

Recording with Panopto

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Overview

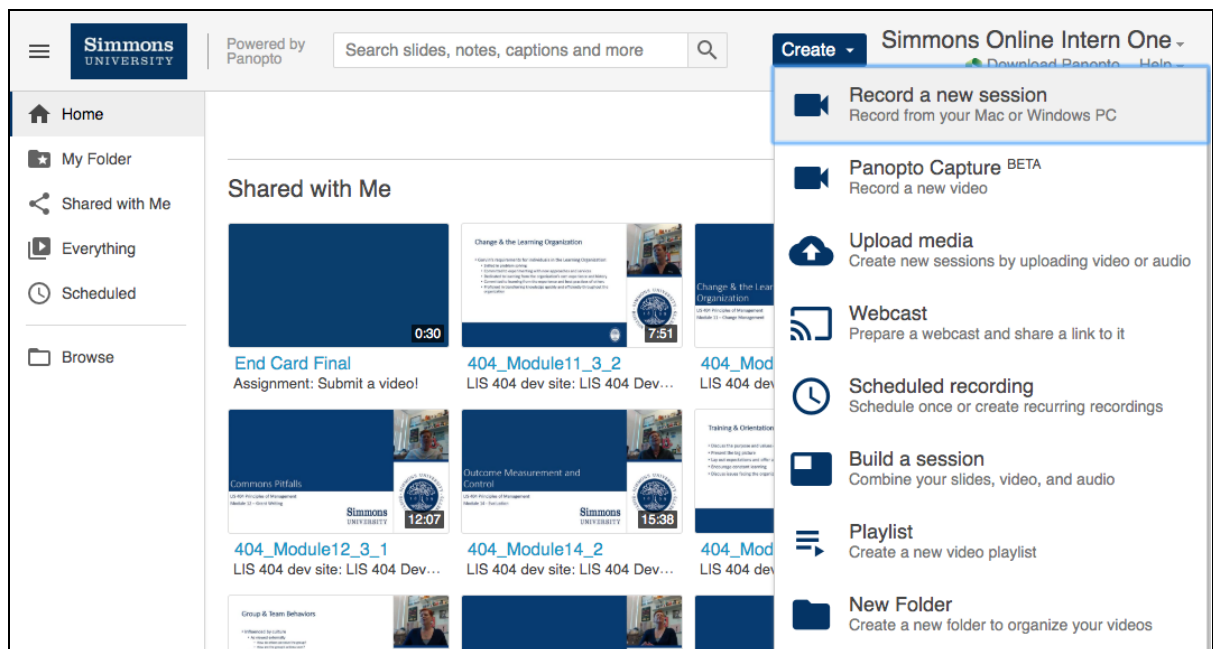
The following is a Quick Start guide to recording with Panopto. Note that you must have already downloaded the Panopto recorder. For detailed instructions about how to record with Panopto, please visit one of the following tutorials:

- [How to record with Panopto for Windows](#)
- [How to record with Panopto for Mac](#)

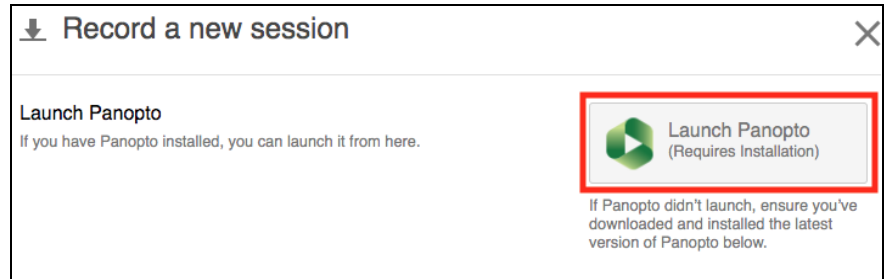
Opening the Panopto Recorder

Option 1: Opening the Recorder through the Panopto website (simmons.hosted.panopto.com).

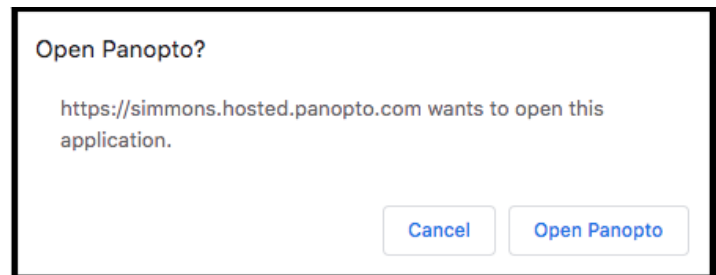
1. At the top of the screen on the Panopto website, click the **Create** button and select **Record a new session** from the drop-down menu.



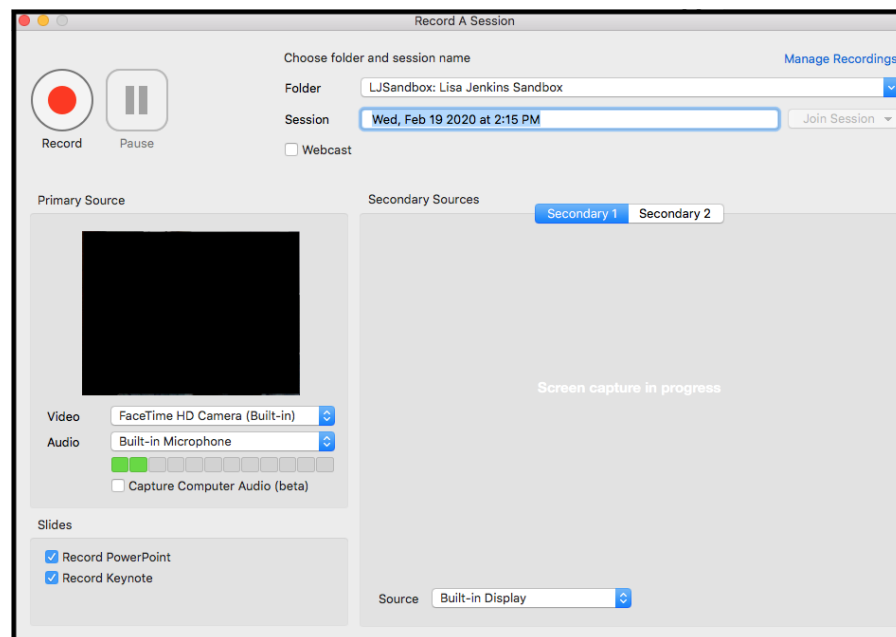
2. Click **Launch Panopto**. If you are unable to launch Panopto, then you will need to download the installer for either Windows or Mac. Once completed, return to this step and click the Launch Panopto button.



3. A pop-up “Open Panopto?” will appear. Click **Open Panopto**.

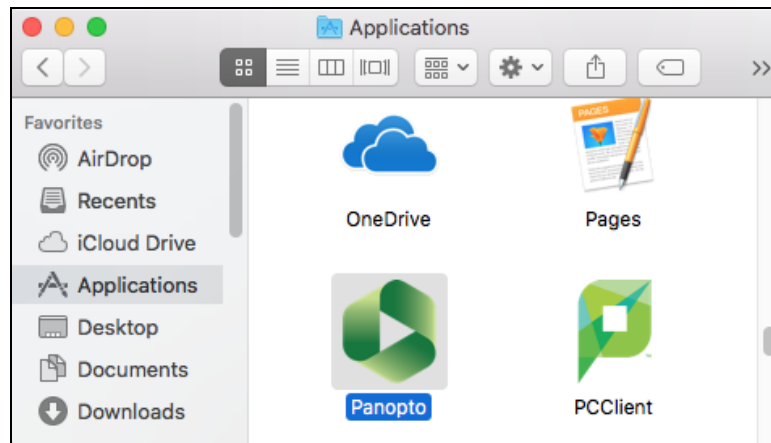


4. This will open up the Panopto application. You should be logged in automatically.

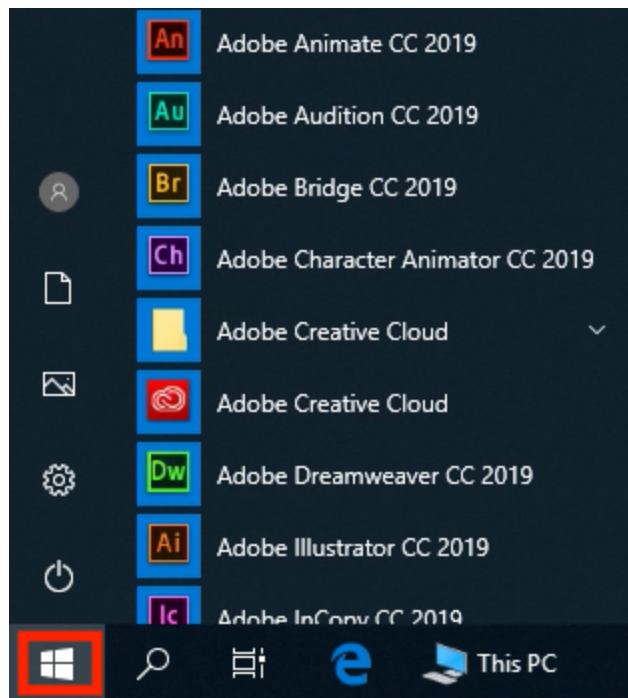


Option 2: Opening the Recorder Locally on Your Device

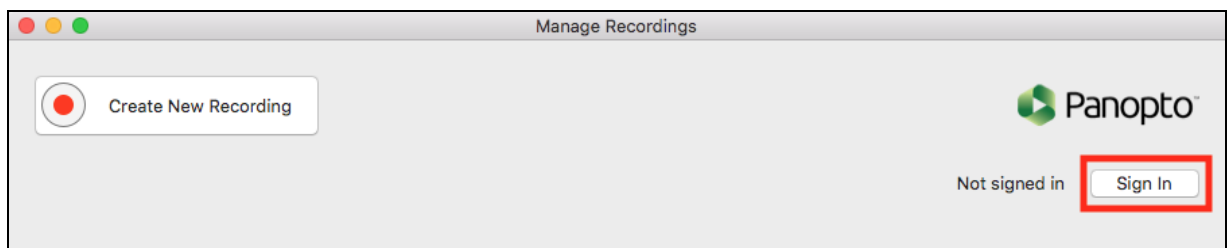
1. Find Panopto
 - a. Mac: In **Finder**, click **Applications** to find and open the **Panopto** application.



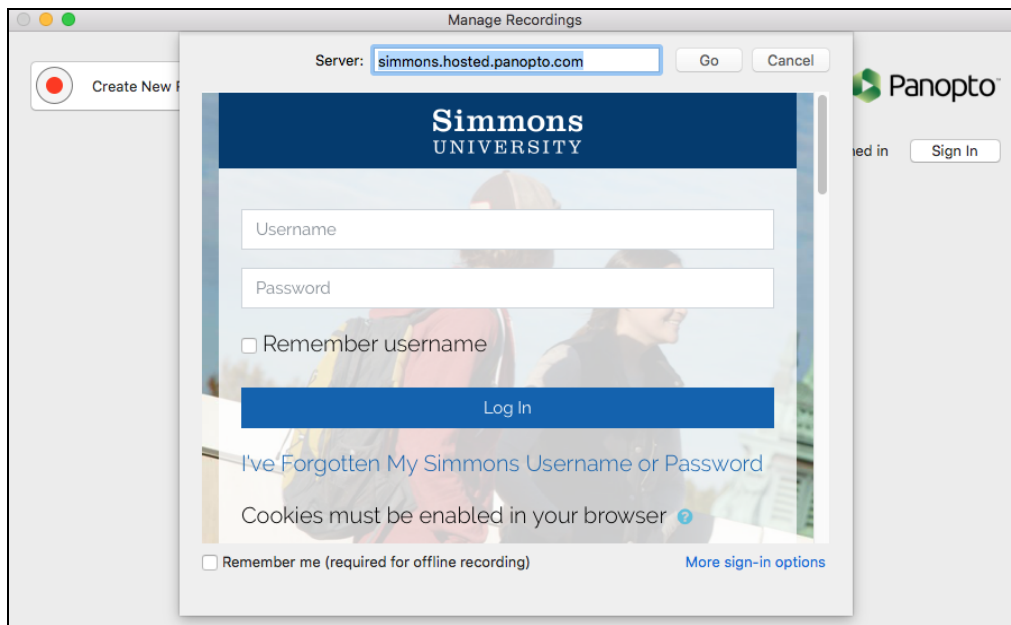
- b. Windows: Click the **Start** button in the bottom left and scroll to find and open the **Panopto** application.



2. Click **Sign In** in the top right corner.



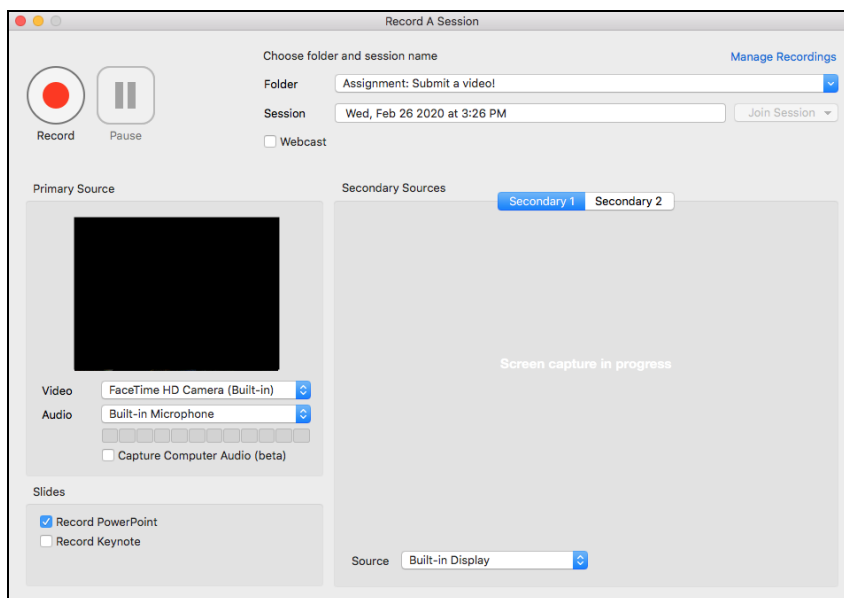
3. Enter your username and password. The server should be `simmons.hosted.panopto.com`. Click **Log In**.



4. You should be signed in. Click **Create New Recording**.

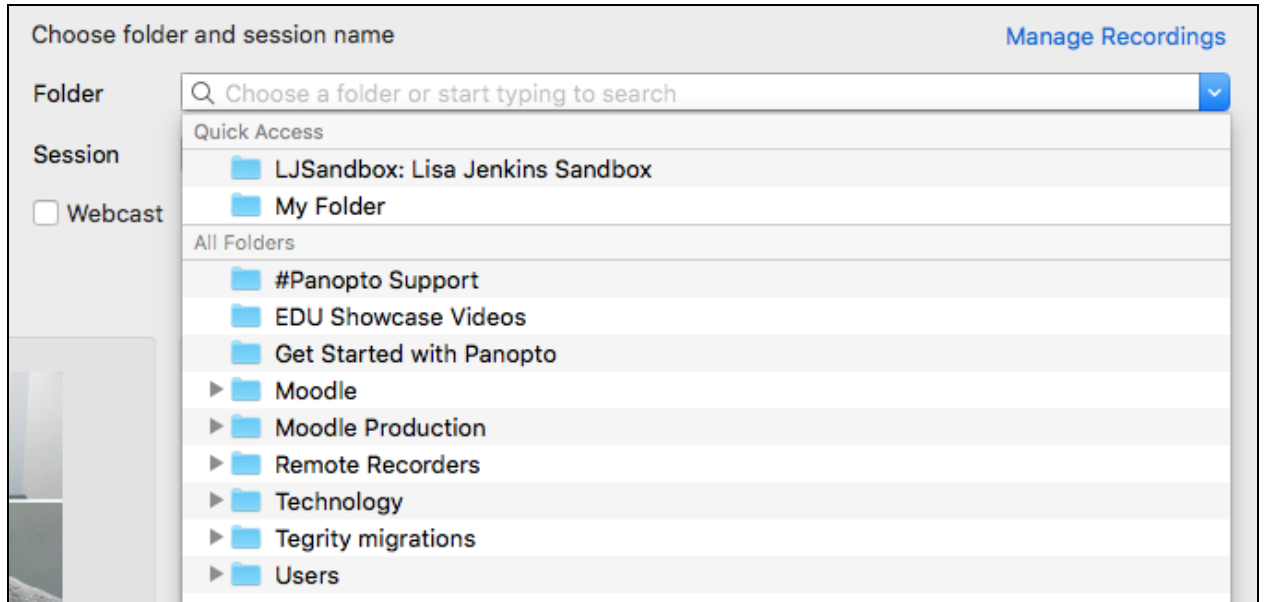


5. You are now ready to record.

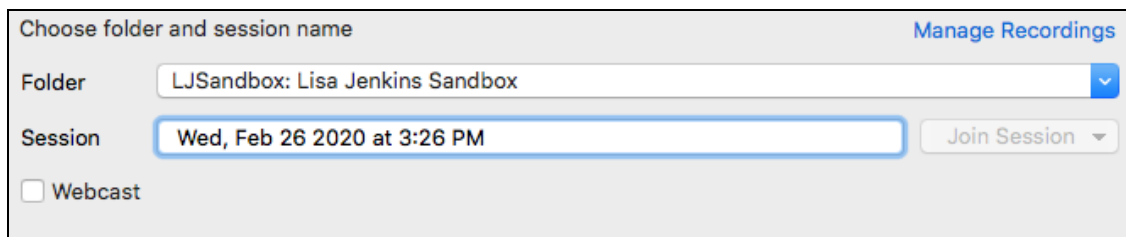


Make a Recording

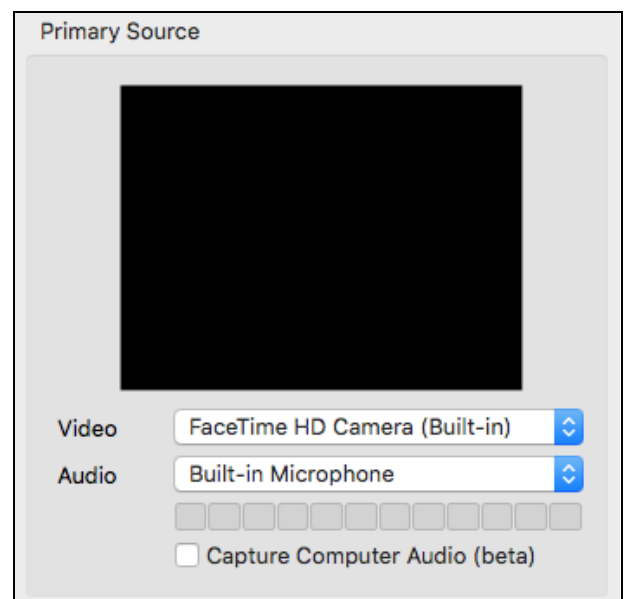
1. Choose what folder you would like your video to be saved in. Next to Folder, click the drop-down menu and select your desired Panopto folder.



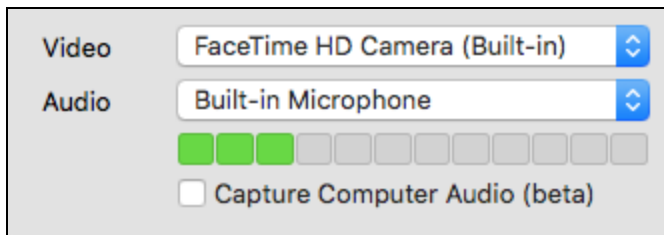
1. You can create a descriptive name for your video by changing the text next to Session. (By default, the session name is the date and time.)



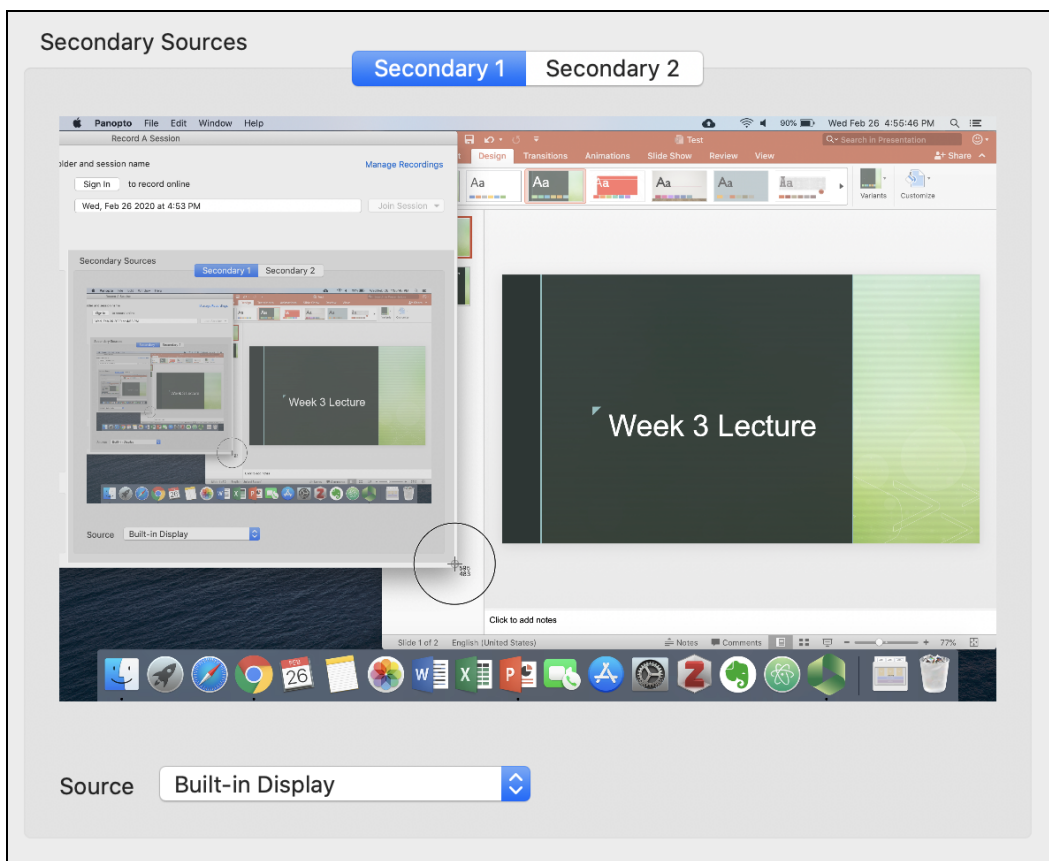
2. Set your **primary sources** (video and audio of the presenter). Do this by clicking the drop-downs next to Video and Audio to select your video and audio sources. Video source is optional (you do not need to make a visual recording), but an audio source must be selected in order for you to record.



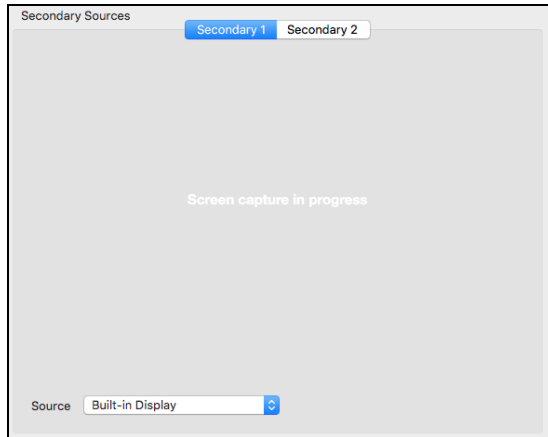
3. You can check audio levels by speaking into the microphone. If the system is picking up audio, green bars will appear.



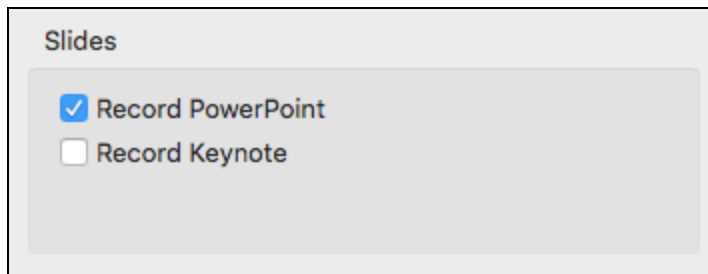
4. Set your secondary source, which is usually Built-in Display by default. This will capture your entire screen. You will have other options if you have additional monitors. *We recommend setting the screen with the powerpoint or other document that you wish to share as the secondary source that is being recorded. If you have access to a second monitor, you can record the document on one screen and keep your notes on the other.*



5. (If you are running MacOS Sierra 10.12, you might not be able to see a preview of your secondary source. Instead, it will read "Screen capture in progress." When you click record, it will still record, but you will not be able to see the screen capture as you are making your video.)



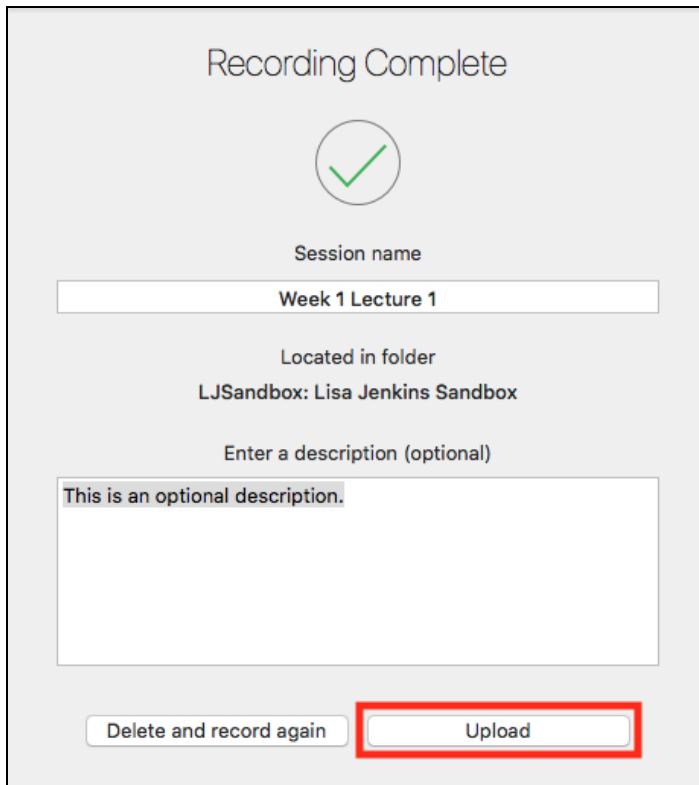
6. Please note, this method requires the most up-to-date version of all software (Panopto, PowerPoint, and/or keynote, and therefore is not preferred practice.) Additionally, if you use PowerPoint or Keynote, Panopto can automatically grab the headings from your slides to create an interactive table of contents for your video. For example, if you are using PowerPoint slides in your presentation, select Record PowerPoint and deselect Record Keynote. When you start recording your video, ensure that you put PowerPoint into presentation mode. This will allow Panopto to pull the titles from your PowerPoint to create your table of contents automatically. It will timestamp when you advance to each slide to allow for easier video navigation later.



7. When you are ready, click **Record** in the top left. You may pause the recording if you need to take a break. When you are finished, click **Stop**.
- a. Windows hotkeys:
 - i. Start: F8
 - ii. Pause: F9
 - iii. Stop: F10
 - b. Mac hotkeys:
 - i. Start/Stop: Option + Command + R
 - ii. Pause: Option + Command + P

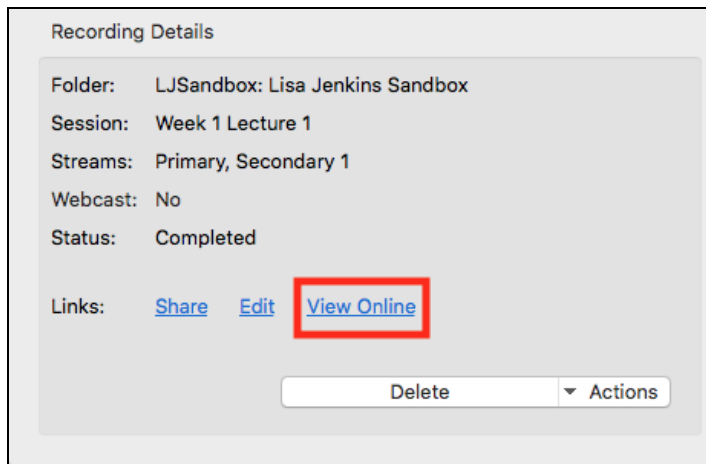
***Note: You will not be able to see your primary source (your face) while you are recording when you make your PowerPoint full screen (which is recommended). *Your primary source (your face) is still being recorded, even though you cannot see your primary source as you are recording.*

8. After you click Stop, a pop-up will appear asking you if you would like to **Delete and record again** or **Upload**. Here you can also re-name your session and enter a description, if you wish.



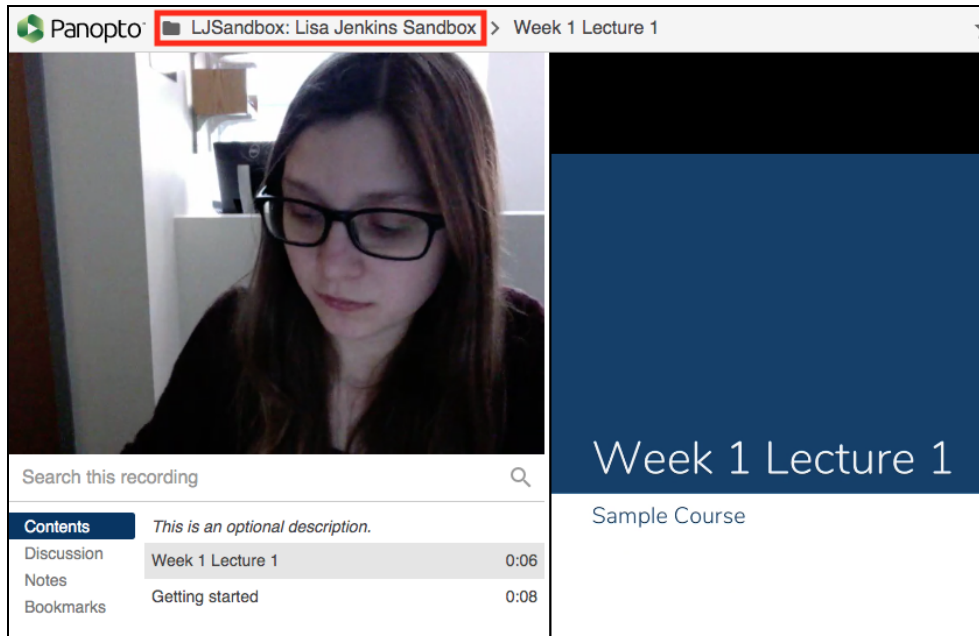
A dialog box titled "Recording Complete" with a green checkmark icon. It contains a "Session name" field with the text "Week 1 Lecture 1", a "Located in folder" field with the text "LJSandbox: Lisa Jenkins Sandbox", and a "Enter a description (optional)" text area with the text "This is an optional description.". At the bottom, there are two buttons: "Delete and record again" and "Upload". The "Upload" button is highlighted with a red rectangle.

9. After clicking upload, the upload process will begin immediately. After your video has finished uploading and processing, click **View Online**.



A dialog box titled "Recording Details" showing the following information: Folder: LJSandbox: Lisa Jenkins Sandbox, Session: Week 1 Lecture 1, Streams: Primary, Secondary 1, Webcast: No, Status: Completed. Under the "Links:" section, there are three links: "Share", "Edit", and "View Online". The "View Online" link is highlighted with a red rectangle. At the bottom, there is a "Delete" button and a dropdown menu labeled "Actions".

10. You can now view the video. To see the video within its larger folder, click on the folder name in the top left.



11. From there, you can edit settings, sharing, etc. of your video.

