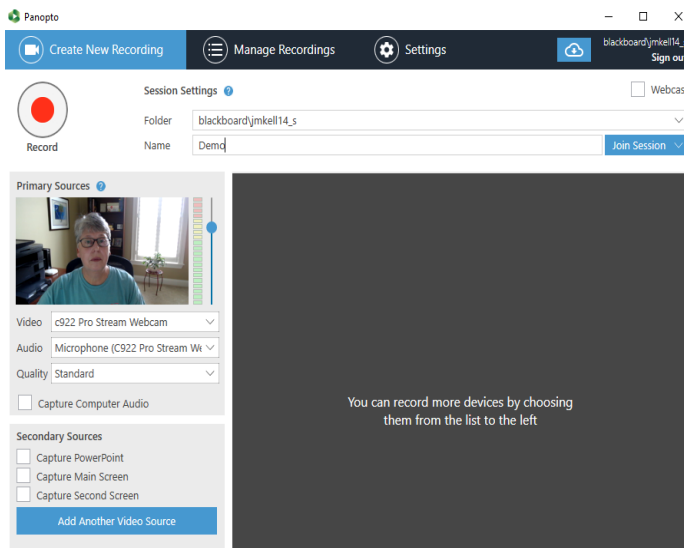# Recording a Panopto Video: Step by Step
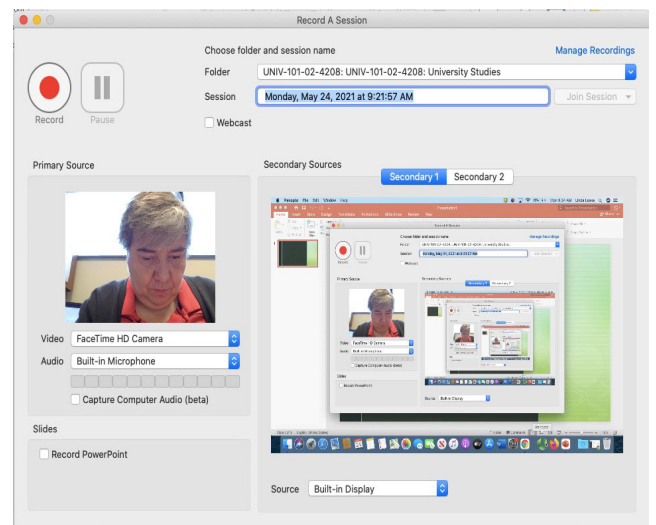
Get ready to record:

1. Make sure your webcam is working properly
2. Check the audio on your computer; adjust volume as needed
3. Log into Blackboard; go to your course website
4. Choose Panopto Recordings from the main menu
5. Click on red Create; PC users choose Panopto for Windows, or Panopto for MAC
6. If it is your first time using Panopto, click on Download Panopto, else skip to 8
7. Download and install Panopto just like any other program
8. Now click on the red Open Panopto; you should see this:

Before you do anything else, double check that the Folder blank at the top of the screen is set to your current course folder. If you opened Panopto within the course website, that will be the default. If you opened Panopto outside the course website, it will go somewhere else. If you opened Panopto outside the course website, stop and repeat step (3) above.

Windows view   **Mac View**

NOTE: Before you record, give your recording a name that is descriptive of content.

You will have already checked your microphone Step 2.

For Windows: Now look at the options under "Secondary Sources." If you don't check any of the three boxes, your will fill the video screen. This would be the best choice if you were recording, say, an introduction to other class members. Remember, your image filling the screen is the default.

Once again, leaving all secondary sources boxes unchecked will capture your image only. If you capture main screen, you will record your Panopto screen with your presentation embedded.

For a PowerPoint presentation with your image embedded (like my lectures), select Capture Main Screen. The center screen will prompt you to open a presentation. You will then be asked whether to start recording when Presentation begins. Take a deep breath and say "yes." The video will start immediately after you presentation appears on the screen.
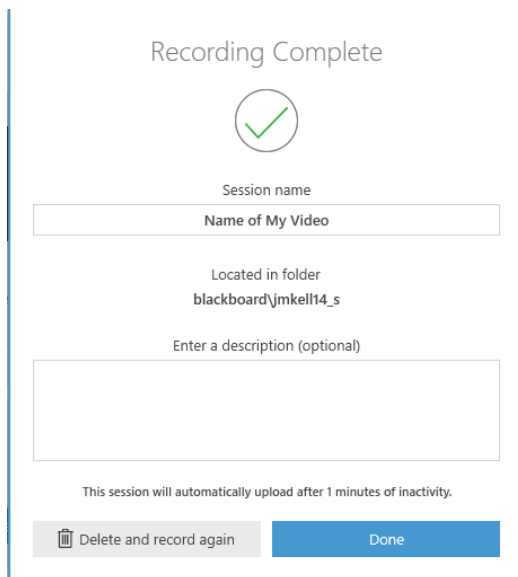
You can change your settings midway through your presentation if you would like the viewer to see a website or another application (like Excel). This is most easily accomplished with two monitors, but it can be done with one by checking and unchecking secondary sources. I can demo this to you on Teams if you would like to change settings during your presentation.

For MAC: To capture main screen set your secondary 1 on the right to Built-In display below the preview shown in the MAC image above. That will capture any programs yu display during your recording (powerpoint, Browsers).

Recording:

Click on the red record button at the top of screen. Remember to look at the camera when recording. When you are finished, click on "Stop."

When you stop recording, you should see this:

Recording Complete

Session name
Name of My Video

Located in folder
blackboard\jmkell14_s

Enter a description (optional)

This session will automatically upload after 1 minutes of inactivity.

🗑 Delete and record again   Done

If you are happy with your recording, click done. If you think you could do it better next time, click delete and record again.
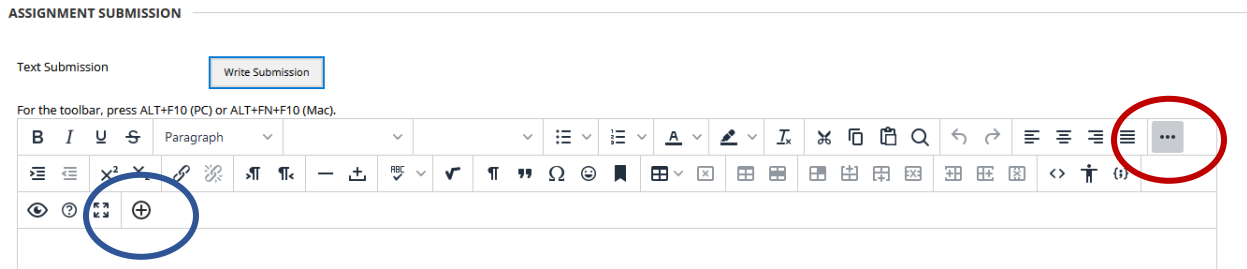
For MAC: when recording, click the red button then minimize your panopto recorder and then put PowerPoint in slideshow mode, or open any other application to demonstrate in your recording. When finished, close PowerPoint, pull up Panopto and click Stop. You should see an image like the one pictured above.

Now it's time to submit your assignment in Blackboard.

Return to your Blackboard course website and click on the assignment link. A new screen will pop up.

Choose "Write Submission."

Now look for the three dots on the right side of the box (in red). *You will need to click on the three dots to make the rest of the menu tab appear.*

On the bottom row of the menu tab, click the last icon (in blue). Now you will see an "Add content" box.

Add content   ✕

Common Tools

[icon] **Insert Local Files**

[icon] **Insert from Content Collection**

Additional Tools

[icon] **Dropbox**

[icon] **Flickr Photo**

[icon] **Panopto Student Video Submission**

[icon] **Panopto Video**

Choose Panopto Student Video Submission. A new box will appear with the video you just recorded in it. Click on the radio button to the left of your video and then "Submit Video."

You're all done! Congratulations!