Delivering lectures asynchronously

Using Panopto to pre-record lectures
1. Open Canvas in web browser

- Go to [elms.umd.edu](http://elms.umd.edu) in your web browser
- Log in using your University ID, password, and complete the Duo multi-factor authentication
2. Navigate to the Canvas course for which you wish to record a lecture

- Select courses from the left-hand navigation menu, and select the Course for which you wish to record a lecture.
3. Open the **Panopto Recordings** section of the Canvas course

- Select **Panopto Recordings** from the left-hand side menu
Installing the Panopto Software
4. If needed, download and install Panopto software

- If this is your first time using Panopto, you will need to download and install the software
- To download, click on “Create” and select “Record a new session”
- If you already have Panopto software installed on your computer, clicking “Record a new session” will open the software on your computer – Jump ahead to Step 7
5. Download the software

- Select “Download Panopto” and follow the prompts to install it on your computer
6. When installation is complete, open Panopto

- Once the installation has completed, open the Panopto software on your computer
Signing into the UMD Panopto Server
7. Sign in to the UMD Panopto server

- Click on “Sign In” from the window that opens when you launch Panopto
8. Sign in to the UMD Panopto server

- Ensure you are signing into the umd.hosted.panopto.com server
- Sign in with your University ID, password, and complete the Duo multi-factor authentication
Recording a session
9. Initiate a new recording

- Click “Create New Recording”
10. Specify a recording location and session name

- Select a folder to which the recording should be uploaded to
  - These folders match the Canvas course spaces for which you are an instructor
  - You should choose the folder that matches the course for which you are recording
- Specify a name for the session
11. Choose the audio and video sources to be recorded

- Panopto can record from two sources at once – a Primary and a Secondary Source

1. Under Primary Source, select your computer’s webcam and microphone – if you wish to record audio only, select “None” from the Video dropdown menu.

2. If you will be presenting a Powerpoint or Keynote presentation, ensure these are selected.

3. Under Secondary Source, select “In Built Display” if using a laptop or the name of your display if using an external monitor.
12. Start the recording

- When you are ready to commence the recording, click the “Record” button.
13. Deliver your content

- Once you click “Record”, Panopto will begin capturing your audio, webcam (if selected), and anything displayed on your screen.
- You can now begin delivering your content – whether it is starting a slideshow presentation, navigating through a document, or browsing a website.
14. Finish your recording

- When you are finished delivering your content, click “Stop”
- In the “Recording Complete” box that is displayed, confirm the name you wish to give your session, and enter any description (if desired)
- If you would like to start the recording again, click “Delete and record again”
- If you are happy with your recording, click “Upload”
Managing your recorded session
15. Upload your recording

- Once you click “Upload”, your recording will begin uploading to the Canvas course folder you have selected.
- The progress of the upload will be displayed – you do not need to stay on this window while it uploads, but you must not shut down your computer.
16. Manage your recording in the Panopto web platform

- To access additional features and settings related to your recording (including closed-captions), click on “Manage Online”
- This will open the Panopto web platform in your web browser
17. Open the settings for your recorded session

- In the Panopto web platform, click on “Settings” for your recorded session
18. Add closed-captions to your recording

- In the Settings box, select “Captions” from the left-hand menu
- Click “Order” under Request Captions – keep the default settings
- This will request the automated caption system to add captions to your recording
- You do not have to keep the Settings box open while the captions are completed – you can close out of the box
Viewing your recorded session
19. Viewing as an instructor

- At elms.umd.edu, open the Canvas course for which you recorded the session
- Select Panopto Recordings from the menu on the left-hand side
- All the session recordings that you have created and uploaded for this course will be displayed
- Click on the session title, and it will open in a new web browser window for viewing
20. Viewing as a student

- Navigate to elms.umd.edu and open the Canvas course for which you recorded the session
- Select Panopto Recordings from the menu on the left-hand side
- All the session recordings that you have created and uploaded for this course will be displayed for the student to view
- Click on the session title, and it will open in a new web browser window for viewing