

How Do I Manage My Panopto Recordings?

Background

[Panopto](#) is the lecture capture service that is used in JHSPH classrooms and is also available for our faculty to install and use on their own computers. The software is recommended for faculty's self-recorded lecture videos that can be shared with students.

JHSPH Multimedia provides:

- [Hardware \(headsets, etc.\) recommendations and purchase requests](#)
- [Instructions for Recording with Panopto](#)
- [Instructions for Setting up Panopto in CoursePlus](#)
- [Ongoing Panopto Training](#)
- [Video Tutorial](#)

Beyond those resources, here are some best practices for using Panopto beyond the traditional classroom lecture capture.

Create a Panopto Folder

- Refer to Panopto's documentation: [Creating Folders in "My Folder"](#).
- Make a stand-alone folder under "My Folder" that is not limited by a single course offering's enrollment nor duration. Name the folder according to a course number or its topic.
- Select this folder, under Session Settings, when recording a new, stand-alone lecture not attached to an active class session.

Record and Edit

- Record an active class session from a classroom computer according to Multimedia's default instructions.
- **For other recordings, change the Session Settings in the Panopto app before you start your recording.**
 - Refer to Panopto's documentation: [Recording Folder and Session Name](#).
 - **Change the save location to the stand-alone Panopto folder**, which you should have already created (under "My Folder").
 - **Change the session name from the default to the topic or lecture title.**
- **Divide and record your lecture in segments that are no longer than 10 to 20 minutes.** This is for both pedagogical and practical reasons.
 - The average student's attention span for an online educational video has a "sweet spot" that is around eight minutes, but with post-secondary learning, we take some liberty in expanding

that. The divided, or chunked, lecture addresses the universal design for learning (UDL) framework addressing the executive functions for all students.

- It is easier to re-record a video segment than to edit a longer one. In addition, Panopto's [editing capabilities](#) are very limited and not recommended.

Rename a Video (Session)

If you are recording a lecture outside of an active class session or making a copy of a video, you can always change the video's name *after the recording is completed*. By default, Panopto saves each recording (called a "session" in Panopto documentation), with a name that simply identifies the date and time it was created.

- Refer to Panopto's documentation: [How to Change Session and Folder Names](#).
- If your video is one *part* of a complete lecture, identify both the topic and something that identifies it is one of many segments; for example, "COVID-19, part 3 of 5".

Turn on Automatic Captioning

Closed captions are important for accessibility. After a recording is processed, Panopto allows ASR (automatic speech recognition) generated captions to be included and edited. Captions can also be uploaded to a video.

- Refer to Panopto's documentation: [How to Add Captions into a Video](#).

Copy, Move, Share

By default, Panopto folders set up from CoursePlus are accessible to a course's enrolled students and only in the term the course is running. To share a recording with students not affiliated with the course folder where the video has been saved, or after a course's conclusion, it is recommended that you copy, move, and share the video—keeping the original recording intact. Optionally, to save or move videos that may be shared beyond a single term, create a folder within Panopto that is not affiliated with any course.

- **Create a "generic" folder (if necessary)**
 - Refer to Panopto's documentation: [Creating Folders in "My Folder"](#).
 - Make a folder that is not limited by a single course's enrollment nor duration.
- **Copy and move**
 - Refer to Panopto's documentation: [How to Copy and Move Sessions](#).
 - Copy the video and rename as necessary.
 - Do not move the original recording. Only move a copy of the video.
 - When moving the copied video, select the folder for the current course (set up from CoursePlus) or navigate to the generic folder you've already created.



- **Share the copied video or its folder**

- Refer to Panopto’s documentation: [How to Share a Video with Multiple Users](#).
- Refer to Panopto’s documentation: [How to Share a Folder](#).
- Share a copied video (or group of videos) when you want to provide access to only one or more individual lecture segments.
- Share a folder (instead of individual videos) when you want to share all its contents. When you provide a link and access to a folder inside Panopto, all its stored videos and any subfolders inherit the same sharing permissions.
- **Select “Anyone with the link” for “Who has access”** when you share a video or folder so the resource is not public but also does not require signing into Panopto.
- **Copy the share link from the Panopto Share window and paste it as a weblink in your CoursePlus Online Library (OL)**. The OL is not publicly accessible but the library item can still be linked to your Class Sessions, Schedule Builder, or Page Builder page.