ReCap

Editing and Adding Quizzes to Recordings

Staff Guide

ReCap Team

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Contents

Making Recordings

ReCap recordings can be made in three ways:

- **In a teaching space** using a hardware installation – the system is available in all centrally supported and most School owned lecture and seminar spaces. These installations capture audio and any content projected to the screen.
- **Using the ReCap Personal Capture software** – this can be installed onto a desktop or laptop and can capture audio, screen and video feeds. To get the software added to your computer please contact the ReCap team via recap@ncl.ac.uk who will be able to advise you regarding how to do this and will set up a Personal Capture folder for you.
- Using the Panopto App for iOS devices – this is available for iPads and iPhones and captures audio and video.

Once made all recording types can be edited in the ways outlined in this guide.

Disclaimer

This is not meant to be a definitive guide. Contents is adapted from information available on the Panopto web site and full instructions can be found on the website at https://support.panopto.com/Documentation?cat=Editing **Note:** The University is currently running version 5.3 of the Panopto software so not all editing functions are available.

Accessing your ReCap recordings

Once recordings have been made you can access them to view, edit and share by navigating to https://campus.recap.ncl.ac.uk

When asked to log in choose either 'Medical Services Authentication' or 'Blackboard' depending on which VLE you use and log in using your regular University user ID and password.

Once logged in you will see the most recent recordings you have made, that have been shared with you and that are publically available.

To locate a specific recording click on the **Browse** option within the left-hand side menu.
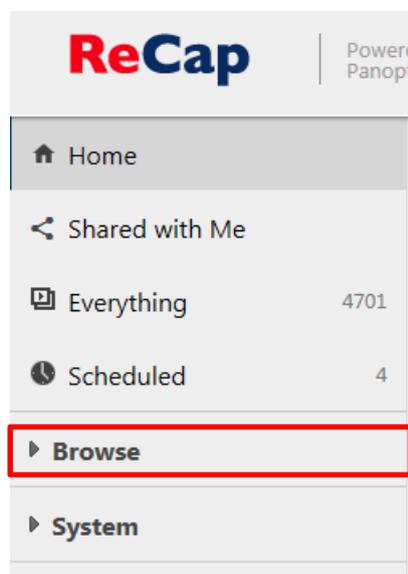
This will open a list of all of the folders you have access to.
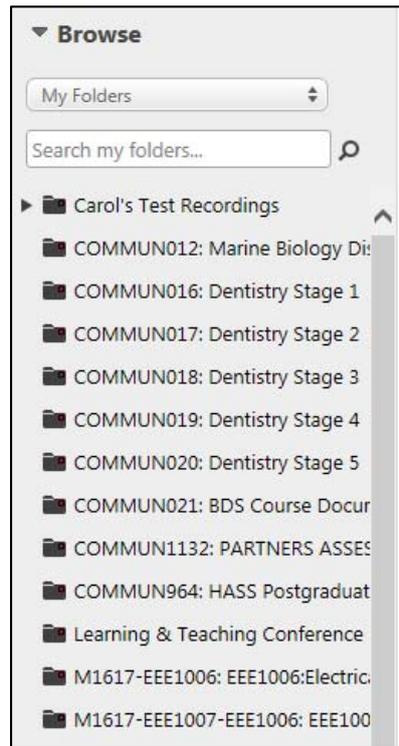
Click on the name of the folder that contains the recording you wish to view, edit or share, if you have access to a large number of folders you may wish to use the **Search my folders** facility.

Once a folder is selected you will see all of the recordings contained in that folder.
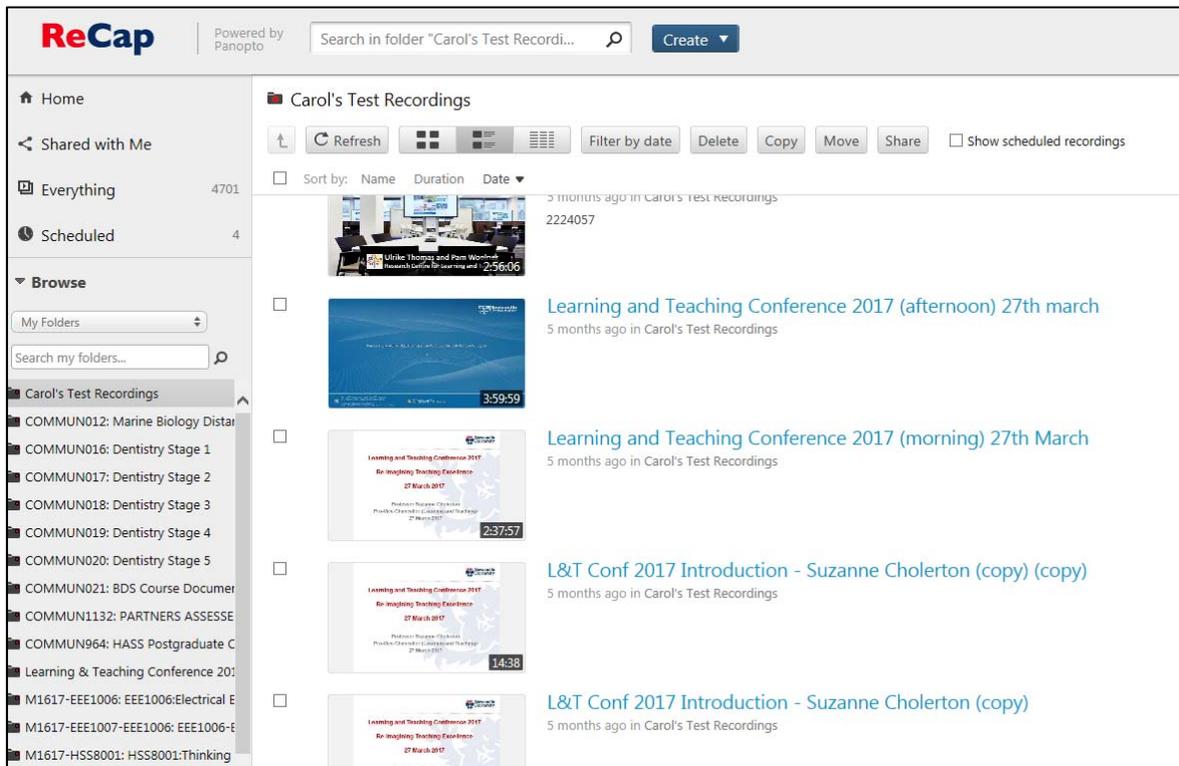
Hovering your mouse over a recording will show a menu of options.
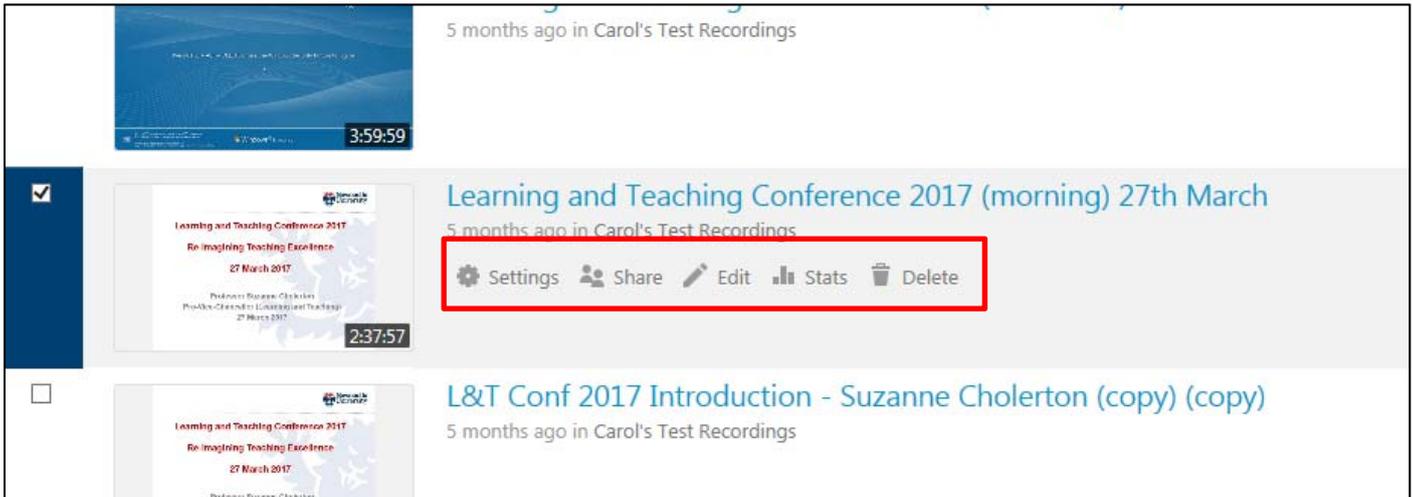
Settings – within this option you can perform a number of actions including changing the name of a recording, changing the folder that the recording belongs to and making a copy of a recording.

Share – within this option you can choose who the recording is available to.

Edit – within this option you can edit the recording including removing sections, adding quizzes, editing the content list and adding links websites.

Stats – within this option you can view the usage statistics for the recording.

Delete – this will **permanently** delete the recording.

The focus of the rest of this guide is the Editing functionality.

Editing to remove segment(s) from a recording

1.   Entering the editing interface

Hover your cursor over the recording you wish to edit and click the 'Edit' link that appears.
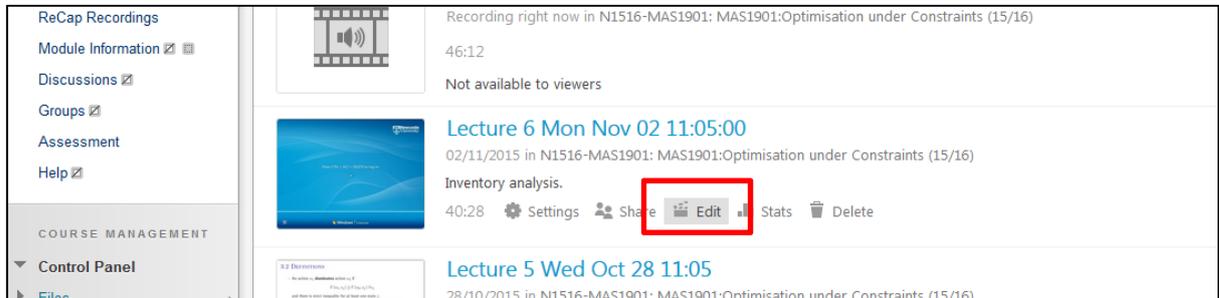
Note: You can also enter the editing interface whilst watching a recording. Simply click the 'Edit' icon in the top right hand corner. This will only be visible if you have the correct permissions:
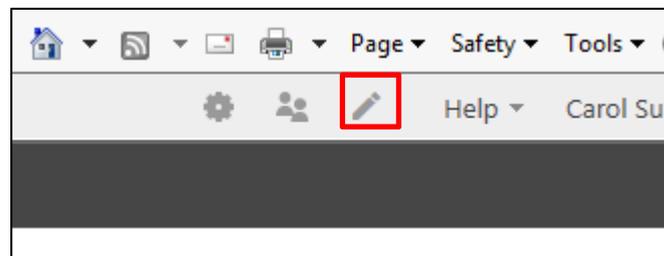
2.   Editing the recording

By default, the entire recording is an already selected segment. A segment is the selected portion of video that you want your viewers to see.
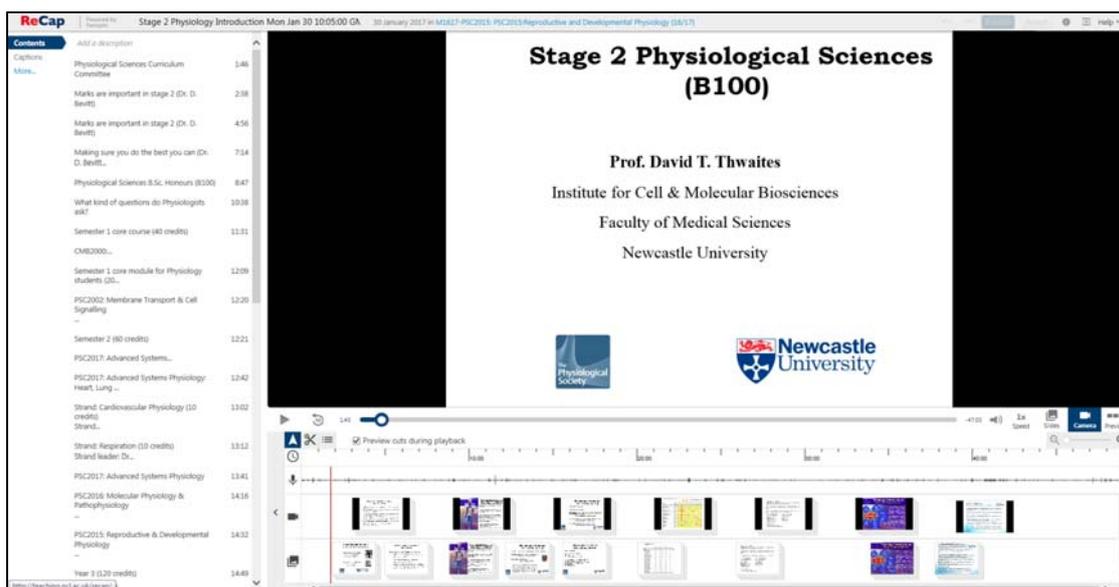
To remove the beginning and/or end of a recording, select the scissor icon
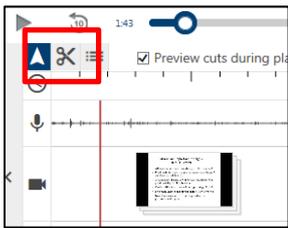
Grab the handle on either end of the time line and drag it inward to the point at which you want the recording to begin or end.
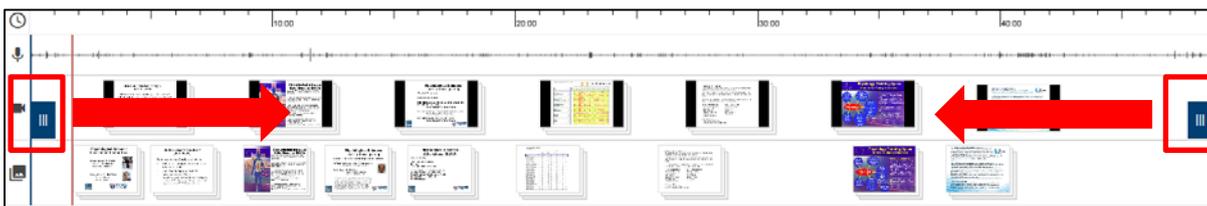
As you can see here, the beginning and ending are amended, and eliminated portions are greyed out.
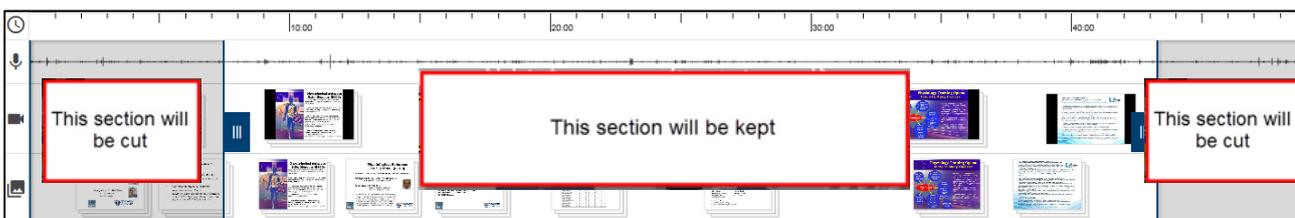
To delete middle portions of your presentation, whilst the scissors icon is selected, click on the section of the presentation you'd like to start the edit and drag it the end. A greyed out section with handles will appear, these can be then adjusted.
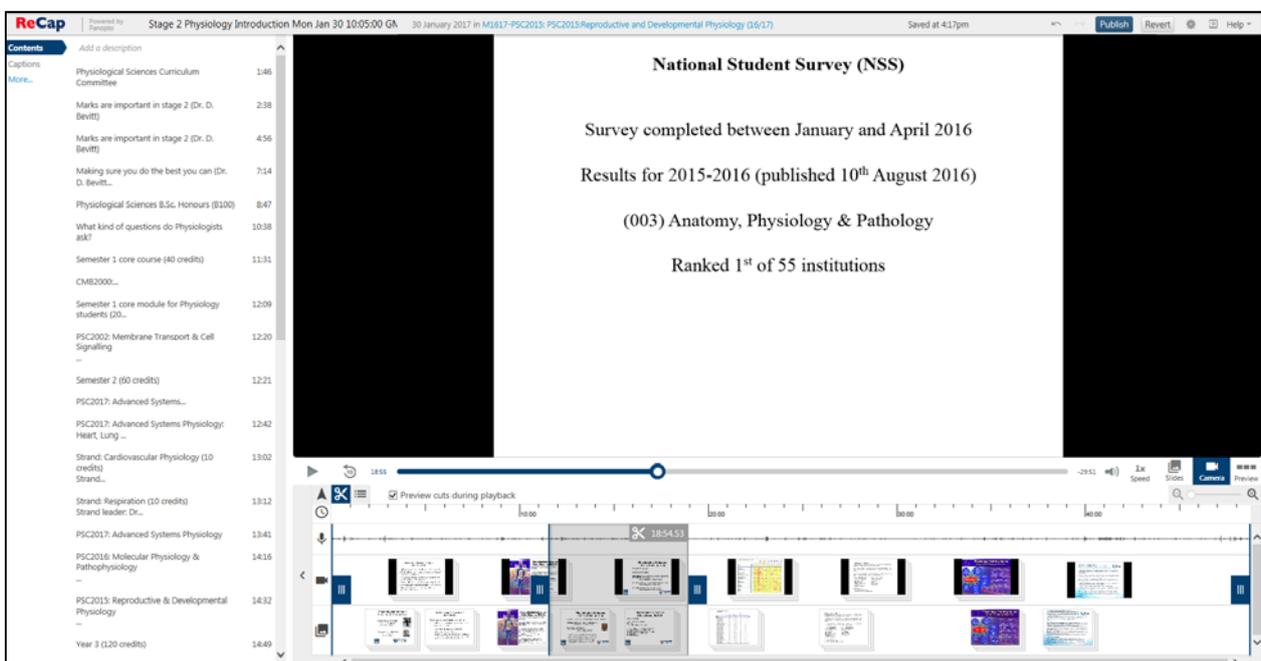
The first click and hold sets the starts point. Moving the mouse to the right will preview what is going to be cut. Release the click to set the end point.
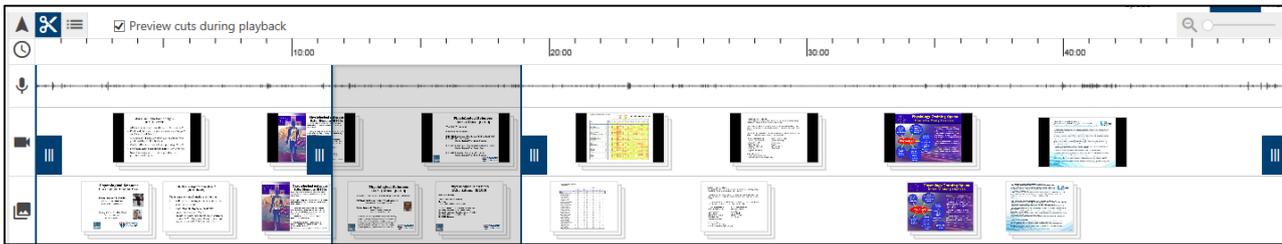
When completed, the segment can be adjusted by dragging the handles in either direction (if needed).

The final result is two segments (not greyed out) that will be included after encode and visible to the viewer.
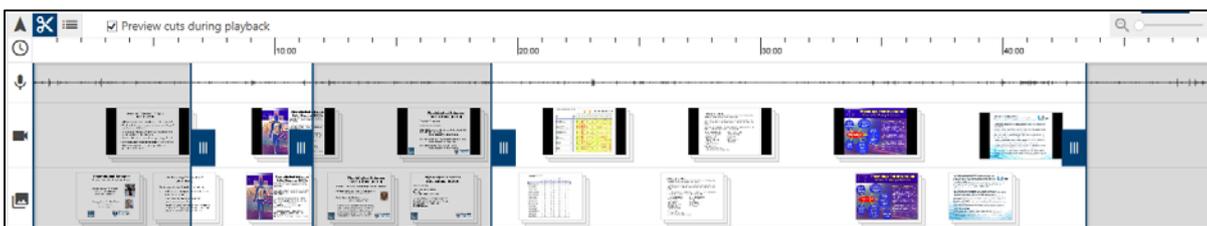
When you are finished, click the Publish button.
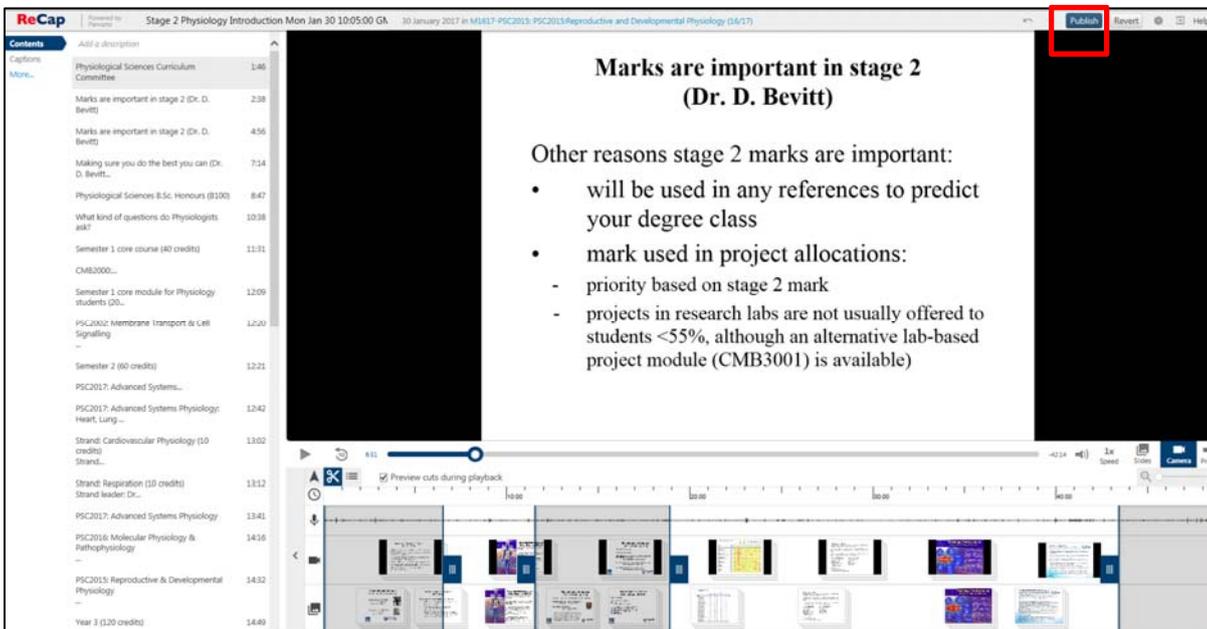
Editing the recording Description

1. At the top of the table of contents a description of the recording can be added.
2. To edit the description click in the outlined box and add a new description.
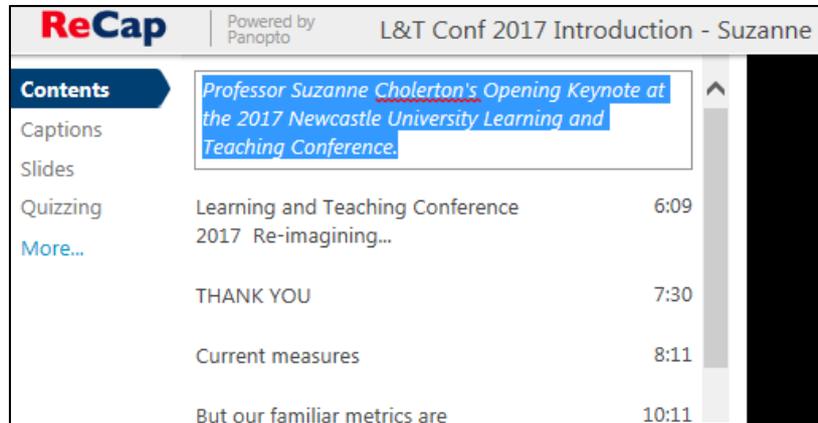
Editing the Table of Contents

In the viewer the table of contents (TOC) provides an easy method to navigate the recording. The TOC is automatically generated if a session is recorded with a PowerPoint or Keynote, but can be added manually, or edited to provide the viewer with more information.

Edit an existing entry

1. To edit an existing table of contents entry move the cursor over the entry you wish to change and click on the Edit icon.
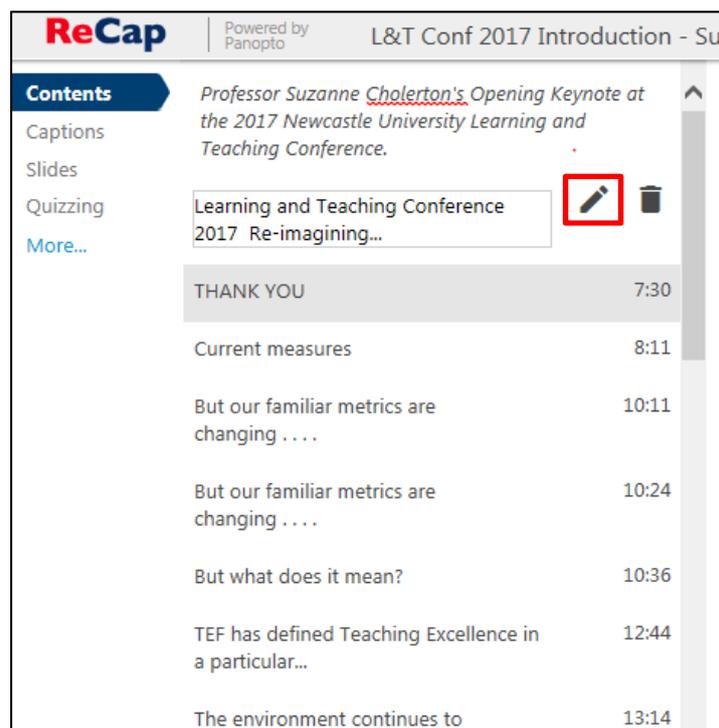
2. You can then edit all elements of the entry.

Add a new Table of Contents entry

1. To add a new TOC entry, click the Contents tab and select the pointer tool from the top left of the edit timeline.
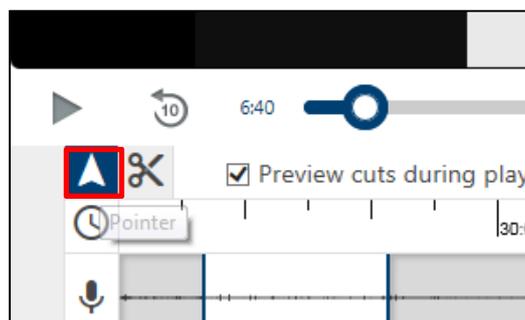
2. Use the pointer tool to find the place where you wish to add the table of contents entry.
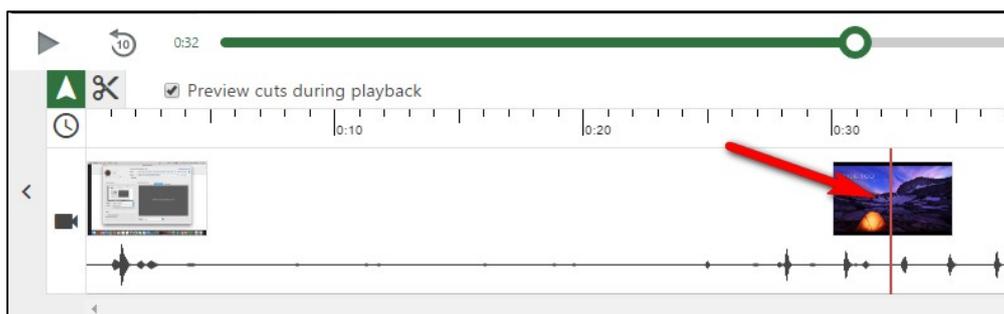
3. Type in the outlined box on the Contents tab to add an entry at that time – **this can be simple text or a website address** that will create a live link to the website in the contents list. Press Enter when finished to add the entry.
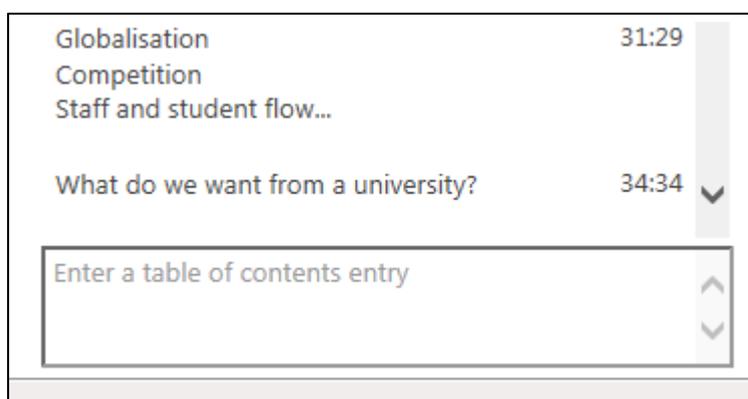
4. When you are finished, click the Publish button.

Adding Quizzes to a Recording

A new feature in Panopto 5.3 is the ability to add quiz questions to a recording at any point during the presentation.

Note: Currently quizzing is only available to viewers when using the Panopto viewer on a desktop computer or laptop but Panopto are working to incorporate the feature into the embedded players, mobile device and tablets.

1. Open your chosen recording in the editing interface.

2. In the left navigation pane click on the Quizzing link.
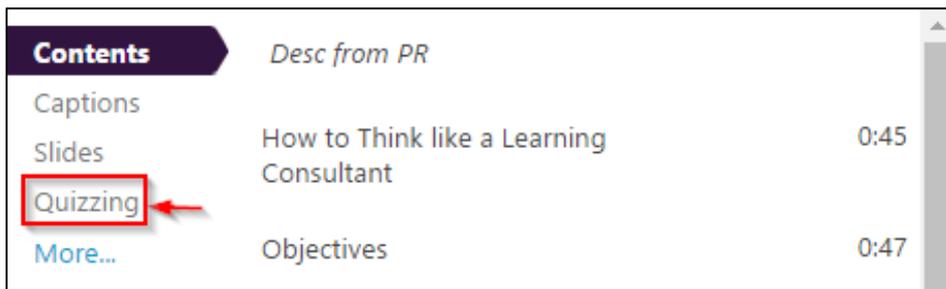
3. Using the Pointer tool, navigate in the Timeline to where you want to put a quiz.
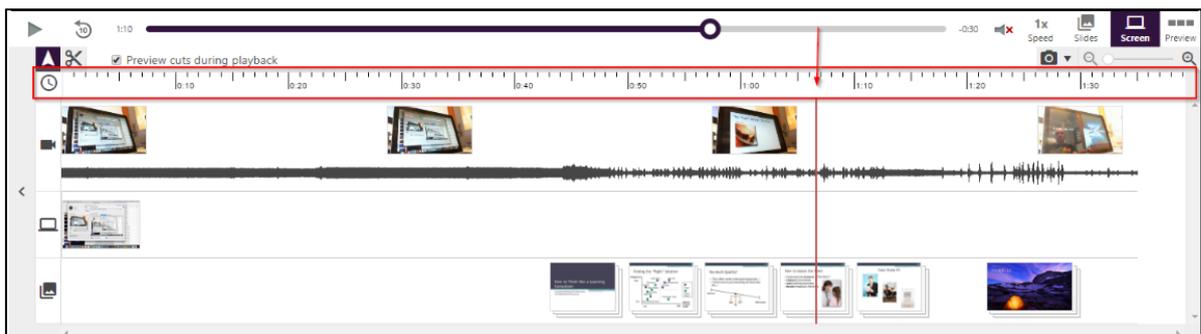
4. Click on the Add a Quiz button. The Quiz form will appear in your secondary stream area.
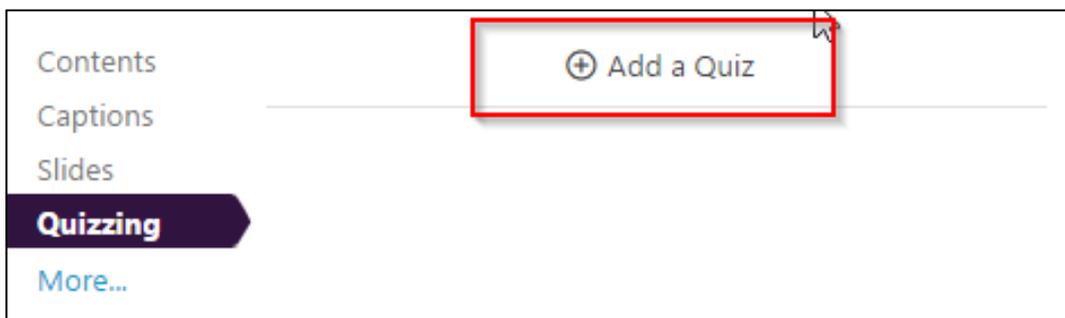
5. The form has several different fields, including Quiz Name, Question, Answers, and Correct Answer Explanation.
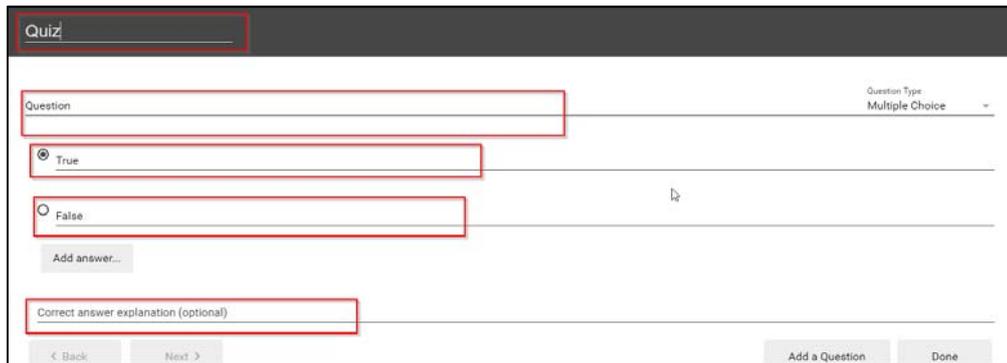
6. Within the form, you can select the drop down menu in the top right corner to show different types of quiz questions. The quiz options include True/False, Multiple Choice, and Multiple Select. The default is multiple choice.
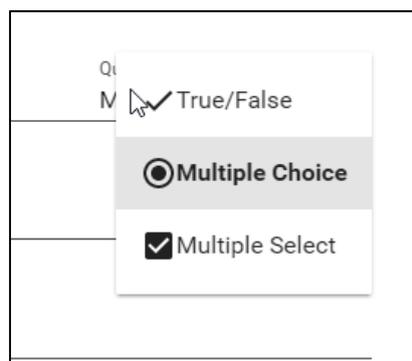
Multiple Choice

- Multiple Choice gives you the option to have several answers present, but only one answer can be chosen as correct.
- When the option is first chosen there will only be two answer fields. Another answer field can be added by clicking the "Add Answer..." button.

- To remove an answer you can click on the X next to any of the Answers.

- When you have all of your answers added you must choose a correct answer.

True/False

- True/False gives you the option to ask a True or False question.

Multiple Select

- Multiple Select gives you the option to have several answers present and more than one can be selected as correct.

7. Once you are done with a question and want to add another one, click the Add a Question button at the bottom of the form.

8. If you need to navigate to a different question is your quiz, you can use the Back and Next buttons at the bottom of the form.

9. Once you have added all of your questions, click the Done button at the bottom of the form.

10. You will then be directed to the Options page for this Quiz. In this page you can:
    a. Choose whether to allow Retakes
    b. Choose whether to show result once the quiz is taken
        i. If this is enabled you can also allow review of correct answers and explanations
    c. Block your viewers from advancing the video until answers the quiz
    d. Delete questions by clicking the Xs
    e. Reorganize the questions by using the arrows

Quiz Options

☑ Allow Retakes

☑ Show grade after taking the quiz

    ☑ Allow review of correct answers and explanations

☑ Block advancing in the video until answering the quiz

Questions

Which one of these answers is the correct one?		↑	↓	✕
This statement is false.		↑	↓	✕
Which answers are correct?		↑	↓	✕

‹ Back   🖫 Save

11. Once you are finished, click the Save button. The name of your quiz will now appear in the Quizzing pane.

12. Repeat these steps for each quiz you want to add to your session.

13. When you are finished, click the Publish button.

14. During playback, when it is time for a Quiz the video will pause until the question(s) is/are answered.

Viewing Quizzing Results

1. To access the results of a quiz, click the settings icon on the session the quiz was created in.
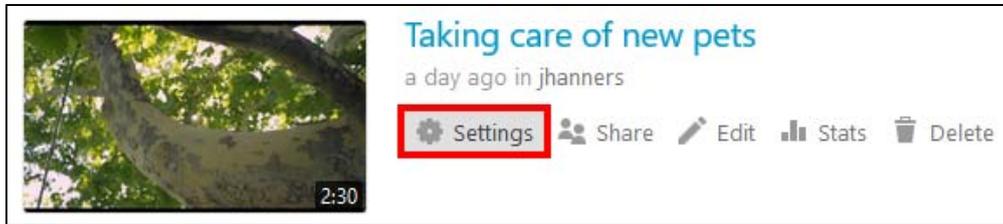
2. On the left, click the Quiz Results tab to display the results.
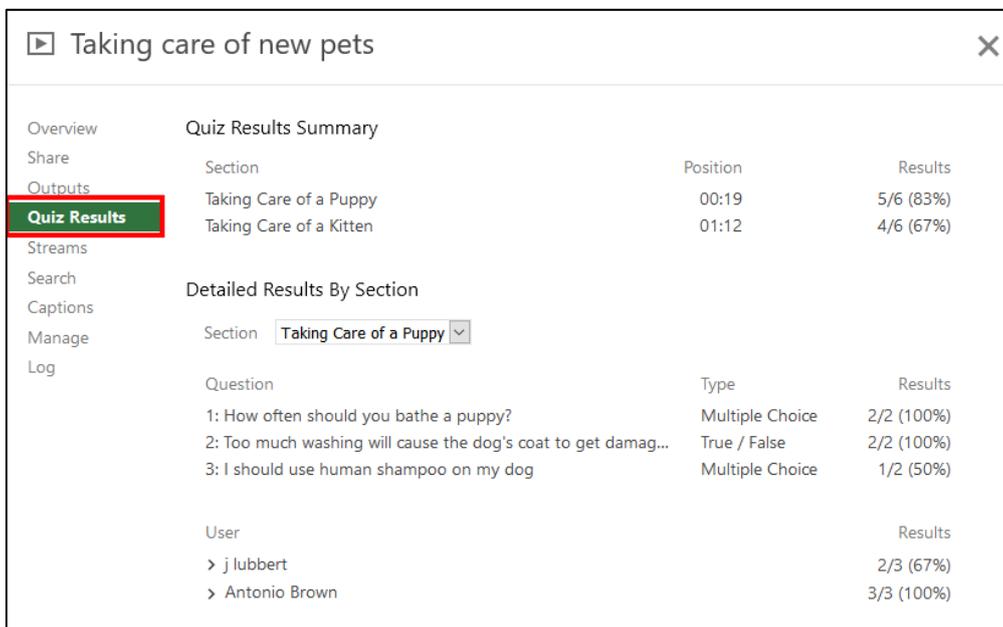
3. From this tab, you can see Quiz Results Summary which shows the total number of correct answers and questions as well as the percentage correct for each quiz. You are also able to get a more detailed view of results by section. Click the Section dropdown to select which quiz section to drill into.
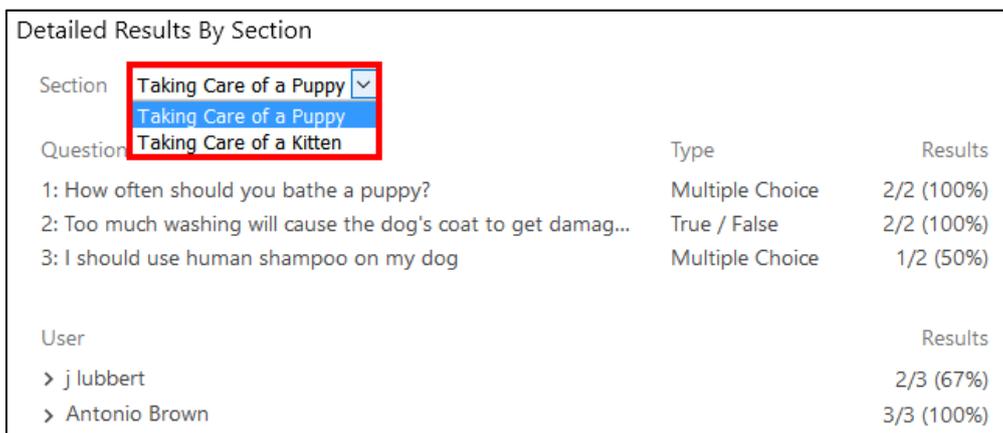
4. You can also expand each user to see which questions they got correct and which questions they got incorrect.

User	Results
∨ j lubbert	2/3 (67%)
✓ 1: How often should you bathe a puppy?	
✓ 2: Too much washing will cause the dog's coat to get damaged.	
✗ 3: I should use human shampoo on my dog	
∨ Antonio Brown	3/3 (100%)
✓ 1: How often should you bathe a puppy?	
✓ 2: Too much washing will cause the dog's coat to get damaged.	
✓ 3: I should use human shampoo on my dog	

Further help

For further help with any aspect of ReCap please contact recap.support@ncl.ac.uk