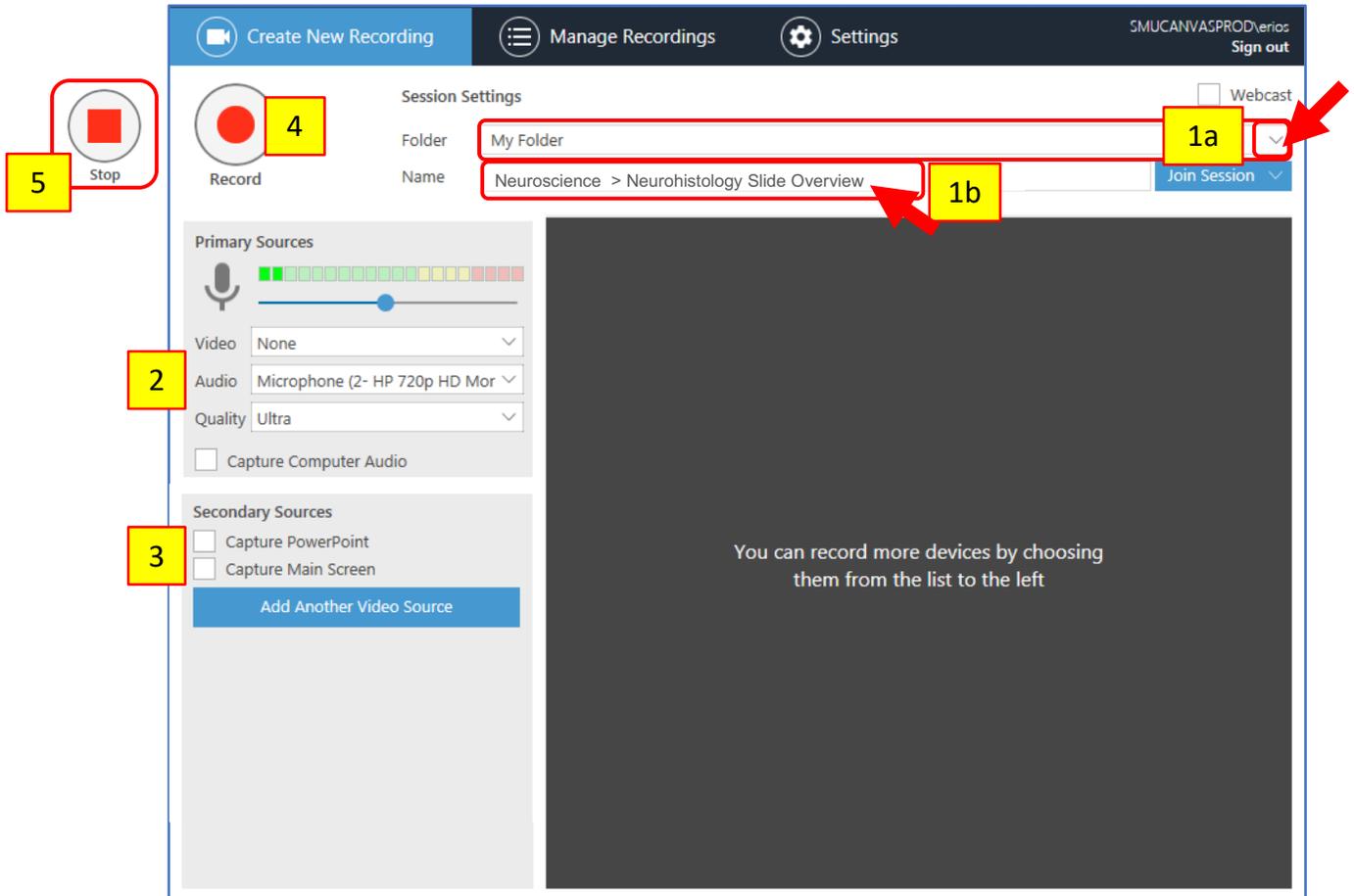


# Panopto Recorder Settings Scenario 1: Record Audio



**Session Settings:** 1 (a) Folder My Folder or other Panopto folder (b) Session Name

**Primary Sources:** 2 **Video** – None  
**Audio** - Microphone (Select the Mic you want to use)  
**Quality** - Ultra

**Secondary Source:** 3 Uncheck all

**Record Button:** 4 Click **Record**

**Stop Button:** 5 Click **Stop**

## Before starting...

### 1. Select Panopto Recorder Settings

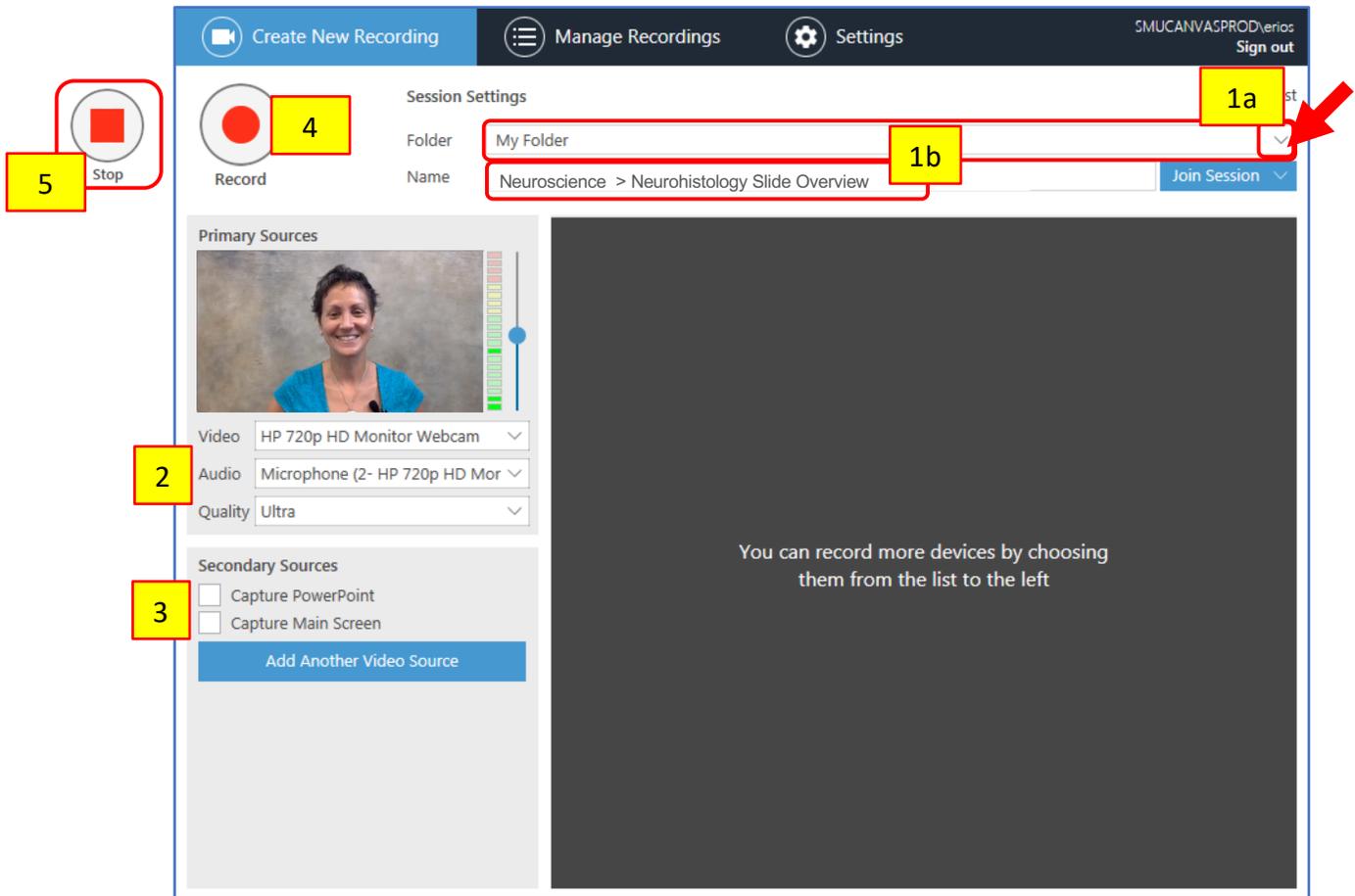
### 2. To record presentation

- Click **Record**
- Wait for 5 seconds** before you start talking
- Proceed with **presentation**

### 3. To end recording

- Wait for 5 seconds** before pressing the **stop** button
- Click **Stop**

# Panopto Recorder Settings Scenario 2: Record Video/Audio



- Session Settings:** 1 Folder Name (My Folder) / Session Name
- Primary Sources:** 2 **Video** – Select computer Webcam
- Audio** - Microphone (Select the Mic you want to use)
- Quality** - Ultra or Ultra Motion (moving head or body)
- Secondary Source:** 3 Uncheck all
- Record Button:** 4 Click **Record**
- Stop Button:** 5 Click **Stop**

## Before starting...

### 1. Select Panopto Recorder Settings

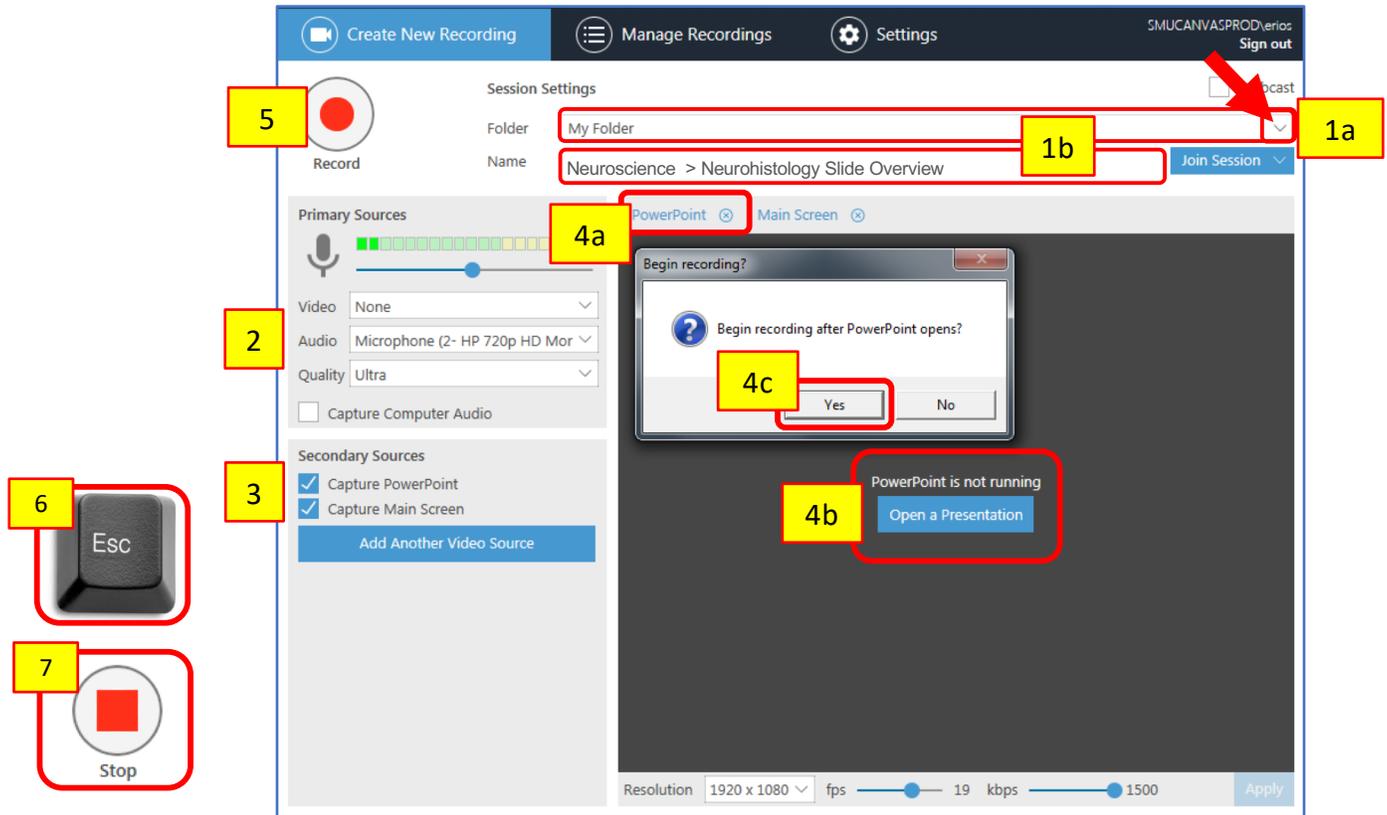
### 2. To record presentation

- Click **Record**
- Wait and smile for 5 seconds**
- Proceed with **presentation**

### 3. To end recording

- Wait and smile for 5 seconds**
- Click **Stop**

# Panopto Recorder Settings Scenario 3: Record Audio / PowerPoint



**Session Settings:** 1 Folder Name (My Folder) / Session Name

**Primary Sources:** 2 **Video** - None

**Audio** - Microphone (Select the Mic you want to use)

**Quality** - Ultra (Ultra Motion for moving heads)

**Secondary Source:** 3 Check **Record PowerPoint** / Check **Capture Main Screen (to record display feed)**

**Secondary Display:** 4 **Select PowerPoint tab -> Open a Presentation -> Yes** to automatically start recording and play PowerPoint in full screen mode.

**Record Button:** 5 Click **Record** if 4c is **NO**

**ESC Key:** 6 Click **ESC** key on keyboard to unhide recorder.

**Stop Button:** 7 Click **Stop**.

1. **Before starting...**
  - a. **Plan** recording.
  - b. **Download** PowerPoint file to the computer desktop
  - c. **Open** PowerPoint
2. **Select Panopto Recorder Settings**
3. **To record presentation,**
  - a. Click **Record**
  - b. **Wait and smile for 5 seconds**
  - c. **Narrate and advance slides**
4. **To end your recording**
  - a. **Wait and smile for 5 seconds**
  - b. Click **ESC**
  - c. Click **Stop**

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

**Session Settings:** 1 Folder Name (My Folder) / Session Name

**Primary Sources:** 2 **Video** – Select computer Webcam

**Audio** - Microphone (Select the Mic you want to use)

**Secondary Source:** 3 **Quality** - Ultra or Ultra Motion (moving head or body)

**Secondary Display:** 4 **Select PowerPoint tab -> Open a Presentation -> Yes** to automatically start recording and play PowerPoint in full screen mode.

**Record Button:** 5 Click **Record** if 4c is **NO**

**ESC Key:** 6 Click **ESC** key on keyboard to unhide recorder.

**Stop Button:** 7 Click **Stop**.

## 1. Before starting...

- Download PowerPoint file to the computer desktop
- Open PowerPoint presentation on computer desktop

## 3. To record presentation

- Click **Record**
- Set the PowerPoint in **Presentation Mode**
- Wait and smile for 5 seconds**
- Narrate and advance slides

## 2. Select Panopto Recorder Settings

## 4. To end recording

- Wait and smile for 5 seconds**
- Click **ESC** on keyboard.
- Click **Stop**