

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 the lecture live and recording it for viewing later. Your lecturers will tell you when to attend in person and when you are expected to participate remotely.
- Record and disseminate lectures that are not being delivered live.

Panopto live lectures and lecture recordings are accessed via the [Moodle Virtual Learning Environment \(VLE\)](#). **For the best experience in accessing Panopto we recommend that you use a laptop or desktop computer.**

* Both Panopto and Microsoft Teams [link to Teams information] are both used to deliver live lectures at Maynooth University. Your lecturers will inform you which system will be used in a particular module.

Accessing Live Panopto Lectures and Lecture Recordings

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.

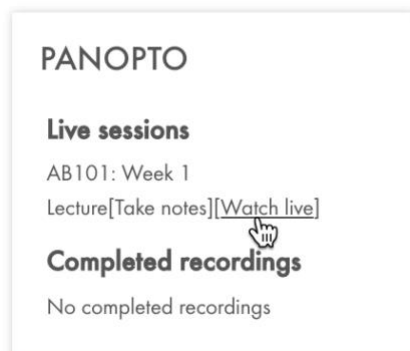
Recordings can be accessed from any web-enabled device with network access and an internet browser, including tablets and mobile phones. However, **for the best experience in accessing Panopto we recommend that you use a use a laptop or desktop computer.**

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

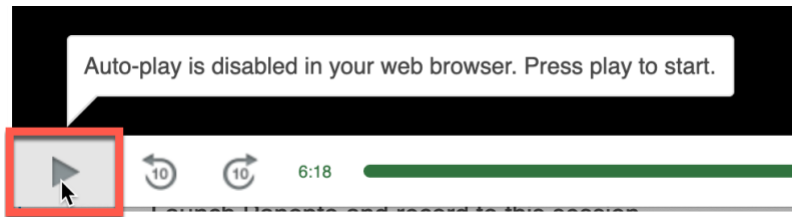
- [iPad app](#)
- [iPhone app](#)
- [Android app](#)

We recommend that you use the [Google Chrome browser](#) to access Moodle and Panopto.

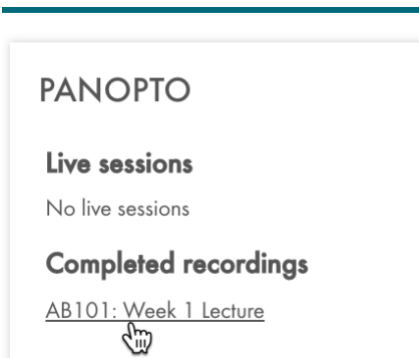
If a live lecture is in progress, then you will see a **Watch live** link in the Panopto Block; click on the link to access the live lecture.



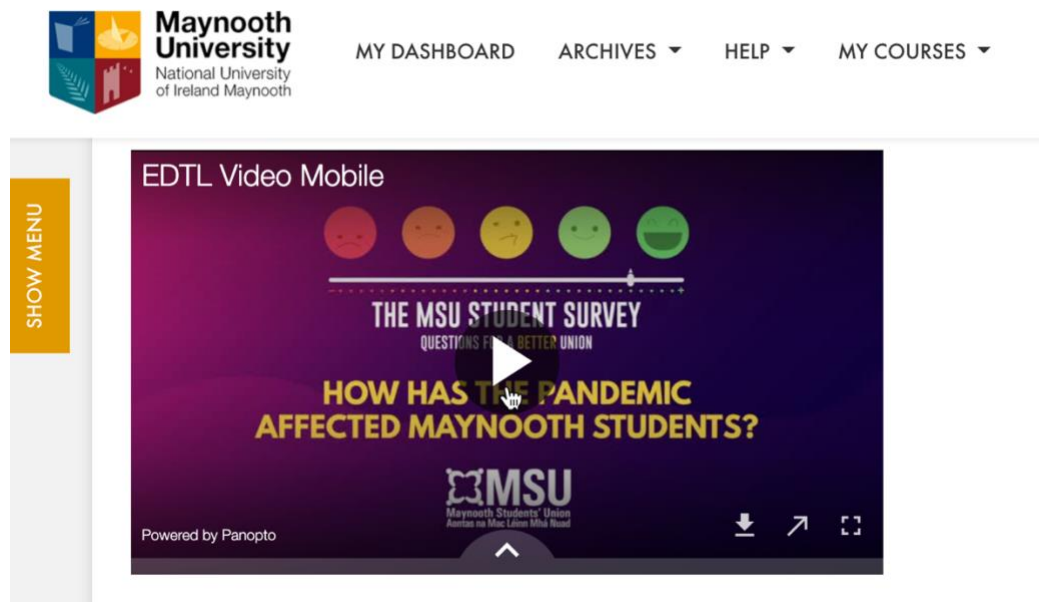
If the lecture does not play immediately, then press the **Play** button to start:



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

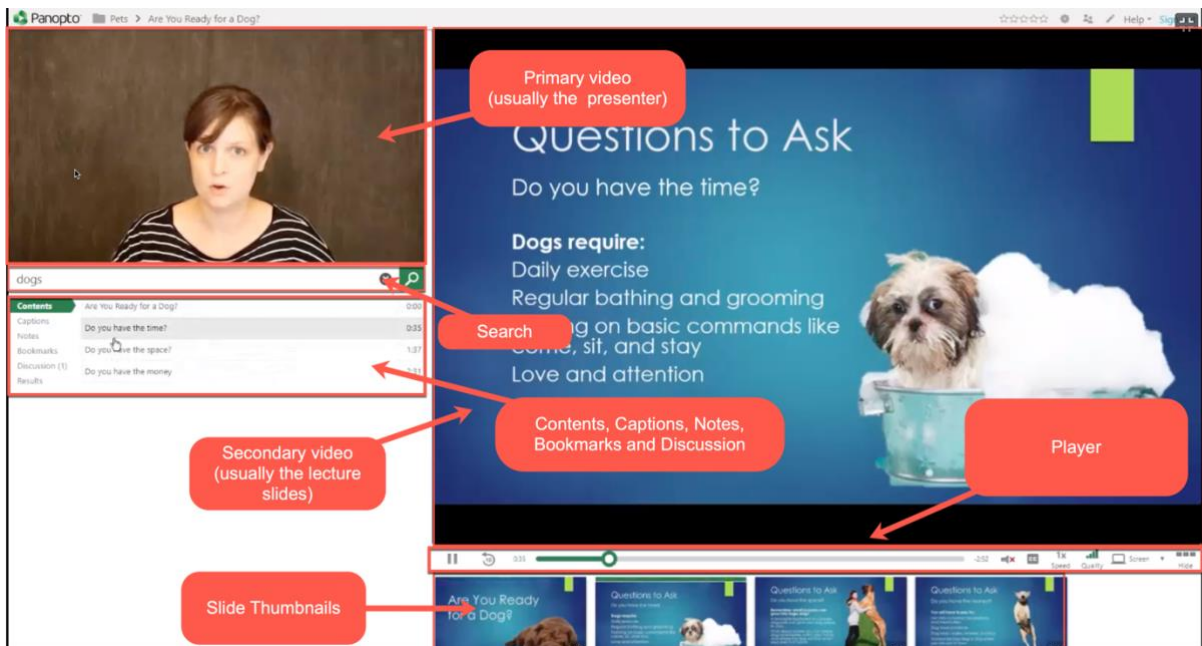


Panopto recordings may also appear as links on the module homepage, or may be embedded into Moodle pages:



The Panopto Viewer

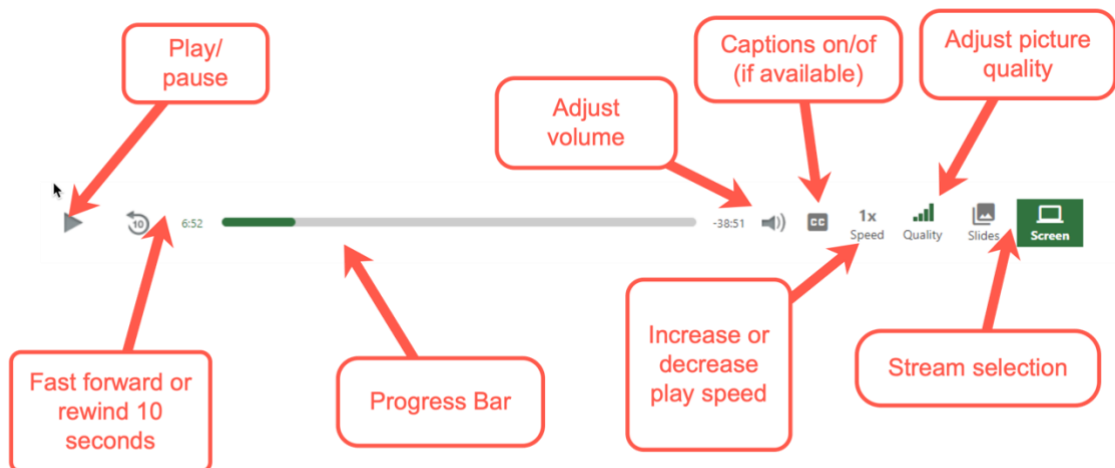
On desktop computers and laptops the Panopto viewer looks like this:



The **Primary video** is displayed in the top left-hand corner. This is usually the presenter.

The **secondary video** is displayed on the right-hand side. This is usually the lecture slides.

Use 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 **progress bar** lets you know where you are within the video. You can drag the indicator to quickly seek to a specific point.

- The **volume bar** controls the audio volume.
- The **CC button** allows you to turn captions on/off (where captions are available).
- The **Play speed button** allows you to control the speed at which to play the video.
- **The Stream picker** appears when you're viewing a session with multiple streams, and allows you to pick which stream you want to see.

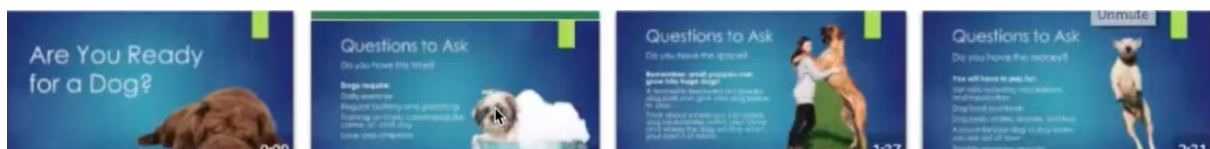
Watching sections of a recording and searching within a recording

You may want to go directly to a particular section a Panopto recording, for example to review a specific part of a lecture. You can quickly find the section you want using the table of contents, slide thumbnails or by also by searching the video. You can also 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:

Contents	Are You Ready for a Dog?	0:00
Captions	Do you have the time?	0:35
Notes		
Bookmarks	Do you have the space?	1:37
Discussion (1)	Do you have the money	2:31
Results		

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

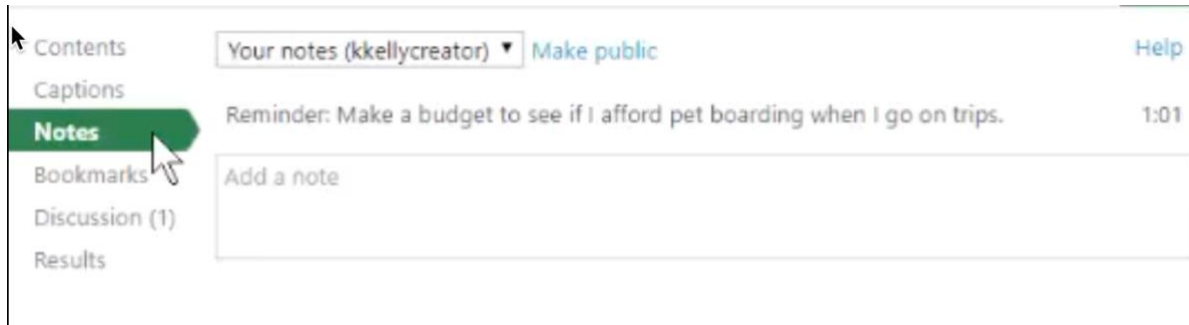


Type in the **Search this recording** box then press **Enter** to search for a word or phrase in the PowerPoint slides, other text or spoken words (based on captions). Note that it can take up to two days from when a recording is made for spoken words to be searchable; written text will be available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

dogs		
Contents	Are You Ready for a Dog?	0:00
Captions	Do you have the time?	0:35
Notes		
Bookmarks	Do you have the space?	1:37
Discussion (1)	Do you have the money	2:31
Results		

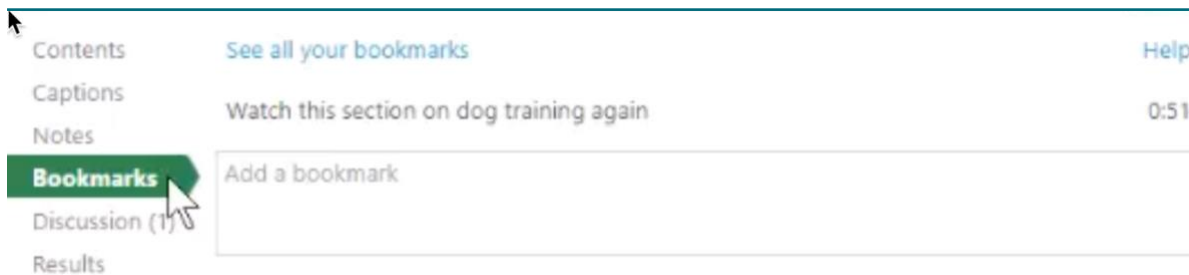
Adding notes and bookmarking recordings

You can use the Notes function to take notes as you watch the live stream. Your notes will be synchronised with what you are watching as you type them. Notes are only accessible to you, unless you choose to share them:



The screenshot shows a video player interface with a sidebar on the left containing navigation options: Contents, Captions, Notes, Bookmarks, Discussion (1), and Results. The 'Notes' option is highlighted in green. The main area displays a dropdown menu for 'Your notes (kkellycreator)' with a 'Make public' link and a 'Help' link. Below this, a note is visible: 'Reminder: Make a budget to see if I afford pet boarding when I go on trips.' with a duration of 1:01. A text input field with the placeholder 'Add a note' is positioned below the note.

Bookmarks allow you to save a particular point in a recording to revisit later:



The screenshot shows a video player interface with a sidebar on the left containing navigation options: Contents, Captions, Notes, Bookmarks, Discussion (1), and Results. The 'Bookmarks' option is highlighted in green. The main area displays a link 'See all your bookmarks' and a 'Help' link. Below this, a bookmark is visible: 'Watch this section on dog training again' with a duration of 0:51. A text input field with the placeholder 'Add a bookmark' is positioned below the bookmark.