How to Record with Panopto for Windows

Prerequisite:
- Panopto is Installed: This tutorial assumes you have already installed Panopto on your computer. If you need instructions on installing Panopto, please see the tutorial on that topic.
- Panopto has been linked to your target course – If you are recording for an existing Blackboard course, Panopto must be linked to that course. If you have been given a folder into which you are expected to record, you can skip this requirement.

1. Open Panopto

1.1. Access Panopto - there are two ways to access Panopto –

   a. Through your Blackboard course. If you are faculty or TA in the course where you would like the recording to be, you can access Panopto via Blackboard.

   b. Directly via the Panopto website – http://smhsgwu.hosted.panopto.com/Panopto. On that site, be sure that Blackboard is selected for the login method, and use your NetId and password to log in. For more information see the tutorial on that topic.

1.2. Select the Create button at the top of the page and then select Record a New Session (See Fig. 1).
1.3. Select **Open Panopto** to launch the recorder (Fig. 2).

Note: You can also open the Recorder directly from your computer and login.

2. Recording Folder and Session Name

3.1. Under **Session Settings**, select the drop-down arrow to select the folder where your recording will be saved (Fig. 7).

*Note for recordings that are part of a course: Please contact your Block/Course Director to find out what folder you should record into.*

3.2. Name your video here under **Session Settings**.

(If you do not name your video, Panopto will automatically assign the date and time the video was recorded as its name (Fig. 8).
3. Primary Input

**Primary Audio**: Under **Primary Sources**, select the **Audio** drop-down menu. Select your preferred, connected microphone. For a successful recording, a primary audio source must be selected (Fig. 9).

![Figure 9](image)

**Volume bar**: After selecting your audio source, test your audio volume by talking in a normal voice. As you talk, a few green bars should appear. If the green bars don't appear, or if the red and yellow bars are highlighted, adjust the volume by using the slider located to the right of the bars (Fig. 10).

![Figure 10](image)

**Primary Video Source**: To record video of a presenter, select a primary video source from the **Video** drop-down menu (Fig. 11). *Note: select None if you only want to record a presenter's audio and slides.*
Quality Setting

For most purposes, Standard Quality is fine – unless you have a specific reason to increase resolution, there is no need to change the default.

To learn more about capture resolutions for Windows, visit Learn about Panopto for Windows Capture Resolutions.

6. Screen Capture, Additional Video, and PowerPoint

Screen Capture: After you have selected your video and audio inputs, you can choose to capture what is displayed on your screen. To preview your screen before recording, select the checkbox Enable screen capture preview (Fig. 13).

Leave the Resolution, fps and kbps options at the default settings. Select Apply to save changes.
**PowerPoint:** A presenter may include a PowerPoint presentation by selecting **Capture PowerPoint** (Fig. 18). Note: *If the PowerPoint contains any motion on the slide, an embedded video in the slide, or someone annotating over the slide, then screen capture must be selected in order to capture that content. Your slides will not be recorded if presented via cloud or a mirrored/remote machine. Slides must be opened locally (i.e. on the machine with which you are presenting).*

Figure 18

You can also open a presentation from the recorder. Select the **PowerPoint** tab in the secondary sources viewer, then select **Open a Presentation** to launch PowerPoint (Fig. 19).

Figure 19
If you want to have the PowerPoint launch as soon as you select **Record**, select the checkbox **Start presenting when recording starts**, located in the **PowerPoint** tab on the **Secondary Sources** viewer screen (Fig. 20). *Note: In order to properly record PowerPoint presentations, after you have launched PowerPoint, you must have it in full-screen presentation mode.*

![Figure 20](image)

### 7. Starting, Stopping, and Pausing

You can now begin recording. Select the **Record** icon (Fig. 21). Once your recording has started, the **Record** icon will change into **Stop** and **Pause** (Fig. 22).

![Figure 21](image)
When you are done recording, select **Stop**. You will have the option to either upload the recording or delete it and start again.

To have a section of your recording automatically edited out, select **Pause**. When the recording is paused, Panopto will continue to record, but that section will be edited out of the final version. You can always get this content back by using the editor.

**Hotkeys**: You can use Panopto for Windows hotkeys to record, pause and stop, so you don’t need to minimize the content you’re recording to select the buttons.

- **Record**: F8 Key
- **Pause**: F9 Key
- **Stop**: F10 Key

### 8. Recording Status

Once you have stopped recording, you will be taken to the **Manage Recordings** tab in the **Recorder** (Fig. 23).