Panopto Recorder Settings Scenario 1: Audio Only

Record Pause	Rec Choose folder and session Folder Sign In Session MAC Panop	ord A Session name to record online nto Recorder Scenario: Audio	Manage Recording
Primary Source	Secondary S	Sources Secondary 1 Secondary	econdary 2
Select a prin	nary video source	Select a secondary	video source
Slides	Source	None 5 8	

Optional – Record Offline (you can sign in and upload later) or Sign in to Record and Upload

Name the session

Primary Source Video: None

Primary Source Audio: Microphone (Select the Mic you want to use)

Slides: Uncheck "Record PowerPoint"



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

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Panopto Recorder Settings Scenario 2: Video/Audio Only

Record Pause	Record A S Choose folder and session name Folder Sign In to reco Session MAC Panopto Reco	ession rd online order Scenario: Video	Manage Recording
Primary Source	Secondary Sources	Secondary 1 Secondary 2	
Video FaceTime HD C Audio Built-in Microph	amera O	Select a secondary video so	urce
Record PowerPoint	Source None	5	_

Optional – Record Offline (you can sign in and upload later) or Sign in to Record and Upload

Name the session

Primary Source Video: FaceTime HD Camera Primary Source Audio: Microphone (Select the Mic you want to use)

Slides: Uncheck "Record PowerPoint"



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



Panopto Recorder Settings Scenario 3: Audio / PowerPoint Narration



Optional - Record Offline (you can sign in and upload later) or Sign in to Record and Upload

Name the session

Primary Source Video: None

Primary Source Audio: Microphone (Select the Mic you want to use)

Slides: Check "Record PowerPoint"

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 Set to Presentation Mode Smile and wait 5 seconds To Pause Recording To Resume Recording To Recording To

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



Optional – Record Offline (you can sign in and upload later) or Sign in to Record and Upload

Name the session

Primary Source Video: FaceTime HD Camera Primary Source Audio: Microphone (Select the Mic you want to use)

Slides: Check "Record PowerPoint"

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

Recording

