

# Record a Panopto Session

## GUIDE for PC Computers

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1. **Login** to your SMU PC computer.

2. Open the **Start**  menu.

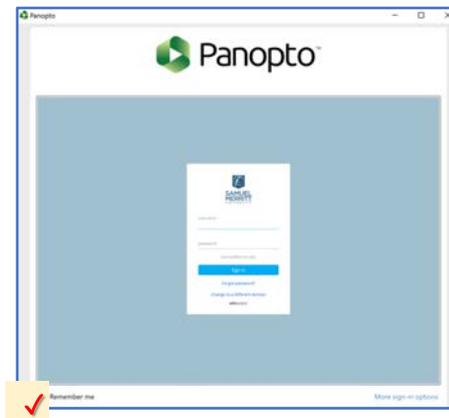
3. Open the **Panopto App**.

a. Select the **Panopto App icon**.

b. If not visible, select **All Programs** and find the app



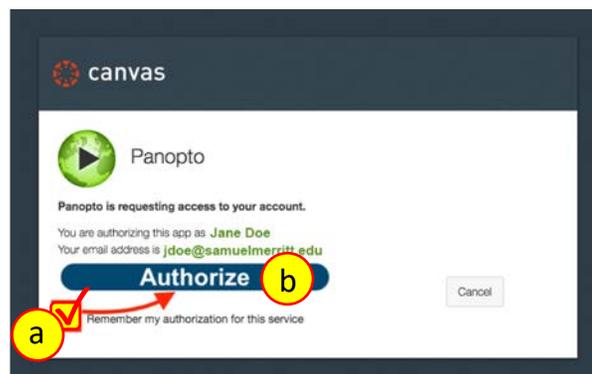
4. **Sign in** using your SMU credentials.



5. The **first time** you sign in the Panopto Recorder you'll be asked to **authorize**.

a. Click the checkbox **Remember my authorization**.

b. Click **Authorize**.



## Select a Panopto Folder to Store Panopto Sessions

1. Click the pulldown arrow to **select the Panopto folder** where you'll store the Panopto session.

**Recommendation:** select **My Folder** to store Panopto recordings. After you edit the sessions, you can move them to another Panopto Folder.

2. If you don't see the Panopto folder of your choice, **type the name**.

Names begin to populate as soon as you start typing.

3. Select the **Panopto folder** (*My Folder*, course Panopto folder, other).
4. Or, select **Offline Recording** to save the video session in your computer.
5. Or, select **Create New Folder** to upload the video session here.

The screenshot displays the Panopto interface for creating a new recording. At the top, there are navigation options: 'Create New Recording', 'Manage Recordings', and 'Settings'. The 'Session Settings' section shows a 'Folder' dropdown menu with 'My Folder' selected. A red arrow points to the pulldown arrow next to the 'Folder' field, labeled '1'. Below the 'Folder' field is a search box with the text 'Choose a folder or start typing to search' and 'Type a folder name here.' A red arrow points to the search box, labeled '2'. The search results are divided into 'Quick access' and 'All folders'. A red arrow points to the 'My Folder' entry in the 'Quick access' list, labeled '3'. At the bottom of the interface, there are three buttons: 'Offline Recording', 'Refresh List', and 'Create New Folder'. A red arrow points to the 'Offline Recording' button, labeled '4'. Another red arrow points to the 'Create New Folder' button, labeled '5'. A blue arrow points to the 'Offline Recording' button from the left side of the page.

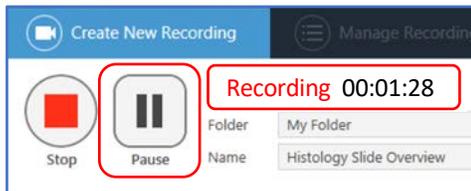
**Prior to clicking Record:** (1) sign-in to the Panopto Recorder (optional), (2) select a Panopto Folder for uploading the recording, (3) name the video session, and (4\*) choose the settings for the recording.

1. Click **Record**.



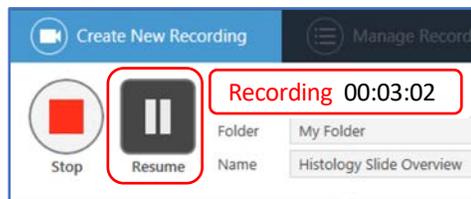
**(4\*) See instructions:** "Prepare, Organize and Multi-task Documents" and "Panopto Recorder Settings Scenarios".

2. Click **Pause** to for a break.



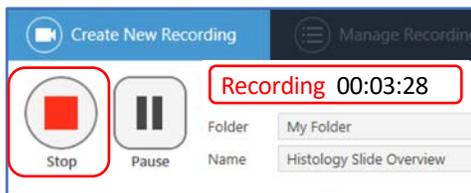
The recorder will continue recording during **Pause**.

3. **Resume** the recording.

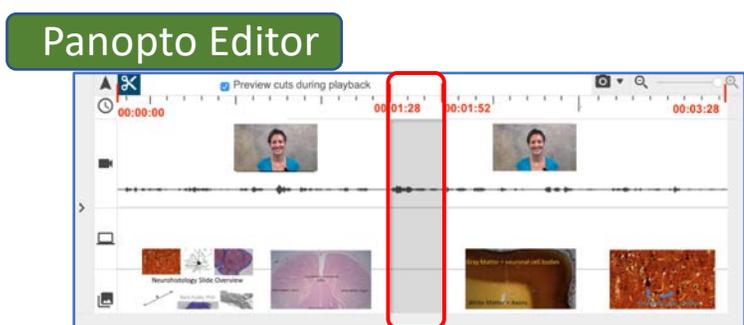


Between **Pause** and **Resume**, there will be an **automatic Edit** in the video.

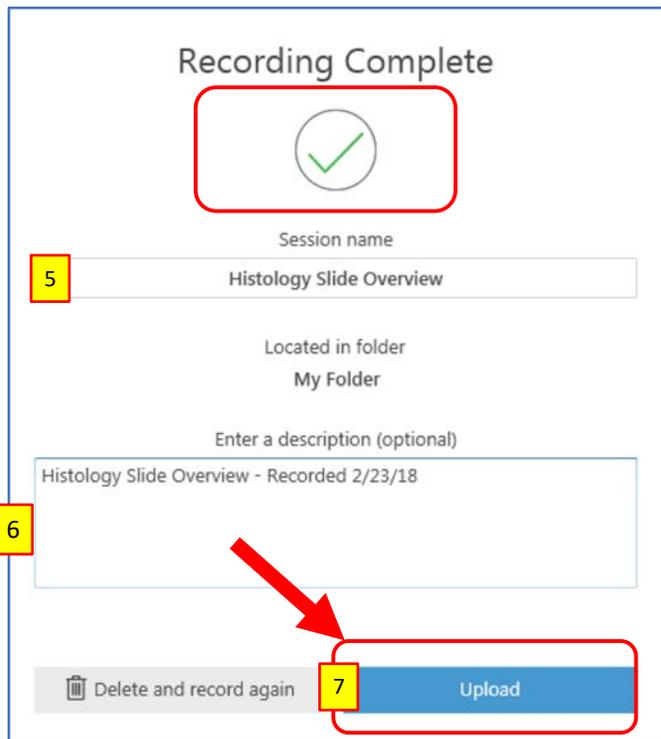
4. **Stop** the recording.



The **Pause** appears **grayed out** in the **Panopto Editor**, and is skipped during playback in the Panopto Player.



5. Add or change the **name** of session (be consistent).
6. Add a **meaningful description** about the video.
7. Click **Upload** or **Delete and record again**.



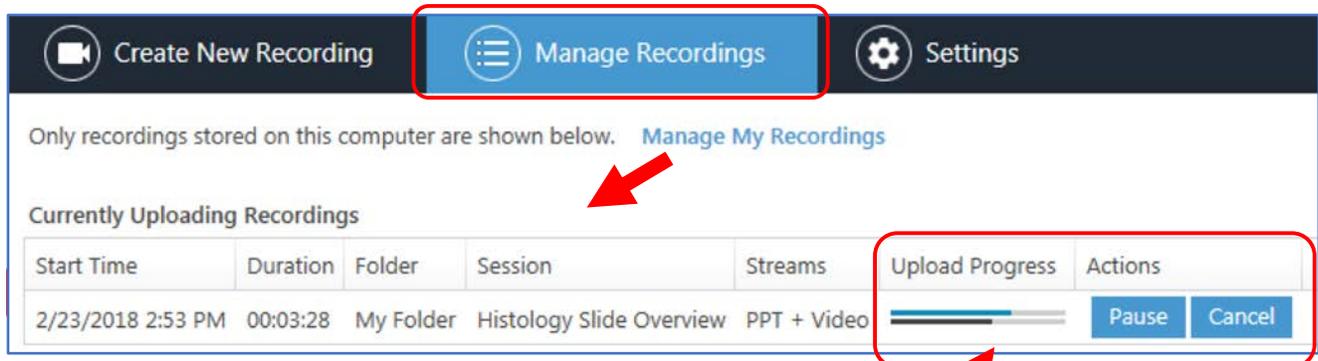
The image shows a 'Recording Complete' dialog box. At the top, there is a green checkmark icon in a circle, enclosed in a red box. Below it, the 'Session name' field contains 'Histology Slide Overview', with a yellow box containing the number '5' to its left. The 'Located in folder' field shows 'My Folder'. The 'Enter a description (optional)' field contains 'Histology Slide Overview - Recorded 2/23/18', with a yellow box containing the number '6' to its left. At the bottom, there are two buttons: 'Delete and record again' and 'Upload'. The 'Upload' button is highlighted with a red box and a yellow box containing the number '7'. A red arrow points from the 'Upload' button towards the right.

Provide a meaningful name, consistent with your other videos.

Write a meaningful description with context, a reminder, or review date.  
**Note:** The description is visible to viewers.

If recording offline, select **Done**.

The **Manage Recordings** window tab will open to provide uploading status. At this point you can **Pause** (if you need to shutdown the computer), or **Cancel** uploading.



The image shows the 'Manage Recordings' window. The top navigation bar has three tabs: 'Create New Recording', 'Manage Recordings' (which is selected and highlighted with a red box), and 'Settings'. Below the navigation bar, there is a message: 'Only recordings stored on this computer are shown below. [Manage My Recordings](#)'. A red arrow points from this message down to a table. The table is titled 'Currently Uploading Recordings' and has the following columns: 'Start Time', 'Duration', 'Folder', 'Session', 'Streams', 'Upload Progress', and 'Actions'. The first row of data shows: '2/23/2018 2:53 PM', '00:03:28', 'My Folder', 'Histology Slide Overview', 'PPT + Video', a progress bar, and 'Pause' and 'Cancel' buttons. A red box highlights the 'Upload Progress' and 'Actions' columns, with a red arrow pointing from the bottom of the box towards the right.

**Recommendation:** during Uploading Progress do not logoff or turn off computer.



Uploaded Recording is **complete**. You may **close** the Panopto Recorder, or **shutdown** the computer.

Video status: **Uploaded Processing** (The session is not ready for viewing, but you can logoff or turn off computer)

The screenshot shows the Panopto interface with three main navigation buttons: 'Create New Recording', 'Manage Recordings', and 'Settings'. The 'Manage Recordings' button is highlighted with a red box. Below the navigation bar, a message states 'Only recordings stored on this computer are shown below.' followed by a link 'Manage My Recordings'. A section titled 'Uploaded Recordings' is highlighted with a red box. Below this section is a table with the following columns: Start Time, Duration, Folder, Session, Actions, and Status / Link. The table contains one row of data: 2/23/2018 2:53 PM, 00:03:28, My Folder, Histology Slide Overvi..., and two buttons: 'Delete Local' and 'Set Offline'.

Start Time	Duration	Folder	Session	Actions	Status / Link
2/23/2018 2:53 PM	00:03:28	My Folder	Histology Slide Overvi...	Delete Local Set Offline	

Video status: **Uploaded and Processing** (The session is not ready for viewing, but you can logoff or turn off computer)

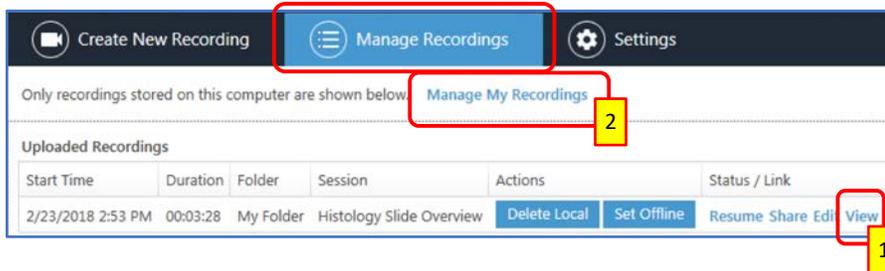
The screenshot shows the Panopto interface with three main navigation buttons: 'Create New Recording', 'Manage Recordings', and 'Settings'. The 'Manage Recordings' button is highlighted with a red box. Below the navigation bar, a message states 'Only recordings stored on this computer are shown below.' followed by a link 'Manage My Recordings'. A section titled 'Uploaded Recordings' is highlighted with a red box. Below this section is a table with the following columns: Start Time, Duration, Folder, Session, Actions, and Status / Link. The table contains one row of data: 2/23/2018 2:53 PM, 00:03:28, My Folder, Histology Slide Overview, and two buttons: 'Delete Local' and 'Set Offline'. The 'Status / Link' column is highlighted with a red box and contains the text 'Resume Share Edit View Processing: 90%'.

Start Time	Duration	Folder	Session	Actions	Status / Link
2/23/2018 2:53 PM	00:03:28	My Folder	Histology Slide Overview	Delete Local Set Offline	Resume Share Edit View Processing: 90%



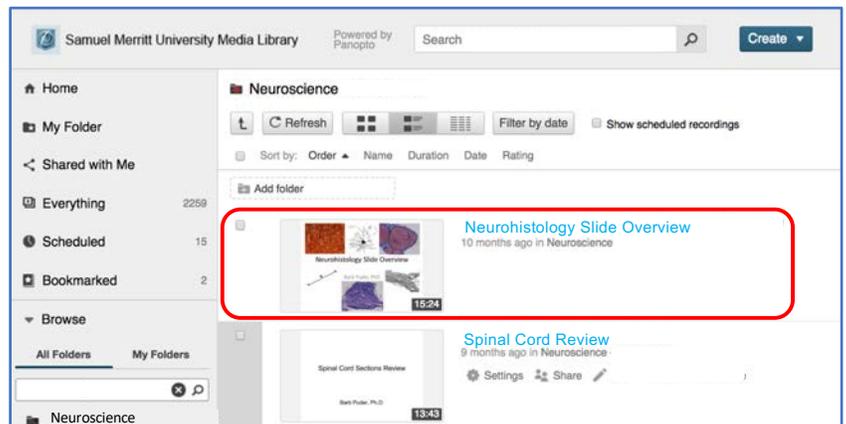
The video session is fully processed and can be accessed.

1. Click **View** to play the video.
2. Or, click **Manage My Recordings** to access and play the video from the Panopto Library.

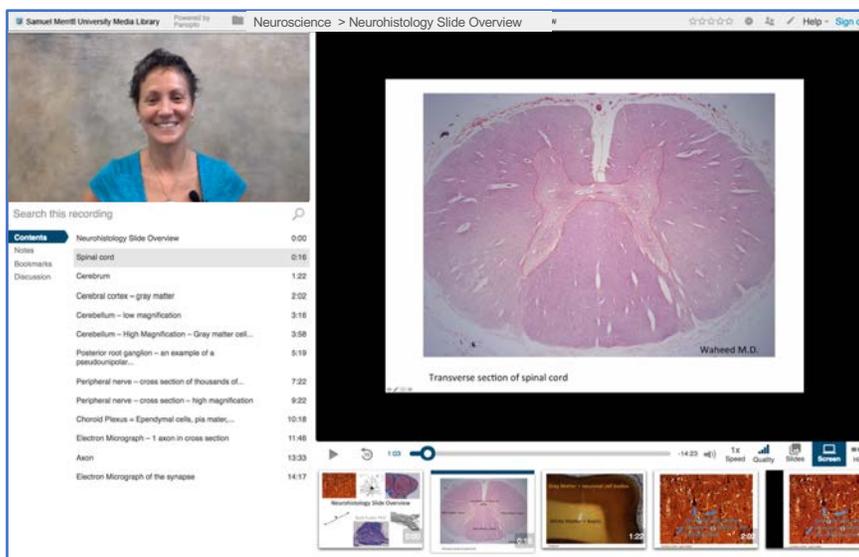


When selecting option #2, the Panopto Library (where you uploaded) video opens.

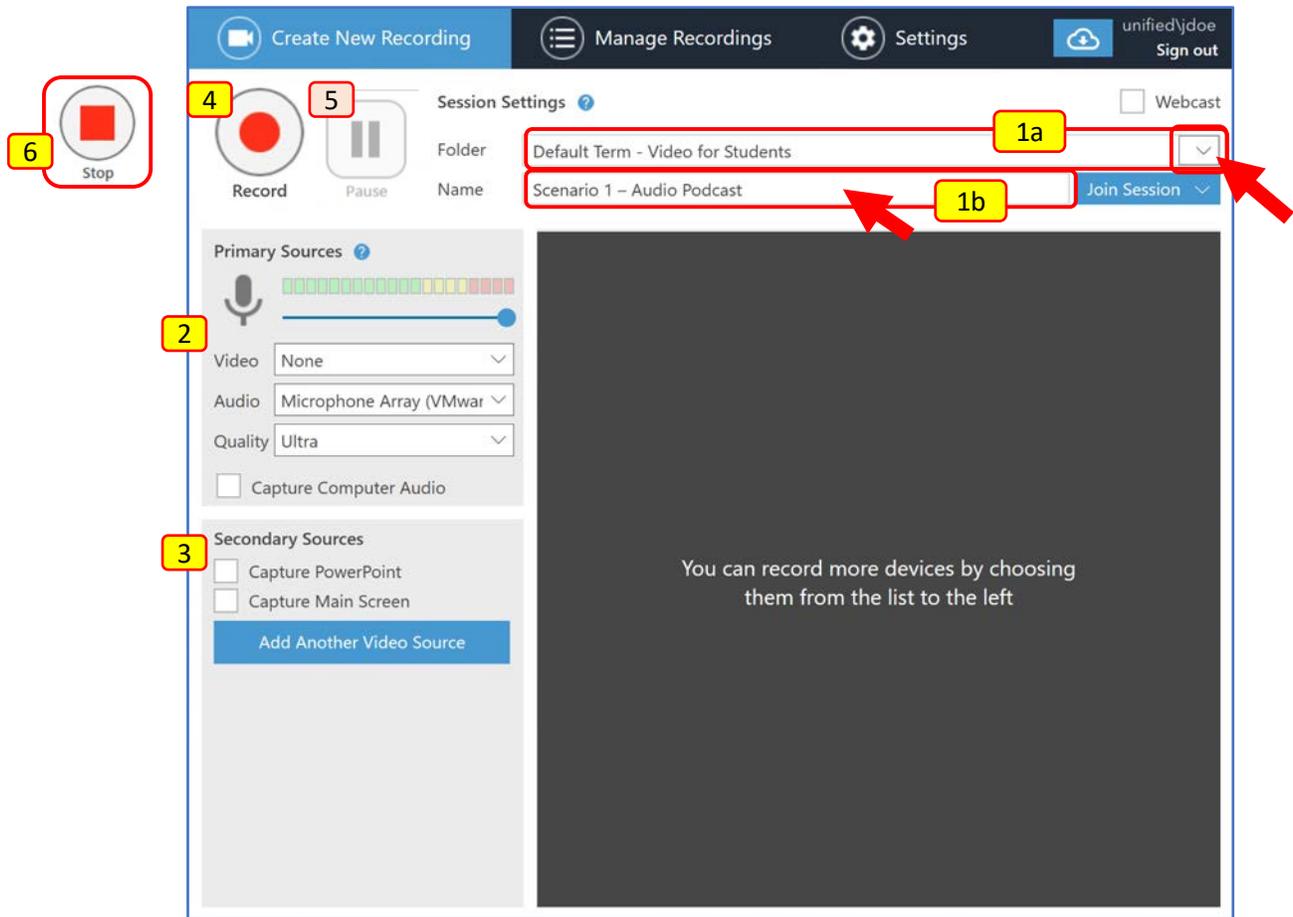
3. Hover over video, or click on title to **play video**.



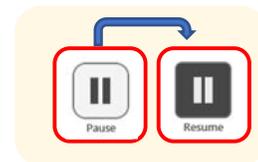
The Panopto session opens in the Panopto Player.



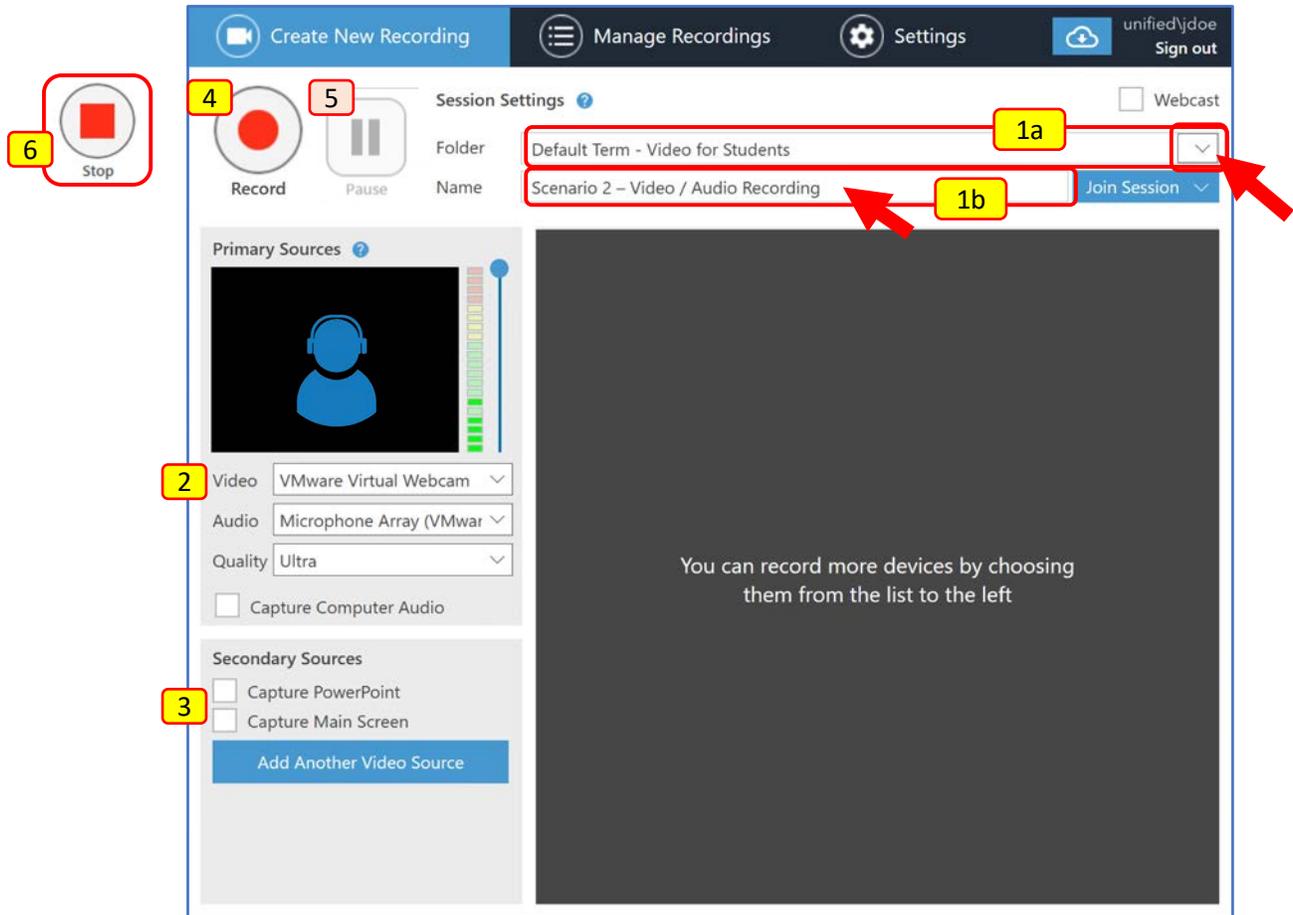
# Panopto Recorder Settings Scenario 1: Record Audio



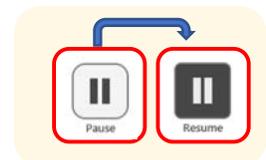
- 1 **Enter Session Settings:** (a) **Folder** Choose "My Folder", your course Panopto folder, or other Panopto folder.  
(b) **Session Name** *1a is visible only when signed in.*
- 2 **Choose Primary Sources:** **Video** – None  
**Audio** - Microphone (Select the Mic you want to use)  
**Quality** - Ultra  
**Capture Computer Audio** - Uncheck
- 3 **Check Secondary Sources:** **Uncheck all** (not recording PPT or computer display activity)
- 4 **Start recording:** Click **Start**.  
❖ Wait 5 seconds before you start presenting.
- 5 **You may Pause the recording:** Click **Pause**.  
❖ Click **Resume** to continue the session.  
❖ Wait 5 seconds before you continue presenting.
- 6 **End Presentation:** Wait 5 seconds before you stop the recording.  
❖ Click **Stop**.



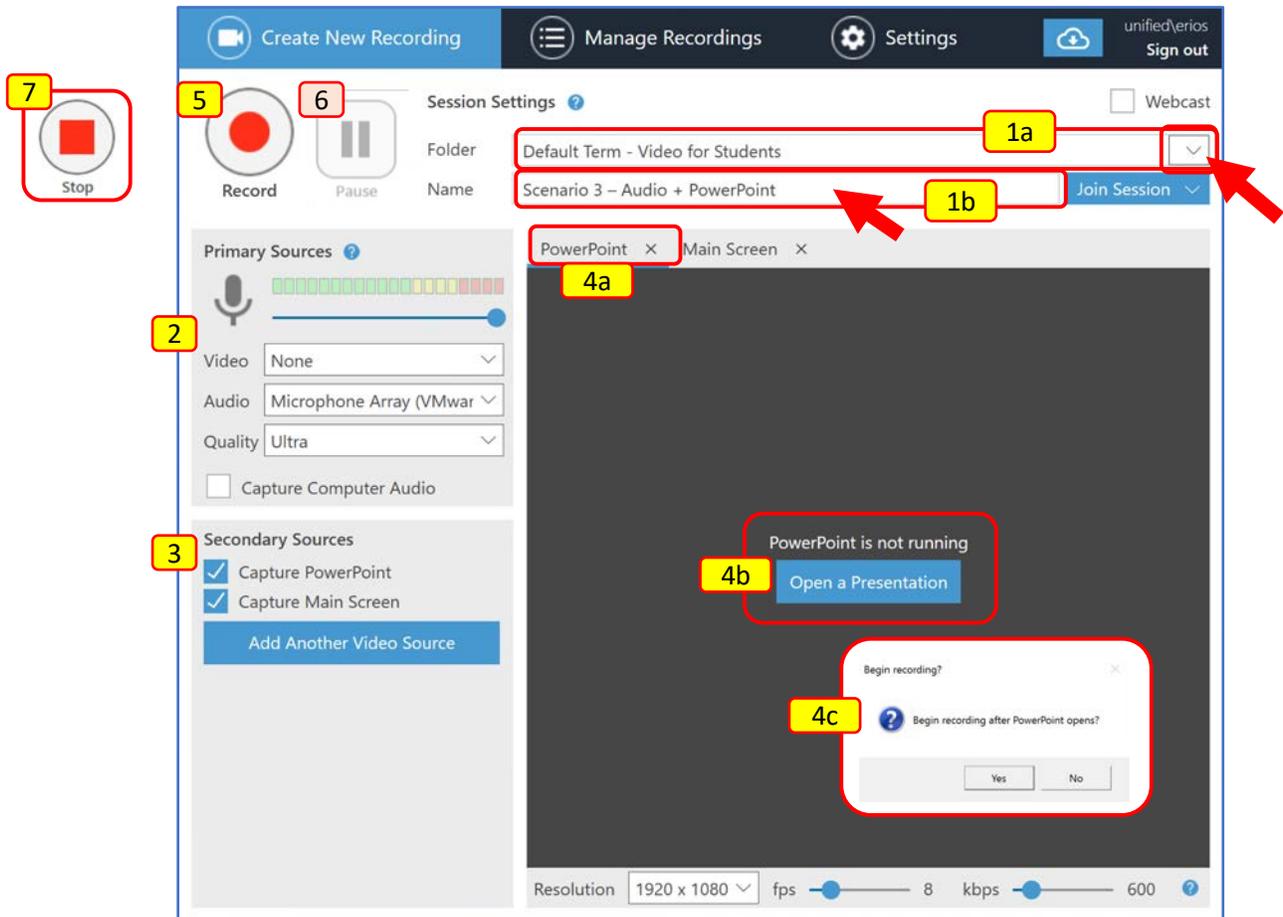
# Panopto Recorder Settings Scenario 2: Record Video/Audio



- 1 **Enter Session Settings:** (a) **Folder** Choose "My Folder", your course Panopto folder, or other Panopto folder.  
(b) **Session Name** *1a is visible only when signed in.*
- 2 **Choose Primary Sources:** **Video** – Select computer Webcam  
**Audio** - Microphone (Select the Mic you want to use)  
**Quality** - Ultra or Ultra Motion (moving head or body)  
**Capture Computer Audio** - Uncheck
- 3 **Check Secondary Sources:** **Uncheck all** (not recording PPT or computer display activity)
- 4 **Start recording:** Click **Start**.  
❖ Smile and wait 5 seconds before you start presenting.
- 5 **You may Pause the recording:** Click **Pause**.  
❖ Click **Resume** to continue the session.  
❖ Smile and wait 5 seconds before you continue presenting.
- 6 **End Presentation:** Smile and wait 5 seconds before you stop the recorder.  
❖ Click **Stop**.

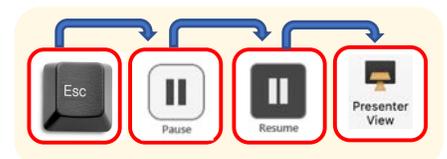


# Panopto Recorder Settings Scenario 3: Record Audio + PowerPoint

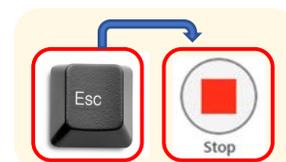


- 1** Enter Session Settings: (a) **Folder** Choose "My Folder", your course Panopto folder, or other Panopto folder.  
(b) **Session Name** *1a is visible only when signed in.*
- 2** Choose Primary Sources: **Video** – None  
**Audio** - Microphone (Select the Mic you want to use)  
**Quality** - Ultra  
**Capture Computer Audio** - Uncheck
- 3** Check Secondary Source: **Check all** (Main Screen captures all computer display activity)
- 4** Open PPT & Start recording: (a) Select PowerPoint (b) Open a Presentation (c) **Yes** starts PPT show and recording.  
❖ Wait 5 seconds before you start presenting.
- 5** Or, click Record if "No" is selected in 4c: After pressing Record, set Slide Show in Presenter view.  
❖ Wait 5 seconds before you start presenting.

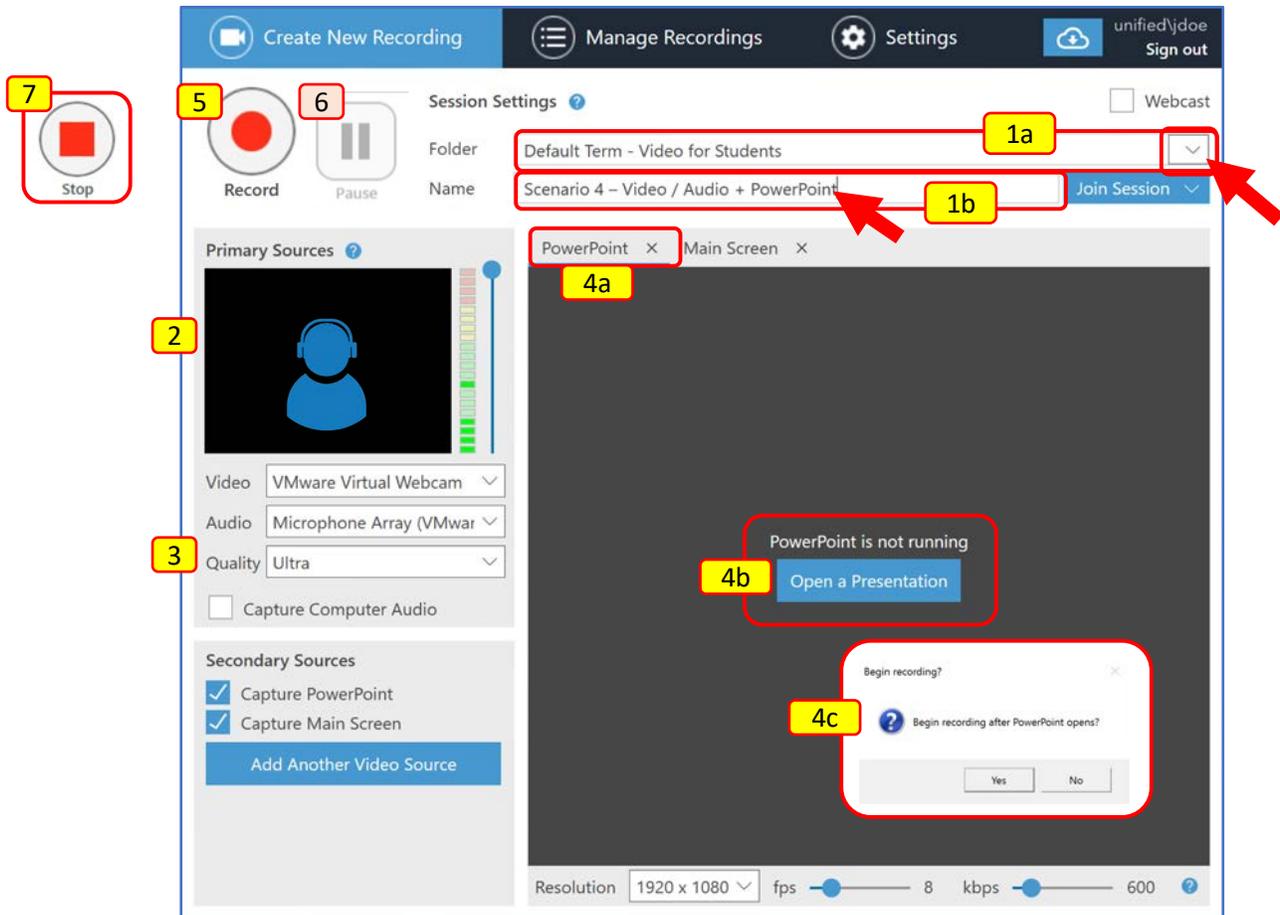
- 6** You may Pause the recording: Click **ESC Key** to temporarily minimize PPT.  
❖ Click **Pause**.  
❖ Click **Resume** to continue the session.  
❖ Set the Slide Show in **Presenter view** again.  
❖ Wait 5 seconds before you continue presenting.



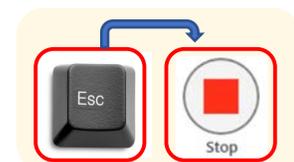
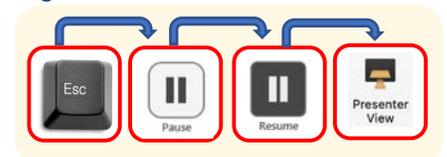
- 7** End Presentation: Wait 5 seconds before you exit the PPT.  
❖ Click the **ESC Key**.  
❖ Click **Stop**.



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



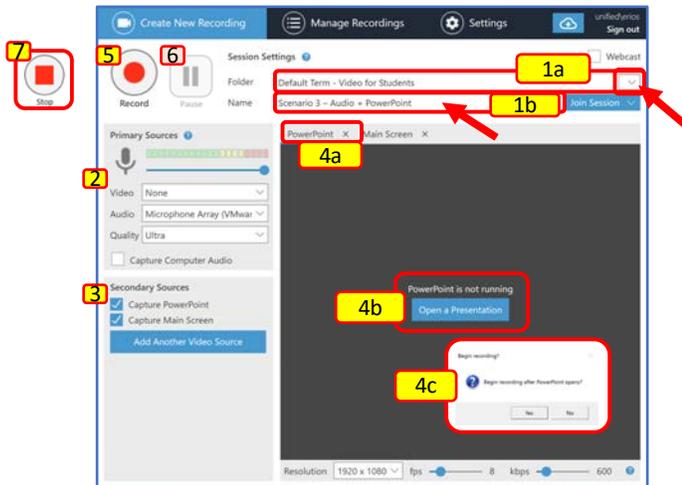
- 1 **Enter Session Settings:** (a) **Folder** Choose "My Folder", your course Panopto folder, or other Panopto folder.  
(b) **Session Name** *1a is visible only when signed in.*
- 2 **Choose Primary Sources:** **Video** – Select computer Webcam  
**Audio** - Microphone (Select the Mic you want to use)  
**Quality** - Ultra or Ultra Motion (moving head or body)  
**Capture Computer Audio** - Uncheck
- 3 **Check Secondary Source:** **Check all** (Main Screen captures all computer display activity)
- 4 **Open PPT & Start recording:** (a) Select PowerPoint (b) Open a Presentation (c) **Yes** starts PPT show and recording.  
❖ Smile and wait 5 seconds before you start presenting.
- 5 **Or, click Record if "No" is selected in 4c:** After pressing **Record**, set **Slide Show in Presenter view**.  
❖ Smile and wait 5 seconds before you start presenting.
- 6 **You may Pause the recording:** Click **ESC Key** to temporarily minimize PPT.  
❖ Click **Pause**.  
❖ Click **Resume** to continue the session.  
❖ Set the Slide Show in **Presenter view** again.  
❖ Smile and wait 5 seconds before you continue presenting.
- 7 **End Presentation:** Smile and wait 5 seconds before you exit the PPT.  
❖ Click the **ESC Key**.  
❖ Click **Stop**.



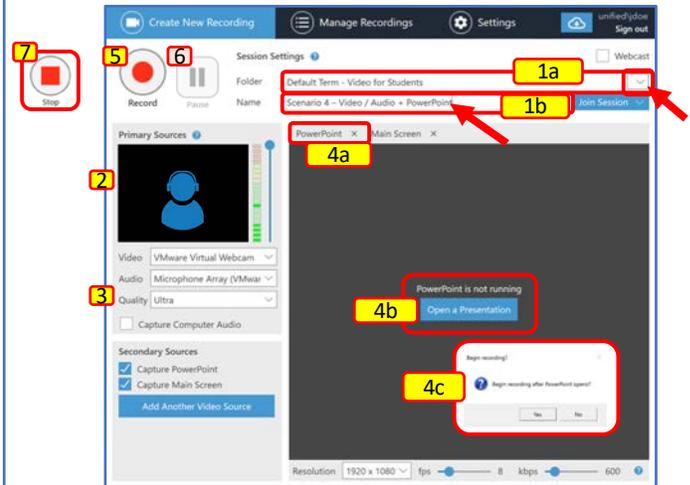
# Multi-task different documents & Apps while recording

## Record: Video & Audio + PowerPoint + Computer Display Activity

### Use Panopto Recorder Settings Scenario 3: Record Audio + PowerPoint



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



### Before recording a session:

- Plan your recording and determine which Panopto Recorder you'll use (**Scenario 3 or Scenario 4**).
- Open all the documents and apps you'll be using in your presentation.
- Practice minimizing all documents and apps (they'll appear in the computer dock).
- Practice restoring, and maximizing all documents **in the order** they'll be displayed in your presentation.
- Launch the **Panopto Recorder**.
- Minimize all the documents and apps, except Panopto and PowerPoint** (or the document you'd like to start the presentation with. All minimized documents/apps will hide in the dock).

### Let's get started!

- Enter **session settings**.
  - Select Panopto folder where session will be stored.
  - Type the name of the session.
- Select **Primary Sources** settings for video, audio and quality (for Scenario 3 or Scenario 4).
- Check **Secondary Sources** settings for capturing PowerPoint and/or Main Screen display (for Scenario 3 or Scenario 4)
- Launch the **PowerPoint**.
  - Select **PowerPoint**.
  - Click **Open a Presentation**.
  - Select **Yes** to begin recording.
- Or**, pressing **Record** (if you clicked **No** in #4c).
  - set Slide Show in Presenter view.**
  - Look at the webcam, smile and wait 5 seconds before you start presenting.
- Multi-task: display the next document**
  - Click **ESC** Key to temporarily minimize PPT.
  - Click **Pause**.
  - Minimize** document
  - Open **next document**
  - Click **Resume** to continue with the recording session.
  - Maximize** document
  - Look at the webcam, smile and wait 5 seconds before you continue presenting.
- To end** the recording session
  - Look at the webcam, smile and wait 5 seconds before you continue presenting.
  - Click **ESC** key
  - Click **Stop**

**#6 - Multitask**  
**Toggle display documents**

Repeat Step 6a to 6g for as many documents and/or apps you'd like to present.

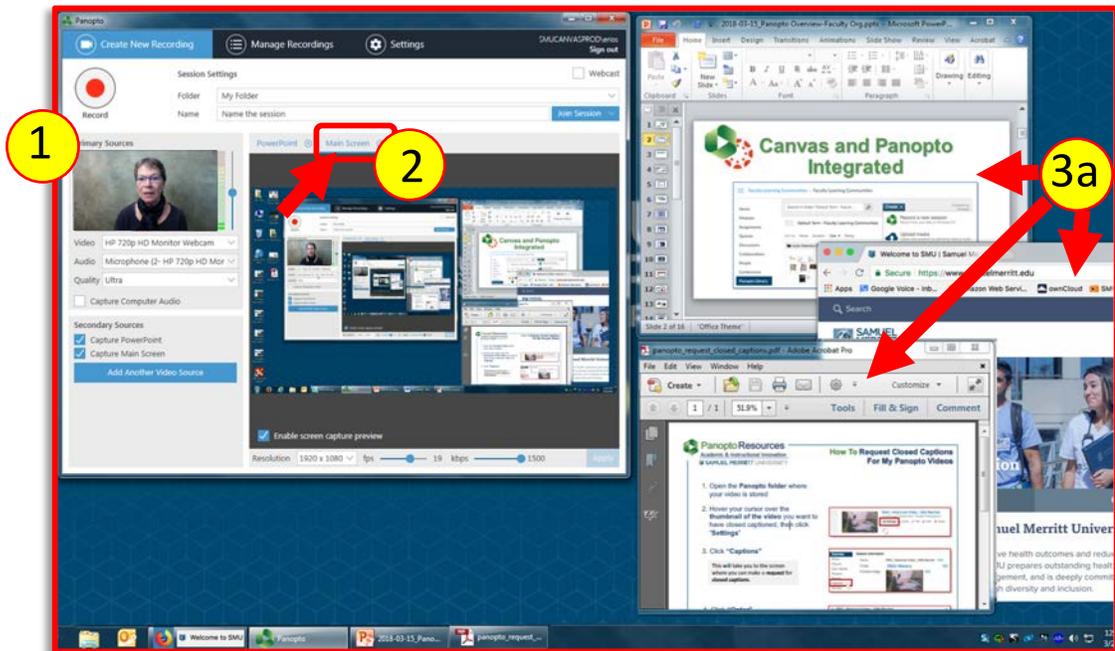
*How to prepare and organize your session*  
*Multi-task different documents & Apps while recording*  
Record: Video & Audio + PowerPoint + Computer Display Activity

**EXAMPLE**

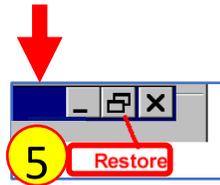
Panopto recordings provides the option to record different scenarios (see scenarios 1-4). Here, you'll learn how to toggling different documents and apps during a Panopto recording session.

Follow these steps:

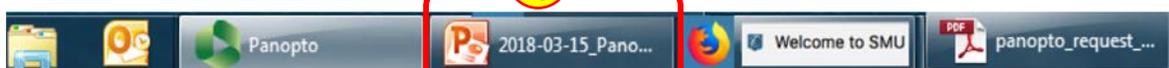
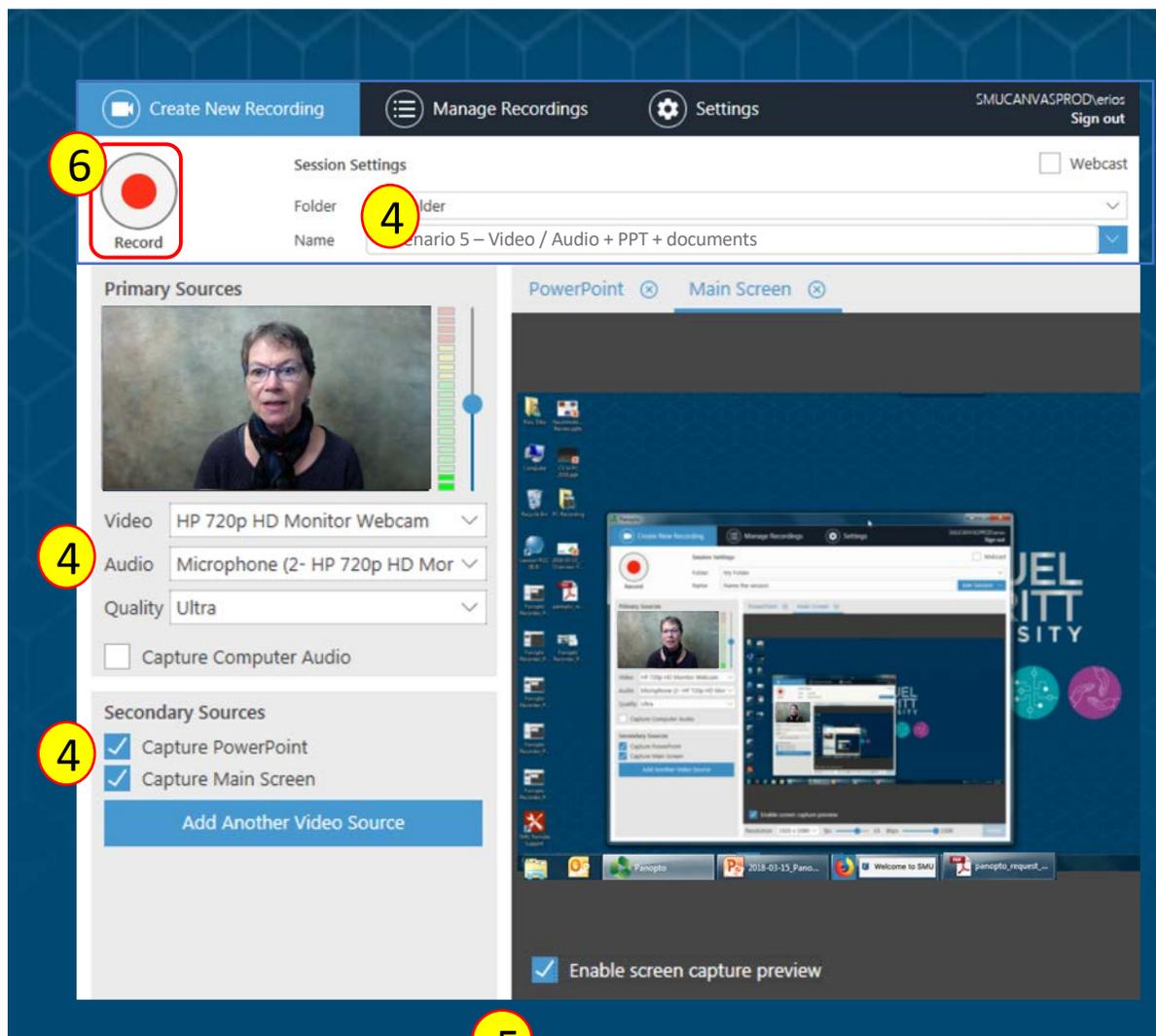
1. Launch the **Panopto Recorder** app.
2. Select the view for **Main Screen**.
3. Open all the documents and apps you'll use for your recording.
  - a. **PowerPoint, website, word doc, pdf**, or other app for demonstration:
  - b. **Minimize** all documents so they appear in the dock



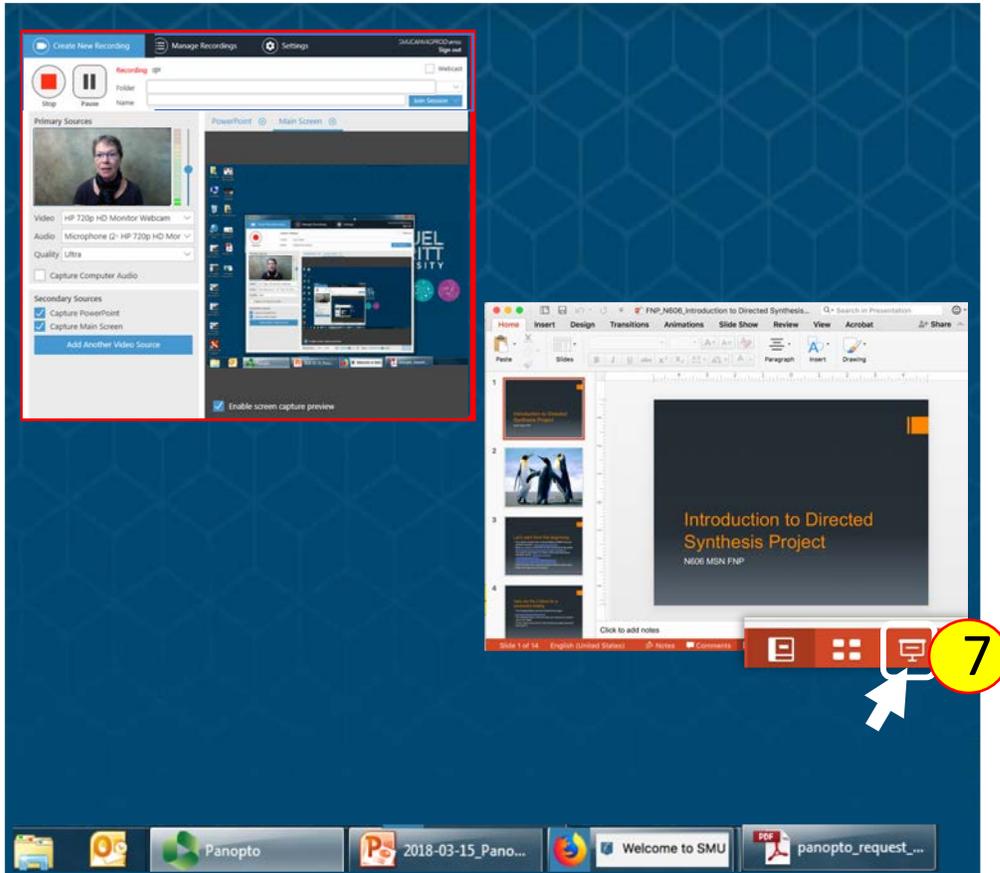
4. Set **recorder settings**. (Name session, select Panopto Folder, select Primary/Secondary Sources. Review settings in Panopto Recorder scenarios 1-4)
5. **Restore** the first document you'll display.



6. Click **Record**.



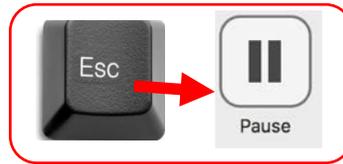
7. Click the **Presenter view** icon for full screen view PowerPoint.
8. **Look** at the webcam, **Smile** and **wait 5 seconds**.
9. **Begin** presentation and **advancing** slides.



Switch document now.

10. **Smile** and **wait 5 seconds** (to prevent abrupt cut).

11. Click the **ESC** key to exit full screen mode



12. Click **Pause**

(to give you time to maximize new document and recollect your thoughts.)

13. **Minimize** the current document.



14. Access the new document

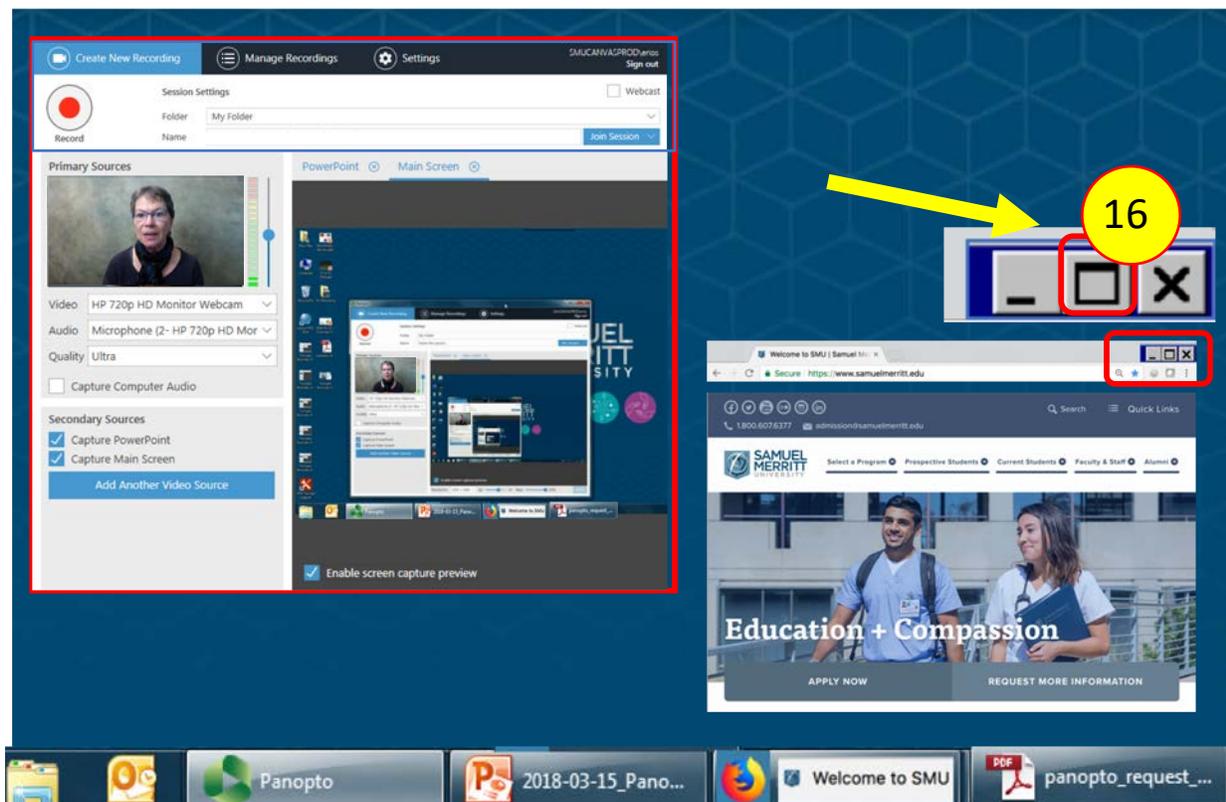


15. Click **Resume** to continue the presentation.

16. **Restore / Maximize** the new document to **full screen**.

a. **Look at webcam, smile and wait 5 seconds.**

b. **Continue** with new document - narrate and navigate it.

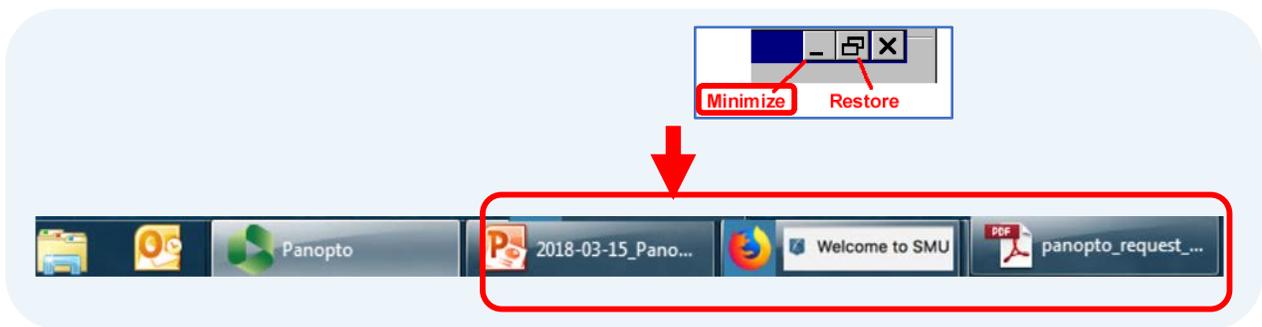
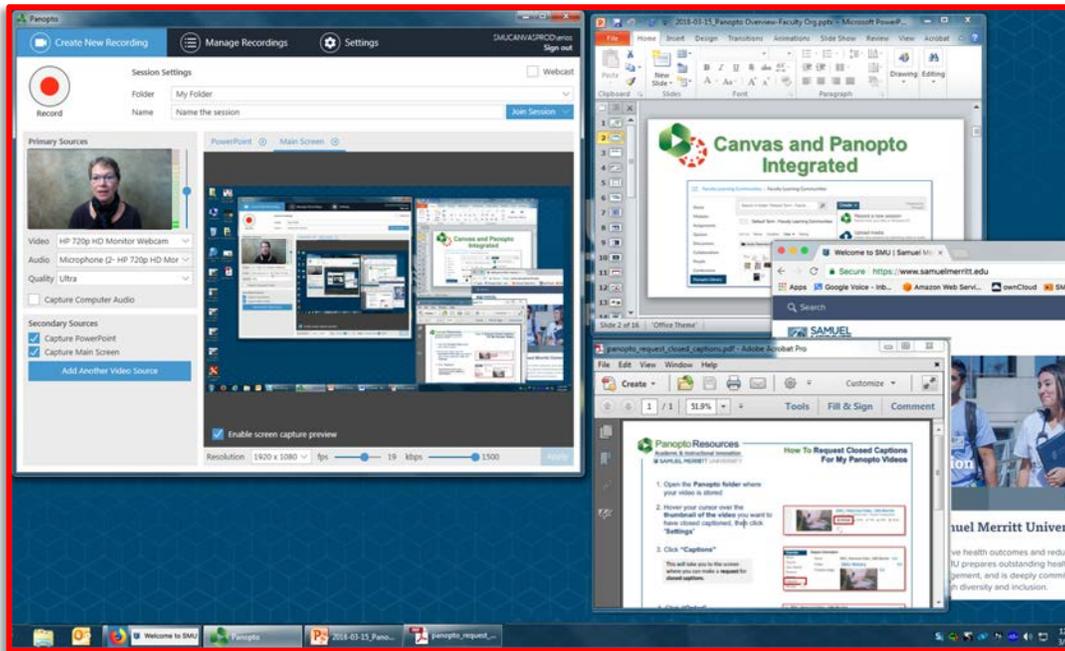


Repeat Steps 10-16 for every document you want to display while recording.

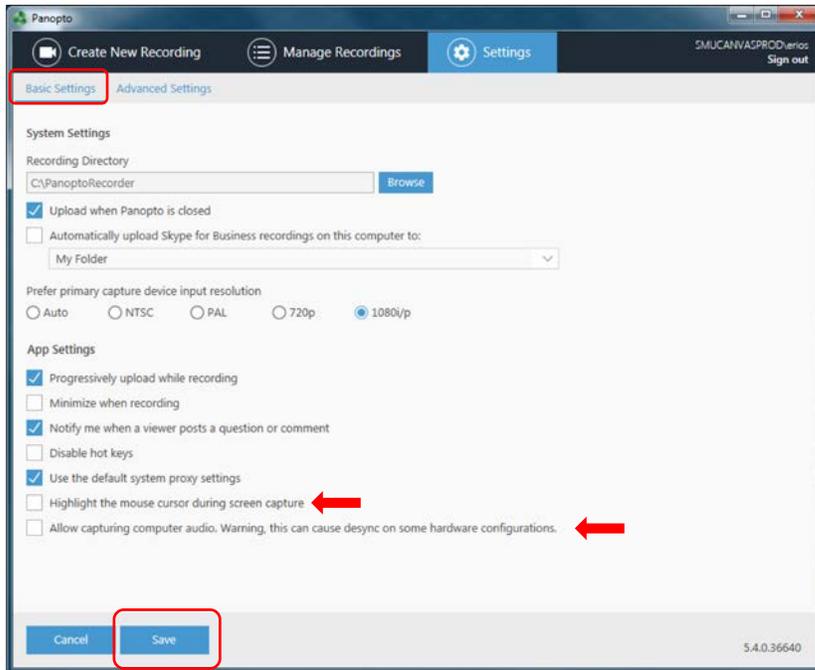
17. To end the recording:

- a. Smile and “wait” 5 seconds.
- b. (Prevents abrupt cut, and allows for later editing of displayed documents on desktop.)
- c. Click the **ESC** key.
- d. Click **Stop**.

Later, you can trim the excess video at the beginning and end of the session.



1. Select **Basic Settings**, mark these options, and **Save**.

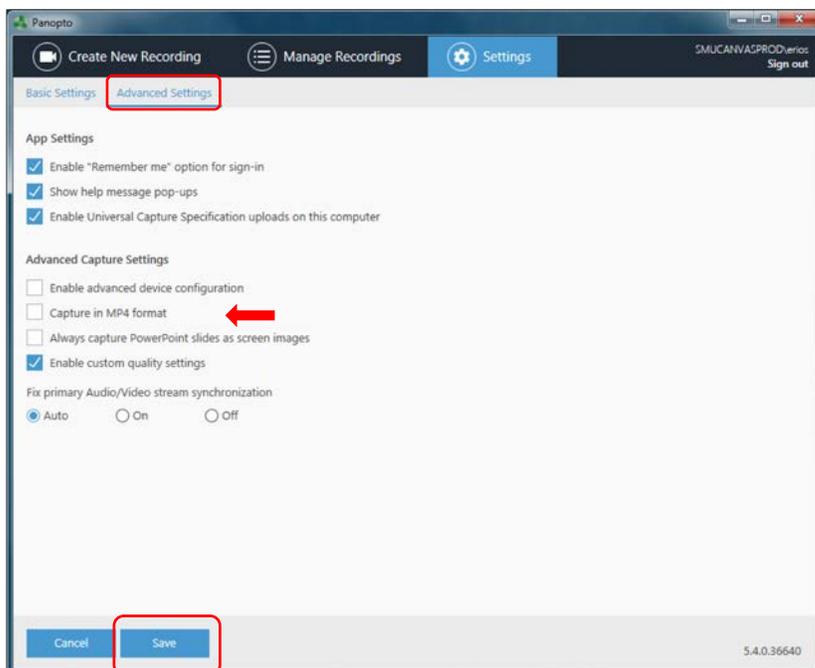


Check **Allow capturing computer audio only when playing audio or video** while recording a session. For example, you want to capture a a YouTube video at some point during your presentation.

**Keep it unchecked** when not including videos, otherwise, you might capture a hissing background sound in your session.

Capture Mouse if you'd like to point at certain areas / graphics, etc. during recording.

2. Select **Advanced Settings**, mark these options, and **Save**.



**Capture in MP4 format** is not necessary. A Panopto Session is composed of many files and proprietary formats. MP4 files are not uploaded.

So if you check Capture in MP4 format, you're using computer memory resources.

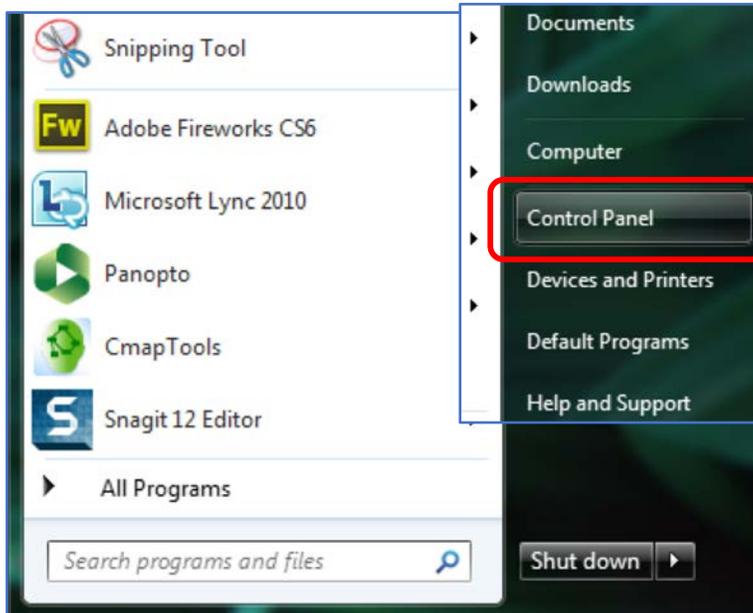
Why capture in MP4 format? Mostly as a precautionary step. However, once a session is uploaded and "complete". You can delete a session from your computer from the Manage Recordings tab.



# Select the Computer Sound Settings

1. Open the **Start**  menu.

2. Open the **Control Panels**.

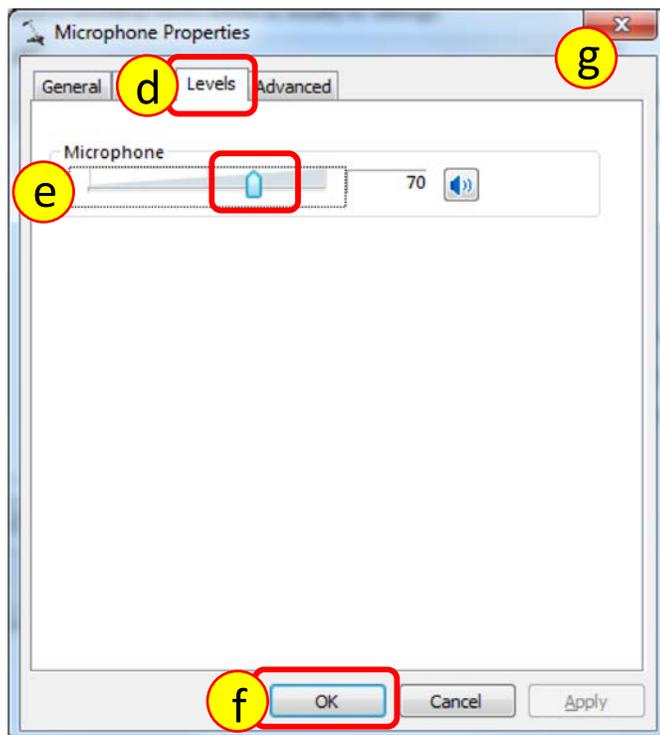
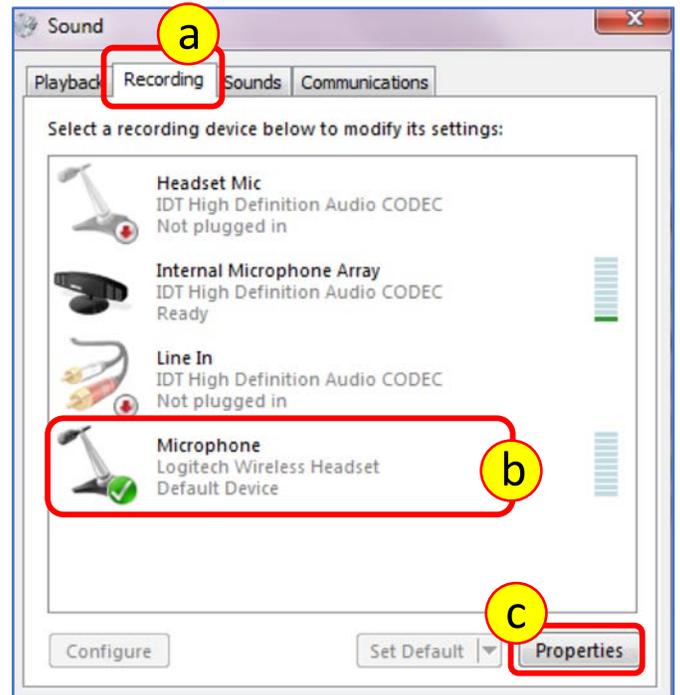


3. Select the **Sound icon**.

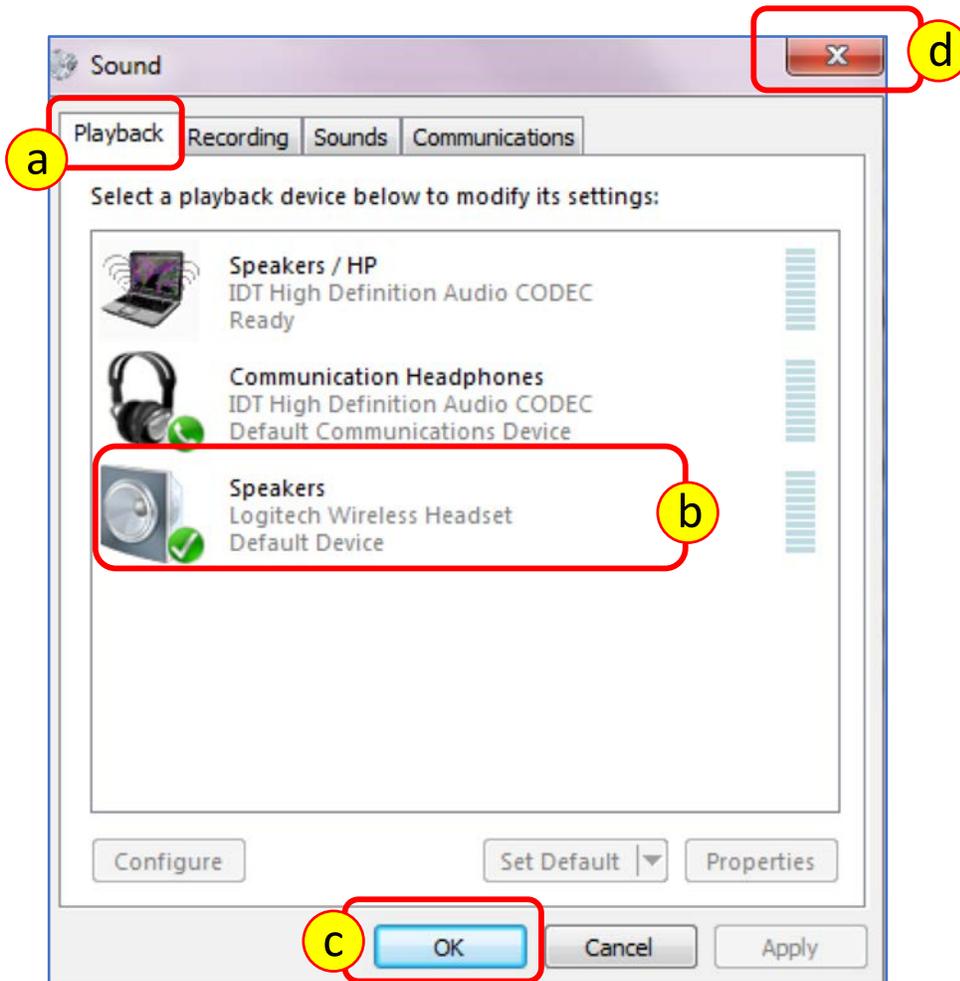


4. Select **Microphone** and adjust **Recording Levels**.

- a. Select the **Recording** tab
- b. Choose the **Microphone** you're using
- c. Click **Properties**
- d. Select the **Levels** tab
- e. Adjust the volume on the **Microphone** slider to about **70%**
- f. Click **Ok**.
- g. **Close** window



5. Select **Speakers** for listening.
  - a. Select the **Playback** tab
  - b. Choose the **Speakers** you're listening through
  - c. Click **OK**,
  - d. **Close** the window.



## Prepare Microphone and Check Sound Levels

1. **Connect the microphone** jack to the computer sound input.
2. If using a **lapel Clip** the lavalier mic to your top
  - a. Point mic **upward toward your mouth**.
  - b. Make sure **mic doesn't dangle**.
  - c. Tuck in microphone cord to **minimize visibility**.
3. If using a **stand up microphone**
  - a. Point **mic directly toward your mouth**
  - b. You may need to **place it close to your mouth**.
  - c. Make sure the **mic is not visible** in the webcam
4. **Talk** directly into the Mic.
5. Check that the **levels** in the Panopto Recorder are "**green**" and vibrate as you talk.



The levels **may be faint**, but if you hear your voice loud and clear in a test recording, then you're good to go!

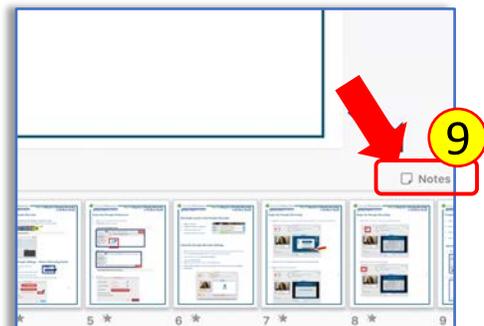
6. Do a 2 minute **test recording** and **upload** it.
7. Listen to the **playback** at **medium volume level**  to make sure sound levels are acceptable.
8. Adjust computer sound recording levels when playback at medium level is too low or two high.



(See instruction #4 on **Select the Computer Sound Settings**.)

## Use PowerPoint Notes on iPad (As a Reference)

1. From computer, **upload PowerPoint** to DropBox or Google Drive.
2. **Turn on** iPad protector to turn it on.
3. **Turn on** the Wi-Fi.
  - a) **Select** Settings > Wi-Fi > SMU\_Lawn
4. **Press** the "home" button (on the bottom of iPad).
5. **Select** the **App** where your PowerPoint is stored. (Dropbox or Google Drive).
6. **Login** to your account (Dropbox or Google Drive).
7. Click **Don't Allow** (notifications) – Only if prompt appears.
8. **Find** the PowerPoint file.
  - a) If you are using **Dropbox**:
    1. **Double click** on the **file** to open it.
    2. Click the **Edit** icon
    3. Choose **Open with Microsoft PowerPoint**
    4. Click **Open** on prompt **Dropbox wants to open in PowerPoint**
    5. Click **PowerPoint** when prompted
    6. Click **Allow**
  - b) If you are using **Google Drive**:
    1. **Double click** on the **file** to open it.
    2. Click the **Edit** icon.
    3. Choose **Open with Microsoft PowerPoint**.
    4. Click **Open** on prompt **Dropbox wants to open in PowerPoint**.
9. Select checkbox for **Notes** to view PowerPoint notes.
10. **log out** of your Dropbox or Google account after finishing recording Panopto video session(s).



**SMU Panopto Website**

<https://www.samuelmerritt.edu/aii/panopto>

**Panopto Site Tutorials**

**Panopto Support**

<https://support.panopto.com/>

