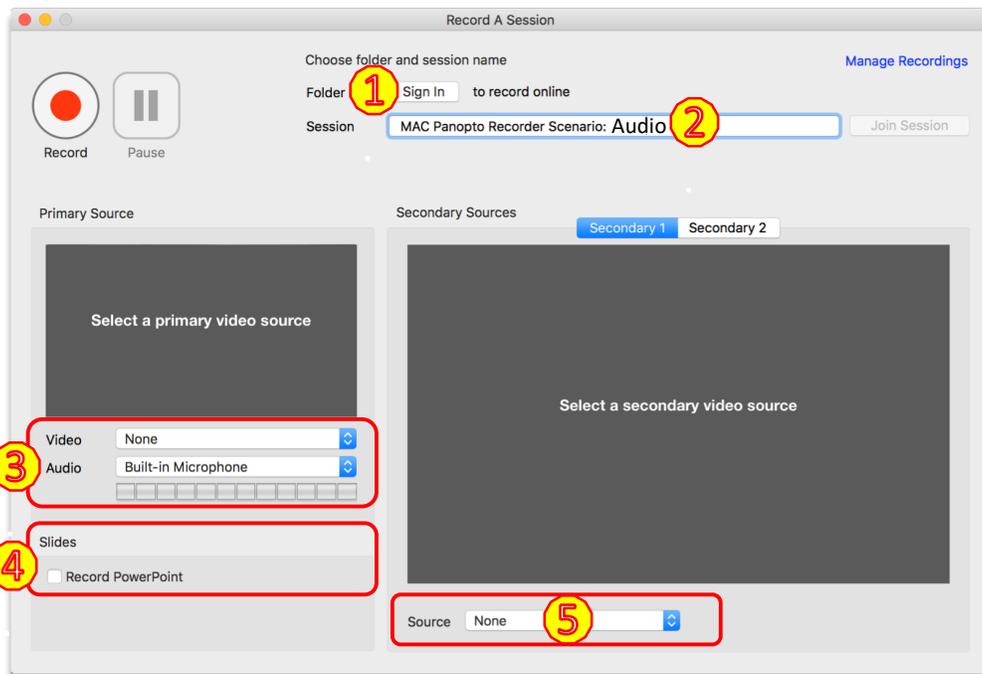


# Panopto Recorder Settings Scenario 1: Audio Only



- 1 Optional – Record Offline (you can sign in and upload later) or Sign in to Record and Upload
- 2 Name the session
- 3 Primary Source Video: **None**  
Primary Source Audio: **Microphone** (Select the Mic you want to use)
- 4 Slides: **Uncheck** "Record PowerPoint"
- 5 Secondary Source Video: **None**

- A. Before starting...**
- a. Plan recording
  - b. Prepare notes, script, or talking points as needed
- B. Select Panopto Recorder Settings**
- C. To record**
- a. Click the **Record**
  - b. **Wait 5 seconds**
  - c. **Proceed with lecture**
- D. To end the recording**
- a. **Wait 5 seconds**
  - b. Click **Stop**

## Recording Workflow

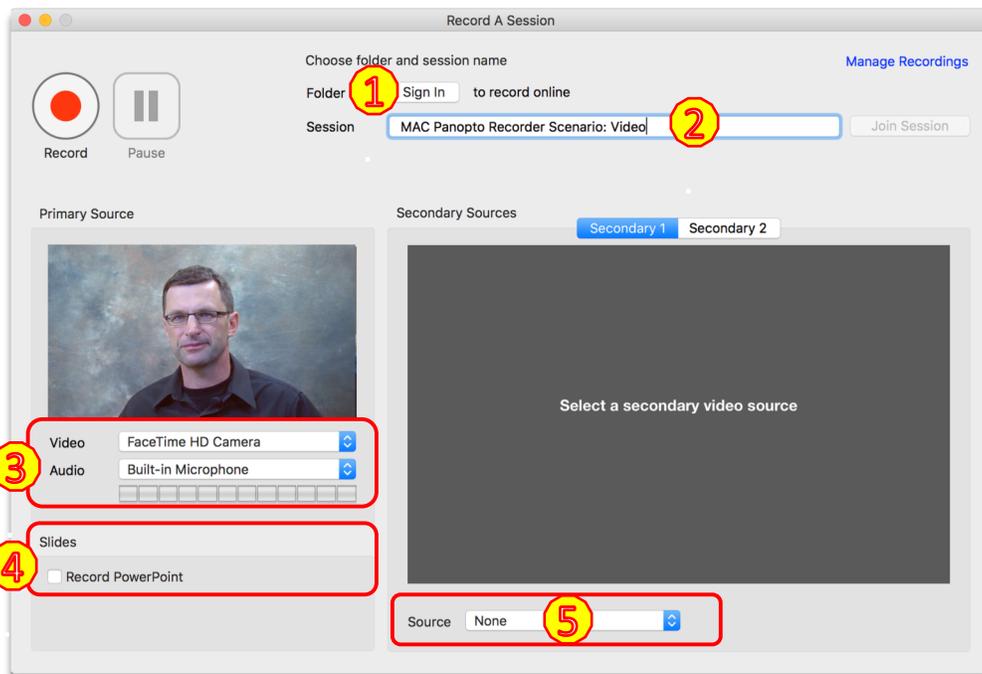
### Smile and wait 5 seconds



### Smile and wait 5 seconds



# Panopto Recorder Settings Scenario 2: Video/Audio Only



- 1 Optional – Record Offline (you can sign in and upload later) or Sign in to Record and Upload
- 2 Name the session
- 3 Primary Source Video: **FaceTime HD Camera**  
Primary Source Audio: **Microphone** (Select the Mic you want to use)
- 4 Slides: **Uncheck** “Record PowerPoint”
- 5 Secondary Source Video: **None**

- A. Before starting...
  - a. Plan recording
  - b. Prepare notes, script, or talking points as needed
- B. Select Panopto Recorder Settings
- C. To record
  - a. Click the Record
  - b. Smile and wait 5 seconds
  - c. Proceed with lecture
- D. To end the recording
  - a. Smile and wait 5 seconds
  - b. Click Stop

## Recording Workflow

Smile and wait 5 seconds



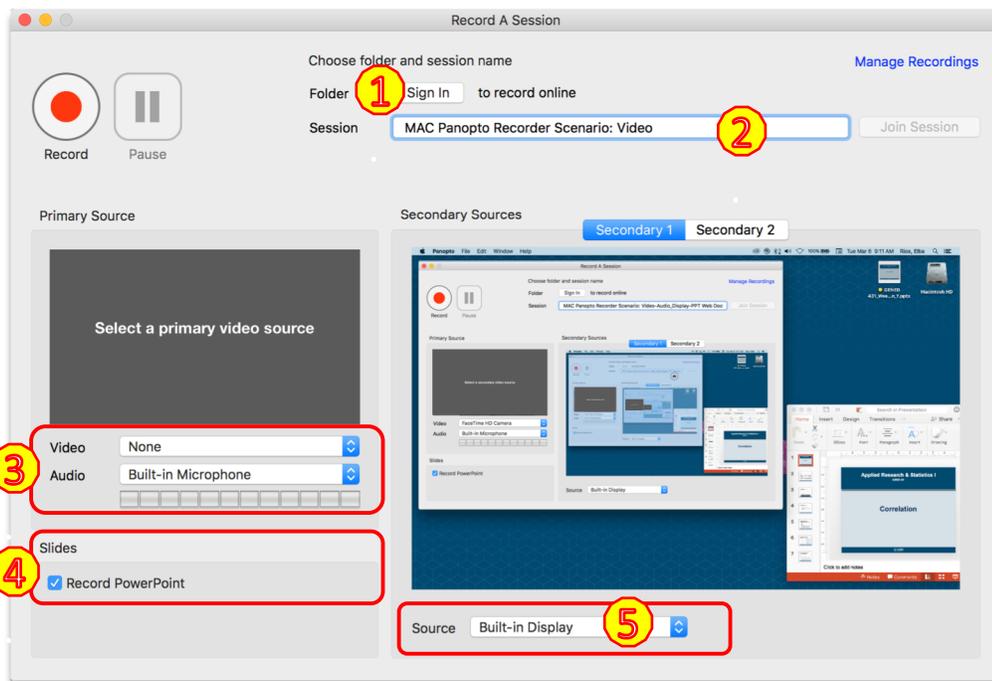
To Resume Recording



Smile and wait 5 seconds



# Panopto Recorder Settings Scenario 3: Audio / PowerPoint Narration



- 1 Optional – Record Offline (you can sign in and upload later) or Sign in to Record and Upload
- 2 Name the session
- 3 Primary Source Video: **None**  
Primary Source Audio: **Microphone** (Select the Mic you want to use)
- 4 Slides: **Check** "Record PowerPoint"
- 5 Secondary Source Video: **Built-in-Display**

## A. Before starting...

- a. Plan recording
- b. Prepare notes, script, or talking points as needed
- c. Temporarily **move** PowerPoint file to desktop for easy access
- d. Open PowerPoint presentation

## B. Select Panopto Recorder Settings

## C. To record

- a. Click the **Record**
- b. Set the PowerPoint in **Presentation Mode**
- c. **Wait 5 seconds**
- d. **Narrate and advance slides**

## D. To end the recording

- a. **Wait 5 seconds**
- b. Click **ESC** key on keyboard
- c. Click **Stop**

## Recording Workflow



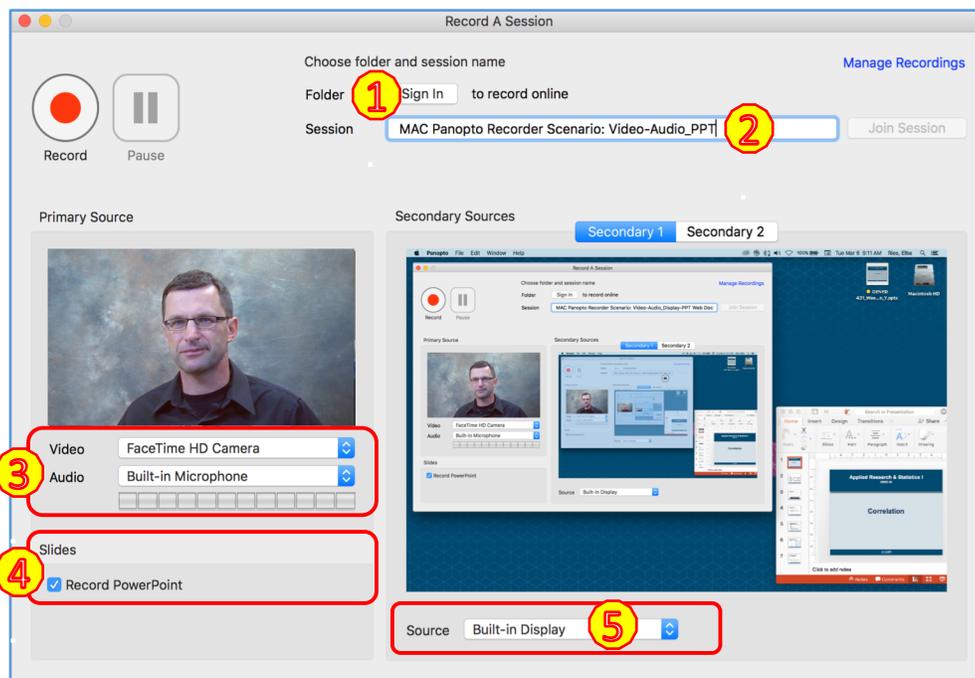
**Smile and wait 5 seconds**



**Smile and wait 5 seconds**



# Panopto Recorder Settings Scenario 4: Video/Audio / PowerPoint Narration



- 1 Optional – Record Offline (you can sign in and upload later) or Sign in to Record and Upload
- 2 Name the session
- 3 Primary Source Video: **FaceTime HD Camera**  
Primary Source Audio: **Microphone** (Select the Mic you want to use)
- 4 Slides: **Check** “Record PowerPoint”
- 5 Secondary Source Video: **Built-in-Display**

## A. Before starting...

- a. Plan recording
- b. Prepare notes, script, or talking points as needed
- c. Temporarily **move** PowerPoint file to desktop for easy access
- d. **Open** PowerPoint presentation

## B. Select Panopto Recorder Settings

## C. To record

- a. Click the **Record**
- b. Set the PowerPoint in **Presentation Mode**
- c. **Smile and wait 5 seconds**
- d. **Lecture/Narrate and advance slides**

## D. To end the recording

- a. **Wait 5 seconds**
- b. Click **ESC** key on keyboard
- c. Click **Stop**

## Recording Workflow



**Smile and wait 5 seconds**



**Smile and wait 5 seconds**

