

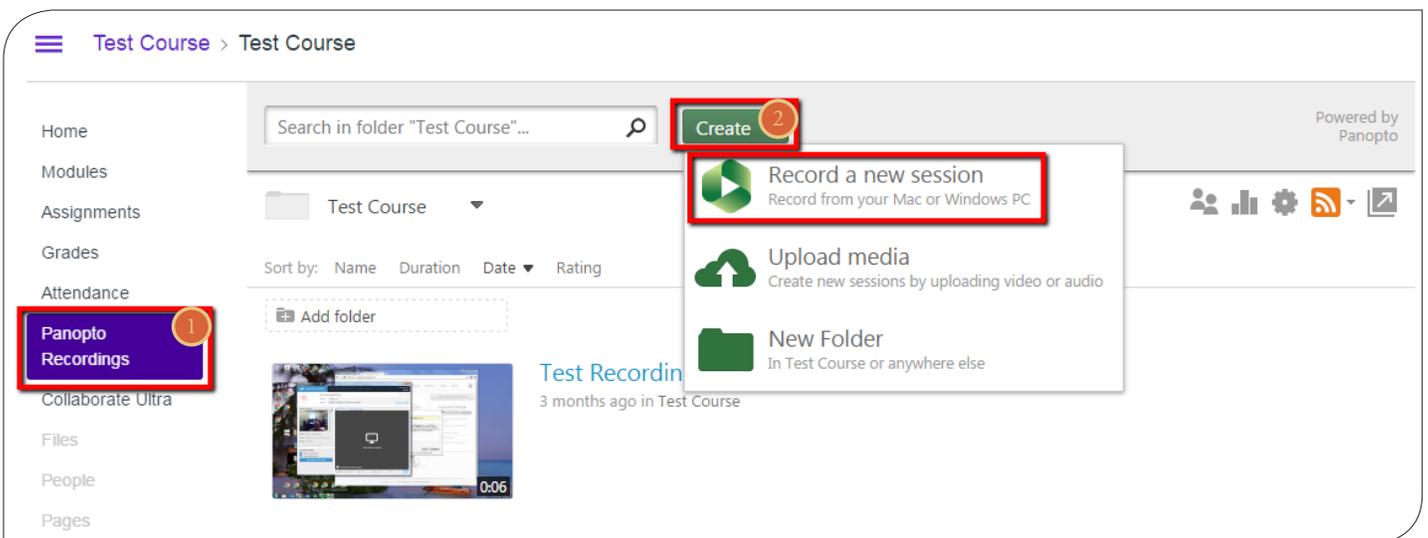
# How to record in Panopto

Follow the steps below to create a recording in Panopto for your course

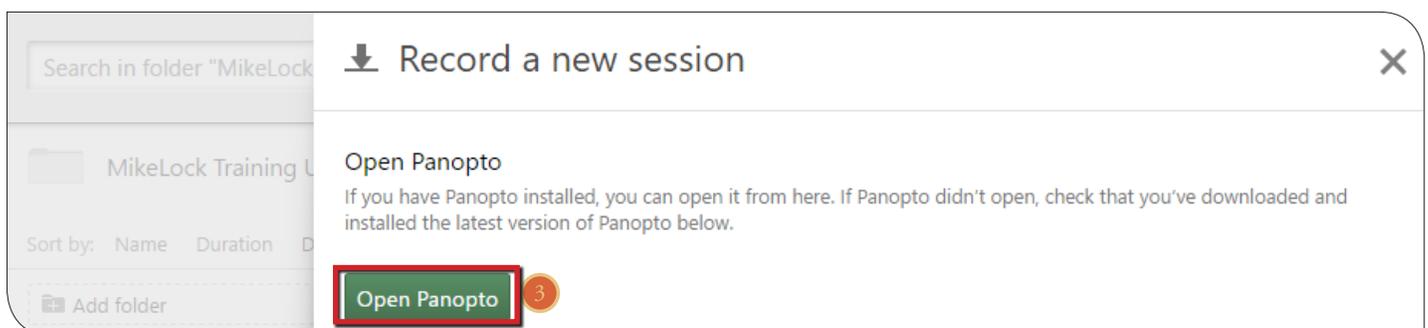


Before beginning this, you must have Panopto downloaded on your computer. **DO NOT** use web search tools like Google to locate this application. Only use the version that is provided within Canvas.

- [1] Click Panopto recordings
- [2] Click create and select record a new session
- [3] Click open Panopto

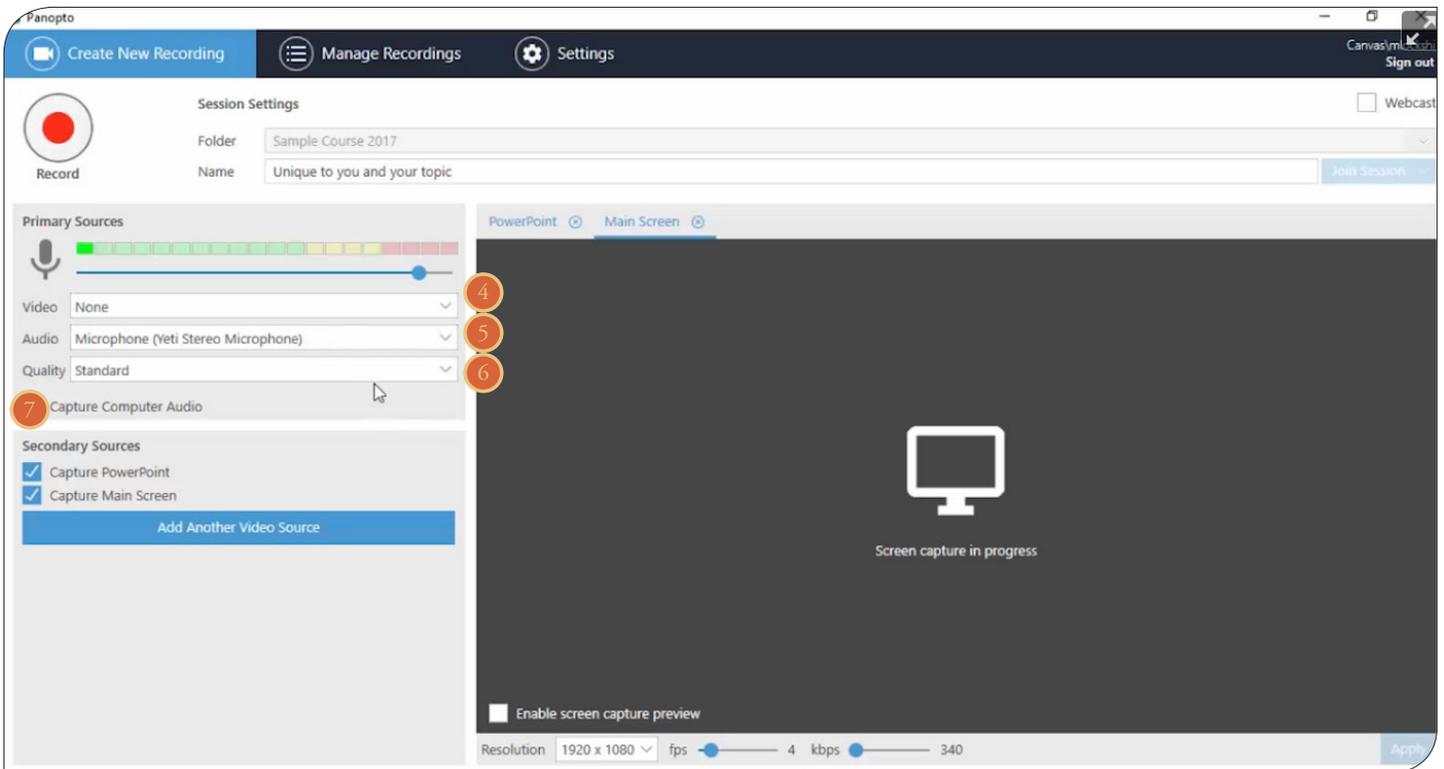


The screenshot shows the Canvas LMS interface for a course titled "Test Course". On the left-hand navigation menu, the "Panopto Recordings" option is highlighted with a red box and a circled "1". In the main content area, the "Create" button is highlighted with a red box and a circled "2". A dropdown menu is open from the "Create" button, showing three options: "Record a new session" (highlighted with a red box), "Upload media", and "New Folder".



The screenshot shows the "Record a new session" dialog box in Panopto. The "Open Panopto" button at the bottom is highlighted with a red box and a circled "3". The dialog box contains the following text: "Open Panopto. If you have Panopto installed, you can open it from here. If Panopto didn't open, check that you've downloaded and installed the latest version of Panopto below."

First you need to prepare your primary source. The primary source is the video and audio recording of yourself. If you are a student doing a presentation using Panopto, you are required to use both video and audio for your presentation. To see up your primary source.

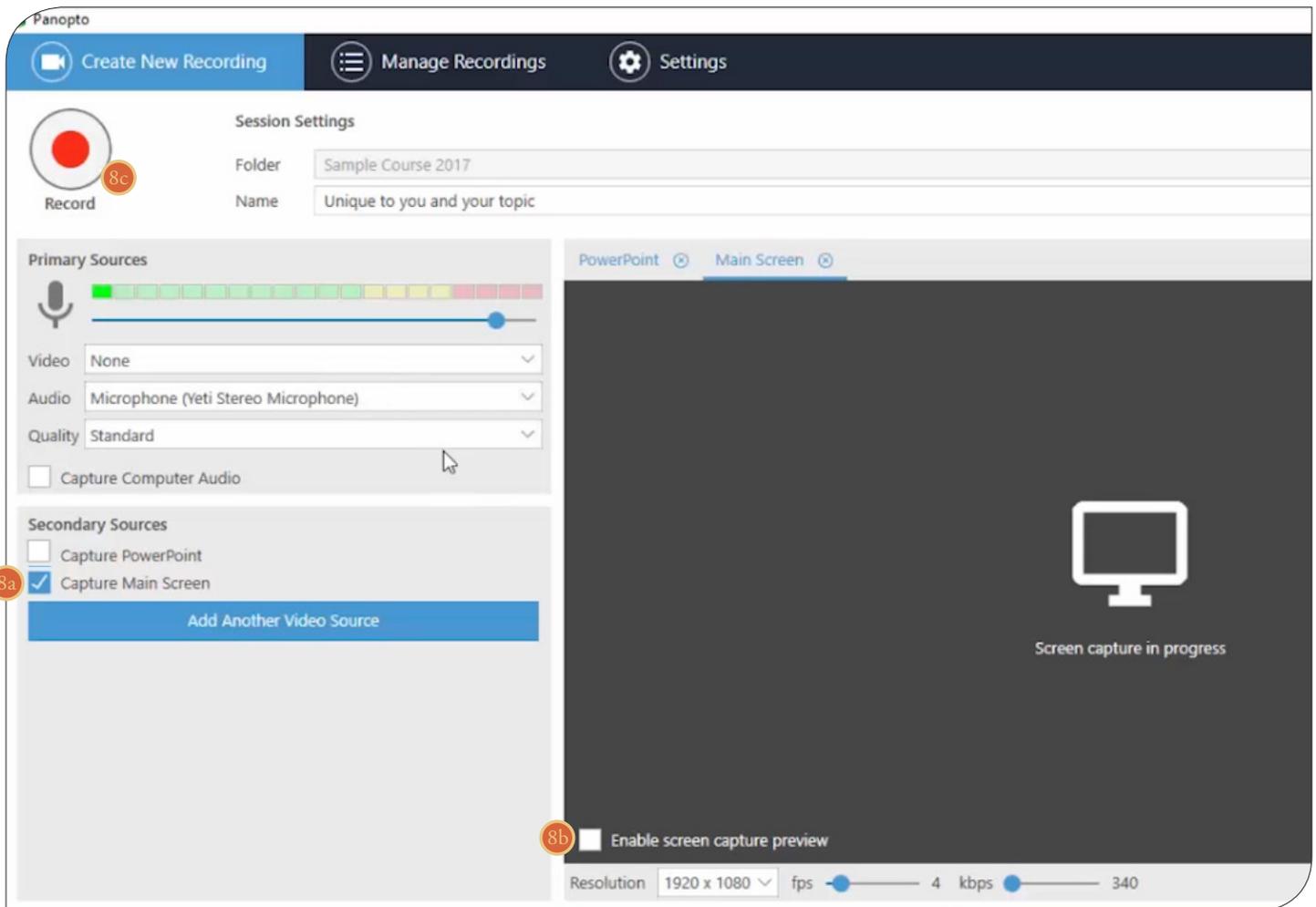


[4] Choose the video source (this needs to be on for student presentations).

[5] Choose your audio source.

[6] Choose your quality. Standard is fine.

[7] Choose capture computer audio if you want to record sounds from your computer as well as your voice.



You have two options for your secondary source Main Screen and PowerPoint. You should only check the box with the secondary source you want to use.

*To capture your Main Screen*

You would use this option if you want to record your desktop, a word document or pdf file, or anything else that you can view on your screen.

**[8a]** Check the box next to capture Main Screen. Make sure the box next to capture PowerPoint is not checked.

**[8b]** Click on Enable screen capture preview to see a preview of what will be visible while you are recording.

**[8c]** Click record to begin.

Continue with step 10.

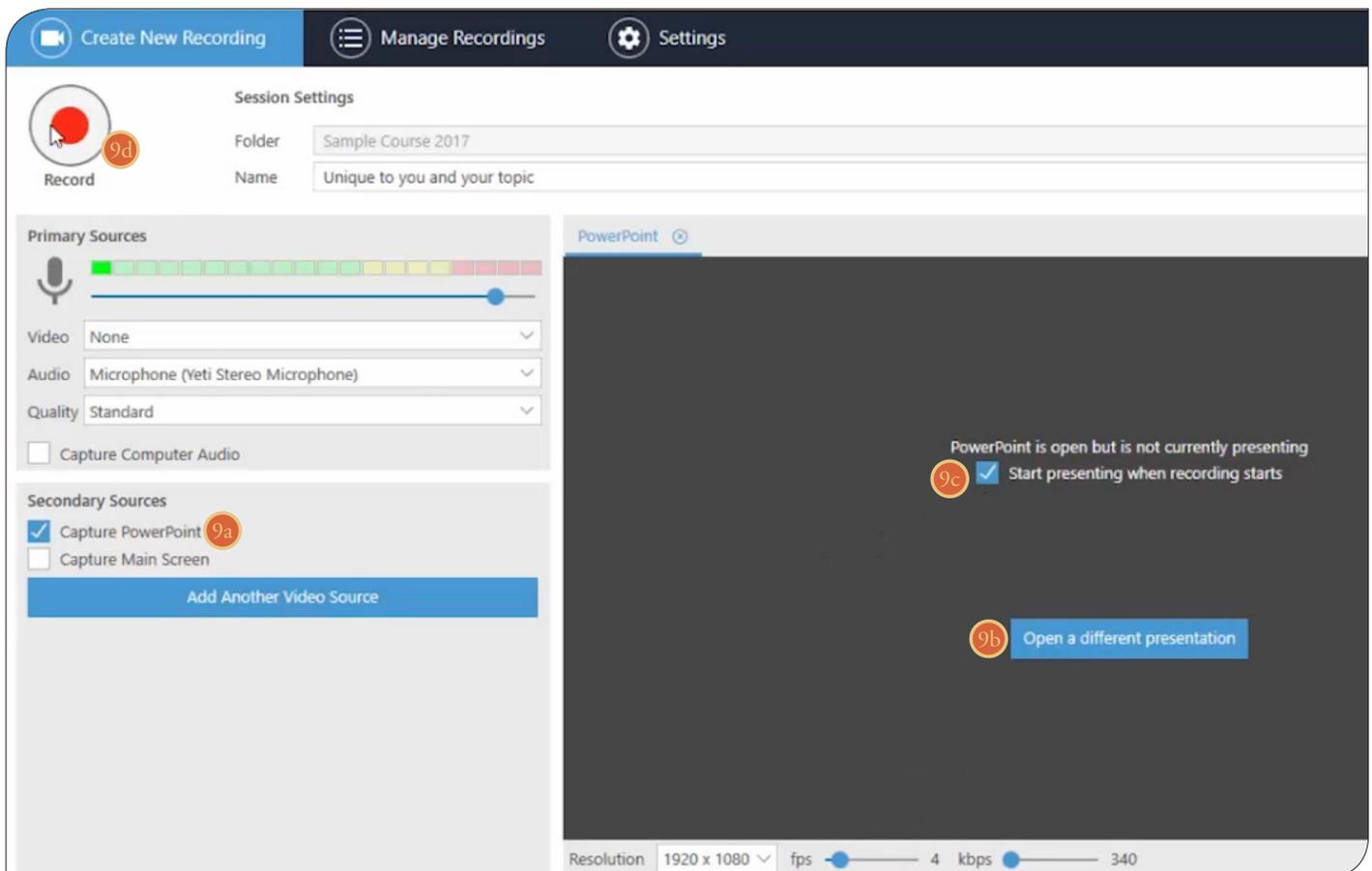
## *To capture a PowerPoint*

You would use this option if you would like to record a lecture for class, or if you are required to do a PowerPoint presentation.

**[9a]** Check the box next to capture PowerPoint. Make sure the box next to capture Main Screen is not checked.

**[9b]** Open your PowerPoint in PowerPoint on your computer.

**[9c]** Check the box to start presenting when recording starts.



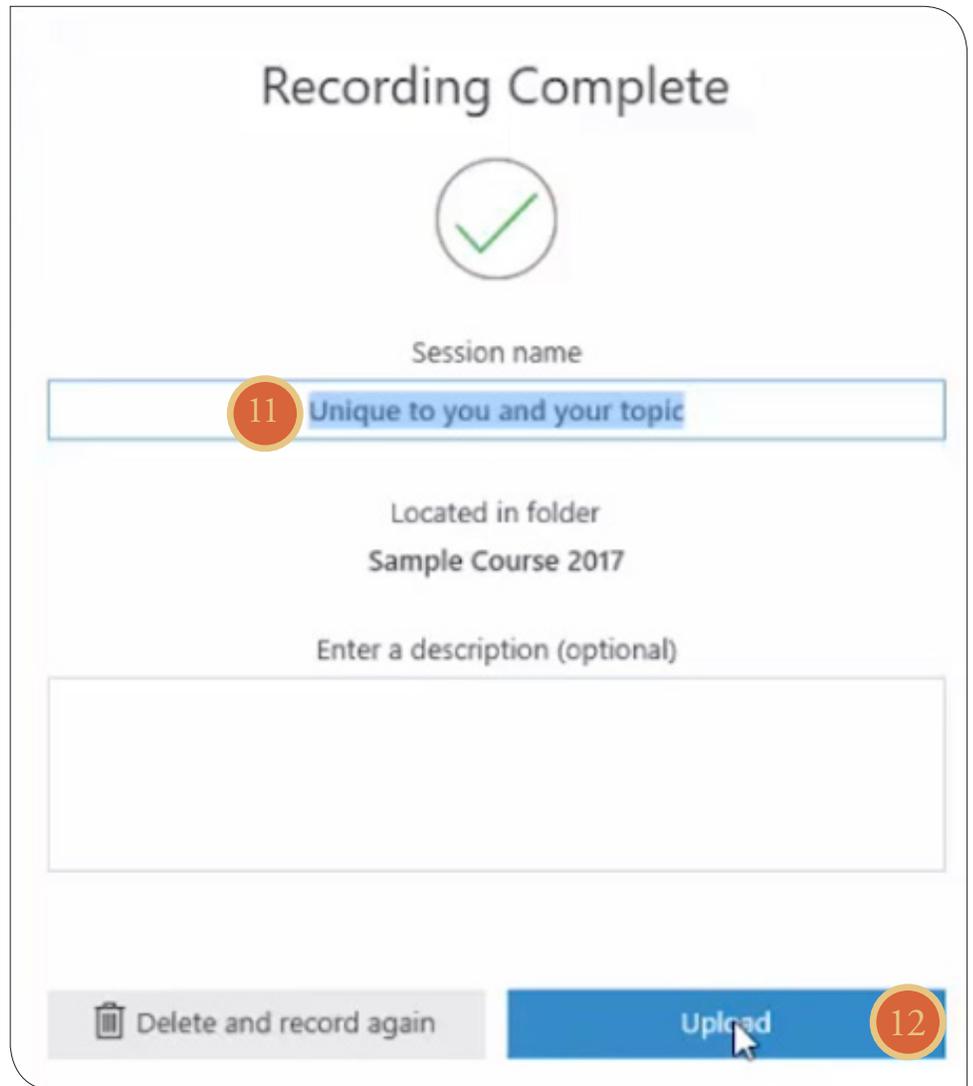
The screenshot shows the recording software interface with the following elements:

- Navigation Bar:** "Create New Recording" (selected), "Manage Recordings", and "Settings".
- Session Settings:**
  - Folder: Sample Course 2017
  - Name: Unique to you and your topic
- Primary Sources:**
  - Record button (with callout 9d)
  - Microphone level indicator and slider.
  - Video: None
  - Audio: Microphone (Yeti Stereo Microphone)
  - Quality: Standard
  - Capture Computer Audio
- Secondary Sources:**
  - Capture PowerPoint (with callout 9a)
  - Capture Main Screen
  - Button: Add Another Video Source
- PowerPoint Preview:**
  - Text: "PowerPoint is open but is not currently presenting"
  - Start presenting when recording starts (with callout 9c)
  - Button: Open a different presentation (with callout 9b)
  - Resolution: 1920 x 1080
  - fps: 4
  - kbps: 340

**[10]** Click record to begin.

[11] When you finish recording, name your Session and enter a description to help you identify it.

[12] Click upload to upload the video into your course. If you don't like the video, you can always edit or delete it at a later point. You can also come back and record again later. If you click delete and record again, you can not get the video back.



Recording Complete



Session name

11 Unique to you and your topic

Located in folder  
Sample Course 2017

Enter a description (optional)

 Delete and record again

Upload 12