Virtual Faculty Connection – Recording Video Lectures – Quick Reference Sheet

Tips for Creating Good Online Videos

PowerPoint

Office 365
- Available for personal computers via GWU IT
- Instructions to Record in Office 365
- Instructions to Save your presentation as a video

Older versions – PC
- Instructions to record in older versions of PowerPoint on Windows (PC)
- Instructions to Save your presentation as a video in older versions of PowerPoint (note that there are additional options for versions older than 2016 – select the appropriate tab for your version.

Office for Mac
- Instructions to record on Mac
- Instructions to Export your presentation as a video on Mac

Panopto

When using Panopto, there are 3 options for recording.

1. Panopto App – This is the preferred method. This method involves logging into Panopto with your NetID and password, and using the installed Panopto App. This method has the most flexibility, and allows you to edit in the same app after you have recorded.
   a. Note: the Panopto app can be found in Software Center (PC) or Self Service (Mac) on GW-managed computers.
2. Panopto Capture – This method is for when you are unable to install the Panopto App, but know your NetID and password. In this option, you will be able to record directly into the folder you want, and will not have to transfer the file to someone else to load into Panopto.
3. Panopto.it – This option is for those who do not know their NetID and password. It will record and then you will be able to download your video to your computer, and will need to upload or send it to be posted for others to access.

Using the Panopto App installed on your Computer
- GW Panopto site: https://smhsgwu.hosted.panopto.com/Panopto

Creating Recordings
- Options for Creating a Recording

- How to Record a Video
- How to Upload Video Files
- Panopto Recording Best Practices
- More help with Creating Panopto Videos

Editing Recordings

- Overview of the Video Editor
- How to Trim a Video (cut out beginning, end, and/or sections in the middle)
- How to Embed a Webpage in your video
- How to add a Quiz to your video
- How to Embed a YouTube video in your Panopto video
- More help with Editing Panopto Videos

Using Panopto Capture

- How to create a video using Panopto Capture
- To edit your video, see the instructions above for Editing Recordings.

Using Panopto Express (panopto.it)

- Website: http://panotpo.it
- Instructions for Using Panopto Express