



**UNAM**  
UNIVERSITY OF NAMIBIA

# **Centre for Innovation in Learning and Teaching (CILT)**

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*Digital Media Unit*

*User Guide for  
Panopto Express  
July 2022*

Open your mind

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# 1 Introduction

The Opencast system is a video recording platform for lectures, integrated with Moodle enabling the videos to be uploaded in each course by the lecturer using the *Opencast Videos* block that is described below. The block should already be added to your course for this to work, but the appendix does provide guidance on how to add such a block in case it is not available on your course.

You may have been used to using Panopto lecture capturing tool. However, as per communication shared through Comms2You, the University is not renewing the Panopto licence. In its place, we recommend that you use a freemium version, the Panopto Express.

Panopto Express is a free online content creation tool which allows you to create video content, edit the content and download or share the content as the need may arise. This document provides a step-by-step guide on:

- How to create a Panopto Express account
- What benefits come with the Panopto Express account
- How to record your First Session
- How to edit content
- How to download your recording

Supporting resources are also be availed in the document.

## 2 How to create a Panopto Express account

### 2.1 Firstly, what do you need to do to perform recordings using Panopto Express?

Please make sure that you're using the latest version of the following web browsers:

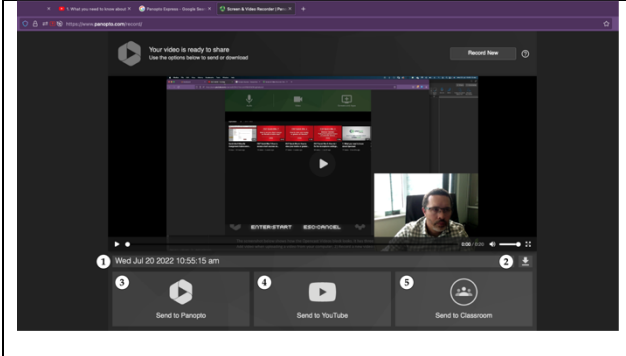
- [Google Chrome](#)
- [Fire Fox](#) or
- [Edge](#)

Support for Panopto Express on Safari and iPhone will be availed at a later stage! We request that you select one of the browsers above and regularly update them.

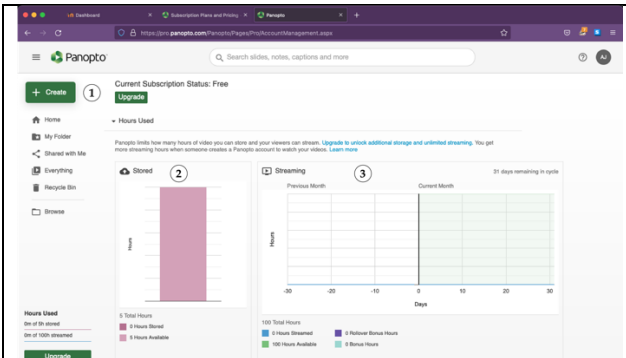
### 2.2 What benefits come with the Panopto Express account?

***It is important to note*** that you do not need a Panopto Express account to be able to use the Panopto recorder to create video content, but you will lose out on some of the special features if you use it without an account.

\* The features you have available include (Numbered in image above):

	<ol style="list-style-type: none"> <li>1. You can rename your recording</li> <li>2. You can download your recording</li> <li>3. You can't send the recording to Panopto (<i>Account is needed</i>)</li> <li>4. You can send the recording to your YouTube channel (Google account required)</li> <li>5. You can't send the recording to a Google Classroom (<i>Account is needed</i>)</li> </ol>
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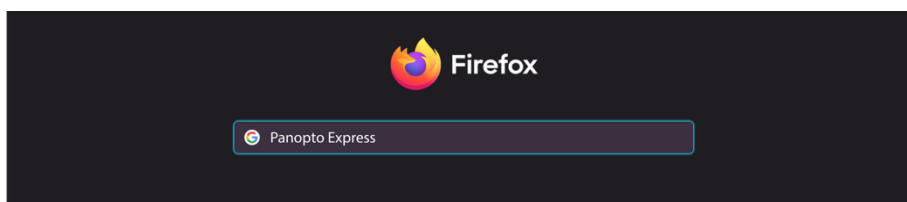
Having a Panopto Express account makes it easier to store the recordings you create in one place, it offers you the ability to edit recordings, downloads are available, and it offers you security.

	<ol style="list-style-type: none"> <li>1. All the old benefits like Home, My Folder, Shared with Me, Everything and Recycle Bin.</li> <li>2. You receive 5 hours storage space</li> <li>3. You receive up to 100 hours for streaming</li> <li>4. The streaming hours reset every 31 days</li> </ol>
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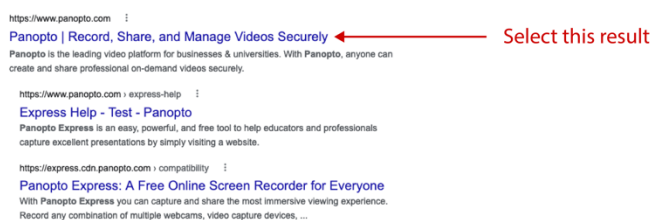
But the choice is yours. With the information above you can select the option that best suits your needs.

### 2.3 How to create a Panopto Express account?

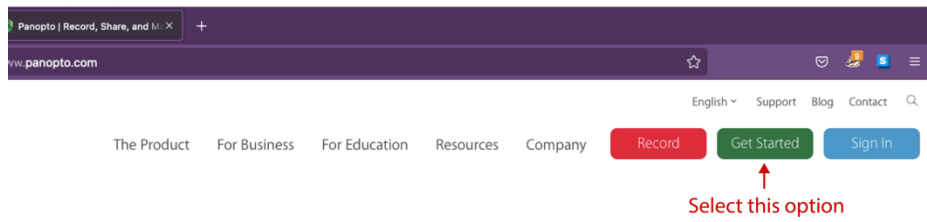
**Step 1:** Open the browser you have selected as your recording browser and search for Panopto Express or type in (copy and paste) the following link <https://www.panopto.com>.



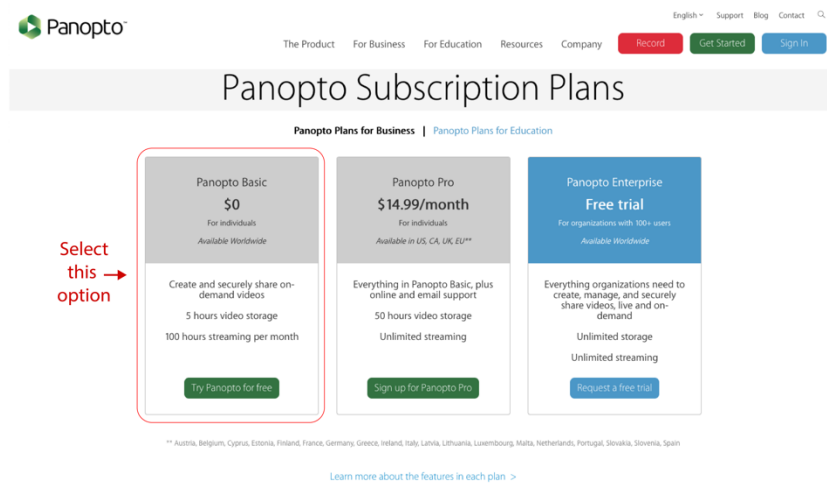
**Step 2:** Select the second option as seen below:



**Step 3:** You will be brought to the Panopto home page. In the top righthand corner you will see three buttons. Select the second button called “Getting Started”.



**Step 4:** Now you will be requested to select the option you would like to use. Please select the first option on the left. *\*Should you choose to use the paid for service, please feel free.*



**Step 5:** Now you will be requested to enter your personal email address and details as seen in the box below:

**Sign up for Panopto**

Panopto is a faster, more engaging way to share information. It's easy to record and share video presentations, product demonstrations and more.

[Learn More](#)

What is your email address?

First Name Last Name

Password

Confirm password

Select a country  
United States

NEXT

[Back](#)

Enter your details as requested.

**Final Step**

You're almost there! Just tell us a bit about your organization and we'll create your new Panopto account.

Organization

Company Size  
< 100

Panopto may send me marketing communications via the contact info I have provided.

By clicking Finish, I acknowledge that I have read and agree to the [Privacy Policy](#) and the [Terms and Conditions](#).

FINISH

Under Organization enter N/A.

**Final Step**

You're almost there! Just tell us a bit about your organization and we'll create your new Panopto account.

Organization  
N/A

Company Size  
< 100

Panopto may send me marketing communications via the contact info I have provided.

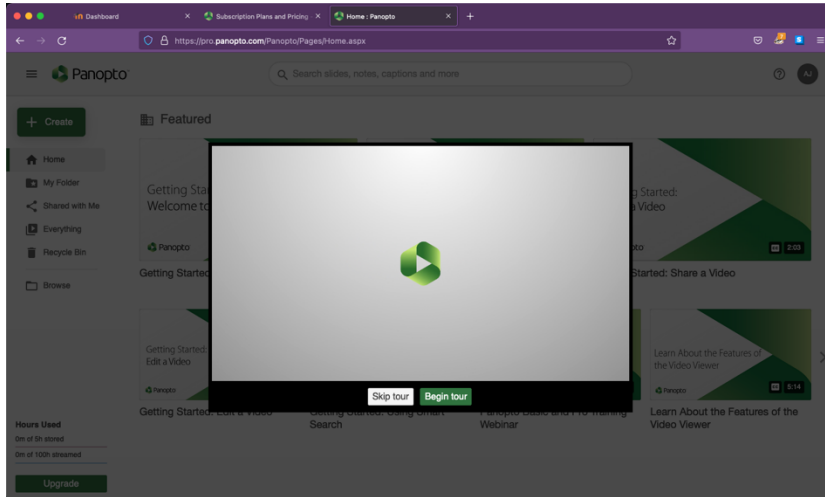
By clicking Finish, I acknowledge that I have read and agree to the [Privacy Policy](#) and the [Terms and Conditions](#).

FINISH

Click FINISH to complete the process.

**Step 6:** You will receive a notification/ message to your specified email address, to confirm your email address. Click the link to do so.

Once you sign in, you will see the interface below. You would now be logged in and you will be able to take a tour to familiarize yourself with the interface.

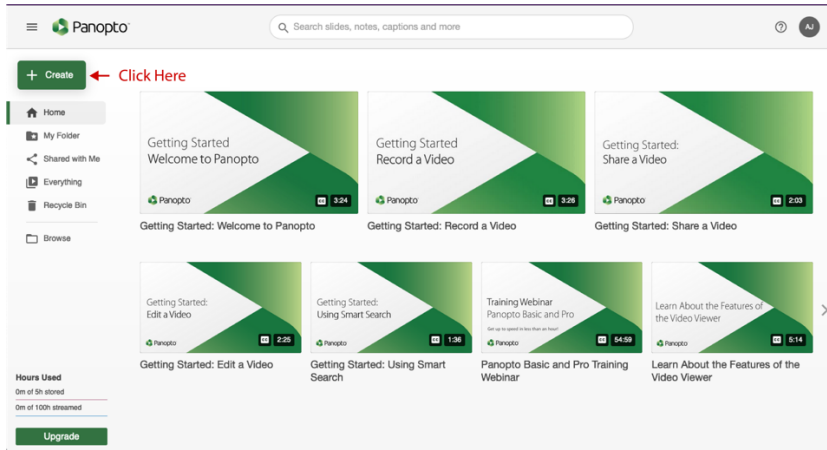


### 3 How to record your First Session in Panopto Express

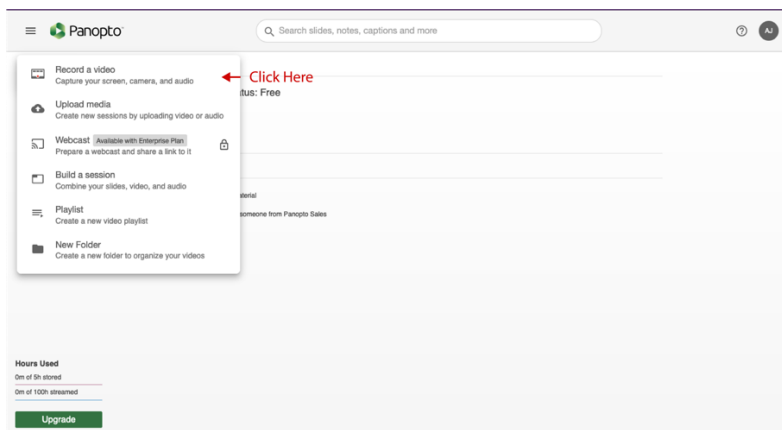
**Step 1:** Open the browser you have selected as your recording browser and go to Panopto Express. <https://www.panopto.com>. Click on Sign in and enter your login details and click next:



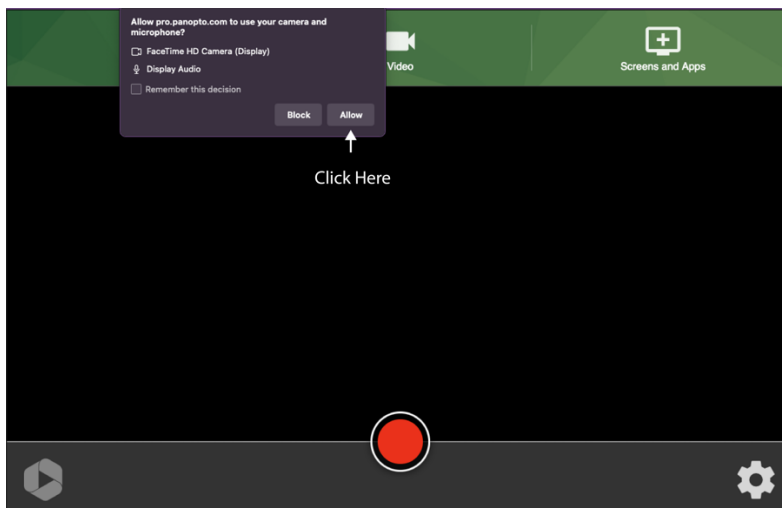
**Step 2:** You are now in the home page of the site and here you can watch tutorials etc. Locate the big green button called “CREATE”, on the lefthand side of the screen.



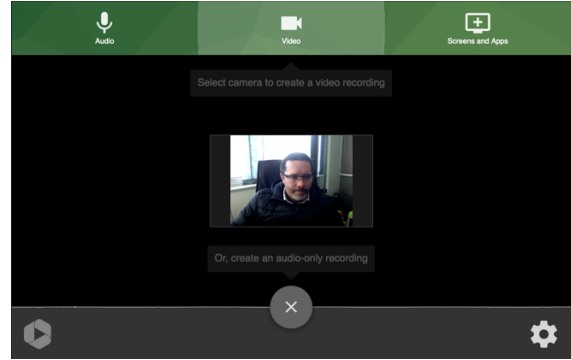
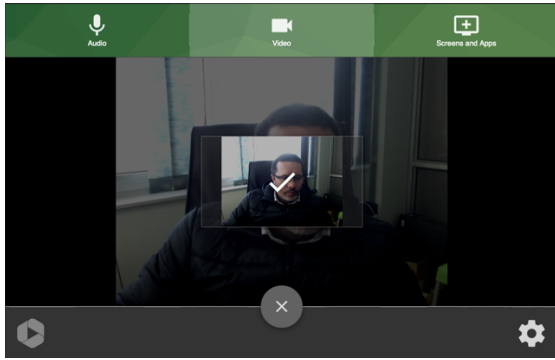
**Step 3:** If you click on this button, you will see a dropdown menu. Please select the first option called, **“Record a video”**.



**Step 4:** Now the recorder will open, and you will be asked to **“Allow”** Panopto to use the built-in Microphone and the Camera on the device you are using. Please click **Allow**.



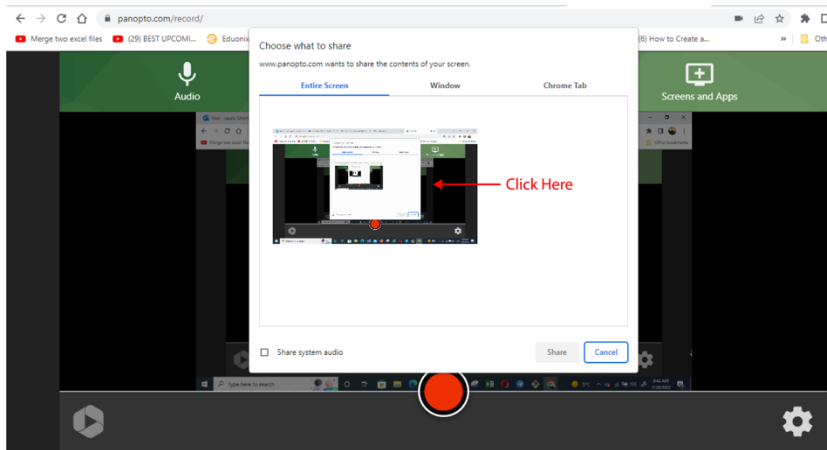
Should you not want to appear in the presentation, simply click the camera icon in the at the top of the screen and then uncheck the check mark in the center of the screen. Now the camera will be deactivated.



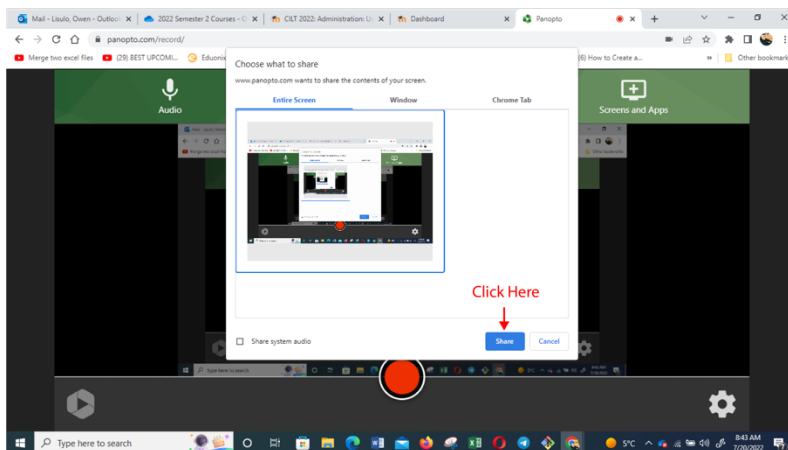
**Step 5:** Select the Screens and Apps tab on the top of the screen to select what it is you would like to display to the audience. We would advise to select the “Entire Screen” option to ensure all is captured.

**Steps for Windows:**

Click on the screen icon as indicated below:

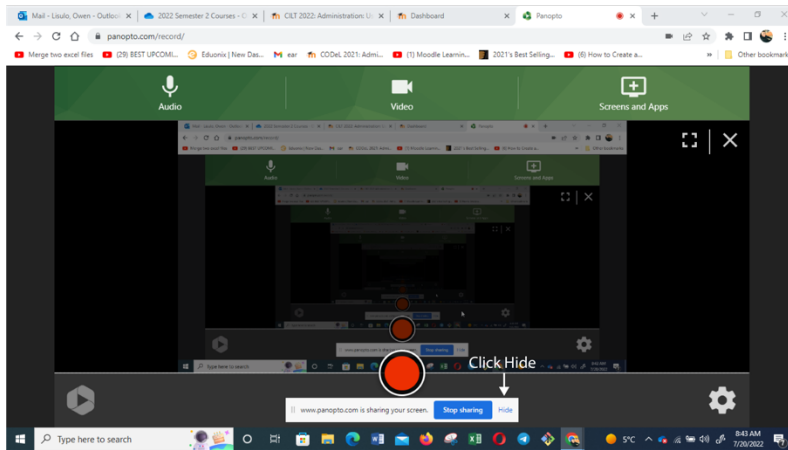


You will then see that the icon is highlighted, and the share button will turn blue



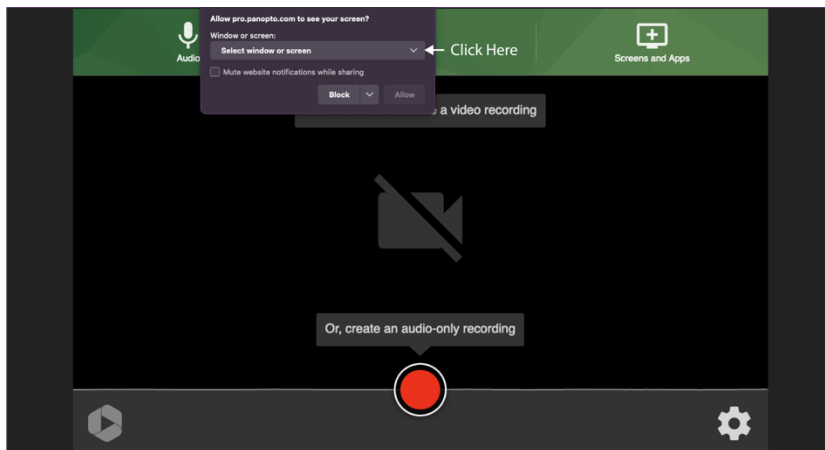
Once you have followed the steps above, make sure to hide the sharing prompt at the bottom of the screen



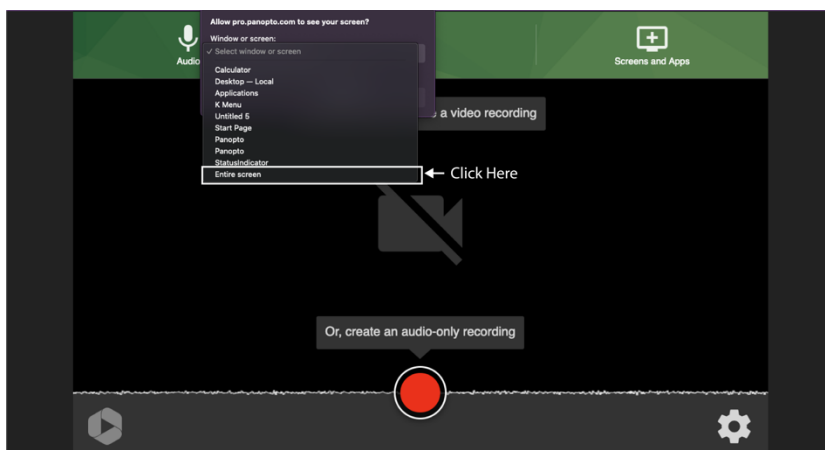


Steps for Mac:

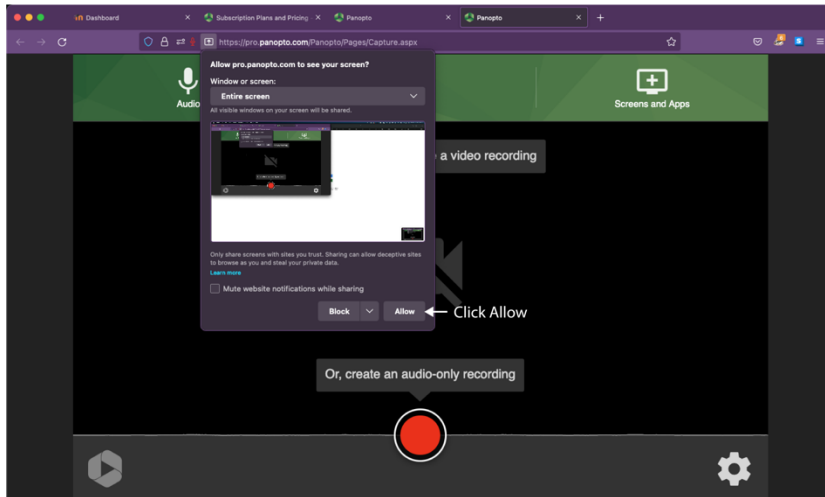
Click on the dropdown menu as shown below:



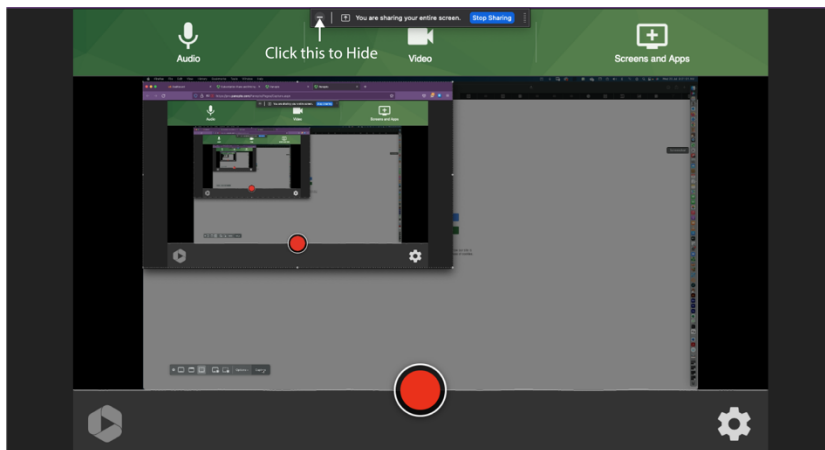
Select the option *“Entire screen”*



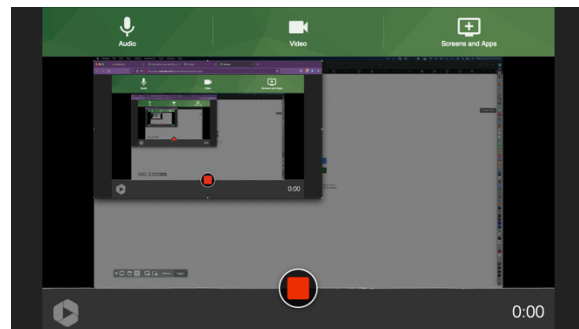
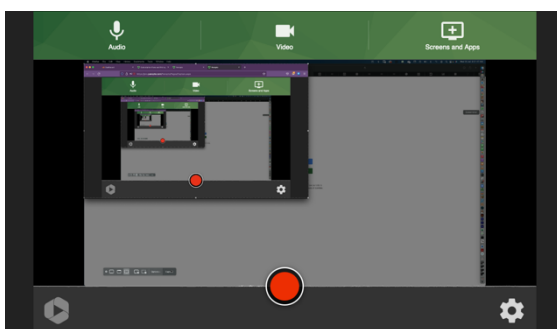
Allow Panopto to share the screen you have selected.



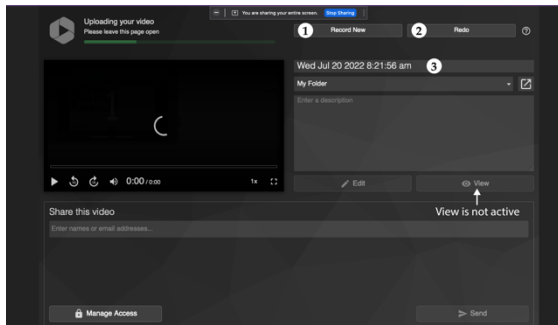
Please make sure to hide the sharing prompt at the top of the screen as shown below:



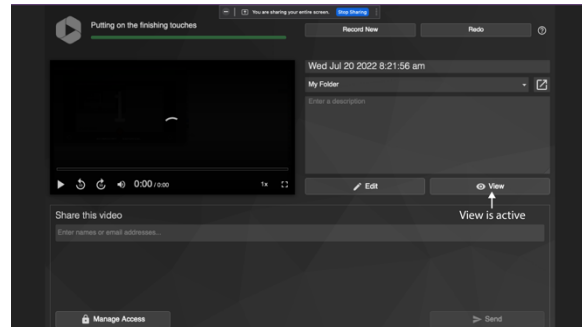
**Step 6:** Now you are ready to begin recording. Open the PowerPoint, document, or image you would like to share, in the background and click on the big red to start recording. A timer will count down from 5 to 1 and the recording will start. The red circle will become a square once this happens.



**Step 7:** Once you are done with the recording, you can click the big red **stop** button and your recording will be processed and you will be met with this screen:



Here you can start a 1. new session, 2. redo the recording, or 3 rename your session. Note: View is not active so this page should not be closed.



When view becomes active it is safe to close the upload page and review your recording.

## 4 How to edit content in Panopto Express

For this section we will refer to an online example. Please click the link below:

<https://unam.cloud.panopto.eu/Panopto/Pages/Viewer.aspx?id=e2eedc90-ca2b-4cf6-b6f8-add300d611c3>

## 5 How to download your recordings from Panopto Express

For this section we will refer to an online example. Please click the link below:

<https://unam.cloud.panopto.eu/Panopto/Pages/Viewer.aspx?id=15d8b498-9d9a-4df0-b670-ac0f010bb264>