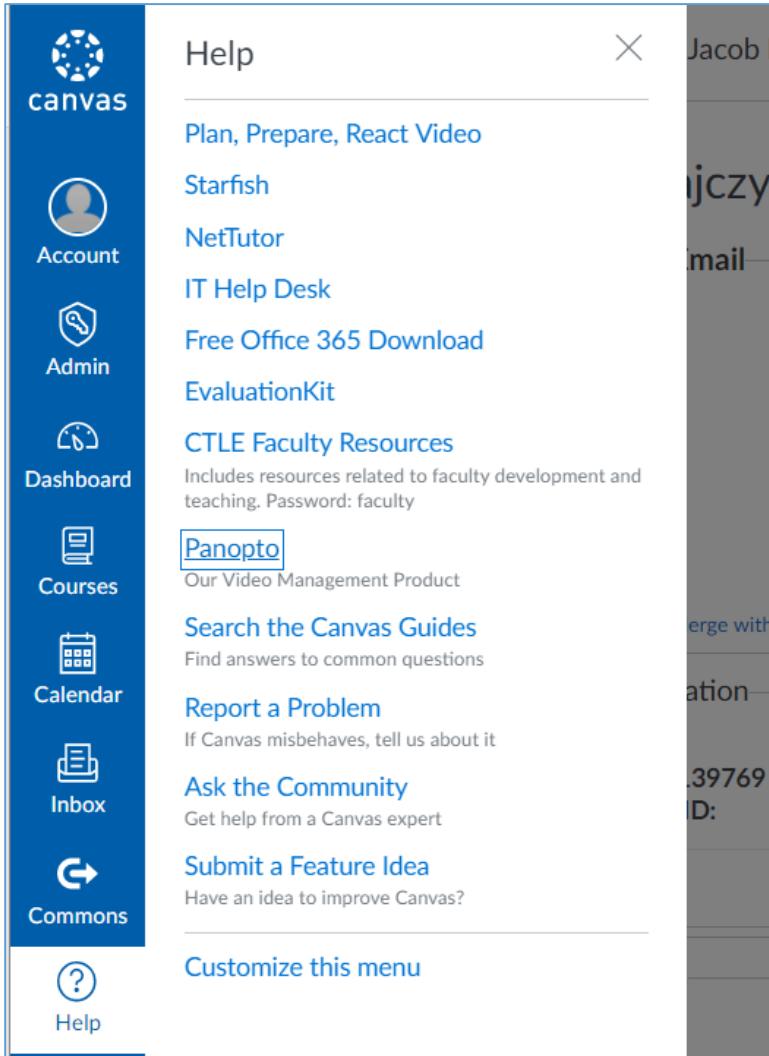


# Panopto

## Create A Welcome Video

Panopto can be used to create short welcome videos or module overviews for your course by following the directions below.

1. **Before recording, contact the IT Helpdesk to have a Panopto folder created for your course**
2. Sign into Canvas. Click on the Help button in the far left navigation pane. Then click on "Panopto"



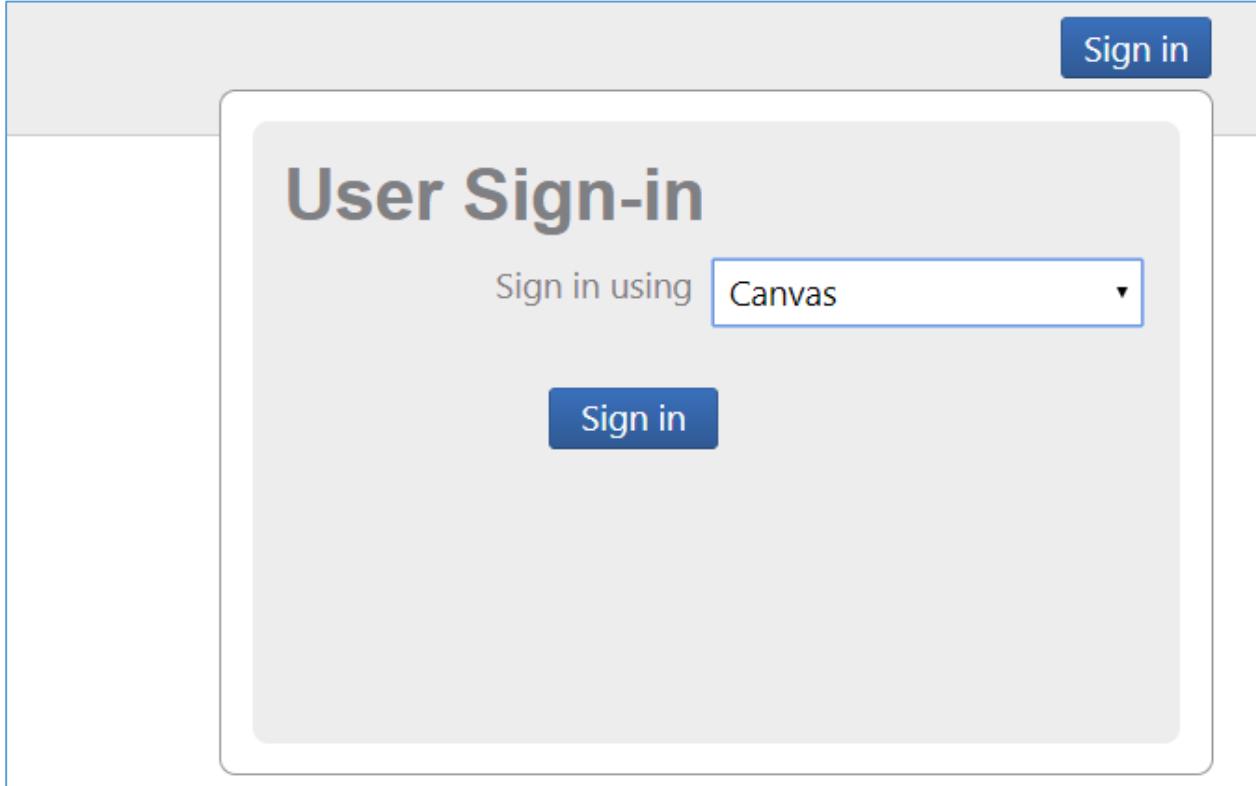
The screenshot shows the Canvas Help menu. The left sidebar has a blue background with white icons and text for various sections: canvas, Account, Admin, Dashboard, Courses, Calendar, Inbox, Commons, and Help. The 'Help' section is open, showing a list of links. The 'Panopto' link is highlighted with a blue box and a description: 'Our Video Management Product'. To the right of the menu, a dark sidebar shows a user profile for 'Jacob F' and a list of recent messages.

- Plan, Prepare, React Video
- Starfish
- NetTutor
- IT Help Desk
- Free Office 365 Download
- EvaluationKit
- CTLE Faculty Resources**  
Includes resources related to faculty development and teaching. Password: faculty
- Panopto**  
Our Video Management Product
- Search the Canvas Guides
- Report a Problem
- Ask the Community
- Submit a Feature Idea
- Customize this menu

3. The Panopto login page will open. Click Sign in.



4. Make sure Canvas is selected in the drop down and click Sign in again. (Your Canvas login credentials carry over to Panopto.)



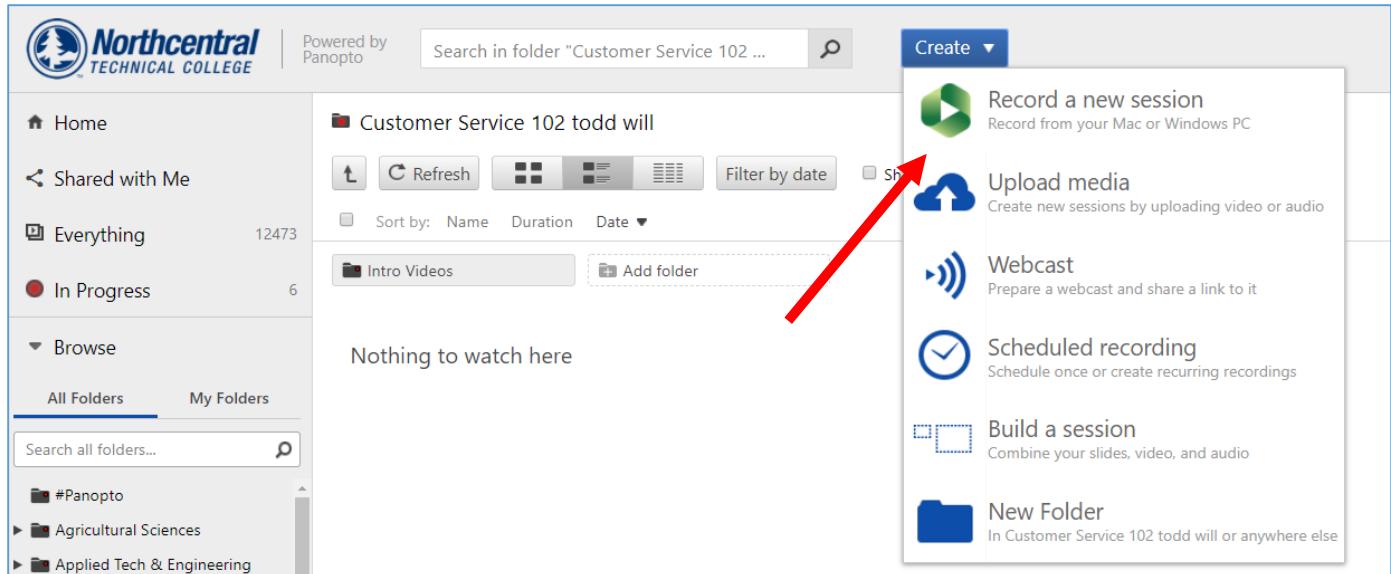
5. Once logged into Panopto, click on the "My Folders" tab to locate all the folders that you have access to

A screenshot of the Panopto dashboard. The top navigation bar includes the Northcentral Technical College logo, a "Powered by Panopto" link, and a search bar. The main interface has a sidebar on the left with tabs: "Home", "Shared with Me", "Everything" (12473), "In Progress" (3), "Browse", "All Folders", and "My Folders" (which is underlined and has a red arrow pointing to it). Below the sidebar is a search bar and a "What's New" section. The main content area shows a list titled "Shared with Me" with one item: "Clearing a test attempt" (a year ago). The "Browse" tab in the sidebar is also highlighted with a red arrow.

6. Open the folder that you wish to create the video in.

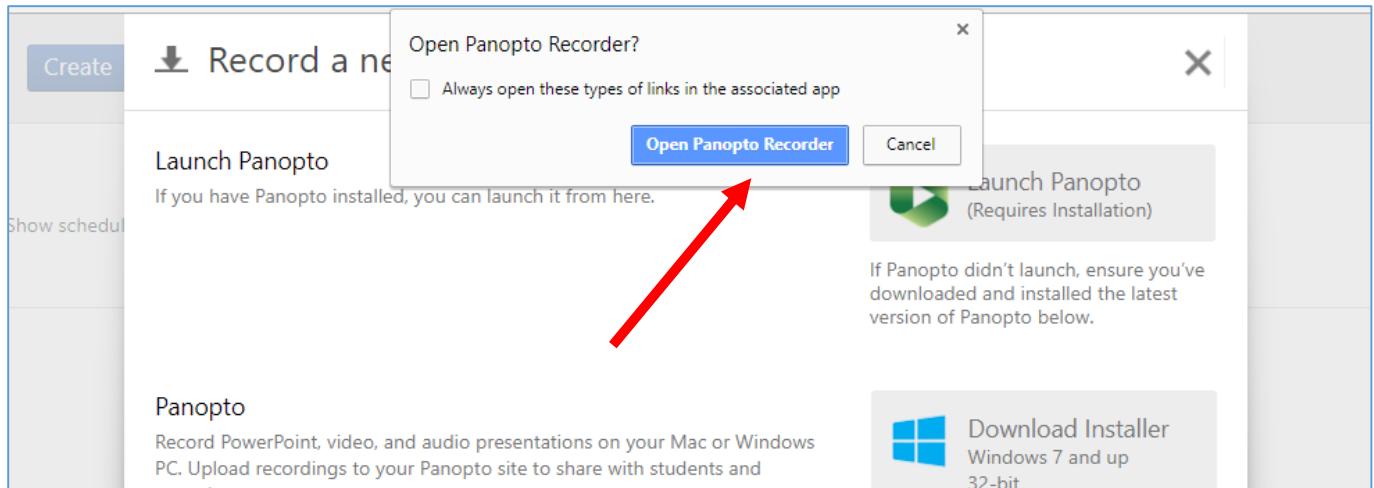


7. Click the “Create” button and then click “Record a new session” button.



A screenshot of the Panopto interface. On the left is a sidebar with links like Home, Shared with Me, Everything (12473), In Progress (6), and a Browse section for All Folders and My Folders. The main area shows a folder named "Customer Service 102 todd will" with sub-folders "Intro Videos" and "Add folder". A message says "Nothing to watch here". On the right, a "Create" dropdown menu is open, listing options: "Record a new session" (highlighted with a red arrow), "Upload media", "Webcast", "Scheduled recording", "Build a session", and "New Folder".

8. The “Record a new session” window will appear. Click on “Open Panopto Recorder” to launch the Panopto application on your computer



A screenshot of the "Record a new session" window. It shows a "Create" button on the left. In the center, there's a "Record a new session" button with a downward arrow icon. A modal window titled "Open Panopto Recorder?" is open, containing the text "Open Panopto Recorder?", a checkbox for "Always open these types of links in the associated app", and two buttons: "Open Panopto Recorder" (highlighted with a red arrow) and "Cancel". Below this, there's a "Launch Panopto" section with the text "If you have Panopto installed, you can launch it from here." and a "Launch Panopto (Requires Installation)" button. To the right, there's a note: "If Panopto didn't launch, ensure you've downloaded and installed the latest version of Panopto below." At the bottom, there's a "Panopto" section with a "Download Installer" button for "Windows 7 and up 32-bit".

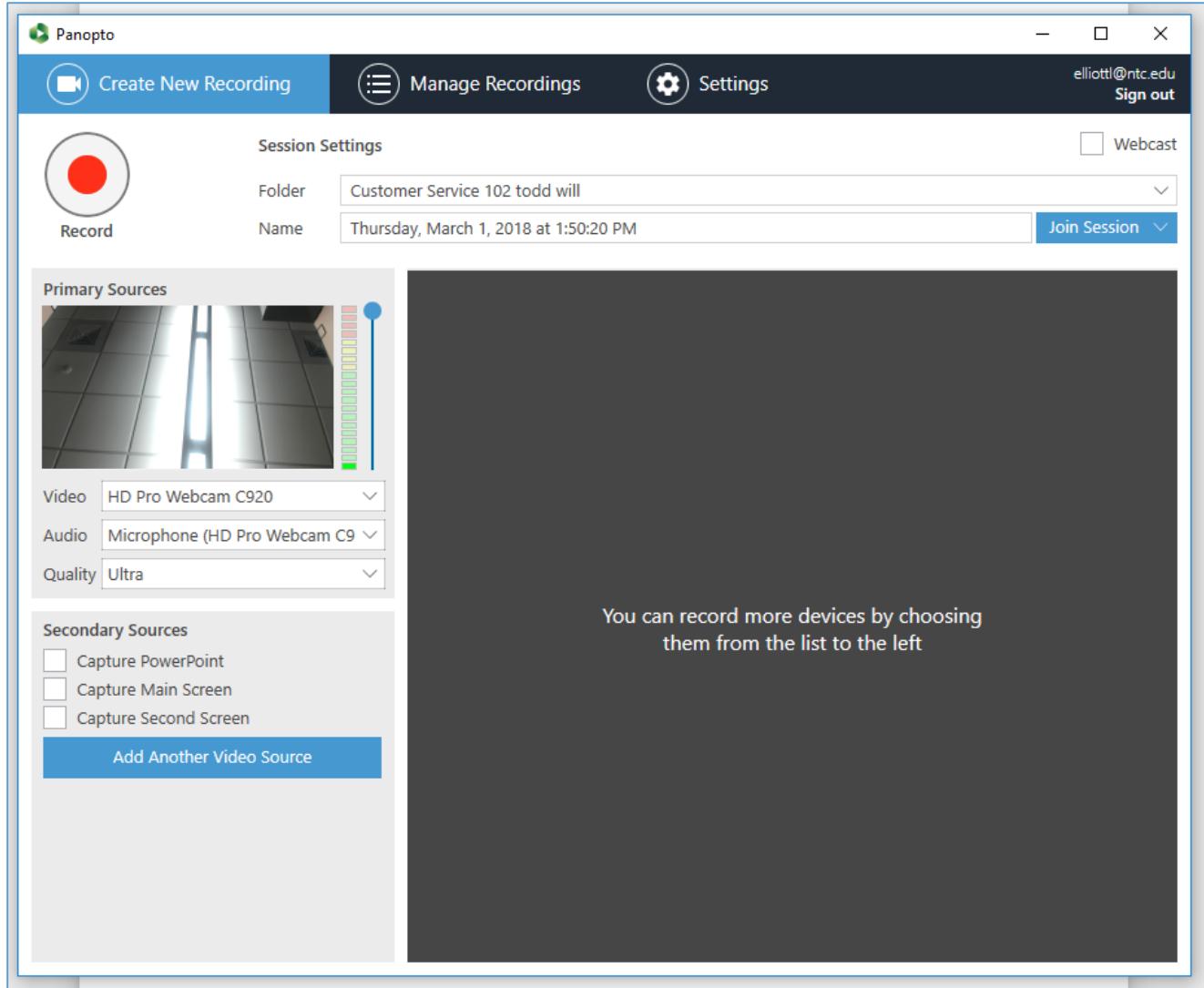
*If Panopto is not installed on your computer, click the “Download Panopto” button to download the installer. Contact IT if you are trying to install on an NTC computer.*

9. After a few moments Panopto will open. Then make the following changes.

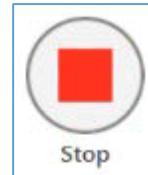
- Ensure your camera is displaying properly.
- Ensure that you have an audio source selected.
- Change the quality to **Ultra**.
- Decide whether you want to capture your screen or not.



10. When ready, click on the Record button. Panopto will begin recording immediately.



11. When finished with your recording, click the Stop button.





12. Make the video an appropriate name such as "Customer Service 101 Welcome Video" and click "Upload"

Recording Complete

A large green checkmark inside a white circle.

Session name

Tuesday, October 25, 2016 at 3:10:28 PM

Located in folder

Collaborate\_Link: Collaborate\_Link

Enter a description (optional)

This session will automatically upload after 5 minutes of inactivity.

Delete and record again

Upload

13. It will take a few moments for the video to finish uploading. Do not shut down the computer until it has finished. When complete you can click "Delete Local" to remove the video recording from the computer hard drive.

14. At this point, you can close Panopto or begin recording another video.

15. View the "Post A Video to Canvas" tutorial to see how to embed your video into Canvas.