Record Your Lectures on Your Laptop with Panopto
Getting Started Guide
What is Panopto?

Panopto is a tool that provides lecture capturing, screen recording, video streaming and video hosting for both Koç University Students and Instructors.

Since Panopto is an integrated tool in Blackboard you can either use this tool via Blackboard or directly on Koç University Panopto portal: https://kocuni.hosted.panopto.com/

If you have any problems with downloading/installing Panopto on your desktop, please contact IT (new-trackit@ku.edu.tr).

How To Integrate Panopto into Your Course

In order to use Panopto tool via Koç University Blackboard Portal, first you have to configure the tool on your course site.

1. Create the Panopto tool link on the course menu:
2. Type the name (in this example we named it as “Video”) and select “Panopto Course Tool Application” in the list box that you can find after clicking on “Achievements” option.

3. Click on the “Available to Users” button if you want your students to see this content.

4. Click on “Submit” button.
5. Click on the tool link you’ve just created.

6. Blackboard will recognize that Panopto tool have not configured on Blackboard before and want you to configure with 4 easy steps.
7. Click on “Configure” button.

8. Click on “Add Course to Panopto” button. It creates an unique Panopto folder for the course and sets up access so that instructors are able to create content in the folder and students are able to view it.

9. Click on “Ok” button.
10. Panopto can associate your previous Panopto folders with the folder you just created. By default no folder is selected for this option and we recommend using this option as default and click on “Submit” button.

How to Use the Panopto Recorder

After the Blackboard integration process you can use the Panopto Recorder if you want to record a video.

In order to record a video please follow these steps:

1. Open your course and click on the Panopto Tool link:
2. Click on “Create” and “Record a new session” buttons.

If you have Panopto installed, the previous action will start the software automatically.

If you don’t have Panopto Recorder on your computer:

a. Click on “Download Panopto” button

b. For Windows computers click on “panoptorecorder.exe” executable file you have just downloaded.
c. For Mac computers click on “kocuni.hosted.panopto.com_panoptoformac.pkg”

![Image of control panel with kocuni.hosted.panoploformac.pkg highlighted]


d. Install the package or executable file. Return the course page and click on “Create” ➔”Record a new session” button again.
3. This process will start the Panopto Recorder automatically.
   a. Click the record button if you want to record a video and if the settings are acceptable for you.
   b. Click this checkbox if you want to stream your session. Please be notice that after clicking this checkbox and record button a web link panel and a URL will appear at the bottom of the software.
   c. The name of your course must be written in that text box.
   d. This is the Session Name Text Box. Please be noticed that the software automatically generate a unique time stamp name. You can change this name, if you want to.
   e. If you have a web cam and a microphone, this area shows you a web cam preview, a sound bar and a volume slider for the microphone.
   f. You can choose your video source by clicking this list box. If you don’t want to add a video source to your session, please select “none” for this option.
   g. You can choose your audio source by clicking this list box. If you don’t want to add an audio source to your session, please select “none” for this option.
   h. You can change the quality of the session.
   i. If you want to capture Computer Audio, you can check this “Capture Computer Audio” check box. If your session is about a computer software that includes some audio features or you want to show a video or an audio file, we strongly recommend using this option.
   j. One of the strongest ability that Panopto has got is Capturing PowerPoint. Panopto can recognize your slides, titles and the timing of your presentation. You can see the examples in the next chapters. If you want Panopto to capture your slides, please click this option.
   k. Panopto can capture your main screen. If your session is about a software or a
website, please be sure that this option is checked.

1. If you want to use another video camera besides your integrated camera, you can click on “Add Another Video Source” button.

4. To record a video, click on red round “Record” button you can find on the top right corner.

5. After you complete your recording, click stop button.

6. Panopto notifies you that recording is complete. If you want to upload this recording to the Panopto server, click “Upload” button.
7. After clicking upload button, you will see that your recording is processing. Upload process may vary depending on the size of the recording.

8. When processing ends, you can share, edit or view this recording.

9. Here is how other users can see your recording:
10. The recordings are uploaded to your Blackboard course automatically.