

# 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).

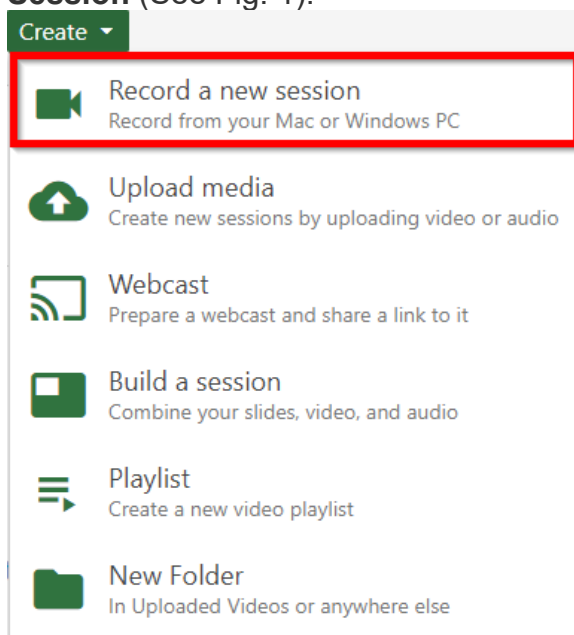


Figure 1

### 1.3. Select **Open Panopto** to launch the recorder (Fig. 2).

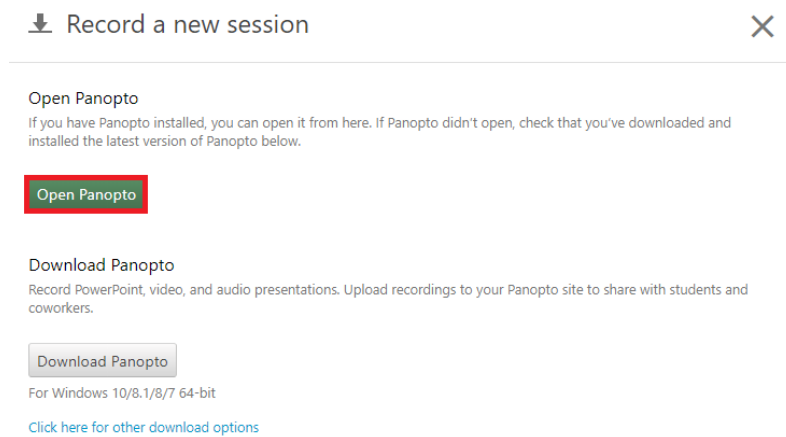


Figure 2

*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.*

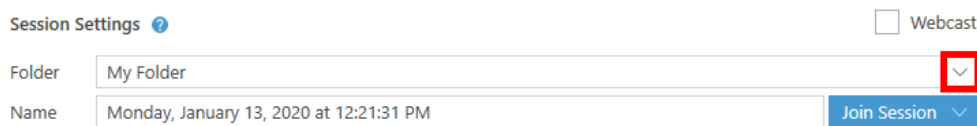


Figure 7

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).



Figure 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).

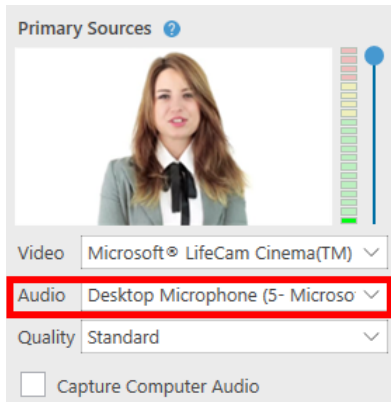


Figure 9

**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).

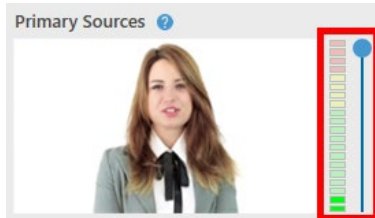


Figure 10

**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.*

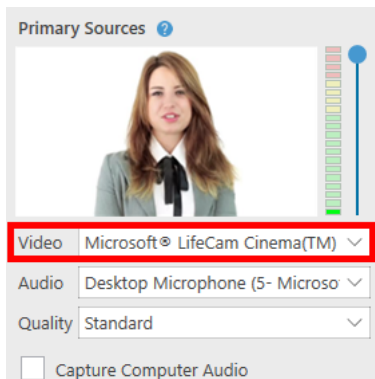


Figure 1

## 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](#).

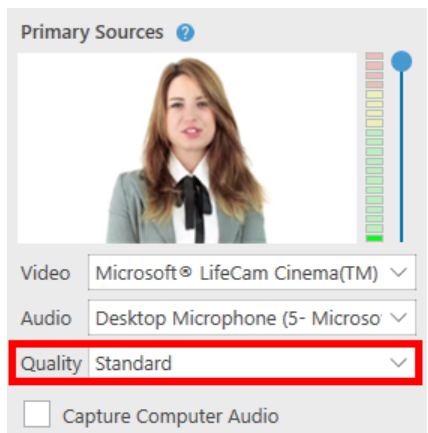


Figure 12

## 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).

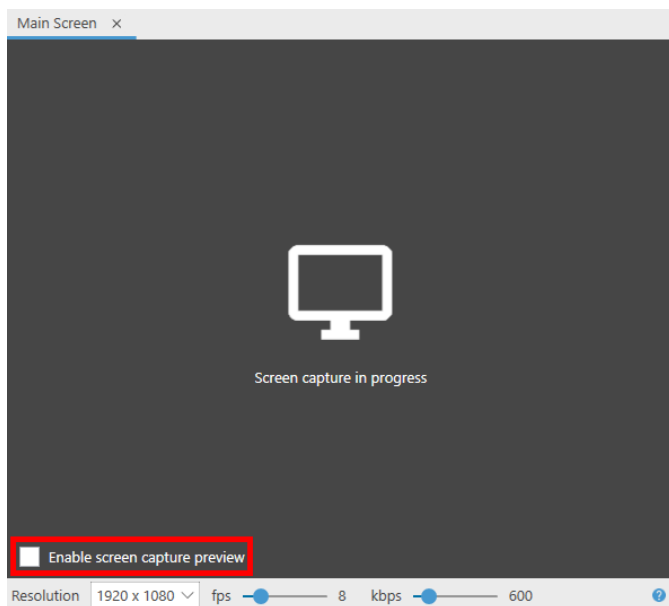


Figure 13

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).*

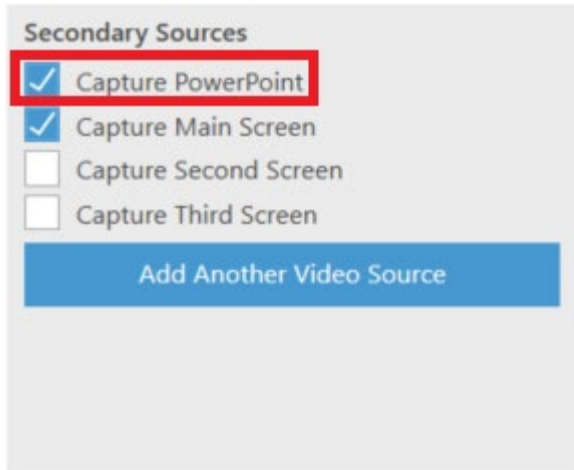


Figure 18

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).

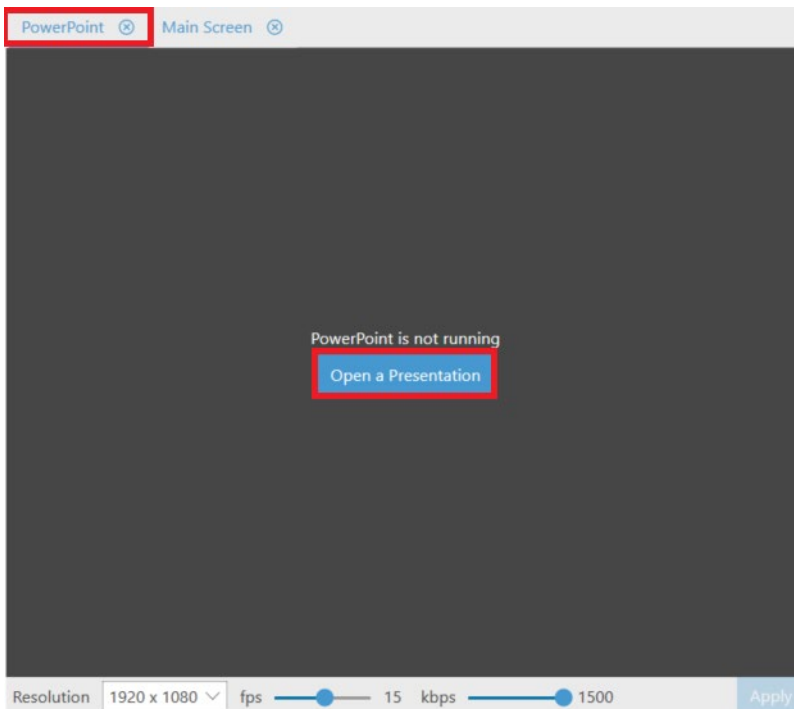
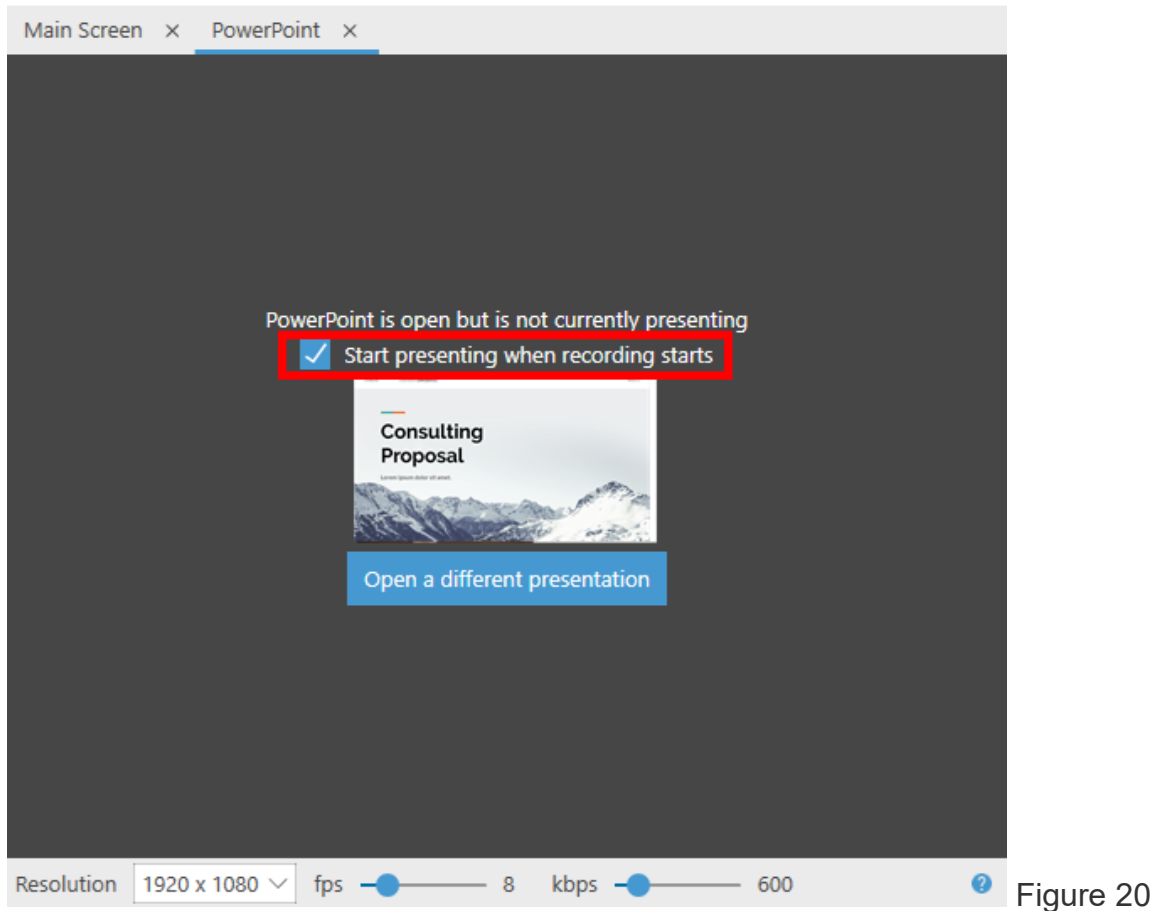


Figure 19

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.*



## 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



Figure 22

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).

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

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%; height: 10px; background-color: #ccc; position: relative;"> <div style="width: 100%; height: 100%; background-color: #0070c0; position: absolute;"></div> </div>	Pause Cancel

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

Figure 23