**University of Hertfordshire UH**

# Panopto: A guide to manual recordings

## Introduction

This guide walks you through the steps of creating a Panopto recording directly in your StudyNet module using your PC or laptop. This assumes you have installed the Panopto Recorder, if not you can also watch a short video demonstration of how to do this here: https://vimeo.com/292343392
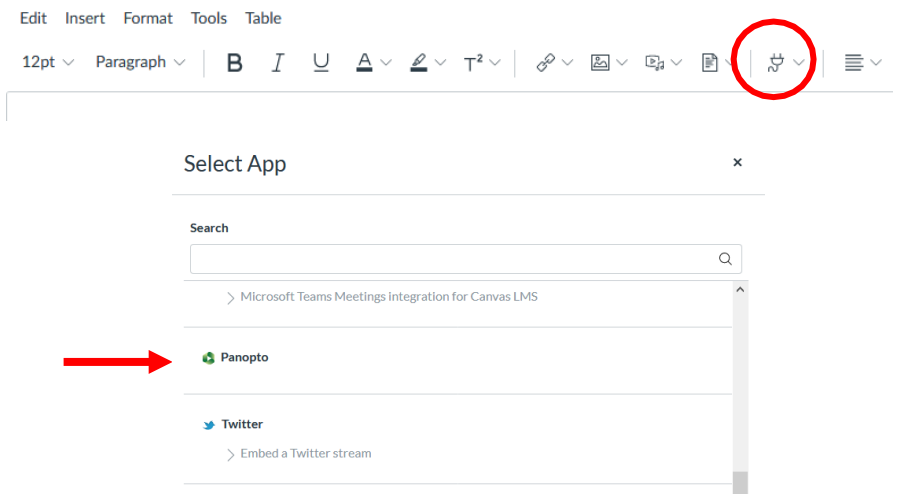
**Step 1**

In your StudyNet module, create a new page, or edit an existing page where you would like the recording to appear.
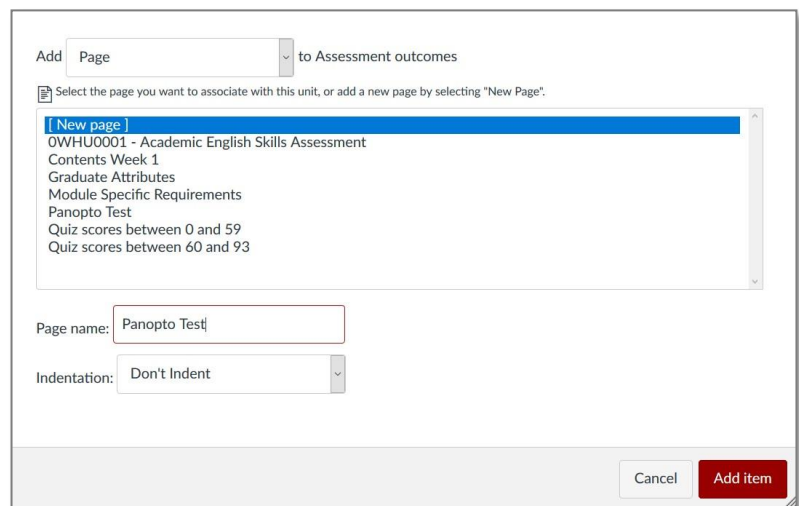


**Step 2**

In the rich text editor, click on the 'Apps' menu icon, this is the one that has plug icon the click 'View all'. A list of available will open in a dialog box, from here you should select 'Panopto'.

**Step 3**

The Panopto page will then load in yourStudyNet window with three tabs displayed as follows: 'Choose', 'Upload'and 'Record'. Click the '**Record**' tab.

| Choose | Upload | Record |
|---|---|---|

My Folder

| Choose | Upload | Record |
|---|---|---|

Enter a name
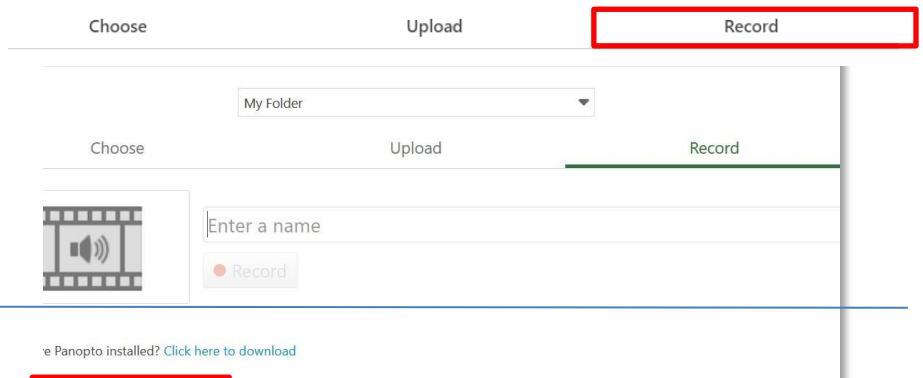
● Record

**Step 4**

Give a meaningful name to your recording, one that reflects the subject matter.

e Panopto installed? Click here to download
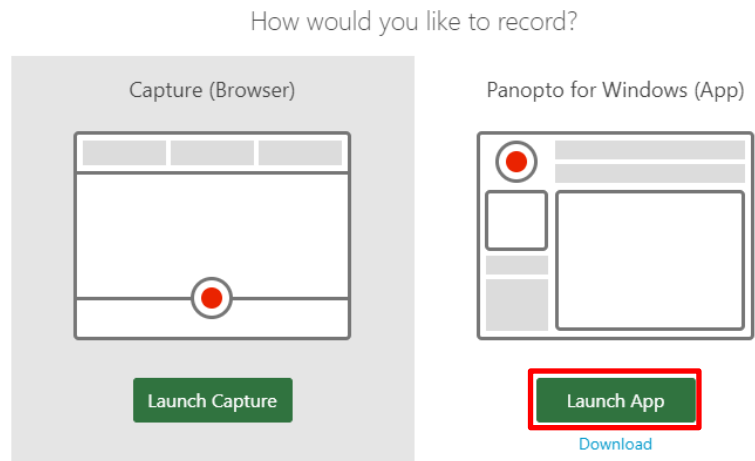
Name your recording

Panopto Manual Recording Test - 14022023

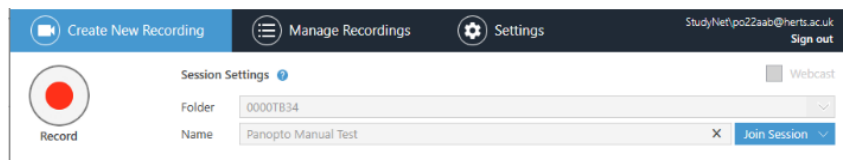Choose a folder or start typing to search

**Step 5**

Click the '**Launch App**' option to open the Panopto.
*Note: If using your own PC, you will need to have installed the Recorder in advance or select the '**Download**' link to install it. You may also be prompted to confirm that you wish to launch the application.*

How would you like to record?

Capture (Browser)

Panopto for Windows (App)

Launch Capture

Launch App

Download

**Step 6**

The recording will be saved to the module folder by default because the recorder is launched from StudyNet.
Note: *You need to be a full tutor to record videos in the module's folder.*

Create New Recording | Manage Recordings | Settings
StudyNet\po22aab@herts.ac.uk
Sign out

Record

Session Settings

Webcast

Folder | 0000TB34

Name | Panopto Manual Test | ✕ | Join Session

**Step 7**

Review your primary audio and video source. To capture your webcam and microphone.

Note: *You can review the sound levels on the indication bar when speaking. Aim for your voice to reach the top of the green portion. You the sensitivity of the microphone by dragging the slider left or right to increase or decrease the sensitivity of the microphone.*
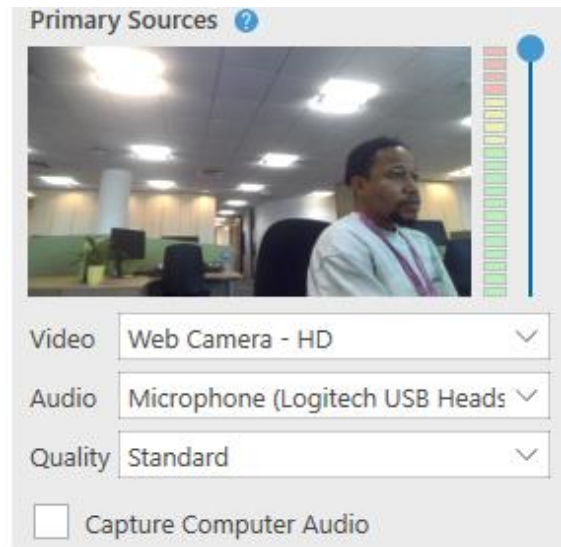
**Step 8**

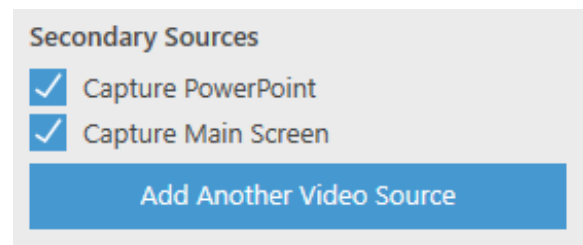The quality option should be set to 'Standard'.

If you want to capture the computer's Audio, select 'Capture Computer Audio'
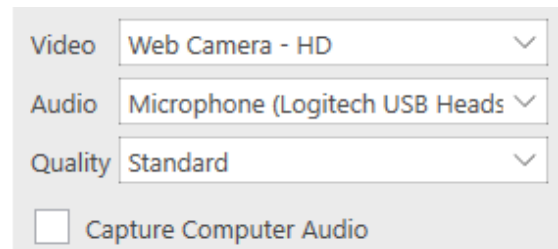
**Step 9**

Review your selected secondary sources.

If presenting with PowerPoint, select the 'Capture PowerPoint' or the 'Capture Slides' checkbox.

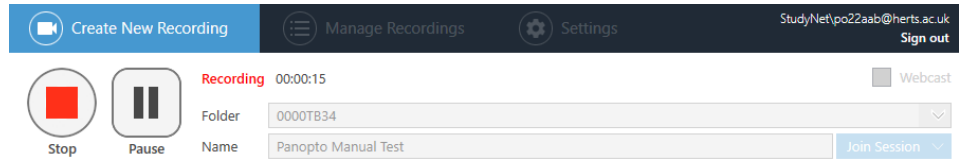If you want to capture your desktop,ensure 'Capture Screen' or 'CaptureMain Screen' is selected.

**Step 10**

When ready to start your recording. Click on the red button labelled '**Record**'.

You can pause/resume the recording at any time by pressing F9.

You can also stop the recording by pressing F10.



**Step 11**

When finished recording, you will be presented with the option to '**Delete and record again**' or '**Done**'.

If you select '**Done**', the Panopto Recorder will display the status of your upload in the 'Manage Recordings' tab. Once complete you may close the recorder.
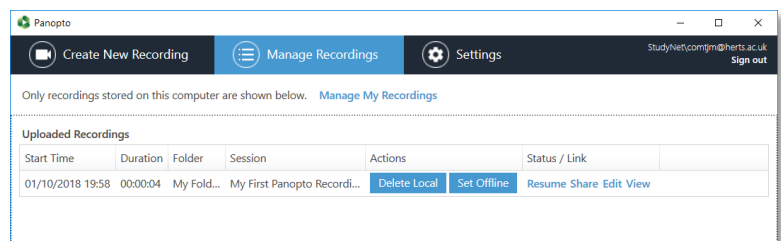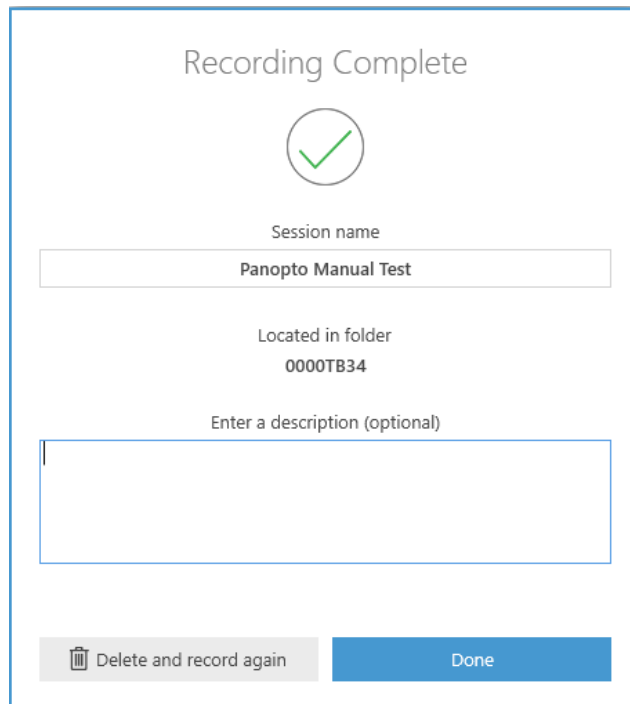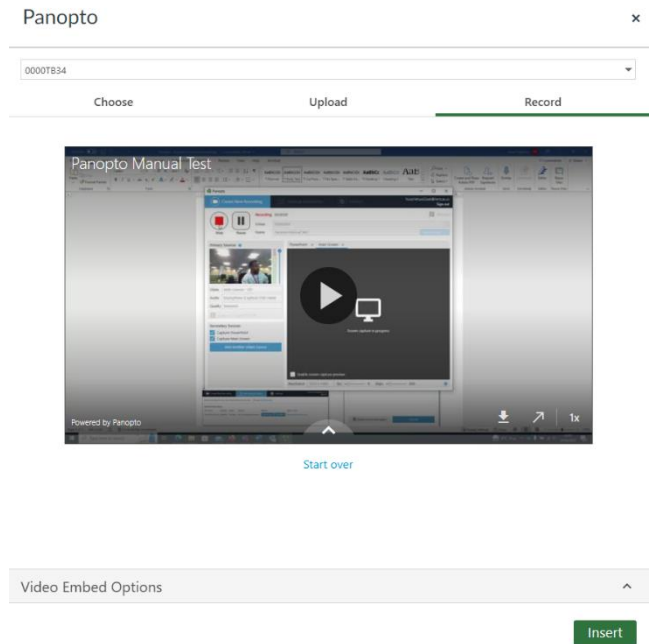
**Step 12**

In StudyNet, a preview of your uploaded recording is displayed under the 'Record' tab.

Click the 'Insert' button on the bottom-right of the window to add this to your module's GLJ.

Finally click 'Save' in StudyNet to save the edits to the page.



## Support and Guidance

- For more information about Panopto at UH including, instructional guides and video resources please visit http://www.studynet.herts.ac.uk/go/recording or https://www.studynet.herts.ac.uk/crb/co/website253.nsf/Homepage?ReadForm

- For help, please contact the helpdesk by emailing helpdesk@herts.ac.uk or call 4678.

*Note: The guidance given in this document may be updated from time to time to reflect changes in the Panopto application and the integration with UH systems.*