

## Creating a New Recording

Learn how to **record**, **save**, and **manage** your Panopto recordings. You can record/create directly from your D2L course shell. This is the recommended method and will ensure that recordings are stored in the correct course folder.

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### Tutorial Videos

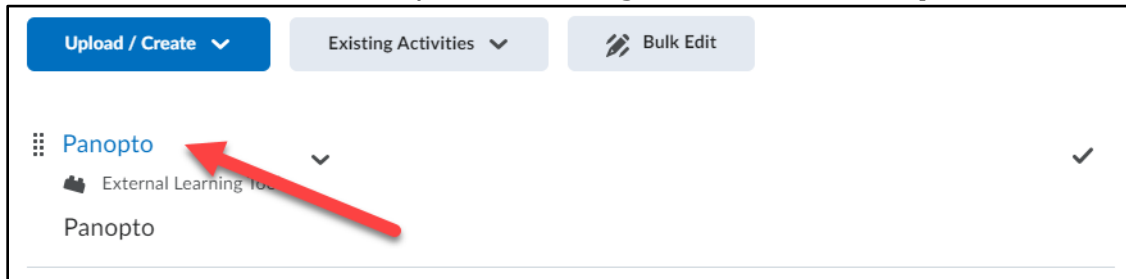
- [Create a New Recording with Panopto Capture](#)
- [Create a Recording with Panopto Capture](#)
- [How to Use the Panopto Mobile App](#)
- [Upload Media Files](#)
- [Record with Panopto for Mac](#)
- [Record with Panopto for Windows](#)

Note: Some tutorial videos show how to use the Panopto recorder from the Panopto website, however, it is recommended that D2L users launch the Panopto recorder via the Panopto Recordings link within their D2L course shell.

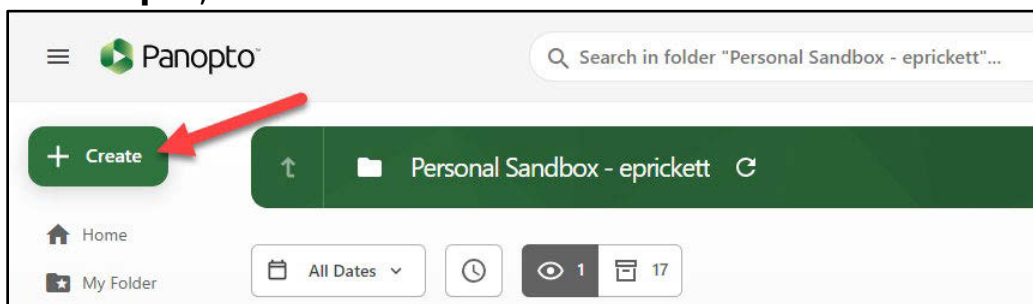
## Launch Panopto

Note: When creating video content for a specific course, make sure there is a link for **Panopto** in that course. See the Panopto Guide, [Adding Panopto to a Course](#), for help.

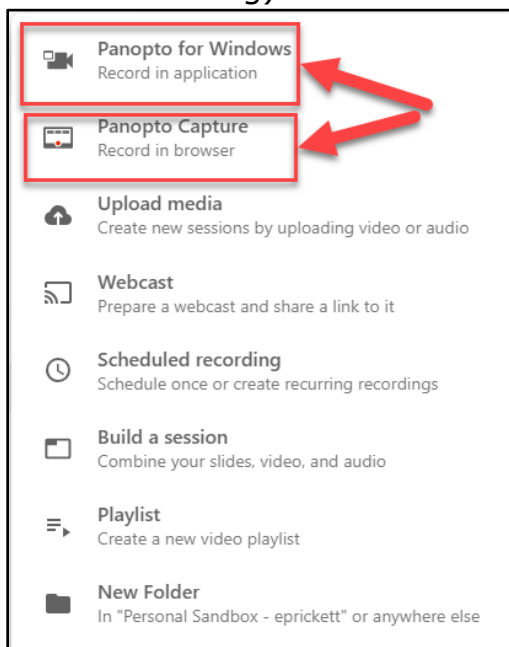
1. After logging in to D2L and selecting the correct course, select the module that contains the link for Panopto Recordings. Click the **Panopto** link.



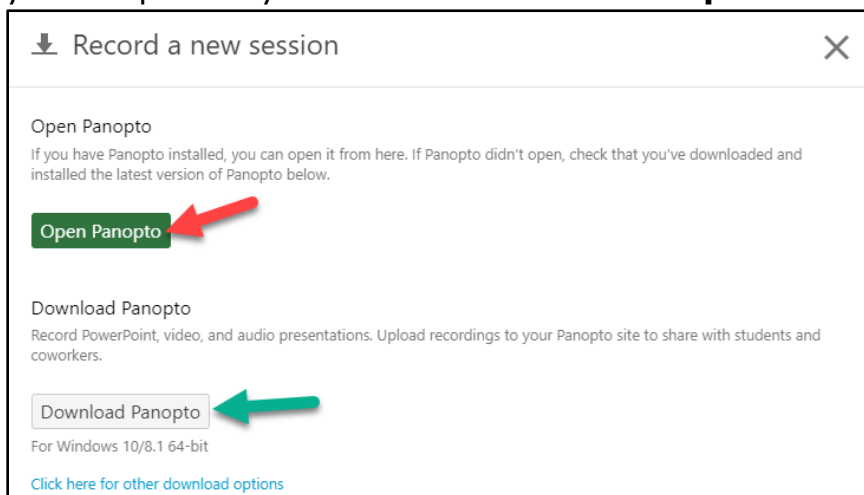
2. In **Panopto**, click **Create**.



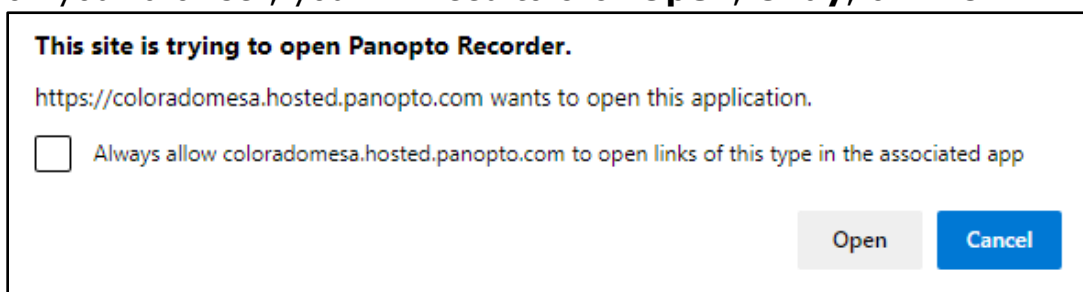
3. Select how you wish to record a new session from the dropdown menu: **Panopto for Windows** (or **Panopto for Mac** if using a Mac) or **Panopto Capture** (web browser based recording).



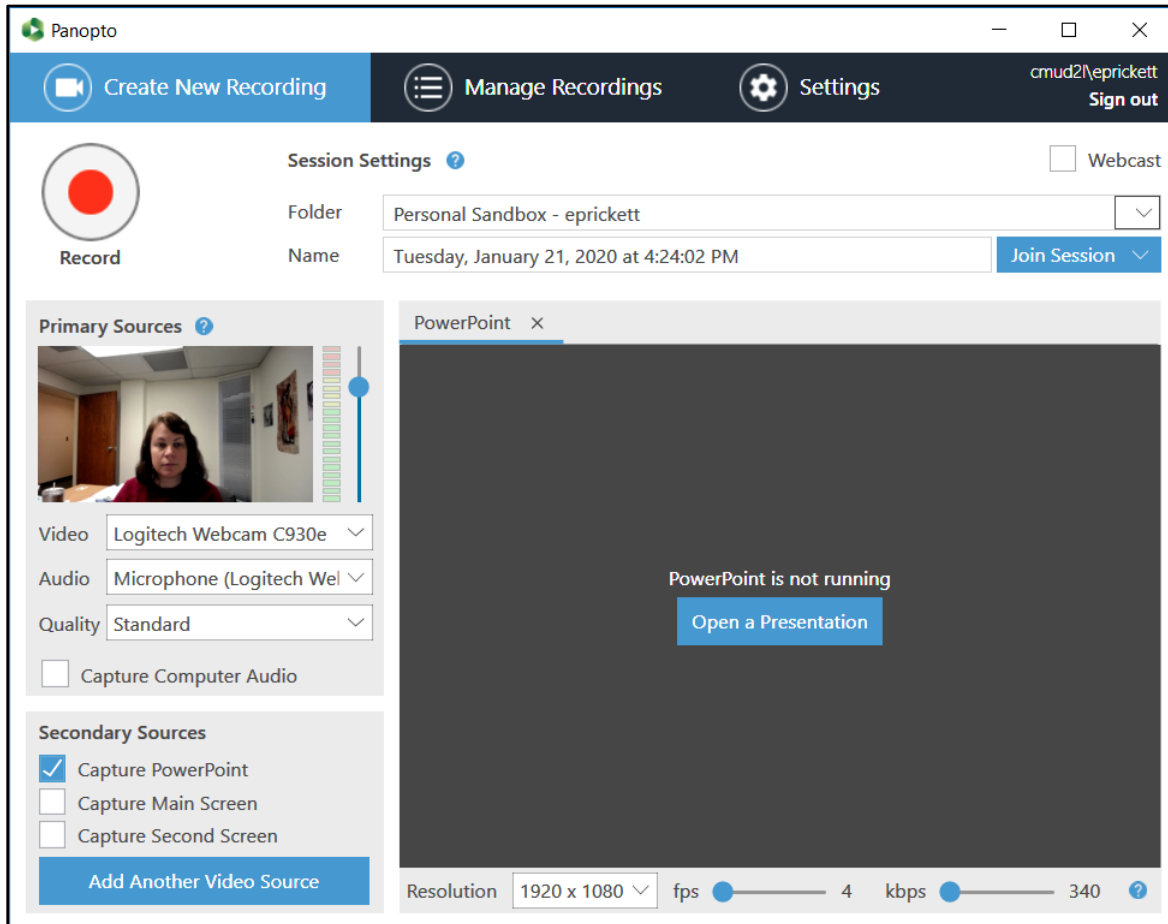
4. Note to students: If your instructor has created a **Panopto assignment folder**, be sure to select the correct folder **before** clicking Create. Follow the directions provided by your instructor.
5. In the **Record a new session** dialog, select **Open Panopto** to open the Panopto application.
6. If Panopto is **not** installed on your device you will have to **download** it before you can record your video. (Or you may use the **Panopto Capture** option to record in your browser instead. This works for Chrome, Firefox, and Edge. Skip to the directions for [Record with Panopto Capture](#).) If you are using a campus computer, you will probably need to submit an **IT Help Desk ticket** to install Panopto.



7. Panopto may ask for permission to access your microphone and camera. Depending on your browser, you will need to click **Open, Okay, or Allow**.



8. The Panopto recorder will launch in a new window, and you will be ready to record video content.

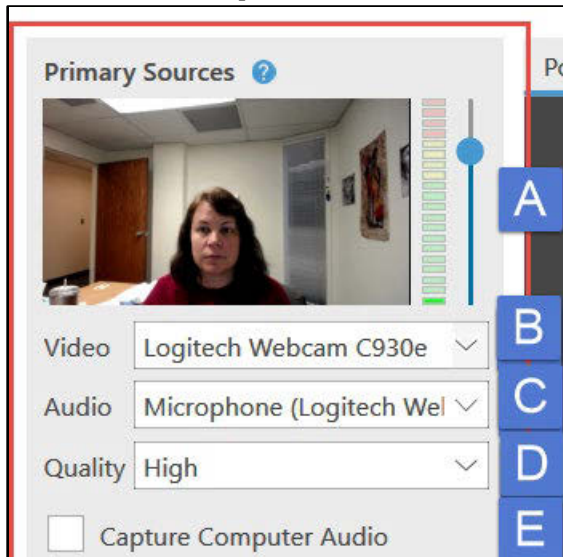


Note: You may need to grant Panopto permission to access your video camera/webcam and/or microphone.

## Directions for PC

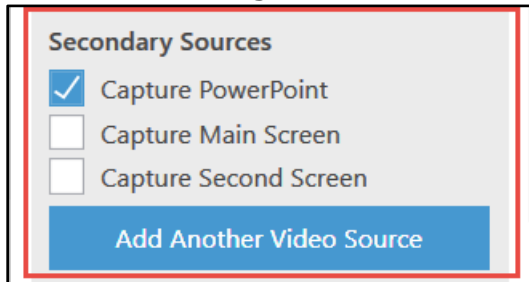
### Set up Recording Options (PC)

1. In the **Primary Sources** area check the following settings:

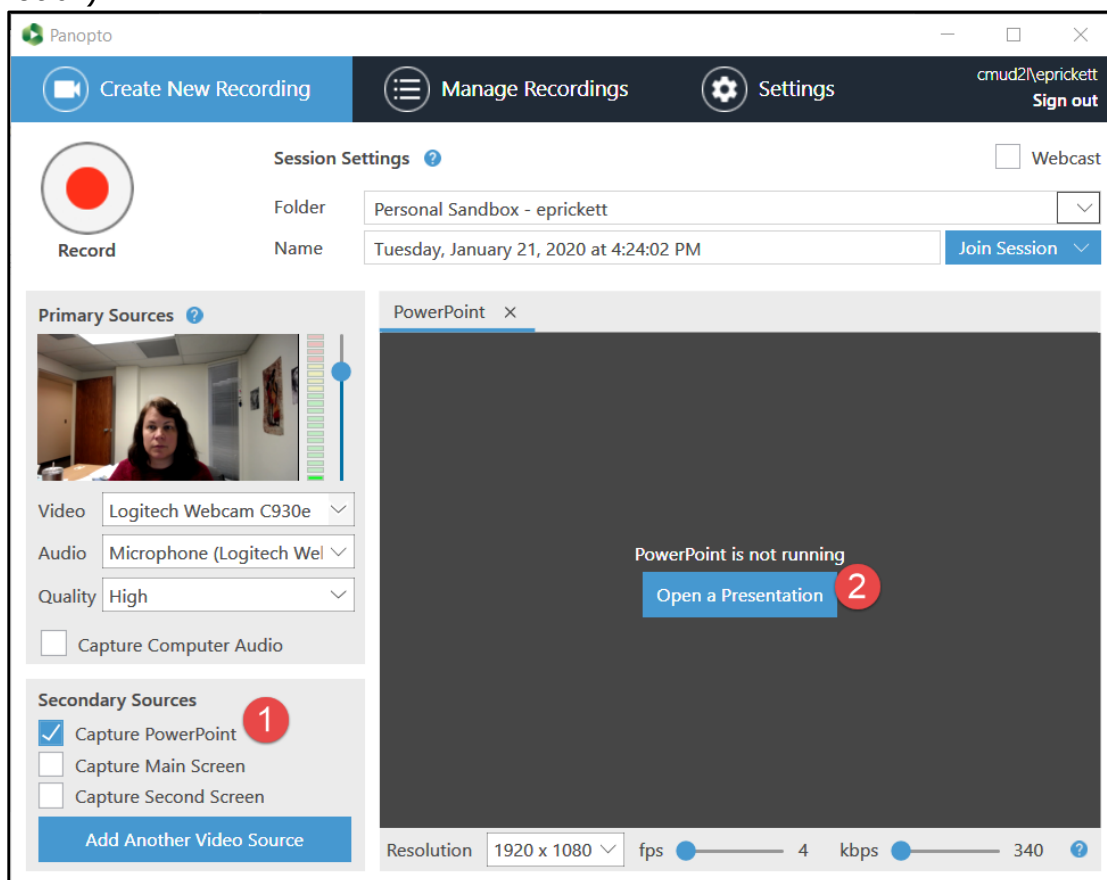


- a. **Audio slider:** Adjust the microphone to capture all audio by sliding the blue dot to the top. Verify that the microphone is capturing audio by speaking toward the webcam. You should see the colored scale moving. The majority of what you say should stay in the green to yellow area but not spike to the red area.
- b. **Video:** Use the dropdown menu to select your video source. If you would like to make a recording without video, click the dropdown menu next to **Video** and select **None**.
- c. **Audio:** Use the dropdown menu to select your audio source.
- d. **Quality:** Use the dropdown menu to select from **Standard** (default), **High**, or **Ultra**. **High** is the preferred choice and will allow you to capture quality videos.
- e. **Capture Computer Audio:** Check this box if you need to record your computer's audio, as well as your microphone.

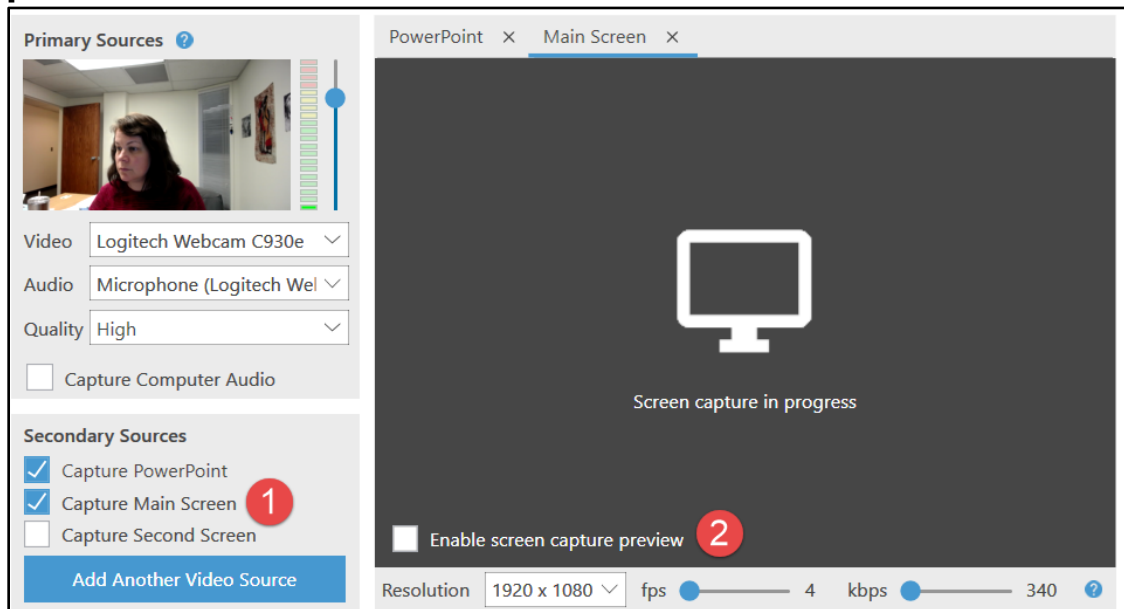
2. To capture an additional source in your recording (a PowerPoint, the computer's main screen, or a second computer screen), check the box under **Secondary Sources**. The image that will be recorded from the secondary source is shown in the larger screen to the right.



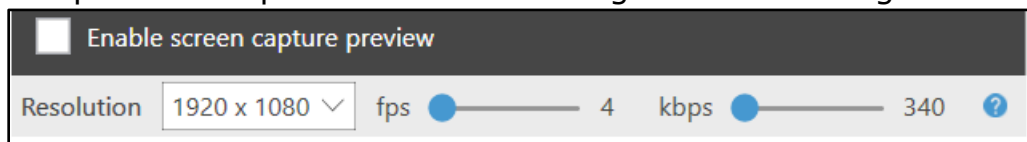
- a. If you select **Capture PowerPoint**, use the **Open a Presentation** button to open your PPT. (Note: If you already have PPT running, it will automatically load.)



- b. If you select **Capture Main Screen**, check the box for **Enable screen capture preview**.

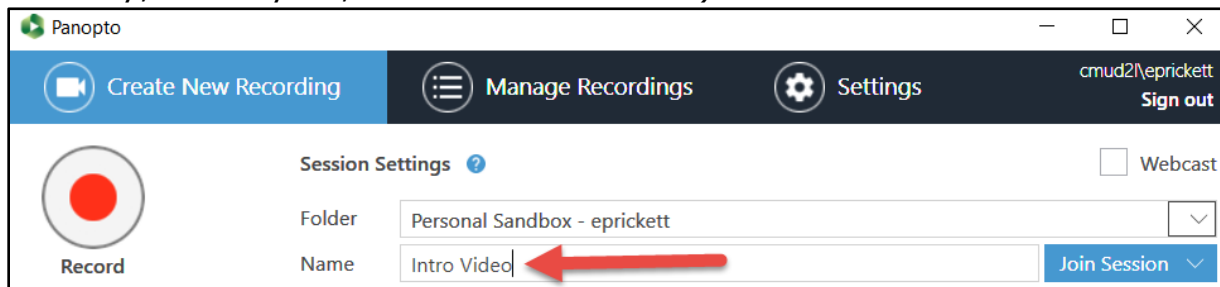


3. At the bottom of the secondary source window, set the **Resolution** for your secondary source settings to at least **1280 x 720**. (Note: The default resolution is higher, but be aware that recording at a higher quality can be taxing on your computer. Panopto recommends doing a test recording after modifying settings.)



Note: If you wish to get more technical with your recording, you may adjust the framerate and bitrate as well: **fps** (default 4) and **kbps** (default 340). If you click on the **question mark (?)** icon, you can walk through a **tour** of the secondary video settings.

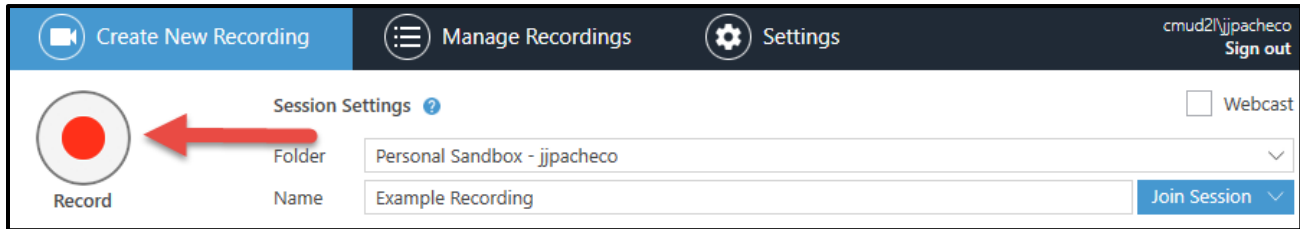
4. For easier navigation and organization, rename the recording by clicking in the **Name** textbox. (By default, the Name is the date and time of your recording, such as Tuesday, January 21, 2020 at 4:50:51 PM.)



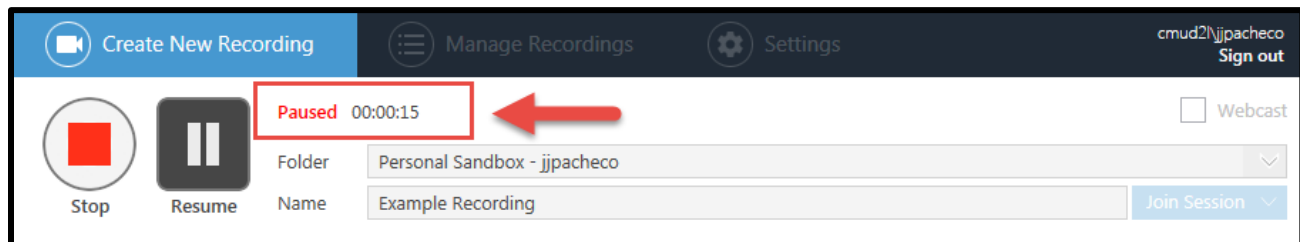
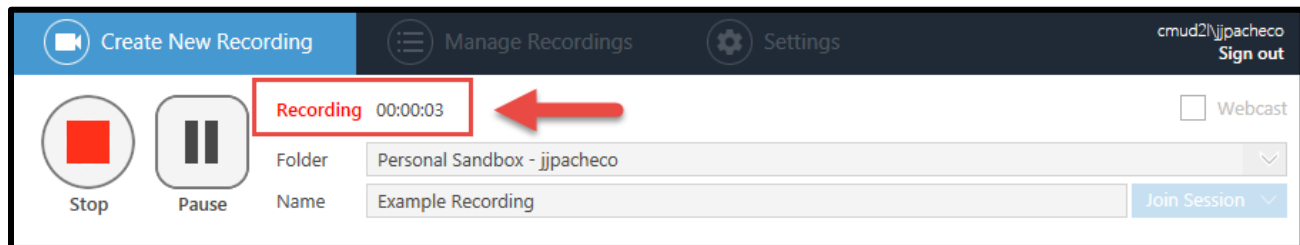
5. Now you are ready to record.

## Create a Recording (PC)

1. Click the **Record** button to begin recording.




2. Notice how the toolbar changes once the recording has started. During the recording you can **Pause** and **Resume**. Even when paused, the timer will continue to run.





3. To end the recording, click the **Stop** button. You can edit both the session name and the description at this point if desired. To upload the recording, click **Done**. Or, you can **Delete and record again** if necessary. Note: The following keys can also be used to record: F8 will START recording, F9 will PAUSE and RESUME, and F10 will STOP recording.

Recording Complete




Session name

Tuesday, January 21, 2020 at 4:50:51 PM


Located in folder

Personal Sandbox - eprickett

Enter a description (optional)



Delete and record again



Done

4. After clicking **Upload**, the screen will show the **Manage Recordings** tab. This screen shows recordings that have been uploaded previously, and the current recording being uploaded. The **Status/Link** column shows the initial processing of the upload, continually updating the Panopto server until it is complete.

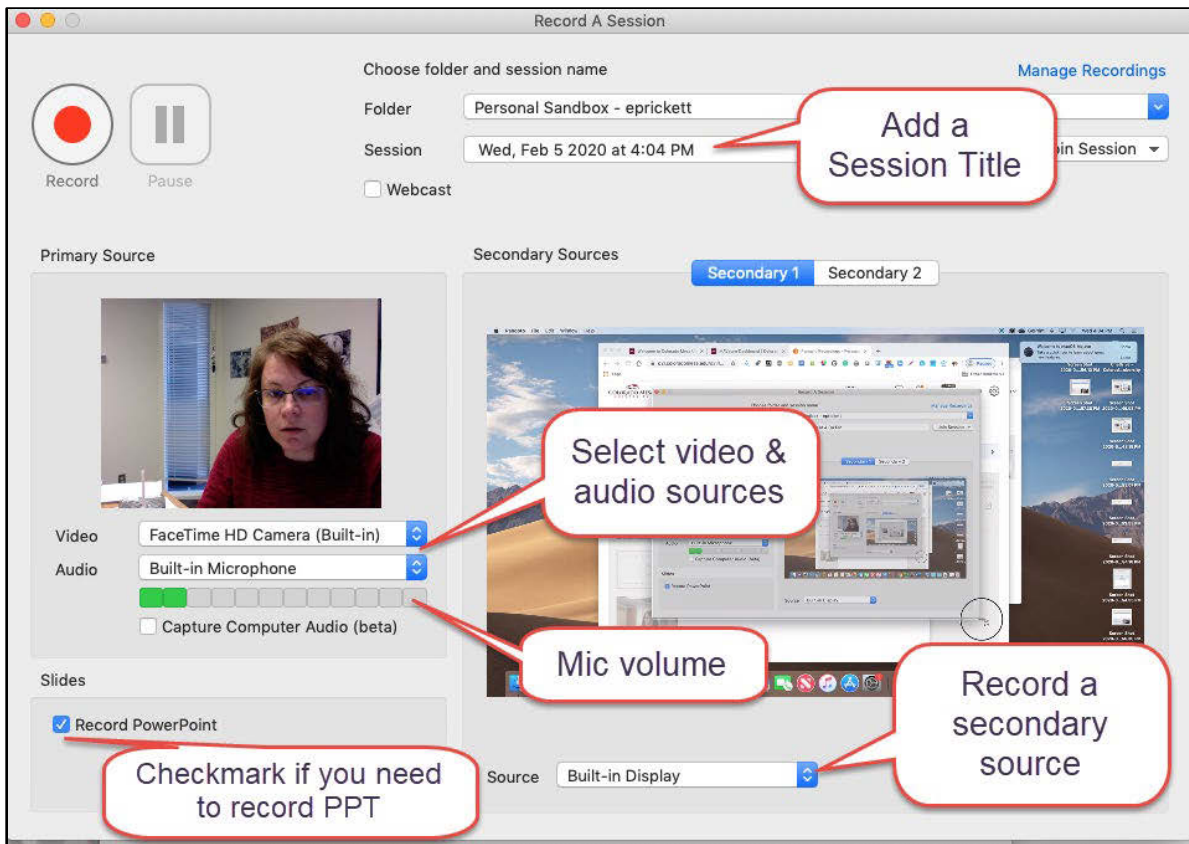
<div style="display: flex; justify-content: space-between; align-items: center;"> <span> Create New Recording</span> <span style="border: 2px solid red; padding: 2px;"> Manage Recordings</span> <span> Settings</span> </div> <div style="text-align: right;">cmud2\njipache Sign o</div>						
Uploaded Recordings						
Start Time	Duration	Folder	Session	Actions	Status / Link	
7/30/2018 11:50 AM	00:00:04	Personal Sandbox - jjpa...	Example Recording	<div style="display: flex; gap: 5px;"> <div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #007bff; color: white;">Delete Local</div> <div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #007bff; color: white;">Set Offline</div> </div>	<div style="display: flex; gap: 5px;"> <div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #007bff; color: white;">Resume</div> <div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #007bff; color: white;">Share</div> <div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #007bff; color: white;">Edit</div> <div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #007bff; color: white;">View</div> </div> <div style="font-size: 0.8em; margin-top: 2px;">Processing: 0%</div>	

5. Once the video processing has completed, there will be no more status indicator and the video will be ready for viewing. Click **View**. At this point, anyone with access to the Panopto folder in your course can view the video content that you have uploaded.

<div style="display: flex; justify-content: space-between; align-items: center;"> <span> Create New Recording</span> <span style="border: 2px solid red; padding: 2px;"> Manage Recordings</span> <span> Settings</span> </div> <div style="text-align: right;">cmud2\njipache Sign c</div>						
Uploaded Recordings						
Start Time	Duration	Folder	Session	Actions	Status / Link	
7/30/2018 11:50 AM	00:00:04	Personal Sandbox - jjpa...	Example Recording	<div style="display: flex; gap: 5px;"> <div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #007bff; color: white;">Delete Local</div> <div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #007bff; color: white;">Set Offline</div> </div>	<div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #007bff; color: white;">Resume</div> <div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #007bff; color: white;">Share</div> <div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #007bff; color: white;">Edit</div> <div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #007bff; color: white;">View</div>	

## Directions for Mac

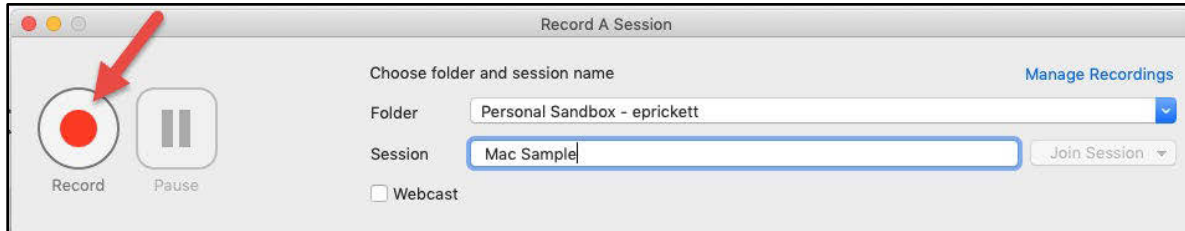
### Set up Recording Options (Mac)



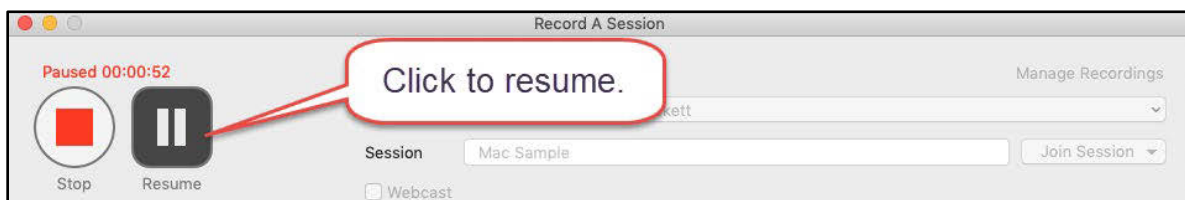
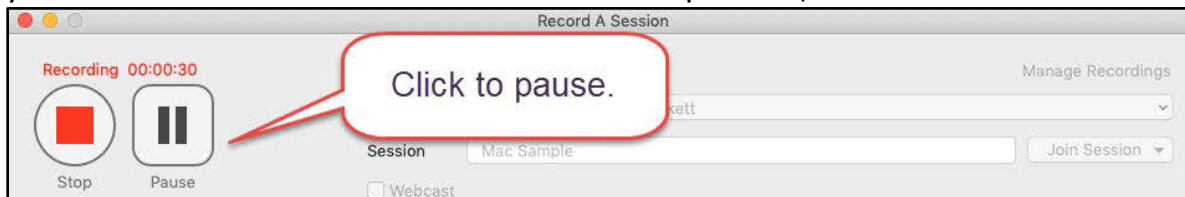
1. **Title:** Rename the recording by clicking in the **Session** textbox.
2. **Select Video and Audio Sources:** Check the settings under **Primary Source** in the Panopto Recorder. Before recording, select the **Video** and **Audio** sources from the drop-down menus. If you need to capture audio from your computer, check the **Capture Computer Audio** option.
3. **Mic Volume:** Verify that the microphone is capturing audio by speaking toward the webcam. You should see the green scale moving. (If you're having issues with your internal microphone picking up your voice, go to your Mac's **System Preferences > Sound > Input > Adjust the Input volume.**)
4. **Record a Secondary Source:** To capture an additional source in your recording (the computer's main screen, or a second computer screen), select **Built in Display** in the **Secondary Sources** section. The image that will be recorded from the secondary source is shown in preview window.
5. If you need to record a PowerPoint, be sure to checkmark **Record PowerPoint** in the **Slides** area.
6. Now you are ready to **Record**.

## Create a Recording (Mac)

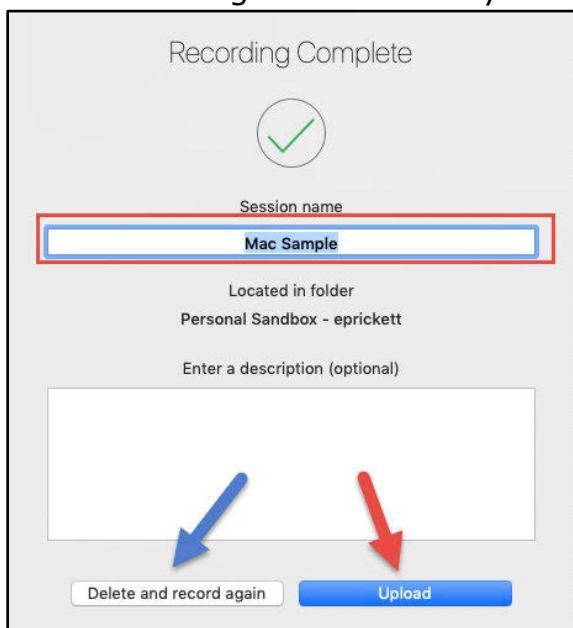
1. Click the **Record** button when you are ready to start recording.



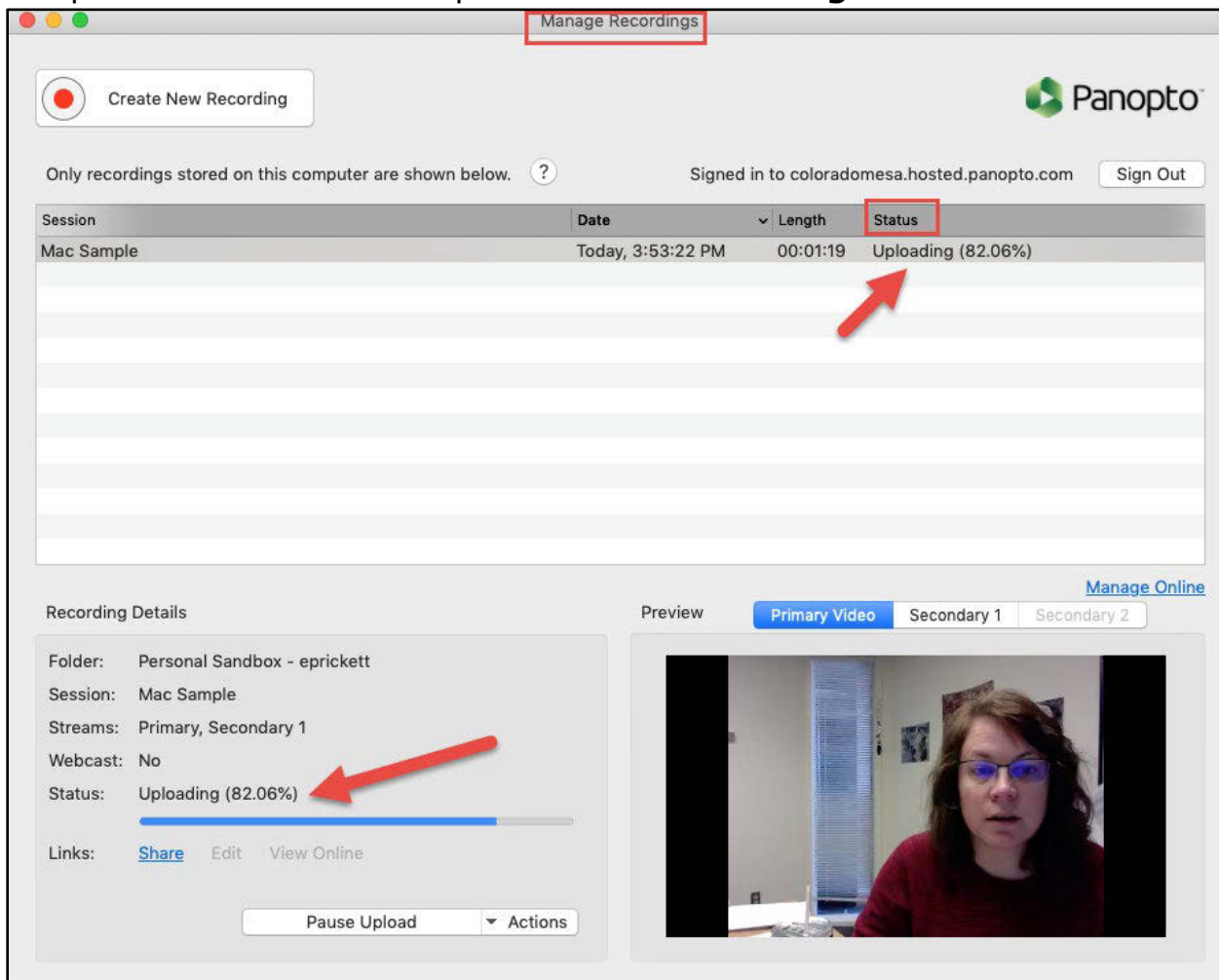
2. Notice how the toolbar changes once the recording has started. During the recording you can **Pause** and **Resume**. Even when paused, the timer will continue to run.



3. To end the recording, click the **Stop** button.
4. In the **Recording Complete** area, you can edit both the session name and the description at this point if desired. To upload the recording, click **Upload**, or **Delete and record again** if necessary.



5. After clicking **Upload**, the screen will show the **Manage Recordings** tab. This screen shows recordings that have been uploaded previously, and the current recording being uploaded. The **Status** column will show the initial processing of the upload, continually updating the processing of the video on the Panopto server until it is complete. The **Status** also updates in the **Recording Details** area.



The screenshot shows the Panopto 'Manage Recordings' interface. At the top, there's a 'Create New Recording' button and the Panopto logo. Below this, it says 'Only recordings stored on this computer are shown below.' and 'Signed in to coloradomesa.hosted.panopto.com'. A table lists recordings with columns for Session, Date, Length, and Status. The first row shows 'Mac Sample' with a status of 'Uploading (82.06%)'. A red arrow points to the 'Status' column header, and another red arrow points to the 'Uploading (82.06%)' status. Below the table, the 'Recording Details' section shows the same status 'Uploading (82.06%)' with a progress bar. A red arrow points to this status. To the right, there's a 'Preview' section with tabs for 'Primary Video', 'Secondary 1', and 'Secondary 2'. The 'Primary Video' tab is active, showing a video of a woman speaking.

Session	Date	Length	Status
Mac Sample	Today, 3:53:22 PM	00:01:19	Uploading (82.06%)

Recording Details:

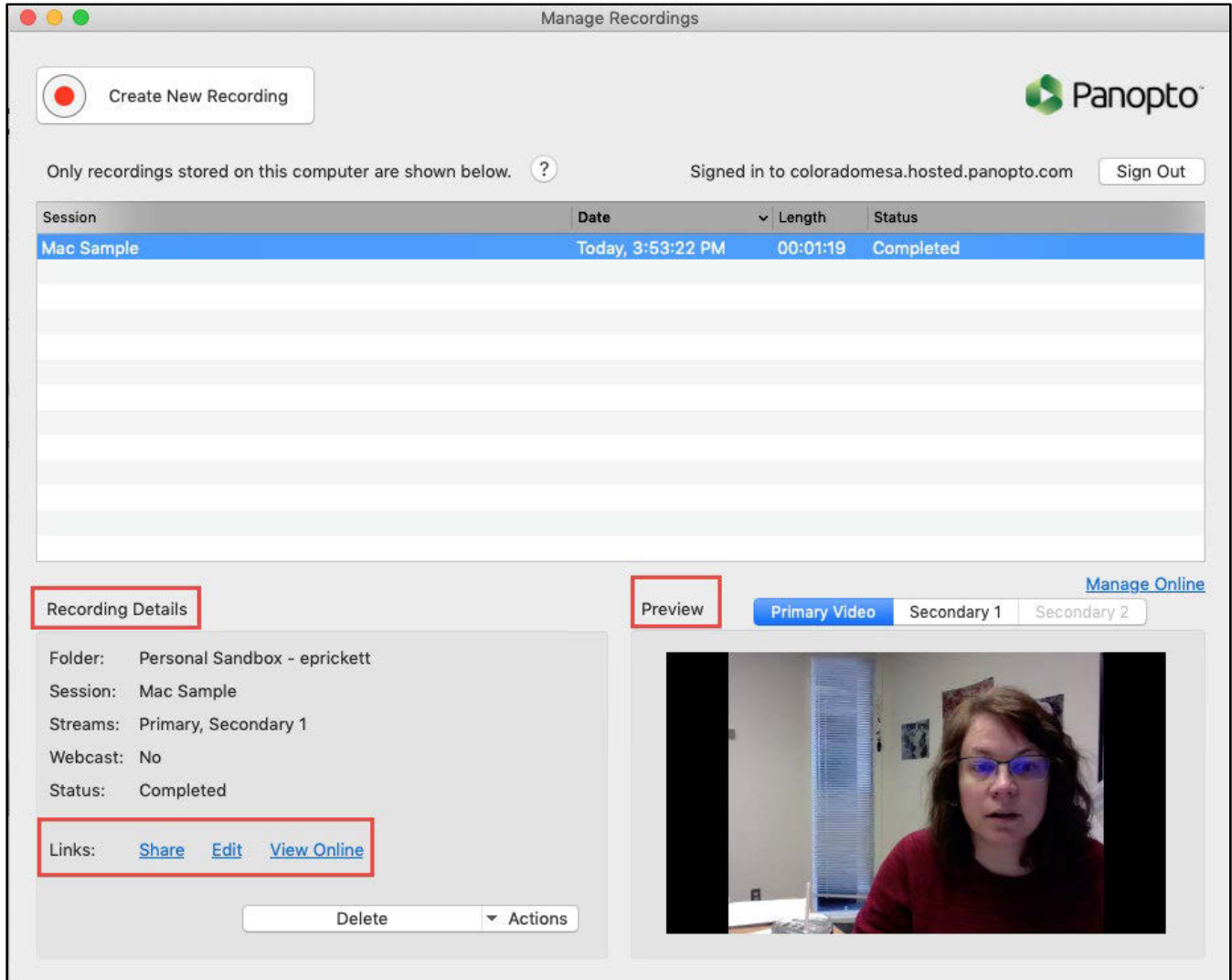
- Folder: Personal Sandbox - eprickett
- Session: Mac Sample
- Streams: Primary, Secondary 1
- Webcast: No
- Status: Uploading (82.06%)
- Links: [Share](#) [Edit](#) [View Online](#)
- Buttons: [Pause Upload](#) [Actions](#)



This screenshot shows the same Panopto 'Manage Recordings' interface, but the recording status has changed. The table now shows 'Mac Sample' with a status of 'Uploaded - Processing'. A red arrow points to this status. The 'Recording Details' section is not visible in this view.

Session	Date	Length	Status
Mac Sample	Today, 3:53:22 PM	00:01:19	Uploaded - Processing

6. Once the video processing has finished, the status will be **Completed**. In the **Recording Details** section, you can select the links to **Share**, **Edit**, or **View** the recording online.
7. A preview of the recording is available in the **Preview** section. At this point, anyone with access to the Panopto folder in your course can view the video content that you have uploaded.



Manage Recordings

Create New Recording

Panopto

Only recordings stored on this computer are shown below. ? Signed in to coloradomesa.hosted.panopto.com Sign Out

Session	Date	Length	Status
Mac Sample	Today, 3:53:22 PM	00:01:19	Completed

**Recording Details**


Folder: Personal Sandbox - eprickett  
Session: Mac Sample  
Streams: Primary, Secondary 1  
Webcast: No  
Status: Completed

Links: [Share](#) [Edit](#) [View Online](#)

Delete Actions

**Preview** [Manage Online](#)

Primary Video Secondary 1 Secondary 2

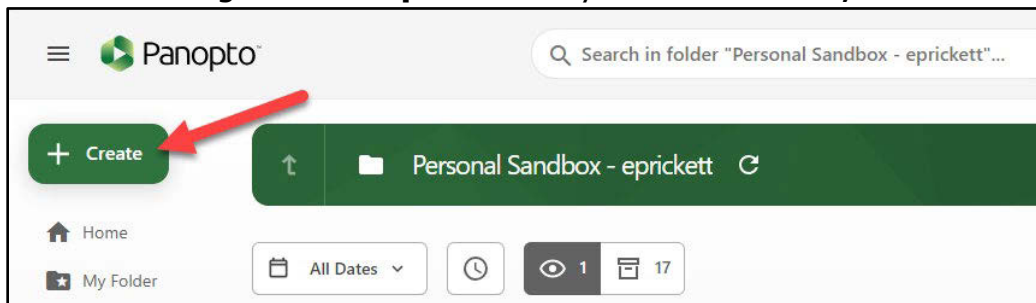


## Record with Panopto Capture (Mac or PC)

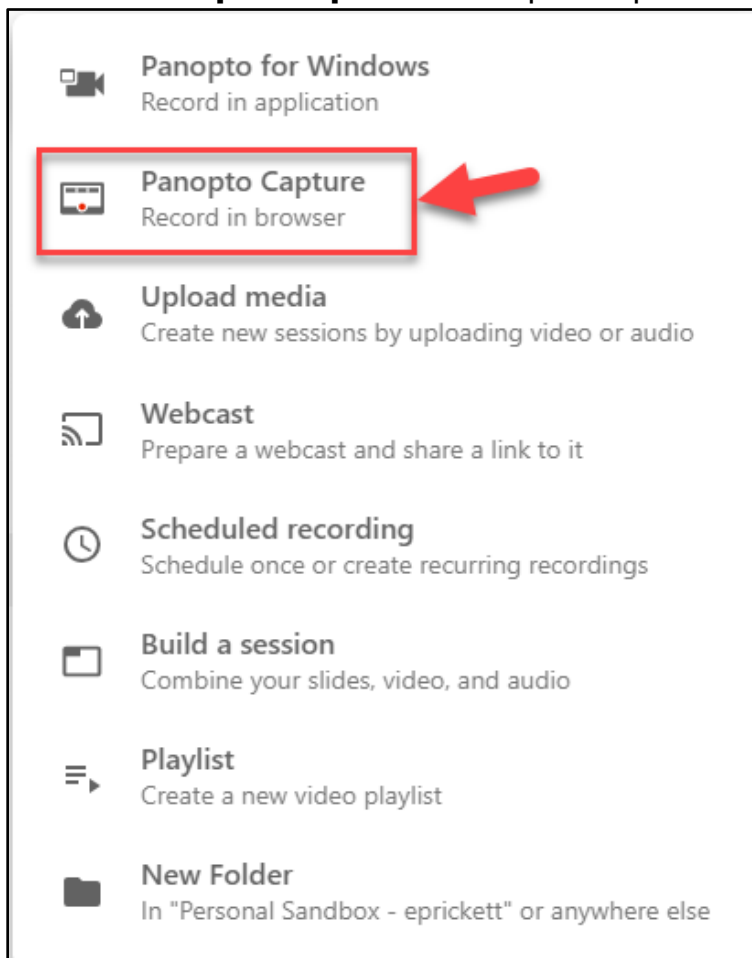
Panopto Capture allows users to easily record audio, video, and entire screens from directly within their browser, and no download is required. Follow the steps below to learn how to record a video using Panopto Capture.

### Create a Recording with Panopto Capture

1. After selecting the **Panopto** link in your D2L course, click **Create**.

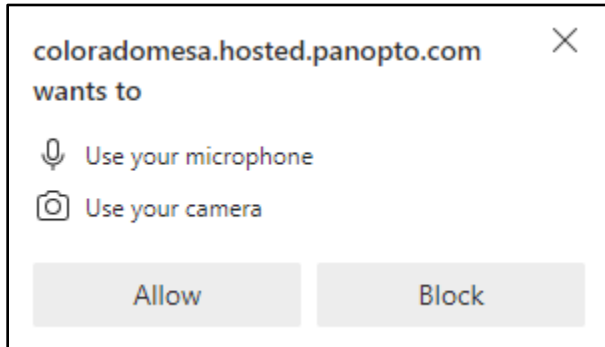


2. Select **Panopto Capture**. Panopto Capture will launch in a new browser tab.

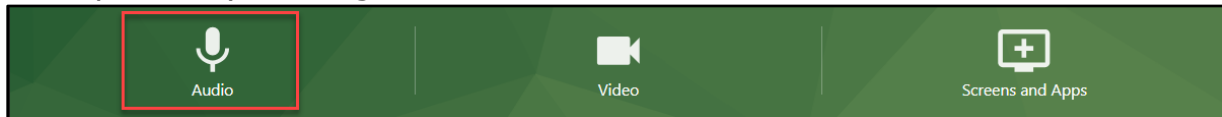




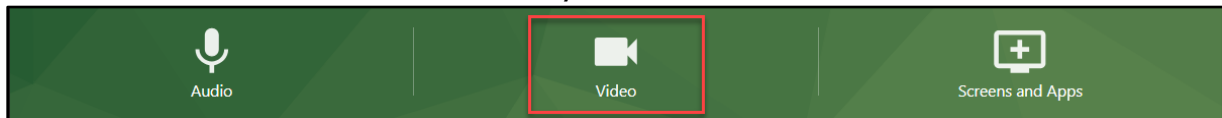
3. You may need to **Allow** Panopto to use your mic and camera.



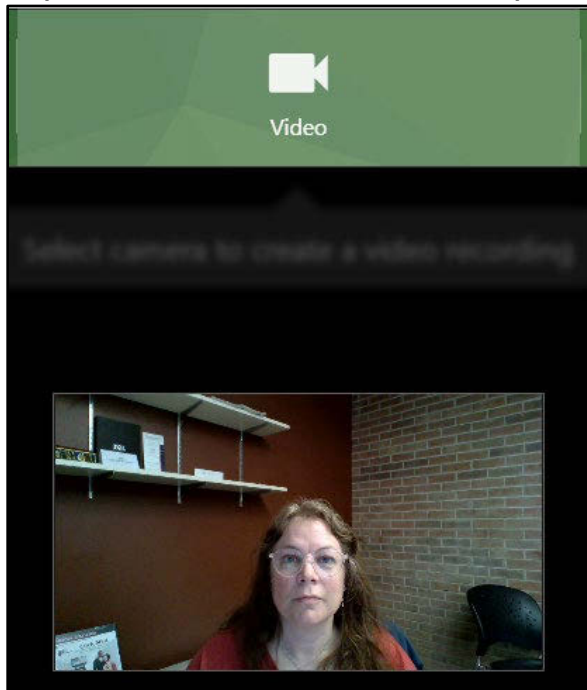
4. Click the microphone icon to select your **audio source**. Panopto Capture. This will show you all the connected microphones to your computer. Select the desired microphone by clicking on it.



5. Click on the camera icon to select your **camera source**.

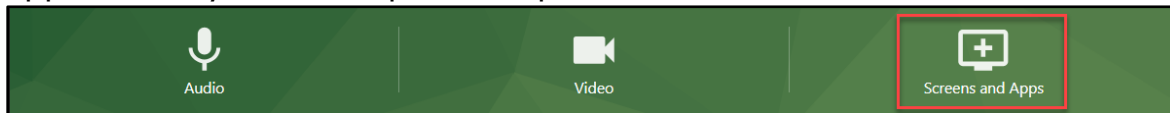


6. This will then show you each camera that is connected to your computer in a preview area. Each camera will be shown as a button that you can preview. Select your desired camera by clicking on it.
7. If you do not want to record any cameras, you can skip this step.

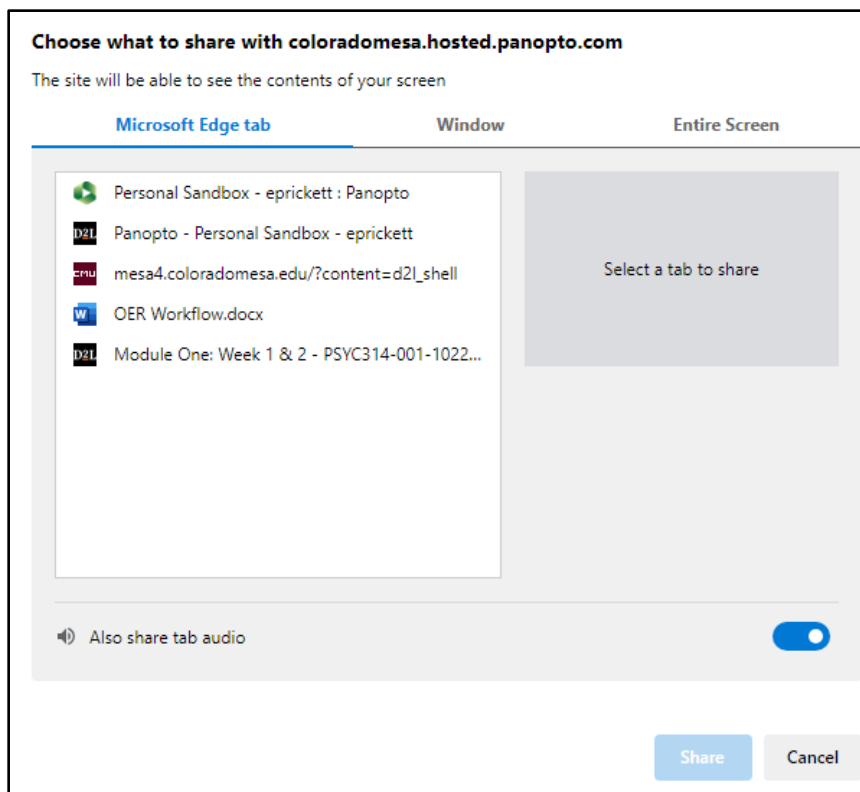


Note: The first camera selected will be recorded as the primary video source. This source appears in the upper left side of the video viewer and is typically video of a presenter. Any additional cameras selected will be recorded as secondary video sources. These appear on the right side of the viewer along with screen or application sources.

8. To **record a screen**, application window, or individual browser tab, select the monitor icon with the plus sign. If you do not want to record any screens or applications you can skip this step.



9. Selecting this will open up a window where you can choose from three sources to record:
- a. **Your Entire Screen** will record everything that is on the screen you select.
  - b. **Application Window** will record everything within the application you select.
  - c. **Tab** will record everything that happens in the browser tab you select.
  - d. You also have the option to **Share system audio** or **Share tab audio** if needed.





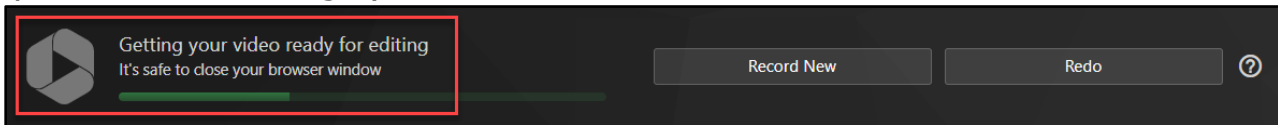
10. To begin recording your video, click the red circle button at the bottom center of Panopto Capture.



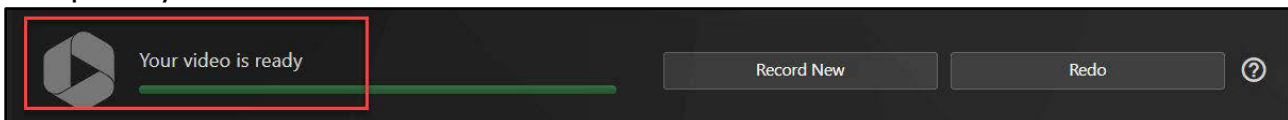
11. To stop recording, select the red square button at the bottom center of Panopto Capture. The video will then immediately begin to upload. Do not close the Panopto Capture Browser tab until the upload is complete.



12. Once the recording is stopped, you will be taken to a new page, and the video will begin to upload to Panopto. You will see the video's upload progress and then a message that states **Getting your video ready for editing: It's safe to close your browser window** in the top left corner. (*Do not close the browser tab before you see this message.*)

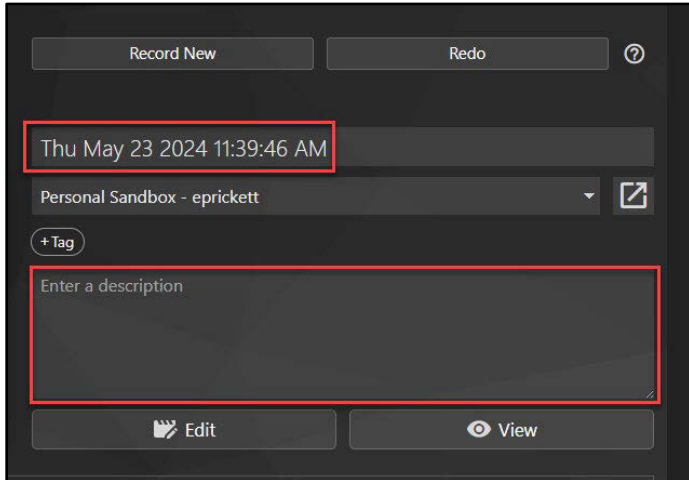


13. This will automatically change to **Your video is ready** once the video has processed completely.



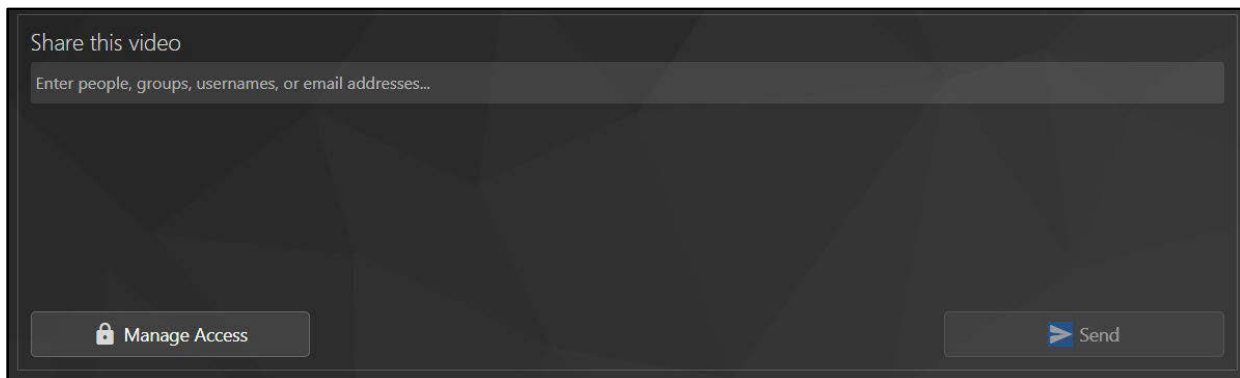
14. If you are not happy with your video, you can select **Redo** to return to Panopto Capture.
15. If you would like to record another video, select **Record New**.

16. Change the name and description for your video using the text boxes on the right side of the screen.



A screenshot of a video editing interface. At the top, there are two buttons: "Record New" and "Redo", followed by a help icon. Below these, a timestamp "Thu May 23 2024 11:39:46 AM" is displayed in a text box. Underneath the timestamp is a dropdown menu showing "Personal Sandbox - eprickett" and a share icon. Below the dropdown is a "+ Tag" button. A large text area for "Enter a description" is highlighted with a red border. At the bottom, there are two buttons: "Edit" with a pencil icon and "View" with an eye icon.

17. You may also **Share this video** or **Manage Access** from the bottom of the screen.



A screenshot of a "Share this video" interface. At the top, it says "Share this video". Below that is a text input field with the placeholder "Enter people, groups, usernames, or email addresses...". At the bottom left, there is a button labeled "Manage Access" with a lock icon. At the bottom right, there is a button labeled "Send" with a blue arrow icon.