

Basic Recording with Panopto for Windows

1. Go to <https://southern.hosted.panopto.com> and login using the eClass option. Click on the green create button at the top of the page and select "Record a new session" from the drop down menu. It will prompt you to open the Panopto recorder. You will not need to launch it this way again until it signs you out of the recorder.
2. Under "Session Settings", select the destination folder for your video by clicking on the "Folder" drop down menu. Upon clicking the folder menu, you will be presented with a list of folders, in which you have creator rights.



Things to know:

- The three most recently used folders for recording will populate the "Recent Folders" list.
- Clicking the Offline Recording button will allow you to record without choosing a folder. You may upload the session later at your discretion.
- If you don't see the folder to record to, find the course name in the dropdown menu that is grey and double click it. Then click on the course name that is black.

All folders

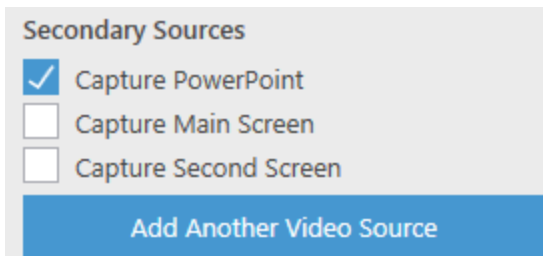
- W17 HIST-175-A: W17 World Soc Since 1500 (HIST-175-A)
- W17 HIST-175-A: W17 World Soc Since 1500 (HIST-175-A) [assignments]

3. Once you have determined the destination for your recording, you must choose the inputs that you would include in your recording. You can select a primary video device, audio device, and also choose to capture computer audio. If you don't want to include video with your recording, click on the down arrow on the "Video" box and select "None". You can also change the "Quality" setting for the video source if needed, but the "Standard" is fine for most cases.



You can also adjust your microphone volume by sliding the blue dot up and down. The little green rectangles should light up when you speak. If the yellow and red rectangles light up when you speak, then you need to turn the microphone down a little.

4. After you have selected your video and audio inputs, you can choose to also capture what is displayed on your screen and/or the contents of your PowerPoint presentation. Select just the "Capture PowerPoint" option if you are only using a PowerPoint, or select just "Capture Main Screen" if you are using a program different than PowerPoint.



Secondary Sources

☒ Capture PowerPoint

☐ Capture Main Screen

☐ Capture Second Screen

Add Another Video Source

Note: In order to properly record PowerPoint presentations, please ensure PowerPoint is open and ready to present in full-screen slide show mode.

5. Click on the red "Record" button to begin capturing.
If there is a checkmark on "Start presenting when recording starts" your PowerPoint presentation will go into full-screen presentation mode automatically once you click the Record icon. If not, then you will need to start the slide show from within PowerPoint after you have started the recording.

If you are capturing the screen instead of a PowerPoint, just minimize the Panopto recorder and start presenting.

Note: Unless you have two screens, you won't be able to see the recorder while presenting.

6. Once you've completed your recording session click the red "Stop" icon. If you had previously picked a destination folder, your session will begin uploading to that folder.

Note: If recording a PowerPoint, you will need to end your PowerPoint slideshow in order to stop the recording.

7. Once your recording has ended, you will be taken to the "Manage Recordings" page. This page provides a list of sessions that have been recorded offline, are uploading, or have completed uploading. Click on the "View" link next to your recording once it has

Uploaded Recordings

Start Time	Duration	Folder	Session	Actions	Status / Link
7/21/2016 3:02 PM	00:00:09	Summer Institute 2016: S...	My Presentation - Gr...	Delete Local Set Offline	Resume Share Edit View

completed uploading and processing.

8. To share the video on eClass, click on the "Share" link next to the recording once it has completed uploading. This will open your browser and take you to the "Share" settings page for this video.
9. Copy and paste this link into your eClass assignment submission or discussion forum post to share with your professor or other students.

Link | Embed

<https://southern.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=403eab4a-12ac-43f4-9eb0-3b43414e5d12>