

# How to Record with Panopto for Windows

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## Prerequisite:

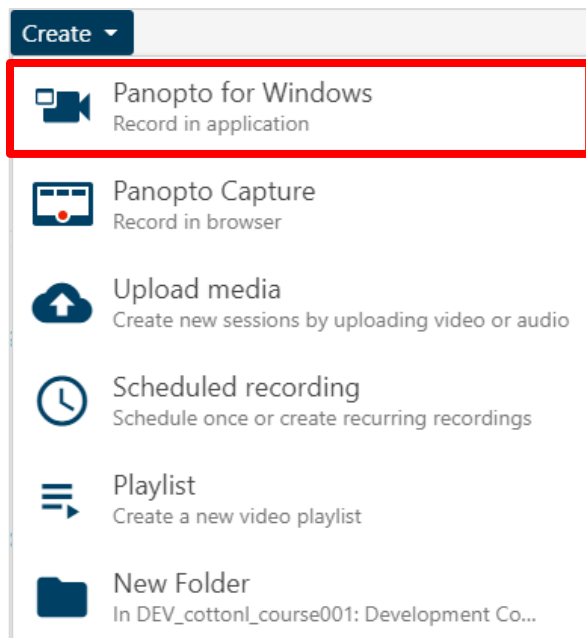
- Panopto is Installed: This tutorial assumes you have already installed the Panopto Recorder on your computer. If you need instructions on installing Panopto, please see the tutorial on that topic.
- Panopto has been linked to your course. If you are recording for an existing Blackboard course, Panopto 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.

## Access Panopto.

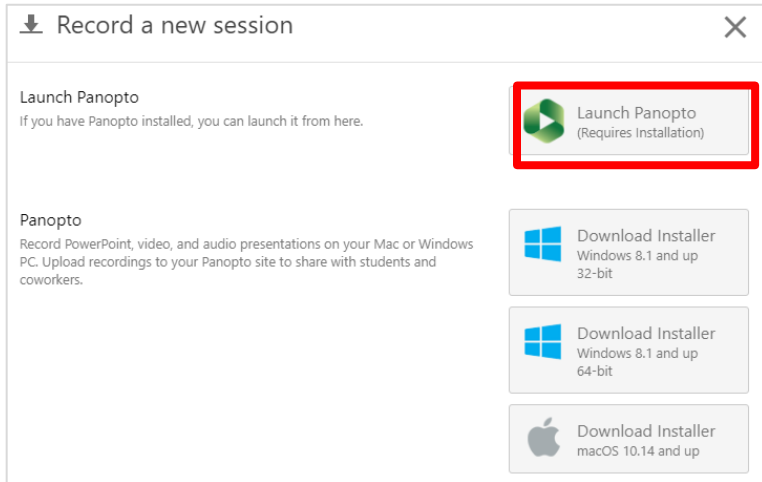
There are three ways to access Panopto:

- 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.
- Directly via the Panopto website, <http://smhsgwu.hosted.panopto.com/Panopto>. On that site, be sure that Blackboard is selected for the login method. Use your NetID and password to log in. For more information see the tutorial on that topic.
- You can also open the Panopto Recorder directly from your computer and login.

Select the Create button at the top of the page and then select Panopto for Windows.

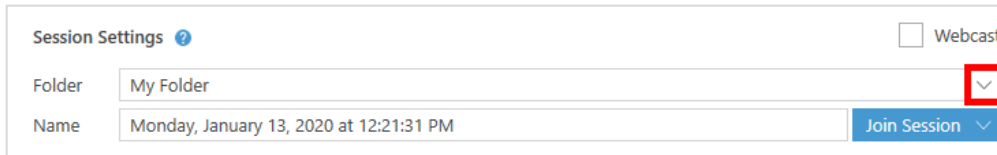


Select Launch Panopto to launch the recorder.



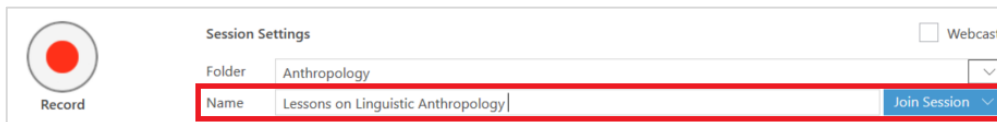
## Set Recording Folder and Session Name

Under Session Settings, select the drop-down arrow to select the folder where your recording will be saved. For recordings that are part of a course: Please contact your Block/Course Director to find out what folder you should record into.



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.

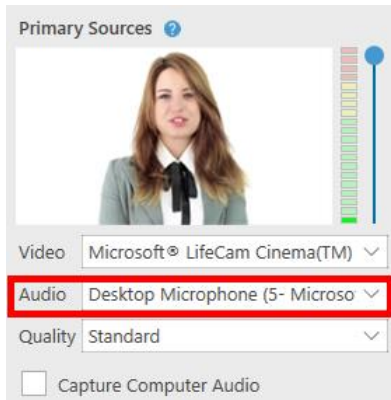


## Set Up Primary Sources

The section called Primary Sources is typically where you set the audio and video inputs for the presenter.

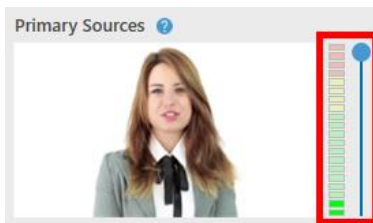
### Primary Audio

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.



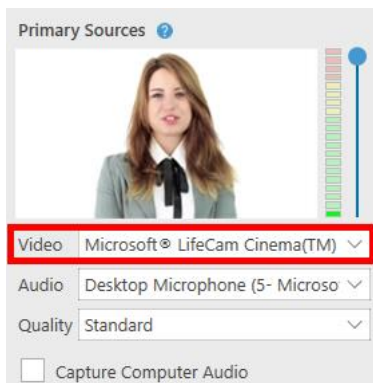
## Volume Monitor

After selecting your audio source, test your audio volume by talking in a normal voice. As you talk, a few green bars should appear on the sound monitor. 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.



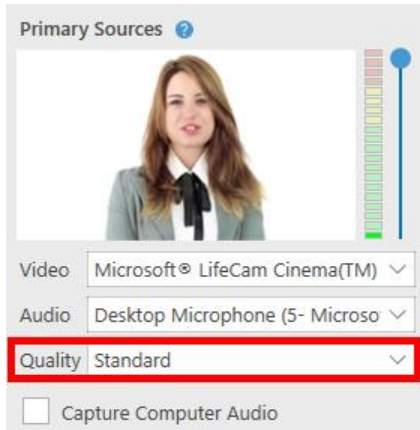
## Primary Video

To record video of a presenter, select a primary video source from the Video drop-down menu. 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.

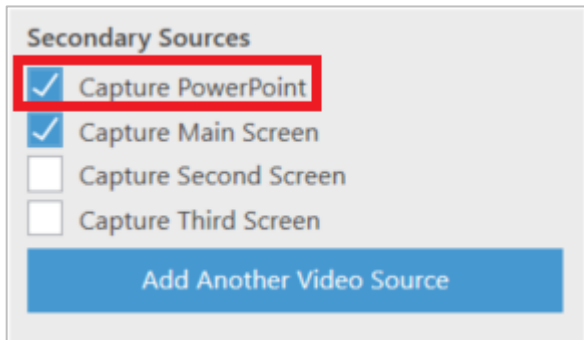


## Set up Secondary Sources

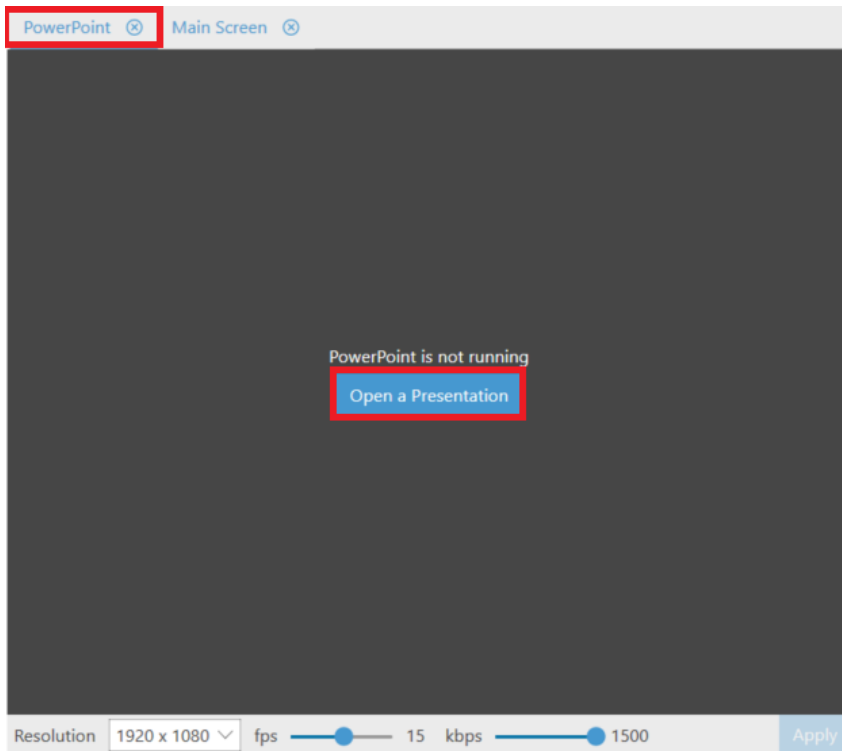
After you have set up your Primary Sources, or presenter video and audio inputs, you can choose to add Secondary Sources, such as PowerPoint slides, everything on your screen or another video source.

### Capture PowerPoint

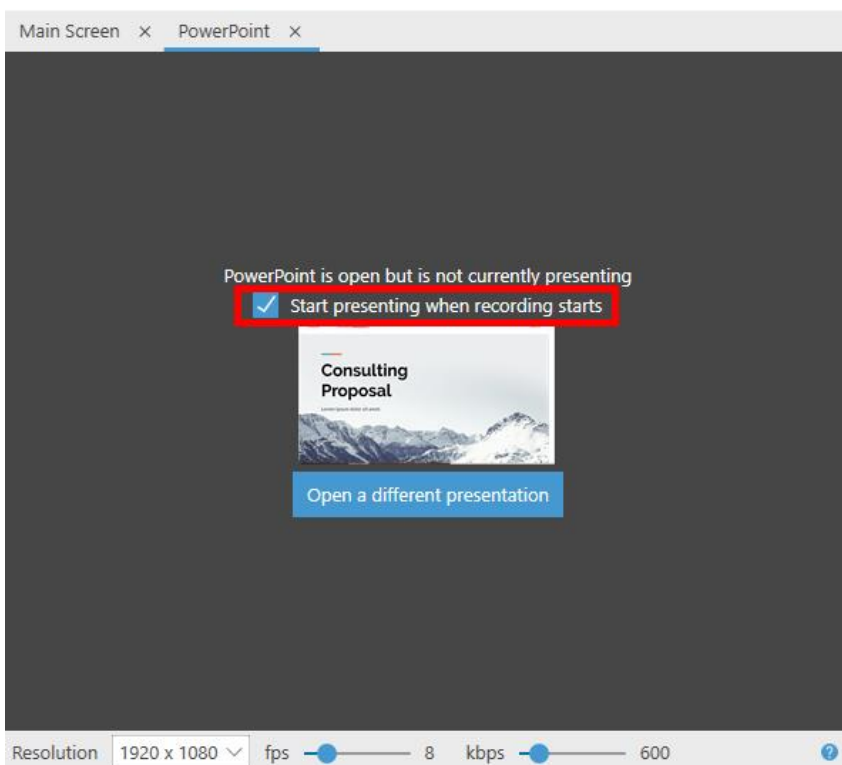
A presenter may include a PowerPoint presentation by selecting Capture PowerPoint. If the PowerPoint contains any motion on the slide, an embedded video in the slide, or someone annotating over the slide, then Capture Main Screen must be selected instead of PowerPoint in order to capture that content. 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).



You can open a presentation directly from the recorder. Select the Capture PowerPoint tab in the secondary sources window, then select Open a Presentation to launch PowerPoint.

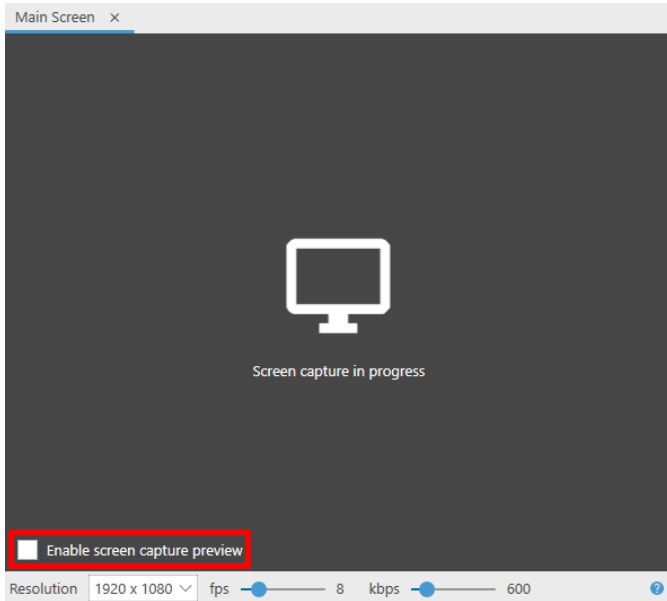


If you want to have the PowerPoint launch as soon as you select Record, select the checkbox Start presenting when recording starts, located in the PowerPoint tab on the Secondary Sources viewer screen. *Note: In order to properly record PowerPoint presentations, after you have launched PowerPoint, you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



## Capture Main Screen

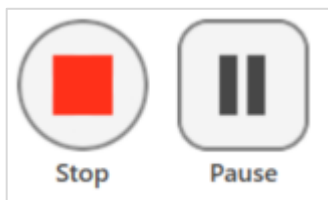
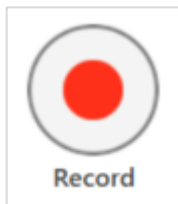
Choose Capture Main Screen if you want to capture everything that is displayed on your screen, which could include webpages or specialized software. To preview your screen before recording, select the checkbox at the bottom right Enable screen capture preview.



Leave the Resolution, fps and kbps options at the default settings. Select Apply to save changes.

## Starting, Stopping, and Pausing

You can now begin recording. Select the Record icon. Once your recording has started, the Record icon will change into Stop and Pause buttons.



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

## Recording Status

Once you have stopped recording, you will be taken to the Manage Recordings tab in the Recorder. Here you can check the upload progress of your recording.

Offline Recordings						
Start Time	Duration	Session	Streams	Actions		
1/17/2018 10:46 AM	00:02:31	New Policies 2018	PPT + Video + Screen	<a href="#">Upload to Server</a>	<a href="#">Delete</a>	
12/4/2017 3:26 PM	00:03:15	Art History Lesson 1	PPT + Video + Screen	<a href="#">Upload to Server</a>	<a href="#">Delete</a>	
11/20/2017 1:16 PM	00:01:26	New HR Video	PPT + Video + Screen	<a href="#">Upload to Server</a>	<a href="#">Delete</a>	

Currently Uploading Recordings						
Start Time	Duration	Folder	Session	Streams	Upload Progress	Actions
1/17/2018 11:10 AM	00:06:14	University Meetin...	New Policies Webcast	PPT + Video + Screen	<div style="width: 100%;"><div style="width: 100%;"></div></div>	<a href="#">Pause</a> <a href="#">Cancel</a>

Uploaded Recordings						
Start Time	Duration	Folder	Session	Actions		Status / Link
8/3/2018 2:37 PM	00:00:23	University Meetin...	Town Hall Meeting	<a href="#">Delete Local</a>	<a href="#">Set Offline</a>	<a href="#">Resume</a> <a href="#">Share</a> <a href="#">Edit</a> <a href="#">View</a>
12/20/2017 1:27 PM	00:05:14	University Meetin...	Faculty Meeting	<a href="#">Delete Local</a>	<a href="#">Set Offline</a>	<a href="#">Share</a> <a href="#">Edit</a> <a href="#">View</a>
10/12/2017 11:34 AM	00:03:59	Courses	Live Stagecraft Lecture	<a href="#">Delete Local</a>	<a href="#">Set Offline</a>	<a href="#">Share</a> <a href="#">Edit</a> <a href="#">View</a>