

## Using Panopto to record student presentations

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This step-by-step guide is for tutors who wish to record student presentations for feedback and/or assessment. The method varies depending on who is permitted to view the recordings.

By default, recordings are stored in the Panopto folder linked to the course. All staff and students on this module can view all recordings stored in this folder.

- If it is OK that all students can see all recorded presentations then there is no more you need to do before you record those presentations.
- If you need to restrict access to the presentations then you will need to create a sub-folder in Panopto to store those recordings.
- For example you may want to restrict access to the students who made each presentation, or only to instructors, moderators and external examiners. Panopto offers good control over who can access the sub folder or individual recordings within it.

### Summary of the process

1. Provision the Blackboard course to use Panopto (Aston Replay) - 1 minute
2. Create a Panopto sub-folder and configure it to restrict access to the recordings - 1 minute
3. Record the presentations to the sub-folder using a webcam and Panopto
4. Optional: make the presentation available to students or add timed comments to it.

### In advance of the recording

The relevant Blackboard course must be provisioned (configured) to use Panopto (Aston Replay) and a folder must be created to store the recordings.

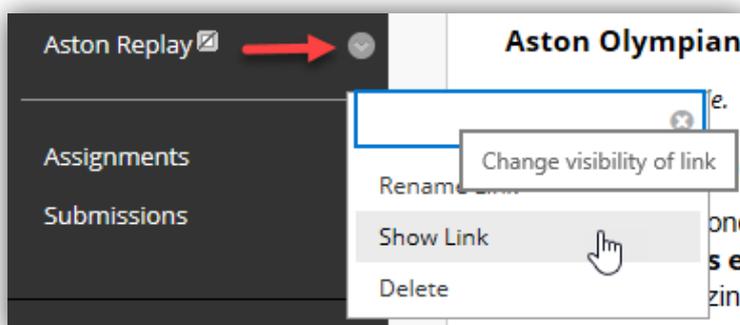
### Provision the Blackboard course to use Panopto (Aston Replay)

1. Log in to Blackboard and access the module.
2. Click the **Aston Replay** link in the Control Panel. If you cannot see it, make sure that **Edit Mode** is ON.
3. If you see **nothing to watch here** or a list of recordings, the course is already provisioned and you can move to the next stage.
4. If you see a **Configure** button, click it, then click **Add Course to Panopto** and **OK**.
5. The next screen allows you to **Select Panopto Folders** – this is used to make recordings from your other modules available to the students on this module. Just click **Submit**.

*Note that if you do select folders from other modules, the Aston Replay screen changes from NEW STYLE to OLD STYLE as shown on the next page.*

*It is a known 'feature'; see <http://replay.tlc.aston.ac.uk/issue/basic-folder-view/>*

6. OPTIONAL: If students need to see the recordings, you will also need to make the Aston Replay link visible to students; by default it is hidden. Click the grey arrow to its right and select **Show Link**:



Create a sub-folder and configure it to restrict access to the recordings:

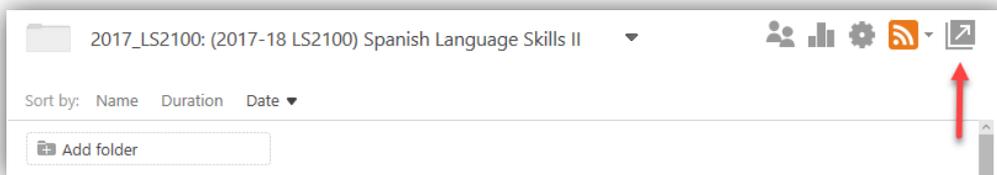
1. Log in to Blackboard and access the module.
2. Click the **Aston Replay** link in the Control Panel.
3. Your Aston Replay screen will be NEW STYLE unless you have given this module access to recordings from other modules, in which case it will be OLD STYLE:
4. If your screen looks like this (OLD STYLE) click **Panopto Folder Settings**.



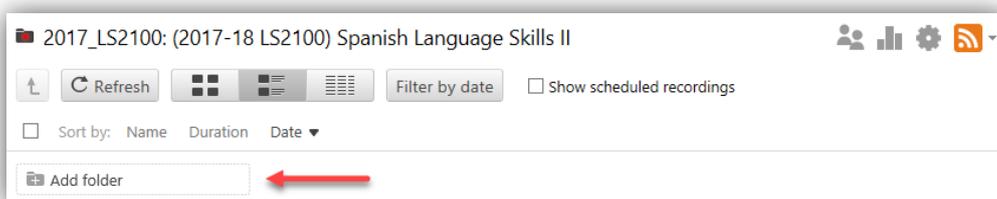
This is a handy shortcut to open the course's Panopto folder in a new browser window. Click the X (top right) to close the Settings control panel and go to step 6.



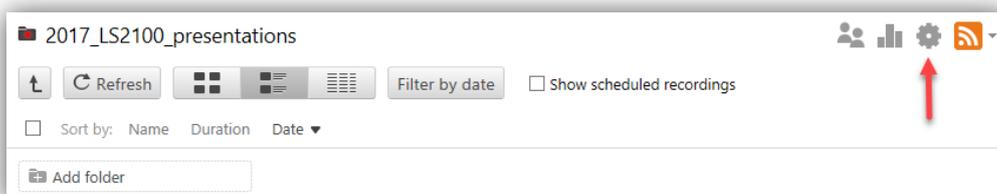
5. If your screen looks like this (NEW STYLE) click the **Open in Panopto** button and go to step 6.



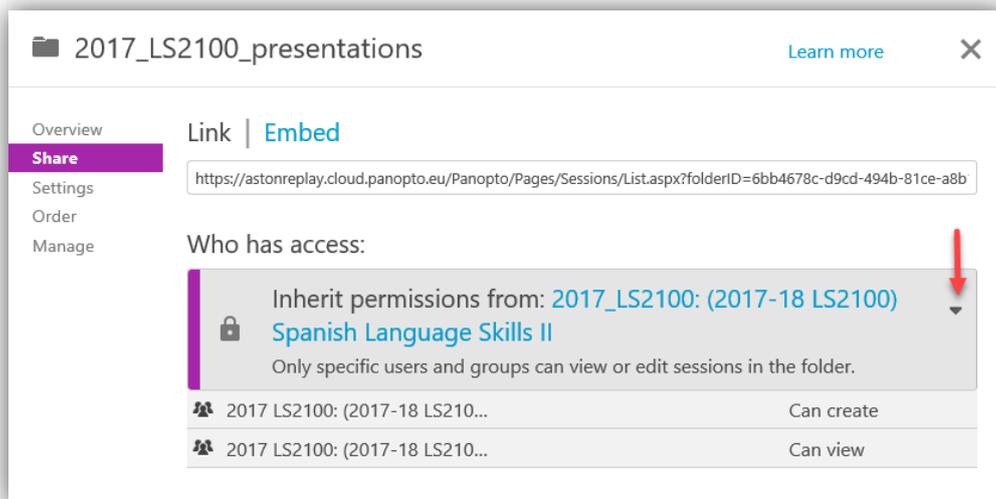
6. Click the **Add folder** button and give it a name that includes the **year, module code and content** e.g. *2017\_LS3100\_presentations*. This makes it easy to choose the correct folder when recording the presentations and minimises the risk of error.



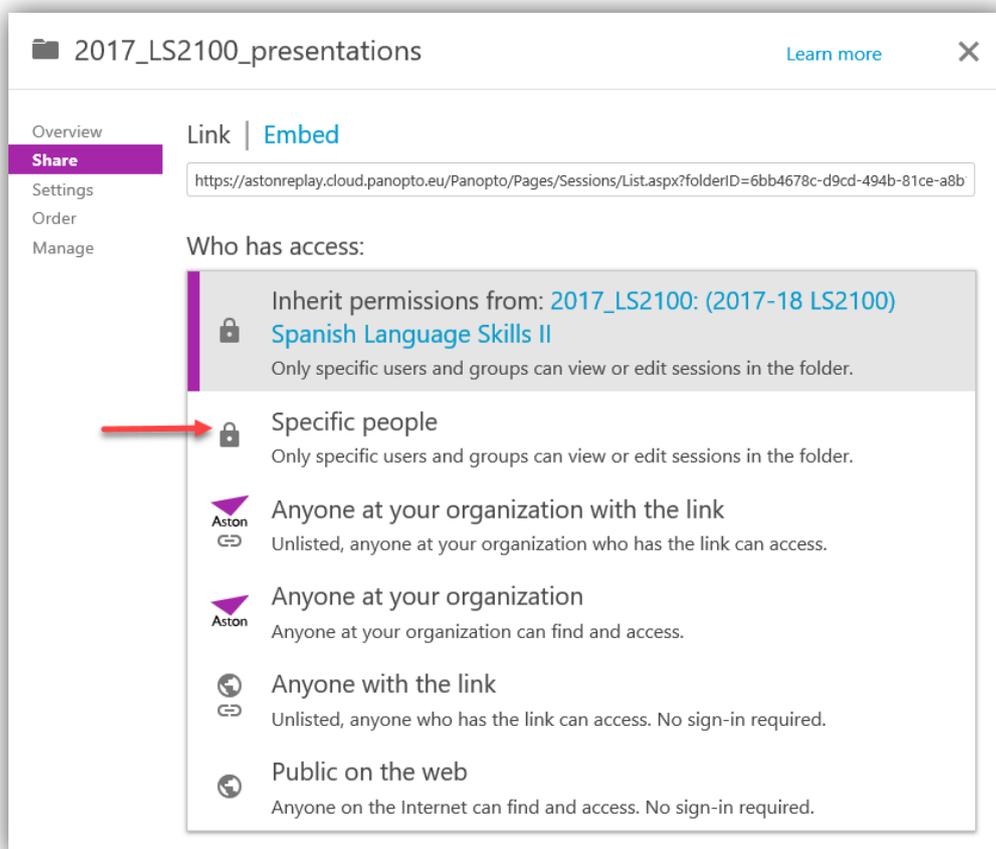
7. Click that new folder to open it and then click its **Folder Settings** button.



8. The **Folder Settings** panel is displayed and select **Share** to control who can see the recordings stored in this folder. Click the little arrow (below) to see more sharing options.

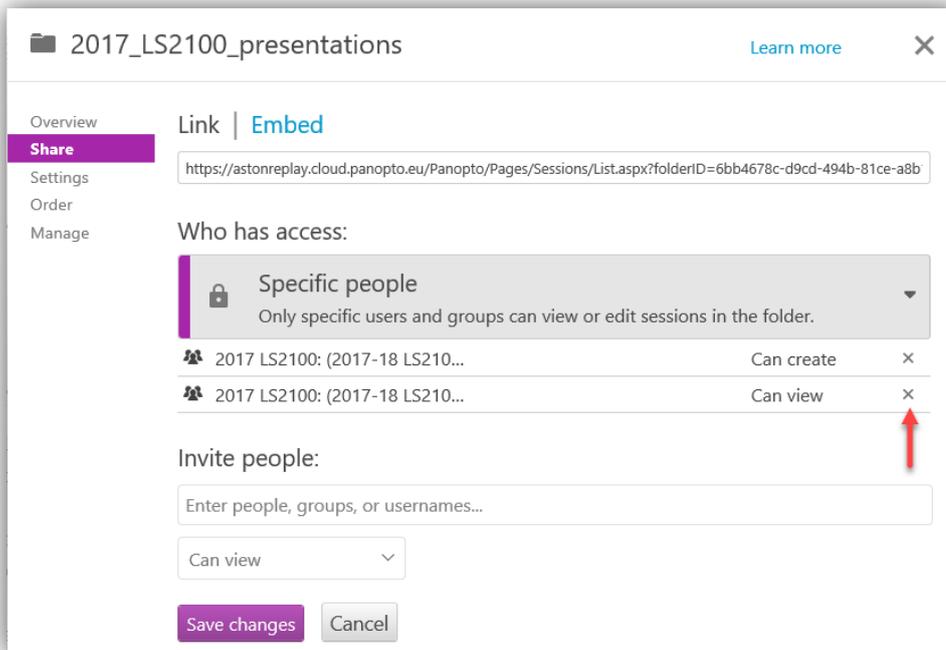


9. Select the option **Specific people**.



10. Clicking the X next to 'Can view' (as shown below) and then **Save changes** will prevent the students seeing any recordings stored in this folder.

**DO NOT** click the X next to 'Can create' or no-one will be able to access the recordings!

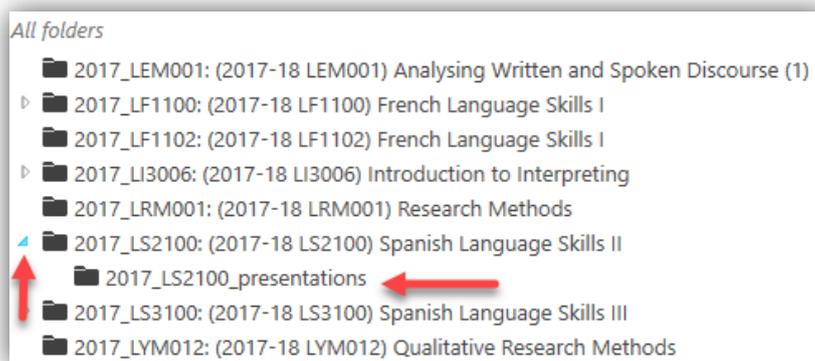


11. You can also give access to specific people by typing their details in the **Invite people** box and then **Save changes**. For Aston staff, type their usernames but you can also type email addresses for colleagues elsewhere. External examiners have Aston accounts and will already have access to the course, so do not usually need to be invited using this method.
12. Close the **Folder Settings** panel by clicking the X (top right).
13. Go back to the Blackboard module and click the Aston Replay link.
14. Scroll down and click the **Configure** button.
15. Add the new sub-folder to the list of folders and click Submit. Note that this will make the Aston Replay display switch to the OLD STYLE.
16. You have now finished the preparatory stage and are ready to start recording student presentations.

## Recording student presentations

Ideally, you will run Panopto (Aston Replay) on the PC that the students use to show their presentation, so that Panopto can record the screen (slides) as well as the webcam audio/video.

- You should check that Panopto is installed on the PC in the room in advance. We recommend that you also take that opportunity to test the camera set-up.
  - The person responsible for recording the presentations using the process below **must be an instructor on the Blackboard module** to be able to record them using Panopto.
  - Copy all of the student presentations to the PC before you start. **They should not be run from USB drives or cloud storage (e.g. DropBox).**
1. **Position the webcam on its tripod** about 2-3m away from the students.
  2. **Connect the webcam to the PC** using the USB extension cable.  
**Take care not to create a trip hazard and use gaffer tape to secure the USB cable if needed.**
  3. Log in to the PC, **open Panopto from the Windows menu** and log in via Blackboard.
  4. The following steps are repeated for each student presentation:
  5. **The students should open their presentation**, but not start presenting yet.
  6. **Choose the folder to record to** – unless all students are allowed to see the recordings, this **MUST BE** the sub-folder you created in advance. You will need to click the little arrow to the left of the module's name to see and then select the sub-folder e.g. *presentations* in the example below.



7. **Edit the recording's name** so that it includes the student name(s) or group name and date.  
*See the next page for a labelled screen-shot.*
8. **Check that the video and audio sources are the webcam** and that the quality is Standard.  
*You can choose the Sampson UB1 desk microphone for audio instead of the webcam.*
9. **Make sure the camera is positioned correctly** so that the students are all in-shot.  
*If not, you may need to reposition the camera.*
10. **Check that the sound level is good** by asking the students to say a few words.  
*Adjust the sound level if required.*
11. The **Secondary Sources** should be **Capture PowerPoint** and **Capture Main Screen**.
12. Select the option to **Start presenting when recording starts**.
13. When the students are ready, click the red **Record** button and their presentation will start automatically.
14. When they have finished, close their presentation, **stop recording** and click **Upload**.  
*Note that you have the option to **Delete and record again**, so if they make a mistake then it is easy to start again – but you will need to edit the recording's name again.*
15. You are now ready to open the next presentation and to set up the recording.  
Click the **Create New Recording** button at the top left of the Panopto screen.  
*Panopto will 'remember' the folder and other settings, so it should just be a matter of editing the recording's name and clicking Record.*

## Presentation recording checklist

- Open the students' presentation in PowerPoint

### In Panopto:

- Recording to the correct folder?
- Good descriptive name + date?
- All students in view?
- Recording level OK?
- Start presenting when recording starts?
- Students ready to start?
- Click **Record**

When they have finished presenting:

- Close their presentation
- Stop recording and upload
- Create New Recording** for the next presentation

The screenshot shows the Panopto 'Create New Recording' interface. The top navigation bar includes 'Create New Recording', 'Manage Recordings', and 'Settings'. The user is logged in as 'blackboard/warrena' and can 'Sign out'. The 'Session Settings' section shows a 'Folder' of '2017\_LS2100\_presentations' (annotated as 'correct folder') and a 'Name' of 'Jean Renard, Sunil Chowdhury, Paul Ellis - 28 March 2018'. A 'Record' button is visible. The 'Primary Sources' section includes a video preview (annotated as 'all students in view'), a volume slider (annotated as 'drag to adjust volume'), and dropdown menus for 'Video' (HD Pro Webcam C920), 'Audio' (Microphone (HD Pro Webcam C9)), and 'Quality' (Standard). A checkbox for 'Start presenting when recording starts' is checked (annotated as 'tick this option'). The 'Secondary Sources' section has checkboxes for 'Capture PowerPoint', 'Capture Main Screen', and 'Capture Second Screen', all of which are checked. A 'PowerPoint is open but is not currently presenting' message is displayed. At the bottom, there are settings for 'Resolution' (1920 x 1080), 'fps' (4), and 'kbps' (340), with an 'Apply' button.

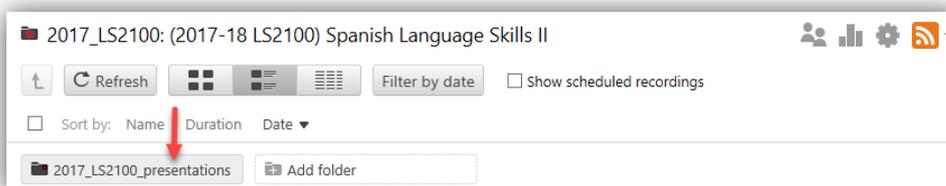
## After the recording

There are several advantages to using Panopto (Aston Replay):

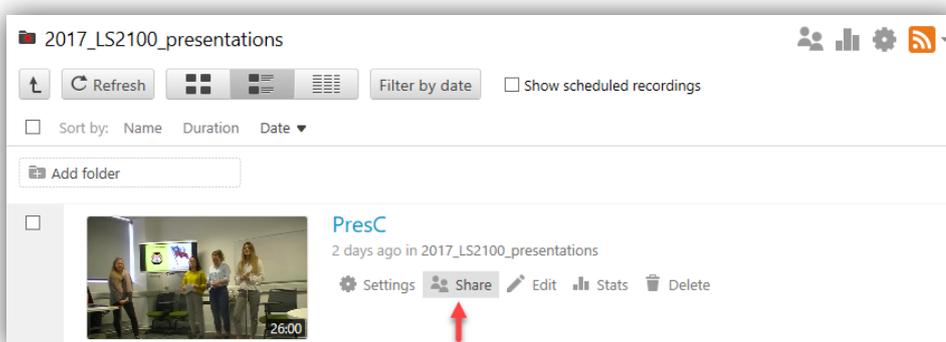
### Making recordings available to specific students

You can give individual students or groups access to their own presentations:

1. If your Panopto (Aston Replay) display is OLD STYLE, follow steps 1 to 5 on page 2 of this guide. If it is NEW STYLE then all you need to do is access the module and select the **Aston Replay** link.
2. Click the **sub-folder** button to view the recordings it contains.



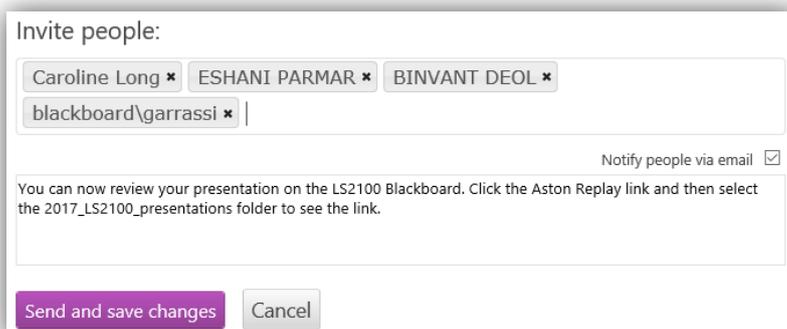
3. Move your mouse over the presentation you want to make available and click the **Share** button.



4. Type the first student's surname in the **Invite people** box and wait a couple of seconds for the list of matching users to appear. Select the correct name (blackboard\username) and then type the next student's surname and repeat.



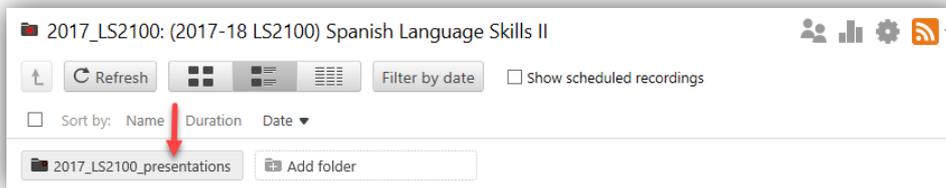
5. When all the students have been invited, you can add an optional email message and click **Send and save changes**.



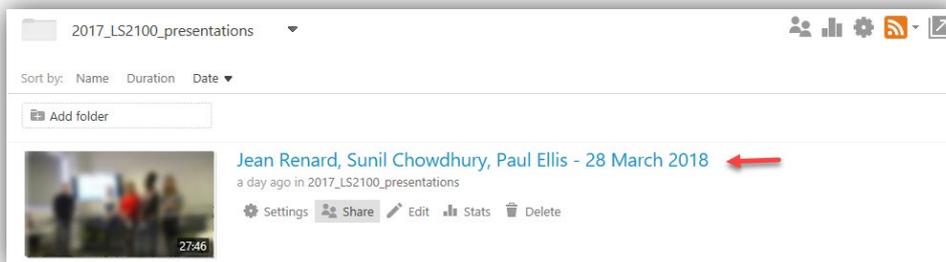
## Adding feedback notes to recordings

You can type notes on the recordings that are linked to specific times, and if viewers click on a note the recording jumps to and starts playing from that point.

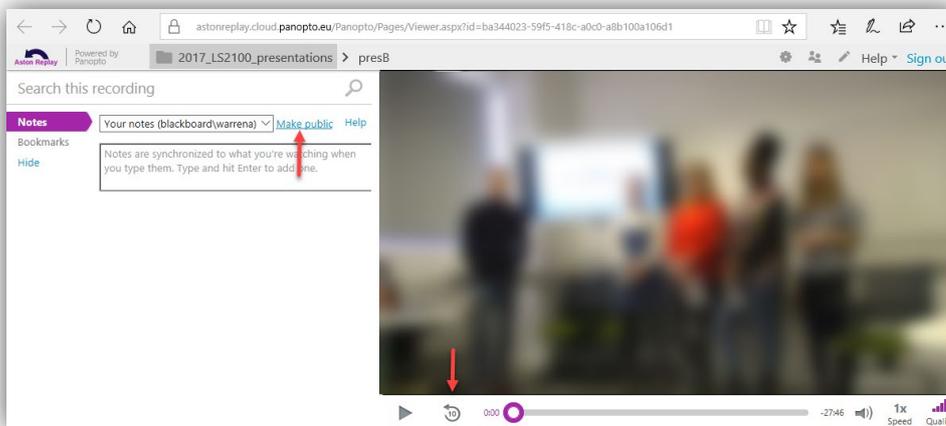
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2. Click the **sub-folder** button to view the recordings it contains.



3. Click a presentation's **title** to view it.



4. Click the **Notes** link to open the Notes panel and then click the **Make public** link so that the students (or external examiner) will be able to see your notes.



5. Play the recording, click in the **Add a note** box and start typing when you want to add a comment. The note is synchronised with the first character you type, and if viewers click that note later the video will jump to precisely that point. Note the **rewind 10 seconds** button just to the right of the play button; that starts playback 10s earlier, so you can easily read the comment 'in context'.
6. You can add as many notes as you want.
7. Mouse over a note if you want to edit or delete it.

If students can view their presentations, you could ask them review and reflect on their performance, and add public notes as comment or questions. Then you (their tutor) could use those notes to quickly review the highlighted parts of the video and add your own public notes to close that feedback loop.