

## Panopto - FAQs and Advice for Educators

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## What can I create with Panopto?

There are many creative and exciting new ways to use Panopto to enhance student learning. Here are just a few suggestions:

- Welcome videos
- Lectures
- Micro-lectures (between 5 and 15 minutes)
- Practical explainer videos and demonstrations
- Group session “trailers” signposting learning outcomes / recommended prep
- Case tutorials
- Simulated clinics
- Radio style interview or panel discussion podcasts
- System/theme/academic block recaps
- Assignment guides

When creating your Panopto sessions you should include the audio and video streams that will be helpful to your students. Your session might contain:

- Presentation slides with voice-over
- Presentation slides and a video stream of the presenter
- The PC screen showing specific software, websites, documents, etc. with voice-over
- Physical demonstrations from one or more webcams with voice-over
- Audio only
- Video and audio “talking head”
- 121 consultations, interviews or panel discussions recorded in Zoom
- Recordings captured on your mobile phone, 360 camera or GoPro

Consider also, how you might enhance the interactivity of your sessions by adding quizzes and web links to the recording. (See [How can I create more engaging and interactive recordings?](#))

## Do I need to use a slide template for my presentation?

Yes. If you are using a presentation slide deck in your recording, you should use the branded [School of Medicine PowerPoint Templates](#).

## How can I make sure my recordings look and sound good?

Prep your space, your equipment and yourself to create a great recording. Here are a few tips:

- Find a quiet space. Preferably in a room that absorbs sound, e.g. one with lots of soft furniture.

- Avoid locations that are too dark or too bright; natural light is best where possible. Don't record yourself with a big light source behind you, e.g. with your back to a window, as you will turn into a silhouette. Instead turn and face the big light source.
- Check what is in your background. Your audience will notice everything and it can distract their attention from your presentation. Try to keep the background simple.
- Use a USB microphone rather than a built-in laptop mic where possible, to get the best quality audio. PC fans can become noisy when they have been working hard so try to position your microphone away from your computer. You should also turn off any other machines or fans in the room that may create excess white noise. When setting up your microphone, check and adjust the audio input levels to make sure your voice isn't so loud that it distorts or so quiet that the audience cannot hear it.
- Place your camera at or just slightly above eye level so as you deliver your presentation you'll look into the camera and make eye contact with your viewers. Also try to position your webcam far enough away to capture your shoulders and your entire face with some room to spare.
- Wear something that is appropriate for your audience and makes you feel comfortable. Avoid small, repetitive patterns such as houndstooth or pinstripes, which can appear jittery or distorted on camera, especially when viewed in a small window.
- Make a short test recording to make sure you sound clear and if showing your face, your framing and camera angle looks good.

## What technical tests and checks should I do before creating my recording?

To make sure everything is working as you expect and your sound and video quality is good you should create a short test recording. This will also give you the opportunity to familiarise yourself with the Panopto start, pause and stop, shortcut keys and practice presenting without a live audience. You will need to upload your test video to your My Folder in Panopto, then once uploaded, view the recording to complete your checks. If all is ok, you can delete the test recording and return to the Panopto Recorder to create your recording.

## How can I create more engaging and interactive recordings?

Where possible make your videos shorter than a standard live lecture. Students will find it easier to concentrate on shorter videos. If the topic is so big that you can't make the recording shorter, build in 'pause and reflect points' and 'activity breaks'. Literally include a slide that tells students to pause the recording and do something after 20 minutes – even if this is to just reflect on what they've heard so far and stretch!

You can also include more active elements such as true/false, multiple choice, multiple select and fill in the blank quizzes. Use the Panopto editor to add a comprehension check quiz that helps students assess their own understanding and spot when they have missed/misunderstood key points. Including quizzes can be a great way to keep students engaged, and help you see where your session was well understood or where there was still some confusion – as you can return to the recording and review your students' responses later!

Add hyperlinks at a specific points in the recording to prompt engagement with an activity. You could for example link to a Padlet board asking students to contribute ideas based on something they have just learned. You can also include resource links in the table of contents to provide easy access for students to engage with additional related resources and further readings.

As you present, encourage active listening with questions, and suggest students pause the video to ponder their responses. You could encourage students to post answers to your questions on the Panopto Discussion (to share publically), or Notes (to keep a private record) tools. For CBL session recordings, you could encourage students to create and join a Private Notes 'Channel' where they can share notes in study groups to help them collaborate and prep for live CBL sessions. You could consider ending a recording by asking students to make a 2 point reflection Public Note on the most interesting or challenging thing they have learned from the session. You might also prompt students to add Bookmarks to specific quotes or parts of the video resources that they will want to refer back to.

## How can I capture annotations or animations in my presentation?

When you record with Panopto there are two options, to capture PowerPoint and to record the Main Screen. If you choose to capture PowerPoint, it will convert each slide into a fixed image, which becomes a navigation item in the table of contents. If you choose to capture the Main Screen this will capture everything shown on your PC; so with a PowerPoint slide show running you'll capture the annotations and animations as well. If you choose to capture both PowerPoint and Main Screen, then there will be the option for viewers to toggle between the two recording views in the Panopto player. If you select Main Screen and then PowerPoint (rather than PowerPoint then Main Screen) when setting up your recording options the session will prioritise the Main Screen View.

## How can I capture writing/drawing with narration?

Options include using a drawing tablet and screencapture, using an iPad Pro with Apple Pencil and app of your choice, or [using a tablet device with the ExplainEDU app](#), to create 'pencast' recordings on your mobile device which can be uploaded to Panopto from the Panopto app.

## Where should I upload/save my recordings to share it with the correct group of students?

To quality assure content in Panopto, “Pre-publishing checks and edits folders” have been created for each year group. School of Medicine staff should add all new content to these folders and let the year administrators know the content is available. The year Administrators with then liaise with the relevant system, theme and year leads to check content and move it to the correct ‘live’ student folders according to the teaching timetable.

Note: External lecturers should add their new content to the “Pre-recorded lectures COVID-19” folder and let the TEL team know the materials is available.

### Workflow for internal lecturers:

1. Lecturers create their recordings in their personal My Folder and edit it as required.
2. Lecturers move their completed recording into the relevant Year Pre-publishing checks and edits folder, and contacts the Year Administrator to confirm that the recording is now available.
3. Year Administrators liaise with Year Leads, and moves recordings to the Live folder and adds recordings to VITAL, so recordings can be accessed by students. NOTE: Recordings must be added to the correct live folders so that students can access the recordings).

### Workflow for external lecturers:

1. External lecturers create their recordings in their personal My Folder and edit it as required.
2. External lecturers move their completed recording into the relevant “Pre-recorded lectures COVID-19” folder and contacts the TEL team to confirm that the recording is now available.
3. The TEL team move the recordings into the relevant Year Pre-publishing checks and edits folder for the Year Admins to access.
4. Year Administrators liaise with Year Leads, and moves recordings to the Live folder and adds recordings to VITAL, so recordings can be accessed by students. NOTE: Recordings must be added to the correct live folders so that students can access the recordings).

## Do I need to update the captions on recordings?

Yes. New UK accessibility regulations require recorded content to be captioned. The Panopto system creates automatic speech recognition (ASR) captions which are a good starting point, but they are not 100% accurate, so a quick check and some edits (e.g. names, medical terminology and calculations) will be needed by the content creator/uploader.

To edit captions:

- Once a video has been uploaded to Panopto wait for the automatic captions to be generated. For recordings under an hour ASR captions should be available within 8 hours.
- Navigate to the recording and click the Edit button.
- On the left hand side of the edit screen, locate and click the option marked Captions.
- Click on the text or click the three dots next to the caption you wish to edit and click Edit.
- You can listen and watch your video as you edit the captions, clicking the pause and play buttons as necessary.
- When you are finished editing, click the Apply button on the top right-hand of the Editor.

## What do I need to know about copyright?

Any 3<sup>rd</sup> party materials used by staff in teaching and learning must adhere to copyright law. Using images and audio-visual material can be challenging due to the multi-layered rights involved. The following guidance offers a brief 'need to know' overview of some essentials, but we recommend you visit the University of Liverpool [Copyright: Information for Teaching Lib Guide](#) for detailed guidance. The [Copyright Lib Guide from Swansea University](#) is also a useful reference site.

If your recording includes material whose copyright is owned by 3<sup>rd</sup> parties, one of the following must apply to use the materials legitimately:

- The material is out of copyright / Public Domain;
- You own the copyright of the material;
- The University of Liverpool owns the copyright;
- The copyright has been waived;
- Direct permission (for recording and electronic distribution) has been granted;
- A licence applies (e.g. Educational Recording Agency (ERA) Licence, Creative Commons / Open Access Licences, Subscription Licences)
- An educational exception has been granted under UK copyright law ([CDPA 1988](#)) and the use is considered '[fair dealing](#)'\*

**\* Response to RLUK letter by Amanda Solloway MP in relation to copyright and the use of educational materials online during COVID-19. 23/04/2020 ([View the letter](#))**

“... (Section 32 CDPA) allows copyright works to be used for illustrative purposes during teaching as long as their use is fair, non-commercial, limited to the persons giving and receiving instruction, and acknowledges rights holders. Many materials used in presentations by teachers, including those which are streamed remotely to students, are likely to fall within this provision.”

## TOP TIPS

- Always attribute your sources unless the rights holder has explicitly stated this is not required.
- Try to find and use **images** released under a [creative commons licence](#), or use images from specialist sites where permission is already granted through a license, such as [Clinical Key Images](#). Although it is easy to download images from the Internet and include them in your presentations, these images will almost certainly be subject to some sort of copyright – so get into the habit of reading the terms of use.
- If you want to include a short clip of a 3<sup>rd</sup> party **video that is hosted on YouTube** in your presentation you should: confirm that the material does not infringe copyright and insert a link to YouTube at the required point in your recording, rather than play the video whilst you are creating your presentation recording. Recording a presentation that includes an embedded copy of another video may infringe copyright, and can result in a poor quality capture. Note: Users accessing YouTube from China will be unable to access due to restrictions in place by the Chinese government. For a full list of banned sites [please see the Wikipedia page on websites blocked in mainland China](#).
- Links to **TV and radio programmes** broadcast in the media can be added to your Panopto recordings as hyperlinks, with acknowledgement, due to the University's purchase of the ERA+ Licence and membership of the British Universities Film and Video Council (BUFVC). [Search ERA Radio and TV Services](#) or [Box of Broadcasts \(BoB\)](#).  
Note: Recordings will only be accessible to users within the UK.

If you have any copyright questions you can contact the School Liaison Librarian, Louise Minta.

## What guides are available to help me use Panopto?

- [How to Record with Panopto for Windows](#)
- [How to Record with Panopto for Mac](#)
- [How to Create a Video Using Panopto Capture \(Beta\)](#)  
How to upload already existing video files into Panopto:
  - [How to Upload Video Files Using the Create Button](#)
  - [How to Use the Build a Session Feature \(to upload multiple video/presentation files to a session\)](#)
- [How to Use the Panopto Mobile App](#)
- [How to Use “My Folder”](#)
- [How to Add and Edit ASR \(Automatic Speech Recognition\) Captions into a Video](#)
- [How to Trim a Video in the Editor](#)
- [How to Add a Quiz to a Video](#)
- [How to Embed a Webpage Into a Video](#)
- [How to Embed a YouTube Video into a Panopto Video](#)

- [How to Change Session and Folder Names](#)
- [How to Copy and Move Sessions](#)
- [How to Create and Share a Playlist](#)

## Where can I get help?

- You can access documentation, video guides and training webinars via the [Panopto Support website](#).
- The School of Medicine TEL Team can be contacted for AV advice via [somav@liverpool.ac.uk](mailto:somav@liverpool.ac.uk).





Contact the School if you find any digital content difficult or impossible to use, either directly or with an assistive technology such as a screen reader.

Contact details for all teams and individual staff can be found on the [School website](http://www.liverpool.ac.uk/medicine/contact-us/email/).  
[[www.liverpool.ac.uk/medicine/contact-us/email/](http://www.liverpool.ac.uk/medicine/contact-us/email/)].