Panopto

Recording a video using the Panopto recorder application on your device.

Recording a New Session

NOTE: For Panopto **Recording on a Mac**, please visit the Panpoto Support Page for [How to Record with Panopto for Mac.](#)

Interface Tour

1. When you first log in to the recorder you will be prompted with three different tours that further explain all of the different areas of the recorder.
2. The first tour will go over the **3 steps to recording**: (*Fig. 1*)
   - Step 1: Name your recording
   - Step 2: Choose your sources
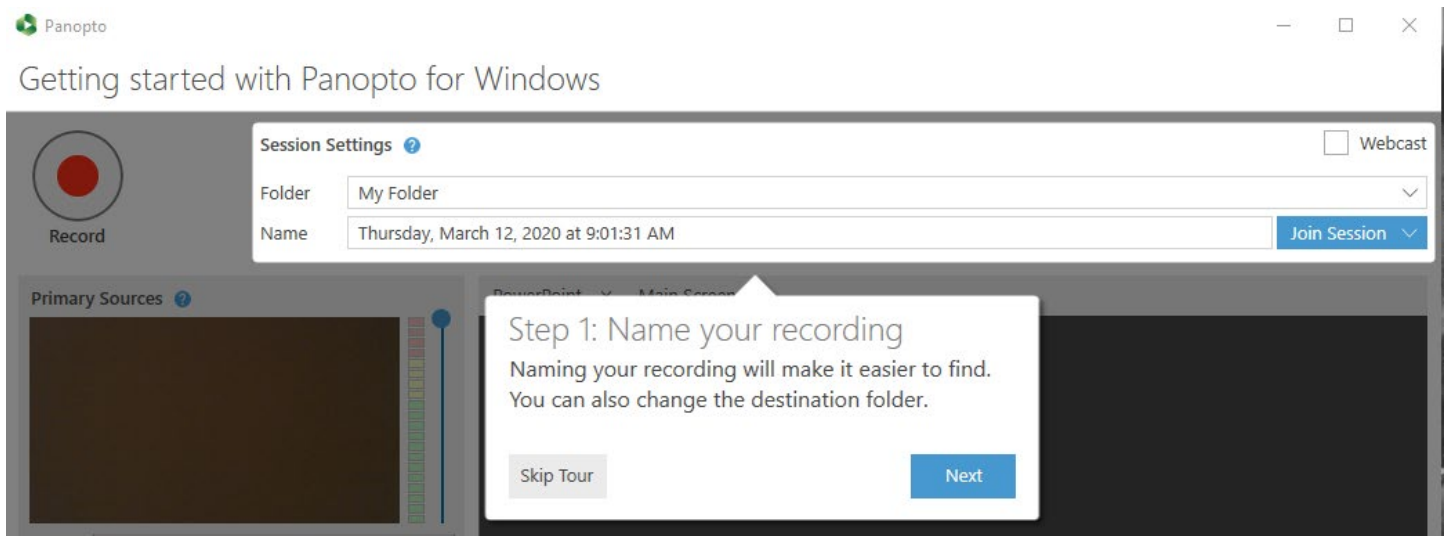   - Step 3: Start recording

Figure 1

3. The second tour will go over the **Primary source settings**: (*Fig. 2*)
   - **Capture computer audio**: Use this setting to capture audio from your PC applications
   - **Audio volume**: The color bar shows the volume of the audio being captured.
     - Note: a user can use the slider to adjust the volume if the audio is too quiet or loud.
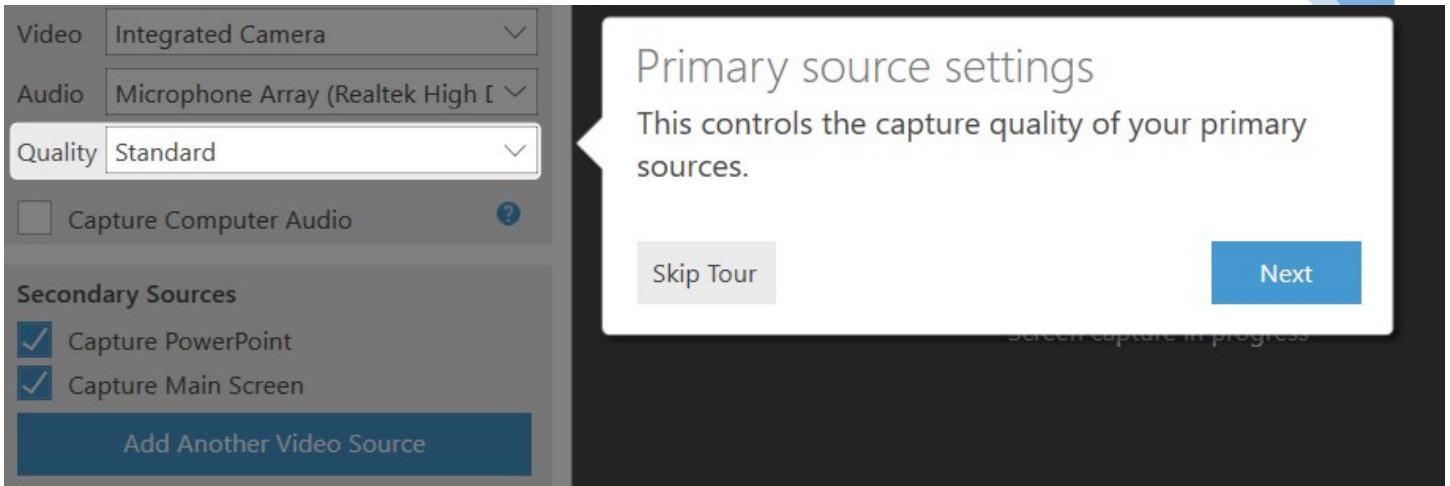
Figure 2

4. The third tour will go over the **Secondary source settings**: (*Fig. 3*)
   - **Video resolution:** Controls the size of the video that is captured.
   - **Framerate:** A higher number of frames per second (fps) captures results in a smoother motion.
   - **Bitrate:** Controls the file size of the resulting video.
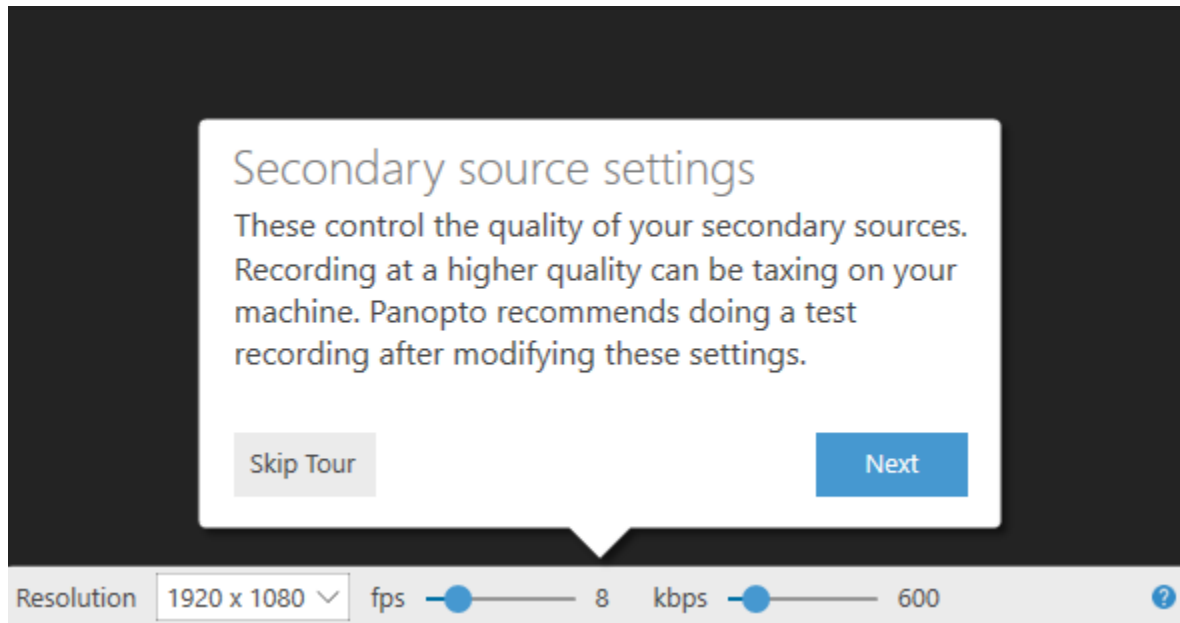   - Note: larger files are able to capture more detail.

Figure 3

5. You can skip the tours and always go back and click on the blue **info** buttons, located next **to Primary Sources**, **Session Settings**, and to the far right of the **Resolution** toolbar to get the tours again (*Fig. 4*).
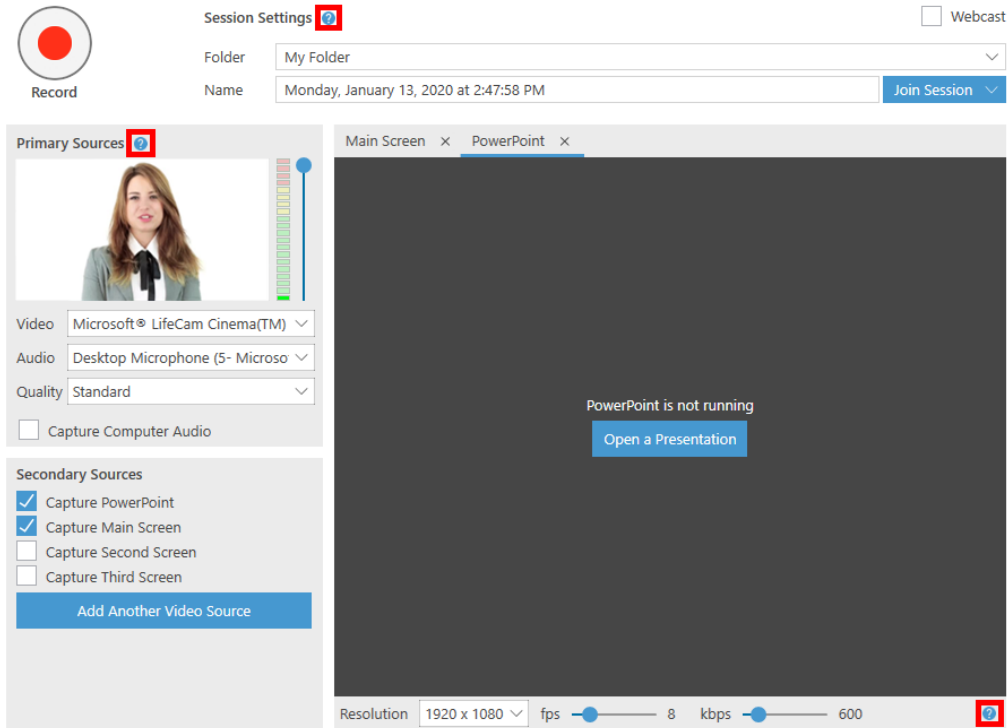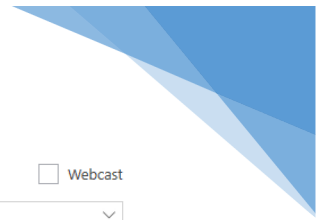
Figure 4

Recording Folder and Session Name

1. Under **Session Settings,** select the drop-down arrow to select the folder where your recording will be saved (*Fig. 5*).

Figure 5

2. Users can name their video here under **Session Settings**. If unnamed by the user, Panopto will automatically assign the date and time the video was recorded as its name (*Fig. 6*).
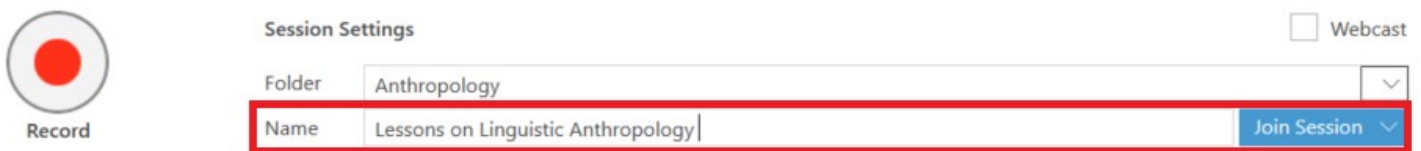

Figure 6

Primary Input (Audio and Video)

Primary Audio:

a. Under **Primary Sources**, select the **Audio** drop-down menu. Select your preferred, connected microphone. For a successful recording, a primary audio source must be selected (*Fig. 7*).
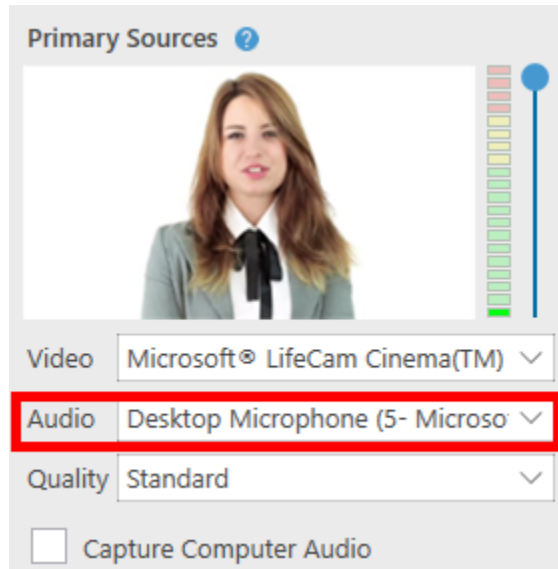

Figure 7

b. **Volume bar:** After selecting your audio source, **test your audio volume** by talking in a normal voice.

   i. As you talk, a few green bars should appear. If the green bars don't appear, or if the red and yellow bars are highlighted, adjust the volume by using the slider located to the right of the bars (*Fig. 8*).
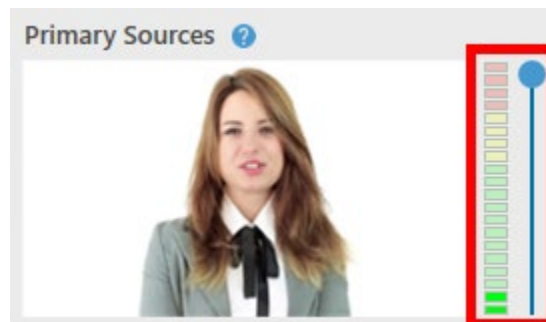

Figure 8

Primary Video Source:

c. To record video of a presenter, select a primary video source from the Video drop-down menu (*Fig. 9*).

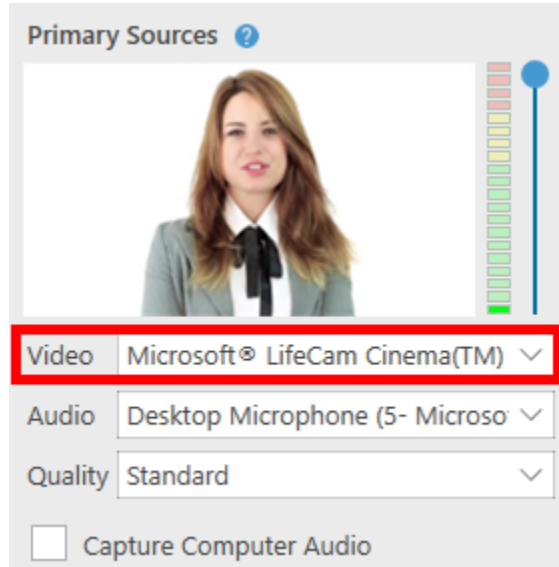i. **Note:** select **None** if you only want to record a presenter's audio only, no video.

Figure 9

Screen Capture, Additional Video, and PowerPoint

Screen Capture:

a. After you have selected your video and audio inputs, you can choose to capture what is displayed on your screen. To preview your screen before recording, select the checkbox **Enable screen capture preview** (*Fig. 10*).
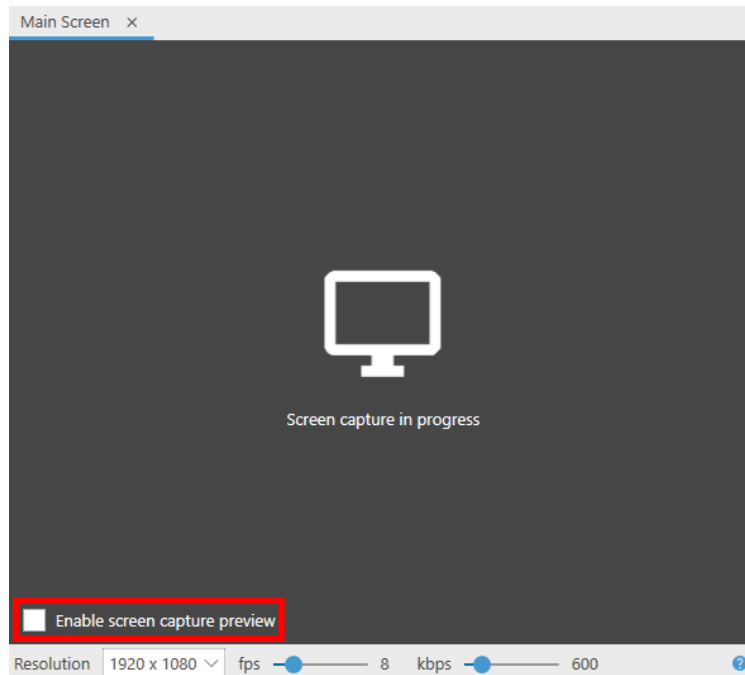

Figure 10

b. If you have more than one camera plugged into your computer, you can add an additional video source(s) under **Secondary Sources** (*Fig. 11*).
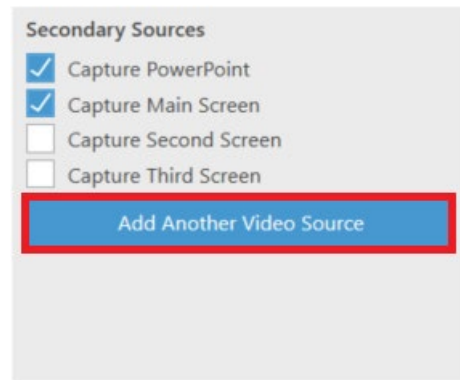

Figure 11

c. To adjust screen capture resolution, select the **Resolution** drop-down menu (*Fig. 12*).
   i. **Note:** If you select a smaller resolution, items on the screen will appear larger in the final recording.
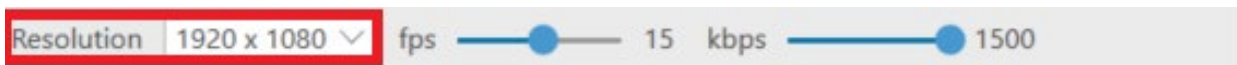

Figure 12

d. You can also adjust the **fps** (frames per second) by dragging the sliders (*Fig. 13*). If there is a lot of movement on the screen, an fps of 15 is recommended. **For showing a video during screen capture, an fps of 30 is recommended.**
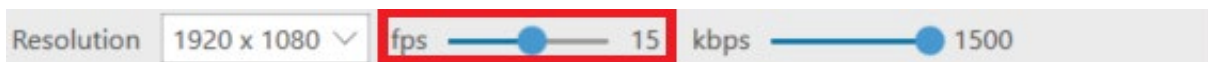   i. **Note:** a secondary video may appear choppy without a high enough fps selected.

Figure 13

e. The **kbps** (kilobytes per second) will adjust automatically based on the settings for resolution and fps (*Fig. 14*).
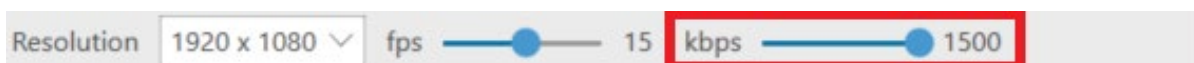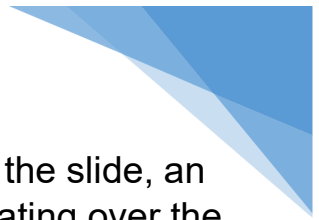

Figure 14

PowerPoint

f. A presenter may include a PowerPoint presentation.

i. **Note:** If the PowerPoint contains any motion on the slide, an embedded video in the slide, or someone annotating over the slide, then **screen capture** must be selected in order to capture that content (*Fig. 15*).
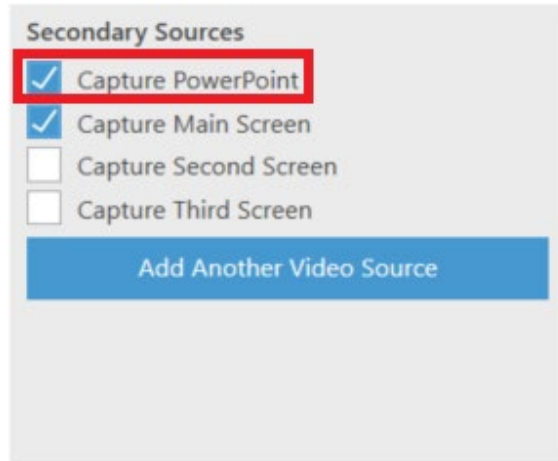

Figure 15

g. You can also open a presentation from the recorder.
Select the **PowerPoint** tab in the secondary sources viewer, then select **Open a Presentation** to launch PowerPoint (*Fig. 16*).
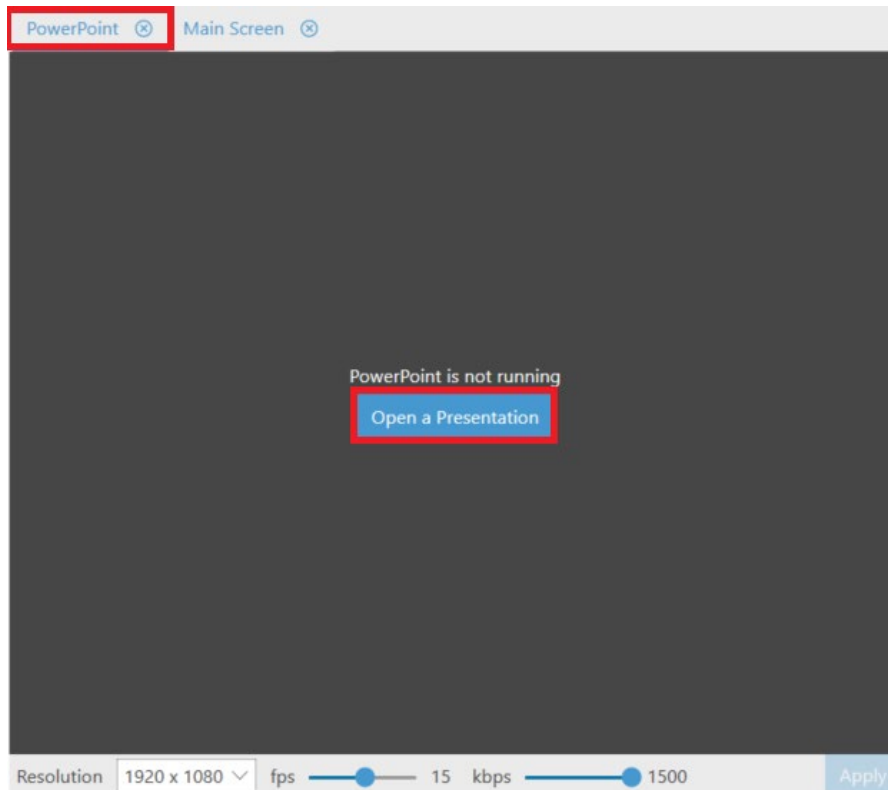

Figure 16

h. If you want to have the PowerPoint launch as soon as you select **Record**, select the checkbox **Start presenting when recording starts**, located in the **PowerPoint** tab on the **Secondary Sources** viewer screen (*Fig. 17*).

    i. **Note:** In order to properly record PowerPoint presentations, after you have launched PowerPoint, you must have it in full-screen presentation mode.
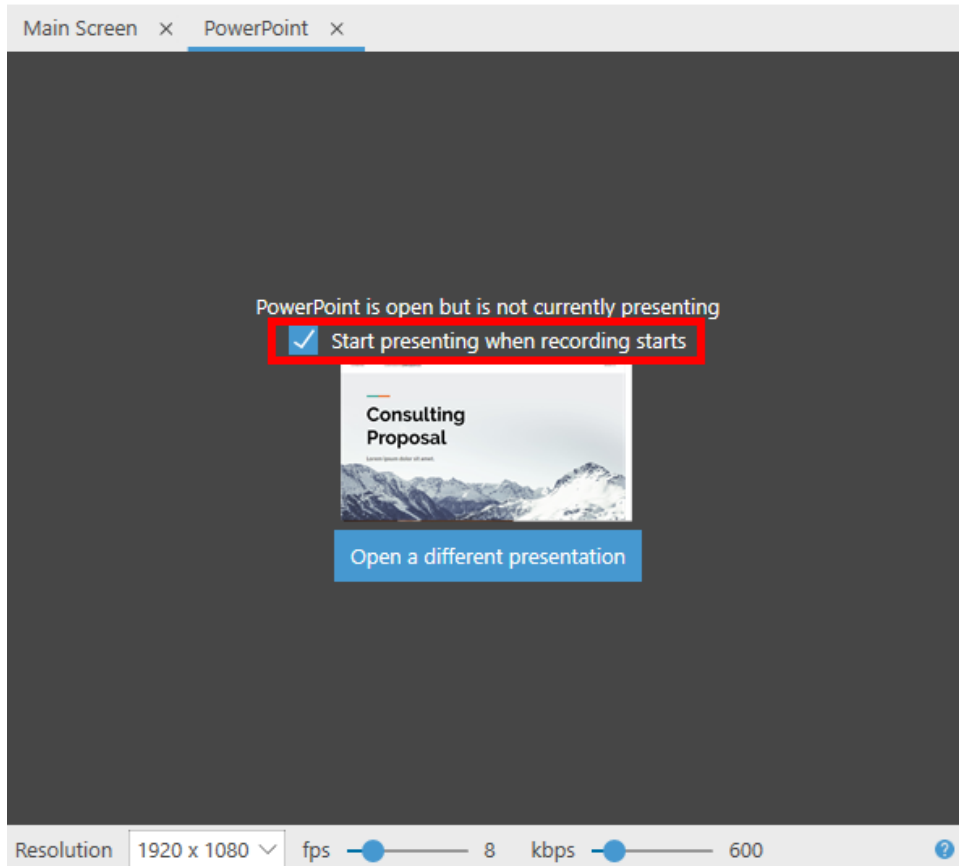

Figure 17

Starting, Stopping, and Pausing

1. You can now begin recording. Select the **Record** icon (*Fig. 18*). Once your recording has started, the **Record** icon will change into **Stop and Pause** (*Fig. 19*).
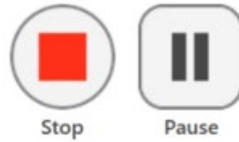

Figure 18

Figure 19

2. When you are done recording, select **Stop**. You will have the option to either upload the recording or delete it and start again.

3. To have a section of your recording automatically edited out, select **Pause**. When the recording is paused, Panopto will continue to record, but that section will be edited out of the final version. You can always get this content back by using the editor.

Recording Status

1. Once you have stopped recording, you will be taken to the **Manage Recordings tab** in the **Recorder** (Panopto Application) (*Fig. 20*).

Figure 20

2. **Offline Recordings** do not have a folder selected in Panopto, so they are only stored to your computer. You can select **Upload to Server** to select a folder and add the video to your library (*Fig. 21*).

Figure 21

3. **Currently Uploading Recordings** will show the video that was just recorded and its upload status (*Fig. 22*).

Currently Uploading Recordings

Start Time	Duration	Folder	Session	Streams	Upload Progress	Actions	
1/17/2018 11:10 AM	00:06:14	University Meetin...	New Policies Webcast	PPT + Video + Screen	▬▬▬▬▬▬	Pause	Cancel

Figure 22

4. **Uploaded Recordings** will show previous recordings and their assigned folder. If you have access to the video in the library, you can open the video or settings using **View, Edit, or Share**. You can also continue recording to the same session by selecting **Resume** (*Fig. 23*)

Uploaded Recordings

Start Time	Duration	Folder	Session	Actions		Status / Link	
8/3/2018 2:37 PM	00:00:23	University Meetin...	Town Hall Meeting	Delete Local	Set Offline	Resume Share Edit View	
12/20/2017 1:27 PM	00:05:14	University Meetin...	Faculty Meeting	Delete Local	Set Offline	Share Edit View	
10/12/2017 11:34 AM	00:03:59	Courses	Live Stagecraft Lecture	Delete Local	Set Offline	Share Edit View	

Figure 23

    a. **Note:** if you need to make space on your computer, you can **select Delete Local**, as long as you no longer need the recording to be stored on your computer. **If you delete a recording that has not yet been uploaded to the server, that recording will be lost.**

5. You will **receive an email confirmation** when the video **processing is completed** in the **Panopto Video Library**.