

## myVideo

[Note: The video platform at Leuphana is called myVideo and based on the software Panopto.]

The most frequent questions can be found in our FAQ via:

<https://digitaler-support.leuphana.de/doku.php?id=myVideo>

### **Welcome!**

In this instruction you will learn how to record, upload and edit.

**Note: Unfortunately Panopto does not provide an English translation for the website nor the software..**

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## 1. Login to myVideo

To log into myVideo please use the following URL: <https://leuphana.cloud.panopto.eu>  
The page will look something like this:

myVideo Betrieben mit Panopto

Bei Panopto anmelden

College und Graduate School Moodle (Archiv) ▾

**Anmelden**

Wir verwenden Cookies, um Ihre Einstellungen zu speichern und die Nutzung unserer Website zu messen. Durch die weitere Nutzung dieser Website stimmen Sie der Verwendung von Cookies zu.  
[Weitere Informationen](#)

In the drop-down-menu select “Moodle-Server”, you will be redirected to the login to Moodle. Choose the option „Leuphaner Nutzer\*innen bitte über den folgenden roten Button anmelden“, you will need the login data for your Leuphana account as well as a functioning Moodle-Account at Leuphana.

**Login bei 'Moodle'**

Anmeldename

Kennwort

**Login**

[Kennwort vergessen?](#)

**Leuphana-Nutzer\*innen bitte über den folgenden roten Button anmelden**

Leuphana-Account

**Kurse können für Gäste offen sein**

Anmelden als Gast

Deutsch (de) ▾ [Cookie-Hinweis](#)



## 2. Record with myVideo

myVideo (Panopto) allows for a recording of one of your applications.

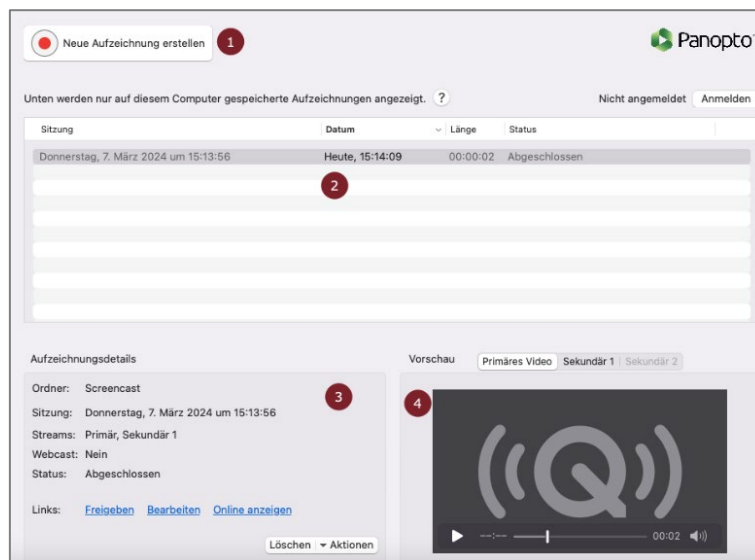
To install the software click on “Erstellen” on the myVideo website and use the option “Panopto für Window” or “Panopto für Mac”. On the next page select „Panopto herunterladen“ and choose the right version for your device, follow all the installation instructions.

If you already installed Panopto, choose “Panopto öffnen” after you click on “Erstellen”.

Depending on the current device the layout will be different. Therefore we will first explain the use of Panopto on Mac and afterwards for windows devices.

### 2.1 Using macOS

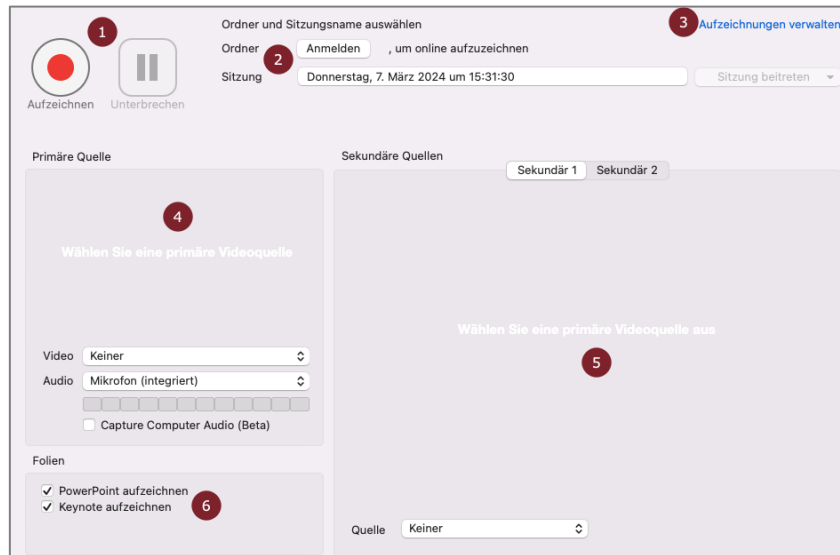
#### Homescreen / Managing recordings



1. Clicking on this button will direct you to the recording window.
2. Previous recordings will be listed here.
3. If you selected a previous recording, the options to share, edit online or view online will be shown. Further you can delete outdated or failed recordings. With „Aktionen“ you can show you can open the local directory for all recordings.
4. This is the preview for the selected recording. With the three buttons on top you can switch between the different recorded sources.



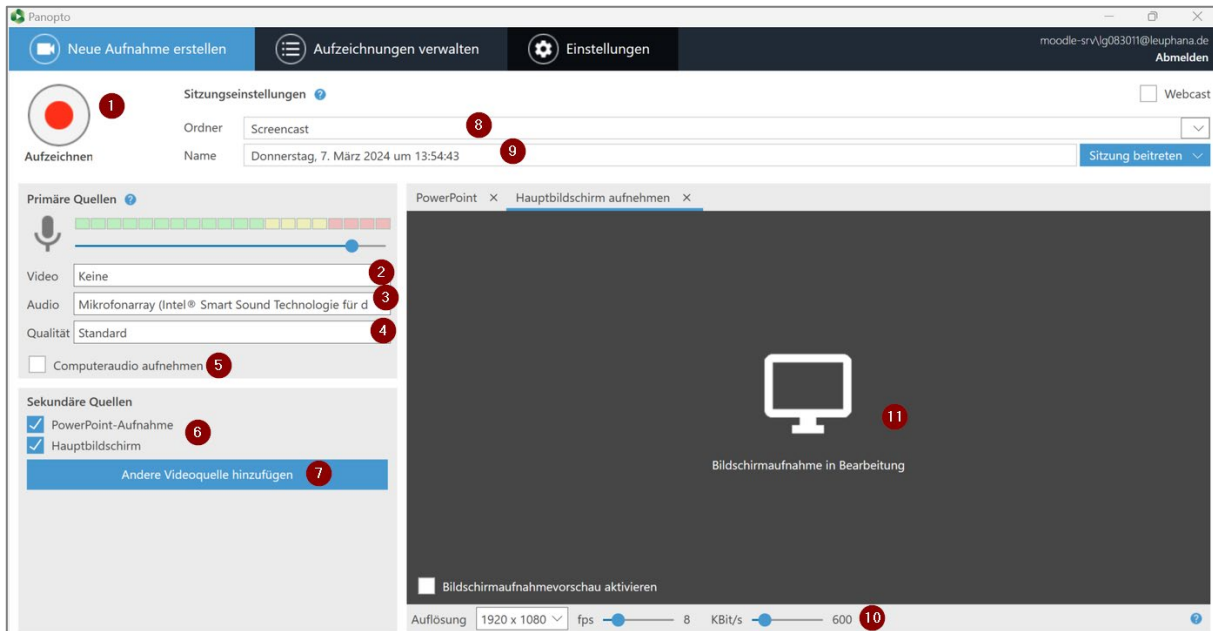
## Recording settings



1. Here the recording can be started/stopped or paused.
2. In the upper section you can choose the saving directory within myVideo. The section below is to name the file prior to recording. This can also be renamed afterwards.
3. With „Aufzeichnung verwalten“ you can manage all previous recordings.
4. This section is used to select the primary source for the recording. This will be shown beside your presentation or screen recording in the final video. If you do not want to be seen in the recording, you can select “Keiner”. Also choose “Capture Compute Audio” (Beta) if you want that audio or video-files that will play during the presentation or screen recording should also be heard.
5. Here you can add a second source that will also be shown beside your camera. You can select between your whole monitor, your camera or nothing.
6. If you choose this Panopto will automatically add timestamps that allows viewers to see when the slide has changed. With this option it is easy to find specific sections within a video.



## 2.2 Using Windows Before recording



1. Here the recording will be started.
2. Choosing the primary video source. This will be seen beside the presentation or screenrecording in the final video. If you do not want to be seen in the video, choose the option „Keine“.
3. Choosing the audio source. Pick the microphone you want to use for the recording.
4. Pick the preferred quality for the primary source (Camera). Note: The higher the quality, the higher the recorded data and the longer the upload of the video.
5. Choose if any additional audio or video will be played during the recording. For example if you have a video embedded into the presentation – In this case please also note section 10.
6. As a secondary source choose something that will be shown smaller beside the camera recording. Pick „Powerpoint Aufnahme“, if you want to record prepared slides. If you use multiple screens you can switch between the different screens during the recording. As seen in the picture you can also choose two secondary sources. Therefore you can add other content beside the powerpoint slides within your video.
7. If you want to add further sources you can add them with this button. For example a second camera connected to your device so you can add another perspective to the content.
8. Here you select the directory where the recording will be saved in myVideo.
9. Give a title before the recording.
10. With the quality selection please note that the video will be smooth after 25 fps. If you have a slow internet connection, reduce the bitrate (as in the picture 600) with this setting the data amount as well as the quality will be reduced.
11. Here you can add a prepared powerpoint slide. After adding it in you can start the recording. By adding the powerpoint slide here, a timestamp will be added when you switch slides. Therefore navigation within the final video will be easier.



## Basic Settings

Grundlegende Einstellungen    Erweiterte Einstellungen

Systemeinstellungen

Aufzeichnungsverzeichnis  
C:\PanoptoRecorder\    **Durchsuchen** 1

Upload, wenn Panopto geschlossen wird 2  
 Aufzeichnungen nach dem Hochladen löschen 3

Eingangsaufösung des primären Aufzeichnungsgeräts bevorzugen  
 Auto     NTSC     PAL     720p     1080i/p

Einstellungen für Meeting-Upload  
 Skype for Business-Aufnahmen auf diesem Computer automatisch hochladen  
 GoToMeeting-Aufnahmen auf diesem Computer automatisch hochladen

Panopto-Ordner zum Hochladen von Meetings:  
My Folder

App-Einstellungen  
 Bei der Aufzeichnung stufenweise hochladen 4  
 Während der Aufzeichnung minimieren 5  
 Mich benachrichtigen, wenn ein Zuschauer eine Frage stellt oder einen Kommentar veröffentlicht 6  
 Hotkeys deaktivieren  
 Standard-System-Proxyeinstellungen verwenden  
 Mauszeiger bei Screenshot-Erstellung hervorheben

1. Choose your local directory to save the recording on your device.
2. Ticking this box allows for your recording to be uploaded even if you close Panopto.
3. If you don't want to keep the recording on your device after the upload, tick this box.
4. Starting the upload while you are still recording to shorten the waiting time. You should only choose this option if you have a strong internet connection.
5. Choose this if you don't want to add or remove sources while recording. Panopto will be in the background during the recording.
6. During a webcast participants can ask questions or comment after the upload. Ticking this box will automatically alert you.

## After the recording

Aufzeichnung vollständig

Sitzungsname  
Test

Im Ordner  
moodle.leuphana.de\vmhackbar

Beschreibung eingeben (optional)

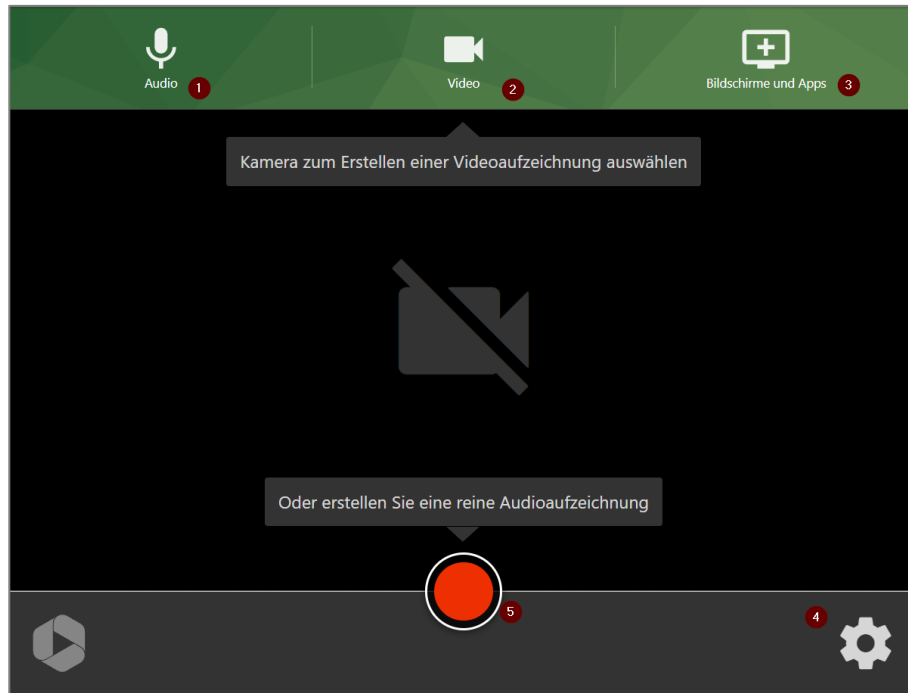
You can choose or change the title (Sitzungsname) of the video. Furthermore you can add a description that will be shown on myVideo. If you are ready click on „Fertig“ to upload and share on myVideo. You could also delete the video and start the recording again.

Small mistakes can be corrected or cutted in the editor. Please upload the video and follow the instructions in section 4.



## 2.3 Browser-Recording

It is also possible to recording directly with your browser. The only supported browse are Google Chrome, Microsoft Edge and Mozilla Firefox. Make sure to allow the browser access to your microphone, audio device and camera before you start recording.



1. Choosing the right audio devices as well as other audio settings.
2. Adding your camera recording directly into to the video.
3. Choose the monitor or program you want to record.
4. All further settings like recording quality, video layout or output format.
5. Starting the recording.

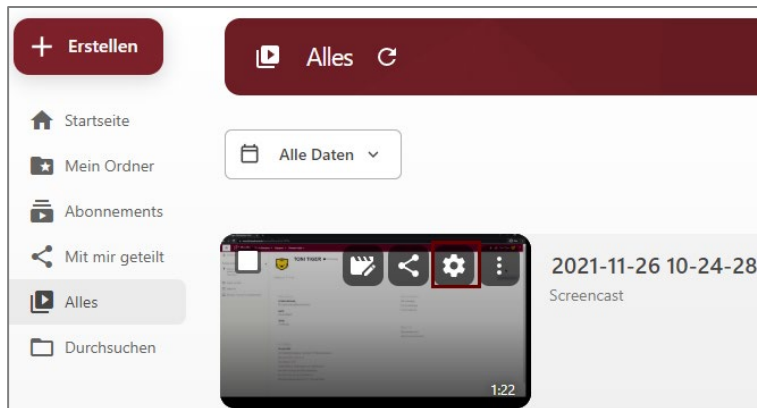
After recording you have the option to name the video, edit and upload. With that you can directly share the video with others.



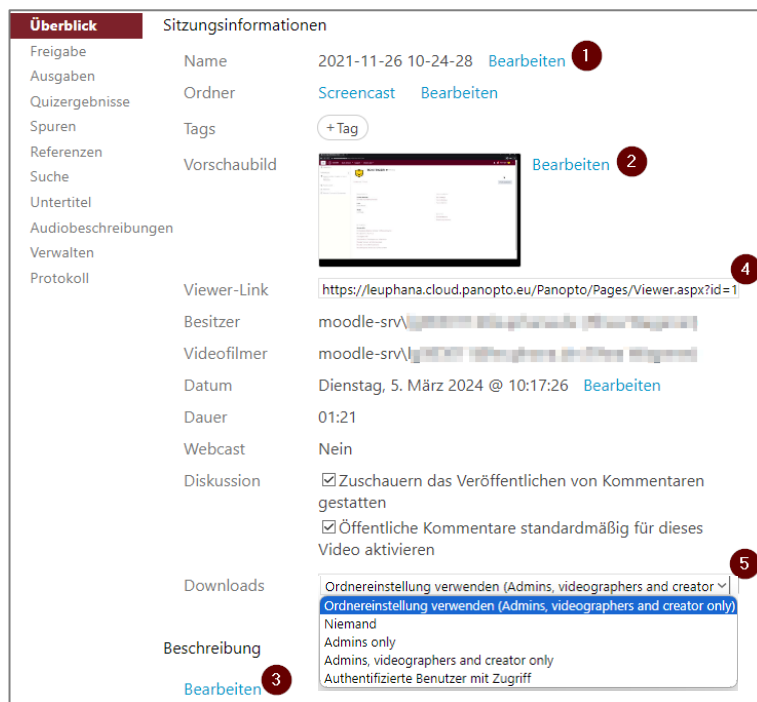
### 3. Video upload

Beside recording videos, you can also upload premade videos and edit them with myVideo. On the starting page choose „Erstellen“ and click on „Medien hochladen“. Afterwards you can either drag and drop the video or click into the dotted box to choose your directory. You can also upload multiple clips or videos.

#### 3.1 Settings on an uploaded video



To change the settings on an uploaded video hover over the video and click on the gear wheel to access the settings.



In the „Überblick“ section you can edit the name of the recording (1), the preview picture (2) and the description (3). You can also access the „Viewer-Link“ to share other your recording.

The subitem „Downloads“ (5) allows you to the specific conditions for downloading the video.

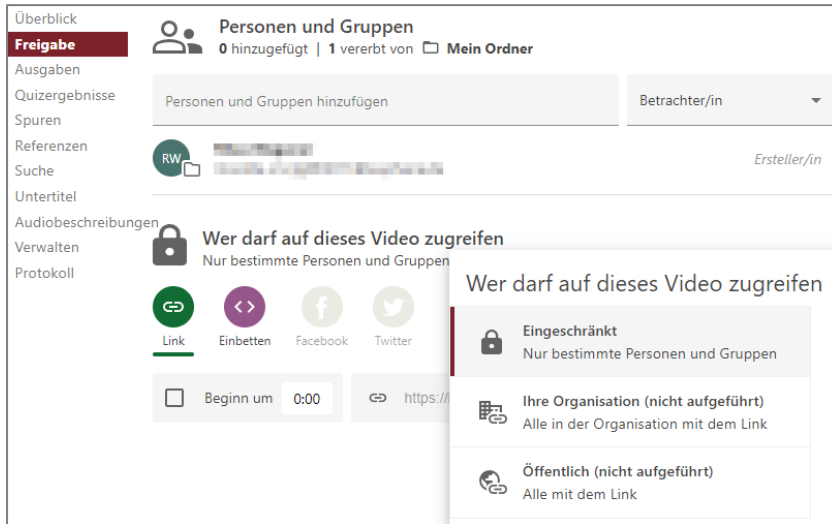
With „Verfügbarkeit“, at the bottom of the “Überblick” section, you can set a specific timeframe during which the video will be accessible.





### 3.2 Share records

The menu section „Freigabe“ allows you to add people via Email (for this a Moodle account is necessary) or set access authorizations.



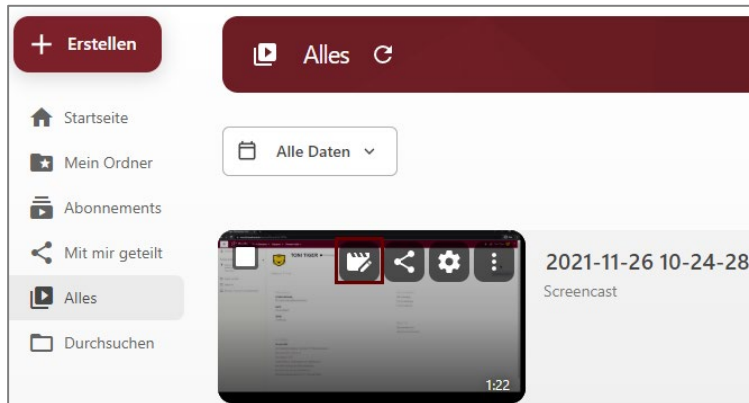
The following settings are possible:

- Bestimmte Personen/Eingeschränkt (*restricted*): Adding specific viewers via the searchbar.
- Ihre Organisation (nicht aufgeführt) (*your organization*): Everyone within the organisation can view the video with the viewer link when they are logged into myVideo.
- Öffentlich (nicht aufgeführt) (*public*): Everyone can view the video with the link even when they are not logged into myVideo.



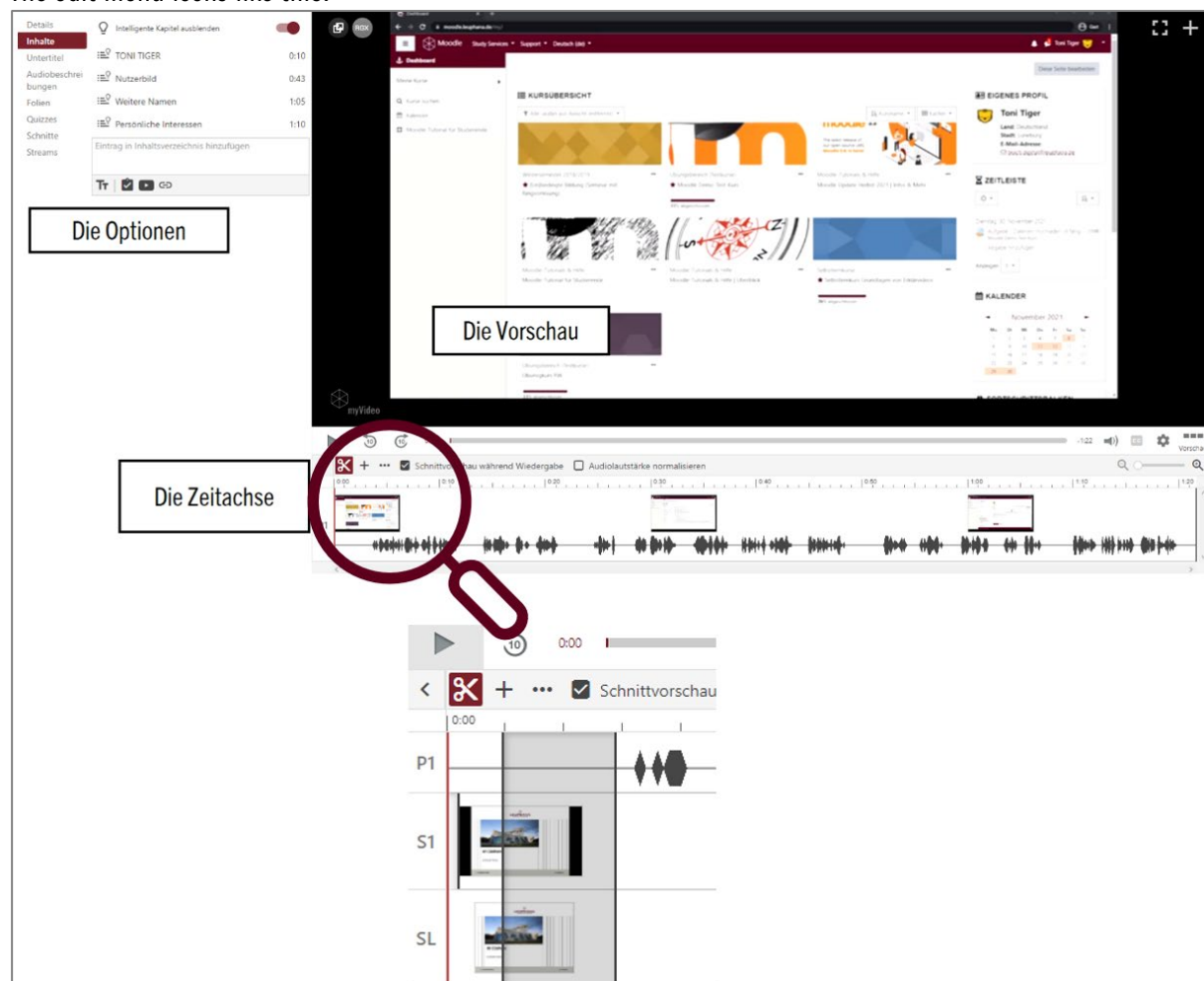
## 4. Videoediting

After uploading you can find the recording under „Alles“. There you can also edit the video.

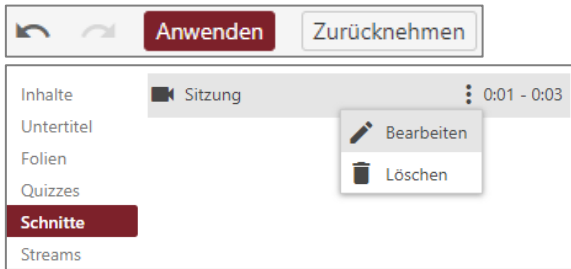


### Cutting

The edit menu looks like this:

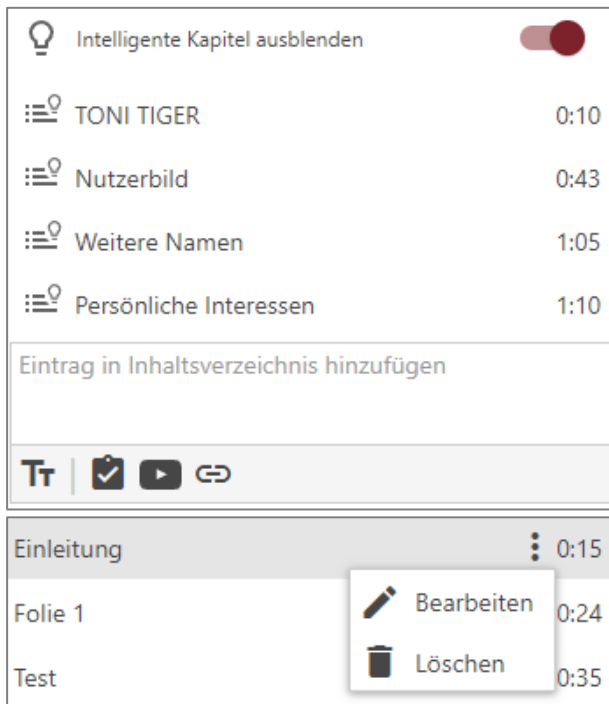


You can now cut out specific sections of the video. Click on the starting point and keep the left mouse button clicked until you reach the endpoint.



Should there be any mistakes while cutting you can undo them. You could either use the curved arrow pointing to the left in the top right, click "Ctrl + Z" or open the section "Schnitte" and delete the specific time section.

### Add a table of contents



In the „Inhalte“ section you can add a content table either manually or automatically. You can pick the timesteps with the red line in the timeline: Click with the left mouse for the timestep, pause the video and add it to the list.

If you have any issues within the table of content you can delete or edit individual entries.



If you finish all edits you must save them by clicking on „Anwenden“.



## Adding a youtube video

Intelligente Kapitel ausblenden	<input type="checkbox"/>
TONI TIGER	0:10
Nutzerbild	0:43
Weitere Namen	1:05
Persönliche Interessen	1:10

Eintrag in Inhaltsverzeichnis hinzufügen

TT |

In the „Inhalte“ section you can also click on the YouTube icon to add a YouTube video into the video. If you add it the video will be shown in the table of content as well as played automatically within the video. Afterwards the recording will continue.

After clicking on the menu you can add the link and add the time when the video should play within your recording. If you only want to add a specific section of the YouTube video you can set the start and end point via „Zeit“.

Link

Zeit  
0:00:25.200

Start

Ende

YouTube-Steuerungen anzeigen

Autom. abspielen

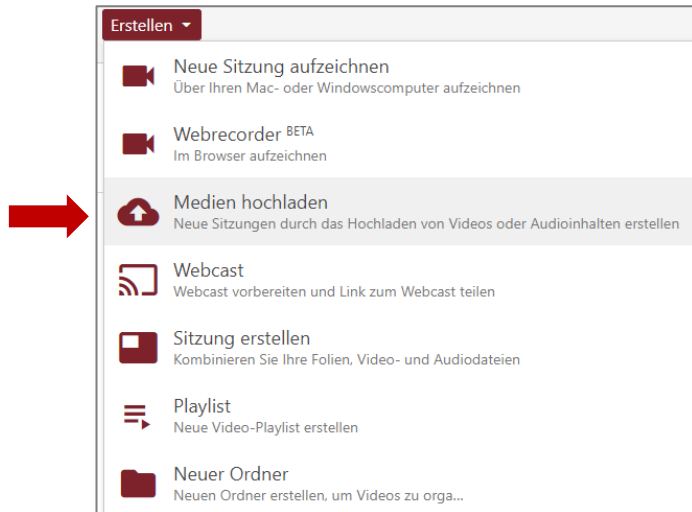
Fertig

0:25 -0:12 1x Geschwindigkeit Vorschau

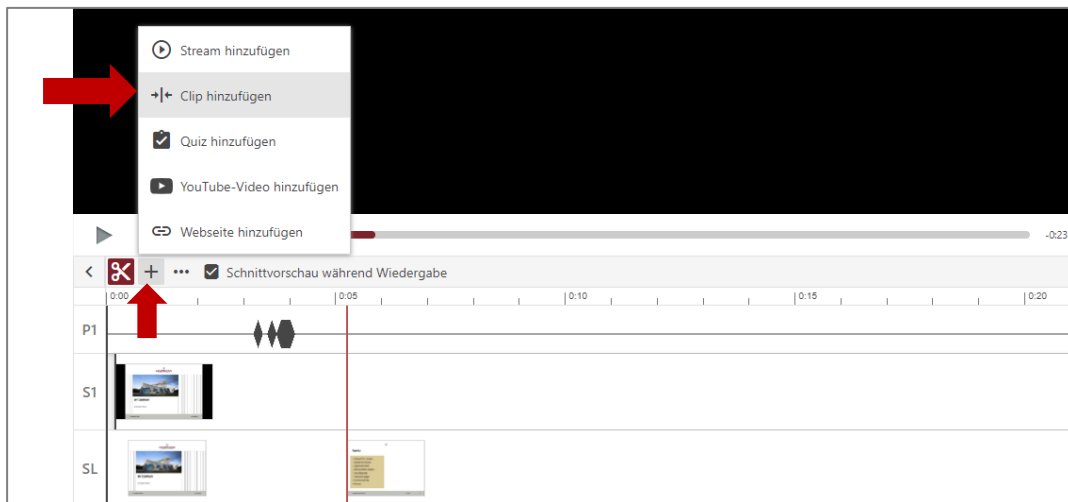


## Adding a clip

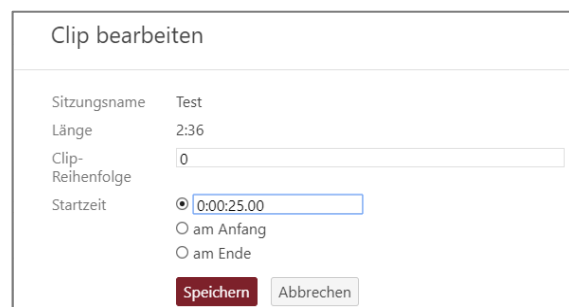
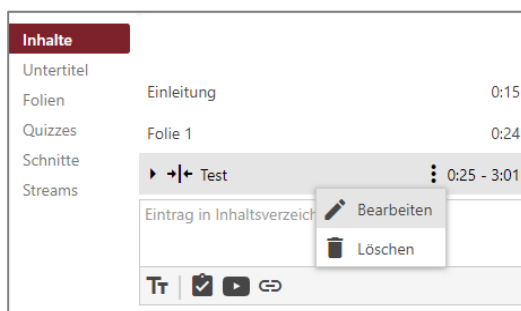
To add other clips, they already have to be uploaded.



After the upload you can add it into your video. Above the timeline you can click on the + and „Clip hinzufügen“. The clip will be added the point of the red line.



In the „Inhalte“ section you can further edit the clip or choose a different timeframe to play the video.





## **5. Further settings and informations**

### **Subtitles**

It is possible to add subtitles to your video. You can access the menu in the editor under “Untertitel” to add them either directly in the textbox or upload a transcript.

### **Discussion**

In the settings you can allow comments. You have two options for those: Allow comments for viewers and allow them to be public.

Diskussion	<input checked="" type="checkbox"/> Zuschauern das Veröffentlichen von Kommentaren gestatten
	<input checked="" type="checkbox"/> Öffentliche Kommentare standardmäßig für dieses Video aktivieren

### **Folder**

Uploaded videos can be sorted into folders and structured through those. Videos can also be uploaded directly into those folders and automatically have all the settings of the folder.

### **Shared with me**

In this section can see all videos shared with you. These can either be shared with you personally or via a moodle course.