

## 1: Downloading and installing Panopto

From Software Center on university managed machines (if you will be recording or editing in a computing lab)

From [gre.cloud.panopto.eu](https://gre.cloud.panopto.eu) on personal devices - This process is described on our [Student Panopto Tutorials](#) page.

- If you are already logged into the Portal, you will be signed in automatically
- If you are not already logged in, you will be prompted for your university login details and will need to complete MFA

## 2: Recording to an assignment folder

Open the Panopto Recorder

You can use the Panopto Recorder to create your content. You will be able to see and select the [assignments] folder associated with your course under your choices.

Assignment folders enable students on a course who normally have the Viewer role to create and manage your own content.

You will not be able to view other students' submissions.

### Recording checklist:

- Check the location you are recording to
- Name the recording
- Check your sources
  - Video (camera, screen capture)
  - Audio (microphone input, volume bar)
- Quality - create test recording to ensure device supports audio settings
  - High recommended - better audio quality
  - Increase FPS to at least 24 - better video resolution

Once you have finished your recording, it will be uploaded automatically. You will be able to edit and delete recordings that you have uploaded until the assignment folder is closed.

## 3: Editing your recording

From "Manage my recordings" locate and open your recording  
Click on edit.

## Panopto – Assignment Recording for students

Version: 1.2

Date: 22/11/2022

### Editing Checklist:

- Cuts: Panopto handles cuts in a non-destructive way
- Make sure edits are saved often (click the 'Apply' button to ensure no loss of progress)
- External links: Webpages and YouTube links (if required)
- Captions: check for accuracy and edit manually if necessary

### Useful tips and tricks:

- Create a script and practice beforehand
- Practice recording and editing – you can only do this when an assignment folder is open
- Start working early to get to grips with the software
- Make sure there is only one recording uploaded (delete any practice recordings)
- Don't leave things until the last minute!

**Please remember to delete any test uploads that you do before the assignment deadline, and only leave your final submission in the assignment folder.**

## 4: Late submissions

Your tutor will create a new assignment folder for late submissions and make it available once the original folder has been closed. Only one submission folder can be open at a time/