



Nottingham Trent  
University

## Using Panopto to create and host video resources

### What is Panopto and how do I access it?

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Panopto is the software and video hosting provider that facilitates the lecture capture process at Nottingham Trent University.

Included in the provision is a tool that enables the recording of multi-stream files (i.e. one that could include a PowerPoint and a talking head video) from your desktop.

This tool has been pushed out to most computers. However, we know that this hasn't happened in all cases and that some of you may be using a personal computer. If you are using an NTU computer [you can download the Panopto recorder from the Software Centre](#). For a personal computer, [you can download the application from within the Video \(Panopto\) folder](#) in your NOW Module Learning Room.

If you are unable to install or launch the tool, please contact the [Digital Technologies Helpdesk](#) for support.

### Making a recording

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Before you begin recording your file using the Panopto recorder, you may want to consider the following:

- What is the video for? Is it to provide information, to spark discussion or to provide an alternative voice?
- You may want to storyboard or plan out your video before you begin recording to ensure it will do what it needs to and you know what you need to say
- Can you chunk it into a number of short recordings and intersperse activities? This will be better for you and the student

We recommend that you make a recording from the Video (Panopto) folder in the correct Module Learning Room [to a folder with restricted release conditions](#).

Restricting release conditions for your content will provide you the time and space to edit and caption your files before you make them available to students.

We have put together a video to support you in [navigating the Panopto Recorder interface and demonstrate how you might use it](#) to record learning resources.

## Editing a recording

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It is possible to make basic edits to your video and audio files once they are hosted in the Video (Panopto) folder, these include:

- [Trimming and cutting content from the files](#)
- [Joining a two or more files hosted in the Video \(Panopto\) folder](#)

In the interest of inclusivity, user experience and adherence to legislation, you should add captions to your files in Panopto. There are [two automated captioning options available](#).

Editing in Panopto is none destructive (i.e. it can be undone). So don't worry if you accidentally cut or add content to a file by mistake, it can be restored. However, be mindful that this is different to deleting a file.

## Sharing video and audio content in Panopto

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In addition to using the Video (Panopto) folder in your NOW Learning Room to launch the Panopto Recorder and host captures from taught sessions, you can [upload video and audio content](#) you may have created in other tools or that you have the source files for and permission to share (e.g. content created by colleagues).

As part of best practice we would advise that you [embed your Panopto files in a Web Page in the Content tool](#). This will allow you to scaffold your students' interaction with the content.

If you are using a collection of videos, you may want to [consider creating a playlist of Panopto files](#), as opposed to embedding a number of individual files in a Web Page.