Panopto™ Maynooth University Student FAQ

Maynooth University
National University
of Ireland Maynooth

Enhancing
Digital Teaching
and Learning
Irish Universities Association

What is Panopto, and how is it used in Maynooth?

Panopto is Maynooth University's lecture capture system. During semester 1 of the 2020/21 academic year Panopto will be used in some classes to:

- Deliver lectures face-to-face to part of the class, while simultaneously streaming live and recording for viewing later.
- Record and disseminate lectures.

Panopto live lectures and lecture recordings are accessed via the Moodle Virtual Learning Environment (VLE).

What is the difference between lectures delivered via Panopto and lectures delivered via Microsoft Teams?

Panopto and Microsoft Teams are both used to deliver live lectures at Maynooth University. Your lecturers will inform you which system will be used in a particular module. Panopto can be used to stream and record live lectures that are taking place on the Maynooth University campus as well and streaming and recording remote lectures; Microsoft Teams recordings are generally used to stream and record facilitate remote lectures only. While MS Teams allows all participants to interact via audio, video and text-based chat; Panopto only allows participants to interact using a text-based facility. Recording of Teams Lectures consist of a video only; Panopto recording allow viewers to navigate and search lecture content.

Will all on-campus lectures be recorded and made available as Panopto recordings?

No. Panopto is only available in certain Teaching Rooms across Maynooth University Furthermore, not all lectures will be recorded. In team-taught modules, one lecturer *may* choose to record their lectures whilst another might not

Will all lectures recorded via Panopto be made available as recordings?

There may be circumstances where content is shared in a lecture which may make it unsuitable to publish the recording, for example:

- Where sensitive information is divulged or where students have requested that their contributions are not made openly available.
- In the case of a technical fault preventing a recording from taking place

How will I know if a lecture is being recorded?

Your lecturers will inform you that the session will be recorded at the start of the lecture.

Do I still need to attend lectures?

During semester 1 of the 2020/21 academic year Panopto will be used in some classes to deliver lectures face-to-face to part of the class, while recording for streaming either live or for accessing later (or both). Your lecturers will inform you as to what is expected in terms of attendance during this time. You may be tempted to miss lectures, especially if they are also available online. However you should make the effort to attend whenever you are expected to.

What do I need to view live and recorded Panopto lectures?

You will need a computer or mobile device installed with a web browser, and an internet connection to access both live and recorded lectures. You may also wish to use a headset so not to disturb others.

You may wish to refer to the Enhancing Digital Teaching and Learning (EDTL) Back to College Technology Buyers Guide when purchasing a new device.

Live and recorded lectures are accessed via Moodle. We recommend that you use the Google Chrome browser to access Moodle and Panopto.

For the best experience in accessing Panopto we recommend that you use a use a laptop or desktop computer.

Dedicated Panopto apps are available for devices running under the Android or iOS operating systems:
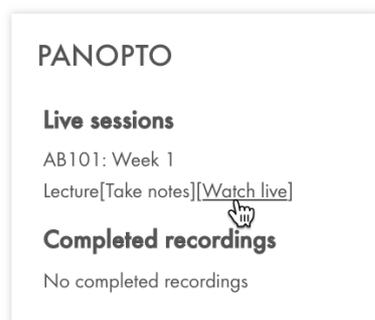
- iPad app
- iPhone app
- Android app

Which browser should I use to access Panopto?
We recommend that you use the Google Chrome browser to access Moodle and Panopto.
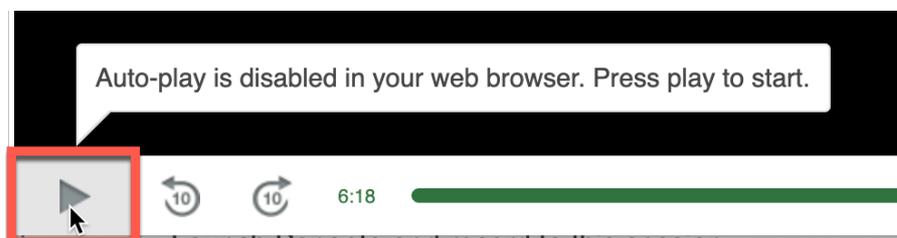
How do I join a live Panopto class?
Panopto live lectures are accessed via the appropriate Moodle module page. So, for example, Panopto live lectures for AB101 are accessed via the AB101 Moodle page. When you access the Moodle page for the relevant module you will see a link this

If a live lecture is in progress then you will see a **Watch live** link in the Panopto Block; click on the link to access the live lecture.

If the lecture does not play immediately, then press the **Play** button to start:

I can't see a link to my live Panopto class in Moodle
This may be because no Panopto lecture is currently live.

When I click the link to a live class I get the message "This page will update once the webcast begins".

AB101: Week 1 Lecture

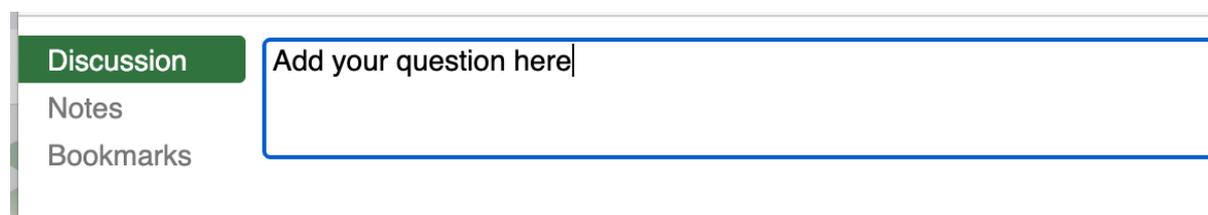### This page will update once the webcast begins

The lecture ha not let started, but it will begin in a few minutes. Wait until the page updates.

Can other participants see me when I participate in a live Panopto lecture?
No. While you can watch and hear the lecture and ask questions using the chat facility, Panopto does not access your web camera or audio.

How can I ask questions during a live Panopto lecture?
You can ask the chat facility to ask questions during a live lecture. It is not possible to ask questions using audio. Click the **Discussion** tab, type your question in the box, and then press the Enter button on your keyboard. Note that the presenter may not see or answer your question immediately:

Discussion	Add your question here
Notes	
Bookmarks	

I attended the class in person or via live streaming, should I watch the lecture recording?

Even if you attended the class in-person or watched the life stream, there may still be benefits to watching the recording. For example:

- To assist with coming your notes and checking that notes the you took during the live lecture are accurate
- To reap difficult concepts;
- As a revision study aid.

How do I access a Panopto Lecture Recording?
Panopto live lectures and lecture recordings are accessed via the appropriate Moodle module page. For example, Panopto recordings for module AB101 are accessed via the AB101 Moodle page.

Recorded lectures are listed under **Completed recordings**; click the appropriate link to access a recording.

Panopto recordings may also appear as links on the module homepage, or may be embedded into Moodle pages:

How soon following a lecture recording will the recording be available in Moodle?
If the lecturer has elected to make a recording available, then a link to it will usually appear in Moodle shortly after the live stream has ended.

I can't see a link to my recorded lecture in Moodle
This may be because:

- No live lecture has taken place yet.
- The lecture was not recorded.
- The lecturer has elected not to make the recording available.

I get the message "Sign-in succeeded but your browser isn't accepting cookies. Third-party cookies may be disabled."
If you receive the error "Sign-in succeeded but your browser isn't accepting cookies. Third-party cookies may be disabled." Then need to turn on third party cookies in your browser.

See https://support.panopto.com/s/article/How-to-Enable-Third-Party-Cookies-in-Supported-Browsers

Can my lecturers see if I have viewed recordings?

Lecturers can see who accessed recordings they have made and how long they accessed them for, i.e whether the content was watched fully or partially.

Can I share recorded lectures?

No. Panopto recordings of Maynooth University lectures and teaching sessions are for your personal use only. You are not permitted to give the recordings to anyone else, post them on any third party website, or on social media, or distribute them to anyone else.

All of our teaching materials are owned by the university and the staff who produce them, and you do not have permission to use them for any purposes other than your own study. We do not normally allow recording of lectures, but this year you may have access to recordings. This means you should be very careful not to allow these to be shared with others or used for other purposes. If you find that some material from a lecture is available where it should not be, please report it to the lecturer immediately.

Can I access Panopto live lectures and lecture recordings for modules that I am not registered for?

No. You only have access to live lectures for those modules that you are currently enrolled on, and lecture recordings for those modules that you are currently enrolled on, or have been previously registered for.

Can I access Panopto live lectures on a mobile device?

Yes. However please note that If you are watching the lecture on a computer, you will be able to switch the picture between the slides and the lecturer, and other cameras too at times. If you are watching on a phone or mobile device, you will see the main camera but will not be able to select views.

Maynooth University recommends viewing live lectures on a desktop or laptop computer.

Dedicated Panopto apps are also available for devices running under the Android or iOS operating systems.

- iPad app
- iPhone app
- Android app

How do I play, pause and rewind recordings?

The **Player** allows you to control how the video plays and displays:

- The **play/pause** button pauses or plays the video. You can also click on any stream and it will pause or play the video.
- The **fast forward and rewind buttons** rewind or fast forward the video 10 seconds and replays it. This is helpful if you miss or want to replay a small section of the video.
- The **Play speed button** allows you to control the speed at which to play the video.
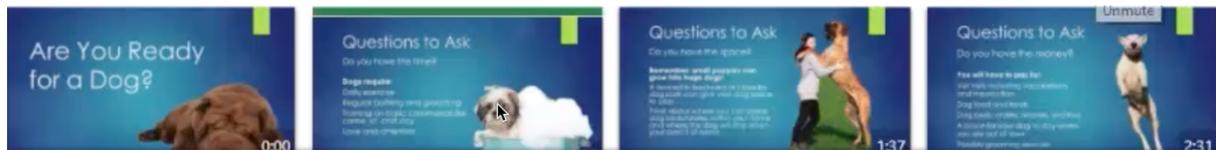
How do I watch sections of a recording or search within a recording?

You may want to go directly to a particular section a Panopto recording, perhaps maybe something that you didn't quite understand first time around or that you want to revisit again. You can quickly find the section you want using the table of contents, slide thumbnails or by also by searching the video. You can search for text that appears on slides or elsewhere on the screen and also words and phrases that are spoken.
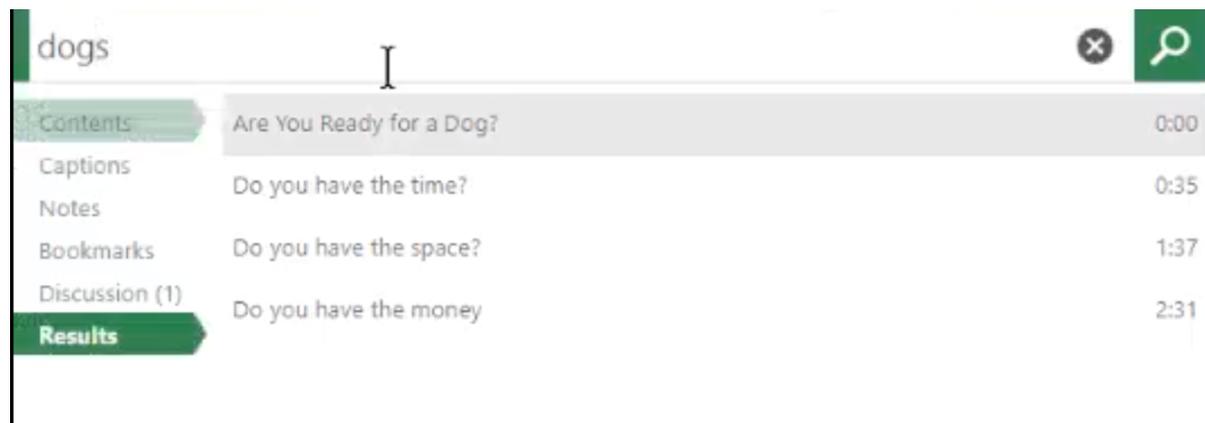
The **Contents** tab allows you to see the table of contents entries, which include timestamps. You can select an entry to jump to the timestamp in the video:

You can also use the slide thumbnails to navigate between slides:

Type in the **Search this recording** box then press **Enter** to search for a word or phrase in the PowerPoint slides, other text or spoken words (based on captions). Note that it can take up to two days from when a recording is made for spoken words to be searchable; written text will be available immediately:

How do I search across recordings?

1. While watching a video, click Panopto in the top left of the screen

2. Type your search in the **Search** box at the top of the screen

3. You will see a list of all the recordings available to you that contain the word or phrase you searched for, either as text or spoken word. You can also see where the term appears in each recording. Click on the link to watch that portion of the recording.

How do I turn captioning on and off?

Captions on/of
(if available)