Panopto Hands-On Creator Training

Special notes from ITSC:

- The current CUHK Panopto system is sized for (i) **Lecture Recording** and (ii) **Teaching and Learning Video Sharing** (shared by teachers for students' viewing) only.
- The current CUHK Panopto system may NOT have the system resources needed to support some of the additional features covered in this presentation.
- Contact **elearning@cuhk.edu.hk** for questions.

November 30, 2017

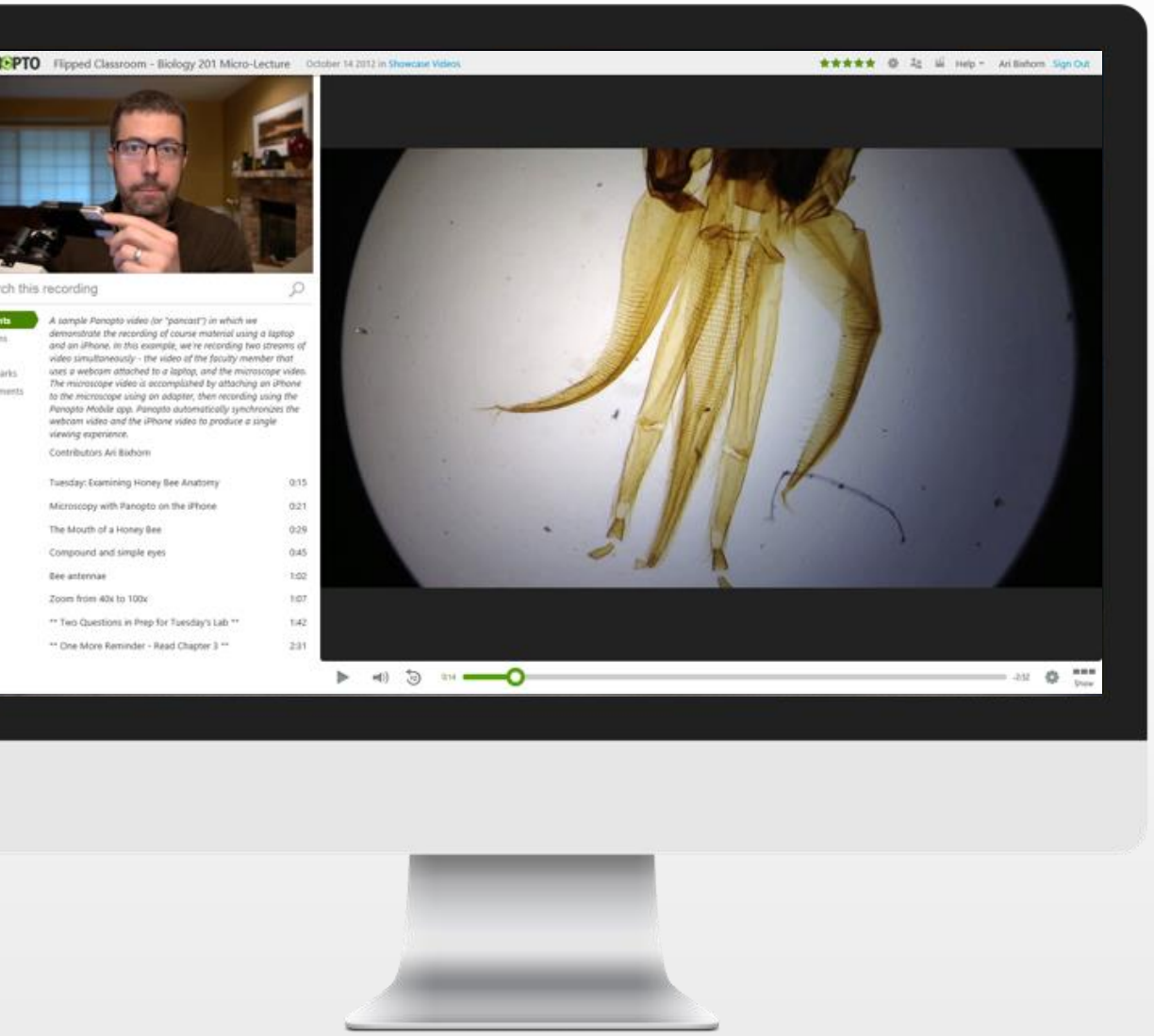
Panopto

Agenda

- How Institutions are using Panopto
- Best practices for online video
- Panopto overview
- Demo of Recorder
- Tips for being on camera
- Activity: Make a recording with audio, video, and screencapture or powerpoint
- Viewing Panopto Recordings in Blackboard
- Tour of the Panopto Video Library and Blackboard controls
- Sharing and Settings
- Creating Assignment folders for Student recording
- Demo of Editor and Quizzing
- Activity: Edit your recording to take out a section and add a quiz
- Questions

How Institutions Use Panopto

Record Lectures and Labs



Record screen content and video of lecturer

Use any type of webcam or video camera

Capture multi-camera labs and demonstrations

Automated, “hands-free” recording

Videos automatically available on school’s LMS

Flip the Classroom

Record “micro-lectures” in the office or the field

Students can view recordings on any device

Capture and upload video from mobile devices

Broadcast Campus Events

Guest lectures, musical performances, graduations

Live webcast from any Windows PC using any video camera

Reach thousands on campus or around the world

Create a "Campus YouTube"

Secure, central location for all your video

Cloud-hosted or on-premises deployment

All videos converted for playback on any device

Full set of admin tools for reporting, editing

Make Videos Searchable

Find and fast forward to content inside lectures

Search for any word spoken

Search for any word shown on screen

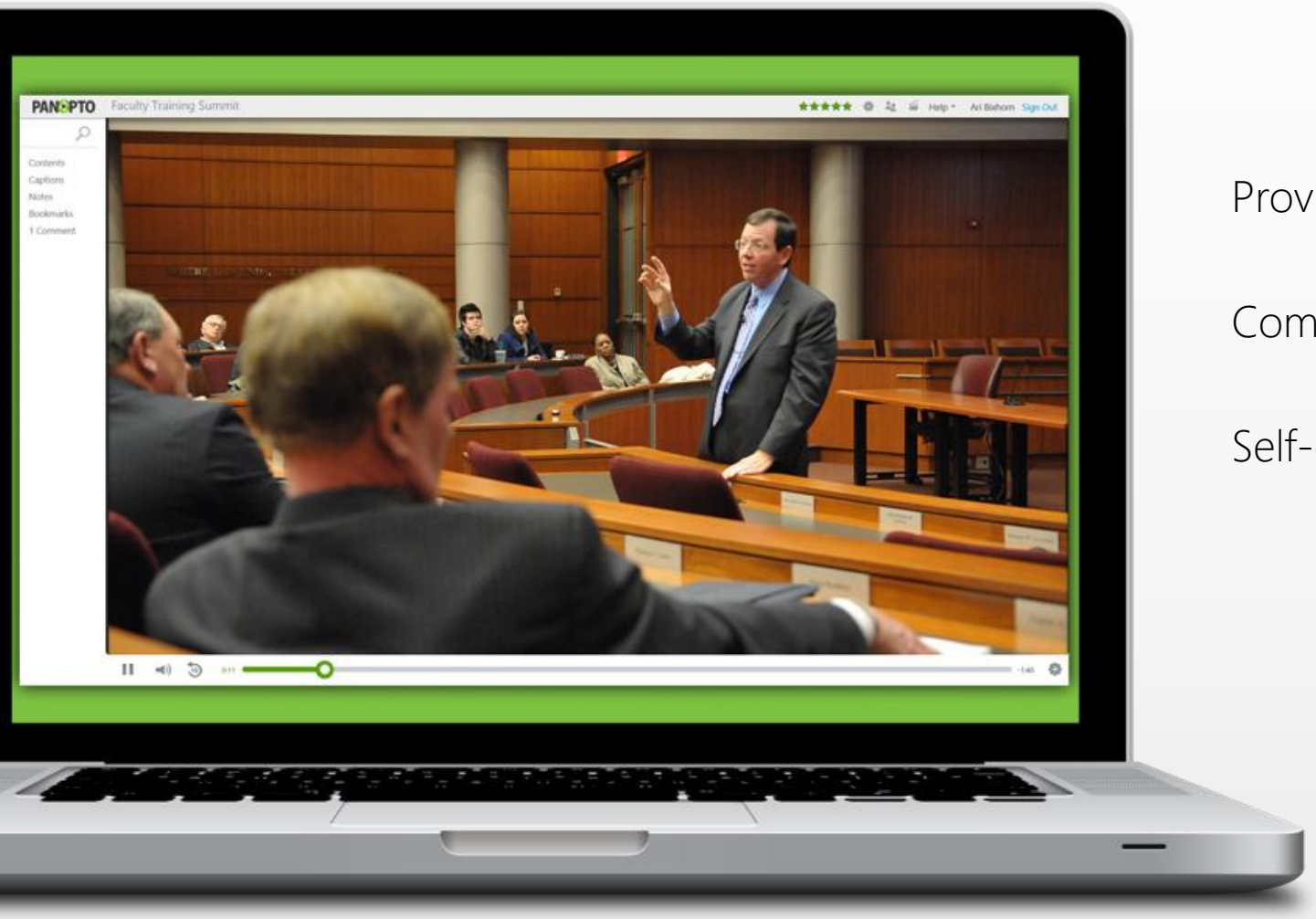
Student Assignments

Video assignments to show proficiency

Pitches and role-play exercises

Time-stamped instructor feedback

Faculty Training

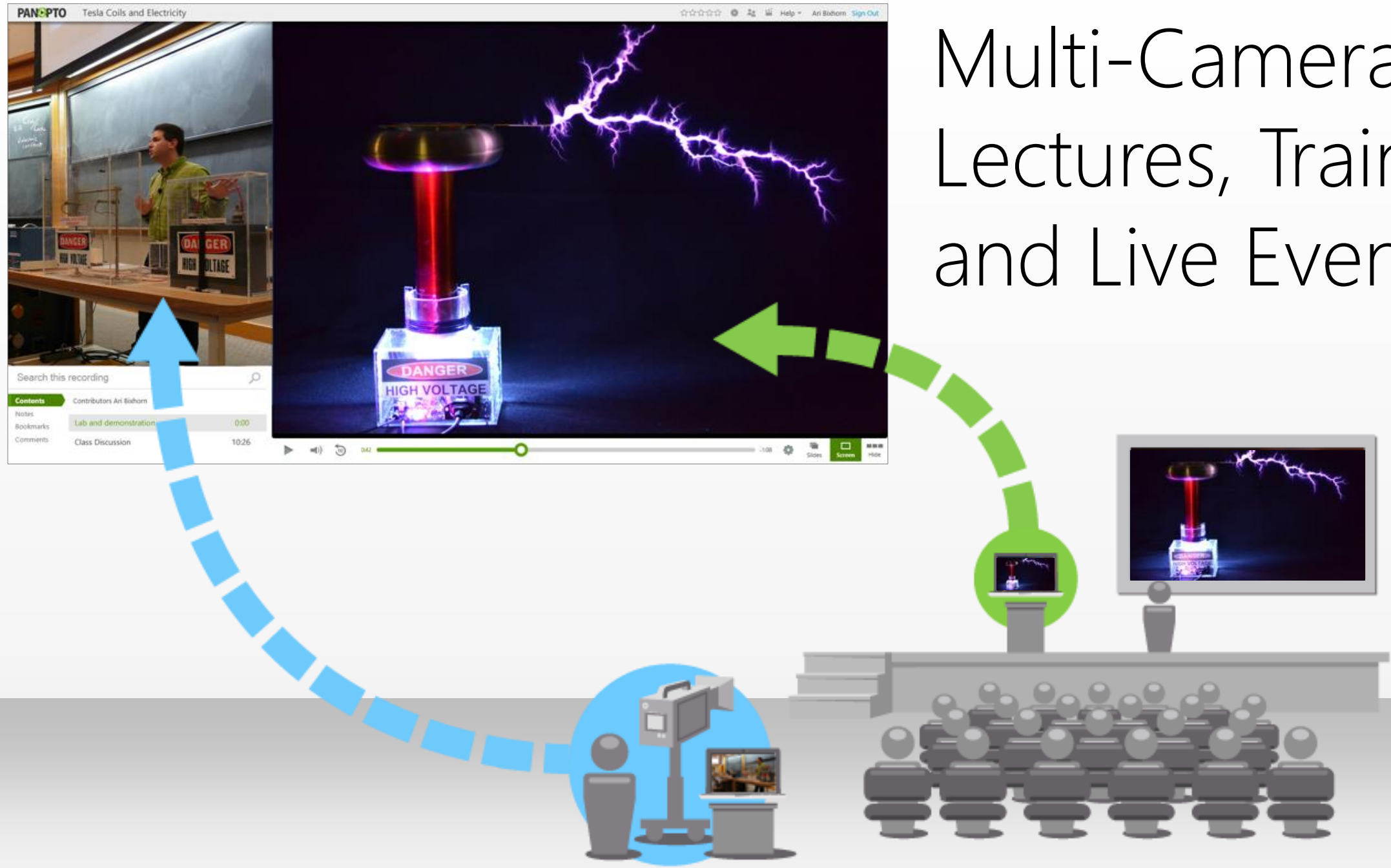


Provide instruction on new technology

Communicate new pedagogical concepts

Self-critique to hone instructional delivery

Multi-Camera Lectures, Training, and Live Events

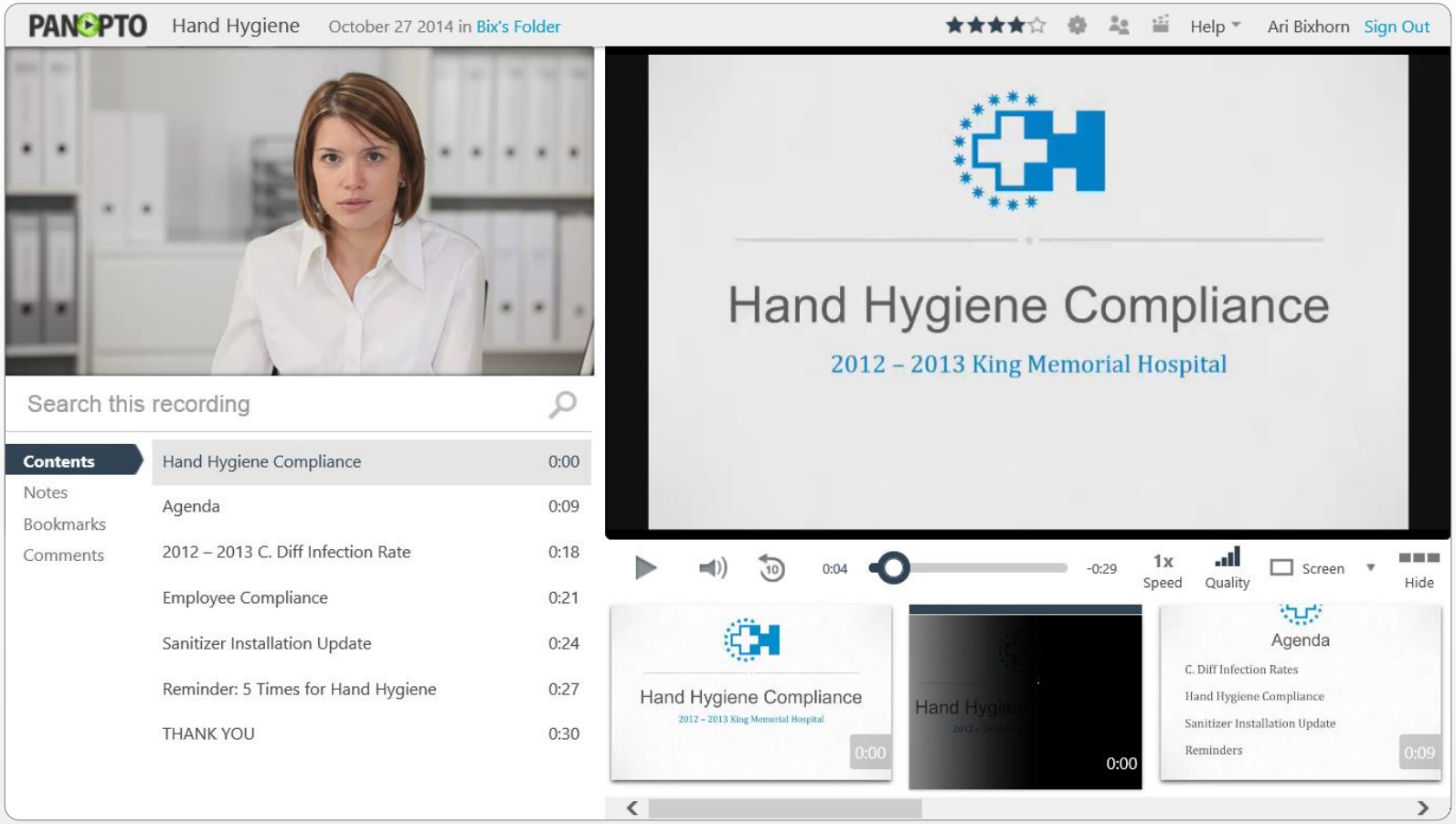


Best Practices for Online Video

Best Practices for Online Video

- Keep It Short
  - TV: 8 min, Youtube 3 min, Vine 6 sec
- Engage early
  - Skip the intro!
  - Within 30 seconds you could lose 1/3 of your audience
- Make it Interactive
  - Use video of the speaker
  - Action for students (notes, quiz)
  - Ask questions

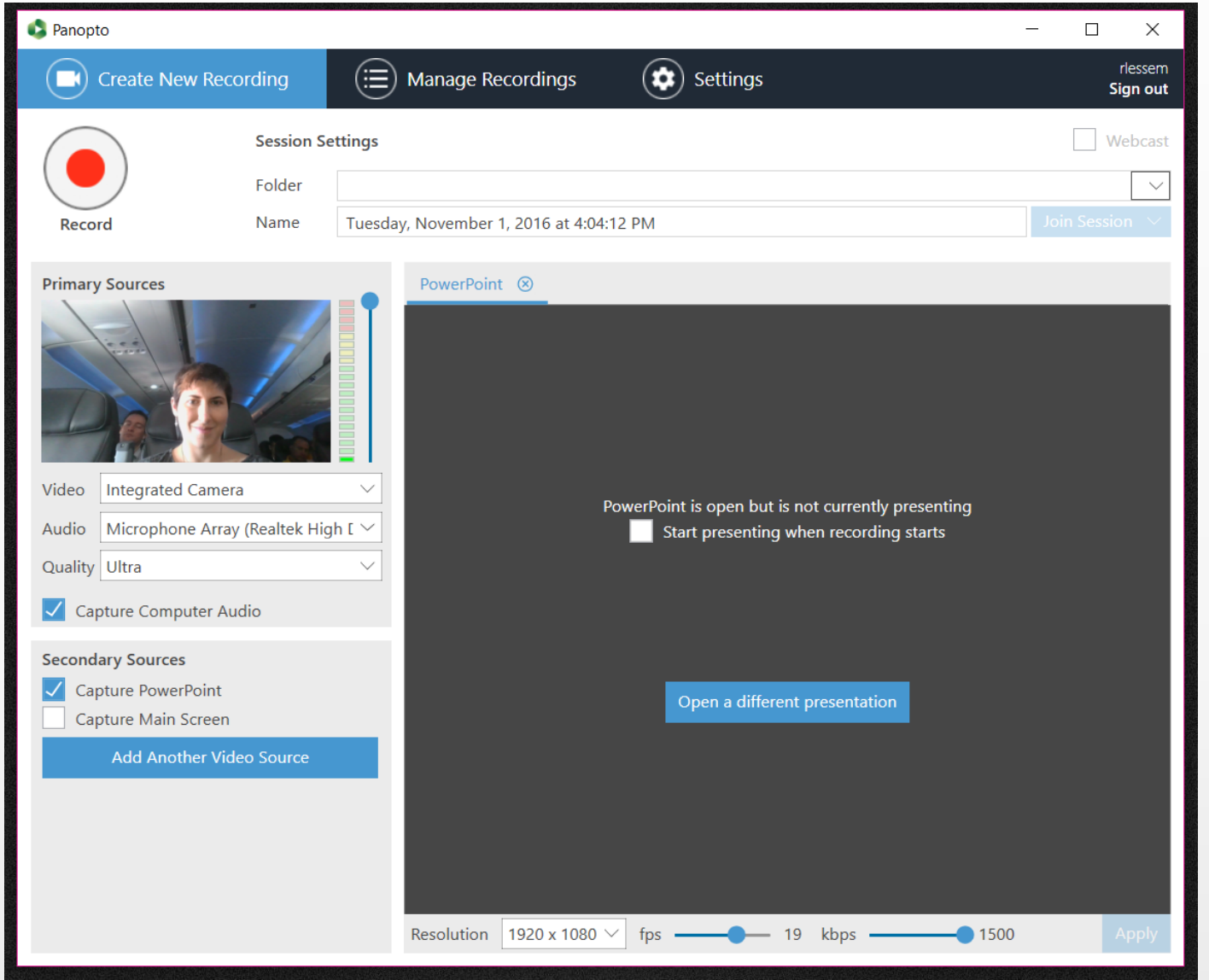
Why Capture a Speaker's Image?



Better knowledge retention and student engagement

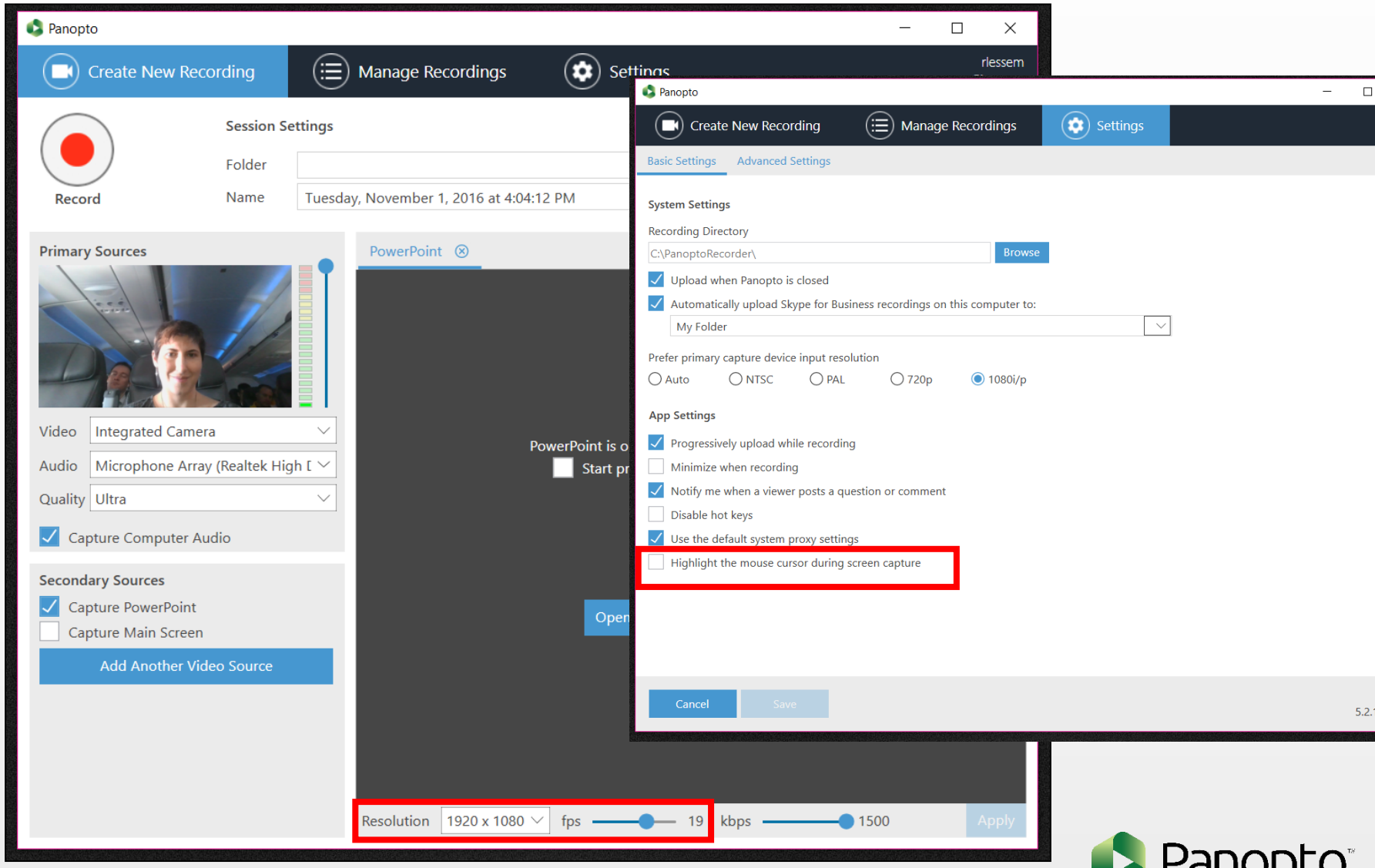
The Panopto Recorder

Panopto for Windows



Change the first time you log in to the recorder:

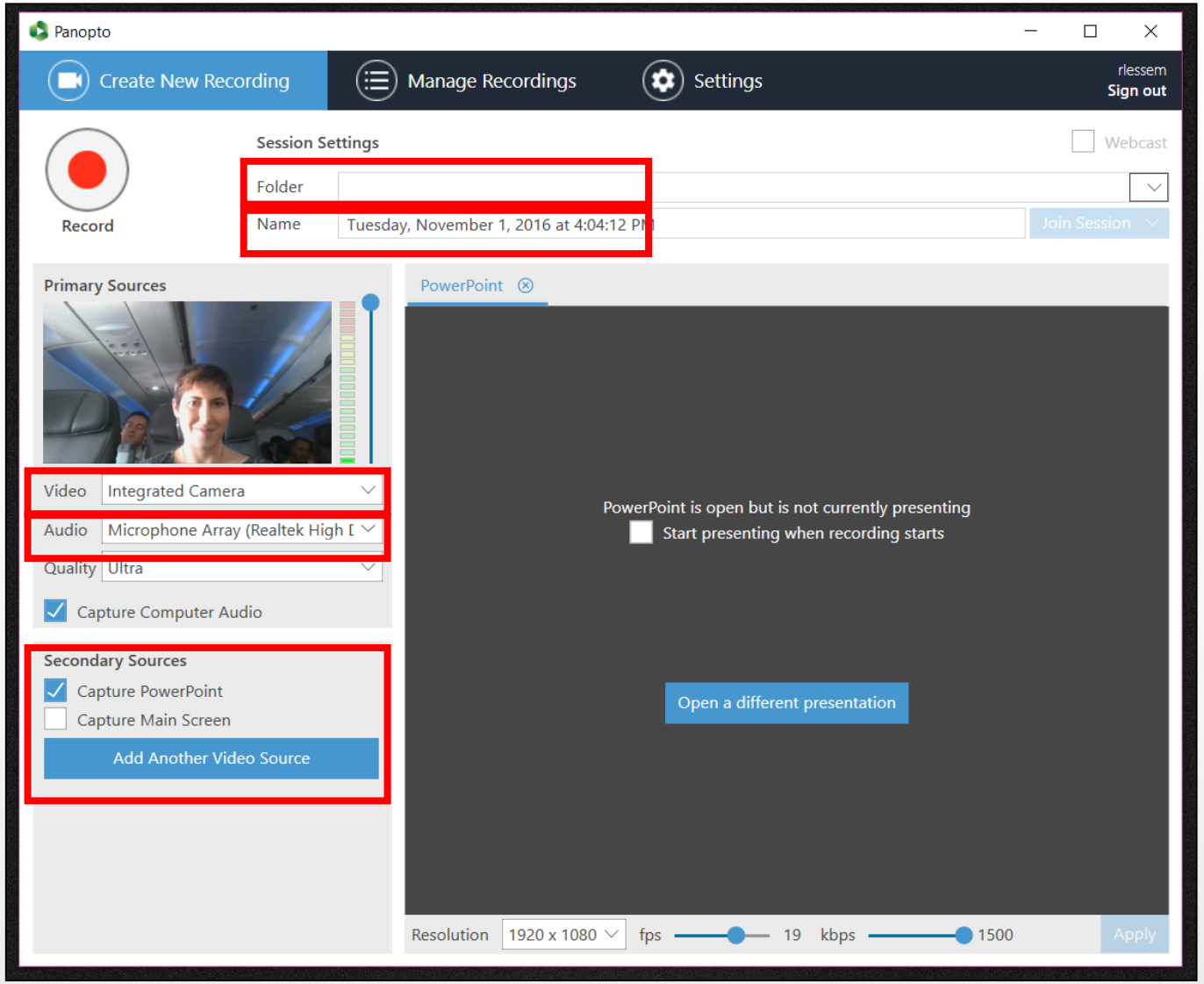
- Remember me
- Resolution
- Framerate
- Mouse halo



Panopto

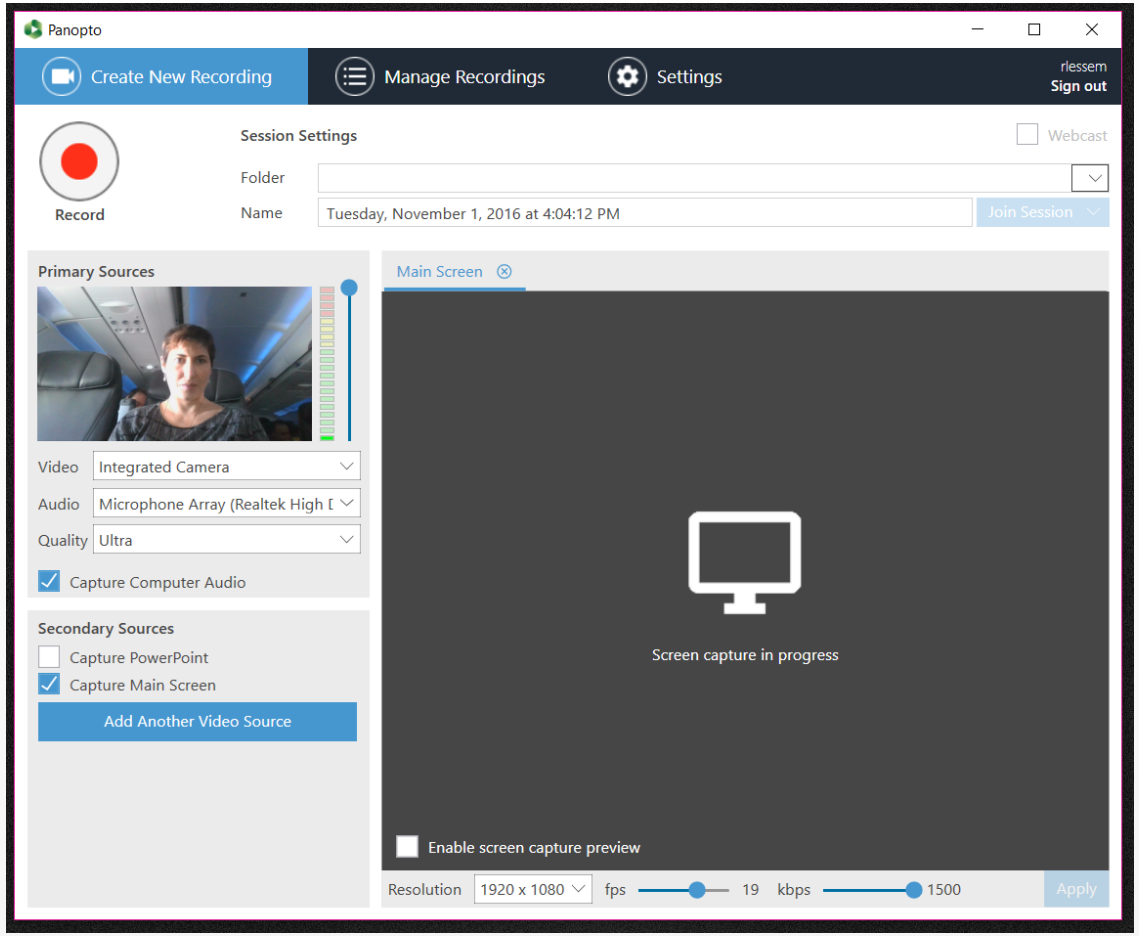
Always check and adjust before recording:

- Folder
- Name
- Primary Audio
- Primary Video
- Secondary Sources



Screencapture

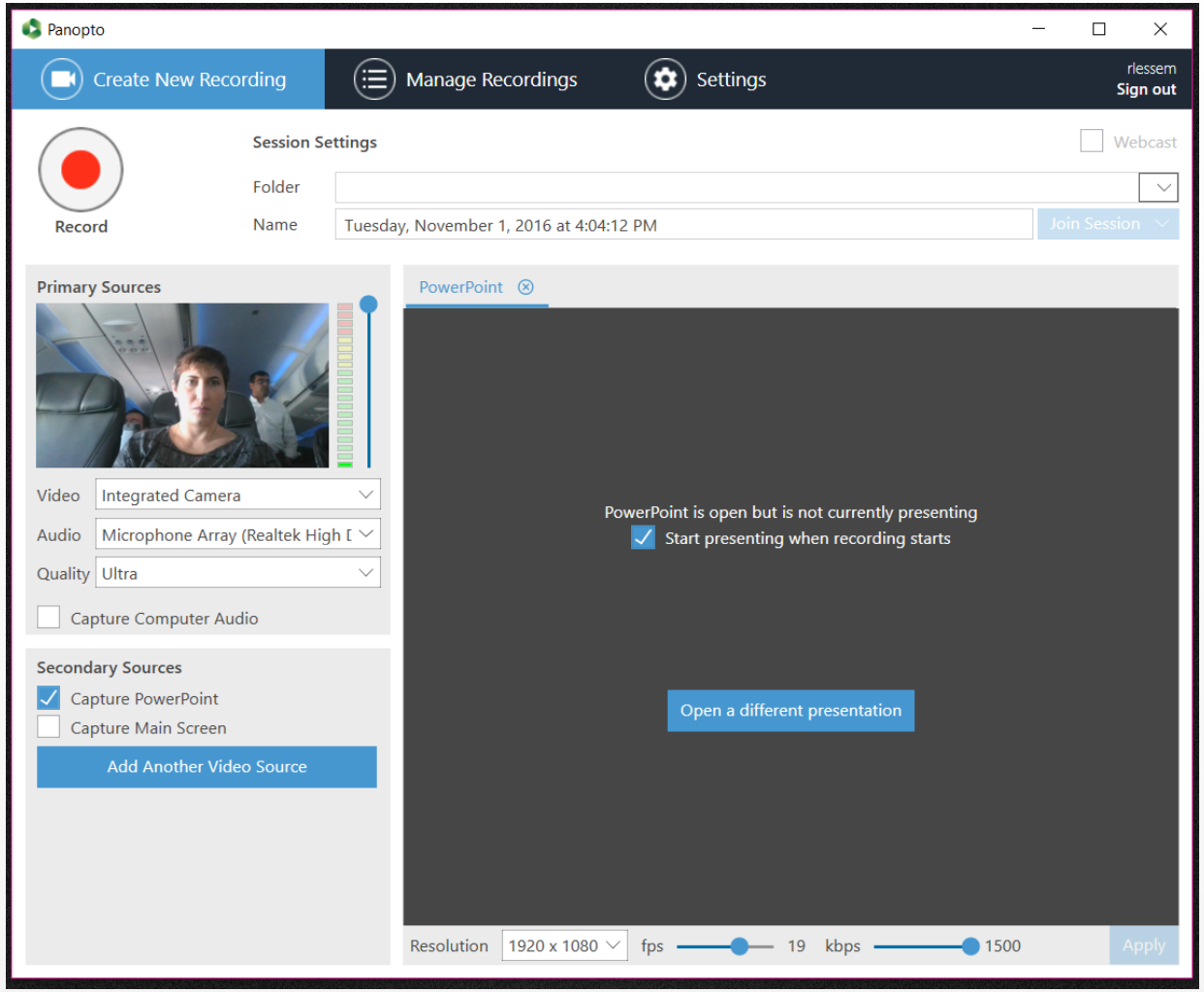
- Primary Video and audio
- Do you need computer audio?
  - Will you be playing video or audio from the computer that will not be recorded by your audio source?
- Capture Main Screen
- Mouse halo?
- Change computer properties to make mouse smoother /bigger?



Panopto

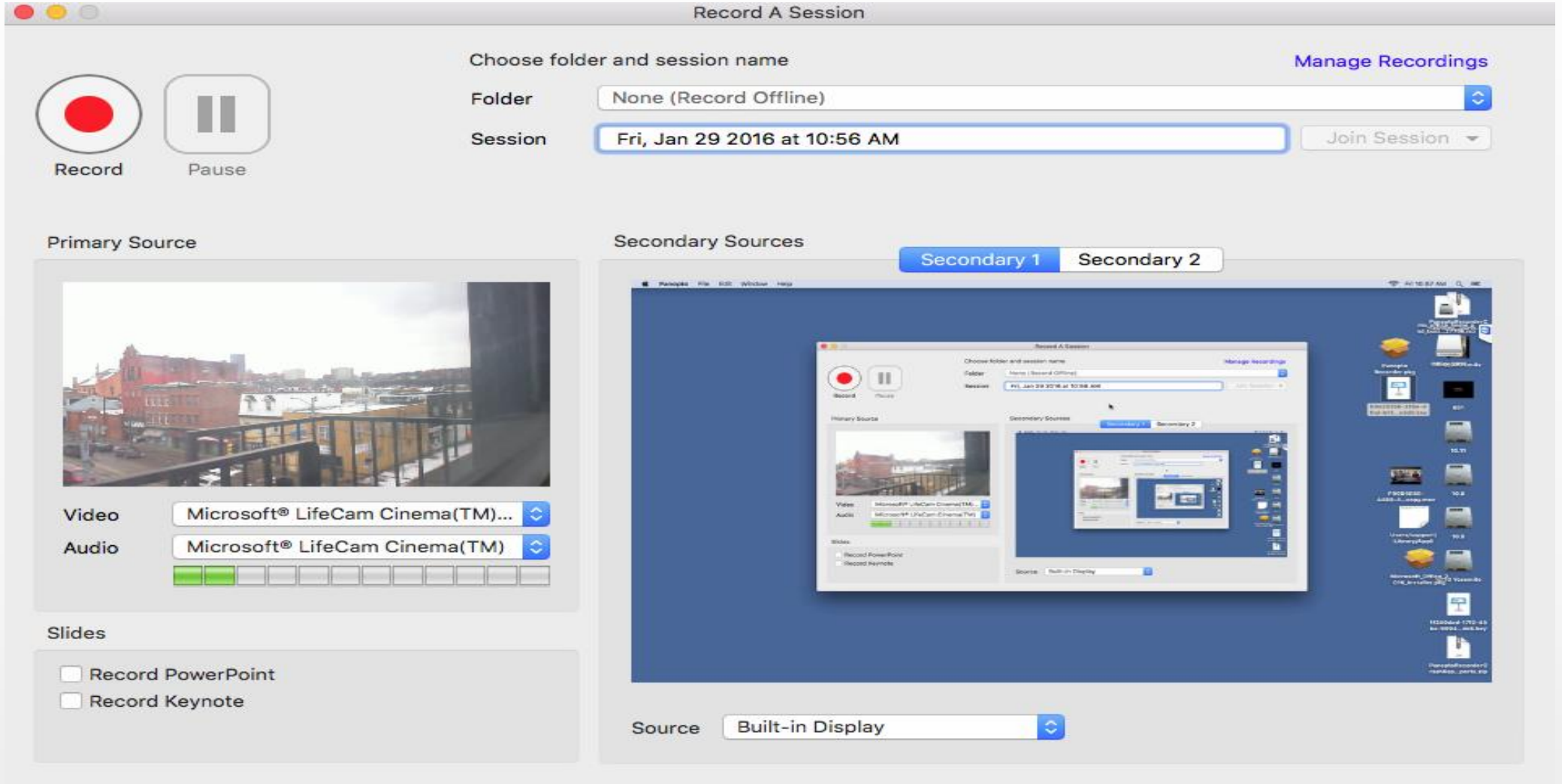
Powerpoint capture

- Primary Video and audio
- Capture Powerpoint
- Choose presentation
- Decide when to start slides
- Do you also need screencapture?
  - Panopto only captures still slide images
  - Panopto will not capture powerpoint transitions or animations



Panopto

Recording with Panopto for Mac



Best Practices for Recording Video

- Make sure you have a good microphone and then TALK INTO IT
- Practice speaking a few times before recording
- Tense the muscles in your face and release
- Wear solid colors
- Do one long take in Panopto and edit later
- Practice moving through the slides or content items before recording so there are no surprises and you can move smoothly on screen
- If you make a mistake, take a breath, clap or pause and unpause the recorder and start again from the beginning of your sentence

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Tips for being on camera

- Lighting
- Background and clothing
- Video and sound quality
- Delivery

No Such Thing as Too Much Light

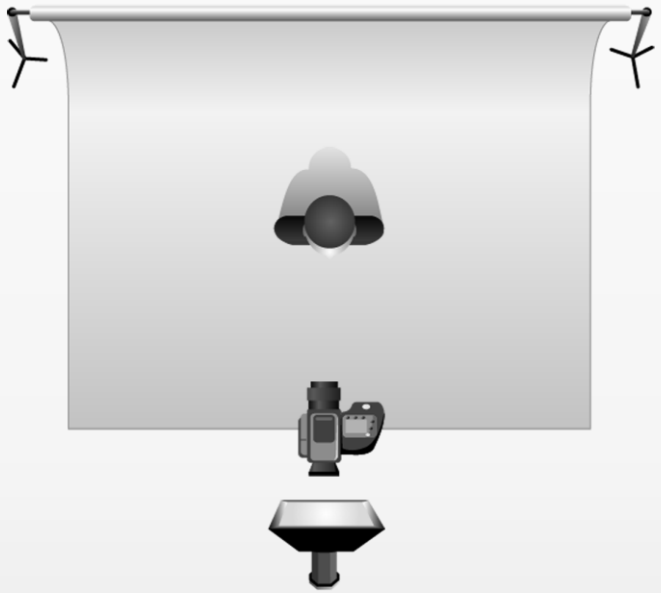
Too dark

Harsh shadows

Just right

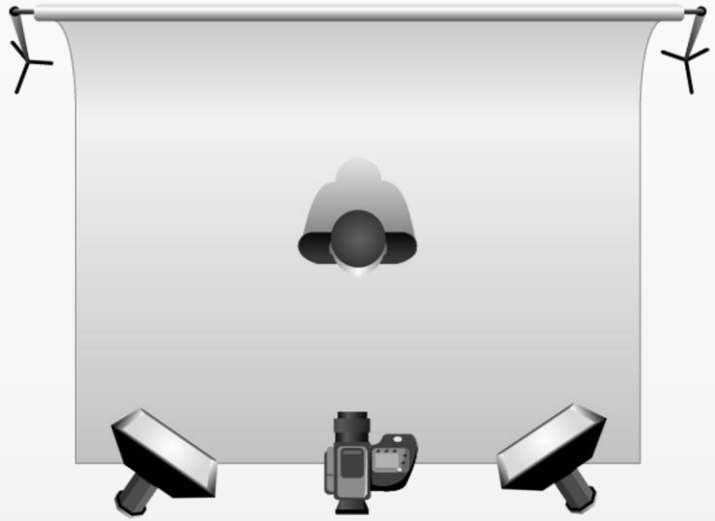
One or Two Lights?

One Light



Place the light behind or just above the camera.

Two Lights



Place each light to the side of the camera, angled in.

Background and Clothing

Tips

Clothing

- Stick with solid colors
- Contrast shirt and background
- Blue is generally your friend

Background

- Keep it as plain as possible
- Neutral gray works well
- Don’t sit too close to background

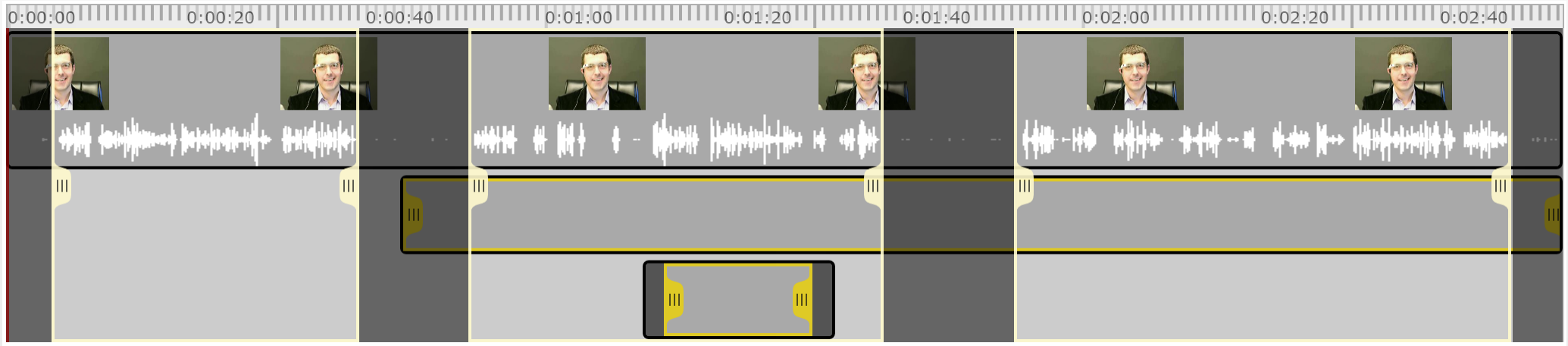
Sound Quality

Minimize Echo

Minimize Hum and Ambient Noise

Five Delivery Tips

1. Write a script and practice it
2. Create a cheat sheet
3. Tense and release
4. Be yourself
5. Do a single take in Panopto



Activity: Create a recording

Where does the video go?

From your computer

To the Panopto library

To viewers

Editing

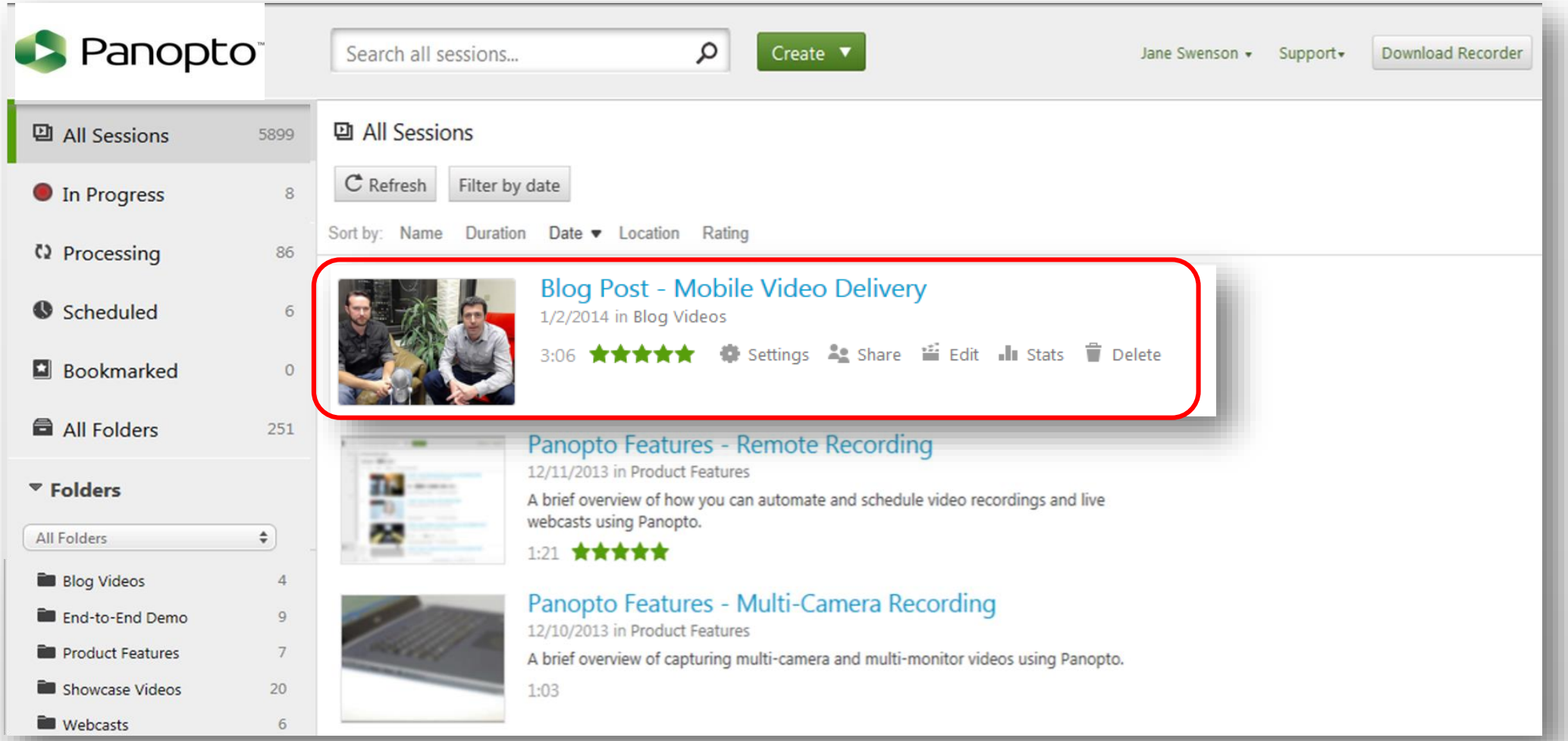
- Change the title, description
- Add or edit Table of Contents
- Cut segments out
  - Of all streams
  - Of just one secondary stream
- Add a quiz to make video more interactive

Panopto

Web-based Video Editing

- Edit recordings from any web browser
- Trim content from your videos
- Combine multiple videos together
- Split a video into smaller segments
- Edit the table of contents, captions
- Embed web content into recordings

Editing


Panopto
Search all sessions...
Create
Jane Swenson
Support
Download Recorder
All Sessions 5899
In Progress 8
Processing 86
Scheduled 6
Bookmarked 0
All Folders 251
Folders
All Folders
Blog Videos 4
End-to-End Demo 9
Product Features 7
Showcase Videos 20
Webcasts 6
All Sessions
Refresh
Filter by date
Sort by: Name Duration Date Location Rating
Blog Post - Mobile Video Delivery
1/2/2014 in Blog Videos
3:06
Settings
Share
Edit
Stats
Delete
Panopto Features - Remote Recording
12/11/2013 in Product Features
A brief overview of how you can automate and schedule video recordings and live webcasts using Panopto.
1:21
Panopto Features - Multi-Camera Recording
12/10/2013 in Product Features
A brief overview of capturing multi-camera and multi-monitor videos using Panopto.
1:03

Editing Review

- Non-destructive
- Click Publish to lock in edits
- Cut with scissors
- Click on slides or quiz to add
- Only Creators and above can edit

Editor Quiz

- a) How do I cut the end off a video?
- b) How do I add slides/change slide title or time?
- c) How do I add a quiz question at the beginning and one at the end?

Recording Review

- Download Panopto for Windows (or Mac) on as many computers as you want
- Primary audio is necessary
- Record online, offline, live webcast
- Record screencapture, Powerpoint, and video in any combination
- Powerpoint must be in slideshow mode for Panopto to make it into a table of contents

Recording Quiz

1. What do you NEED to record a Panopto video on a computer? Check all that apply:

- ❑ A special Panopto computer
- ❑ A Panopto-certified appliance
- ❑ A Mac
- ❑ A PC
- ❑ Any computer
- ❑ HD camera
- ❑ An audio switchboard
- ❑ Any camera with an HDMI output
- ❑ Any audio source that your computer recognizes

2. Which is NOT true?

- ❑ You can record with more than 1 camera
- ❑ You can record with more than 1 computer
- ❑ You can download recorders onto many devices with one account
- ❑ You can download many recorders onto one device

3. What can you add to a Panopto recording?

- ❑ Audio
- ❑ Video
- ❑ Screen capture
- ❑ Powerpoint slides
- ❑ Keynote slides
- ❑ Captions
- ❑ PDFs
- ❑ Document camera
- ❑ Wacom tablet
- ❑ Smart board

www.support.panopto.com

This is where we have all of the documentation: articles, videos, forums

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