

Panopto Quick Guide

Instructions for Pepperdine University School of Law Faculty and Staff

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Need Assistance?

Information Services Help line x7425 from 7 AM - 6 PM --- Non-emergencies:

support@law.pepperdine.edu

Pepperdine University Help Desk X4357 outside business hours

Assistance with scheduling and requests: <http://lawtech.pepperdine.edu/service-request/>

How to Request Recurring Recordings

1) Go to <http://lawtech.pepperdine.edu/service-request/>

Service Request Form

Use this form for assistance with your audio-visual, conferencing, survey, web and digital sign requests.

Full Pepperdine email address:	<input type="text" value="John.Doe@pepperdine.edu"/>
Select from the following categories:	<input type="text" value="desktop support request"/>
Date required:	<input type="text" value="MM/DD/YYYY"/> <input type="button" value="select date"/>
Describe the details of the request:	<div style="border: 1px solid #ccc; padding: 5px;">Please feel free to be as complete as possible. The more information we have, the better we can serve your request.</div>
Chartfield String: (Fund, DeptID, Account, Class, Program)	<input type="text"/>

2) Fill in the fields

Make sure to select the category that *best* fits your need from the “Select from the following categories” drop down menu:

Select from the following categories:	<input type="text" value="desktop support request"/>
Date required:	<input type="text" value="desktop support request"/>
Describe the details of the request:	<input type="text" value="desktop support request"/>

- desktop support request
- schedule video conference
- schedule teleconference
- video recording without post production
- video recording with post production
- video recording automated via panopto**
- new web page or site

3) Click

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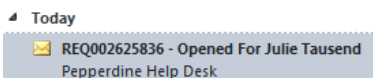
A confirmation will immediately appear on the Web page:

Thank you for your submission. The following information was submitted:

Your email address:	julie.tausend@pepperdine.edu
Request category:	video recording automated via panopto
Chartfield String:	
Date required:	12/31/2013
Description:	Test. No Service Request actually needed.

Within a short period, you will also receive an email confirming the Service

Request has been opened:



REQ002625836 - Opened For Julie Tausend

Pepperdine Help Desk <ellucian@service-now.com>

Sent: Tue 9/24/2013 4:26 PM

To: Tausend, Julie

Short Description: video recording automated via panopto

You are receiving this notification because REQ002625836 has been opened for Julie Tausend.

Name: Julie Tausend
 Campus: Malibu Campus - School of Law
 Building: School of Law (SOL)
 Room: 207
 Best contact number: (310) 506-7209
 Description: Chartfield String:
 Date Required: 12/31/2013
 Description:
 Test. No Service Request actually needed.

DO NOT REMOVE or CHANGE, needed for ticket creation: {snow-req:Pepperdine-Desktop-SOL-Req}

From Address: julie.tausend@pepperdine.edu
 To Address(es): [servicedesk@ellucian.com](mailto: servicedesk@ellucian.com)
 Cc Address(es): david.dickens@pepperdine.edu

Pepperdine Help Desk
 (310) 506-4357 (HELP)
 Toll free (USA): (866) 767-8623

An Information Services team member will be in contact with you regarding your request.

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How to Make Ad Hoc Recordings

1) Click the **Panopto Recorder** icon or open Panopto Recorder from the start menu.



Icon or open Panopto Recorder from the start menu.

2) Log In:

If you don't have an account, use the default Pepperdine Law account:

Username: **lawprof**

Password: **password**

A screenshot of the Panopto login interface. At the top, the word "PANOPTO" is displayed in large, bold, black letters, with a green globe icon containing a play button symbol integrated into the letter "O". Below the logo, there are three input fields: "Server Address" with the value "peplaw.hosted.panopto.com", "Username" with the value "lawprof", and "Password" with a masked password of ten dots. Below the password field is a checkbox labeled "Remember Me" and the text "(required for offline recording)". At the bottom left, it says "Login not verified." and at the bottom right, there is a blue "Log In" button.

PANOPTO

Server Address:

Username:

Password:

Remember Me (required for offline recording)

Login not verified.

Need Assistance?

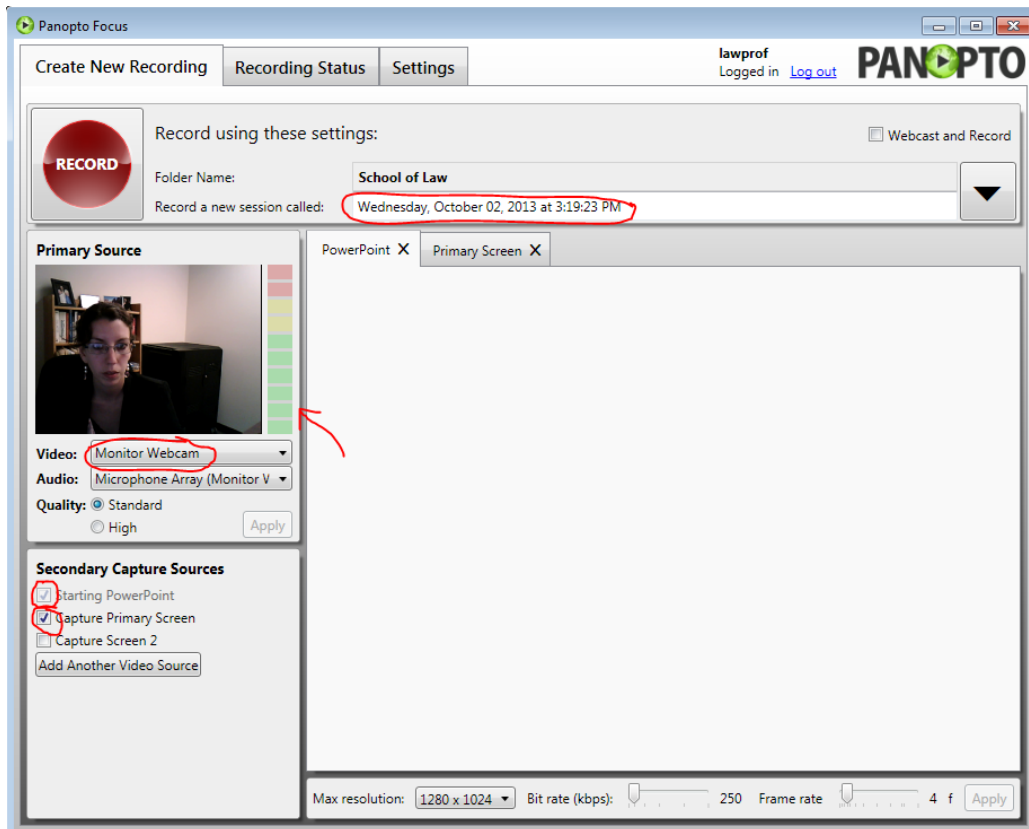
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Assistance with scheduling and requests: <http://lawtech.pepperdine.edu/service-request/>

3) After logging in, verify the following settings:



a) Record using these settings:

“Record a new session called:” Change the name of the recording to include your name, date, and time

b) Primary Source:

- 1) “Video:” If you want video, make sure the Video shows you or select a different camera from the drop down menu
- 2) “Audio:” Make sure the audio bar lights up green when you test the audio, otherwise, adjust the Audio settings

c) Secondary Capture Sources:

- 1) Check Mark “Starting PowerPoint” to capture PowerPoint
- 2) Check Mark “ Capture Primary Screen” to capture your computer desktop (ie applications such as Web browsers, Word Documents, Excel that you may use during your lecture)


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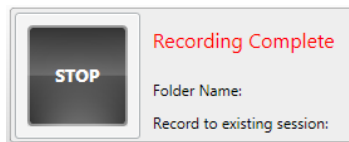
Assistance with scheduling and requests: <http://lawtech.pepperdine.edu/service-request/>

4) Click the record button  to start the recording. You will see two screens:

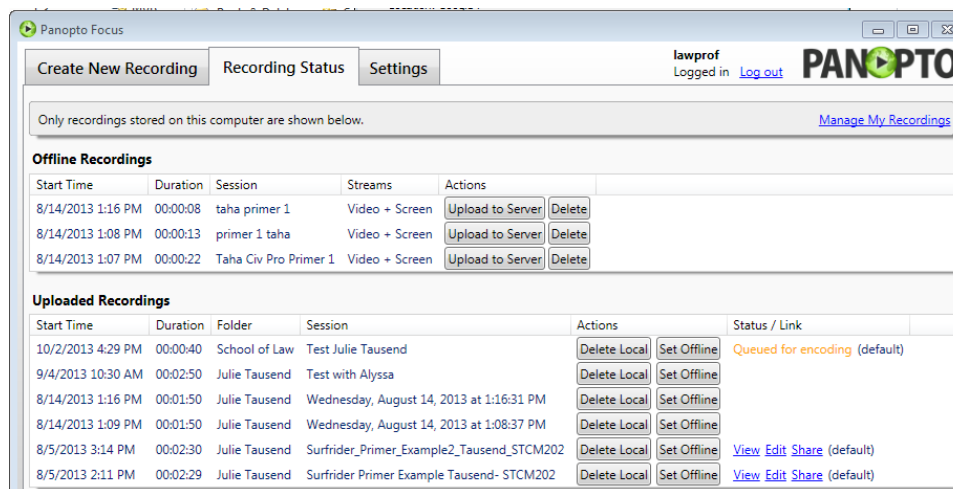


The lecture capture system is recording when you can see the Pause button and timestamp.

5) When finished lecturing, click the Stop Button



The lecture capture system will then process your recording. When it is finished, you will see this screen:



Start Time	Duration	Session	Streams	Actions
8/14/2013 1:16 PM	00:00:08	taha primer 1	Video + Screen	Upload to Server Delete
8/14/2013 1:08 PM	00:00:13	primer 1 taha	Video + Screen	Upload to Server Delete
8/14/2013 1:07 PM	00:00:22	Taha Civ Pro Primer 1	Video + Screen	Upload to Server Delete

Start Time	Duration	Folder	Session	Actions	Status / Link
10/2/2013 4:29 PM	00:00:40	School of Law	Test Julie Tausend	Delete Local Set Offline	Queued for encoding (default)
9/4/2013 10:30 AM	00:02:50	Julie Tausend	Test with Alyssa	Delete Local Set Offline	
8/14/2013 1:16 PM	00:01:50	Julie Tausend	Wednesday, August 14, 2013 at 1:16:31 PM	Delete Local Set Offline	
8/14/2013 1:09 PM	00:01:50	Julie Tausend	Wednesday, August 14, 2013 at 1:08:37 PM	Delete Local Set Offline	
8/5/2013 3:14 PM	00:02:30	Julie Tausend	Surfrider_Primer_Example2_Tausend_STCM202	Delete Local Set Offline	View Edit Share (default)
8/5/2013 2:11 PM	00:02:29	Julie Tausend	Surfrider Primer Example Tausend- STCM202	Delete Local Set Offline	View Edit Share (default)

6) If you logged in with your own account, you will receive an email notice with the link to the recording. Send this link to your students.

a) If you used the default lawprof account and need the link, contact IS.

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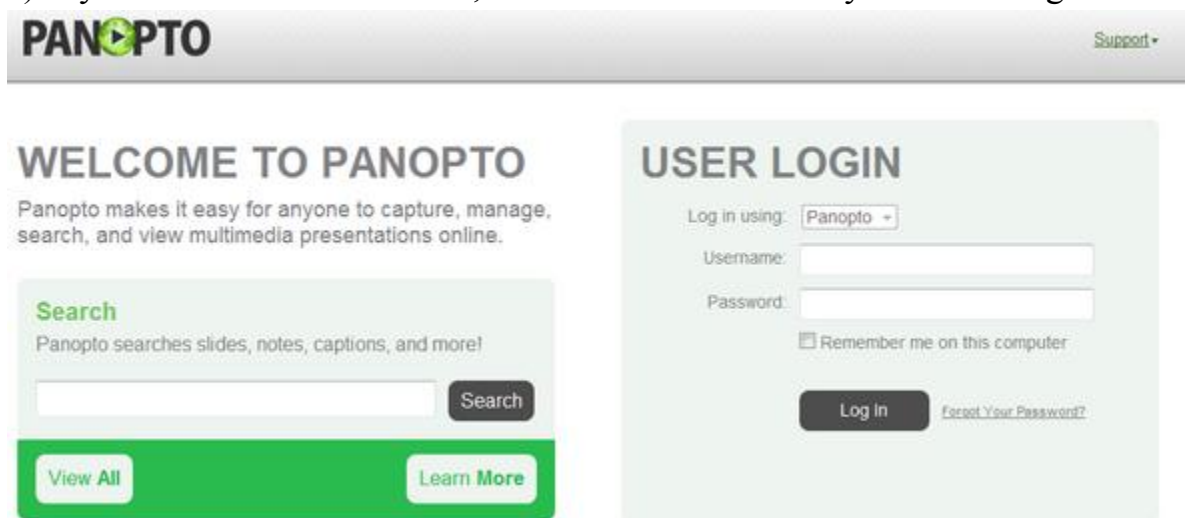
Assistance with scheduling and requests: <http://lawtech.pepperdine.edu/service-request/>

How to Locate Recordings from the Panopto Web site

1) Go to <http://peplaw.hosted.panopto.com/>

2) Log in with your credentials

a) If you don't have an account, contact IS for to obtain your recordings.



3) Look for your recording in the All sessions list (organized by name).

a) Alternatively, type in a keyword, such as the date you recorded, to Search All Sessions

Name	Rating	Duration	Date	Actions
popovich Thursday, October 03, 2013 at... School of Law	None	1h 39m 17s	10/3/2013 3:15 PM	[Icons]
Thursday, October 03, 2013 at 11:05:22... Chris Goodman	None	1h 26m 29s	10/3/2013 11:05 AM	[Icons]
DiMonte Nego - Wednesday, October 02... School of Law	None	51m 14s	10/2/2013 7:33 PM	[Icons]
Test Julie Tausend School of Law	None	40s	10/2/2013 4:29 PM	[Icons]

Need Assistance?

Information Services Help line x7425 from 7 AM - 6 PM --- Non-emergencies:

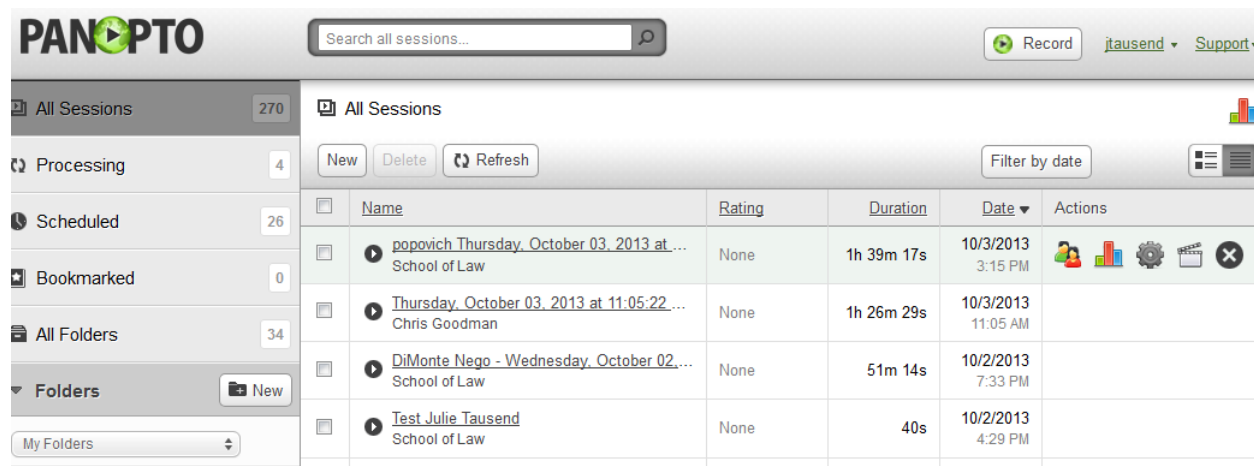
support@law.pepperdine.edu

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Assistance with scheduling and requests: <http://lawtech.pepperdine.edu/service-request/>

How to View Recording from the Panopto Web site

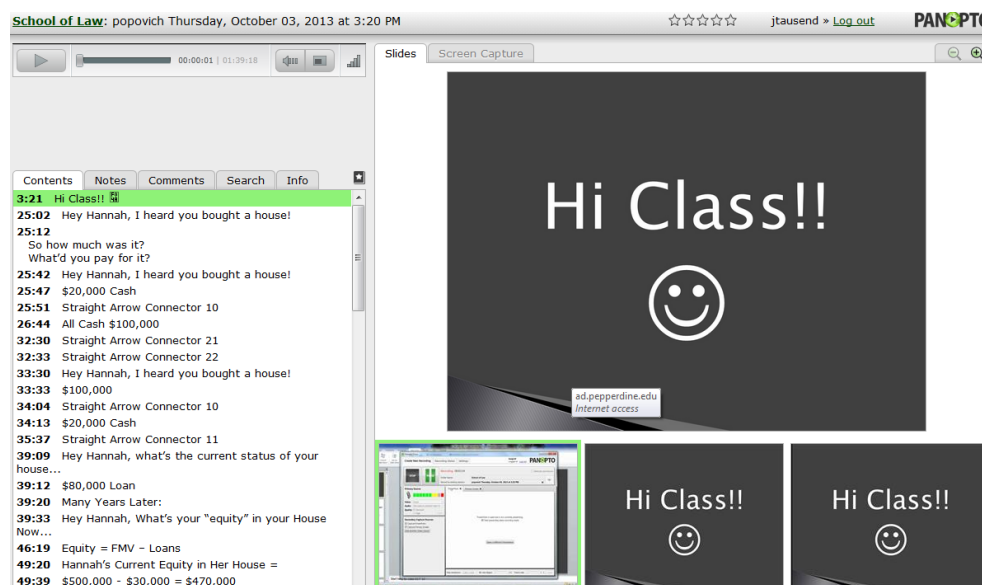
1) After locating your recordings from the Panopto Web site (see previous section), click the **▶ black play button** to the left of your recording title.



The screenshot shows the Panopto web interface. At the top, there is a search bar labeled "Search all sessions..." and a "Record" button. Below the search bar, there are navigation tabs for "All Sessions" (270), "Processing" (4), "Scheduled" (26), "Bookmarked" (0), "All Folders" (34), and "Folders" (New). The main content area displays a table of recordings with columns for Name, Rating, Duration, Date, and Actions. The table lists several recordings, including "popovich Thursday, October 03, 2013 at ... School of Law", "Thursday, October 03, 2013 at 11:05:22... Chris Goodman", "DiMonte Nego - Wednesday, October 02... School of Law", and "Test Julie Tausend School of Law". Each row has a play button icon to the left of the recording title.

Name	Rating	Duration	Date	Actions
▶ popovich Thursday, October 03, 2013 at ... School of Law	None	1h 39m 17s	10/3/2013 3:15 PM	[User Icon] [Bar Chart] [Gear] [Play] [Close]
▶ Thursday, October 03, 2013 at 11:05:22... Chris Goodman	None	1h 26m 29s	10/3/2013 11:05 AM	
▶ DiMonte Nego - Wednesday, October 02... School of Law	None	51m 14s	10/2/2013 7:33 PM	
▶ Test Julie Tausend School of Law	None	40s	10/2/2013 4:29 PM	

A new Web page will open and your recording will play automatically:



The screenshot shows a Panopto recording player. The browser address bar displays "School of Law: popovich Thursday, October 03, 2013 at 3:20 PM". The player interface includes a progress bar, a play button, and a "Slides" tab. The main content area shows a slide titled "Hi Class!!" with a smiley face icon. Below the slide, there are two smaller thumbnails of the same slide. The left sidebar shows a table of contents with a list of timestamps and corresponding text, such as "3:21 Hi Class!!", "25:02 Hey Hannah, I heard you bought a house!", and "49:39 \$500,000 - \$30,000 = \$470,000".

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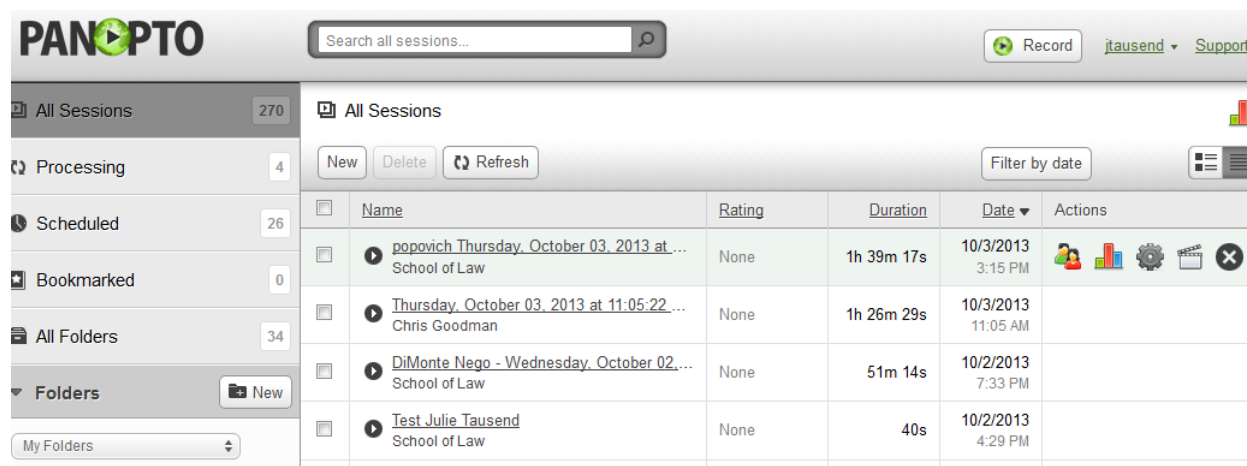
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How to Access a Link from the Panopto Web site

1) **Locate your recordings** from the Panopto Web site. See section: How to Locate Recordings from the Panopto Web site.

2) **Hover your cursor in the column called actions**



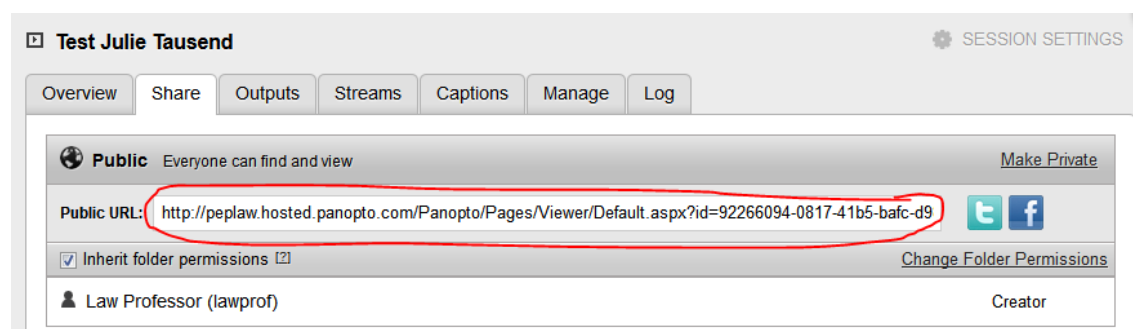
The screenshot shows the Panopto web interface. On the left, there is a sidebar with navigation options: All Sessions (270), Processing (4), Scheduled (26), Bookmarked (0), All Folders (34), and Folders. The main area displays a table of sessions. The first session is titled 'popovich Thursday, October 03, 2013 at ... School of Law'. The 'Actions' column for this session is highlighted, showing a share icon (two people) and other icons for rating, duration, date, and refresh.

Name	Rating	Duration	Date	Actions
popovich Thursday, October 03, 2013 at ... School of Law	None	1h 39m 17s	10/3/2013 3:15 PM	[Share] [Rating] [Duration] [Date] [Refresh]
Thursday, October 03, 2013 at 11:05:22... Chris Goodman	None	1h 26m 29s	10/3/2013 11:05 AM	[Share] [Rating] [Duration] [Date] [Refresh]
DiMonte Nego - Wednesday, October 02... School of Law	None	51m 14s	10/2/2013 7:33 PM	[Share] [Rating] [Duration] [Date] [Refresh]
Test Julie Tausend School of Law	None	40s	10/2/2013 4:29 PM	[Share] [Rating] [Duration] [Date] [Refresh]

3) **Click the Share**  **Icon**

4) **Copy the Public URL**

Verify that the recording is open for public viewing, by noting the “Make Private” statement on the right hand side. If it says “Make Public”, click this link.



The screenshot shows the 'Test Julie Tausend' session settings page. The 'Public' status is selected, indicating that everyone can find and view the recording. The 'Public URL' is highlighted with a red circle and is: <http://peplaw.hosted.panopto.com/Panopto/Pages/Viewer/Default.aspx?id=92266094-0817-41b5-bafc-d9>. The 'Make Private' link is visible on the right. The creator is identified as 'Law Professor (lawprof)'.

5) **You can now Paste the URL Link elsewhere to distribute** (email, document, TWEN or Sakai courses page, etc)

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Additional Resources

Panopto Help Site <https://helpdesk.panopto.com/home>

Panopto FAQ site: <http://support.panopto.com/faq-page>

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