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Access the Panopto Recorder

1. From the Panopto folder you wish to save your recording in, click Create.
2. Select Record a New Session.

3. If you have not previously downloaded the Panopto Recorder, use the Windows option to download the recorder. If you have already downloaded the recorder, select Launch Recorder.
Create a Recording (Windows 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.

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 next to the session name.
Select Primary Sources

1. Under **Primary Sources**, use the drop-down 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.

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.

Select Secondary Sources

1. 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 your primary screen, be sure to close all other open applications (i.e. email, gradebook, chat) in order to ensure private information is not included in the recording.

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

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

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

Upload a Recording

1. Once you have finished recording, a dialog box will appear. This will allow you to:
   - Change the title of the session
   - Review the folder the session will be uploaded to
   - Add a description to the session
   - **Upload** or **Delete and Record Again**
2. Click **Upload**.

3. You will be brought to the manage recordings tab. Once both bars have loaded below **Upload Progress**, you may exit the recorder and turn off the computer.