

Panopto Q&As

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What is Panopto?

- TWO components
 - Recorder Application
 - Computer Screen + Mic Audio in all Classrooms and LTs
 - Server “panopto.cuhk.edu.hk”
 - for recording hosting and management

Panopto & Blackboard

- **Integrated** for seamless user experience
 - If you follow the [steps](#) to make the corresponding Blackboard course available to the students, the students may then follow the [steps](#) to access the videos.
 - We have pre-configured the course video folders so that access to the recordings in the course video folder is restricted to the students in the Blackboard course.
 - After your recording is uploaded, it will then be queued for encoding.
 - Students will only see the recordings in the video folder after the processing has been completed.
 - Teachers will see the recording in the video folder once the recording is created. You may follow the [steps](#) to track the processing logs.
 - The processing of most recordings should be completed within 1 working day.

How-to

- (Classroom) Recording User Guide:
https://www.cuhk.edu.hk/eLearning/c_systems/panopto/Panopto_Classroom_Record.pdf
- (Selected LT) Schedule Recording:
https://cuhk-edtech.padlet.org/web/edtech_video_scheduled_recording
- (User own computer) Download and install Panopto Recorder User Guide:
http://www.cuhk.edu.hk/eLearning/c_systems/panopto/Panopto-DownloadRecorder-Blackboard.pdf
- (General) Panopto Instructor Guide:
https://cuhk-edtech.padlet.org/web/panopto_instructor_guide
- FAQ
https://cuhk.service-now.com/sp?id=kb_category&kb_category=da9aa3420fe77200eb3dc19ce1050e74&spa=1

Camera?

- RES/AVSU managed classrooms are NOT equipped with built-in cameras.
- You can connect [a USB camera](#) (e.g. [Logitech c920](#)) to the computer and use it with the [Panopto recorder application to capture](#) your writing on the whiteboard.
- Alternatively, you may consider using the “[ScreenPainter](#)” application and the LCD writing panel. What you have written / drawn can be seen at the project screen and will be recorded by the screen recording.

More



eLearning@CUHK

To	Academic Staff, Teachers, Teaching Support Staff, Staff/Student TAs
From	ITSC eLearning Support
Date	31 / 08 / 2019
Subject	Back to School - Tips on Lecture Capture, Course Website, Applying Grants, and more - August 2019 eLearning Newsletter
Enquiry	elearning@cuhk.edu.hk / Judy Lo (ITSC) x31711

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Welcome back to School!

- The newsletter is sent to **all academic staff (all ranks; full-time and part-time)** according to information provided by the Human Resources Office by email regularly.
- With the feedback received, this newsletter is sent additionally to all users in 2019-20 Blackboard courses with course instructor role and TA / Support Staff role.
- Please help to **share** the information with **staff/student TAs** and **colleagues with teaching support duties** of your unit.

If you need Lecture Capture (computer + mic):

- All Classrooms & LTs: [Recording User Guide](#)
- Selected LTs: [Scheduled Recording](#)
- Your Own Computer: [Panopto Recorder Installation Guide](#)
- [Panopto Instructor Guide](#), [FAQs](#), and [more](#)

Additional Tips: (i) [Back up the local recording files](#); (ii) Use your phone to make an **audio recording** for backup; (iii) If Internet, CUHK Login, or Panopto server became unavailable, [continue with offline recording](#) and pass the local recording files to judylo@cuhk.edu.hk using O365 OneDrive for assistance.



Additional Tips:

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http://www.cuhk.edu.hk/eLearning/c_news/newsletter/2019Aug/eLNL-2019Aug.html

Questions?

Thank you!