Panopto Lecture Capture

- Panopto Lecture Capture allows you to record and capture PowerPoint presentations, video, screen and audio that can be shared in Blackboard.
- You have the option to create your recordings either “Online” (connected to Internet) or “Offline” (no Internet connection).
  - **Online**: The recording will upload immediately to the selected folder when you have stopped and completed the recording.
  - **Offline**: Your recording will save locally under the Offline Recordings area. You decide when to upload the recording.

Creating a Panopto recording

Before you can record using Panopto ensure you have downloaded and installed the Panopto Recorder locally (see ehelp.ltu.edu/ehelp, Panopto)

- Open the Panopto recorder, (Start, All Programs, Panopto, and Panopto Recorder)
- Select “Log in with BB Production System”, on the next screen type in your Blackboard username and password and click Login

The Panopto Recorder screen:

1. Create New Recording tab. The default screen you see when Panopto is started. This screen displays what sources will be captured.
2. Displays login information showing that you are logged into bb9 System. You do not need to log out of Panopto Recorder
3. Folder Name/ Record a new session called:
   - “Offline Recording”: Using Offline recording allows you to upload the finished lecture(s) to Blackboard at a later time
   - “Online Recording”: You must be connected to the Internet to use this option.
     - Select a specific folder: select the down arrow to the right of Folder Name.
PANOPTO RECORDING

- Hover the cursor on the row that displays your course/session name, options will display to Manage or Add New Session.
- Select Add New Session. Highlight the default session title (date/and time) and type in a specific title for your recording. Your recording will upload immediately when you complete the recording.

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.

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.

<table>
<thead>
<tr>
<th></th>
<th>START</th>
<th>PAUSE/RESUME</th>
<th>STOP</th>
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<tbody>
<tr>
<td>PC</td>
<td>F8 key</td>
<td>F9 key</td>
<td>F10 key</td>
</tr>
<tr>
<td>MAC</td>
<td>Cmd+Option+R</td>
<td>Cmd+Option+P</td>
<td>Cmd+Option+R</td>
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Create Recording:

- Open the PowerPoint presentation you wish to record then start Panopto, on the PowerPoint tab select the box to “Start presenting when recording start”
- Click the red “Record” button, the presentation will start in “slide show” view, begin recording
- When completed, use the F10 (hot key) to stop the presentation and recorder
- From the “Recording Complete” screen, click OK to confirm (Figure1).

Uploading Recording to Server:

The Recording Status screen opens, if default options are set to Online Recording, lecture will begin to upload immediately to the selected Folder Name and display a progress screen.
If you have recorded “offline”, your recording will be listed under “Offline Recordings (Figure 2) select “Upload to Server”. From “Choose a Session” window, position the cursor to the right of the course folder name and select “Add New Session”.

Figure 2

Rename your session (recording title) and select “Upload to New Lecture”

**Share Recording:**

When processing has completed, you will see the options to View/Edit/Share under the Status/Link column. Select Share tab, make Public. The URL can be copied and pasted in Blackboard or follow the directions per your instructor.