

## Steps to View Online Lectures

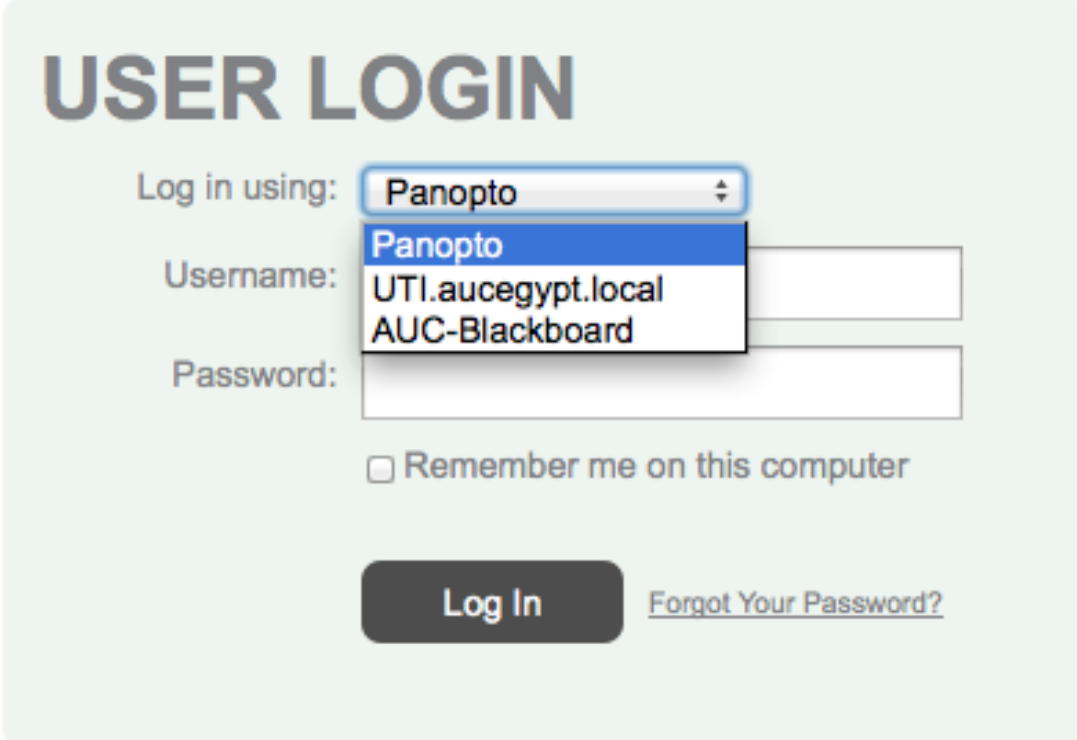
Panopto recordings can be viewed on a multitude of operating systems such as Windows XP, Windows Vista, and Mac OS X (Intel Only)

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](http://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".



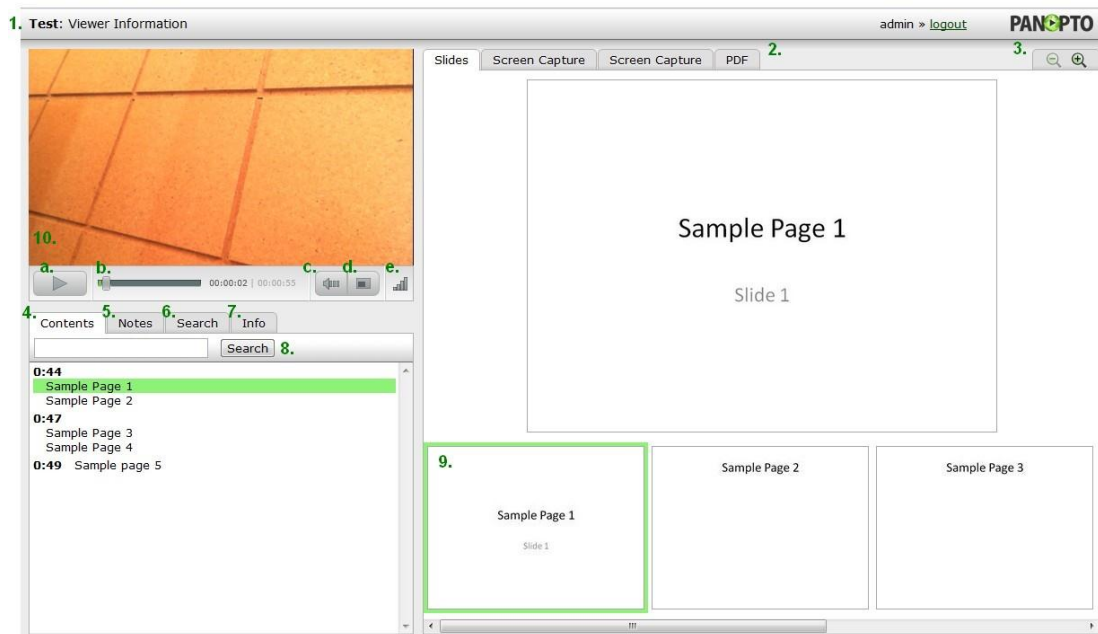
The image shows a "USER LOGIN" form with the following elements:

- Log in using:** A dropdown menu currently showing "Panopto".
- Username:** A text input field with a dropdown menu open, showing three options: "Panopto", "UTI.aucegypt.local", and "AUC-Blackboard".
- Password:** A text input field.
- Remember me on this computer
- Log In** button
- [Forgot Your Password?](#) link

\*Please contact [clt.vid.ser@aucegypt.edu](mailto: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

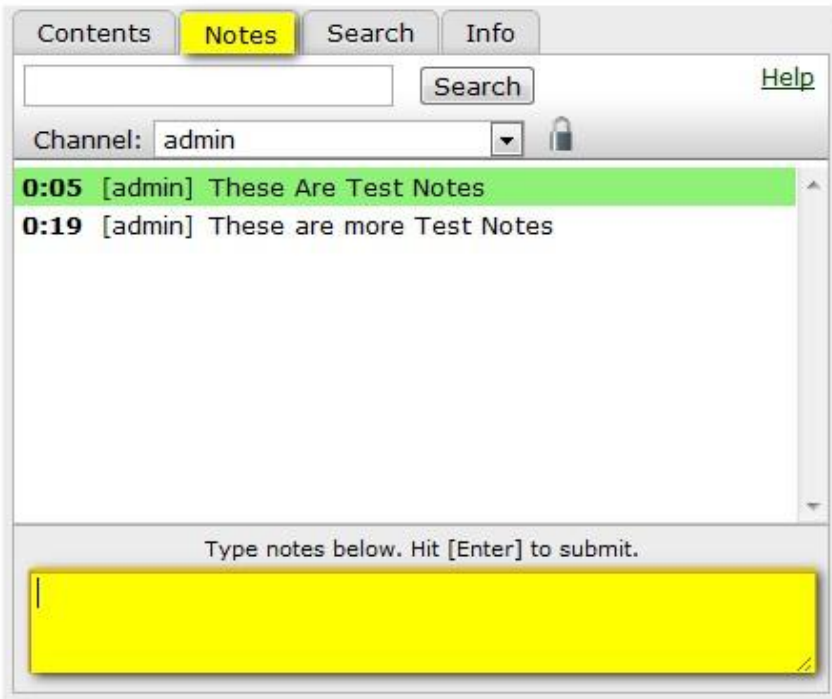
### 3. Zoom in/ Zoom out

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

### 4. Contents

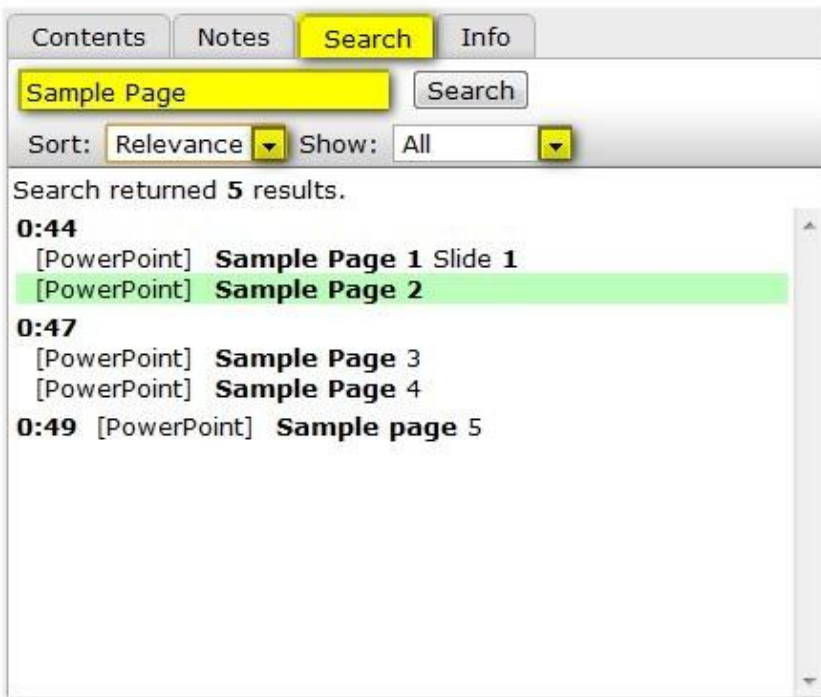
Clicking on this area shows various events of the session. If we click on a heading (like Sample Page 1) the video will track to that duration in the timeline and begin playing.

## 5. Notes



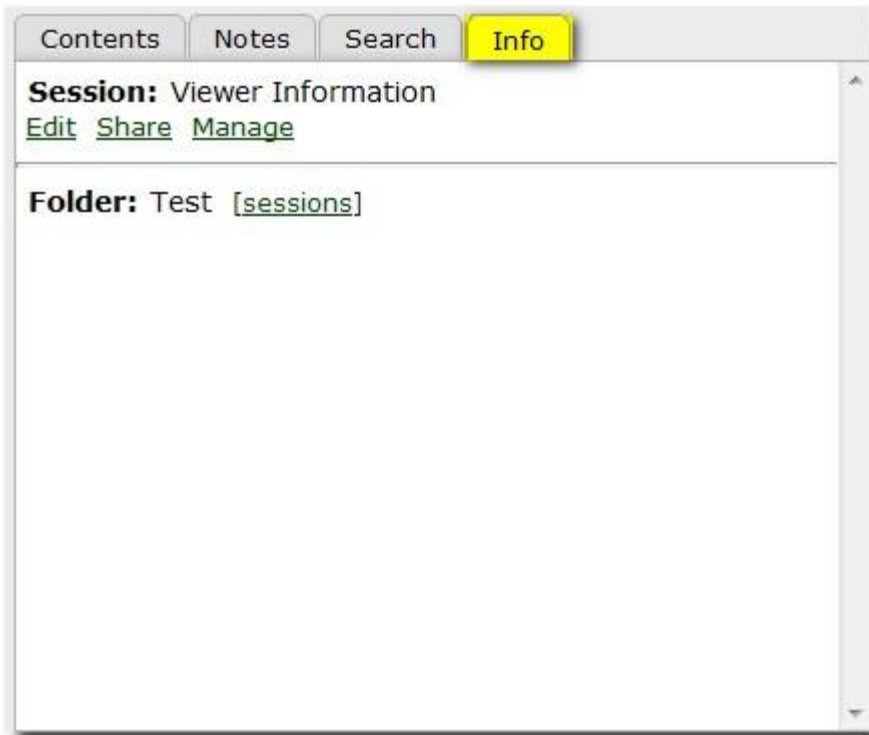
Clicking on this area lets you enter notes (in the large text box below) that you can view later. Note that we can search for notes in this tab as well.

## 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.

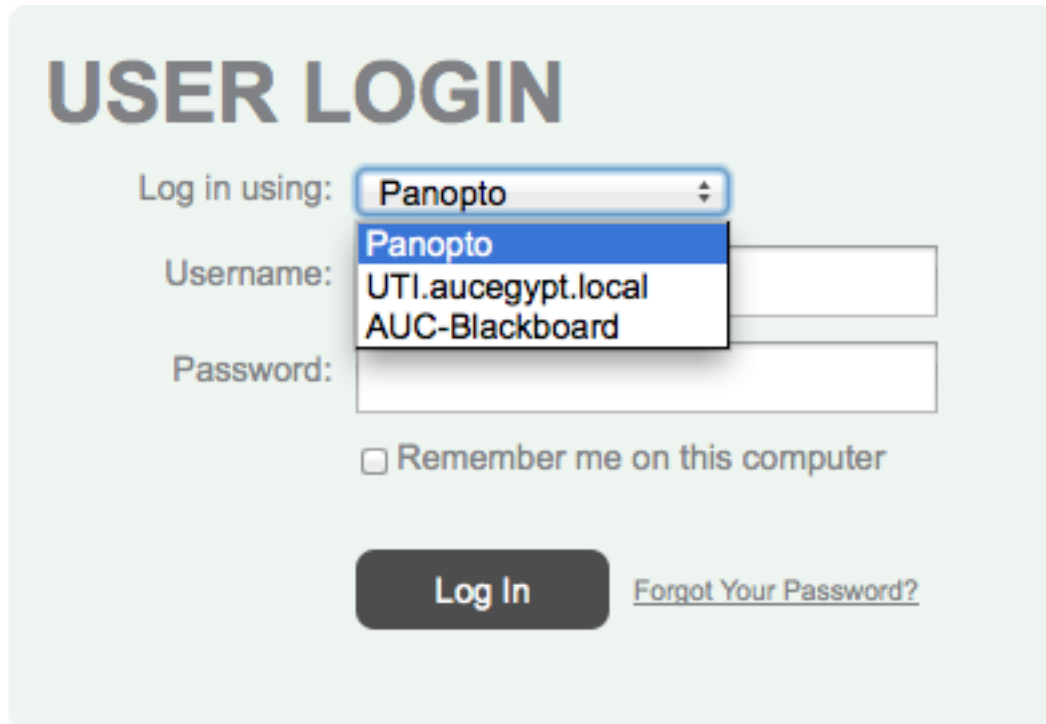
### **e. Variable Speed playback**

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>

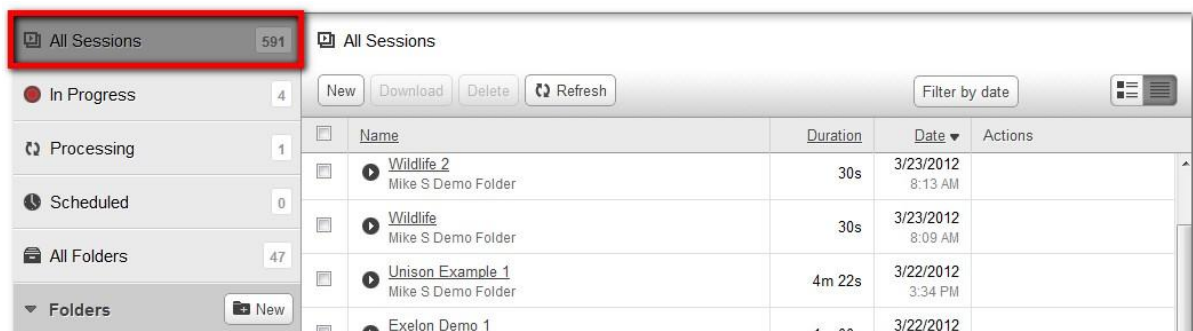
## The User Interface

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



The image shows a 'USER LOGIN' form. At the top, it says 'Log in using:' followed by a dropdown menu currently set to 'Panopto'. A dropdown menu is open below it, showing options: 'Panopto', 'UTI.aucegypt.local', and 'AUC-Blackboard'. Below the dropdown are input fields for 'Username:' and 'Password:'. There is a checkbox labeled 'Remember me on this computer'. At the bottom, there is a 'Log In' button and a link for 'Forgot Your Password?'.

This will take you to the main user interface.



The image shows the main user interface of Panopto. On the left, there is a sidebar with navigation options: 'All Sessions' (591), 'In Progress' (4), 'Processing' (1), 'Scheduled' (0), 'All Folders' (47), and 'Folders' (with a 'New' button). The main area displays a table of sessions. The table has columns for 'Name', 'Duration', 'Date', and 'Actions'. The sessions listed are:

Name	Duration	Date	Actions
Wildlife_2 Mike S Demo Folder	30s	3/23/2012 8:13 AM	
Wildlife Mike S Demo Folder	30s	3/23/2012 8:09 AM	
Unison_Example_1 Mike S Demo Folder	4m 22s	3/22/2012 3:34 PM	
Exelon Demo 1	1m 00s	3/22/2012	

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

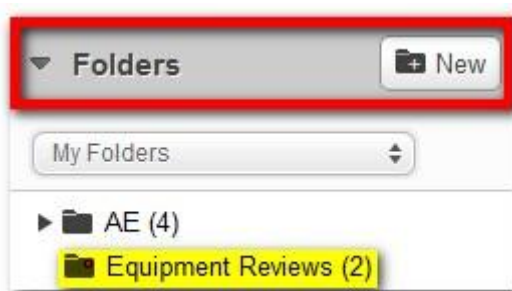
You may also click on "All Folders" to sort through available content. Like the "All Sessions" page, you will only be able to view content that has been shared with your username.

All Sessions	586	All Folders		
In Progress	3	New	Download	Refresh
Processing	1			
Scheduled	0			
All Folders	47			

Name ▲	Sessions	Actions
Presenter: michael wilson (mwilson)		
Day 1 Presenter: Michael Wilson (mwilson)	▶ 10	
Day 2 Presenter: Michael Wilson (mwilson)	▶ 2	

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.

All Sessions				
	New	Download	Delete	Refresh
	Filter by date			
Name	Duration	Date ▼	Actions	
▶ <b>Marywood U Demo</b> Jeff D Public	2m 26s	1/17/2012 3:33 PM		
▶ <u>Monday, January 16, 2012 at 3:51:52 PM</u> Don's Public Folder	25s	1/16/2012 4:51 PM		