This Quick Guide gives the eLearning team’s recommended settings for recording a video using Panopto in Blackboard. It is the second in a series of four quick guides covering the process of creating videos for a flipped classroom.

Guides on other aspects of the flipped classroom are available at www.tcd.ie/CAPSL/resources/

1. Launching Panopto

1. Click on the Videos link in the left-hand menu of your Blackboard module then Create ➔ Record a new session.
2. Click Open Panopto
3. Click Open URL: Panopto Protocol if prompted
4. The Panopto recorder will launch.

2. Configuring Panopto & Recording

1. Choose whether or not to record your webcam under the Video setting. In general it is much easier to edit the podcast if you do not record your webcam
2. Select your microphone from the list under Audio. Tap on the microphone to confirm you have the correct one selected – you should see the volume gauge moving up and down
3. Practice speaking into the microphone; adjust the volume as needed to ensure it is generally in the upper green area
4. The destination Blackboard module should be listed here; if not select it or relaunch Panopto via Blackboard if necessary
5. Give your session a name (you can always change it later)
6. Go to Settings if needed but usually the default settings should work correctly
7. Once you are ready click Record to begin

A note on recording: when you start recording, Panopto will capture everything that happens on screen – not just PowerPoint. In general it is best to start the recording, switch into PowerPoint & start the presentation. You can also use Panopto to show students websites, files or applications on your computer. Simply switch back and forth as needed and you can edit out the transitions later (see the next Quick Guide).

3. Mistakes

As you record you will inevitably make mistakes or want to reword a sentence. Rather than starting the recording again, simply leave a short pause, note the rough time it occurred & start the sentence again.

This will greatly speed up the recording process as when you edit the video (see next guide) you can look at the timeline, identify mistakes via these gaps in the audio & edit the mistakes as needed.

4. Uploading the Video

Once you have finished, switch back to the Panopto recorder & click the Stop Recording button in the top left. You can also pause a recording or use the shortcut keys F8 (stop recording) and F9 (pause recording).

Give the session a name & enter a description then click Upload. The upload speed will vary depending on your connection; often it will be quicker on a wired connection than on WiFi. You can click on Manage Recordings to view the upload progress.

5. The Next Step – Editing Your Video