

## Creating Videos using Panopto.It (Panopto Express)

1. Open Chrome or Firefox browser on your computer.
2. Navigate to <http://panopto.it> The Panopto Capture screen will display (see Figure 1). You may get a prompt from your browser asking if it should allow access to the camera and/or microphone. If so, click Yes or Allow to allow access. You may also see video from the webcam then in the main area of the screen.

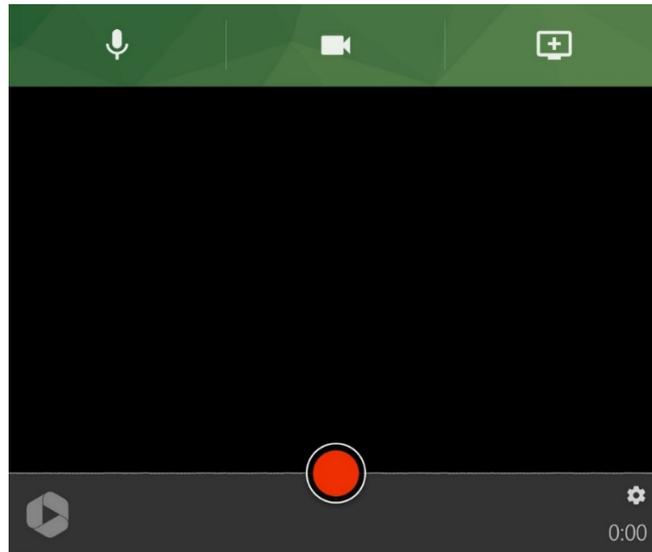


Figure 1

3. Microphone: To select the correct audio source, select the microphone icon in the upper left corner of Panopto Express (Fig. 2).



Figure 2

4. Each microphone connected to your computer will appear as a button in the preview area. Select the desired microphone by clicking on it (Fig. 3). Test out talking to make sure the microphone has the green meter move up and down based on your voice.

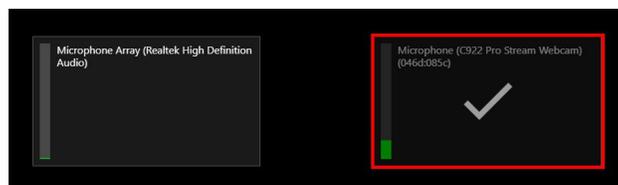
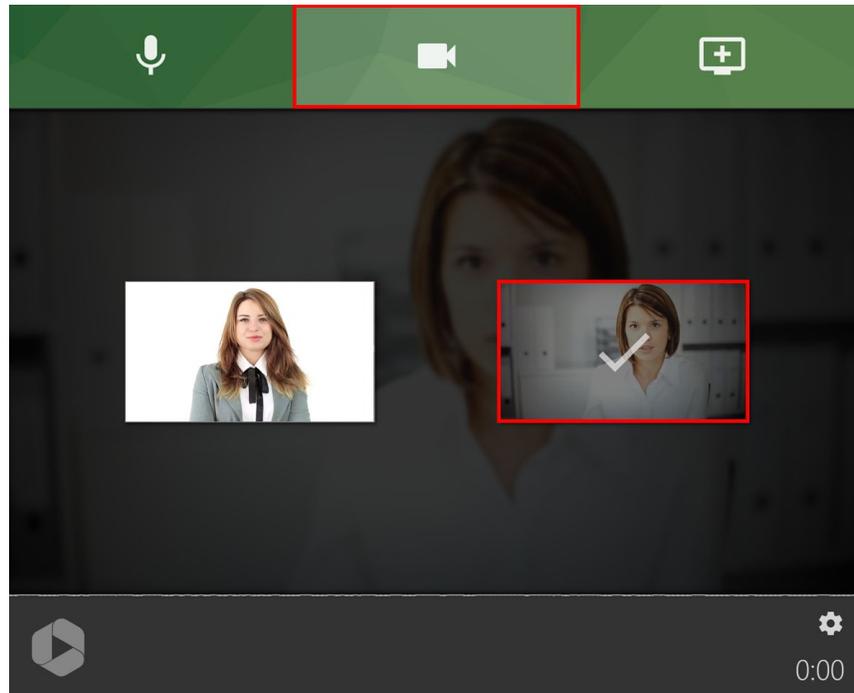


Figure 3

5. Camera: Select the camera icon in the upper center of Panopto Express. Each camera connected to your computer will show up as a button in the preview area. Each button will show a preview of each camera.
6. Select the desired camera(s) by clicking on the button(s) (Fig. 5). You can also choose to not include webcam video in your recording by clicking the button to remove the checkmark.



*Figure 5*

7. Screen Recording: Select the Monitor icon with the plus sign from the upper right hand corner (Fig. 6). If you do not want to record any screens or applications, you can skip this step.



*Figure 6*

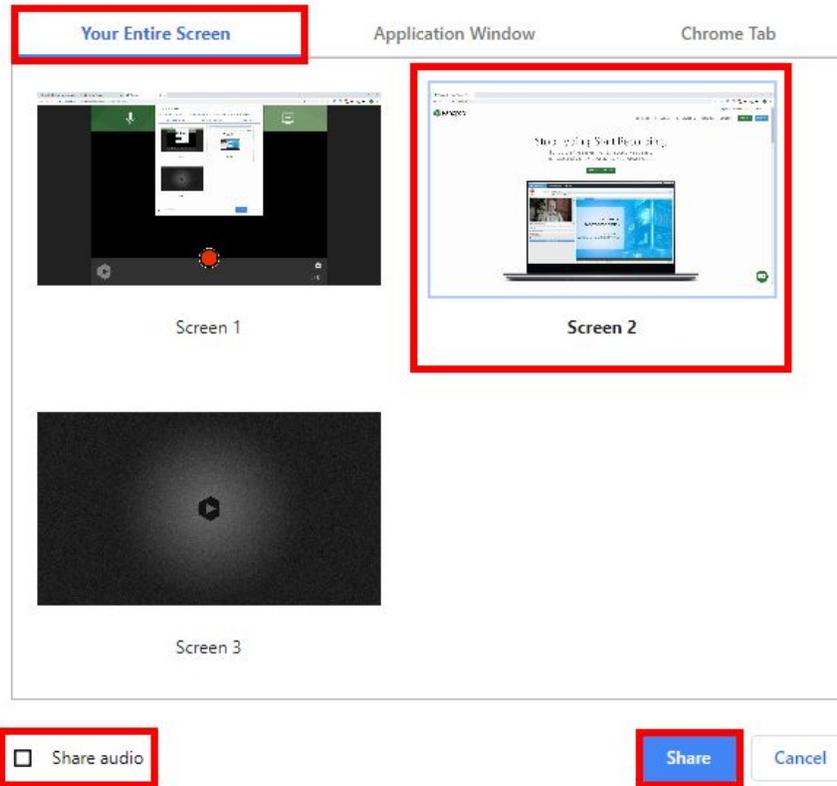
8. To record a screen, choose Your Entire Screen. Then, select the screen to record and click Share. (Fig. 7).

It is suggested that you share your entire screen if presenting PowerPoint or other slides, multiple applications, or anything with sound.

If you need viewers to be able to hear the audio from your computer (e.g. videos, audio files, application sounds), select Share Audio to add the audio from your computer to the recording. Otherwise, leave this box un-checked.

## Share your screen

trialbeta.panopto.com wants to share the contents of your screen. Choose what you'd like to share.



9. In rare circumstances, it may be appropriate to record only an application or a browser tab. Select those options if you want to only share those items. Note: If you select share an application, and choose PowerPoint, your slides in Slideshow mode will not display correctly in the recording.
10. To begin recording your video, select the red circle button at the bottom center (Fig. 10). You will see a five-second countdown on the screen, and it will start recording.



*Figure 10*

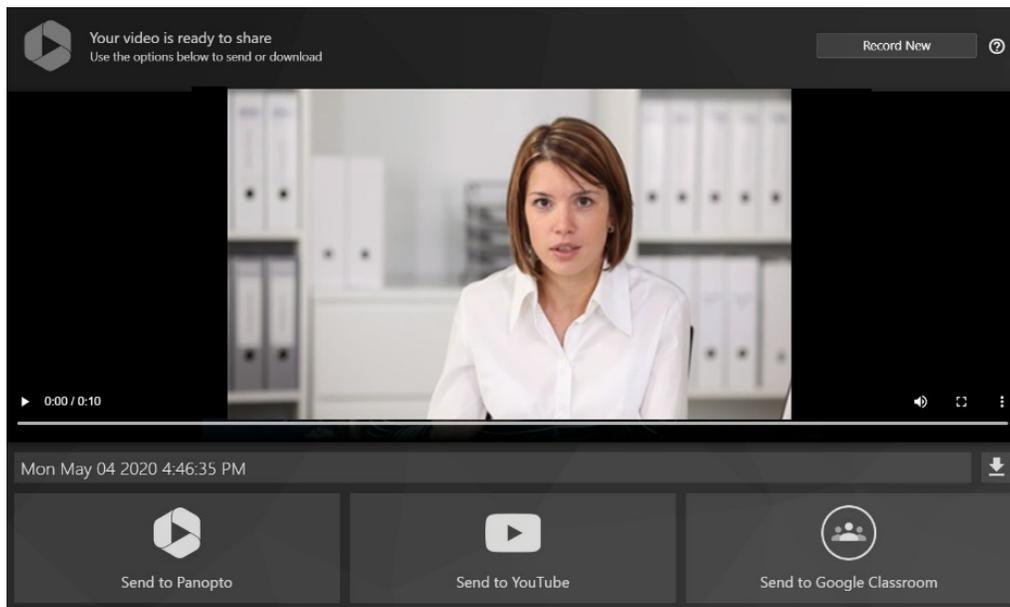
11. Minimize the web browser window, and bring up whatever application/window you are sharing for the recording (e.g. PowerPoint). Note: If you are using a slide/PowerPoint, put it in presentation/full screen mode.
12. Narrate your presentation/session as planned, going through each slide/screen as needed.
13. When you have finished presenting, toggle back to the web browser/tab where Panopto is running.

14. Select the red square stop button at the bottom center (Fig. 11).



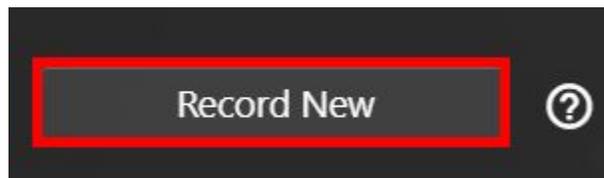
*Figure 11*

15. Once you stop recording, a new webpage will load that states “Your video is ready to share” in the top left corner (Fig. 12).



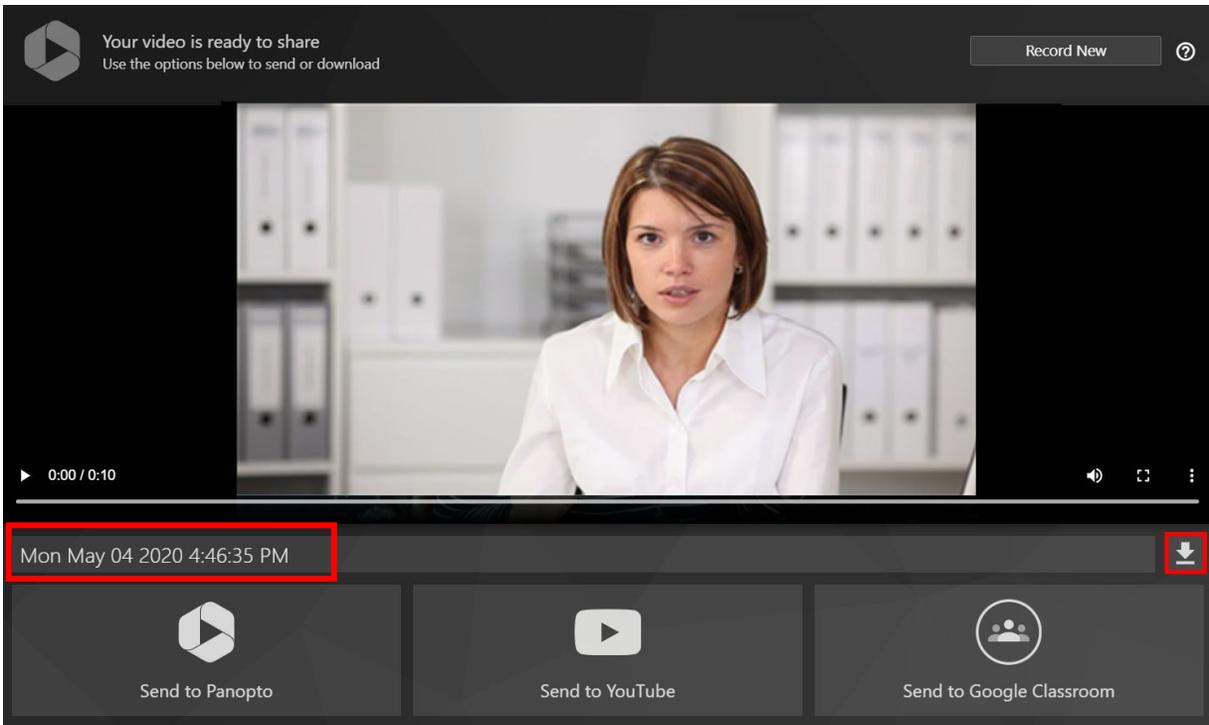
*Figure 12*

16. You can preview your video on this page. If you would like to reshoot your video or want to shoot another video after sharing or downloading your first recording, select Record New in the top right corner (Fig 13).



*Figure 13*

17. To download your video, change the name of the video to something descriptive (it defaults to the current Date/Time) and select the Download button (Fig. 14).



*Figure 14*

*You also have the option to send your video directly to YouTube, if you have an account where you would like to host the video.*

18. Once the file has downloaded, upload it or send it to your course contact to be posted for viewers to access. If you are unsure where to put it, contact your Course Director or whoever requested the video.