

Lecture Capture Frequently Asked Questions

1) How do I access Panopto?

Panopto (the University's lecture capture software) can be used both on and off campus by using your usual username and password to [log in to Panopto](#) (ensure that you use the 'SHU Login' option). This will take you to your private folder where you can see your existing recordings and videos and create or upload new ones.

2) Does Panopto integrate with Blackboard Collaborate?

Yes, we will be integrating Panopto with Blackboard. This will allow for content to be created and viewed directly from a Blackboard site. This will be done when Blackboard has undergone a summer update.

3) Is there a mandatory requirement to use this software?

Panopto is one of a number of lecture recording tools provided by the University. We have produced [an overview of the strengths of each tool](#), along with recommendations on when you may wish to use them.

4) Will recordings be available permanently?

Panopto has effectively unlimited retention. The University can set an archiving and deletion period for lecture recordings. Recordings should be retained as a minimum for the duration of the academic year in which they were made plus two full academic years.

5) Do students have the same content search functionality as staff?

The search function is universal for all users. It respects user access permissions however, so students will only receive search results for videos they have access to.

6) Will the video editor allow additions e.g. to insert (or replace) a section?

It is possible to splice multiple recordings together. Guidance on how to do this can be found on the [Panopto support site](#).

7) In a Blackboard site with multiple instructors developing content, can any of the instructors edit the videos available in the site - or only the original creator?

This can be managed through the permissions settings. The 'creator' role can edit their own videos only. The 'videographer' role has further editing rights. See: [overview of access and roles](#) for further information

8) Who holds the IP for these permanent lectures?

In accordance with the [Intellectual Property Policy for Lecturers and Research Staff](#), the general position is that copyright ownership of recordings of University employees lies with the University.

Performance rights reside with the lecturer and other recorded participants, who are expected to agree to the recording of the lecture and agree that the University may use their performance for the purpose of supporting learning and teaching at the University.

- 9) **What will the student experience be for accessing recordings?**
Students will access recordings via Blackboard.
- 10) **How accessible is the product internationally? For example, is content blocked to students in China?**
Panopto is available internationally.
- 11) **What is the accuracy like on the auto-subtitling and can subtitles be edited for when there are mistakes?**
Following a summer update, accuracy of subtitles is now in excess of 95%. Subtitles can be edited.
- 12) **What level of detail do the analytics include? For example, can we see which individual learners have watched videos and for how long?**
Analytics will show both views and unique viewers.
- 13) **Can I automatically get the captions in Chinese?**
The automated captions are English only, but the software will support multiple caption tracks where you can translate the outputs using your preferred translation platform.
- 14) **Can you edit the closed captions and is the closed caption available in other languages?**
Captions can be edited. The automated captions are English only, but the software will support multiple caption tracks where you can translate the outputs using your preferred translation platform.
- 15) **What comms and guidance is planned for students on how to get the most out of this software for their learning?**
The project team is working on a student guide and code of practice. We will make further information available before the start of the 20/21 academic year.
- 16) **If a video is reprocessed, does it lose any corrections made to closed captions?**
Any changes you make will be respected.
- 17) **Are quiz results stored for access by the tutor, or purely self-assessment and only seen by the student?**
Quiz results are stored in the session settings for tutors to review. You can also write these to the Blackboard gradebook.
- 18) **What does the "Discussion" part do?**
'Discussion' is available to viewers on a video to post comments or questions, time stamped to the video, for other viewers to interact with (students or staff). This availability is configurable by tutors
- 19) **Are training and support available for staff?**
An overview of live training and other support is available on the [University's Digital Learning blog](#)

Also, the following link can be accessed by all staff (no credentials needed) as it gives comprehensive kick-start to anyone who needs to acquire the Panopto basics
<https://support.panopto.com/s/topic/0TO390000003VN8GAM/getting-started-with-panopto-enterprise>