This quick guide will demonstrate how to create a Panopto recording. A Panopto recording can be created in a lecture capture ready classroom, on a PC, or on a laptop.

To view the list video equipped classrooms, as well as recommended equipment, please visit: [http://luc.edu/itrs/teachingwithtechnology/panopto/](http://luc.edu/itrs/teachingwithtechnology/panopto/).

To check out equipment to create a Panopto recording on your PC or laptop please visit: [http://www.luc.edu/digitalmedia/equipmentloan/](http://www.luc.edu/digitalmedia/equipmentloan/).

### Access the Panopto Recorder

1. From your Sakai course/project site, click the Panopto tool.

2. Panopto will open in a new window. By default, you will be brought to the folder for the Sakai course/project site you used to open Panopto.

3. Click **Create**.

   **Note:** If you are unable to create a recording, your instructor will need to grant you permission. Ensure that you are in the correct folder and e-mail your instructor to notify him or her that you do not have the permissions necessary to create a recording.
4. Select **Record a New Session**.

5. If you have not previously downloaded the Panopto Recorder, use the Windows or MAC option to download the recorder. If you have already downloaded the recorder, click **Launch Recorder**.

### Select a Folder

1. If you opened Panopto through your Sakai course, the folder for that course will be selected by default. To change the course folder click the folder icon across from the folder name.
2. Across from the folder you wish to select, click **Add New Session**.

![Add New Session Button](image)

**Change the Title of your Session**

1. By default, the session will be titled the day, date, and time the recorder was opened. To change the title of a session, enter the new title in the text box below the folder name.

![Session Settings](image)

**Select Primary and Secondary Sources**

1. Under Primary Source, use the dropdown arrows next to **Video** and **Audio** to select the video and/or audio devices for the recording. For example, select a webcam for video and a headset for your audio.

   **Note:** You must select an audio or video source in order to record.

![Select Primary Sources](image)
2. After you have selected your audio device, speak in the microphone to test the volume. You want the input levels to remain in the green. If the levels move into the yellow or red, you will need to use the slider to adjust the input level.

3. Under **Secondary Capture Sources**, check the box next to the secondary source(s) you wish to include (Capture PowerPoint and/or Capture Main Screen). If you have two computer screens you will have the option to Capture Second Screen.

   **Note:** If you choose to capture Main Screen, be sure to close all other open applications (i.e. email, gradebook, lync) in order to ensure private information is not included in the recording.

4. If you wish to add an additional video source, click **Add Another Video Source**.

   ![Secondary Sources](image)

   **Choose the secondary devices you wish to include.**

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**Start, Stop, and Pause your Recording**

1. Click **Record** to begin your recording. Once your recording has started, the button will change to **Pause** and **Stop**.

   ![Recording Buttons](image)

2. If you click **Pause** to pause your recording. Then, the **Resume** button will appear. Click **Resume** to continue your recording.

   ![Resume Button](image)
3. Click **Stop** to end your recording.

   **Note:** If you are using screen capture, and do not want the Panopto recorder visible during the recording, you have the option to use Hot Keys:
   
   F8 – Start the recording  
   F9 – Pause the recording  
   F10 – Stop the recording

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**Check the Recording Status**

Once you have finished recording, you will be brought to the recording status tab. Ensure that the recording has uploaded to the server, before exiting out of the Panopto recorder.