How to publish desktop lectures to the Listen Again Service using Panopto
Welcome

Contacts

- email: listenagain@essex.ac.uk - Listen Again or Panopto specific enquiries
- email: avs@essex.ac.uk - general AV queries or assistance
- Elearning: www.youtube.com/uniessexit - training video
  (these course notes are supporting material for the video)

Audio Visual and Media Services

- AVMS supports technologies for teaching and learning throughout the University of Essex.
What we will be covering

Installing and using the Listen Again service

This guide will cover how to:

- install the Listen Again software (Panopto) on your office or home machine
- how to record a lecture using the Panopto screencast technology
- editing and deleting your Panopto files
- publish your lecture on Listen Again
Installing the Listen Again software and logging-in

How to publish desktop lectures to Listen Again
Getting started

Login

- Go to panopto.essex.ac.uk
- Type in your credentials for your campus account
Installing the recorder

Press the **Record** button
Installing the recorder

Select the right focus recorder for your operating system
Installing the recorder

Select the installation folder (default folder ok), press **Next**.
Installing the recorder

Press **Install** button to continue the installation.

When installer prompts for permissions to install again, → **Yes**.

*Note:* You may be prompted to accept security protocols for this installation.
Installing the recorder

Wait for the recorder to install.
Installation complete

Once the installation has finished the recorder will open itself.
Recording a lecture

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Preparing to record

Before recording, check that you have set the **Video** and **Audio Sources** and name the recording.

**Note:** we recommend a naming convention that indicates module, topic and date of scheduled lecture (not when file was created).
Recording

You can **Pause** and resume your recording, but remember it can only be uploaded once stopped.
At the end of recording

Once you stop recording, there will be a popup informing you of the next stage, click **OK**.
Recording status

This screen will give you a chance to finalise the naming and inputs for your recording. Press **Upload to Server** when done.

*Note:* you need internet connection at this point.
Selecting a session

You will be prompted to select a session to add the upload to. Please select only YOUR folder.
Editing and deleting your Panopto files

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Modifying a session

You will be given the chance to modify the session name again, before it is uploaded to the server.
Status of upload

The program will display an **Upload Progress** status bar. Once it has finished uploading you may close the program.
Server processing

Please note that your recording will take some time to become available as it must be processed by the server.
Publishing to Listen Again

How to publish desktop lectures to Listen Again
Publishing to Listen Again

- Navigate to listenagain.essex.ac.uk:
  - select →myrecordings link from the staff tab; and
  - login using your Essex username and password (use campus\ before your username).

- on the MyTeaching homepage
  - Scroll down to see the week and lecture you would like to replace.

- Select →Replace recording.
- Select →Use a substitute recording, click → Submit.
- You will see a confirmation of what will be delivered to students (this can take up to 24 hours to take effect).
Reverting to original

- After a Lecture is submitted (about 24hrs later), the link on the MyTeaching homepage changes from:
  - Use a substitute recording to Revert to original.

- Clicking on Revert to original takes you back to the overview page and allows you to:
  - Revert back to original
    (even though this may be an empty recording).
Useful resources

Contacts

- email: listenagain@essex.ac.uk Listen Again or Panopto specific enquiries
- email: avs@essex.ac.uk general AV queries or assistance

Panopto Support

- support.panopto.com/Documentation/Panopto30/

IT Training online training videos

- www.youtube.com/uniessexit