

Using Panopto to Create Recorded Video Content

This document is designed for instructors who want to create and record video content for their classes using Panopto. This guide covers a series of frequently asked questions, with an emphasis on questions related to installing Panopto and using it to record and edit videos that can then be shared within Canvas. This guide is not exhaustive or intended to be a replacement for [Panopto support](#) or SLU ITS [Panopto resources](#). Since the interface differs based on operating system, be aware of the different instructions for Windows and Mac users below.

Getting Started

How do I access Panopto?

- Visit the tools page in [MySLU](#) or directly access SLU's [Panopto Portal](#) (note: SLU ID credentials are required).

How do I install Panopto on my computer?

- Click **Download Panopto** in the top-right corner.
- Install the software package on your device, and grant Panopto permission to record your screen, webcam, and microphone.
- Create a shortcut on your desktop (if desired).
- Log in with your SLU ID and password.
- Additional resources/support:
 - How to [download and install Panopto for Windows](#).
 - How to [download and install Panopto for Mac](#).

How do I enable Panopto in my Canvas course?

- Locate and make sure the Panopto Video link on your Course Navigation Menu is available (Note: if the link is unavailable, click **Settings > Navigation >** and then **drag/drop** the link in the available tools list at the top and click **Save** at the bottom).
- Click the **Panopto Video** link to sync Panopto with your Canvas course (this will create a course folder in Panopto).
- Encourage students at the beginning of the course to click the **Panopto Video** link to make sure Panopto is synced with their Canvas accounts (Note: students can see all Panopto videos uploaded to the Canvas course folder and they may need to click this link multiple times, especially if they regularly log in and out or use different browsers).
- Helpful tip:** Panopto videos appear to play best in a browser other than Internet Explorer or Safari. If students have difficulties accessing or viewing your videos, encourage them to switch browsers (e.g., Google Chrome).
- Watch this [video tutorial for more information on how to sync Panopto with your Canvas course](#).

Using Panopto

How do I record video content?

- Configure your recording options:
 - Select your Canvas course in the **Folder** dropdown;
 - Rename the video by using the text field in **Session** (e.g., *Cyber Security Lecture #4*);
 - In the **Primary Source** window, choose your **Primary Screen** video and audio (Note: if you select your webcam in video, your face will be imposed on the video; if you select “none,” only your voice is captured);
 - In the **Secondary Sources** window, set your **Secondary Screen** source (e.g., desktop, PowerPoint, web browser).
- Click the red **Record** button when you’re reading to start recording (Note: no countdown or timer is provided, so be prepared to start recording immediately or edit out the first few seconds of the video).
- Click **Pause** to temporarily halt recording and **Stop** when recording is complete;
- In the **Recording Complete** window, click **Done** and upload your video to the Canvas course folder (Note: longer video recordings may take several minutes to upload).
- Additional resources/support:
 - [Recording Panopto videos with Windows.](#)
 - [Recording Panopto videos with Mac.](#)
 - [How to view videos.](#)
 - [How to upload media files in a Panopto video.](#)
 - [How to record PowerPoint presentations in a Panopto video.](#)
 - [How to record screencasts.](#)

How do I edit my videos?

- Click the **Manage Recordings** tab to view recordings completed on your desktop or locate your course folder by searching in the text field at the top or using the **Browse** option on the left-hand menu when viewing Panopto in a web browser.
- Click on **Edit**:
 - Cut/delete/add segments by clicking on the **Scissor** icon;
 - Add additional slides, YouTube videos, web links, or quizzes by clicking on the **+** icon;
 - Automatically generate captions for your content by clicking on **Import Automatic Captions** (Note: automatic captioning may not be available when you first upload a video due to a lag in processing/automatic voice recognition); and
 - Adjust the quality, usability features, and availability of your video content by clicking on the **Settings** option.
- Additional resources/support:
 - [Detailed instructions for editing videos.](#)
 - [Video tutorial on how to trim a video in the Panopto editor.](#)
 - [How to add quizzes to a video.](#)
 - [How to embed YouTube clips.](#)
 - [How to embed an external link](#) or webpage.
 - [How to upload a PDF file into a video.](#)
 - [How to add automatic captions to a video in Panopto.](#)

How do I share my videos in Canvas?

- Click the **Share** option.

- ❑ Options for sharing videos in Canvas. Go to your course on the Canvas dashboard, and:
 - Copy and paste the embedded HTML code on a Canvas page; **Edit > Insert > Embed**);
 - Create an external link in a module by copying the URL; (in a module) **+ > External Link > Paste video URL**.
 - Direct students to the **Panopto video** link on the left-hand Course Navigation Menu.
- ❑ Additional resources/support:
 - ❑ [Detailed instructions for how to share Panopto videos.](#)
 - ❑ [Detailed instructions on copying and moving video content.](#)

For faculty or student technical support related to Panopto, please call the 24/7 ITS Help Desk at 314-977-4000 or email Panopto Support to open a ticket. For pedagogical support, contact the Reinert Center or schedule a teaching consultation with Reinert Center staff.