Panopto Presentation as a Recorded Lecture

An Abbreviated Guide

Panopto as an option for a recorded lecture is appropriate if all the following statements are true:

- You are already comfortable working with Panopto. (JHSPH Help documents & video tutorial are available from JHSPH Multimedia. Generic Basic Recording instructions are available directly from Panopto.)
- You have produced quality lecture captures in your on-campus course or have a USB headset and can produce quality audio recordings.
- You can't meet CTL studio recording deadlines or you prefer to create your own recorded lectures.

Preparation

Before creating your lecture's Panopto recordings, please take the following steps:

- If you are using your personal computer, verify that you have the most recent version of Panopto installed from the Hopkins-hosted Panopto site. *(View Mac and Windows instructions for upgrading.)*
- Be familiar with the Lecture Delivery Best Practices Checklist.
- Be familiar with CTL's Recording Tips for Independent Recording.
- Create a good, clean sample audio recording on the device where you will be recording your lecture. *RECOMMENDATIONS: Use a USB headset. Be in a quiet room, free of background noise. Listen to the intro of an NPR podcast and then listen to your sample recording. If you need to change the volume between listening to them both, then you need to go back and adjust your microphone settings!*
- PLAN your lecture
  - Have all media for the lecture gathered & easily accessible in a single folder on your computer.
  - Decide what programs you will be using. Panopto allows you to record your entire desktop, including capturing any annotations in programs that allow this option. **CLOSE ALL PROGRAMS THAT YOU WILL NOT BE USING** -- especially anything that gives you a pop-up notification
  - Consider composing a script or outline of your main talking points.

Recording

When you are ready, go ahead and **create your Panopto recordings**. Video tutorials and help files are available both on Multimedia's internal SharePoint page (for classroom recordings) and on Panopto's support site.

If you are making a *classroom recording*, you will most likely be making a single recording of your entire lecture. CTL highly recommends that you:

- Speak clearly and stay in proximity of the classroom microphone.
- Repeat aloud any student questions (or pass a handheld microphone) so they are preserved in the recording.

If you are making a recording at your *personal computer*, CTL highly recommends that you:

- Create a separate recording for each (10 to 20 min) segment of the lecture.
- Test and adjust your microphone settings each time you sit down to record.
- Only use a webcam as a primary or secondary source if it adds value to the lecture.
- If you make a major blunder, pause for several seconds before starting that piece again. You will be able to see the "silence" in the audio piece of the timeline when you are editing the recording.

After uploading your recording(s) to the Panopto server:

For more information, see the CTL Teaching Toolkit's website:
http://ctl.jhsph.edu/toolkit

- Do some basic editing of your recordings to trim ("cut") extraneous material.
- Consider adding and/or editing a Table of Contents to the recordings.
- Publish any changes.

Sharing/Exporting

Make sure you have published any changes before sharing or exporting. It is a good idea to share your Panopto session(s) directly with your Instructional Designer (ID). **Check your folder or session recording's Settings** to make certain "Authenticated Users with Access" can download the recordings as podcasts. In addition, make sure that anyone with access can view the session in case you are pressed for time and need to give students a link to the session.

Export the video as an MP4 file by downloading the podcast of the recording. **Use OneDrive or another cloud service to share the videos with CTL.** *NOTE: if sharing through CoursePlus, your video should remain less than 20 min in length and 500 MB in size. For Panopto video podcasts, we recommend the default 720 (30 fps) quality.*

Placement in CoursePlus

Panopto recordings can be shared with students in CoursePlus three ways: as videos in the Lecture Materials section of a Lecture Page, as videos in the Online Library, or as hyperlinks anywhere on the course site. **Ideally, faculty should opt to share their videos in the Lecture Materials module** which is the most universally accessible option. Here students will be able to view the videos with interactive transcripts inside of the CoursePlus video player. They can also opt to download the video, text transcript, or MP3 export of the videos. In addition, each time an item hosted in this Lecture Materials section is accessed by a student, this action is logged by the CoursePlus reporting features.

Sharing through the Lecture Materials Section *two weeks or more before a lecture opens*:
- Faculty must share the exported videos (ideally < 500 MB) with the ID. Most likely, these videos will be very large file sizes so you can share these through a cloud service, such as OneDrive.
- The Instructional Designer and CTL will order the transcripts and get these videos uploaded onto the Lecture Page inside the Lecture Materials module.

Sharing through the Online Library:
- Faculty must upload the MP4 versions of the lecture video(s) in the Online Library.
  - NOTE: Please do not try and upload the (very large) MP4 file of a classroom recording! Instead, consider sharing the link through the Online Library *or* ask your ID for help sharing the link through the Lecture Materials section of a lecture page.
- Link the uploaded lecture video(s) to the Lecture Page.

Sharing the links to the Video Podcast or session in the Panopto Web Viewer as opposed the exported videos:
- Make sure the session Settings for each of your Panopto recordings (or top-level folder) is correct before copying the Output links that you will be sharing with students.
- Copy and share the hyperlinks inside the Outputs section of the Settings to the either the "View Podcast" for the video podcast (recommended) or "View Session" through the lecture's Panopto Web Viewer via:
  - the Online Library and then link these (logically titled) Library items to the lecture page
  - or inside a Custom Section on the lecture page, edited to include a logical title for each lecture section before inserting the "Share link" as a hyperlink to the titles' text.

If you want to share a PDF version of your lecture's PowerPoint(s), you will need to upload the PDF files to the **Online Library** and link these to the Lecture Page.