



Quick Guide: Recording Basics

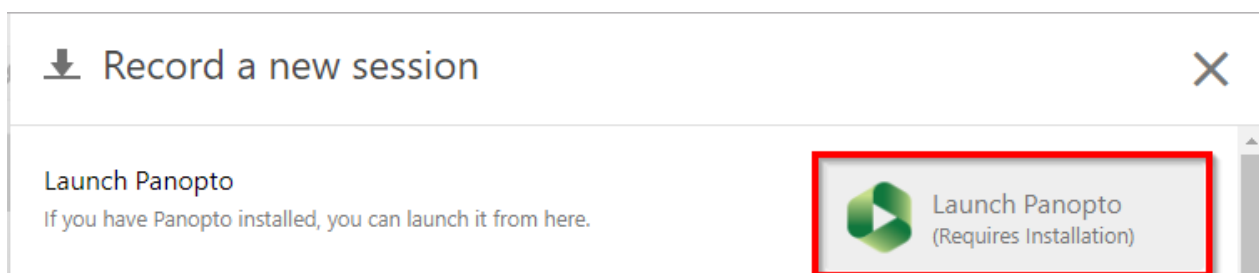
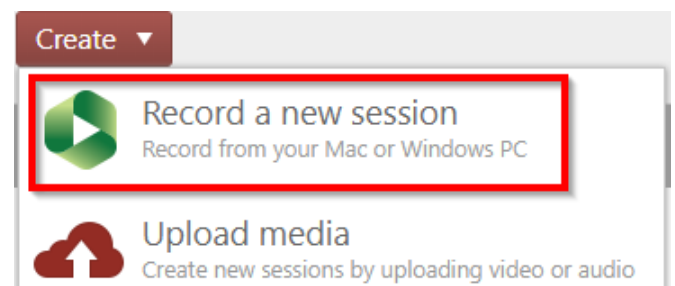
How to record a video in Panopto for Windows and Mac

Concepts to know: Panopto is access either through the Panopto Tool embedded in your Blackboard Unit, or by directly logging into the online Panopto Video Library with your browser. To record video from a device you must download the Panopto Recorder.

Download Panopto Recorder

Panopto Recorder is very small and very easy to install. The download link is accessed when you click **Record a new session**

- Click the **Create** button at the top of the page
- Select **Record a new session**
- Select **Launch Panopto**



Note: You can also open the Recorder directly from your computer and login.



Panopto Recorder layout

The screenshot shows the Panopto Recorder interface. At the top, there are navigation buttons: 'Create New Recording', 'Manage Recordings', 'Settings', and 'Sign out'. Below this is a 'Record' button (a red circle) and a 'Session Settings' section. The 'Session Settings' section includes a 'Folder' dropdown menu set to 'Anthropology', a 'Name' field with 'Lessons on Linguistic Anthropology', and a 'Join Session' button. There is also a 'Webcast' checkbox. Below the session settings are 'Primary Sources' and 'Secondary Sources' sections. The 'Primary Sources' section shows a video preview of a woman wearing a headset, with dropdown menus for 'Video' (Microsoft® LifeCam Cinema(TM)), 'Audio' (Desktop Microphone (Microsoft®)), and 'Quality' (Standard). There is a 'Capture Computer Audio' checkbox. The 'Secondary Sources' section has checkboxes for 'Capture PowerPoint', 'Capture Main Screen', 'Capture Second Screen', and 'Capture Third Screen', with 'Add Another Video Source' button. The main area shows a 'PowerPoint' and 'Main Screen' tab, with a large monitor icon and the text 'Screen capture in progress'. At the bottom, there is an 'Enable screen capture preview' checkbox, a 'Resolution' dropdown set to '1920 x 1080', a 'fps' slider set to '15', a 'kbps' slider set to '1500', and an 'Apply' button.

The Panopto software will open and you will choose the folder where you want to create the video. Typical choices will be a unit folders (auto-created from units where you've embedded Panopto) or your personal folder.

This screenshot is similar to the one above, but the 'Folder' dropdown menu in the 'Session Settings' section is highlighted with a red rectangle. The 'Folder' dropdown is set to 'Anthropology'. The 'Name' field now contains 'Wednesday, July 25, 2018 at 10:16:05 AM'. The 'Join Session' button is visible.



Give a title to the video you are recording



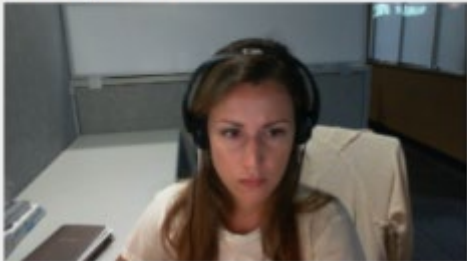
Session Settings Webcast

Folder

Name

Now you want to determine what content you want to capture. If you want yourself to be in the video, choose a webcam or video camera from the **Video** drop down under **Primary Sources**

Primary Sources



Video

Audio

Quality

Capture Computer Audio

If you want to record your screen or PowerPoint slides, choose from the options under **Secondary Sources**

Secondary Sources

Capture PowerPoint

Capture Main Screen

Capture Second Screen

Capture Third Screen



Choose your **Audio** under **Primary Sources** by selecting a microphone that is connected to your computer *Note: You must select a primary audio source for a successful recording.*



After selecting, test your audio by talking in a normal voice to test volume. You should see a few green bars appear as you talk. If you don't see any or see the red and yellow bars highlighted, adjust the volume by using the slider



When you're ready, click the **Record** button at the top (Fig. 12). Panopto will start recording all of the sources you've selected. If you've chosen to record your screen capture, you can minimize Panopto and begin displaying the content you wish to present.




When you are finished, maximize Panopto and click the **Stop** button





Click the blue **Upload** button and your video will automatically be uploaded to your selected Panopto folder.

Recording Complete



Session name

Lessons on Linguistic Anthropology

Located in folder

Anthropology

Enter a description (optional)

