Getting Started with Panopto for Windows
A guide for new Panopto users

Here’s an overview of how to get started with Panopto Lecture Capture software:

1. Set up your computer with Panopto.
2. Log in to Panopto.
3. Create a recording.

Detailed Instructions

1. **Set Up Your Computer with Panopto**

The Panopto software automatically records anything displayed on your computer monitor. However, if you want to also record in-class video such as white boards and discussions, then you will need a USB-based webcam and microphone, such as the Logitech HD Pro Webcam C920. To request a webcam for your class, call Classroom Services at x4-2856 at least 24 hours in advance to schedule a video recording.

2. **Install Panopto**

Panopto is already installed on all instructor computers in Ross Hall and Himelfarb Library. If you would like to install Panopto on your office, you can install it from the Software Center on your desktop.

3. **Login to Panopto**

Once you have the software installed on your computer, you will be able to create as many recordings as you like. The first time you create a recording on your computer you will need to log in:

1. Open the Panopto Recorder software.
2. Click the **Log in with Blackboard** button that appears on the screen.
3. The Blackboard login screen appears in the window below. Enter your Blackboard **Username** and **Password** in the fields provided, then click **Login** inside the window.
4. (Optional) You may also check the box next to **Remember Me** to allow Panopto to automatically log in every time you open the recording software.

4. **Create a Recording on a PC**

All recordings are saved to your computer as they are recorded. When the recording is over, it is uploaded to Panopto. When the upload is complete, it will be available through your Blackboard course.

1. After logging in, click the drop down button next to **Folder** to select the course you are recording into. You may type the name of the course in the drop down to search for a course.
2. Type a name for your recording next to **Name**. **Helpful Hint: It will be easier for your students to find a particular topic if you provide both the date and topic covered or the**
3. Select the sources that you wish to record:
   - **Primary Source** includes your microphone and camera if connected. Select your microphone from the Audio dropdown menu and camera from the Video dropdown menu. You should see the green audio level bars fill up when you speak and a preview of the video on the screen.
     - Use the slider bars to adjust the audio volume so the audio level bars just reach the yellow area when the speaker talks normally into the microphone.
     - If the presentation includes an embedded video that will play on the computer, check the Capture Computer Audio box to ensure it is included.
     - You do not have to record video in order to record the audio. Just select None as the video input and only the audio will be recorded.
   - **Secondary Capture Sources** include the ability to Capture PowerPoint and Capture Primary Screen by checking the boxes. Capture PowerPoint ensures your recorded audio is synchronized with your slides and automatically creates chapter breaks every time you advance a slide. Capture Primary Screen records anything that is displayed on your computer screen including websites, documents, spreadsheets, or other specialized software used in class.
4. Click the red Record button in the top left of the window when you’ve selected and tested all of your desired inputs, and begin teaching normally.
5. Click Stop when you are finished recording.

   **Helpful Hint:** If you are interrupted or need to stop in the middle of a recording, just press the Pause button. The recording will pause until you click the Resume button.

After you’ve stopped your recording, you will be directed to the Panopto Manage Recording tab, which lists all recordings created on the current computer.

The Upload Progress column shows the upload status of the file.

Be sure to leave your computer connected to the Internet for a few minutes after each recording to give the system time to upload your recording. If you don’t have time to wait, the next time your computer is connected to the internet the file will finish uploading. Once your recording is finished uploading, you should receive a confirmation e-mail.

After the video has been successfully uploaded and processed by the Panopto server, you will be provided with Share, Edit, or View links to your video under the Status/Link column. These links will also be available in your Blackboard course under Tools ➔ Panopto Focus Content.

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