CSU Replay (Panopto): Teacher AV Resource Creation
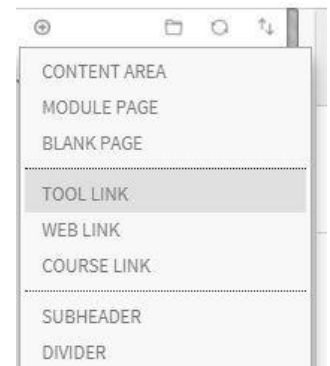
Cheat Sheet

Brief: The Panopto tool provides a powerful, yet easy way to create video (and audio) content for CSU staff. It is fully integrated into Interact 2 (Blackboard), meaning that staff (and students) can create content AND quickly place the new media resource within subject sites for a variety of purposes.
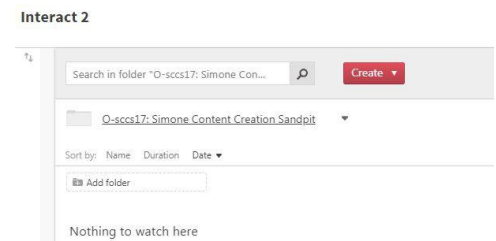
Terminology Note. The terms CSU Replay and Panopto are used synonymously in this document - the software is called Panopto, CSU has rebranded their instance of Panopto as 'CSU Replay', which is the term applied for whichever lecture capture tool the university has in place at any given time.

Adding the Panopto Tool to i2 Subject site (each subject + each session)

- Click the '+' on top of your nav bar → select 'Tool Link'

- Name 'CSU Replay' → Type = Panopto Course Tool Application

- Check 'Available to users' (if you want students to access media from here)

- Drag the new CSU Replay item up to the desired location in the nav bar
  → click CSU Replay

- 1st time addition of the tool → click on 'Configure' → 'Add Course to Panopto'
  → OK (must be reprovisioned every session, every subject site)

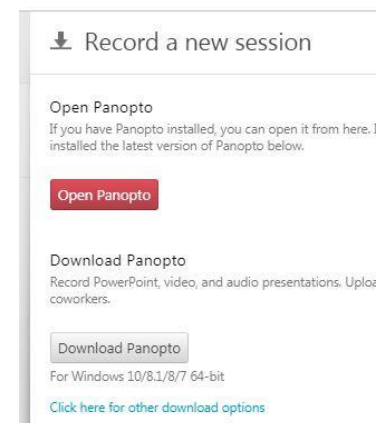- You will see your subject in the 'Selected Folders' box (right hand side) → click submit

You will now see the **red 'Create' button** in your CSU Replay folder
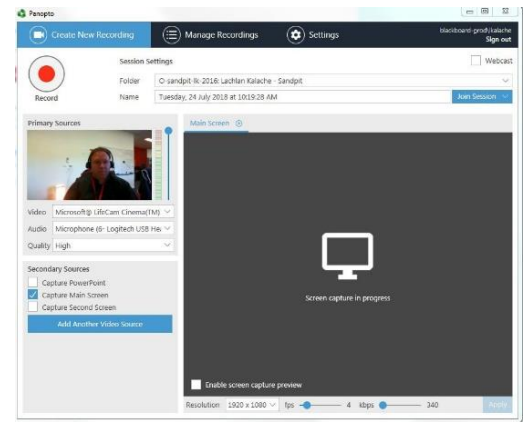
Install the Panopto Recorder (1st time only)

- First time you attempt to create → record a new session, you will be prompted to open / download Panopto. Click on 'Download Panopto' and follow the install prompts.

Note. only be required once - every time you add the CSU Replay item to a subject site from then on, it will connect to the existing Panopto recorder on that device

Making your Panopto Video Recording (Tips)
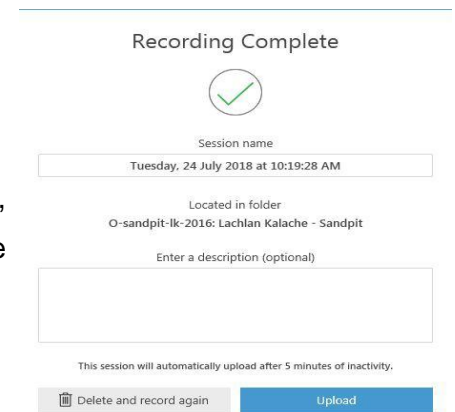
- Click the red Create button → Record a New Session

- Familiarise yourself with the recorder interface (Mac users may have some slight differences in the names of fields or location of buttons within the recorder itself).

- Think carefully on which 'Primary' & 'Secondary' sources you want to capture in your recording:

- For a webcam only (talking head) → make sure all secondary source boxes are unchecked.

- If you do not want your headshot part of the recording (e.g. audio narration only) → make sure 'Video' is set to none.

- If you're wanting to narrate anything other than straight powerpoint, use 'Capture Main Screen'

Note. It is worth playing round with the inputs (i.e. making short test recordings) to get the desired end product. Panopto allows for multiple video inputs (e.g. webcam, ppt slides, main screen) all available in the final recording - the user can select between the various sources - this can be a bit distracting → choose your sources carefully.

- Label the video recording clearly (by default panopto will use the day and time as the file name) - using a title will make life easier later (e.g. lecture, topic, assessment, digest?)

- The screen capture preview can be confusing, as it can show a box, within a box, within a box etc. Ignore this - just make sure it's got the right screen then turn it off.

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

- If you're unhappy with the recording - as soon as you click stop, a 'Recording Complete' dialogue will appear → you can delete it directly at this point and return to the recorder, otherwise click 'Upload' to save the recording into your CSU Replay folder.

- A Manage Recordings list will appear → close this and click on your CSU Replay Item in the nav

- Processing is relatively quick - once complete you'll receive an Outlook notification that it's done.
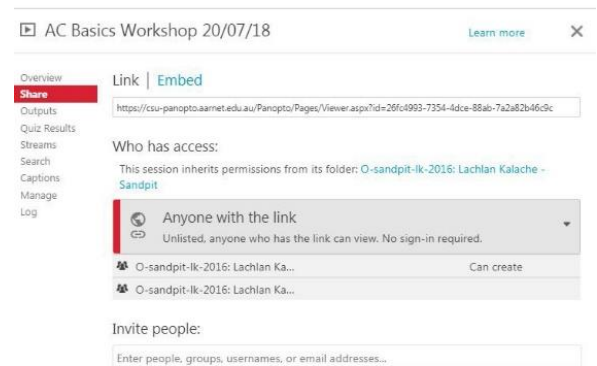
Working with your Recordings

- Hover your mouse over / near your recording, several options will appear

- By default - students in the subject will be able to see your recordings by going into the CSU Replay folder. If you're intending to share the recording elsewhere, you'll need to change the access settings under 'Share'

Note. Intending to embed the vid outside the subject site? The access settings will need to be changed to 'Anyone with the link', otherwise it won't play.
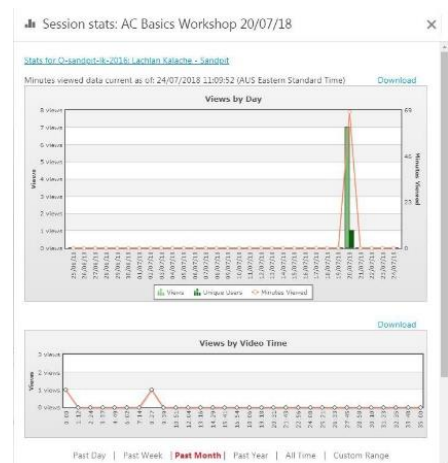
Downloading the Recording File (local .mp4)

- Play the recording - download arrows will either be visible inside the player window or in the browser bar above the recording (e.g. Chrome it's toward the top right-hand corner).

Viewer Statistics for your Recording

- accessed via the 'Stats' option → will only identify users when the recording is used inside the subject site

- Can display views, durations, dates etc. and then be exported (.csv) if desired.
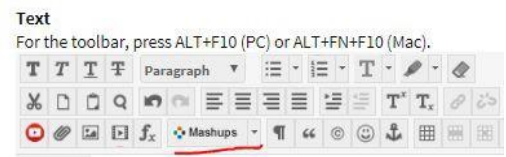
Editing the Recording (basic cropping)

- Click the 'Edit' item - a basic recording timeline appears below → click the scissor icon

- Use the red toggles to drag your crop area to the desired period of time (it's fiddly, but if you have something you definitely want removed, it suffices) → click 'Publish' in the browser bar above the recording to make your 'new' version live.

Adding your Recording to Content Items (Mashups)

- Edit your desired i2 content item (or create a new one - 'Build Content → Item')
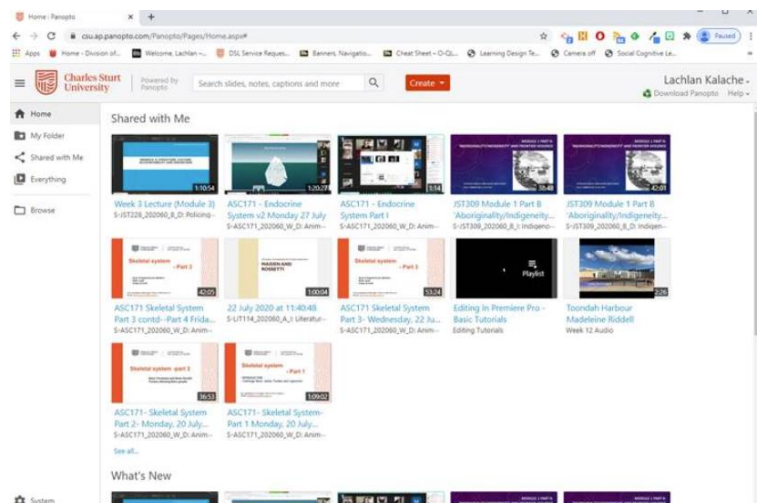- Click the cursor where you want the video to appear → click the 'Mashups' button from the content
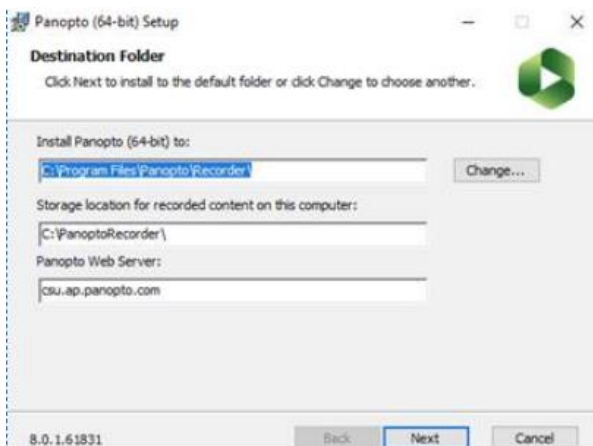
editor → select Panopto Video (the recordings in your library will now be selectable from a list)

● Check the box next to the desired recording → click 'Insert Videos' → Submit

Note. Default size of the video window is 720*480. You may need to resize if this is too big / small.

CSU Replay 'Back End' (My Folder) *https://csu.ap.panopto.com*

• Familiarise yourself with the difference between subject-level folders and 'My Folder'

• Moving of recordings from 1 location to another only easily done via the back end

• Subject-level folders are subject to annual purge / cleansing of media content ('My Folder' content is not)

Further Panopto Resources

Note. this cheat sheet is not a comprehensive guide to the use of Panopto - please refer to these additional links for a more detailed breakdown of the tool.

• CSU WIKI - CSU Replay - link

• i2 help - CSU Replay - link

• DIT Support - CSU Replay - link