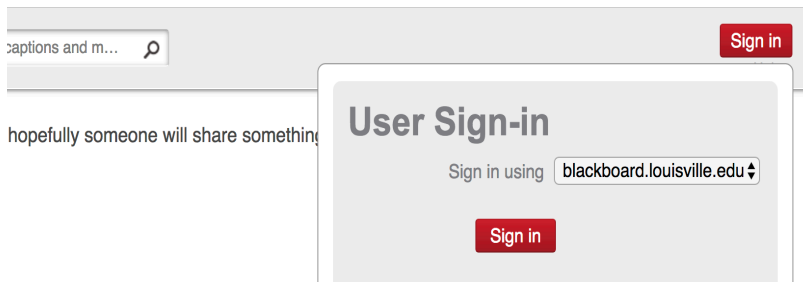


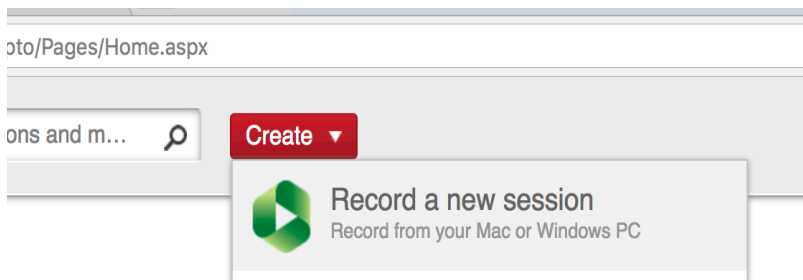
How to Download Panopto Recorder & Record

UofL School of Medicine, Academic Technology Office
Contact: atosupport@louisville.edu

1. **Download Panopto** (if you already have Panopto recorder on your computer, skip to step 2)
 - a. Navigate in your web browser to <https://louisville.hosted.panopto.com>
 - b. Click **Sign In**. Select, **Sign in using: blackboard.louisville.edu**.
 - c. Sign in with your **UofL school Ulink username and password**.

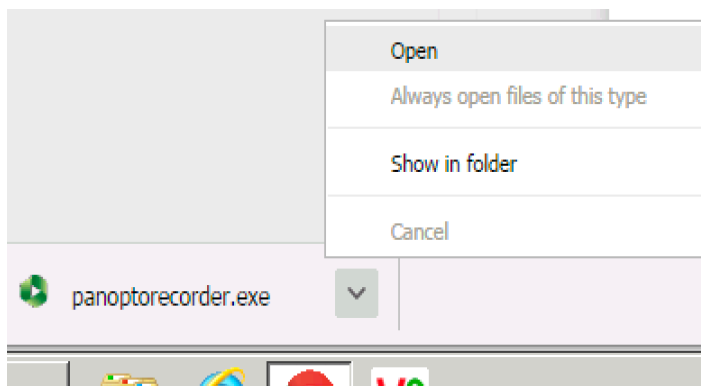


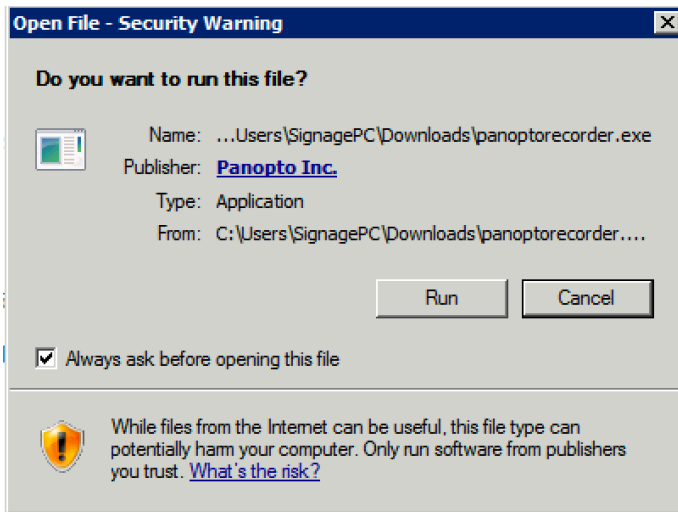
-
-
-
- d. Once logged in click **Create**, select **Record a new session**



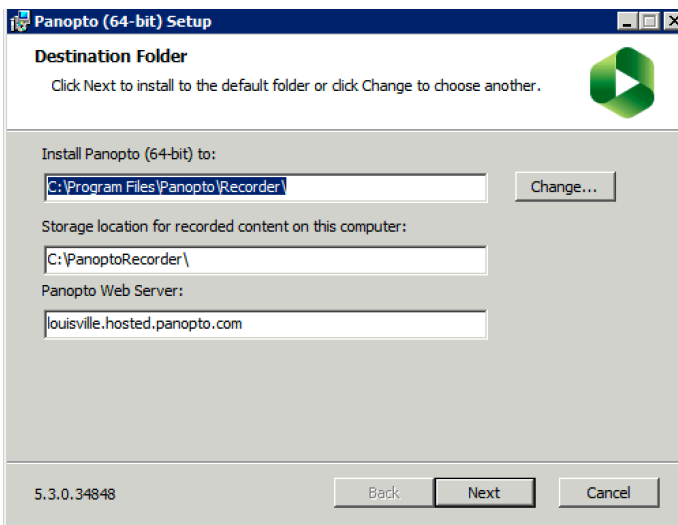
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- e. Select, **Download Panopto**.

PC Instructions:
Open and Run panoptorecorder.exe.

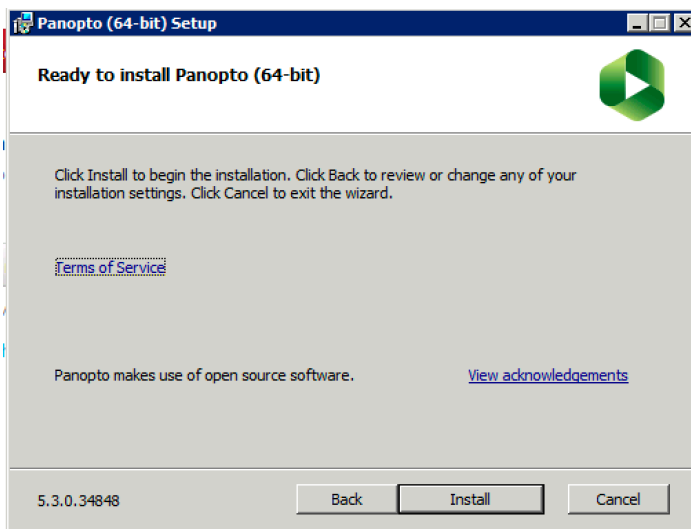




Click **Next**.

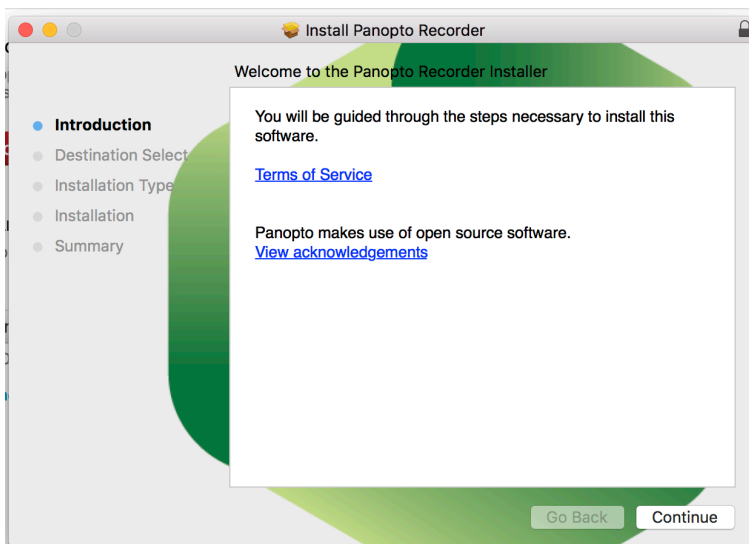
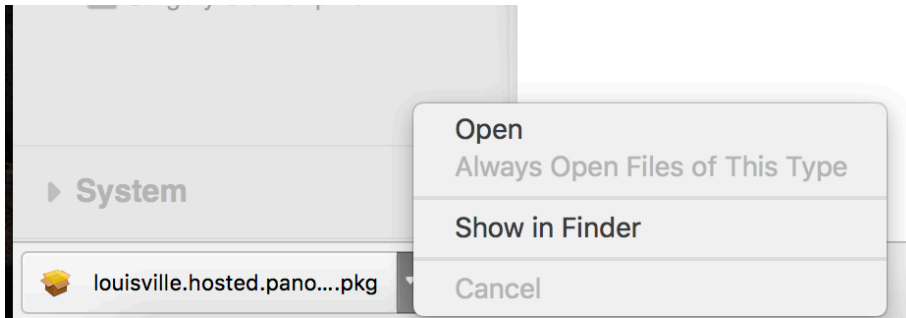


Click **Install**. When installation is complete skip Mac Instructions and move on to Step 2.

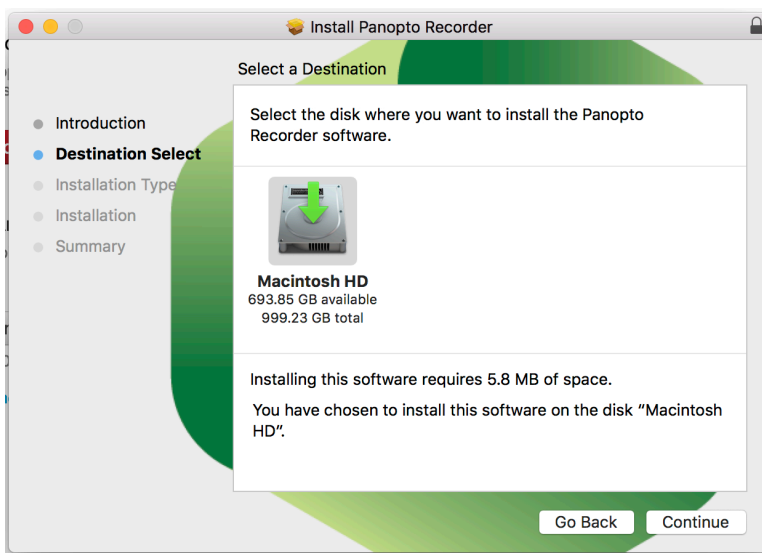


Mac Instructions:

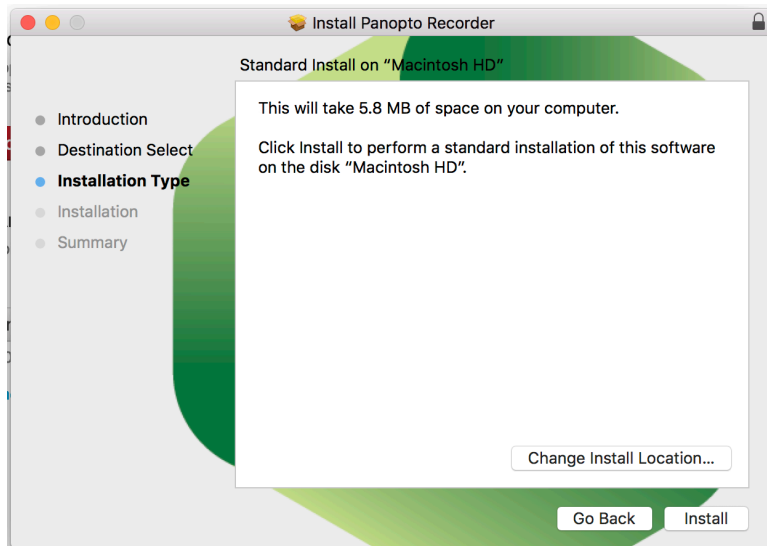
Open `louisville.hosted.panopto.com_panoptoformac.pkg` file and click Continue



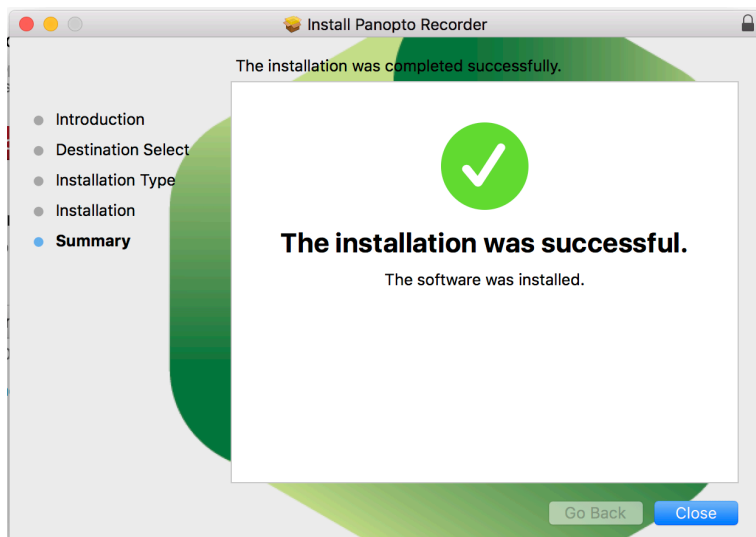
Click **Continue**



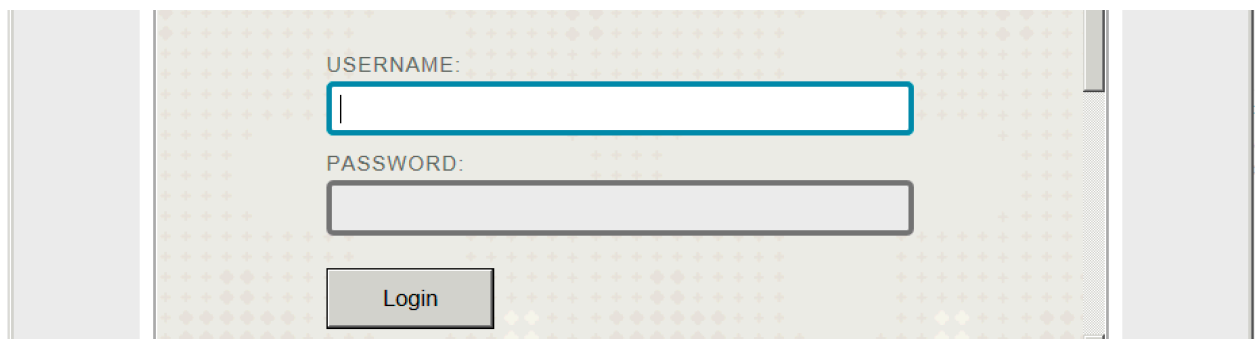
Click **Install**, when prompted for your computer password enter it.



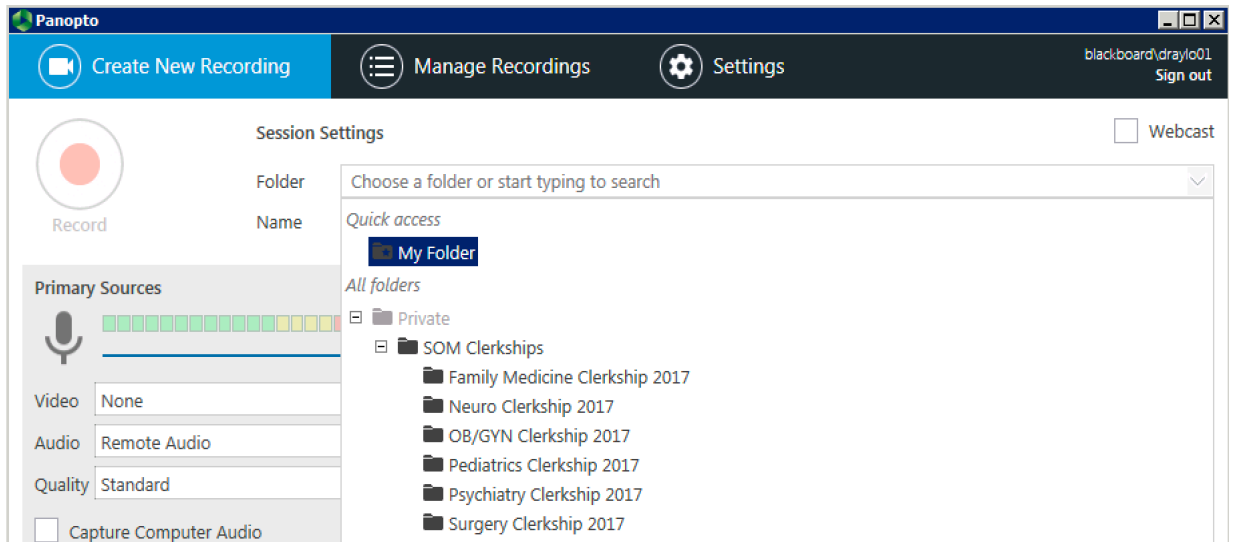
Click **Close** when the installation completes.



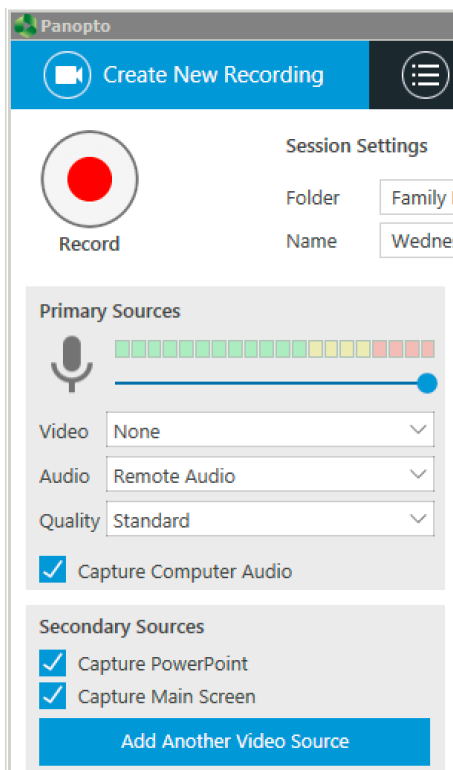
2. **Launch Panopto.** When download is complete Panopto should launch. If it doesn't double click the Panopto icon on your desktop.
 - a. Sign in with your **Ulink username & password.**



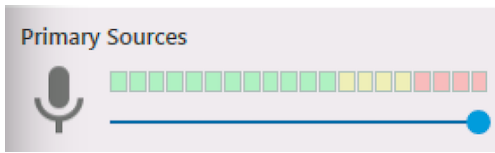
- b. Select the appropriate Course. If you do not see your course email atosupport@louisville.edu for enrollment assistance.



- c. In the **Name** field, you can **name your lecture appropriately** (leaving the date & time stamp) is highly recommended.
Example: *Psychiatric Disorders, Wednesday, May 03, at 8:31:13 AM*
- d. **Select your webcam** using the **Video** dropdown (if you have one and would like to use it).
- e. **Select your computer microphone** using the **Audio** dropdown
- f. Check **Capture Computer Audio**
- g. Check **Capture PowerPoint**
- h. Check **Capture Main Screen**



- i. Talk into your computer microphone and **adjust the volume slider appropriately**. Peaking at yellow is best. Keep out of red area.



3. When you are ready to record press the red **Record** button.




- a. You can pause by selecting the Pause button any time during your recording. When finished press the red Stop button.



- b. When prompted, click the blue **Upload** button. If you are unhappy with your recording press **Delete and record again** button.

Recording Complete




Session name

Wednesday, May 03, 2017 at 8:58:11 AM

Located in folder

My Folder

Enter a description (optional)

 Delete and record again

Upload

4. **Verify your recording has uploaded to the Panopto server.** The **Manage Recordings** tab will display your **Uploaded Recordings**. Recordings in the

process of uploading will be indicated with a **progress bar**. Please **leave your computer on and connected to the internet** to allow enough time for the recording to finish uploading.

 Create New Recording  Manage Recordings  Settings blackboard\draylo01
Sign out

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

Uploaded Recordings

Start Time	Duration	Folder	Session	Actions	Status / Link
5/3/2017 8:58 AM	00:00:13	My Folder	Wednesday, May 03, 2017 at...	Delete Local Set Offline	