This quick guide will demonstrate how to create a Panopto recording, including: selecting audio and video devices, capturing your primary screen and PowerPoint/Keynote presentation, and starting and stopping your recording.

To view the list video equipped classrooms, as well as recommended equipment, please visit: 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/.

Open 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.

4. Select Record a New Session.

5. If you have not previously downloaded the Panopto Recorder, use the Mac option to download the recorder. If you have already downloaded the recorder, click Launch Recorder.
Prepare to Record

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 arrows across from the folder name.

2. 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.

3. Under Audio/Video, check the box next to Audio/Video. You must include either an audio or video input in order to record. Use the arrows next to Audio Source and Video Source to select the audio and/or video devices for the recording. For example, select a webcam for video and a headset for your audio.
4. Under Screen Capture, check the box next to **Record Screen Capture**, if you wish to include everything on your screen in your recording.

   **Note:** You cannot capture multiple screens using the Mac version of the Panopto Recorder. If you wish to capture multiple screens, you must use the Windows version of the Panopto Recorder.

   **Note:** If you choose to capture your primary 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.

5. Under Slides, check the box next to **Record PowerPoint** to capture a PowerPoint presentation in your recording.

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

1. Begin the recording by clicking **Start Recording**.

2. Use the **Pause** and **Resume** buttons to take breaks during your recording.
3. Click **Stop Recording**, to end your recording.

**Check the Recording Status**
By default the Mac Recorder will automatically upload the recorded content to the server.

- You have completed your first recording.
- Your recording will be selected in the Manage Recordings window.