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.

*Note: If you are trying to create video content for a specific course, make sure you have set up a link for Panopto Recordings in that course. (See the Panopto QuickGuide on “Adding Panopto to a Course” for help.)*

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Launch Panopto Recorder

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

2. Click “Create” and select “Record a new session”.

3. Select the option to “Open Panopto” (this will launch the Panopto application). Note: If Panopto is not installed on your device you will have to download it before you can record your video.

4. The Panopto recorder will launch and you will be ready to record video content.
Set up Recording Options (PC)

1. Check the settings under “Primary Sources” in the Panopto Recorder. Before recording, select the Video and Audio sources from the drop-down menus. If you would like to make a recording without video, click the dropdown menu next to “Video” and select “None”.

2. Next, adjust the video quality by clicking the dropdown menu. “High” is the preferred choice and will allow you to capture quality videos.

3. 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.

4. 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.

5. At the bottom of the secondary source window, set the Resolution to 1280 x 720 and click “Apply”.

6. For easier navigation and organization, rename the recording by clicking in the “Name” textbox. Now you are ready to record.
Create a Recording (PC)

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. You can edit both the session name and the description at this point if desired. To upload the recording, click “Upload”. Or, you can delete the recording and try 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.
4. Next the screen will switch to the "Manage Recordings" tab. This screen shows recordings that have been uploaded previously, and the current recording being uploaded. The "status/link" column will show the initial processing of the upload, continually updating the processing of the video on the Panopto server until it is complete.

![Panopto Manage Recordings Screen]

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

![Panopto Manage Recordings Screen with Completed Video]
1. Check the settings under “Primary Sources” in the Panopto Recorder. Before recording, select the Video and Audio sources from the drop-down menus. If you would like to make a recording without video, click the dropdown menu next to “Video” and select “None”.

2. 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.

3. 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.

4. For easier navigation and organization, rename the recording by clicking in the “Session” textbox. 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. You can edit both the session name and the description at this point if desired. To upload the recording, click “Upload”. Or, you can delete the recording and try again if necessary.
4. Next the screen will switch to 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.

![Manage Recordings Tab]

5. 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. 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.

![Recording Details and Preview]