Provision of screencasts with Panopto™

Quick guide
Important notes on this manual

- **Attention:** Before you can download the Panopto Recorder, you **have to** link an e-learning course to Panopto (see slide 3 or Videotutorial 3).
  If you do not wish this, please contact us at elearning@uni-bayreuth.de. Your account will then be unlocked manually.

- This guide does not cover all aspects of the software and is intended to provide an overview only. Before you start using the software, you should watch the Videotutorials.
Preparation of the elearning course

- First, the Panopto block must be added to the respective course in elearning.
- To do this, log in to elearning as usual and navigate to your course.
- In the course you activate the course editing and add the block „Panopto“.
- Click on „Provision Course“ to create a folder in Panopto.
- You can also see the procedure in the adjacent video.
- With this way, all elearning course participants automatically get access to the corresponding resources in Panopto.
Download and installation of the Panopto recorder:

- The video portal of the University of Bayreuth can be reached via the following link: mms.uni-bayreuth.de

- You can find information on downloading and installing the Panopto recorder in the following video
Configuration of the recorder:

- Before starting the educational video production, the recorder should be configured.
- Check at „Settings“ -> „Advanced Settings“; the option „record in MP4 format“ should be selected.
- This setting allows subsequent manual editing and uploading of the video data to external servers if required.
- The videos are stored in the folder specified at (5).
Using of the Panopto recorder:

- The Panopto user interface is divided into three groups

1. „Primary sources“ / „Primäre Quellen“
2. „Secondary sources“ / „Sekundäre Quellen“
3. „Session settings“ / „Sitzungseinstellungen“
1. Primary sources

1. **Volume control**: The recording volume can be adjusted with the slider → If possible stay below the yellow level range
2. **Video**: Selection of the primary video source, this is usually a webcam or video capture card connected to the computer
3. **Audio**: Selection of the audio source, this is usually a microphone which is permanently installed in the device or connected via USB/AUX
4. **Quality / Qualität**: Quality of the recording of the primary source → In general: Ultra
5. **„Record computer audio“ / „Computeraudio aufnehmen“**: If this option is active, the audio output of the device is saved with the recording – this can be used, for example, to record the sound of a video used as a secondary source
2. Secondary sources (Part 1)

- PowerPoint recording: Presentation view of an open PowerPoint presentation is recorded as secondary stream.
- Main screen: Main screen is recorded as a secondary stream.
- Record second screen: Second screen is recorded as a secondary stream.
- **Attention:** When recording screencasts you should take care not to open confidential or personal documents to avoid accidental publication!
- Usually, either a PowerPoint recording or a screen recording should be recorded for a screencast.
2. Secondary sources (part 2)

1. Select secondary sources preview
2. Secondary source quality settings: Ideally, you should use the native resolution of your device as the resolution/„Auflösung“. As fps (refresh rate) 24Hz should be sufficient for most cases. As Kbit/s (data rate) 2000 Kbit/s is sufficient
3. Panopto automatically detects whether PowerPoint is open and can automatically start an open presentation if desired.
3. Session settings

- In this section you can specify the folder (1) in which the screencast is to be saved and the name (2) of the screencast. The folder that was created at the beginning via the elearning was automatically saved in the subfolder of the current semester.
- If webcast (3) is checked, your recording is broadcast live and viewers can actively ask you questions.
- The button „record“ / „Aufzeichnen“ (4) starts the recording, which can then be stopped with „stop“ / „Beenden“ (5)
Upload Dialogue
(Opens after a finished recording)

Aufzeichnung vollständig

Sitzungsname
Mittwoch, 11. März 2020 am 15:30:38

Im Ordner
Mikro II 19: Mikroökonomik II - SS 2019

Beschreibung eingeben (optional)

By clicking „Done“ / „Fertig“ the upload process starts

The upload and processing progress can be viewed under „Manage records“ / „Aufzeichnungen verwalten“
When the upload and processing is finished, the video is automatically linked in the elearning course and is available to students.

Further information on the use of Panopto can be found in English under the following link: https://howtovideos.hosted.panopto.com/Panopto/Pages/Home.aspx

If you have further questions regarding the production of screencasts or the use of Panopto please do not hesitate to contact us elearning@uni-bayreuth.de

We are glad to help you!