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

Preparing to record:

1. Make sure your Webcam is installed and working.

2. Login to Blackboard with your ULink User ID and Password
3. Click into the Course in which you want to record your presentation.

4. Click on Panopto recordings (shown above in the red circle) to see the screen below and click the folder with the course name or assignment name at the top of the page (shown with the highlight).
The folder name may be different for each presentation or assignment if you have multiple presentations for each course.

- If you don't see the Folder in the top of the page under the words “Sort By” (shown in the highlight above) follow the steps below first:

A – The assignment folder should appear here.
B – The arrow to open Panopto to full screen view.

Go to the far right of the page and click on the white arrow in the grey box. Shown here marked with “B”. This will open Panopto in Full screen mode.
• Look for the “Sign in” button. It may be on the top right corner or in the center of the screen. Once you click it you should see the image below:

• Click the second “Sign in”. Once you have done that you can enter your Blackboard login ID and password if asked to do so.
• Once you have signed in you can scroll back to the right and you should see the folder under the words “Sort By” as shown in step 4 above.

These steps should only need to be done the first time you access Panopto.
• To do your recording, Click on the folder under “Sort by’ and then click the “Create” button as shown in step 5 below.

5. Once you have clicked on the folder the name at the top of the screen should change to have the following [assignments] at the end as shown below.

If you don’t see [assignments] as shown above, after you have logged in to Panopto, your instructor will need to create the assignments folder before you can begin.

Instructors can contact bbsupport@louisville.edu for more information on this process.

The folder name may be different for each assignment if you have multiple presentations for each course.
6. Click the “Create” button and choose “Record a new session” to begin.

7. 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.
8. If you have the recorder downloaded, you can click the “Open Panopto” button to 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.

Recording in Panopto:

9. The Create New Recording Tab opens. Now you can set the options for your recording.
Note: Make sure that Capture PowerPoint is selected under Secondary Sources seen in the Red Box above!

10. 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.

11. 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.

12. 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).

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

<table>
<thead>
<tr>
<th>Presentation Type</th>
<th>Video</th>
<th>Audio</th>
<th>Capture PowerPoint</th>
<th>Capture Screen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic speech</td>
<td>Select your webcam</td>
<td>Select your microphone</td>
<td>Don’t check</td>
<td>Don’t check</td>
</tr>
<tr>
<td>Speech with PowerPoint</td>
<td>Select your webcam</td>
<td>Select your microphone</td>
<td>Check</td>
<td>Don’t check</td>
</tr>
<tr>
<td>Speech with PowerPoint that has transitions or video</td>
<td>Select your webcam</td>
<td>Select your microphone</td>
<td>Check</td>
<td>Check</td>
</tr>
<tr>
<td>Software or web page demonstration</td>
<td>Optional (no webcam saves bandwidth)</td>
<td>Select your microphone</td>
<td>Don’t check</td>
<td>Check</td>
</tr>
<tr>
<td>ASL with no sound</td>
<td>Select your webcam</td>
<td>None</td>
<td>Don’t check</td>
<td>Don’t check</td>
</tr>
<tr>
<td>ASL interpretation of an online video</td>
<td>Select your webcam</td>
<td>None</td>
<td>Don’t check</td>
<td>Check</td>
</tr>
</tbody>
</table>

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.

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.

7. 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.