canvas

Canvas Quickstart Guide
Panopto Assignment Folders: Student How-to

Your tutor has set up a Panopto Assignment folder for you to use to create and upload video content for the purposes of sharing video content for assessment.

Videos can be created with the Panopto recording software on a computer or mobile device providing a quick and easy way to record videos, or you can upload pre-recorded videos directly to the Panopto Assignment folder. You can then playback, edit or delete those videos. By default only you and your tutor can see the videos that you upload – they are not accessible to other students – and your tutor will advise you if this is not the case.

Producing videos as part of your learning can give you a chance to work in a different format, develop valuable new skills, and is an opportunity for reflection. But if you've never done anything like this before it can feel like a daunting process. Don't panic!

It depends upon your assignment and course, but most of the time tutors will not be assessing videos on evidence of technical expertise or wizardry, but instead will assess the video on its ability to deliver a key objective or message. And this can be achieved through simple to use tools such as Panopto. Your tutor will can offer you guidance around how your work will be assessed.

At the end of this guide however, you will find a short section that outlines a few very simple steps that can take to greatly enhance the quality of your videomaking – you may like to read this prior to carrying out a recording.

Record a Video to Panopto using a computer

You need to have an internet connection on your computer.

Plug in any usb webcams or microphones if you are planning to use these.
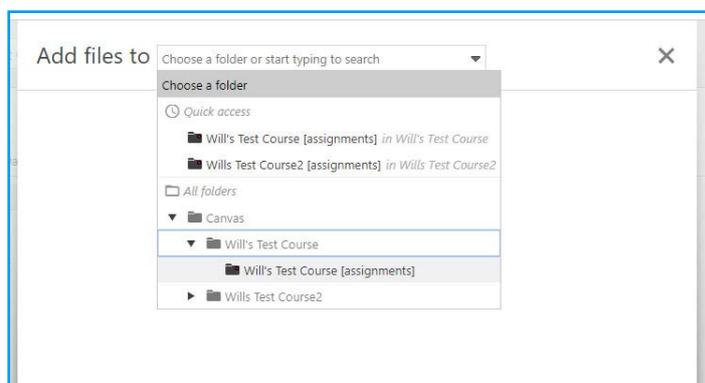
1. Go to the Canvas course space
2. Click on the **Panopto** area from the course menu on the left
3. Click on the **Create** button and choose **Record a new session** to record a new video using Panopto software

- *Depending upon if you have Panopto recorder installed, and this varies across campus, you may find that the **Panopto Recorder** software automatically opens, or you may have to click on the **Open Panopto** button.*
- *Or if you have not got Panopto installed already, you*

*can click on the **Download Panopto** button to install on Windows PCs, or use the Click here for other download options for Mac installers. After installing the software you may have to return to this screen to launch Panopto.*

4. Panopto Recorder software automatically logs you in using your Canvas credentials (all of our systems are integrated).
5. The first thing you need to do is check that Panopto is set to record to the correct Assignment folder for your course. Underneath Session Settings at the top of the screen, click on the Folder drop-down, expand **Canvas (private)**, then expand the entry for your course, then click on folder which will contain the name of the course followed by **'[assignments]'**. The last folder here will be in black compared to the others in grey.

6. Provide a name for your recording, your tutor may have asked you to use a convention for your naming that you need to adhere to.
7. Configure the other settings below

Primary sources

The options you choose here will depend upon the audiovisual equipment you will use to carry out your recordings.

Video – If you are planning to use a webcam, use this drop-down list to select your webcam be it internal webcam on a laptop or a USB connected webcam. When selecting the webcam you should see a live feed from your webcam to help you setup your webcam appropriately. If you are not planning to use a webcam and only present from a PowerPoint or other on-screen presentation you can leave this set to None.

Audio – all Panopto recordings and videos must have an audio signal, so from this drop-down list choose your microphone. You may like to choose a laptop's internal microphone, a microphone connected via your soundcard, or again choose your webcam if you'd like to take an audio feed from there if it has an integrated microphone (an easy option). Try speaking into the microphone to test your sound levels and if necessary use the slider to increase your volume.
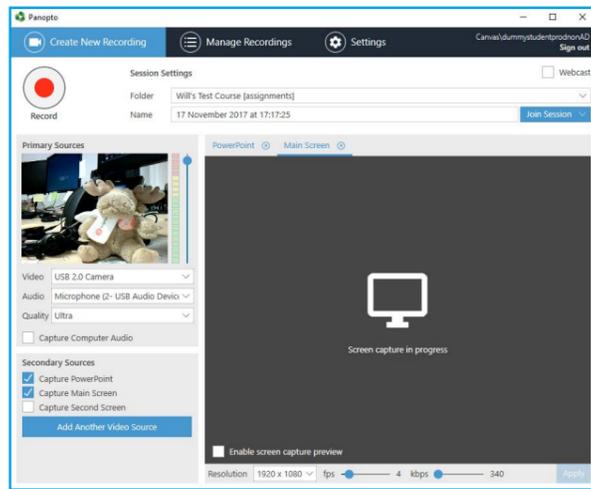
Quality – recommended to choose Ultra

Secondary Sources

You can optionally select these additional options

Capture PowerPoint - If you are intending to present against a PowerPoint you can select this option.

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Technology Enhanced Learning team

Capture Main Screen - Useful for presenting and talking about other applications or websites. Can also in itself capture your PowerPoint.

8. Launch any other software or PowerPoint documents you wish to use in your recording
9. Press the red Record button to begin recording
10. Press the Pause button to temporarily pause or restart the recording
11. Press the Stop button to finish recording

After recording you have an option to either **Delete and record again**, useful if you need to re-record. Or you can press on the **Upload** button, to upload your video to the server.

It is possible to upload multiple videos to the server, so if you are not sure which 'take' you prefer, you could always upload any, view them back from online, then delete the one you don't want.

Whilst the video is uploading to the server you will see an on-screen progress bar – depending upon the length of your recording and the speed of your internet connection this may take a moment and you should leave this running before closing the programme or turning off your computer.

Uploading a Video to Panopto using a computer

This option gives you the facility to upload a pre-recorded video, useful for where you may have carried out the recording in another application, or for example on a mobile phone.

Canvas will accept a wide range of video formats, but for absolute ease it is recommended that your video be saved in an .mp4 format with H264 encoding. This is the format used by most cameras. If in doubt use the free application **Handbrake** (available on the JMUAppPlayer) to convert your video. One thing that all videos do require is an audio channel, so bear this in mind if you are producing a video elsewhere and if necessary edit in a soundtrack (even if that soundtrack is silent).

1. Go to the Canvas course space
2. Click on the **Panopto** area from the course menu on the left
3. Click on the **Create** button and choose **Upload Media**
4. On the next screen click on the '**Add files to**' drop-down box to select the Assignment folder for your course (will consist of the name of your course followed by '**[assignments]**', available through either Quick Access or through the Canvas link).
5. This will then give you a window onto which you can drag and drop your video file
6. Wait for the video to upload and process, and then you should be able to view back the video

Creating and Uploading videos to Panopto from a mobile device

You can record to the Panopto Assignment folder from Android and Apple iOS devices (iPhone and iPad). This offers some advantages such as not requiring a computer/webcam. You can also work with fellow students who could help you in the filming.

Creating a video on an Android device

The Panopto app for Android allow you to upload a previously recorded video from the device (it does not have the capability to record a new video directly in the app), so to begin with record your video or presentation using your standard camera app or other video apps.

1. Having already recorded your video in the standard camera app, now download **Panopto** from Play Store (free download)
2. Launch the Panopto app and click on the **Sign in** button
3. In the address field you need to enter the server address for LJMU's Panopto server: **ljmu.cloud.panopto.eu**
4. Choose the **Sign in** using Canvas option (will be the only option available)
5. You will be given the standard Canvas login screen where you must enter your Canvas/LJMU details. Remember your username is your computer login followed by **@ljmu.ac.uk** (e.g. tlawmoin@ljmu.ac.uk)
6. You will be asked to authorise Panopto to access your account. Click **Authorise**.
7. You will now be logged in to **Panopto**, and you will initially find a listing of all sessions (videos) from across all of your Canvas courses if there are any.
8. Click on the **Upload** button at top-right (looks like a cloud with an upwards arrow
9. At the upload screen, use the folder drop-down menu at the top to select the Assignment folder for your course (will consist of the name of your course followed by '**[assignments]**'
10. Click on the Choose video or audio files button, and select a video from your mobile device (you might need to hunt round a bit to find your video files).

The video will upload and then process (you can leave the

application whilst it processes)

You will need to rename video following a later section of this guide.

Creating a video on an Apple iOS device

The Panopto app for Apple iOS devices allows you to record directly into the app (audio and video from camera only), or upload a previously recorded video from the device. The latter option is good if you'd like to carry out any editing such as by using iMovie.

1. Download **Panopto** from the **App Store** (free download)
2. Launch the **Panopto** app, and then click on the hamburger icon at the top-left (☰) and choose **Sign In**
3. In the address field you need to enter the server address for LJMU's Panopto server: **ljmu.cloud.panopto.eu**
4. Choose the **Sign in using Canvas** option (will be the only option available)
5. You will be given the standard Canvas login screen where you must enter your Canvas/LJMU details. Remember your username is your computer login followed by **@ljmu.ac.uk** (e.g. tlawmoin@ljmu.ac.uk)
6. You will be asked to authorise Panopto to access your account. Click **Authorise** (press only once on this, and then wait a second – otherwise you will have to log in again from step 4)
7. You will now be logged in to Panopto, and you will initially find a listing of all sessions (videos) from across all of your Canvas courses if there are any.
8. Click again on the hamburger menu at the top-left and this time choose the '**Record & Upload'** option
9. At the upload screen, next to the **'create a new recording in'** section click on the **Browse** button.
10. Scroll down the folder list to find and select the Assignment folder for your course (will consist of the name of your course followed by '[assignments]'
11. You can either provide a title for your recording now, or you can just click **Start recording** or **Choose a video**
12. **Start Recording** records a new video into Panopto. If selecting this option Panopto will prompt you to allow security access to the camera and then the microphone, press OK on both of these. You are then given controls to start and stop recording, switch camera, use video or retake.
13. After carrying out your recording you can choose to **Use Video** or **Retake**, which gives you another chance to name your video, then click **Upload**
14. If you'd like to upload a previously recorded video click on the **Choose Video** button instead. Panopto will prompt you for security clearance to access photos and videos, you will then be given a list of videos that you can upload from your device. Select a video, provide a title if you haven't already and then click **upload**.

The upload will start straight away, or if there is an interuption to the upload (loss of wifi for example) can return to the Panopto app and the Create and Upload screen to manually

restart the upload.

Viewing back your video

Return to Canvas, go to the Panopto area of the course menu, look for a button on the page which has the word **'[assignment]'** in it and click on this.

You will see any previously recorded videos in this folder. You can click on any of these and watch them through the Panopto web interface.

Whilst you and your tutor can view the videos, other students will not be able to see them by default, and unless otherwise advised by your tutor.

Deleting and Editing videos

Panopto offers a number of functions for you to alter videos after you have recorded them

1. Return to Canvas, go to the Panopto area of the course menu, look for a button on the page which has the word **'[assignment]'** in it and click on this.

   You will see any videos that you have previously uploaded or created

2. If you position your mouse pointer over a video, several options appear

   Settings - allow you to rename the video, but avoid touching any other settings here

   Share – do not alter any settings in here

   Edit – Provides access to the editing tool

   Delete – deletes the video. Use this if you need to delete the video or to provide clarity.

The editing tool provides a simple editing tool through which you can carry out basic editing such as cutting off the start or end of a recording. To learn how to use this tool click on the Edit option above then when the interface loads, click on the Help button at the top-right and choose Online Help. This will take you to a support page that outlines use of this tool.

Simple Tips to improve the quality of your recordings

Tip #1: Planning

Plan out your presentation. If you are going to be using different different resources or artefacts plan how and when you bring these into the video. Likewise if you are producing the video as part of a group. Work out timings for each part of your video and run through it a few times to check timings and practice.

Tip #2: Audio

The sound quality of video recordings can often times be more important than the visual quality – if you are delivering a spoken message but the viewer cannot hear or understand your words the message will be lost. You might be capturing your sound from a microphone built into your laptop or from a webcam, but try to carry out your recording in a quiet location. If needed close windows and doors to keep out unwanted noise and distraction. Position your microphone/computer near to where you are sitting or standing. Try out one test recording to check that everything is audible. There may be some hiss and background noise, but as long as your words are decipherable this will be enough.
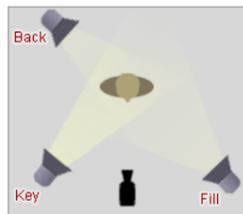
Tip #3: Lighting (a big one but worth doing)

If you are planning to capture the video feed from a camera, even (or especially) if you are using a very low-fi setup such as a basic webcam a couple of simple measure can dramatically increase the quality of the video.

The pitfall which novice video makers often fall into can ruin a video but is easily avoidable, is thinking that a strong light source is needed and then positioning the camera so that the subject (the person being filmed) is in-between the camera and the light source. Camera's cannot cope with capturing detail in high-contrast images and do the subject ends up as just a silhouette.

Instead, think of the camera as an eye, where light falls onto objects and is rebounded into the pupil.

Think about how you can lay out your recording setup so that the subject of the video is positioned in such a way that the main light source falls onto the subject and then back into the camera lens. The main strongest light source is often natural light, and have your subject (or yourself) face towards this light source. Now position the camera in between the subject and the light source, so the light rebounds off the light source and back into the camera. Often it's a case of sitting at a table looking towards the light with a webcam at the opposite side of the table facing you.

In professional photography the main light is called a 'Key' light, and ideally there would be two further light sources: the 'Fill' light, and the 'Back' light. As above the subject is positioned so that the Key light points towards the subject, but is also angled slightly to one side of the subjects' face. A slightly weaker 'fill' light again points at the subject but is positioned to illuminate the opposite side of the subjects face (thereby 'filling' out any shadows on the subjects' face). This can often be produced by having the subject stand near to a wall or building that reflects some of the Key light back onto the subjects face. The third Back light is often ceiling lights, and is positioned above and slightly behind the subject to help bring out the outline of the subject and make them stand out from the background. If you take a look around your recording room, you may be able to provide these additional light sources with little extra effort, often just turning on all available electric lighting is enough.

Tip #4: Framing your shots

Videos (or photographs) look good if they follow the 'rule of thirds'. If you look at the image from your camera on the viewfinder or live preview, the eyes of your subject should be roughly two-thirds of the way up the image. Angle or elevate your webcam to achieve this, such as on a stack of books.

Very often, such as for interviews, or to add some extra 'pazzazz' to shots the subject of the photography also positions themself to leave one horizonal third of the frame empty to feature some other aspect as in the image below.

Try to be quite close to the camera to produce a video that looks good on the web, where frame sizes on-screen are often smaller, with greater potential to create an emotional connection with the audience. When you watch TV, particularly the news, look out how people are framed and you will see that they follow the same rules.