# Panopto User Guide Download Panopto Recorder (Blackboard)

Panopto video folder is created for all Blackboard courses.

If you need to use Panopto but don't have a Blackboard course, please submit a service request to <u>elearning@cuhk.edu.hk</u>.

Review Date: 15 August 2019

#### Table of Contents

1. Get ready the mic	. 3
2. Get ready your computer	. 3
3. Access Blackboard	. 3
4. Access the Blackboard course	. 4
5. Access "Panopto Video"	. 5
6. Download "Panopto Recorder" installer	. 5
7. Install "Panopto Recorder" application	. 7
More	. 8
Further Questions?	. 8

### 1. Get ready the mic

- 1. CLEAR AUDIO is very important!
- 2. Make sure you a good microphone for audio input before proceeding.

### 2. Get ready your computer

- 1. Turn on your computer.
- 2. Connect to the internet.

### 3. Access Blackboard

#### 1. Launch a web browser

#### $\phi$ Internet Explorer is not unsupported.

#### Ø For more: <u>How to login Blackboard?</u>



### 4. Access the Blackboard course

1. Access <u>Courses</u> page.

*¢* For more: <u>ULTRA: Easy navigation</u>, <u>ULTRA: Explore the courses page</u>

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- 2. Locate you Blackboard course using the filter.
- 3. <u>Click on the course name</u> to enter the Blackboard course.

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Institution Page ← Old 2017-18: Year Current Courses ▼	Upcoming Courses $ ightarrow$
Activity Stream	50 👻 items per page
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## 5. Access "Panopto Video"

1) In the Blackboard course, click on Panopto Video link on the course menu.



### 6. Download "Panopto Recorder" installer

1. Click on "Open in Panopto" (arrow) icon

Notifications		-	
Announcements O	Your course		A2 di 🗘 📶 🔯
Course Outline	Sort by: Name Duration Date  Rating		
Course Content	Ra Add folder		
Discussion Board			
Groups 🗢	Nothing to watch here		
Email 😰 💮			
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My Grades			
Library O			

- 2. A new browser window will open, and you will be brought to the Panopto system.
- 3. Click on "Download Panopto"

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<ul><li>Home</li><li>Shared with Me</li></ul>		e Show scheduled recordinas	× .h ♦ 🔊 ·
Everything	Sort by: Name Duration Date ▼ Rating		
Browse			

- 4. "Download & Record" popup window will be displayed.
- 5. Click on "<u>Download Panopto</u>".

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Home     Panopto for Windows       Shared with Me     Record PowerPoint, video, and audio precoverkers.       Everything     Download Panopto	sentations. Upload recordings to your Panopto site to share with students and $lacksquare$	A: .h O 🔊
For Windows 10/8.1/8/7 64-bit Click here for other download options		

6. (Optionally) If the download option shown does not match your computer configuration,

click on "<u>Click here for other download options</u>" and select the correct option for your computer.

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<ul> <li>Home</li> <li>Shared with Me</li> <li>Everything</li> </ul>	Panopto Record PowerPoint, video, and audio presentations on your Mac or Windows PC. Upload recordings to your Panopto site to share with students and coworkers.	Download Installer Windows 7 and up 32-bit	At di 🕸 🔊 '	
Browse		Download Installer Windows 7 and up 64-bit		
		Download Installer OS X 10.12 and up		
	Remote Recorder Automatically record and upload PowerPoint, video, and audio presentations on Windows PCs. Schedule recordings in advance on your Panopto site.	Contact your administrator to learn more about how to make use of this Panopto feature.		

# 7. Install "Panopto Recorder" application

1. Locate the installer file you have downloaded and proceed to install the application.

 $\mathcal{P}$  The following steps for different computers would be different. This screenshot below is for Windows (64-bit).

Detailed steps for Windows: <u>https://support.panopto.com/s/article/Install-Panopto-for-Windows</u>
 Detailed steps for Mac: <u>https://support.panopto.com/s/article/Recording-with-Panopto-for-Mac</u>

Destination Folder		
Click Next to install to the default	folder or dick Change to choose an	other.
Install Panopto (64-bit) to:		
C:\Program Files\Panopto\Recorder	rl	Change
Storage location for recorded conter	nt on this computer:	
ŧ		
Panopto Web Server:		
panopto.cuhk.edu.hk		
6.0.0.56024	Back	levt Cancel

# More

- More FAQs
- Panopto Instructor Guide
- Panopto User Guide: On Demand Recording @Classroom
- Panopto Support (vendor info) best place to search for specific functions
- <u>Panopto Support</u> (CUHK info)

# **Further Questions?**

- Email: <u>elearning@cuhk.edu.hk</u>
- Web: <u>https://www.elearning.cuhk.edu.hk</u>