Creating a Webcast

To record a live broadcast, you will need go to the Panopto login page (luc.hosted.panopto.com) and enter your Loyola ID and password or you may access Panopto through your Sakai course site.

Click the Create button and choose Record a New Session to open the Panopto recorder.

From the Panopto Recorder, be sure to first select the folder you would like to record to and choose Add New Session, then check Webcast and Record.
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Record, Pause and Stop

To start the broadcast, simply click on the RECORD button. After the recording starts there will be the option to select PAUSE. Pausing the recording will not pause the broadcast for viewers watching live, however the paused portion will not be included in the recording. If you pause, be sure to click RESUME to continue recording. To end the live broadcast, click the STOP button. Your recording will then complete and upload to the server.

Viewing

Once the broadcast begins, viewers may click on the recording in progress from your folder to watch the broadcast or a Webcast URL is generated and can be sent to viewers.

Only viewers with access to your folder will be able to access the live broadcast. If you would like to share the Webcast URL with a larger audience, you have the option to adjust sharing privileges once the recording starts. Click the Share button next to the Webcast URL to access sharing settings.
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You have the option to make the link publicly available by selecting **Anyone on the Internet** or you can share only with users who have Loyola credentials if you select **Anyone who can sign into this site**. You also have the option to add email addresses for specific users.

Questions and Notes

During the live broadcast, viewers who are logged in can ask questions via the broadcast viewer window. Viewers can also take notes during the broadcast to refer back to at a later time.
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The viewer's questions pop up and notify the Creator in the lower right hand corner of their display.

Clicking on the notification will launch the recorder. To disable this notification, go to the Settings tab within recorder and uncheck *Notify me when a viewer asks a question*. 

![Panopto Recorder Settings](image)
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Creators can either respond verbally at the time of the question or review the questions after the recording is complete.