

# Panopto

## Manual: Basics



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Media support center  
H2-14

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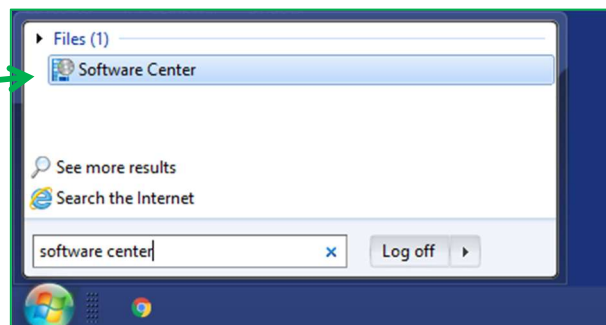
## 1. Revision history

Revision	Date	changes
1.0	18-10-2017	First version
1.1	24-10-2017	Added installation panopto on @wEURk workstation.

## 2. Panopto Installation

### 2.1. @wEURk WORKSTATION

Open Software center on your @wEURk workstation via start and search for software center.

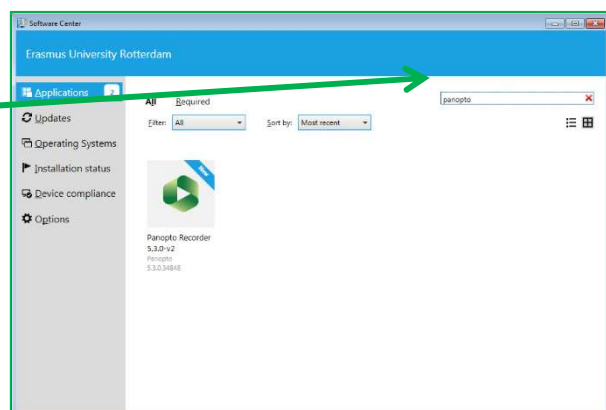


Open Software center via on your @wEURk workstation.

On the top right search for Panopto.

In the search results click on Panopto Recorder.

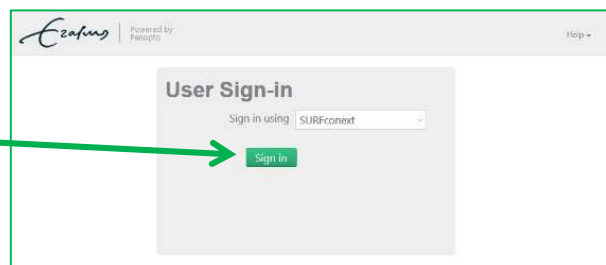
Install Panopto.



### 2.2. NON @wEURk WORKSTATION

Open a webbrowser and go to the Panopto homepage. <https://eur.cloud.panopto.eu/>

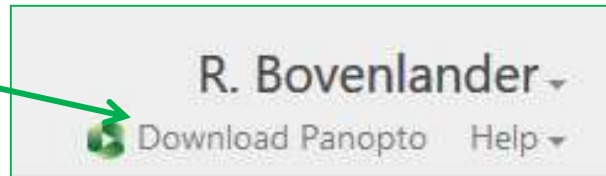
Click the "Sign In" button.



Login on Panopto with your ERNA account.



Download Panopto with the "download Panopto" link in the top right corner.



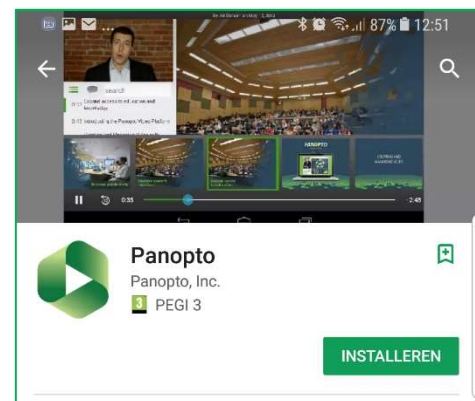
Run the downloaded Panopto installation wizard and install Panopto.

### 2.3. PHONE & TABLETS

Open the app store on your smartphone.

Search for the app "Panopto".

Install the app.



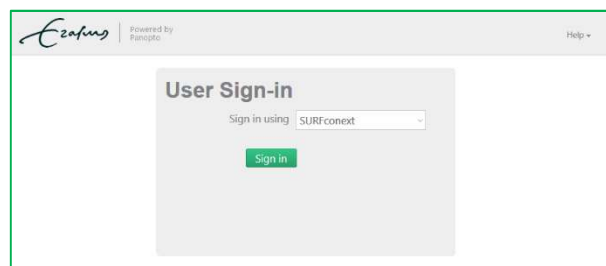
## 3. Panopto interface

### 3.1. LOGIN WEB INTERFACE

Open a webbrowser (internet explorer, Firefox, Google Chrome) and go to the EUR Panopto homepage.

<https://eur.cloud.panopto.eu/>

Click on the "Sign In" button. To login with Surfconext.

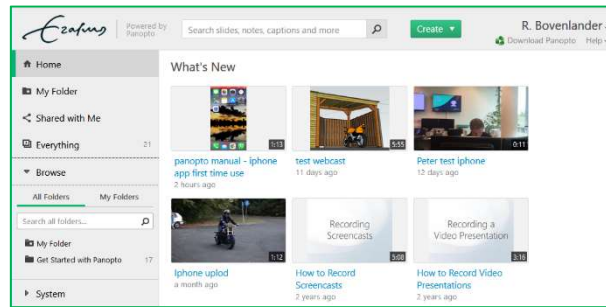


If you already signed in with surfconext on a other service you dont need to login.

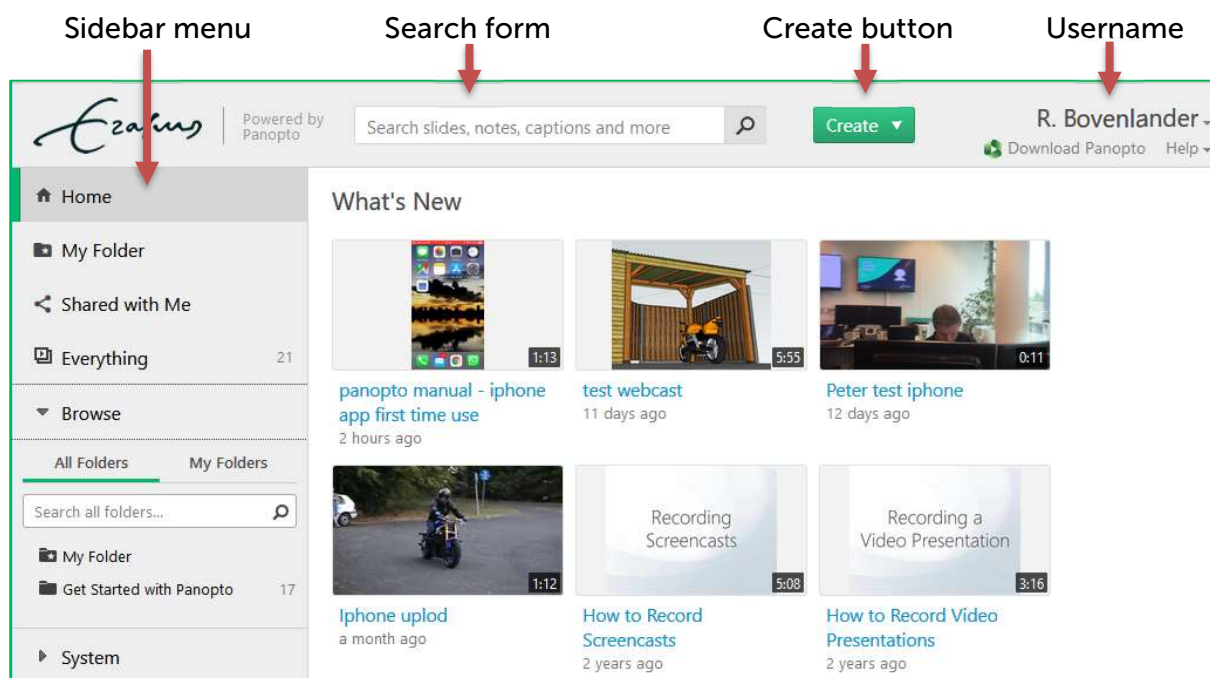
Use your ERNA account to Login on Panopto.



When your successful logged in you will see the Panopto web interface.



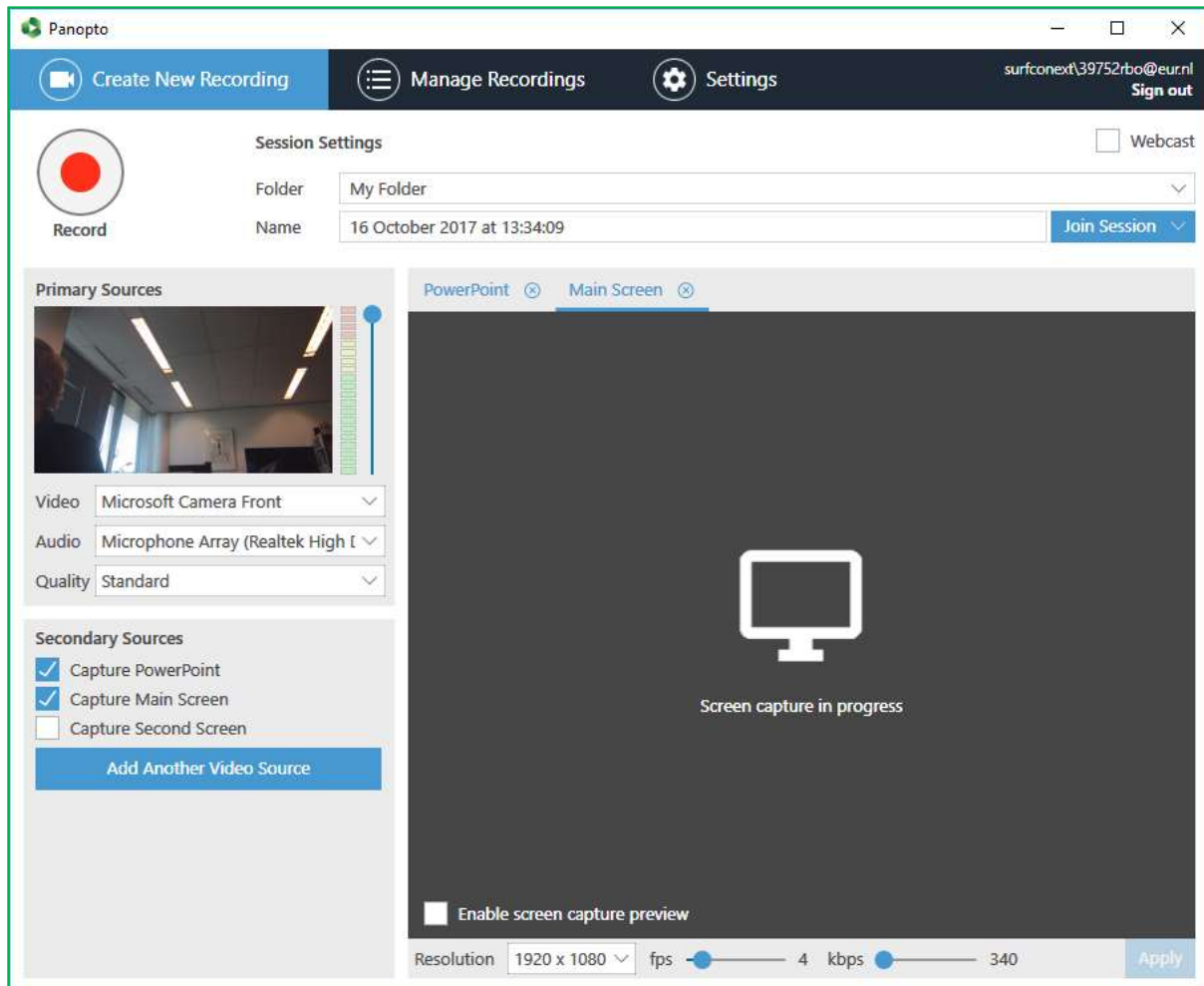
## 3.2. THE WEBINTERFACE




- **Sidebar menu;**
  - **Home;** start page with an overview of the latest recordings.
  - **My Folder;** Your personal default folder.
  - **Shared with me;** View all recordings, shared with you.
  - **Everything;** View all recordings you are entitled to view.
  - **Browse;** browse and search all recordings you are entitled to view.
  - **System > User Groups;** create, view and manage personal user groups.
- **Search form;** search for a recording.
- **Create button;** click on the button to open the options named below.
  - **Record a new session;** record a new recording with your mac/windows client.
  - **Upload media;** upload an existing recording to Panopto.
  - **Webcast;** prepare a webcast to share the link in advance.
  - **Build a session;** prepare a recording session to share the link in advance.
  - **New folder;** create an new folder in your default folder "my folder".
- **Username;**
  - **Sign out;** Sign out of Panopto.
  - **User settings;** View, manage your personal profile and settings.

## 3.3. THE WINDOWS/MAC CLIENT INTERFACE

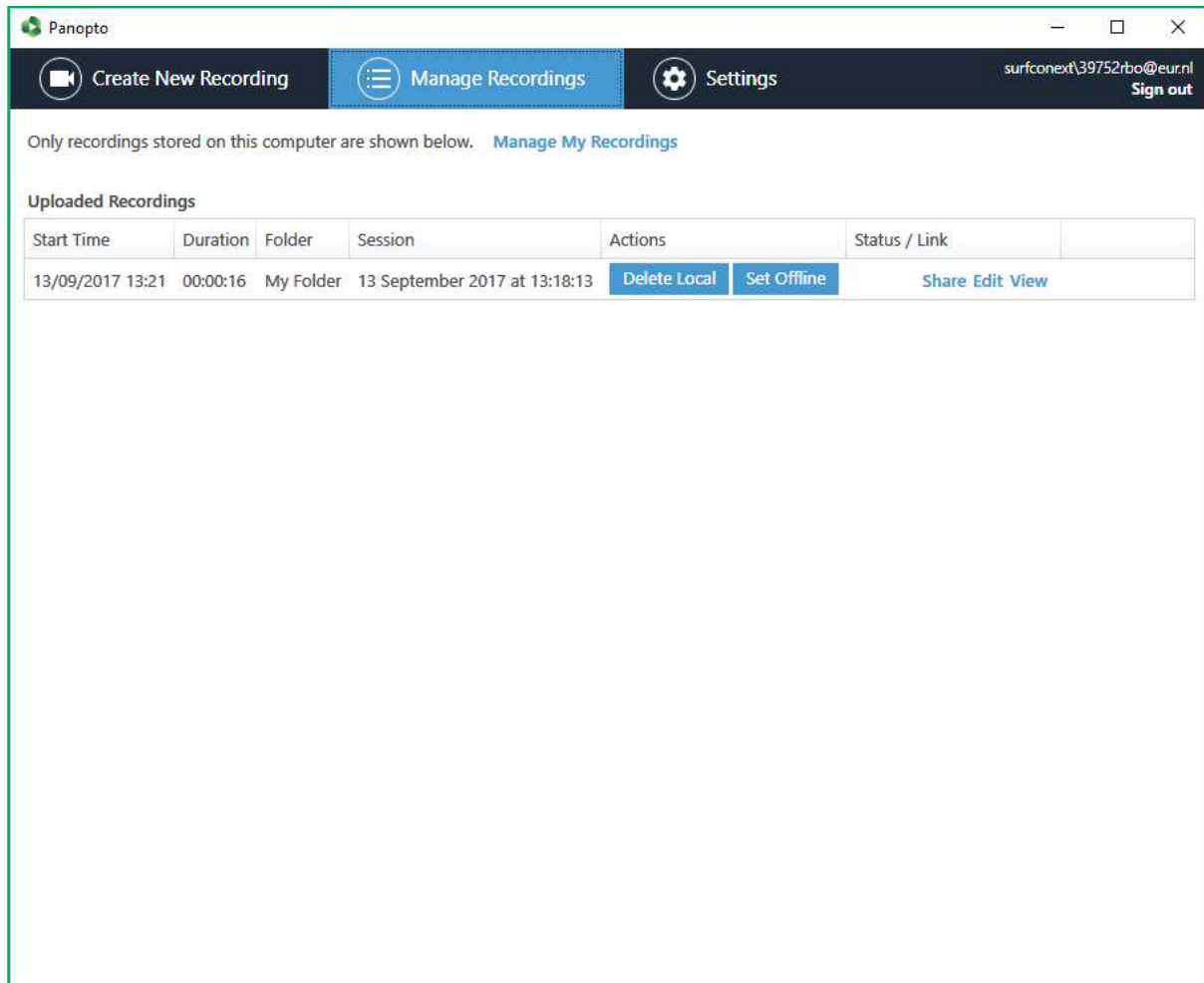
### 3.3.1. Create New Recording



- **Record**  **button** ; click or stop the recording
- **Folder**; Select a folder where the recording will be uploaded
- **Name**; Name of the recording
- **Join Session** ; Open a session that was created in advance.
- **Primary Sources**; Overview of Primary sources
  - **Video**; select a Camera or "none" for no camera
  - **Audio**; select incoming audio source
  - **Quality**; Select quality, Standard is best for upload performance.
- **Secondary Sources**; Overview of the secondary sources available on your device.
  - **Capture Powerpoint**; only powerpoint presentation will be recorded.
  - **Capture Main screen**; Capture everything on main screen
  - **Capture Second screen**; if connected capture secondary screen
  - **Add another video source** ; add another source like a second camera

### 3.3.2. Manage Recordings

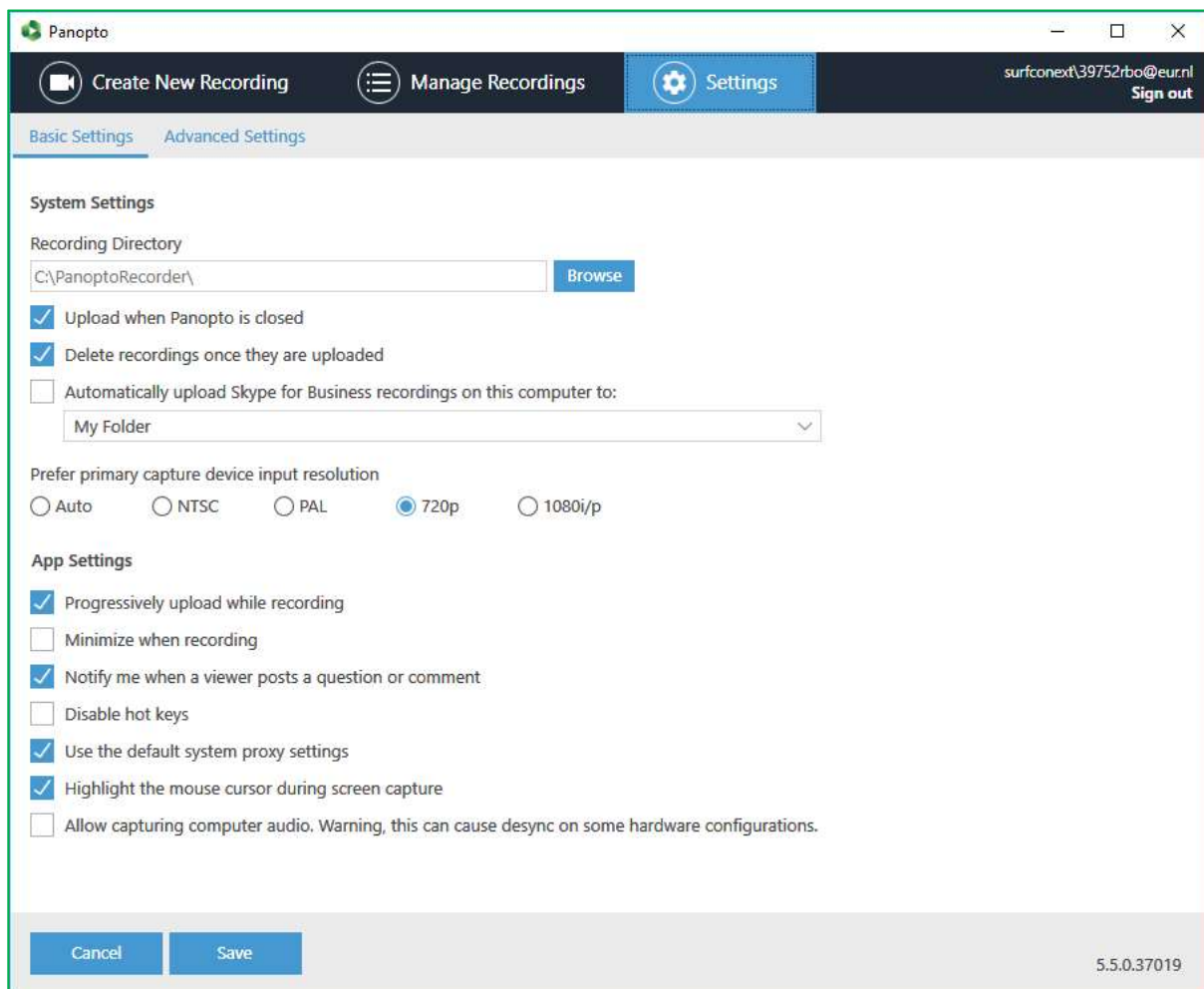
Under the "Manage Recordings" tab you can manage the recordings created on the device you are on now. This is because the recordings are stored locally and removed when uploaded.



- **Manage my recordings**; opens the webinterface of panopto to manage recordings.
- **Delete local**; delete local version of the recording.
- **Set offline**; Set the recording offline.
- **Share**; share recordings
- **Edit**; edit metadata of the recording.
- **View**; View the recording

### 3.3.3. Settings

When you are on a @wEURk workstation as your managed workstation or a class room pc the settings are preconfigured by the system administrator.



- **Basic settings**
  - **System settings**; Administrator rights needed to edit these settings
    - **Recording directory**; local path of the files
    - **Upload when panopto is closed**; files will still be uploaded when panopto is closed
    - **Delete recordings once they are uploaded**; recordings are deleted when upload is succesful.
    - **Automatically upload skype for business recordings on this computer to**; not needed.
  - **App settings**;
    - **Progressively upload while recording**; recommended to enhance the upload speed.
    - **Minimize when recording**; minimize panopto client when recording is started.
    - **Notify me when a viewer posts a question or comment**; in a live webcast a window will appear when a viewer posts a question or comment.



- **Disable hot keys**; hotkeys for start, stop and pause are disabled
- **Use default system proxy settings** ; recommended setting.
- **Highlight the mouse cursor during screen capture**; a yellow circle highlights the mouse cursor in the recording.
- **Allow capturing computer audio** ; recommended when you want to record audio from the PC.
- **Advanced settings**
  - **Enable "remember me" option for sign-in** ;
  - **Show help message pop-ups** ;
  - **Enable universal capture specification uploads on this computer** ;
  - **Enable advanced device configuration** ;
  - **Capture in mp4 format** ;
  - **Always capture powerpoint slides as screen images** ;
  - **Enable custom quality settings** ;
  - **Fix primary audio/video stream synchronazation** ;

## 4. Create basic recording

### 4.1. PANOPTO WINDOWS/MAC CLIENT

Open Panopto which can be found in the start menu.

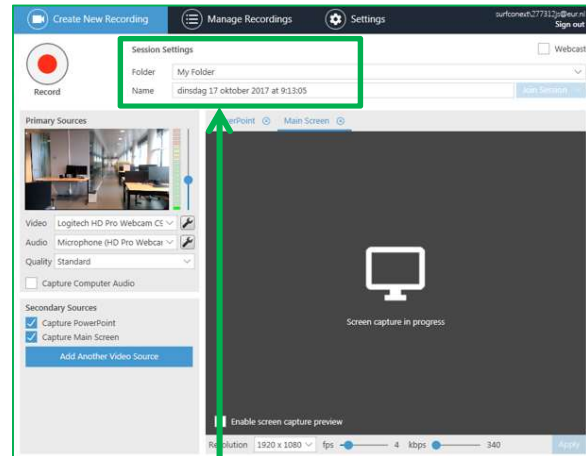
Click the big blue button "Sign in with SURFconext".

The image shows the Panopto login interface. At the top, there is the Panopto logo and the text "Choose how to sign in". Below this is a prominent blue button labeled "Sign in with SURFconext". Underneath, there is an "or" separator, followed by a "Server Address" dropdown menu set to "eur.cloud.panopto.eu". Below that are input fields for "Username" and "Password". A "Remember me" checkbox is checked. At the bottom, there are two buttons: "Sign in" (blue) and "Continue offline" (grey).

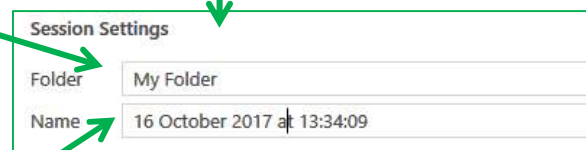
Login with your ERNA account.

The image shows the "Single Sign On Service" login screen. It has a dark background. At the top, it says "Single Sign On Service". Below that are two input fields: "Erna ID:" with the value "12345abc@eur.nl" and "Password:" with masked characters. A green "Log In" button is located at the bottom left.

When logged in successfully you will see the Panopto client interface.



By default your personal "My Folder" is selected. If desired, you can change this to another location.

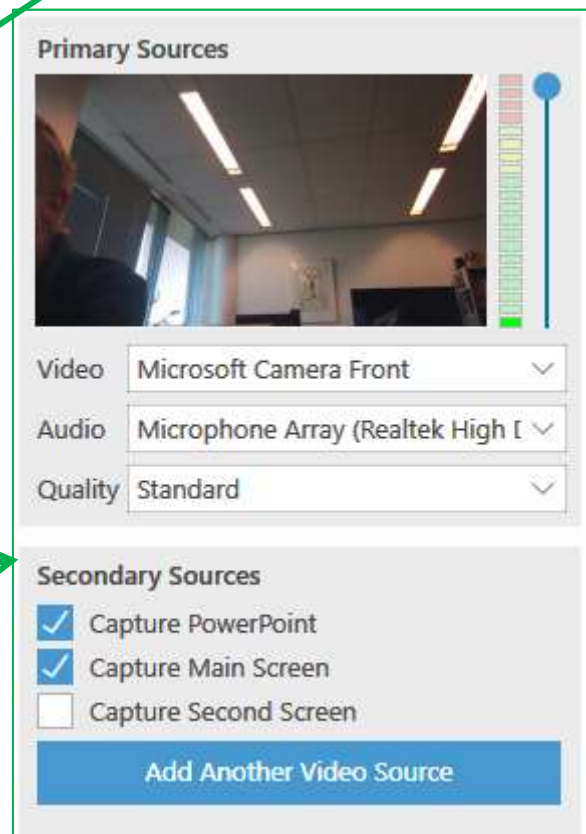


By default the date and time of today is your recording name. If desired, you can change this to a more logical name.

Check if you receive audio with the VU meter. Audio should be in the green part of the VU meter. If it is in the red part please adjust the audio with the slider next to the VU meter.

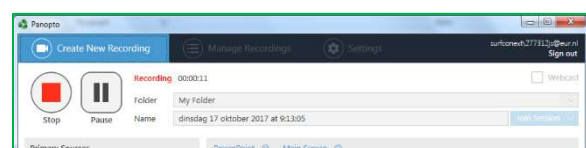


Select your secondary source(s)



Press the record button  to start the recording.

To stop recording open Panopto and click the stop button

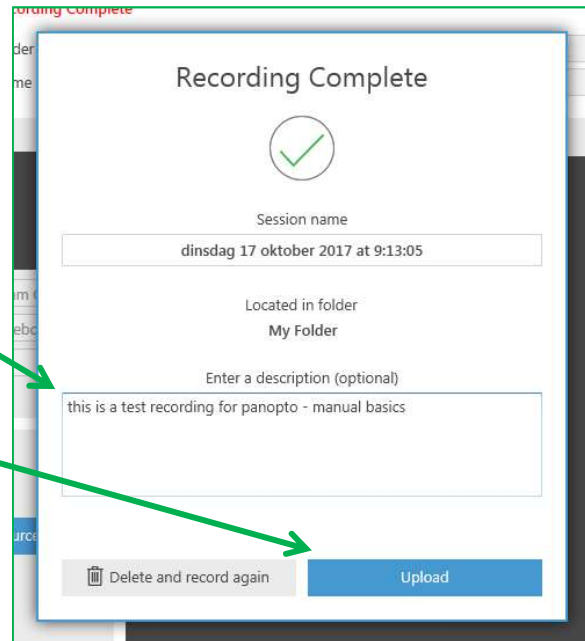


Panopto will now finish the recording.

Wait until you see a popup that the recording is complete.

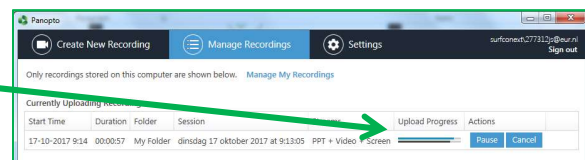
Optional you can enter a description to the recording.

Click the blue button "Upload"



The upload process will now start. The progress is visible here.

When the upload is complete you can close Panopto or log off the PC.

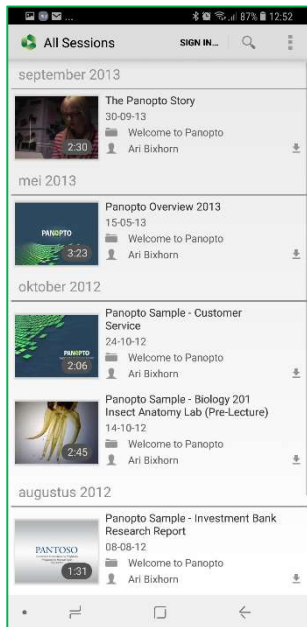


The recording will now be processed by Panopto. When processing is done you can view, edit and manage the recording online in the web interface or with the Panopto app on your phone.

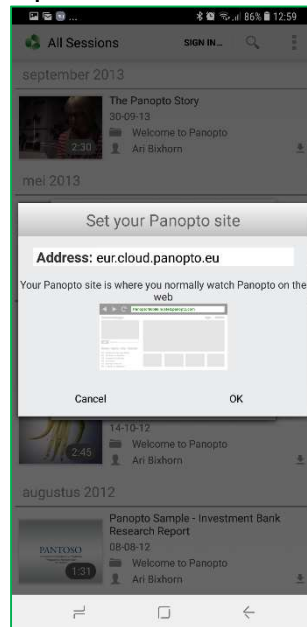
## 4.2. PANOPTO MOBILE APP

The Panopto app is available on Android and IOS devices. The screenshots in this manual are made with an android device.

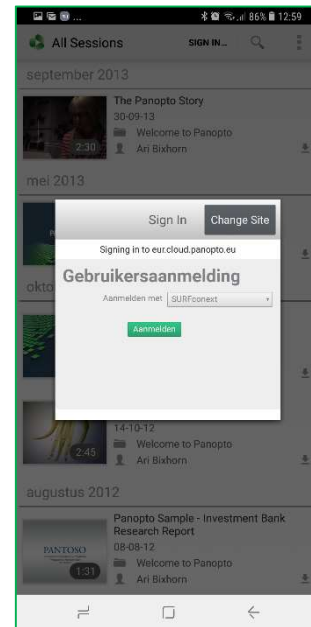
1. Open the panopto app and tap "SIGN IN" located on the top of the screen.



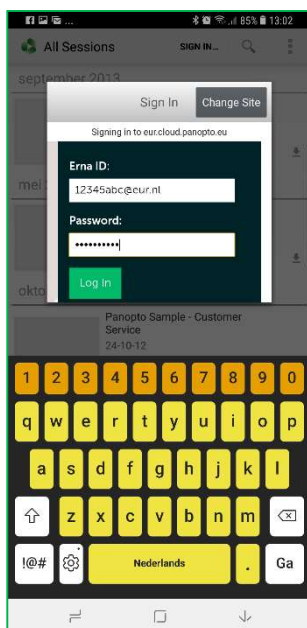
2. Enter the panopto server address: eur.cloud.panopto.eu and tap "OK".



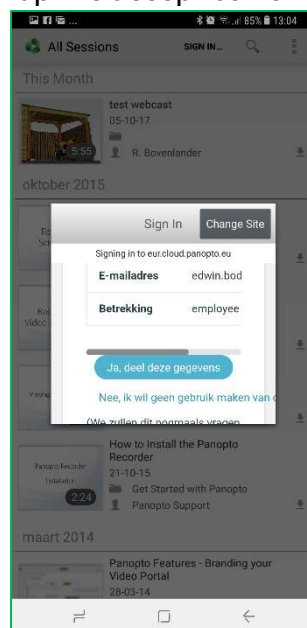
3. Click the green button to login.



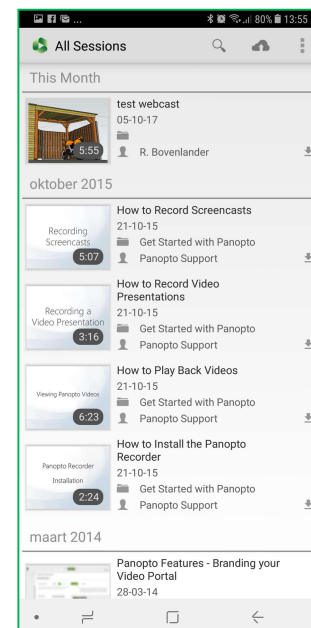
4. Fill in your ERNA credentials and tap the "Log in" button.



5. On first time use you will be asked to agree to share some data. Scroll down and tap the accept button.



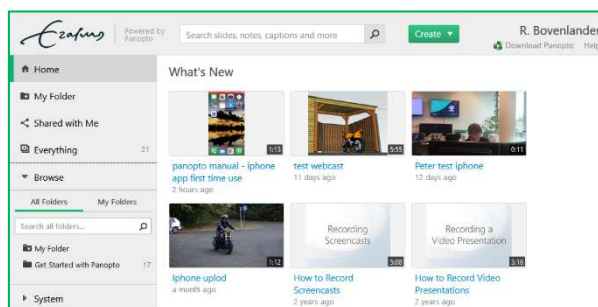
6. When logged in successfully you will see the Panopto app interface.



## 5. Manage folders & recordings

To manage recordings you will need to login on the webinterface with a webbrowser. This is explained in paragraph 3.1 Login web interface .

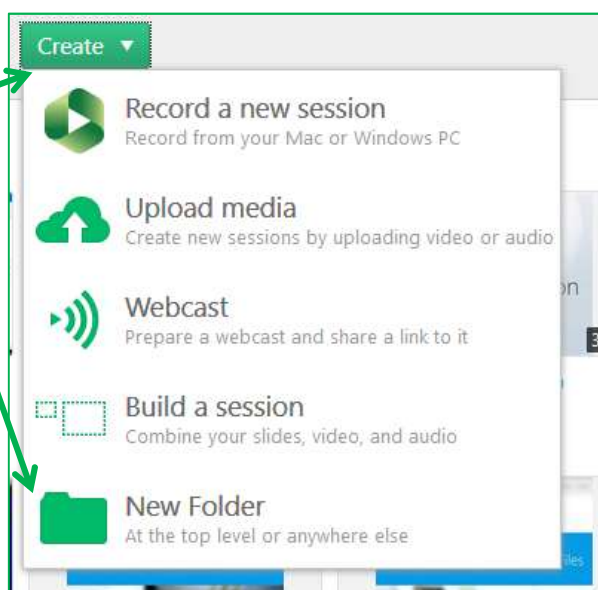
When you are logged on Panopto you will see your personal Home page. On this home page will you see the latest recordings you created and that have been shared with you.



### 5.1. CREATE FOLDER

On top of the Panopto interface click the green button "Create".

In the submenu click on "New Folder"



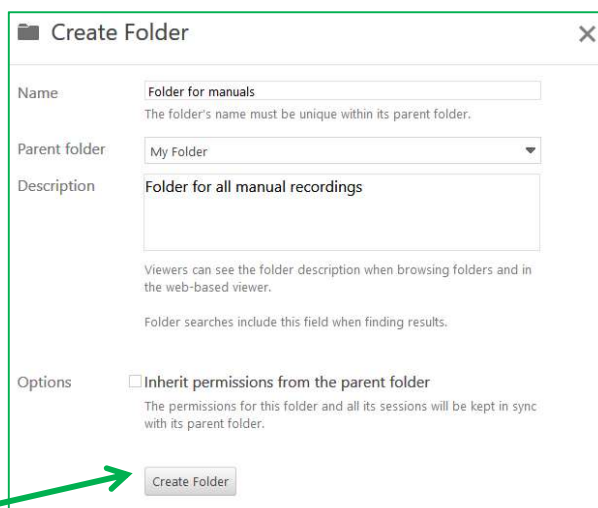
Fill in the create folder form.

**Name;** Fill in a logical name of the new folder

**Parent folder;** Select the parent folder where to place the new folder in.

**Description;**  
Fill in a description.

**Inherit permissions from the parent folder;** the new folder takes over the permissions set on the parent folder  
Option can not be used when your creating a subfolder of the default "My Folder".

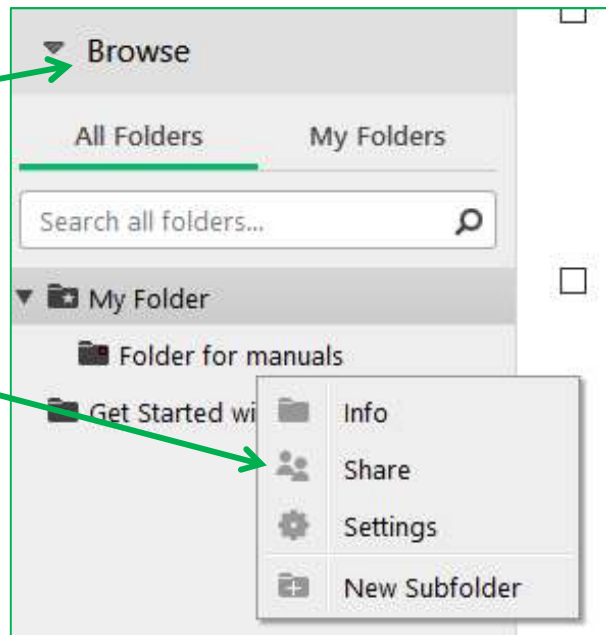


Click "Create Folder"

When the folder is created you will see the share options of the folder. Which is explained in the next paragraph.

## 5.2. SHARE FOLDER

In the sidebar menu click on Browse and look up the folder you want to share.



Right click on the folder name and click "Share".

Here you can find the link or embed code to share the folder. The settings are saved on change.

By default the folder is only visible in Panopto to you and only viewable by others when they have the link.

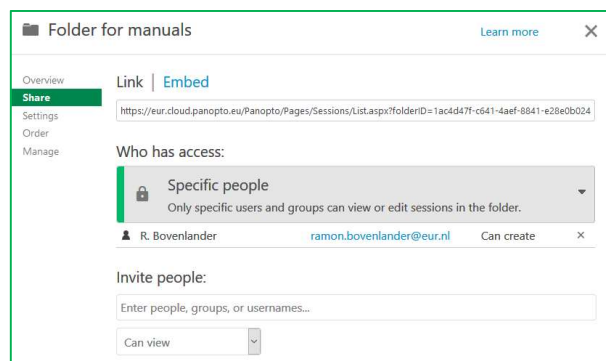
**Link;** shows the direct link to share the folder.

**Embed;** shows the embed code to embed the folder on a website.

**Who has access;** Select an option to change the access rights of the folder.

**Invite people;** fill in the ERNA accounts you want to share the folder with.

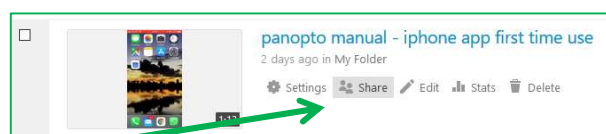
**Can view / can create select list;** select if the added ERNA accounts can view or create inrecordings in the folder.



## 5.3. SHARE RECORDING

In the sidebar menu click on Browse and look up the recording you want to share.

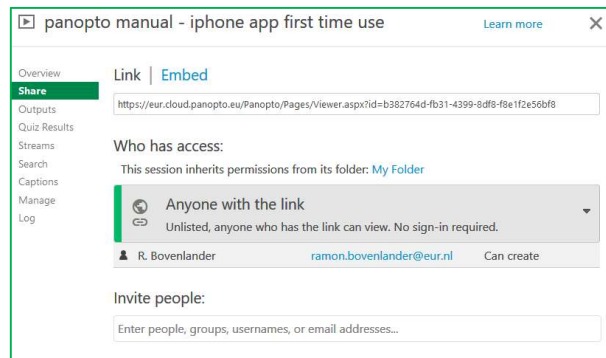
Hover the cursor on the recording and click on "Share".



Here you can find the link or embed code to share the recording. The settings are saved on change.

By default the recording is only visible in Panopto for you and only viewable by others when they have the link.

**Link;** shows the direct link to share the recording.



**Embed;** shows the embed code to embed the recording on a website.

**Who has access;** Select an option to change the access rights of the recording.

**Invite people;** fill in the ERNA accounts you want to share the recording with.

### 5.4. EDIT RECORDING

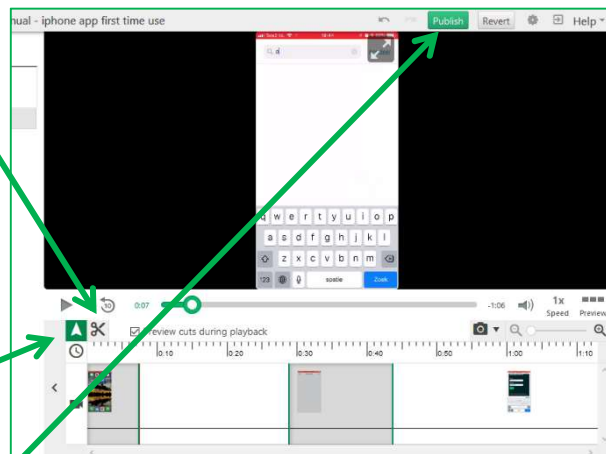
With Panopto you can edit by cutting off parts of the recording. All edits are non-destructive.

In the sidebar menu click on Browse and look up the recording you want to edit.



Hover the cursor on the recording and click on "Edit".

Click on the scissors icon to remove parts of the recording.



Click and drag the timeline located on the bottom to select the parts of the recording you don't want to be played back.

Click on the arrow icon to use the pointer again.

When you are done with the edits you can click on "Publish" to save the recording.

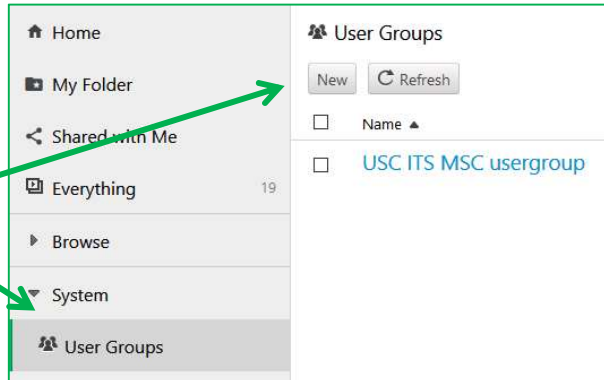
## 6. Manage personal user groups

### 6.1. CREATE USER GROUP

With Panopto you can create your own groups and add users to it.

In de sidebar menu click on system > User groups.

Click on the button "New".



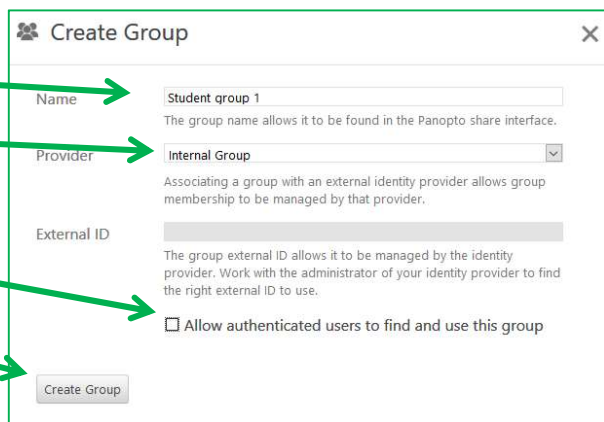
In the popup window fill in the name of the group.

Select "Internal Group".

Uncheck "allow authenticated users to find and use this group"

Click "create group"

In the next window you can add users to the user group. This is explained in the next paragraph.



### 6.2. ADD / REMOVE USERS

In the next window you can search for users that have a ERNA account. You can search by name or ERNA account.

It takes around 2 or 3 seconds to show results. It is possible to add multiple users.

Click on "add users" The users are now added.

To remove a user from the user group hover on the username and click the cross next to it.

