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/.

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. If your instructor created a separate folder for student recordings it will be located below the course folder.

3. Click Create.

   **Note:** If you are unable to create a recording, you instructor has not granted you permission to create a recording within that folder. Ensure that you are in the correct folder and email 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**.

**Prepare to Record**

1. Select a folder to save the recording to by clicking the down arrow button across from the current folder title.
2. Across from the folder you wish to select click **Add New Session**.

3. 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.

4. Under Primary Source, use the dropdown arrows next to **Video** and **Audio** to select the video and 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.

5. Under Secondary Capture Sources, check the box next to the secondary source(s) you wish to include (Capture PowerPoint and/or Capture Screen).

   **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.

6. 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

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.