



Panopto™ USER GUIDE

How to take notes

EDUCATION INFORMATION TECHNOLOGY (EDUIT), HKAPA

Our mission is to support and foster innovative teaching, learning, and practice in the context of performing arts, with the integration of emerging technologies.

香港演藝學院 - 教育資訊科技

我們致力於輔助並推動演藝學院運用最新科技在表演藝術中的創新授課、學習與實踐。

 eduit@hkapa.edu



How to Take Notes

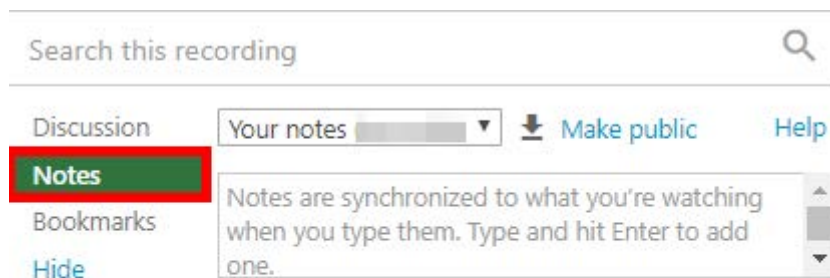
Panopto's note taking ability gives you the ease of typing out notes on the video on the same page as you watch. Your notes will appear time-stamped right along with the part of the video that corresponds with it.

How to take notes

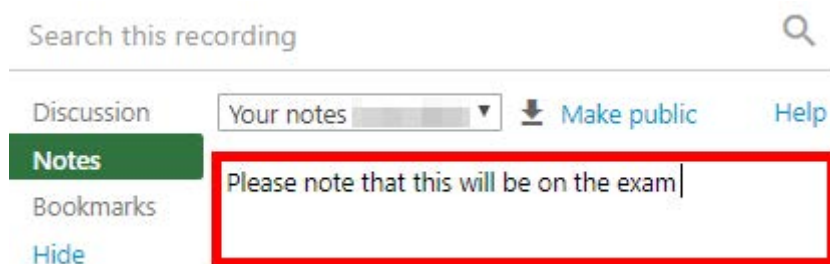
1. Taking a Note

1.1. Log in to your Panopto web interface and select the session in which you will be taking notes. This will open the session in the Panopto viewer.

1.2. Click on Notes



1.3. To start entering notes, click in the outlined box and begin typing.





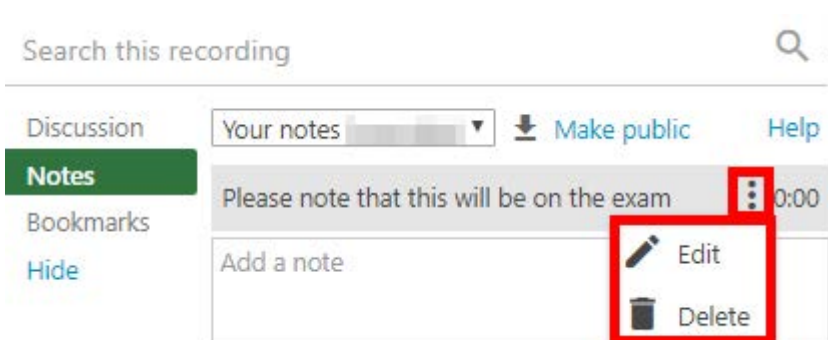
1.4. The second you begin to type is the second that will be time stamped in the viewer.

1.5. When you hit enter/return on your keyboard, the note will be submitted to the field above where you are typing.

1.6. To edit or delete a submitted note, click on the note you wish to change. Click the More button and choose Edit or Delete button.

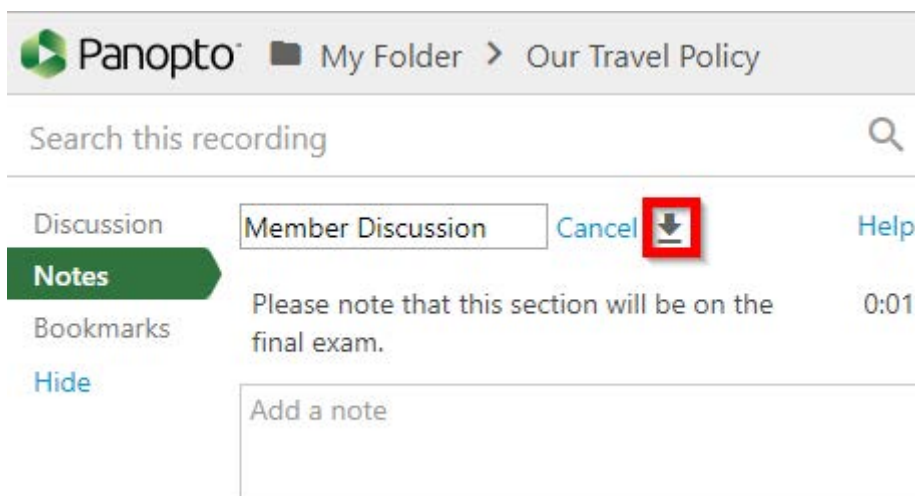
1.6.a. Editing the note will bring the submitted note back into the initial field and allow you to change the submitted note but will not change the initial time stamp of the note.

1.6.b. Deleting the note will remove it entirely from all fields. Note: Hitting delete once will remove the note.



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1.7. Download: This feature allows you to download your notes for a session as a text document.

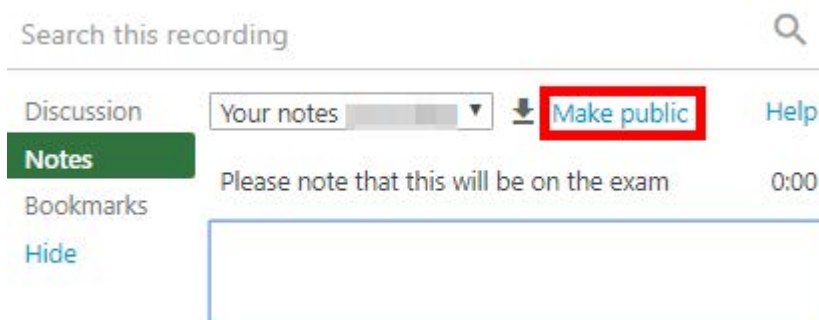


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 Discussion Member Discussion Cancel Help
Notes Please note that this section will be on the final exam. 0:01
 Bookmarks
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2. Note Privacy Settings

By default, notes under your username will be private notes. This means no one else can see your notes.

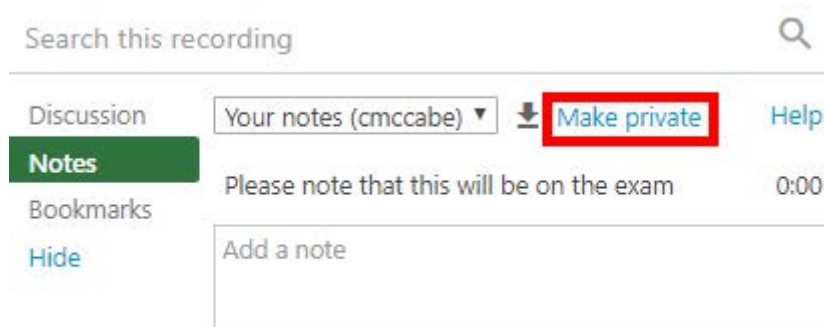
2.1. To verify your notes are private, you will see a link that says Make Public. If you would like to make your notes public, select this link.



Search this recording
 Discussion Your notes Help
Notes Please note that this will be on the exam 0:00
 Bookmarks
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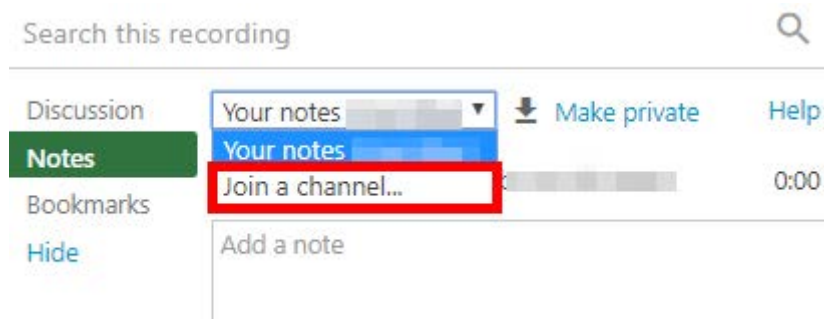
3.2. After selecting Make Public, the link will change to say Make Private (Fig. 6). To make your notes private again, simply click on the link a second time. Notes taken with the link shown as Make Private will become public when the link is clicked for Make Public.



4. Channels

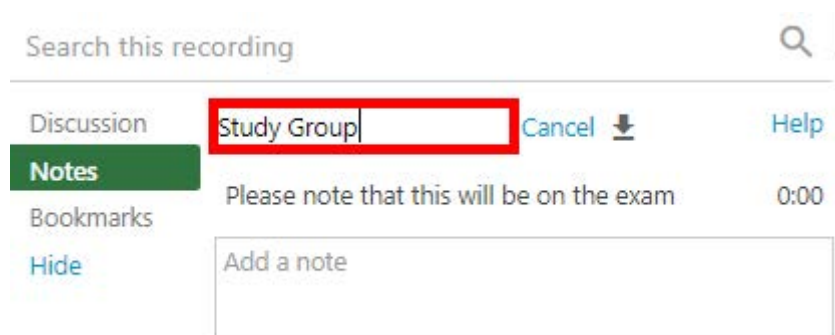
In Panopto we allow users to take notes in channels. This is useful if you want to collaborate your notes with a group. Anyone with the channel name can add or view notes under that name.

4.1. To create or join a channel, select Join a channel... from the drop down menu.

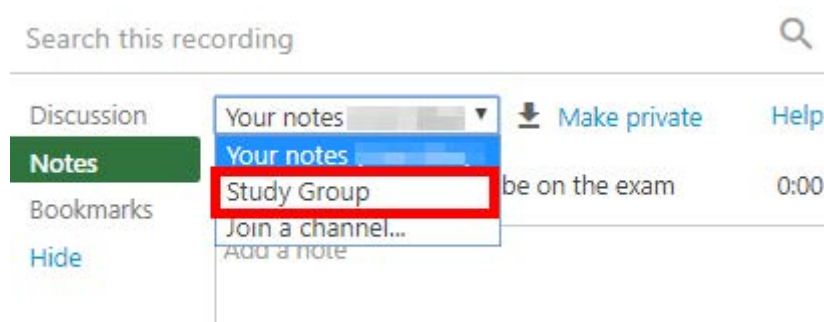


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4.2. The channels text box will allow you to type in the name of a new or existing channel. To create a channel, type in a new name and hit return/enter on your keyboard. Save this name and share it with your collaborators. A collaborator can join the channel to view your notes and add more by selecting Join a channel... and typing in the channel name.



4.3. To select a channel, open the dropdown menu and select the channel to which you are adding notes.



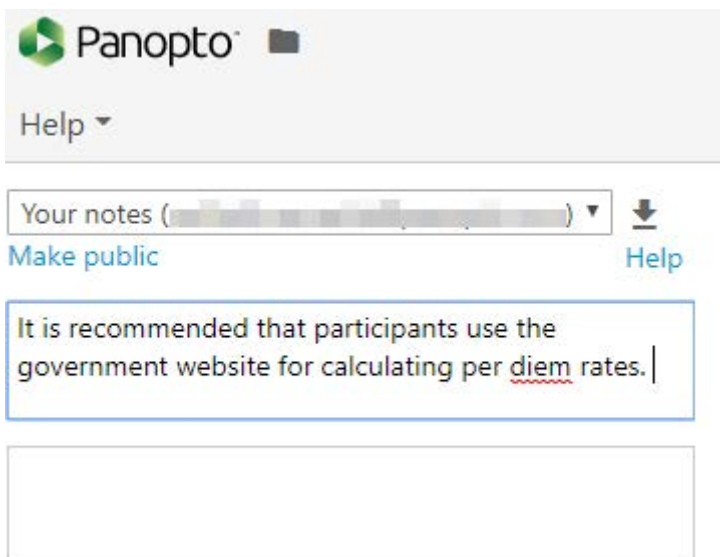
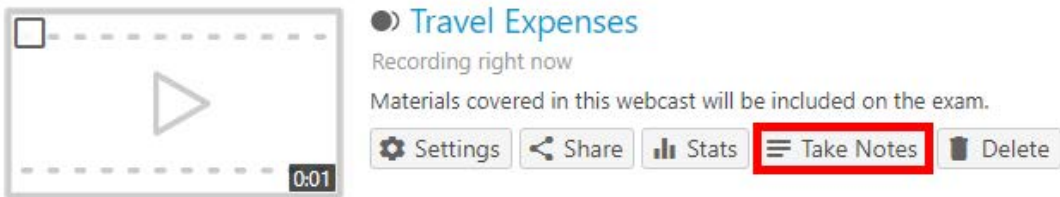


5. Live Notes

5.1. With Panopto you can take notes while a session is being webcast.

5.2. Go into your Panopto WebUI and locate the folder in which the session is currently being recorded.

5.3. Find the session for which you want to take notes, and hover over it with your mouse. The Takes Notes option will appear below the session name.



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我們致力於輔助並推動演藝學院運用最新科技
在表演藝術中的創新授課、學習與實踐。