

## Windows Recording

To create a Panopto video you will need to have:

- A webcam or microphone
- Downloaded the Panopto Recorder
- Configure your course in Blackboard

**Step 1:** Go to the Blackboard course where you would like your Panopto video to go.

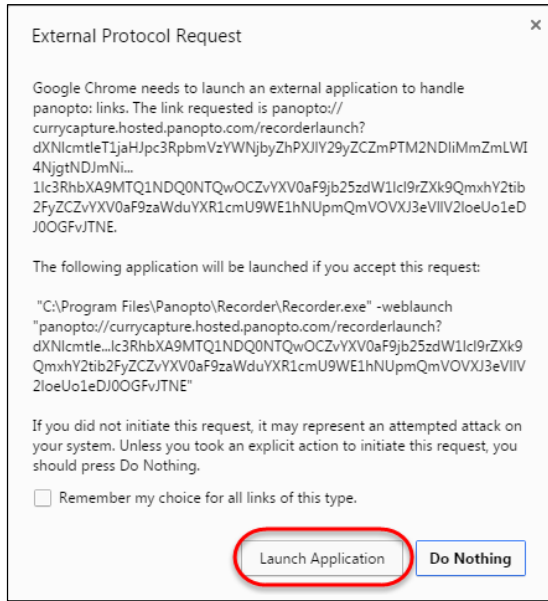
**Step 2:** Click on **Tools/Panopto Focus Content:**

The screenshot shows the Blackboard course interface. On the left is a navigation sidebar with 'Tools' circled in red. The main area displays various tool links, with 'Panopto Focus Content' circled in red. Other visible tools include Atomic Learning, Blackboard Help for Students, Blogs, Calendar, Journals, McGraw-Hill Higher Education, and My Grades.

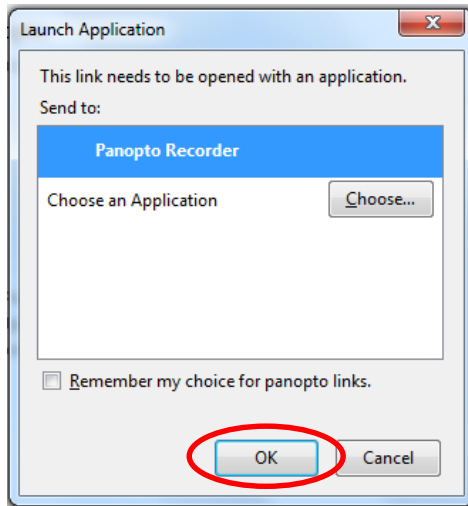
**Step 3:** Click on the **Create** button and choose **Record a new session**.

The screenshot shows the 'Create' dropdown menu. The 'Record a new session' option is circled in red. A red arrow points to the 'Create' button at the top left of the menu. Other options include 'Upload media', 'Scheduled recording', and 'New Folder'.

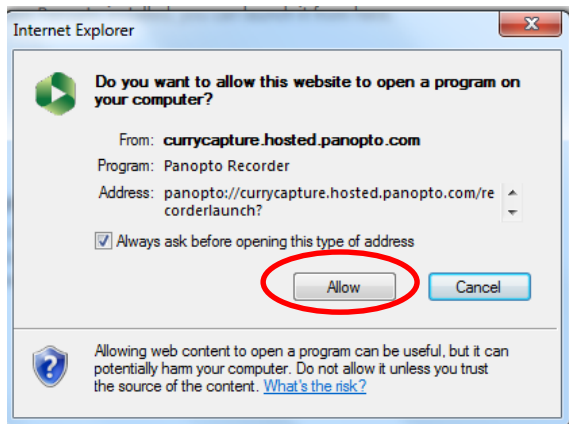
**Step 3: If in Chrome, click Launch Application.**



If in Firefox, click **OK**.



If in IE, click **Allow**.

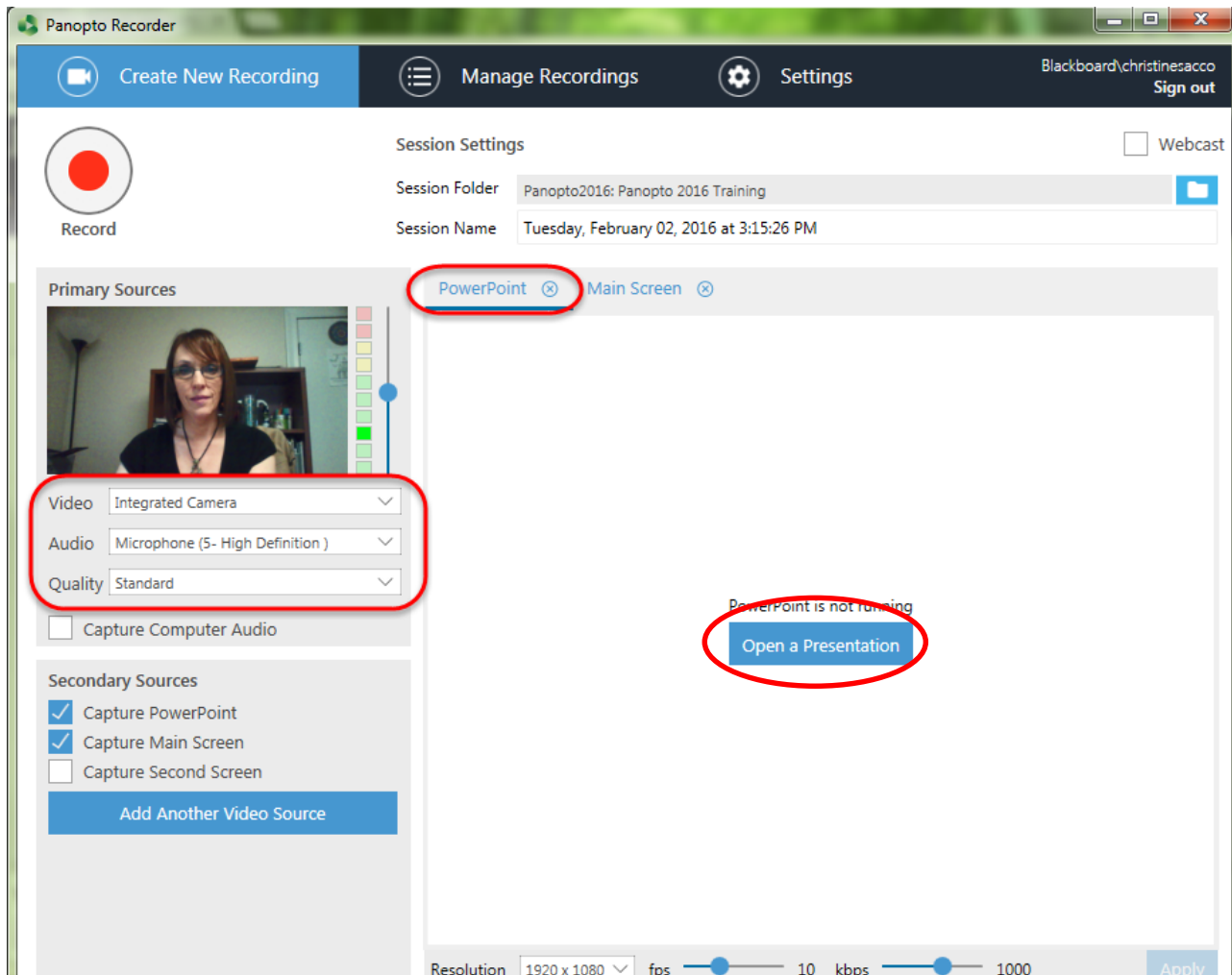


**Step 4:** The recorder is now open. Choose whether you would like to record:

- A. Over a PowerPoint presentation
- B. Capture your Screen – for demonstrating a website or anything that you open on your screen

### PowerPoint Option

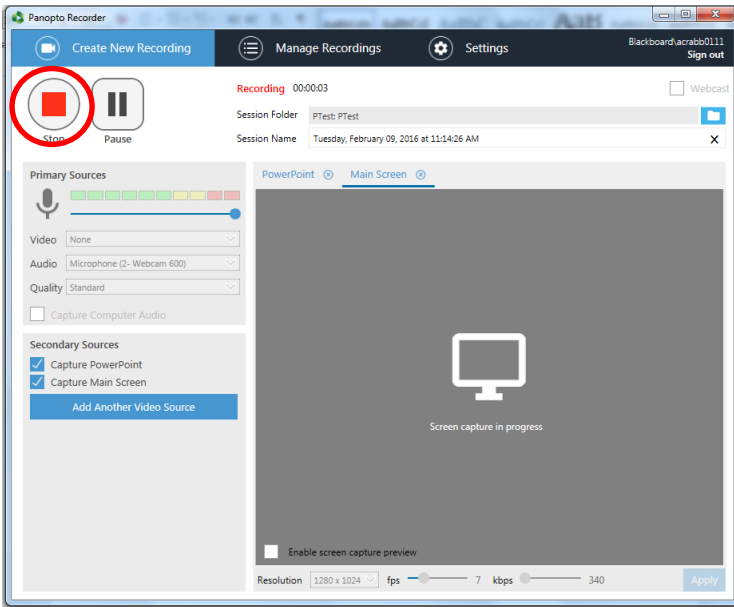
- Click on **PowerPoint**
- Choose Video – Integrated Camera or none – (Integrated Camera chosen)
- Audio – Must choose Audio Source
- Choose **Open a Presentation**.



**Step 6:** Begin your presentation.

When you have finished with your PowerPoint presentation:

- Hit the Escape button on your keyboard to exit out of the PowerPoint
- Return to the Panopto recorder. Click the **STOP** button.

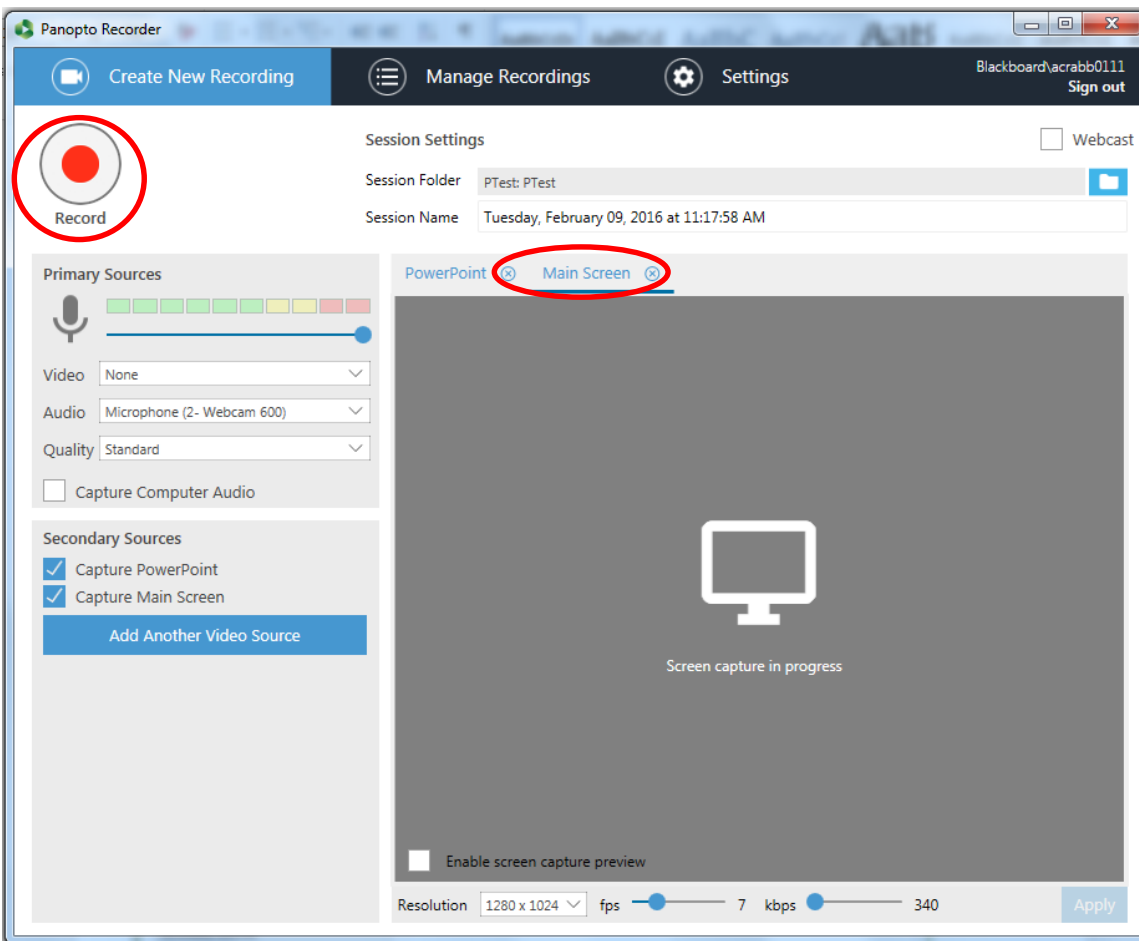


See below for the final step, #7.

## Main Screen Option

**Step 5:** To record documents, websites, etc. on your screen use the **Main Screen** option.

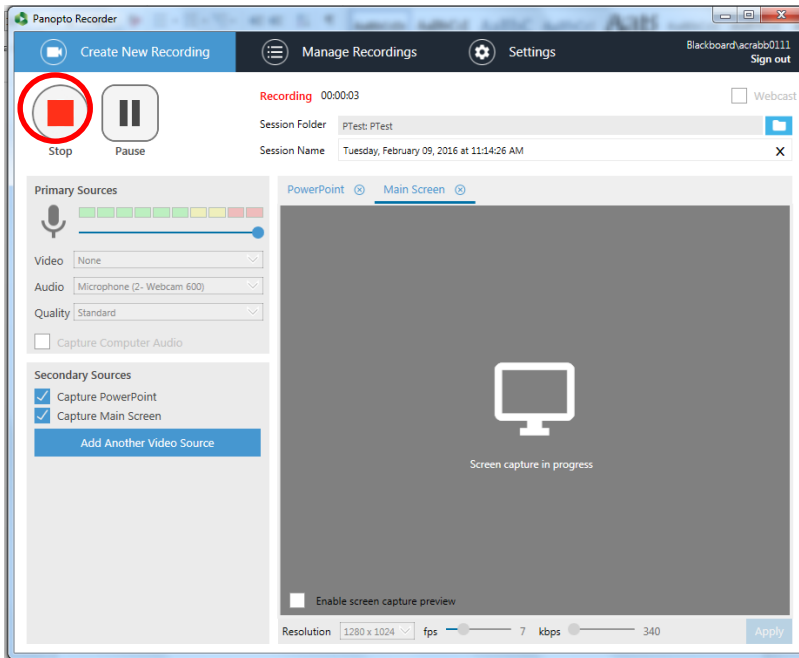
Click on **Main Screen**, then click **RECORD**.



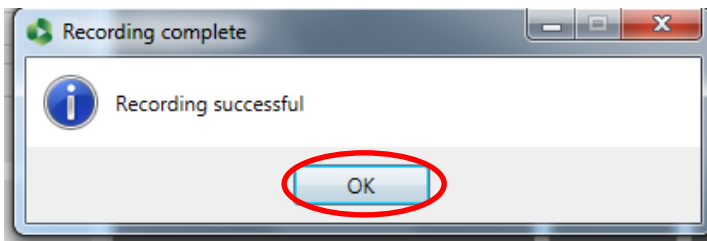
**Step 6: Begin your presentation.**

We suggest that you queue items prior to starting the recording, that way students will not see you opening websites, documents, etc during the video. Also, exit out of Outlook and Skype to avoid pop ups. Make sure that there is no personal or confidential information on your screen; everything on your screen is captured.

Once you have completed the presentation click the **STOP** button.



You will receive a pop up window noting that your recording is successful. Click **Ok**.



**Step 7:** You will then be redirected to the **Manage Recordings** Tab. At this point you can either close out of the Recorder or choose **Create New Recording** and record another video.

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

### Offline Recordings

Start Time	Duration	Session	Streams	Actions
1/29/2016 4:03 PM	00:00:55	Faculty Funding Form	Screen	<a href="#">Upload to Server</a> <a href="#">Delete</a>
12/9/2015 12:52 PM	00:01:24	Recording in Zoom	Screen	<a href="#">Upload to Server</a> <a href="#">Delete</a>
12/8/2015 3:19 PM	00:01:42	Using Zoom.us website	Screen	<a href="#">Upload to Server</a> <a href="#">Delete</a>
12/8/2015 9:22 AM	00:02:39	Joining a Zoom Meeting	Screen	<a href="#">Upload to Server</a> <a href="#">Delete</a>
12/8/2015 9:09 AM	00:00:24	Download Zoom	Screen	<a href="#">Upload to Server</a> <a href="#">Delete</a>

### Uploaded Recordings

Start Time	Duration	Folder	Session	Actions	Status / Link
2/9/2016 11:25 AM	00:00:27	PTest: PTest	Tuesday, February 09, 2016 at...	<a href="#">Delete Local</a> <a href="#">Set Offline</a>	<a href="#">Share</a> <a href="#">Edit</a> <a href="#">View</a> (default) <span style="color: orange;">Processing</span>
2/9/2016 11:15 AM	00:00:04	PTest: PTest	Tuesday, February 09, 2016 at...	<a href="#">Delete Local</a> <a href="#">Set Offline</a>	<a href="#">Share</a> <a href="#">Edit</a> <a href="#">View</a> (default)
2/9/2016 11:13 AM	00:00:06	PTest: PTest	Tuesday, February 09, 2016 at...	<a href="#">Delete Local</a> <a href="#">Set Offline</a>	<a href="#">Share</a> <a href="#">Edit</a> <a href="#">View</a> (default)
1/29/2016 4:05 PM	00:04:01	Panopto Videos	Faculty Funding Form	<a href="#">Delete Local</a> <a href="#">Set Offline</a>	<a href="#">Share</a> <a href="#">Edit</a> <a href="#">View</a> (default)
1/27/2016 3:31 PM	00:02:48	Panopto Videos	Retrieving a Faculty Funding R...	<a href="#">Delete Local</a> <a href="#">Set Offline</a>	<a href="#">Share</a> <a href="#">Edit</a> <a href="#">View</a> (default)
12/17/2015 9:53 AM	00:01:38	Panopto Videos	Upload mp4	<a href="#">Delete Local</a> <a href="#">Set Offline</a>	<a href="#">Share</a> <a href="#">Edit</a> <a href="#">View</a> (default)
12/16/2015 1:11 PM	00:00:19	Videos_Course: Videos Course	Crabb Demo	<a href="#">Delete Local</a> <a href="#">Set Offline</a>	<a href="#">Share</a> <a href="#">Edit</a> <a href="#">View</a> (default)
12/9/2015 12:58 PM	00:02:07	Zoom Videos	Recording in Zoom	<a href="#">Delete Local</a> <a href="#">Set Offline</a>	<a href="#">Share</a> <a href="#">Edit</a> <a href="#">View</a> (default)
12/9/2015 11:33 AM	00:02:10	Zoom Videos	Annotating in Zoom	<a href="#">Delete Local</a> <a href="#">Set Offline</a>	<a href="#">Share</a> <a href="#">Edit</a> <a href="#">View</a> (default)
12/9/2015 11:05 AM	00:02:17	Zoom Videos	Using Zoom	<a href="#">Delete Local</a> <a href="#">Set Offline</a>	<a href="#">Share</a> <a href="#">Edit</a> <a href="#">View</a> (default)
12/9/2015 10:48 AM	00:04:40	Zoom Videos	Joining a Zoom Meeting	<a href="#">Delete Local</a> <a href="#">Set Offline</a>	<a href="#">Share</a> <a href="#">Edit</a> <a href="#">View</a> (default)
12/8/2015 3:21 PM	00:01:48	Zoom Videos	Using zoom.us website	<a href="#">Delete Local</a> <a href="#">Set Offline</a>	<a href="#">Share</a> <a href="#">Edit</a> <a href="#">View</a> (default)
12/8/2015 2:54 PM	00:04:10	Zoom Videos	Joining a Zoom Meeting	<a href="#">Delete Local</a> <a href="#">Set Offline</a>	<a href="#">Share</a> <a href="#">Edit</a> <a href="#">View</a> (default)

You will receive an email when your video has been processed and is ready to be edited or viewed.