How to Create a Live Webcast using HudStream / Panopto

HudStream (Panopto) has the ability to webcast live over the internet. This documentation will cover how to create and disseminate a webcast URL in advance, how to start the session, and how to interact with viewers whilst presenting.

Generating the Link

1. Firstly, open the browser version of Panopto (HudStream) by going to http://hudstream.hud.ac.uk and select Log in using Brightspace from the drop-down menu. Type in your usual University log-in details.

2. Click the Create button and choose the Webcast option.

3. Give your session a Name and select the Folder where it will belong. Fill in the Description. It is recommended that you include the date and time of the webcast. Even add information about who will be speaking and add any other contents of the event.

4. Click Create.

For more information, please visit ipark.hud.ac.uk. Alternatively, you can contact your School’s LTA.
5. You will be taken to the Overview page. This page will display your new session information.

6. Copy the Viewer Link URL and make sure it is included in your calendar invitation to your webcast. 
*Please note, the link will not work until you have started recording the session.*

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### Overview

#### Session Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Test for Guide</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Folder</td>
<td>My Folder</td>
<td>Edit</td>
</tr>
<tr>
<td>Tags</td>
<td>+ Tag</td>
<td></td>
</tr>
<tr>
<td>Preview image</td>
<td><img src="image" alt="Preview" /></td>
<td>Edit</td>
</tr>
</tbody>
</table>

**Viewer link:** https://videohud.cloud.panopto.eu/Panopto/Pages/Viewer.aspx?id=d

<table>
<thead>
<tr>
<th>Owner</th>
<th>D2L-Prod\cmsgxtl (Lucy Thacker)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Webcast</td>
<td>Yes</td>
</tr>
<tr>
<td>Discussion</td>
<td>☑ Allow viewers to post comments</td>
</tr>
<tr>
<td>Downloads</td>
<td>Use folder setting (Admins only)</td>
</tr>
</tbody>
</table>

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### Waiting Room – Add a Preview Image

1. In Panopto, your viewers will be sent to a waiting room before they view your live stream.

2. You can set a thumbnail picture for your live session to be viewed in the waiting room. To do this, continue in the Overview section, find Preview Image and click *Edit*.

3. Click *Choose File* and open a picture that you have saved on your computer. It is recommended that you choose a picture of the presenter or a title slide that includes your organisation’s logo.
4. Click Save and the image should appear.

5. Now when you test your Viewer Link, you will see that the image appears in the waiting room while viewers wait for the webcast.

Recording the Session (Windows Desktop Recorder)

1. When you are ready to broadcast your live session open your Panopto Recorder and log in.

2. Click the Join Session button to select the session you have set up to broadcast.

3. Locate and click the session name.

4. You will be brought back to the main recorder screen; click the Record button when you are ready to Broadcast and viewers using your URL from above will be able to view your session Live.

Please note: When using a PowerPoint presentation in your webcast, unlike lecture capture, PowerPoint will not show on any device when viewing live because slides only process after a recording is complete. To have your presentation appear in your webcast, record the screen that you are presenting on.

Please note: When watching from a mobile device or in the embedded player, only the primary video source will be available to view. If you want to include a talking head of yourself, this needs to be showing on your screen, as well as the presentation.
Recording the Session (Mac Desktop Recorder)

1. When you are ready to record your live session open your Panopto Recorder and log in.

2. Click Create New Recording.

3. Click the Join Session button to select the session you have set up to broadcast.

4. Locate and click the session name.

5. Click the Record button when you are ready to Broadcast and viewers using your URL from above will be able to view your session live.

Please note: When using a PowerPoint presentation in your webcast, unlike lecture capture, PowerPoint will not show on any device when viewing live because slides only process after a recording is complete. To have your presentation appear in your webcast, record the screen that you are presenting on.

Please note: When watching from a mobile device or in the embedded player, only the primary video source will be available to view. If you want to include a talking head of yourself, this needs to be showing on your screen, as well as the presentation.

Pause, Rewind and Go Live feature

1. Buttons for pausing and rewinding are pictured below. You can scroll through a live broadcast to any time by dragging the slider circled below, even if you join late.

2. To catch up and watch the broadcast live, just click the LIVE button. You may also continue to watch the live broadcast even after it has ended.
Viewers’ Questions, Comments and Notes

1. During the live broadcast, viewers who are logged in and viewing the live broadcast can ask questions and make comments via the viewer window. The questions and comments have been merged into a Discussion section in the viewer. Furthermore, viewers can also take public or private notes during the broadcast to refer back to at a later time. Questions, comments, and notes are stored by the server for review at a later time, even after the broadcast has ended.

2. The viewer’s discussion questions pop up and notify the presenter in the lower right-hand corner of their display.

3. Presenters can either respond verbally at the time of the question or review the questions after the recording is complete.

4. When you have finished your broadcast click the Stop button.

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