

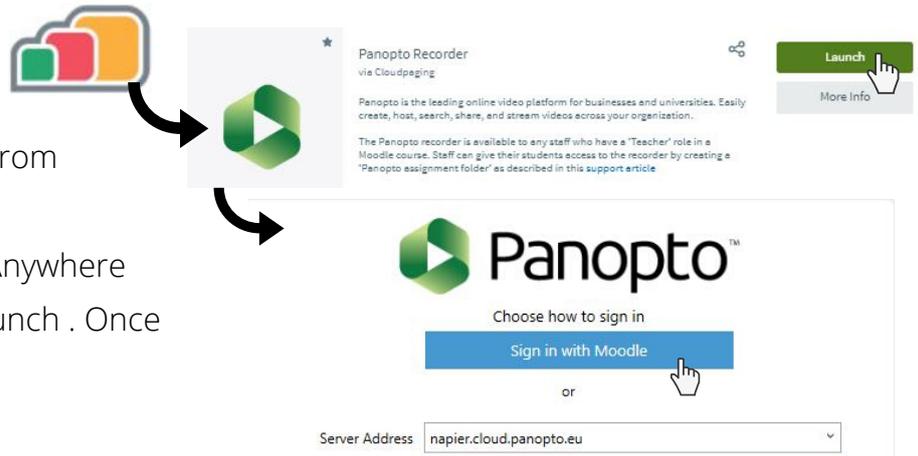
Recording your Presentation using Panopto

This quick start guide goes through the process of recording your presentation using the software Panopto. This software allows you to record audio, video, and desktop applications such as PowerPoint, simultaneously.

Recording will be held on napier.cloud.panopto.eu/ within your Module Assignment folder. Unless stated otherwise, your recording will be private to yourself and your Module teaching team.

Accessing Panopto

The Panopto Recorder can be accessed from AppsAnywhere (<https://apps.napier.ac.uk/>). In the AppsAnywhere browser search for Panopto and click Launch. Once Launched click on 'Sign in with Moodle'



Recording with Panopto

1: Recording Details

Ensure you are recording into the correct Module folder

Enter an identifiable name for your Recording

2: Secondary Sources

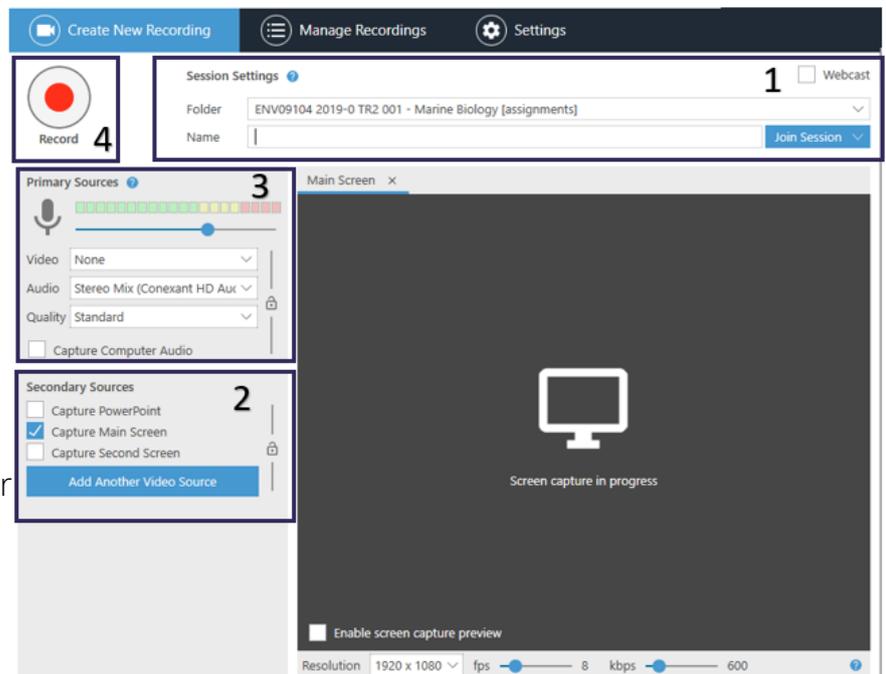
If needed, Select any addition inputs for your Recording. This includes capturing your PowerPoint or Screen.

3: Check Audio/Camera connect

Select your Audio input from the drop-down menu. Check that the sound indicator bars are reaching the green level, use blue slider to adjust. **Audio capture is required for recording.**

If you would like to capture video, select a camera input from the Video drop-down menu (Optional).

4: When ready click record button to start



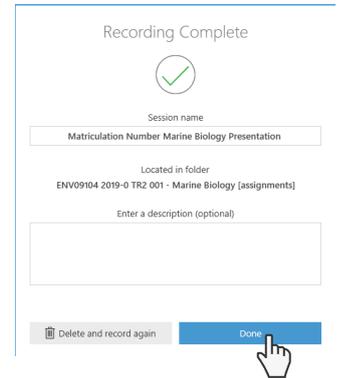
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After Recording

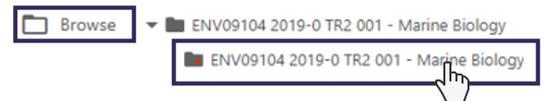
Deliver your presentation. when your presentation is completed click the Stop (F10) button to end Recording.

The Recording Complete message will appear, to Save and upload the recording to the Panopto server click Done. The recording upload may take a few minutes to complete.



Editing Your Recording

Recording will be uploaded to napier.cloud.panopto.eu/. To access the Module Assignment folder; select Browse from the left hand side menu and click onto the arrow next to your module title, select the Module assessment folder.



Hover mouse over video and select Edit



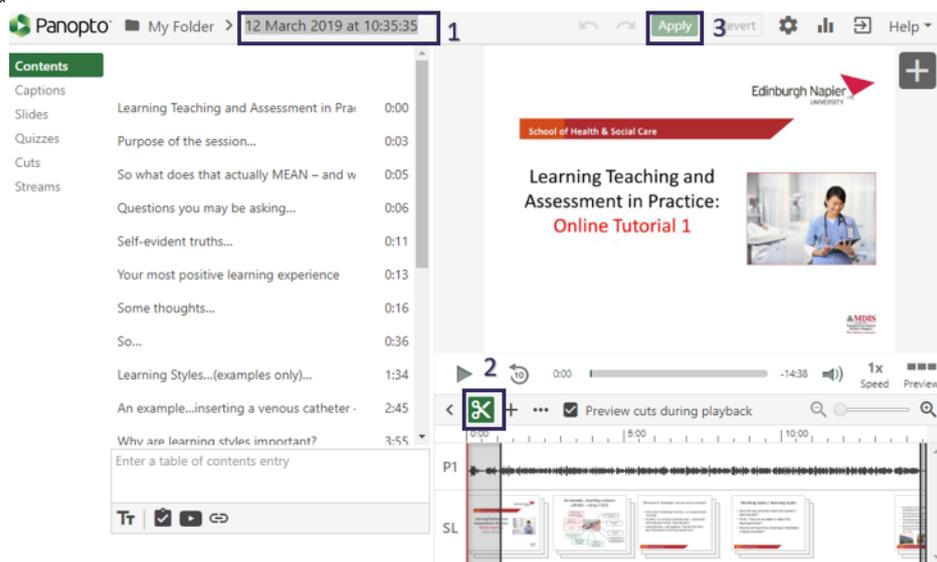
1: Change the Video Title

The title of your video can be updated by clicking on the title bar and updating the text. Click Enter when you're finished

2: Trim the Video

Play video to where removal will start, select the cut tool, click and drag the gray line to trim out the section of the video. Edits can be made to beginning, end and middle of recording.

Removed section will be grayed over and will not appear in the video when it is published.



3: Save Changes by clicking Apply button

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Sharing Video

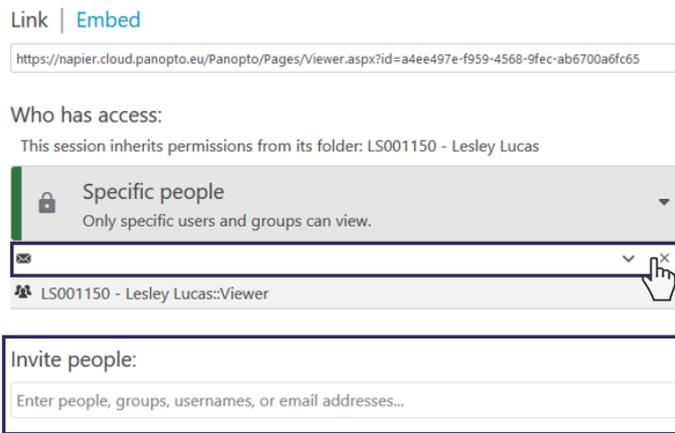
To Share Video link hover mouse over video and select Share.



To share your video with a specific person under invite people, enter the person email address then click enter.

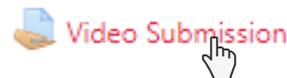
This will send an email to the person with a unique access link to the video.

Access can be revoked by clicking on the 'x' next to the email address



Submitting Your Assignment

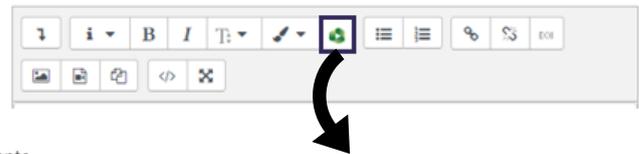
On your Module Page you will find an Assignment Dropbox



Open the Assignment and click Add a Submission

Click on the Panopto icon in the Online text Tool bar

Online text



Select your recording by ticking the box next to your recording

Click on Insert

- ★ If you have used other software to Record you can upload your recording to Panopto by selecting the Upload tab and adding your file. Then click on Insert to add to assignment.

