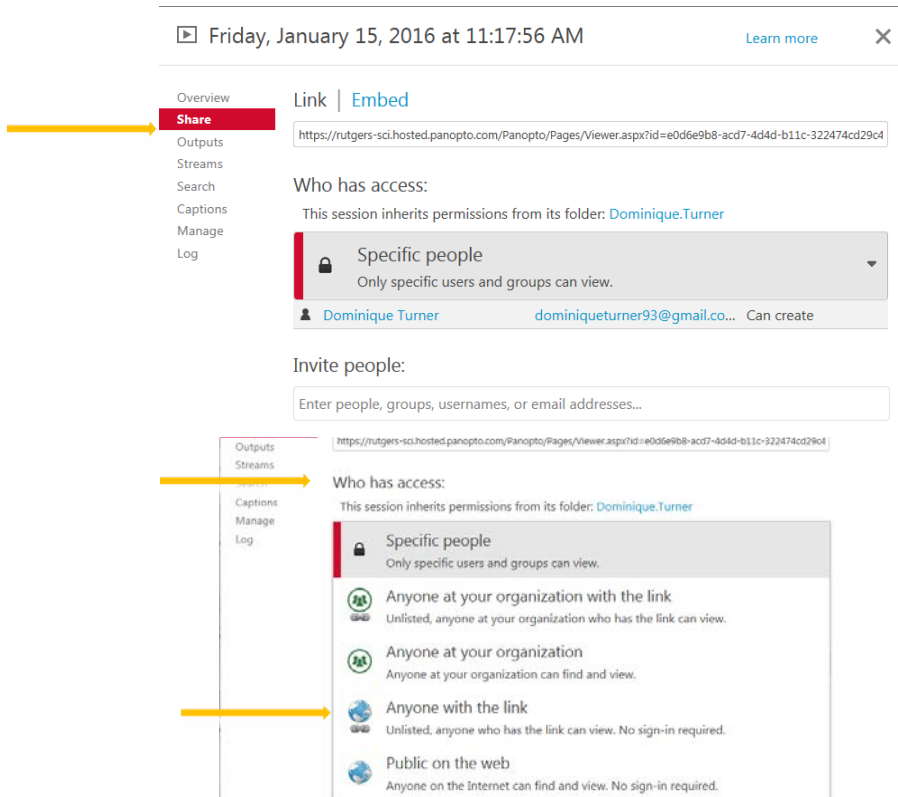
Controls for playing, rewinding, and adjusting the volume of the recording are at the bottom of your screen

Note: This is a good time to check your recording.

- Share Recording.** To share your Panopto recording with your students, click on the **Share** link in the **Manage Recordings Tab**, or the share icon.



Access the direct URL for the video, which can be shared by email, or use Embed tab to copy code to be inserted into HTML.



Use **Who has access** drop down menu to select **Anyone with the link** option. Anyone you send the link to will be able to view your recording.