

Panopto: Getting Started

This document will walk you through recording a session in Panopto for your course using a computer. If you want to record on an iOS device follow this link:

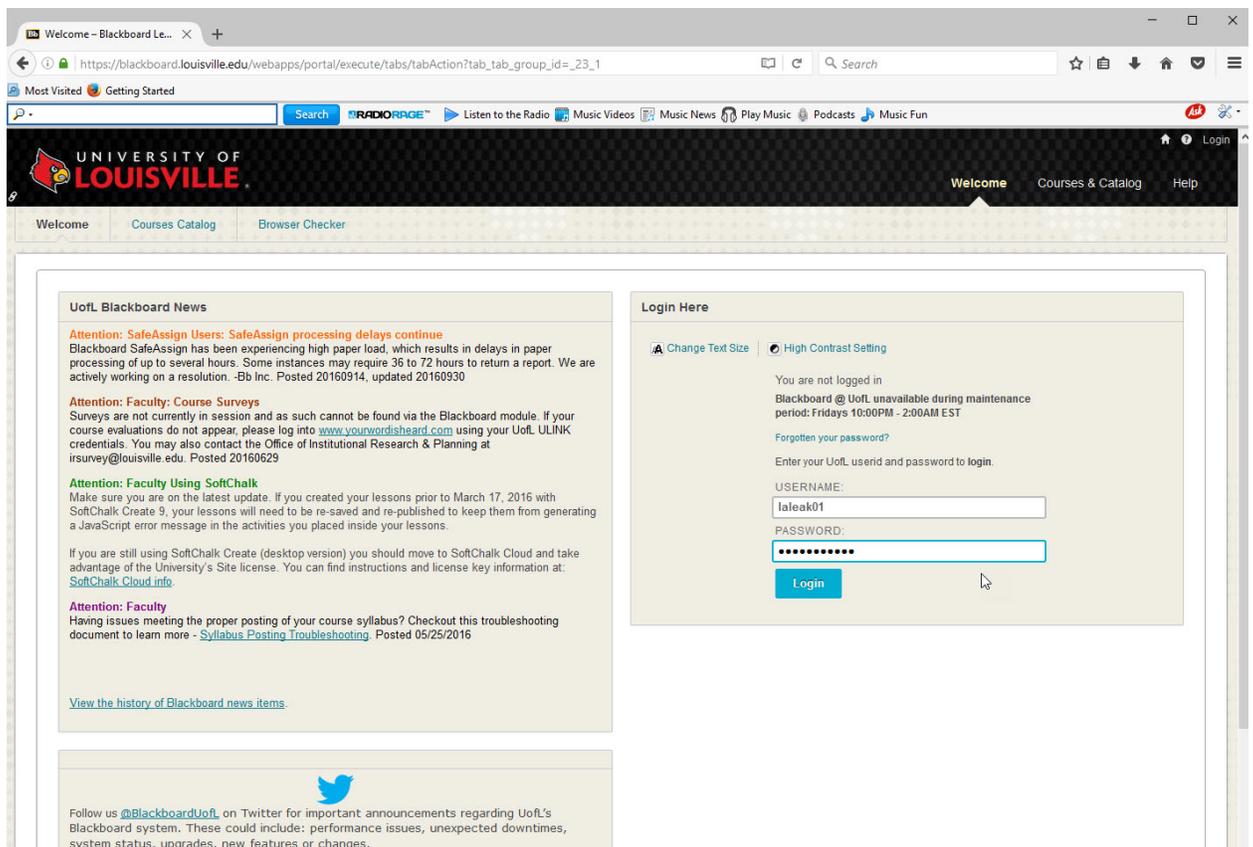
<https://support.panopto.com/articles/Documentation/iphone-app-0>

If you are recording on a MAC you can access the [MAC Installation Instructions](#) here.

If you have not enabled Panopto in your course check out this video on [Enabling Panopto in your course](#).

Preparing to record:

1. Make sure your Webcam is installed and working.
2. Login to Blackboard with your ULink User ID and Password



The screenshot shows a web browser window displaying the Blackboard login page for the University of Louisville. The page features a navigation bar with the university logo and links for 'Welcome', 'Courses & Catalog', and 'Help'. Below the navigation bar, there are several sections:

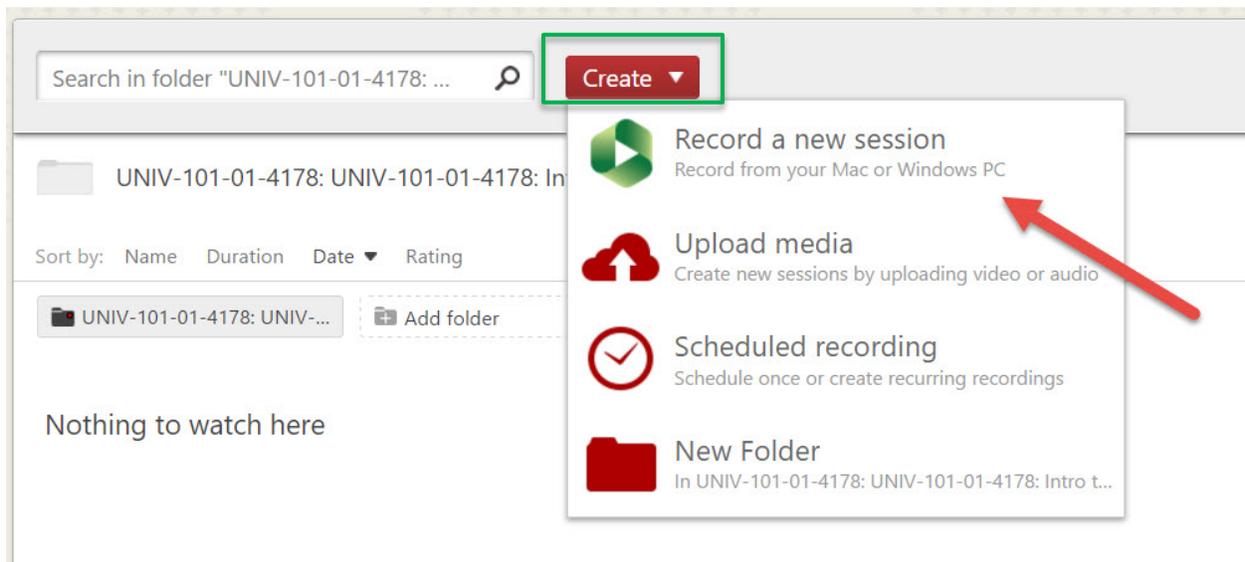
- UofL Blackboard News:** Contains several announcements, including one about SafeAssign processing delays, another about Faculty Course Surveys, and one about Faculty Using SoftChalk.
- Login Here:** A section for logging in, featuring a 'Change Text Size' and 'High Contrast Setting' link. It includes a message about Blackboard @ UofL being unavailable during maintenance. Below this, there are fields for 'USERNAME:' (containing 'laleak01') and 'PASSWORD:' (masked with dots), and a 'Login' button.

At the bottom of the page, there is a Twitter social media link and a message encouraging users to follow @BlackboardUofL for important announcements.

3. Click into the Course in which you want to record your presentation.

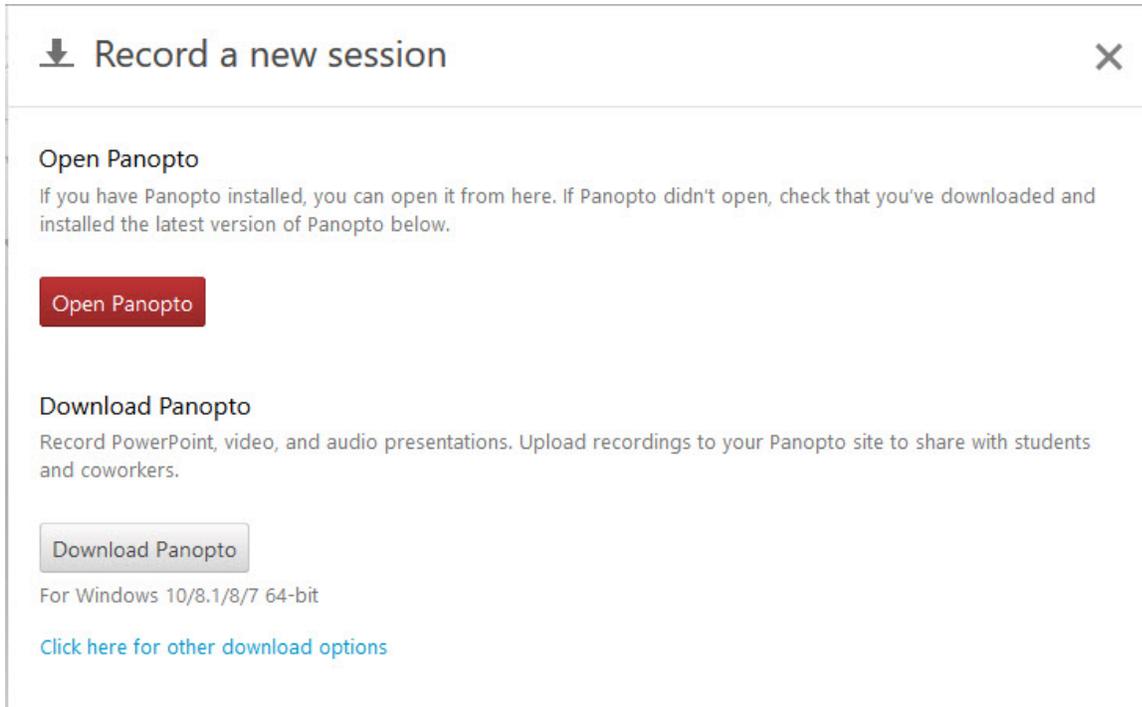


4. Click the "Create" button and choose "Record a new session" to begin.



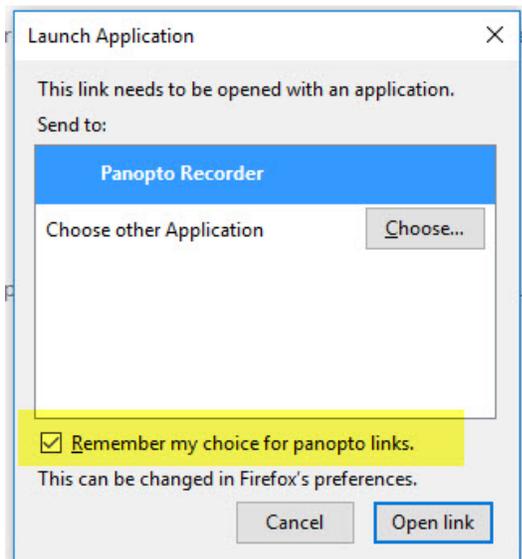
As you see to the left when you click the "Create" button there are several options. For this document, the focus is on "Recording a new session."

5. If you have not downloaded the Panopto Recorder to the computer you are using, you can do so on the screen below.



You can click “Download Panopto” to get the recorder and install it on your computer. The download only needs to be done once on a computer that you plan to record sessions with in the future.

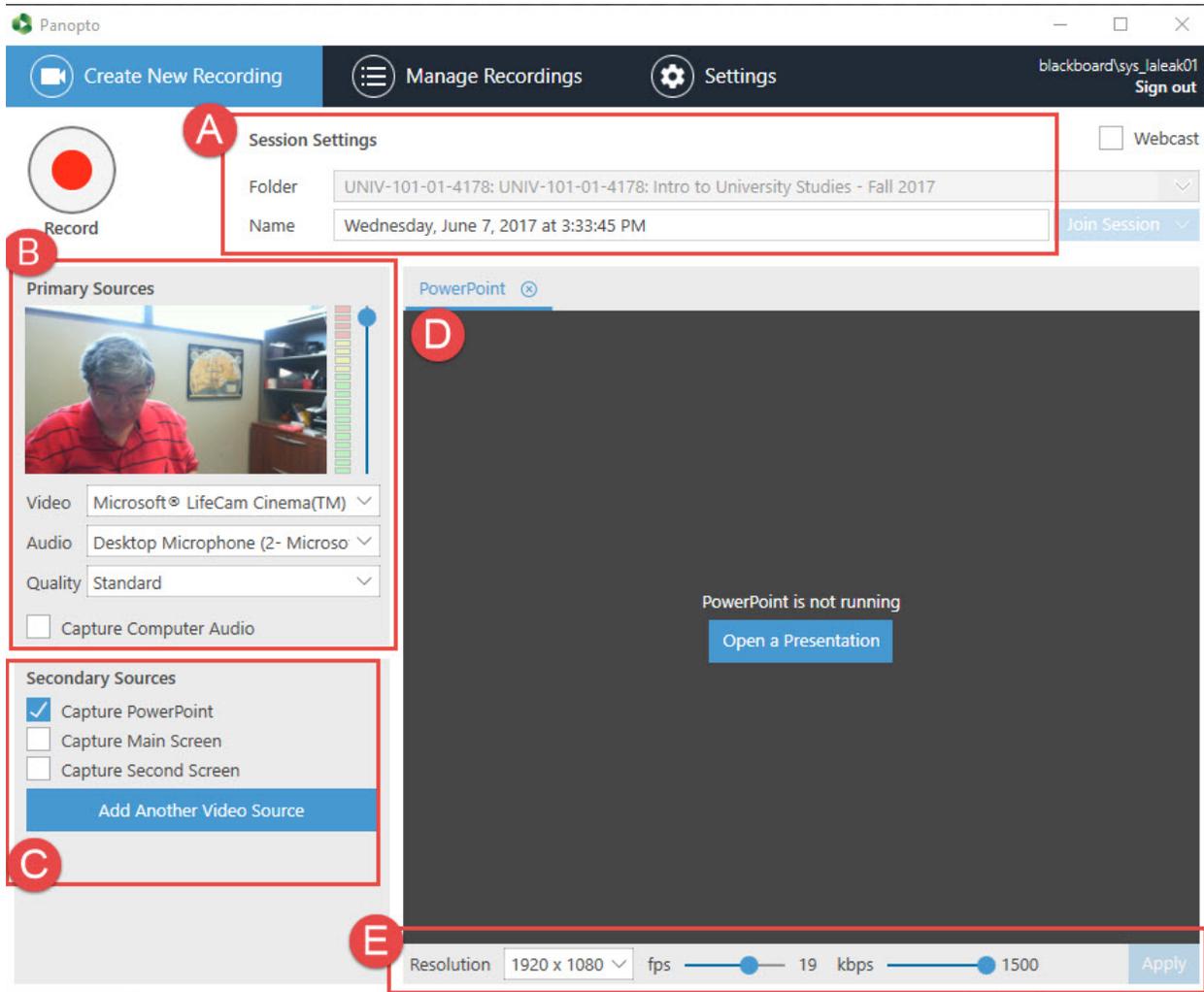
6. If you have the recorder downloaded, you can click the “Open Panopto” button launch the recorder.



The first time you open the recorder it will display the box to the left. If you check the box at the bottom (highlighted in Yellow) to remember your choice it will not display again.

To proceed, click “Open Link” to show the recorder.

- The Create New Recording Tab opens. Now you can set the options for your recording.



The Panopto Recorder Interface

A: The Folder option here has a dropdown arrow on the right side to allow you to select any folder (for a course) you have enabled Panopto within. The default folder is for the course in which accessed the Panopto recorder. Underneath the folder name is the title, which defaults to a date/time stamp. You can edit this title to be the topic of the presentation.

B: You must next choose exactly what you would like to record. In your Primary Sources, you can select a video capture device such as a webcam or video camera. After that, you can also choose what you want to use to record your audio. This could be a microphone or even the same device as your video if it has a built-in mic.

Note: You must at least have audio in order for the recording to be complete and usable without additional recordings.

C: Secondary Sources: Screen Capture and PowerPoint

After you have selected your video and audio inputs, you can choose to also capture what is displayed on your screen and/or PowerPoint presentation. You can also add an additional video source here if you have more than one camera plugged into your computer.

Note: PowerPoint must be in full screen presentation mode in order to properly record.

D: The Secondary Source Display

E: To adjust screen capture resolution simply click the drop down menu to the right of "Max Resolution" and choose the resolution you desire. You can also adjust the bit and frame rate per second by dragging the sliders shown here. Click Apply to save changes.

Note: The Resolution, Bit and Frame Rate are not available on the Mac version of the recorder.

8. Use the **Video** drop-down menu to select your webcam. Once selected, you will see a preview of the webcam. Select **None** if you do not want to record from the webcam.

9. Use the **Audio** drop-down menu to select the correct microphone. Test the microphone by speaking and watching the audio level indicator change. Use the slider to the right to adjust levels up or down as necessary. Levels that are too high will result in distortion. Levels that are too low will make it difficult for others to hear you. Select **None** if you do not want to record any sound.

10. Set **Quality** to **Standard** for most presentations especially if the video is just an individual speaking. Select **Ultra** for higher quality if are giving a demonstration speech and want a sharper picture (this will take longer to upload and process).

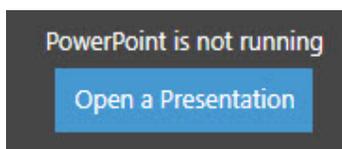
11. See the chart below for recommended settings for different types of projects.

Presentation Type	Video	Audio	Capture PowerPoint	Capture Screen
Basic speech	Select your webcam	Select your microphone	Don't check	Don't check
Speech with PowerPoint	Select your webcam	Select your microphone	Check	Don't check
Speech with PowerPoint that has transitions or video	Select your webcam	Select your microphone	Check	Check
Software or web page demonstration	Optional (no webcam saves bandwidth)	Select your microphone	Don't check	Check
ASL with no sound	Select your webcam	None	Don't check	Don't check
ASL interpretation of an online video	Select your webcam	None	Don't check	Check

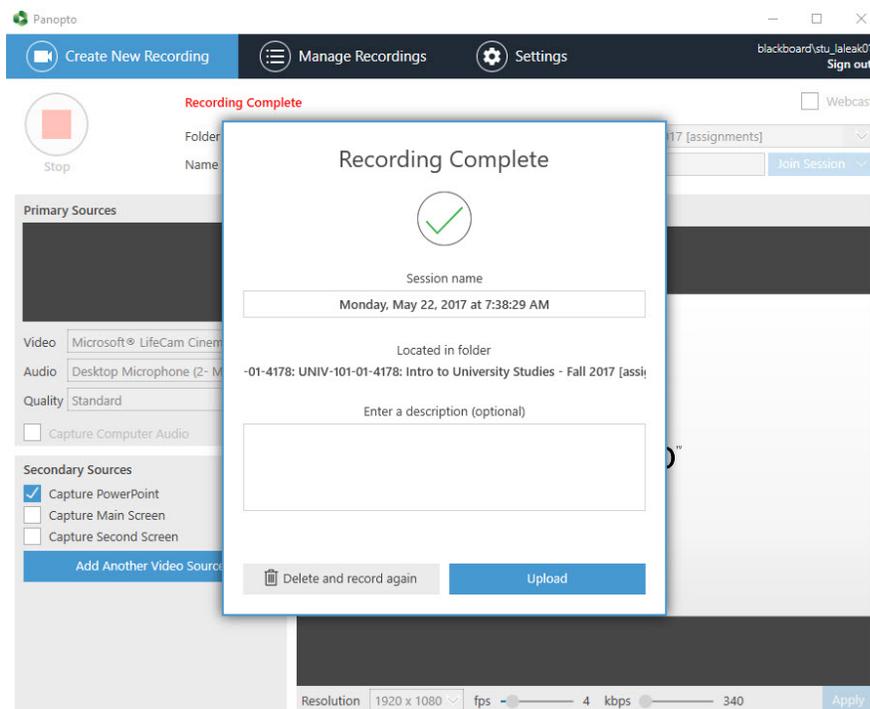
The steps for recording in Panopto vary depending on the type of presentation you wish to create. These are the instructions for recording using a PowerPoint presentation.

Begin Recording (with a PowerPoint presentation)

1. Make sure PowerPoint is not running on your computer.
2. Click on the **PowerPoint** tab in the Panopto Recorder.
3. Click **Open a Presentation** button. A dialog box will open and you can select your PowerPoint file.



4. Click **Open** when you are ready to start.
5. PowerPoint will start with your presentation in full-screen. Once it comes up wait about 1 second and begin. If you need to pause, press **F9**. To resume your recording hit **F9** again.
6. When you are done, click **F10** to stop.



Once you see the screen above click “Upload” to begin the process of placing your presentation on the server. If you are not happy with your presentation, you can choose delete and record again to start over.

7. Click the **Esc** key to exit the full-screen view of the presentation and then exit PowerPoint.

8. Switch back to the Panopto Recorder screen. Panopto will switch to the Recording Status tab and we will upload the recording in the next section.

Uploading and Processing

There may be several groups of recordings in the **Recording Status** screen. Your recording should be at the top of the **Offline Recordings** section.

Only recordings stored on this computer are shown below. [Manage My Recordings](#)

Currently Uploading Recordings

Start Time	Duration	Folder	Session	Streams	Upload Progress	Actions
5/22/2017 9:42 AM	00:01:41	UNIV-101-01-4178: UNIV...	Monday, May 22, 2017 at 7:3...	PPT + Video	<div style="width: 50%;"></div>	Pause Cancel

The Panopto Recorder will begin uploading your presentation to the server for processing. This time will vary depending on the length of your recording, your internet speed and how busy the Panopto server is. Panopto will send you an e-mail when the recording is ready.

BEST PRACTICE: Please wait for 5-10 minutes after you stop your recording for it to fully process before you shut down the recorder on your machine.

If you should shut down your computer, the processing will pause until you open the Panopto Recorder again and then finish processing the recordings on that computer.

When processing is complete, you may click on the **View** link next to the recording name to view it from the Panopto website. You do not have to wait for the recording to be processed before starting a new recording.

Only recordings stored on this computer are shown below. [Manage My Recordings](#)

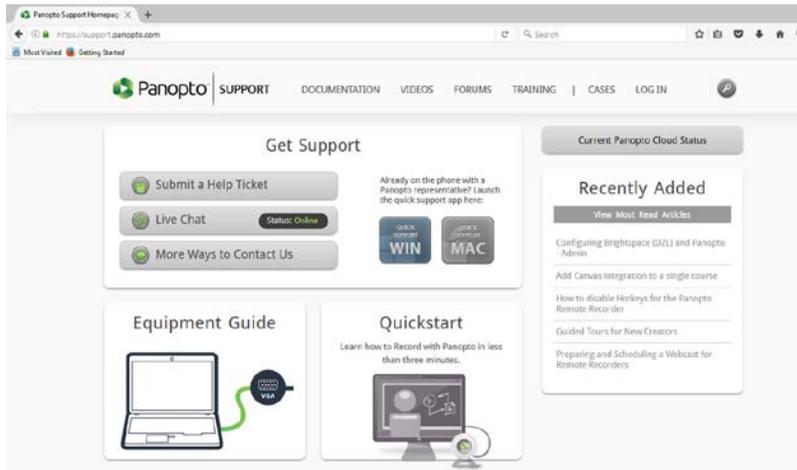
Uploaded Recordings

Start Time	Duration	Folder	Session	Actions	Status / Link
5/22/2017 9:42 AM	00:01:41	UNIV-101-01-4178: UNIV...	Monday, May 22, 2017 a...	Delete Local Set Offline	Resume Share Edit View
5/12/2017 1:59 PM	00:34:50	Del-Test2-Course: Delphi...	Friday, May 12, 2017 at...	Delete Local Set Offline	Resume Share Edit View

Help and Support for Panopto:

Technical Support for Panopto can be accessed from the Help screen on the Panopto Full screen and from the following website

<http://support.panopto.com>



On this page you can look at documentation and videos for Panopto and well as access a Live chat to speak with someone if you have a technical question while working with Panopto 24 hrs a day 7 days a week.

You can also reach out to Blackboard Support for Assistance as well. That contact information is listed here with contact information and times.

Blackboard Support:

Monday - Thursday: 8:30 AM - 5:00 PM

Friday: 8:30 AM - 4:30 PM

Phone: 502-852-8833

E-Mail: bbsupport@louisville.edu

If you would like to get more information on Training sessions for Panopto you can access that information on [UofL's Panopto Page](#)