



CSU Replay (Panopto)

Student Guide – Assignment folder

Accessing CSU Replay (Panopto)

Step 1

Click on **CSU Replay** in the navigation bar on the left side of your subject site.

Step 2

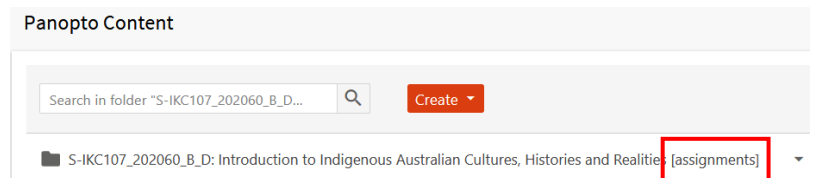
Click on the **Assignment folder**.



Step 3

You will now be in the assignments folder.

Click on the **Create** button.



You will be presented with options on creating a new recording for this subject:

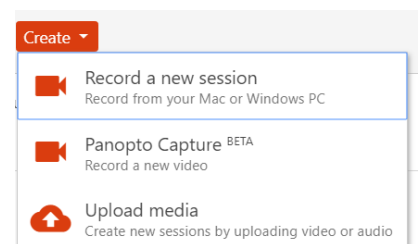
1. Record a new session, or
2. Upload media

Option 1: Record a new session

Step 4

Select **Record a new session**.

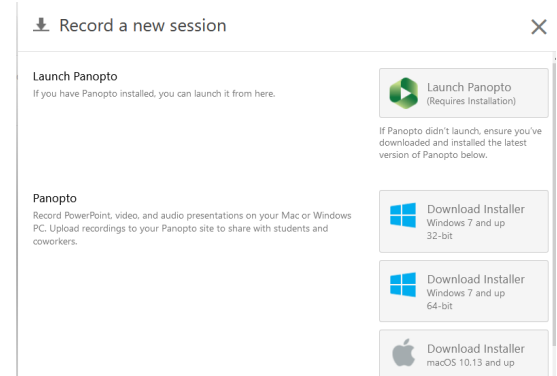
This will open the window to launch, or if a first time user, download Panopto.



Step 5

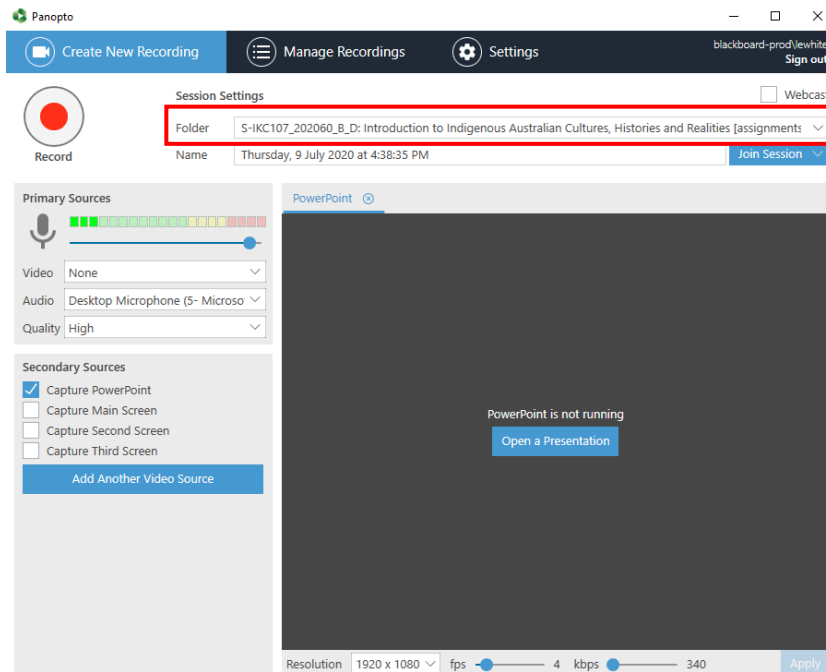
If you have used Panopto before select **Launch Panopto**

If you are a first time user, select the appropriate **Download Installer** and follow the instructions to install the software.



Step 6

Once downloaded, the Panopto recording application will open (see below)



Check the following settings:

1. *Session settings* – ensure the correct subject assignment folder is selected
2. *Name* – give a title to the video you are recording. (By default Panopto will use the day and time as the file name)
3. *Primary sources* – select the correct webcam and microphone for your recording
4. *Secondary sources* - If you want to record your screen, PowerPoint slides etc., choose from the options under Secondary Sources. For a webcam only - make sure all secondary source boxes are unchecked.

You are now ready to record your presentation.

For more information on recording a video (or recording on a Mac) visit:

<https://support.panopto.com/s/getting-started-video?topic=Record+A+Video>

Step 7

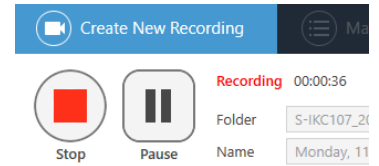


When you are ready click on the **Record** button (left).

Note: When you click on record the recording window will disappear.
(Press F10 to view the window)

Once you start recording, you can either press Stop (finish) or Pause (then continue) the recording.

You can also keep track of the duration of your recording at the top left of the recording window.



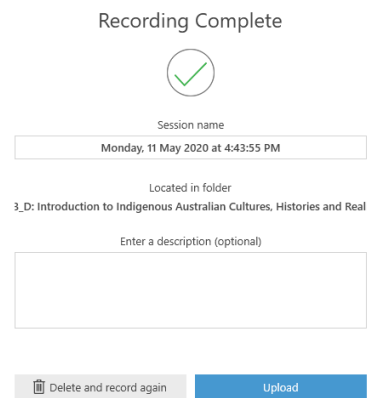
Select **Stop** when you have finished recording.

Type your first and last name in the description field.

You will be given the option to:

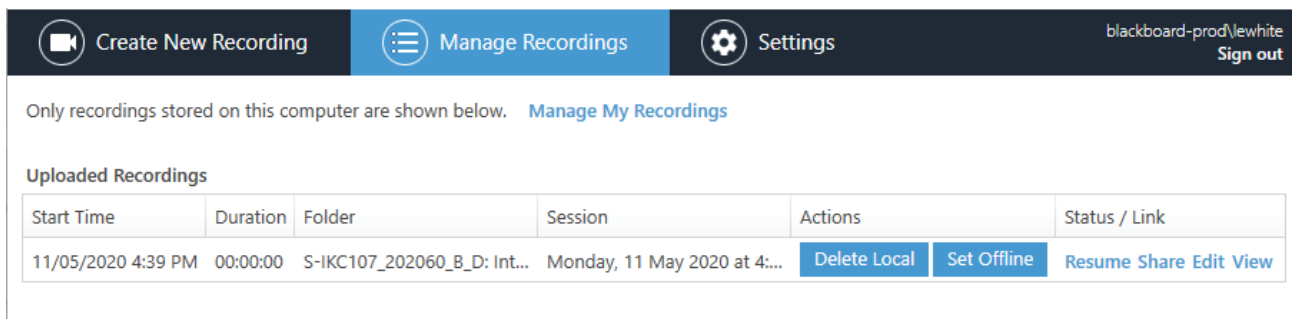
1. delete and record again, or
2. upload your recording to the CSU Replay folder.

Processing the uploaded file will take a couple of minutes - once complete you will receive an Outlook notification.



Step 8

Select **Manage recordings**



Start Time	Duration	Folder	Session	Actions	Status / Link
11/05/2020 4:39 PM	00:00:00	S-IKC107_202060_B_D: Int...	Monday, 11 May 2020 at 4:...	Delete Local Set Offline	Resume Share Edit View

Check that your recording has uploaded to CSU Replay.

Close the "Manage Recordings" screen.

Step 9

To verify that the session has been recorded:

- In the subject site, refresh your screen.
- Click on CSU Replay
- Select the Assignment folder. Your recording should now appear in the folder.

Note: Only you and the subject co-ordinator will be able to see your recording.

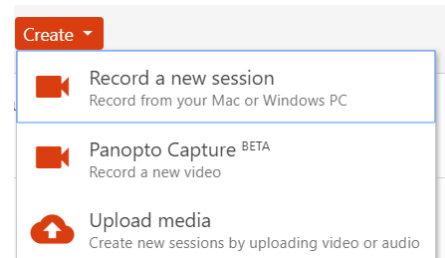
Option 2: Upload a video

To upload a video that you have recorded on another platform or device follow steps 1 – 3 as previously instructed to access the Assignment folder within CSU Replay.

Step 4

Select **Upload media**.

This option allows you to drag and drop a video that you already have on your computer, and add it to the recordings.



Step 5

Drag and drop the video file or click inside of the box to select the file from your computer.

Wait for **Uploading** to finish, which may take a while based on the size and amount of files.

