

Panopto for GW SMHS and SPH

This document provides an overview of how to use Panopto, a lecture recording and video streaming tool used at GW SMHS and SPH. Rather than providing detailed instructions, this document liberally links out to Panopto's documentation.

And personalized help with Panopto is always available!

Health Sciences faculty/staff – Contact [the IMPACT Team](#)

SMHS faculty/staff generally – Contact [the Center for Faculty Excellence](#) or Robin Tse rgwtse@gwu.edu

School of Public Health faculty/staff – Contact Andrew Wiss awiss@gwu.edu or Isabelle Gholl isabelle.gholl@gwu.edu

Panopto Support is available 24x7 – Call 855-765-2341

Table of Contents

[Accessing Panopto](#)

[Access Panopto via Blackboard](#)

[Blackboard Original Course View](#)

[Blackboard Ultra Course View](#)

[Access Panopto via a Browser](#)

[Sign in from the Panopto Recorder](#)

[Recording Options](#)

[Recording Videos](#)

[The Panopto Recorder for Mac or PC](#)

[Primary and Secondary Sources](#)

[Panopto Express](#)

[To record a video using Panopto Express:](#)

[To share a recording from Panopto Express:](#)

[Panopto Capture](#)

[Panopto Mobile App](#)

[To Share a Recording from the Mobile App](#)

[Additional Features and Tasks](#)

[Live Webcasting](#)

[Upload Existing Video Files to Panopto](#)

[YouTube Videos Within Panopto Recordings](#)

[Quiz Questions in Panopto Videos](#)

[Editing Panopto Videos](#)

[Sharing Videos Outside of a Course](#)

[Deleting Local Recordings After Upload](#)

[Copying or Moving Videos Between Courses](#)

Accessing Panopto

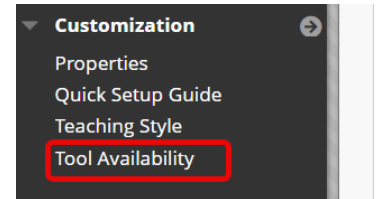
There are three options for accessing Panopto:

Access Panopto via Blackboard

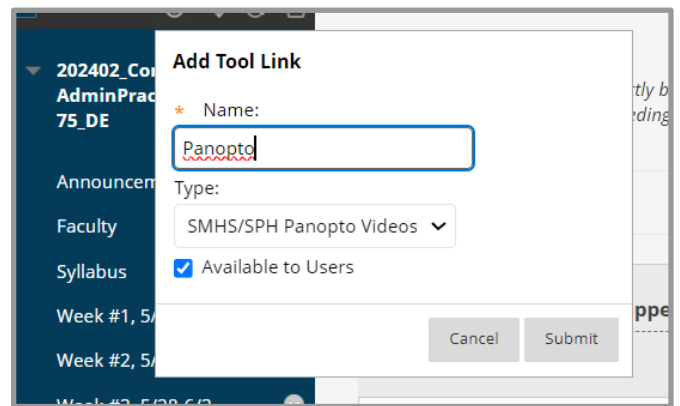
This is the most common method for accessing Blackboard and makes it easy to share a video with a course. To do this you will need to have Panopto enabled in your course.

Blackboard Original Course View

- Go to Customization in the Course Management menu and click Tool Availability
- Scroll down the list and check all of the boxes related to SMHS/SPH Panopto, click "Submit" at the bottom right corner
- At the top of the main blue menu for the course click on the circle in the plus sign
- Select "Tool Link"
- Name the menu item
- Select "Panopto Videos" as the type
- Submit
- Click on the link to activate your Panopto course folder



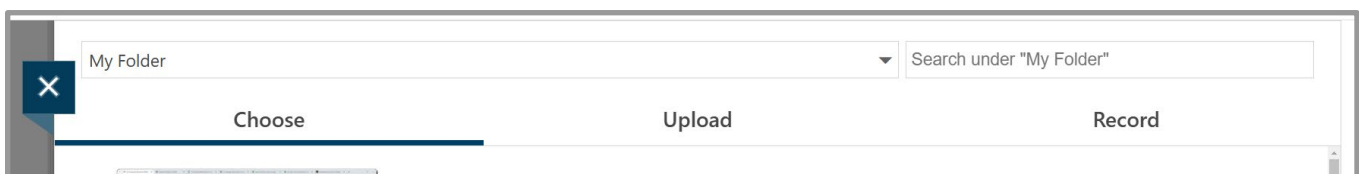
SMHS/SPH Panopto Assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SMHS/SPH Panopto Embed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SMHS/SPH Panopto Quiz	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SMHS/SPH Panopto Videos	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



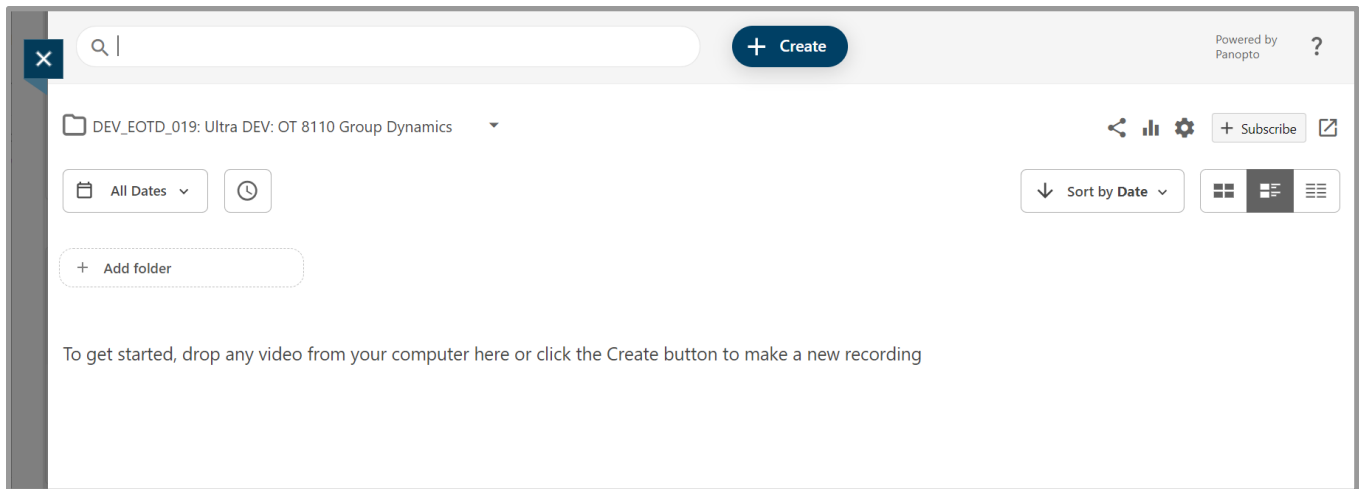
You have successfully created a link to a Panopto folder for the course. From this page, you will see all the videos shared with the course and access the "Create" button to record new ones.

Blackboard Ultra Course View

- Email bbadmin@gwu.edu to request Panopto be enabled in your course. Include the course CRN in the request. After that is done:
 - Go to the part of your course where you'd like to have a link to a Panopto video
 - Click on the circle in the plus sign to add an item
 - Select "Content Market"
 - Select "Panopto Embed"
 - Choose from an existing video in your catalog, upload a video file, or record a new video by clicking on the appropriate tab



If your course from a previous semester had Panopto videos in it, they should have been copied into the new semester's course catalog.



Access Panopto via a Browser

Accessing Panopto via a web browser is most helpful when you need to make changes to the settings for a video or want to upload a video to be shared outside of a course.

- Go to <http://smhsgwu.hosted.panopto.com> (your Panopto video library)
- Make sure that Blackboard is chosen in the dropdown list and click Sign in

Sign in from the Panopto Recorder

If you navigated to Panopto from within your Blackboard course, you are already signed in. If you first opened the Panopto Recorder software installed on your computer, you need to sign in to record. To sign in:

- Open the Panopto Recorder app
- If a "server" is required, enter: smhsgwu.hosted.panopto.com
- Enter your GW username (the part of your email before @gwu.edu) and the password associated with your email if you are not already logged into Blackboard
- Click Login

Recording Options

The section above shared several different ways to login to Panopto. Only SMHS and SPH users with GW IDs can login, but there are a number of different ways to record videos in Panopto, one of which can be used by users without a login, such as guest lecturers, and all of which have advantages and disadvantages. Here is a summary of the options, which are described in greater detail below.

No GW Login?

[Use Panopto Express](#)

Lets you record in your browser, share screens and apps, and then download locally or upload to YouTube.

Have Panopto in your Blackboard course, but unable to install the Panopto App?

[Use Panopto Capture](#)

Lets you record in your browser, share screens and apps, and share with your course or to another Panopto folder.

Want to record Panopto videos on the go?

[Install the Panopto app on your smartphone or tablet](#)

Available for iOS 16 and higher and Android 12 and higher.

Need/Want full control?

[Use the Panopto Recorder app for Mac or PC](#)

Recording Videos

The Panopto Recorder for Mac or PC

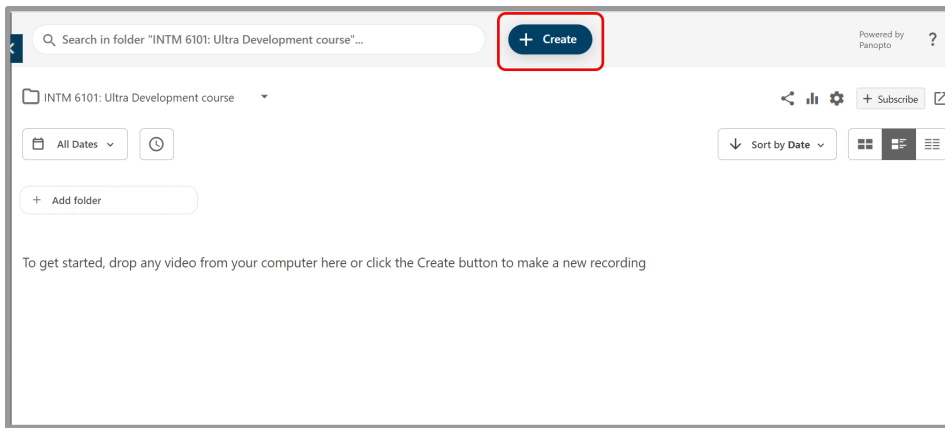
This section assumes Panopto has already been [linked to your Blackboard course as described above](#) and describes the method of recording that is the most fully featured, provides the most control, and is used on classroom computers for lecture capture.

The Panopto Recorder application needs to be installed locally on your computer. It can be installed from the Software Center on GW-managed PC or Self Service on GW-managed Macs. On other devices, such as personal ones, use the following links:

 [How to Download and Install Panopto for Windows](#)

 [How to Download and Install Panopto for Mac](#)

To record from Panopto in your course or to share pre-recorded videos with your course go to the Panopto page you added to the Blackboard Original view courses, as described above, and click on the Create button at the top of the page.



Use that to select “Panopto for Windows” or “Panopto for Mac.” Then click “Open Panopto.” Recordings made this way will be directly shared with the course.

Primary and Secondary Sources

Panopto’s recorder allows you to indicate multiple input sources to be recorded simultaneously. Most commonly the primary source will be your webcam and the secondary source will be a slidedeck or sharing a screen. However, you can change these and you could set additional sources, such as two different cameras or slides and your screen to both be recorded.

 [How to Record With Panopto for Windows](#)

 [How to Record With Panopto for Mac](#)

Panopto Express

Panopto Express lets you record your webcam or anything on your screen by going to <https://www.panopto.com/record-now/?capture> This makes it a good option for guest lecturers or others who do not have GW logins or for those using a borrowed device.

To record a video using Panopto Express:

- Go to <https://www.panopto.com/record-now/?capture>
- Click Audio to ensure the correct microphone is selected
- Click Video to turn on or change your video camera
- Click Screens and Apps if you wish to record your screen or any other app
 - Select the tab, window, or screen you’d like to record
 - Indicate if you would like audio from that tab, window, or your system to be included in the recording
- Click the red record circle at the bottom middle of the screen to start recording
- Click it again to stop record
- Preview your video if you wish
- Under the Preview, name your recording

To share a recording from Panopto Express:

- Click download to the right of the file name to download the video file

- The video will download in the WebM format, which may not be playable by all video players
- Click Send to YouTube if you have a personal YouTube account you wish to use

Panopto Capture

Panopto Capture is very much like Panopto Express, but is accessed when you are already logged into Panopto, making it easier to share videos with a course when you access it from the Panopto folder of a course. This makes it ideal for instructors who need to record videos for their courses and are unable to install the Panopto Recorder app.

- Log into Panopto as described above
- Click on the plus sign in the upper left corner and select Panopto Capture

 [How to Create a Video Using Panopto Capture](#)

Panopto Mobile App

The Panopto mobile app is useful when you want to record a video “on location” and share it with a course.

- Install the Panopto Mobile app from the App Store or Google Play
- Enter your GW email address
- Select “George Washington University”
- Select Blackboard Ultra
- Sign in using the Single Sign-on
- Click on the plus sign in the lower right corner to record a video or upload an existing one.

To Share a Recording from the Mobile App

Recording a video in the app is straightforward. However, by default videos will upload to your main Panopto folder. To share them with a course you will need to copy or move the video into the folder for that course. This is most easily done in a web browser. See our instructions below for [copying or moving videos into a course](#).

 [How to Use the Panopto Mobile App](#)

Additional Features and Tasks

Live Webcasting

Panopto can be used for live webcasts while recording, which for example can be helpful in accommodating student illness or travel. You can allow those remote students to watch the class live. You can grab a webcast link after you start recording, but to prepare ahead of time you’ll need to log into Panopto in the browser at <https://smhsgwu.hosted.panopto.com/Panopto/Pages/Home.aspx>, click

on the plus sign in the upper left corner, and select “Webcast.” When you enter the name you’ll get a detail page with the link to give the viewers. You can also choose settings to allow comments and other actions.

👉 [How to Create a Webcast URL and a Waiting Room in Advance](#)

👉 [How to Create and Share a Live Webcast with Panopto for Windows](#) (to livestream after you have started recording)

Upload Existing Video Files to Panopto

If you have a video you shot on another app or device and want to share it in Panopto, click on +Create or just the + sign and select “Upload Media”

Visit Panopto’s page on [Supported File Types](#) for details on what types of files are accepted.

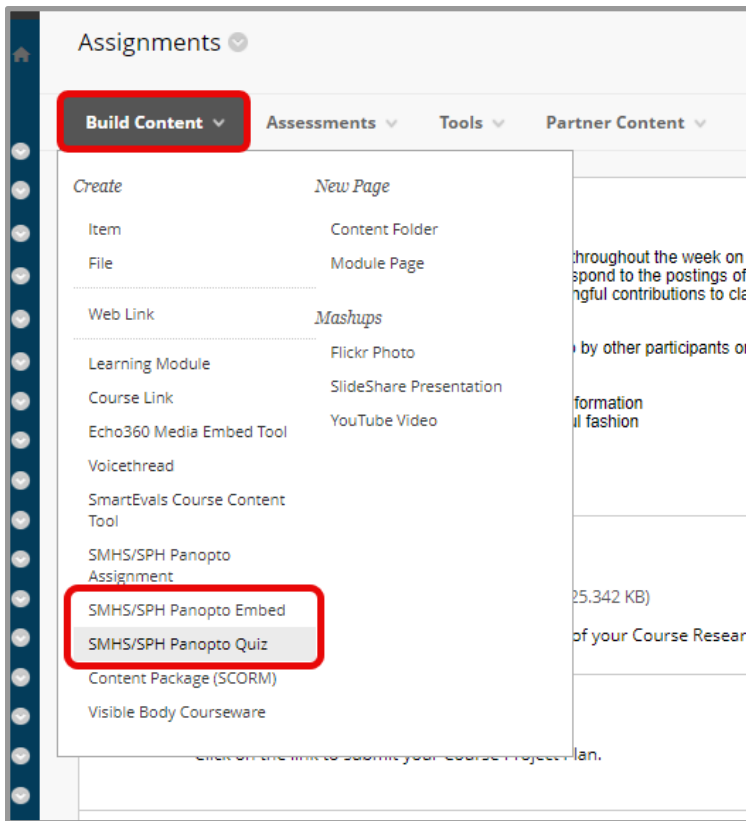
YouTube Videos Within Panopto Recordings

It is a best practice to use Panopto’s functionality to embed a YouTube video within a Panopto recording rather than playing the YouTube video while recording your lecture. When students view the recording with the embedded YouTube video, it will give them full control over the playback right within the timeline of your Panopto video. You can even specify specific start and stop times of the YouTube video if students only need to watch a portion of it or if you want to stop and discuss it at certain points.

👉 [How to Embed a YouTube Video into a Panopto Video](#)

Quiz Questions in Panopto Videos

Panopto allows you to add true/false, multiple choice, and fill-in-the-blank quiz questions at any point during a video. This can help reinforce important concepts and help keep students engaged during a lecture. The quiz results can be viewed in Panopto or added to Blackboard so the results appear in the Blackboard gradebook.



[How to Add a Quiz to a Video](#)

[How to Use a Panopto Quiz as a Blackboard Assessment](#)

Editing Panopto Videos

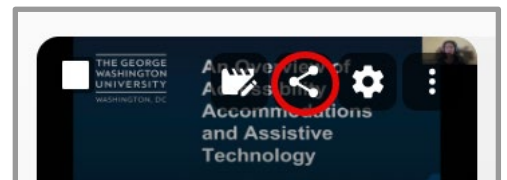
Panopto provides very basic editing functions. You can change the name of the video and trim portions out of it. It is a non-destructive editor, so when you trim, the cut sections will continue to be visible in the editing timeline but they will not playback.

[How to Edit a Video](#)

Sharing Videos Outside of a Course

SMHS and SPH licenses Panopto to allow faculty to securely share videos with students in courses. But it can also be used to share videos with others for academic or programmatic purposes. To share a video outside of a course:

- Click on the Share icon
- Click Change under “who can access this video”
- Select “Public (unlisted)”



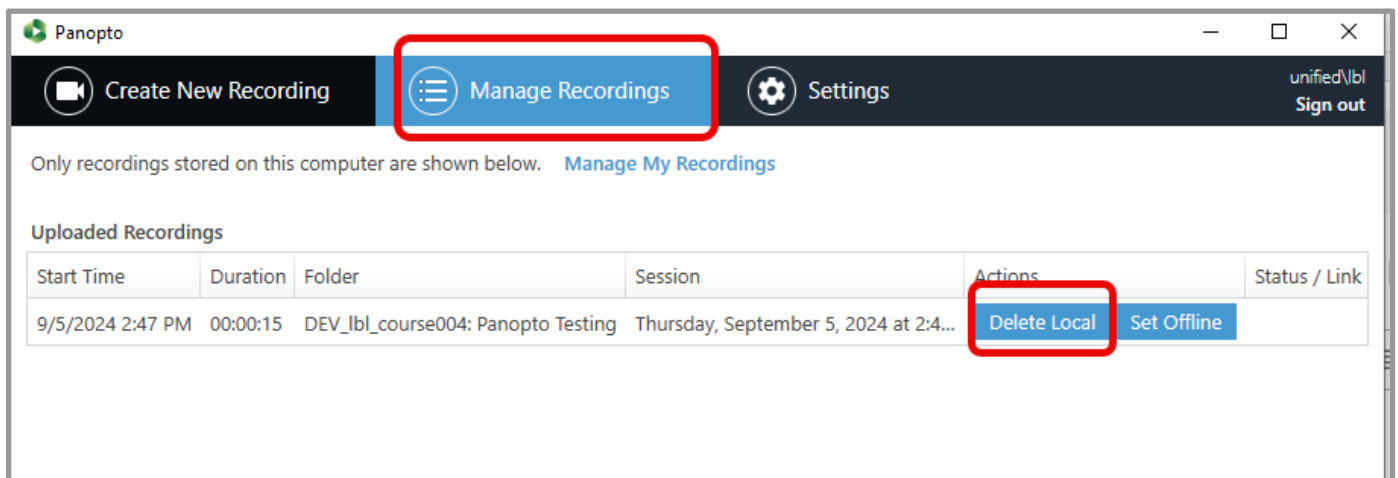
- This will make the video available to anyone who has the link
- Click “Copy Link” to get the link to share

 [How to Share a Video](#)

Deleting Local Recordings After Upload

Many SMHS programs use Panopto to record course lectures given at a classroom podium. These are often recorded on the local computer and then uploaded to Blackboard only after the recording has ended. Local recording can also be done on a personal computer. This is efficient but can lead to the computer becoming overly full of videos that have already been uploaded to Panopto.

To save space locally you can delete past recordings from the local device after they are uploaded to the Panopto server. In the Panopto Recorder for Mac or PC click on “Manage Recordings” in the upper middle of the window and click on “Delete Local.” This will not affect the copy of the video that was uploaded, but it is permanent, so you want to make sure the video was indeed uploaded.

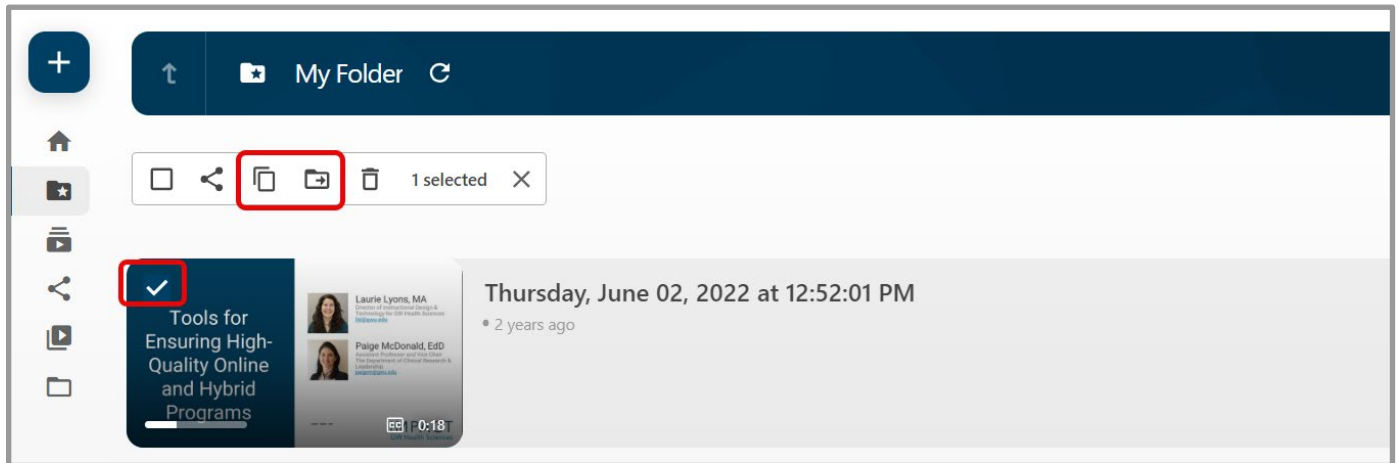


Copying or Moving Videos Between Courses

If you have a Panopto video shared with one course and want to move or copy it to a different course the easiest way to do this is to:

- Login to Panopto in your browser at <https://smhsgwu.hosted.panopto.com/Panopto/Pages/Home.aspx>
- Find the video you want to copy or move
- Hover over the thumbnail for the video and check the select box that appears. A horizontal icon menu will appear at the top of the list.
- Click the icon for Copy or Move
- Search for the folder of the course you want to copy or move the video *into*. Generally this will be the course name.

- Click the Copy or Move button at the top



[How to Batch Copy and Move Videos](#)

Get Help with Panopto

- **Health Sciences faculty/staff** - Contact [the IMPACT Team](#)
- **SMHS faculty/staff generally** - Contact [the Center for Faculty Excellence](#) or Robin Tse at rgwtse@gwu.edu
- **School of Public Health faculty/staff** - Contact Andrew Wiss awiss@gwu.edu or Isabelle Gholl isabelle.gholl@gwu.edu
- **Panopto Support is available 24x7** - 855-765-2341