

# How to record using Panopto

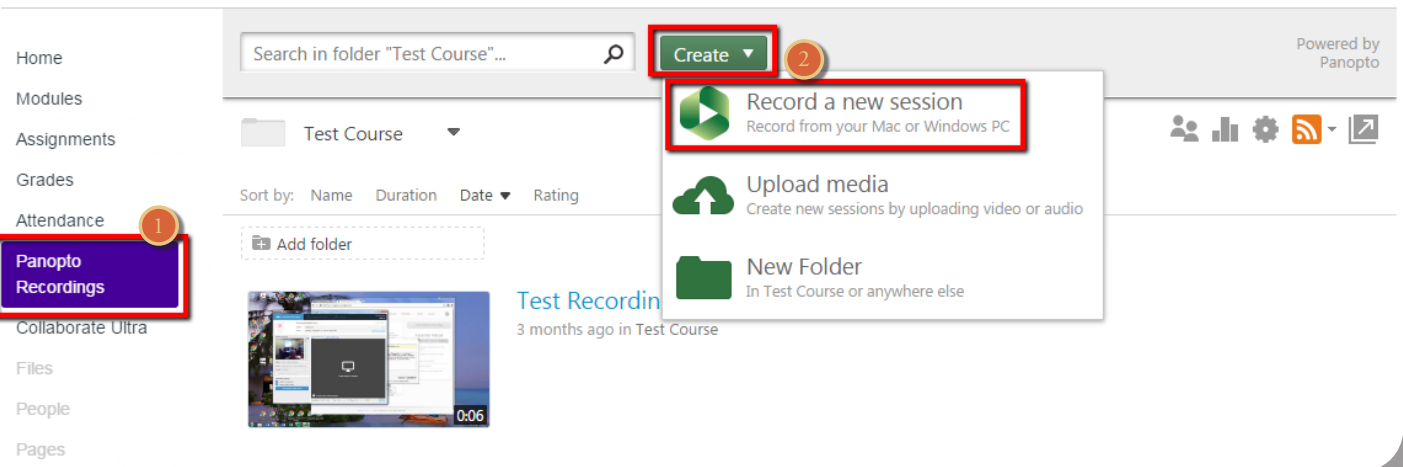
Follow the steps below to create a recording in Panopto for your course



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

☰ Test Course > Test Course



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**Panopto Recordings**  
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Files  
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Search in folder "Test Course"...

Test Course

Sort by: Name Duration Date Rating

Add folder

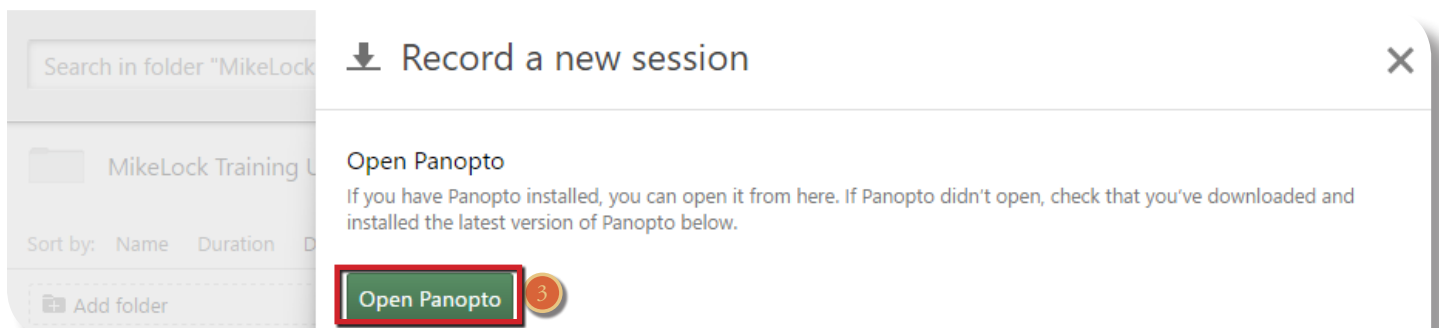
Test Recording  
3 months ago in Test Course

Powered by Panopto

Record a new session  
Record from your Mac or Windows PC

Upload media  
Create new sessions by uploading video or audio

New Folder  
In Test Course or anywhere else



Search in folder "MikeLock..."

MikeLock Training U

Sort by: Name Duration D

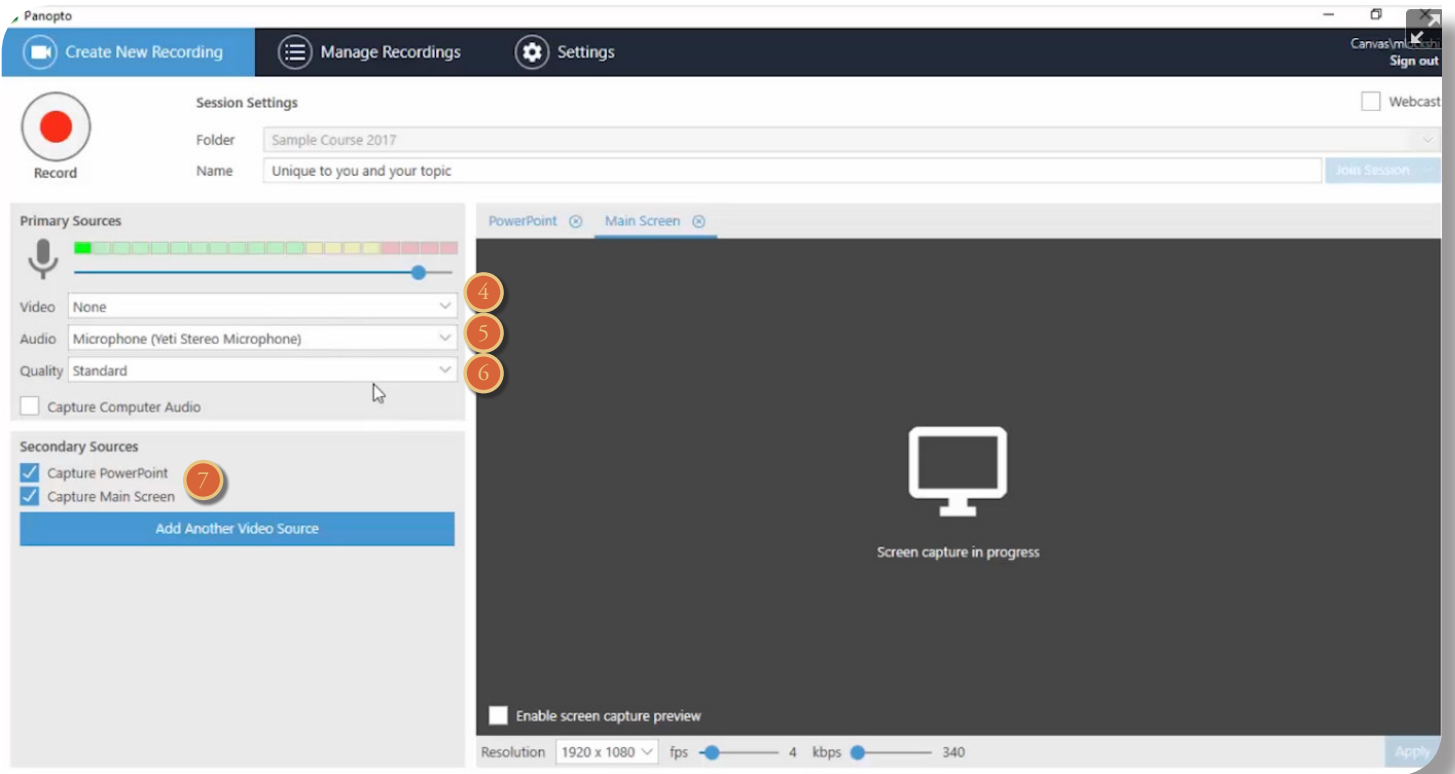
Add folder

Record a new session

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.

Open Panopto

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.

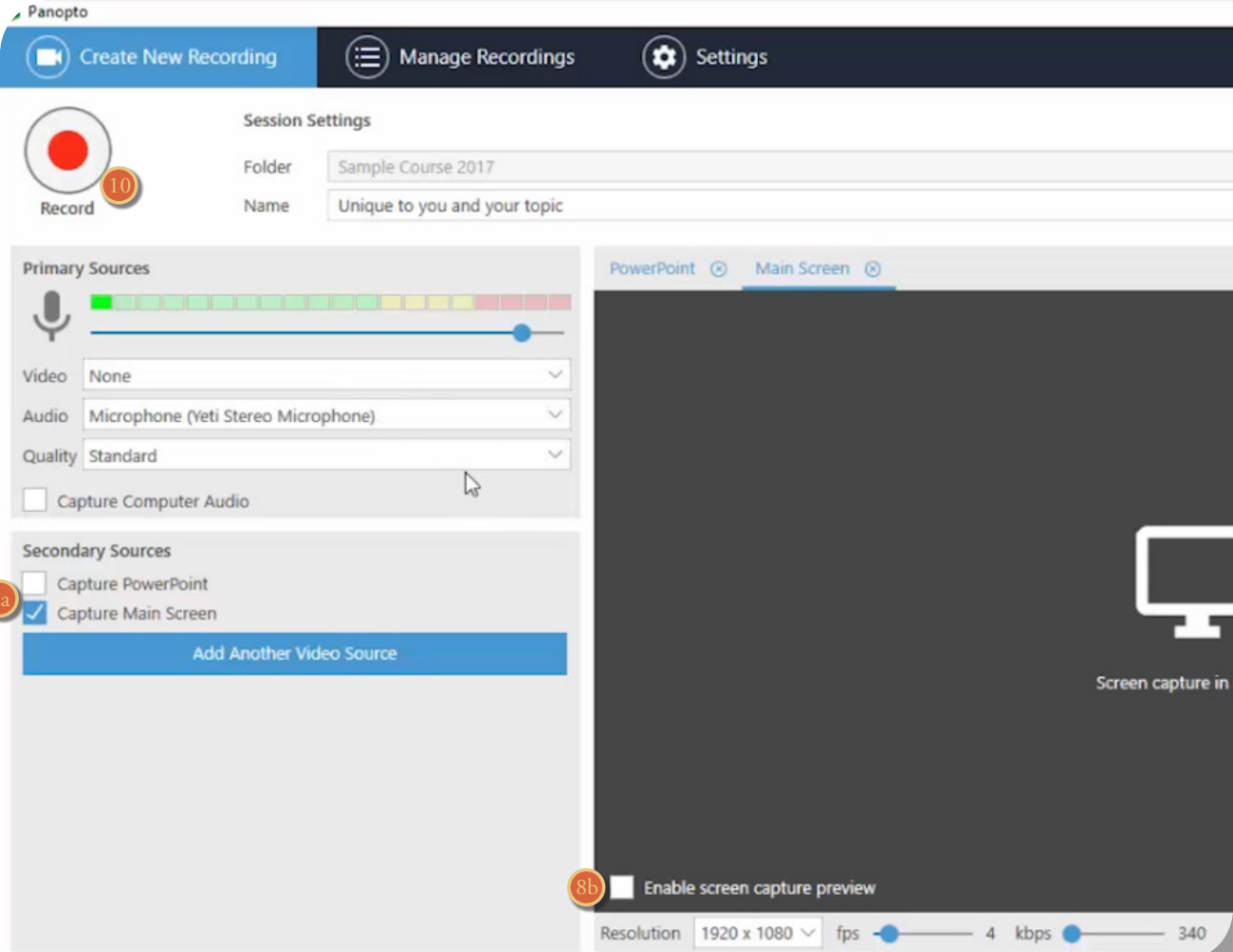
To capture your Main Screen

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.

Continue with step 10.



The screenshot displays the Panopto recording interface. At the top, there are navigation buttons for "Create New Recording", "Manage Recordings", and "Settings". Below this is a "Session Settings" section with a "Record" button (marked with a "10" badge) and input fields for "Folder" (Sample Course 2017) and "Name" (Unique to you and your topic). The "Primary Sources" section includes a microphone level indicator, a "Video" dropdown set to "None", an "Audio" dropdown set to "Microphone (Yeti Stereo Microphone)", a "Quality" dropdown set to "Standard", and an unchecked "Capture Computer Audio" checkbox. The "Secondary Sources" section has an unchecked "Capture PowerPoint" checkbox and a checked "Capture Main Screen" checkbox (marked with an "8a" badge). Below this is a blue button labeled "Add Another Video Source". On the right, a preview window shows a dark screen with a white monitor icon and the text "Screen capture in". At the bottom, there is an unchecked "Enable screen capture preview" checkbox (marked with an "8b" badge) and a resolution dropdown set to "1920 x 1080" with a "4 kbps" bitrate indicator.

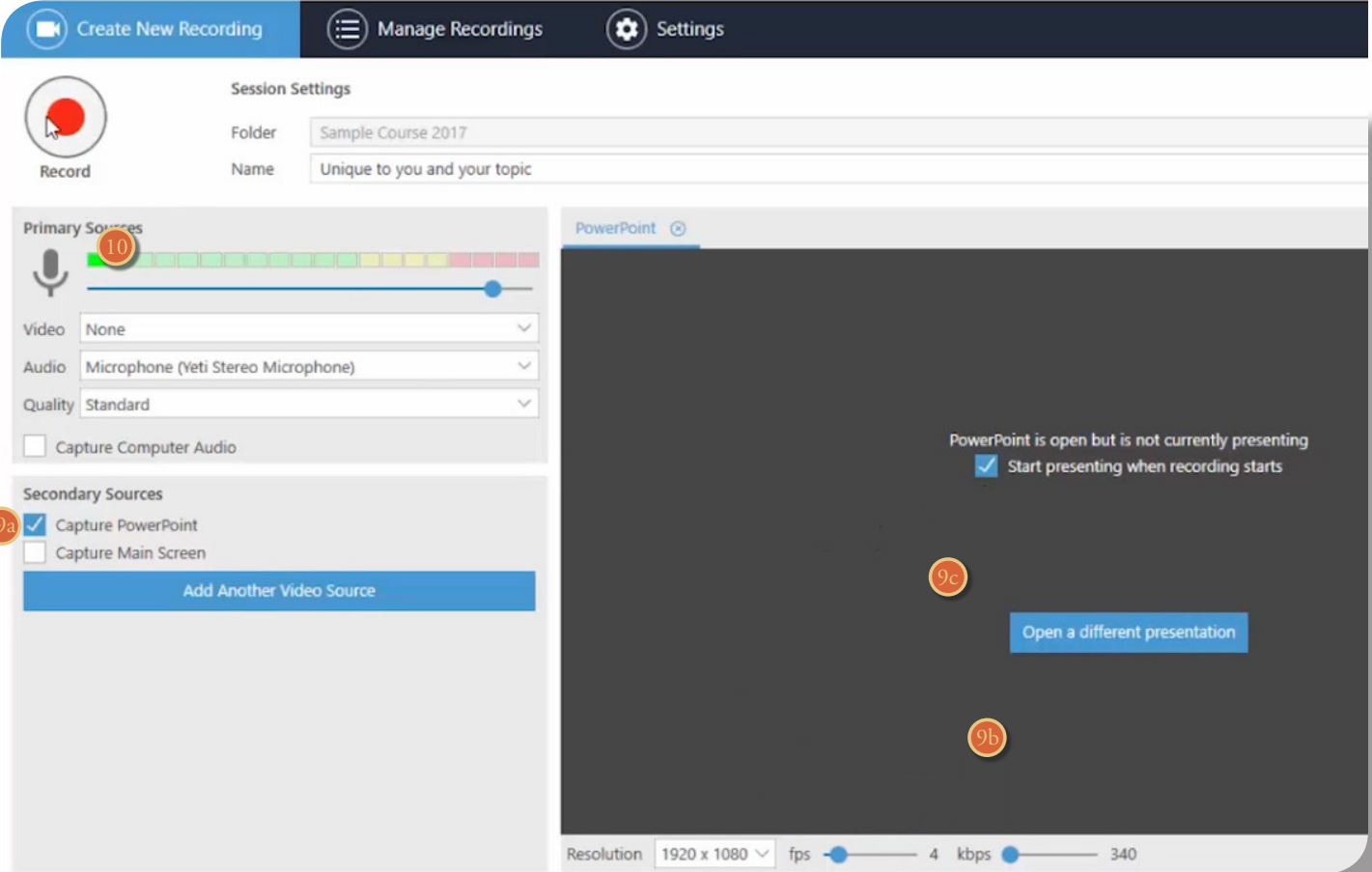
To capture a PowerPoint

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 displays the recording software interface. At the top, there are three main navigation buttons: "Create New Recording" (with a red circle icon), "Manage Recordings" (with a list icon), and "Settings" (with a gear icon). Below these is a "Record" button with a red circle icon and a mouse cursor. The "Session Settings" section includes a "Folder" field set to "Sample Course 2017" and a "Name" field set to "Unique to you and your topic".

The "Primary Sources" section contains a microphone icon with a volume slider (marked with a '10' in a red circle), a "Video" dropdown menu set to "None", an "Audio" dropdown menu set to "Microphone (Yeti Stereo Microphone)", and a "Quality" dropdown menu set to "Standard". There is an unchecked checkbox for "Capture Computer Audio".

The "Secondary Sources" section has a checked checkbox for "Capture PowerPoint" (marked with a '9a' in a red circle) and an unchecked checkbox for "Capture Main Screen". Below this is a blue button labeled "Add Another Video Source".

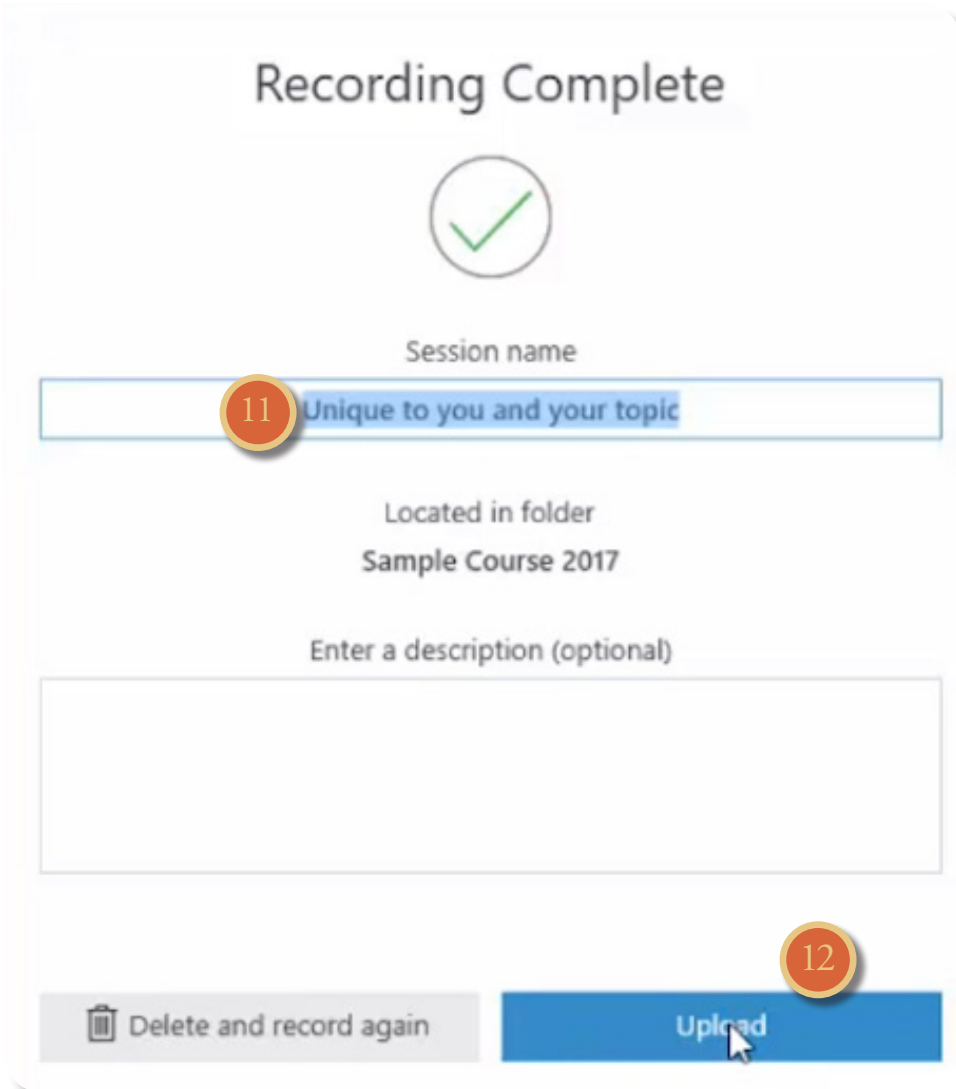
The main recording area shows a PowerPoint slide with the text "PowerPoint is open but is not currently presenting" and a checked checkbox for "Start presenting when recording starts" (marked with a '9c' in a red circle). A blue button labeled "Open a different presentation" is visible below the slide. A '9b' in a red circle is positioned near the bottom of the slide area.

At the bottom of the interface, there are settings for "Resolution" (1920 x 1080), "fps" (4), and "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

**12** Upload