Steps to View Online Lectures

Panopto recordings can be viewed on a multitude of operating systems such as Windows XP, Windows Vista, and Mac OS X (Intel Only)

Panopto is also compatible with most major browser clients such as Internet Explorer, Mozilla Firefox, Safari, and Google Chrome.

You may be prompted to install Microsoft's Silverlight plugin the first time you view a session through Panopto, or you can go to microsoft.com/getSilverlight to download the latest version.

**Step 1:**

Go to the “View” URL you receive in the Email after each recording is ready and insert your username and password. Choose “AUC-Blackboard” and Click "Log In". If you don’t use Blackboard, just leave it on “Panopto”.

*Please contact clt.vid.ser@aucegypt.edu if you need help with your login credentials.
Step 2:

Your session will load, giving you a view similar to this:

*If you do not have Silverlight installed, you will be prompted to do so now. Please install Silverlight at this time, following the instructions given.

This list gives a description of the various sections shown while viewing a session:

1. **Folder and Session name**

2. **Available secondary information**

   In this example, we have a "Slides" tab for Powerpoint Slides, two Screen Capture tabs, and a PDF tab. Simply click on any of these tabs to load their respective information into the secondary output window. This example shows what the output window looks like while "Slides" is currently selected.

3. **Zoom in/ Zoom out**

   Clicking on the magnifier glass will zoom in or out of the secondary content display window.

4. **Contents**

   Clicking on this area shows various events of the session. If we click on a heading (like Sample Page 1) the video will track to that duration in the timeline and begin playing.
5. Notes

Clicking on this area lets you enter notes (in the large text box below) that you can view later. Note that we can search for notes in this tab as well.

6. Search
Clicking on search lets us search for any available text data for this session. In this example, we searched for "Sample Page" and found 5 results. Clicking the "Sort" drop box will let us sort by Relevance or Time, while the "Show" drop box lets us sort by "All" "Notes" or "Slides."

7. Info

Clicking on Info will give extra options in order to manage the content, but only if we have access to these features. For instance, a viewer is not allowed to Edit, Share, or Manage a recording he or she did not create.

Clicking "sessions" will open up the user interface and list all other available sessions that the current session is contained in (see below).

8. Tab Search

Entering data in this field and clicking "Search" will search that specific tab for the information requested. For instance, if we were in the "Notes" tab, we could use this function to search for a specific note that was taken.

9. Slide Thumbnails

Clicking on a slide thumbnail will track the recording to the
time the slide transition takes place. This will help you
navigate when you are trying to go to a specific part of a
recording.

10. Primary Output

The primary output will playback the available primary
stream of the session. This will include at least audio, and
commonly contain a video feed as well.

   a. Pause/Play button

      Clicking this will pause or resume playback.

   b. Timeline

      Clicking in this area will jump the playback to the
designated area.

   c. Volume

      This slider bar will adjust the desired audio levels
for the session.

   d. Full Screen Mode

      This button toggles Full Screen mode on and off.

   e. Variable Speed playback

      This button is replaced with a variable speed
playback button, which allows you to control the
playback rate of a session.

      More information on this feature can be found
at http://support.panopto.com/focus-4-
articles/21-viewing/369-variable-speed-playback-
vsp-focus-41
The User Interface

Go to the “Manage” URL you receive in the Email after each recording is ready or [http://lectures.aucegypt.edu](http://lectures.aucegypt.edu) and insert your username and password. Choose “AUC-Blackboard” and Click "Log In". If you don’t use Blackboard, just leave it on “Panopto”.

This will take you to the main user interface.

This will list all sessions that you have access to, either public recordings or specific sessions you have been granted permission to view.

You may also click on "All Folders" to sort through available content. Like the "All Sessions" page, you will only be able to view content that has been shared with your username.
Finally, you may sort available content under the "Folders view"

No matter which method you choose, you will eventually navigate to a session that you wish to view. Click on the session name to begin viewing.