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/](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: John.Doe@pepperdine.edu
- Select from the following categories: desktop support request
- Date required: MM/DD/YYYY
- Describe the details of the request: Please feel free to be as complete as possible. The more information we have, the better we can serve your request.

- Chartfield String: (Fund, DeptID, Account, Class, Program)

Submit Request

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: desktop support request
- Date required:
- Describe the details of the request: video recording automated via panopto

Submit Request

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A confirmation will immediately appear on the Web page:

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

<table>
<thead>
<tr>
<th>Your email address:</th>
<th><a href="mailto:julie.tausend@pepperdine.edu">julie.tausend@pepperdine.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Request category:</td>
<td>video recording automated via panopto</td>
</tr>
<tr>
<td>Chartfield String:</td>
<td></td>
</tr>
<tr>
<td>Date required:</td>
<td>12/31/2013</td>
</tr>
<tr>
<td>Description:</td>
<td>Test. No Service Request actually needed.</td>
</tr>
</tbody>
</table>

Within a short period, you will also receive an email confirming the Service Request has been opened:

```plaintext
REQ002625836 - Opened For Julie Tausend
Pepperdine Help Desk <ellucian@service-now.com>
Sent: Tue 6/24/2013 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
Cc Address(es): david.dickens@pepperdine.edu

Pepperdine Help Desk
(310) 506-3457 (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.

2) Log In:

   If you don’t have an account, use the default Pepperdine Law account:
   Username: **lawprof**
   Password: **password**

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3) After logging in, verify the following settings:

![Panopto Recording Settings](image)

- **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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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:

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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How to Locate Recordings from the Panopto Web site

1) Go to [http://peplaw.hosted.panopto.com/](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

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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.

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

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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**

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.

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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