# PANOPTO RECORDING

## 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*)

    o **Online**: The recording will upload <u>immediately</u> to the selected folder when you have stopped and completed the recording

    - **Offline**: Your recording <u>will save locally</u> 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*.

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- 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

### New! HOT KEYS!

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

### 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*).


Figure 1

### 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.

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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**".
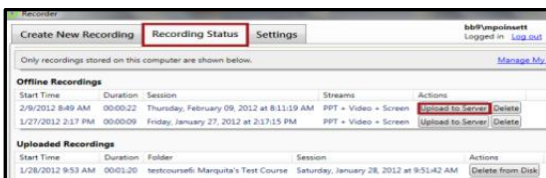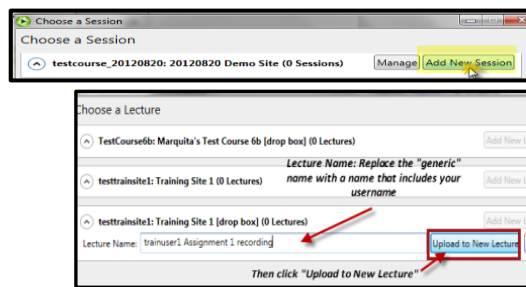


**Figure 2**



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