# General Information

You can create your *Panopto Lecture Capture* either **Online** (*connected to Internet*) or **Offline** (*no Internet connection*). Creating an **Offline** capture will "*save*" your recording until you upload to Blackboard

## What does Panopto capture?

- Panopto captures *PowerPoint*; *video*; and *audio*
- Record and upload lectures into Blackboard
- Recordings can be "shared" for reuse

## How to create a Panopto recording

- Need to download and install (once per computer) the Panopto Recorder; log in and configure status
- Set up the record options and record your lecture.
- Make the recorded session available (share)

## Add the recorded lecture in your Blackboard course.

- Log into Blackboard course
- Upload recording

## How to add the recording to future semester or other courses

- When you "***share***" the recording, you have an URL that can be copied and added to Blackboard course from ***Build Content; Create URL*** menu

# Create Recording

**Starting the Recorder**

**Start**, **All Programs**, **Panopto**, and **Panopto Recorder** (can also place on *Desktop* for easy access). The Recorder will open up to the last known good configuration of recording devices and recording status will be offline. (If you have recorded content before, the same devices will automatically be chosen. If this is the first time accessing, need to verify options)

**The Panopto Recorder screen:**



① **Create New Recording** tab. This is the default screen you see when Panopto is started. This screen displays what sources will be captured.

② Make sure that you have logged into the **Bb9 System**. You do not need to log out of *Panopto Recorder* (use the "**Save Login**" option – especially if you plan to use "**Offline**" recording session

③ **Folder Name/ Record a new session called**:

"**Offline Recording**": you can use the Offline recording option and upload the finished lecture(s) to Blackboard at a later time

④ **Primary source** (options) lists what Panopto will capture – video (webcam) audio; and Quality (can leave default). Other Capture Sources (additional video camera e.g.)

⑤　Depending on Source options selected you will see a tab for each source that will be captured (Panopto will indicate if PowerPoint is not opened and in Slide Show view)

⑥　**Record/Pause/Stop**: when you are ready to begin recording (PowerPoint opened and in Slide Show view) click the "**Record**" icon to start the recorder. You can move through the screens (Panopto, PowerPoint, etc.) by using the *Alt+Tab  (PC)* or *Cmd+Tab (MAC)*.

**New**! You can now use **Hot Keys** to control recording and allow you to *record/pause/stop* without toggling back and forth to the recorder:

## New! HOT KEYS!

|  | START | PAUSE/RESUME | STOP |
|---|---|---|---|
| **PC** | **F8** key | **F9** key | **F10** key |
| **MAC** | **Cmd+Option+R** | **Cmd+Option+P** | **Cmd+Option+R** |

**Upload Finished Lecture**

When you have finished recording, stop the recorder and click **OK** to confirm *(Figure1)*, this will open the *Recording Status* screen. If you have recorded session "*online*" the lecture will upload and display progress screen. If you have recorded "*offline*", a list of your sessions will display *(Figure 2),* select the session by "hover" the cursor to the right of the session name and select "*Add New Session*" *(Figure 3)*. Rename your session and select "*Upload ..*" *(Figure 4)*.
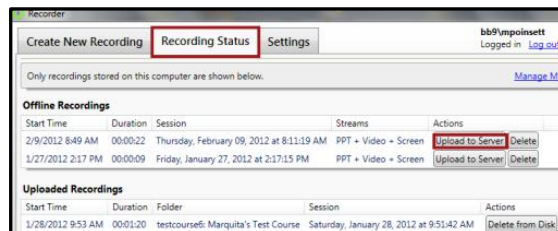


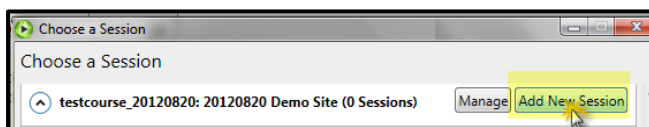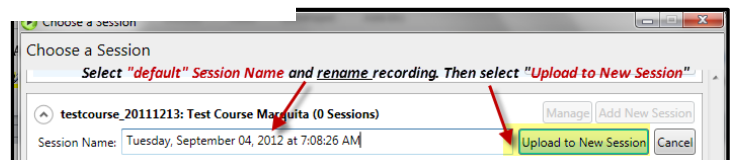**Figure 1**



**Figure 2**



**Figure 3**



**Figure 4**

When the lecture has been uploaded you will see a "recap" of the *Uploaded Recordings*.

***IMPORTANT*: Before closing the *Recording Status* screen make sure that you select *SHARE* option.**

On the *Manage folders* screen, click to select "**Make Public**", this will set the open the lecture for your course lecture and allow the students to open the lecture without the "*Login to Panopto*" screen.

It also provides a URL that can be copied/pasted and reused in other courses or sent in an email.