

# Record a Panopto Session

## GUIDE for PC Computers Table of Contents for Students

### Quick start

- [Page 1](#)    Sign-In to the Panopto Recorder
- [Page 2](#)    Select a Panopto Folder to Store Panopto Sessions
- [Page 3](#)    Record and Upload – Short Instructions
- [Page 6](#)    Access and Play a Panopto Session

### Recording Scenarios

- [Page 7](#)    Panopto Recorder Settings Scenario 1: Audio Only
- [Page 8](#)    Panopto Recorder Settings Scenario 2: Video/Audio Only
- [Page 9](#)    Panopto Recorder Settings Scenario 3: Audio / PowerPoint Narration
- [Page 10](#)    Panopto Recorder Settings Scenario 4: Video / Audio / PowerPoint
- [Page 11](#)    Record: Audio / PowerPoint / documents, websites, apps, etc. (anything you want to display on monitor)
- [Page 12](#)    Example / How to prepare and organize your session for Multi-task different documents & Apps while recording (PowerPoints, Web Pages, PDFs, etc.)

### Recommended Settings

- [Page 17](#)    Set the Panopto Recorder Settings
- [Page 18](#)    Set the Computer Sound Settings
- [Page 21](#)    Prepare Microphone and Check Sound Levels

### Resources

- [Page 22](#)    Panopto / SMU Resources



**Panopto Resources**

Academic & Instructional Innovation



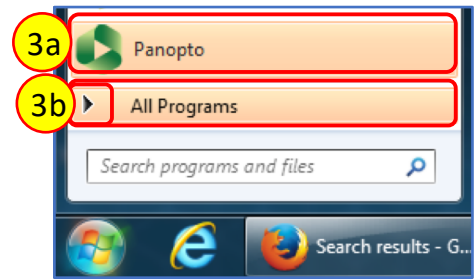
**Samuel Merritt University**

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

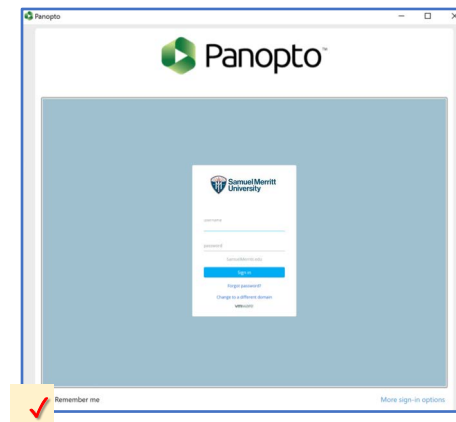
2. Open the **Start**  menu.

3. Open the **Panopto App**.

- Select the **Panopto App** icon.
- If not visible, select **All Programs** and find the app

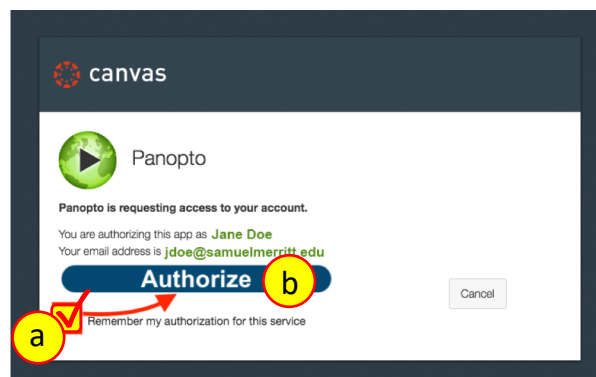


4. **Sign in** using your SMU credentials.



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

- Click the checkbox **Remember my authorization**.
- Click **Authorize**.



## Select a Panopto [ Assignments ] Folder for your course for video assignments and Canvas discussions

1. Click the pulldown arrow to select the Panopto [ Assignments ] folder where you'll upload your Panopto sessions.

Students can only **upload videos to designated Panopto [ Assignments ] Folders for your courses**. You can use Panopto for your video assignments and for Canvas discussions with video.

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

Names begin to populate as soon as you start typing.

3. Select the Panopto folder (*Panopto [ Assignments ] folder*).
4. Or, select **Offline Recording** to save the video session in your computer.

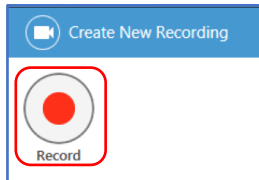
The screenshot displays the Panopto interface with the following elements:

- Top Navigation Bar:** Includes 'Create New Recording', 'Manage Recordings', and 'Settings' buttons. The user is logged in as 'SMUCANVASPROD\ybond' with a 'Sign out' link.
- Session Settings:**
  - Record:** A red circle icon.
  - Folder:** A dropdown menu showing 'Panopto [ Assignments ] folder' (highlighted with a red box and a yellow callout '1'). A red arrow points to the dropdown arrow.
  - Name:** A text field containing 'Title of video'.
  - Webcast:** A checkbox.
  - Join Session:** A button with a dropdown arrow.
- Folder Selection Dialog:**
  - Search Bar:** A text field with the placeholder 'Choose a folder or start by typing a folder name here.' (highlighted with a red box and a yellow callout '2').
  - Quick access:** A section showing 'Default Term - Video for Students [assignments] in Default Term - Video for Students'.
  - All folders:** A list of folders with expandable arrows. The 'Panopto [ Assignments ]' folder is highlighted with a red box and a yellow callout '3'.
  - Offline Recording:** A button at the bottom of the dialog, highlighted with a red box and a yellow callout '4'.



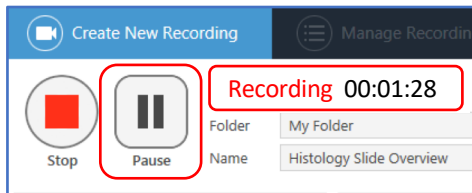
**Prior to clicking Record:** (1) sign-in to the Panopto Recorder (optional), (2) select a Panopto Folder for uploading the recording, (3) name the video session, and (4\*) choose the settings for the recording.

1. Click **Record**.



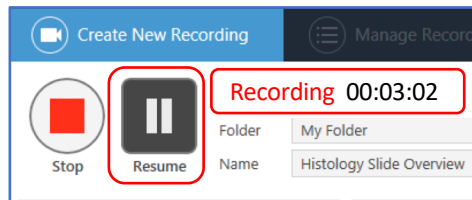
**(4\*) See instructions:** "Prepare, Organize and Multi-task Documents" and "Panopto Recorder Settings Scenarios".

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



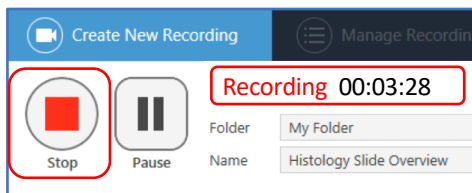
The recorder will continue recording during **Pause**.

3. **Resume** the recording.

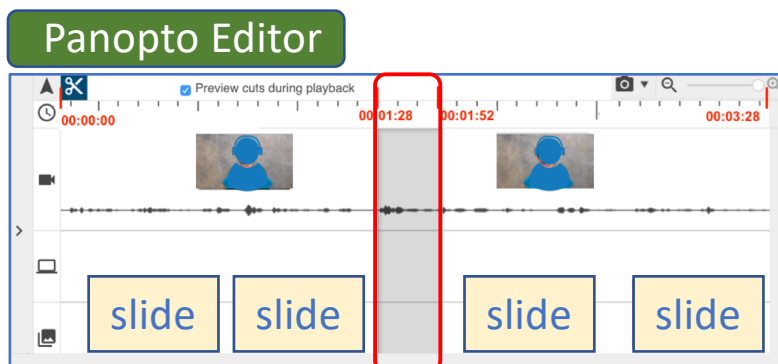


Between **Pause** and **Resume**, there will be an **automatic Edit** in the video.

4. **Stop** the recording.

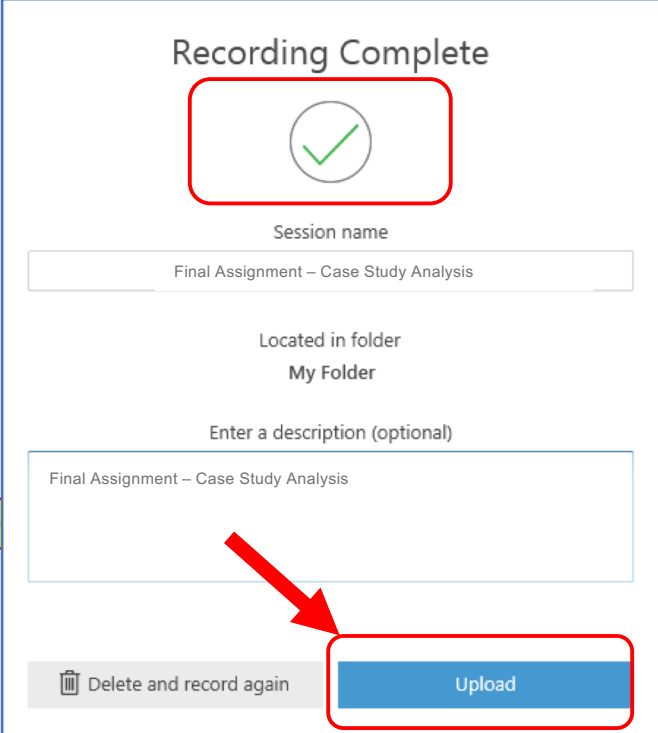


The **Pause** appears **grayed out** in the **Panopto Editor**, and is skipped during playback in the Panopto Player.






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**.



**Recording Complete**



Session name


Final Assignment – Case Study Analysis

Located in folder

My Folder

Enter a description (optional)

Final Assignment – Case Study Analysis

 Delete and record again

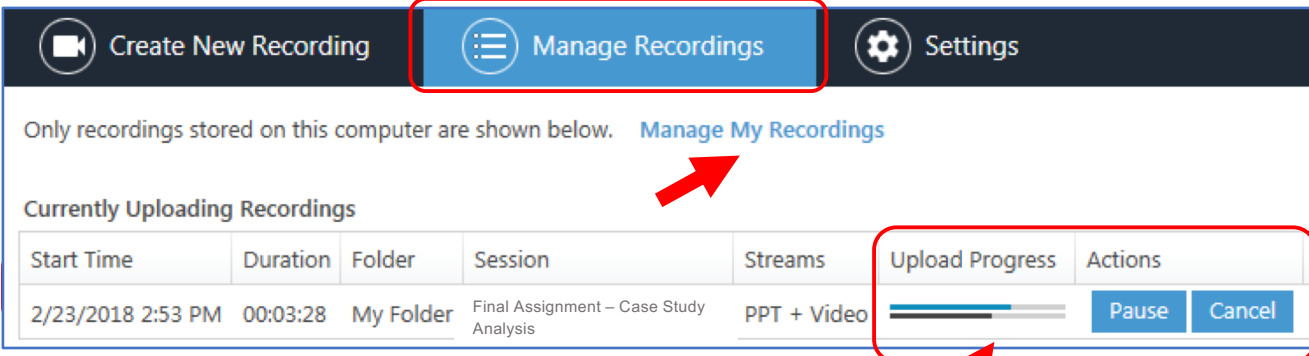
**Upload**




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.



 Create New Recording  **Manage Recordings**  Settings

Only recordings stored on this computer are shown below. [Manage My Recordings](#)

**Currently Uploading Recordings**

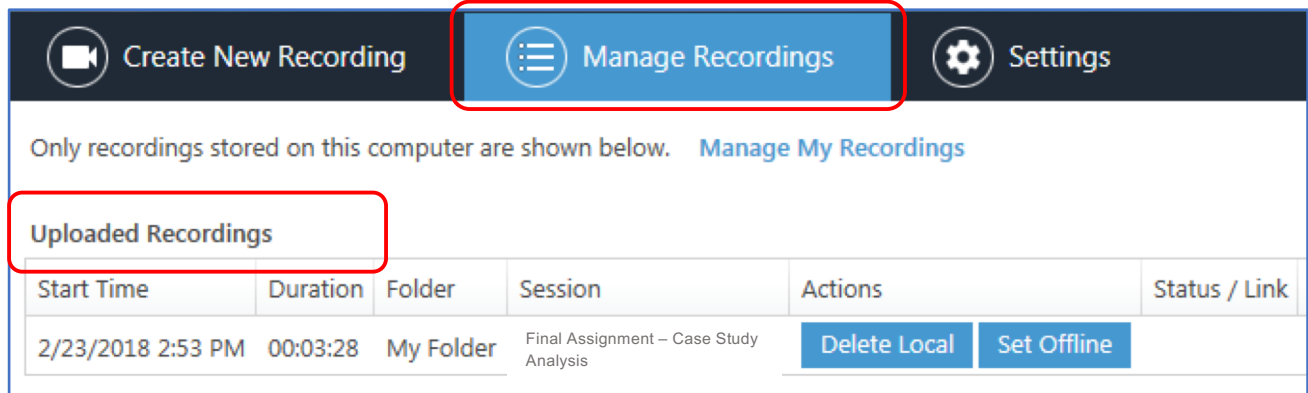
Start Time	Duration	Folder	Session	Streams	Upload Progress	Actions
2/23/2018 2:53 PM	00:03:28	My Folder	Final Assignment – Case Study Analysis	PPT + Video		<b>Pause</b> <b>Cancel</b>

**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)

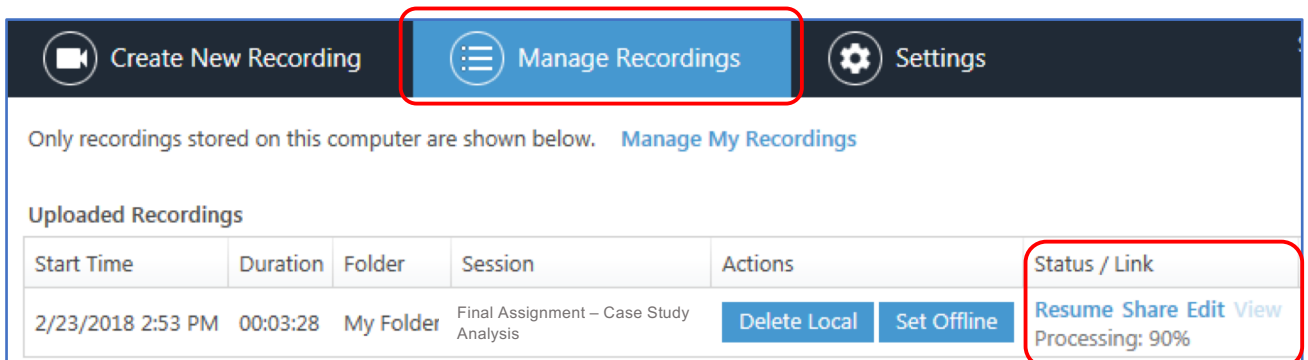


Only recordings stored on this computer are shown below. [Manage My Recordings](#)

**Uploaded Recordings**

Start Time	Duration	Folder	Session	Actions	Status / Link
2/23/2018 2:53 PM	00:03:28	My Folder	Final Assignment – Case Study Analysis	<a href="#">Delete Local</a> <a href="#">Set Offline</a>	Uploaded Processing

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



Only recordings stored on this computer are shown below. [Manage My Recordings](#)

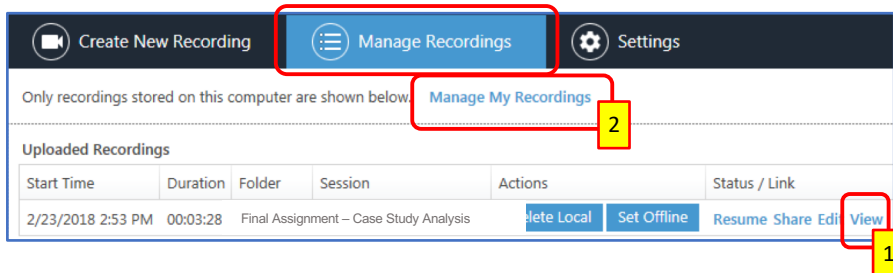
**Uploaded Recordings**

Start Time	Duration	Folder	Session	Actions	Status / Link
2/23/2018 2:53 PM	00:03:28	My Folder	Final Assignment – Case Study Analysis	<a href="#">Delete Local</a> <a href="#">Set Offline</a>	<a href="#">Resume</a> <a href="#">Share</a> <a href="#">Edit</a> <a href="#">View</a> Processing: 90%



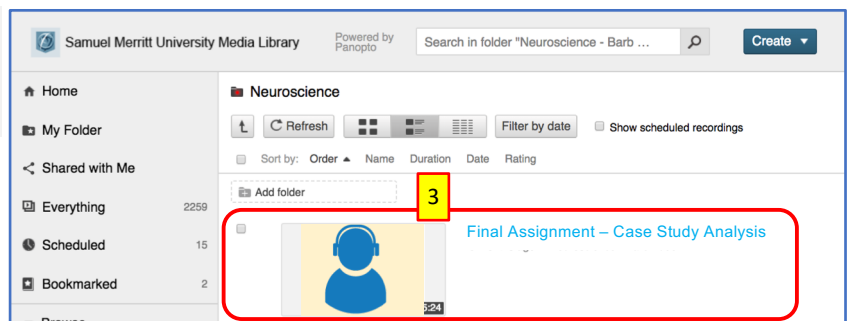
The video session is fully processed and can be accessed.

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

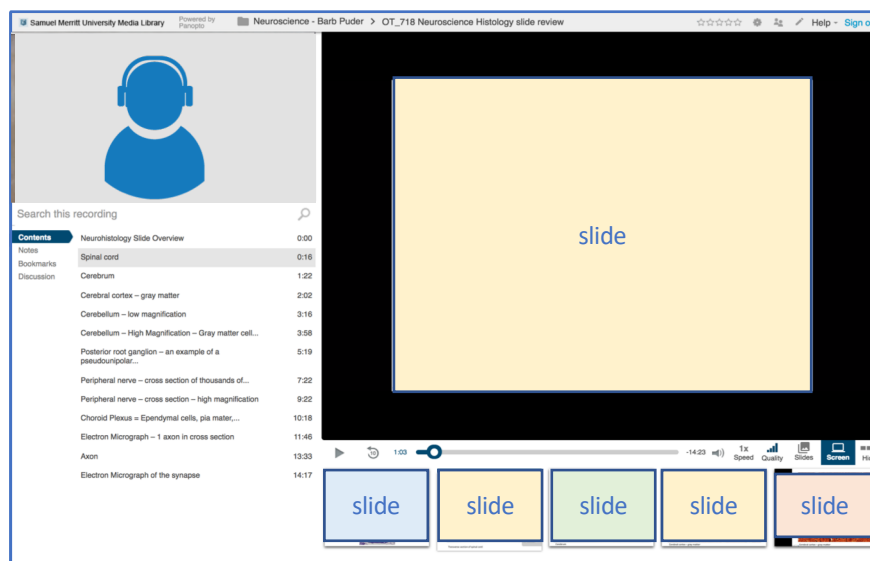


When selecting option #2, the Panopto Library (where you uploaded) video opens.

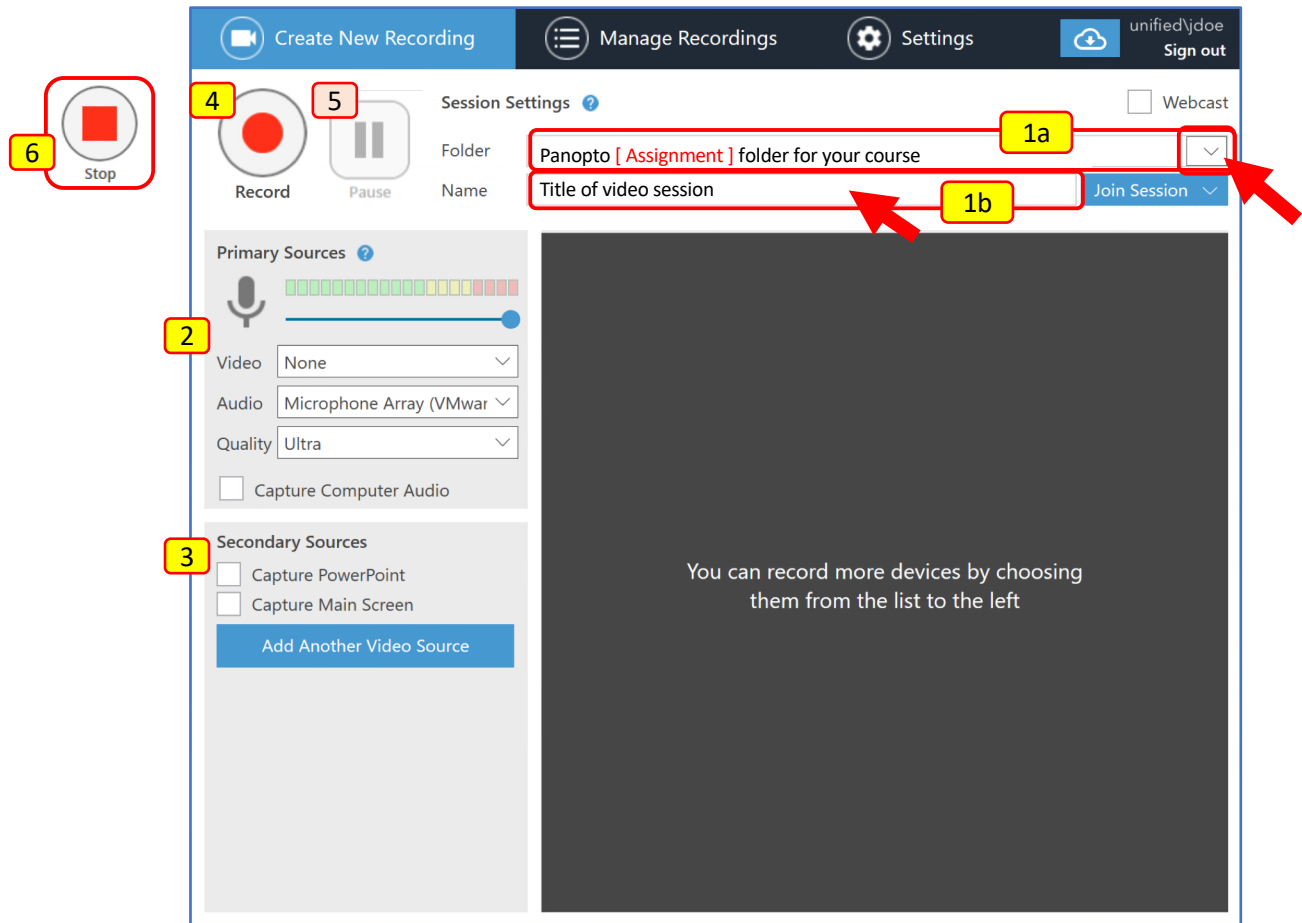
3. Hover over video, or click on title to **play video**.



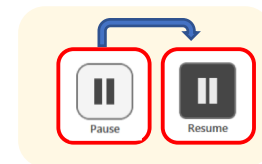
The Panopto session opens in the Panopto Player.



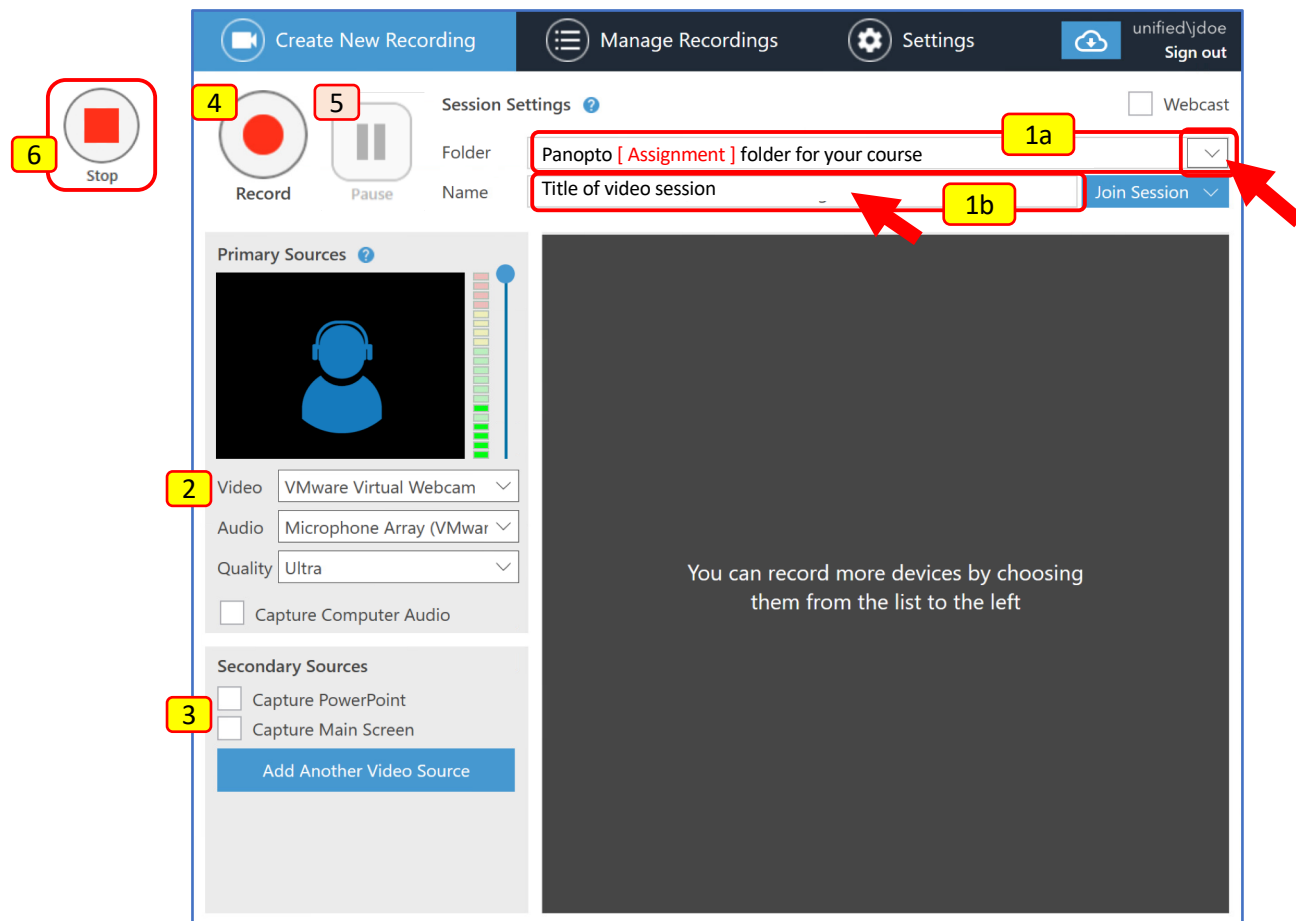
# Panopto Recorder Settings Scenario 1: Record Audio



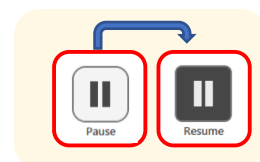
- 1 Enter Session Settings:
  - (a) Folder Choose "Panopto [ Assignments ]" folder for your course
  - (b) Session Name Folder is visible only when signed in only.
- 2 Choose Primary Sources:
  - Video – None
  - Audio - Microphone (Select the Mic you want to use)
  - Quality - Ultra
  - Capture Computer 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.



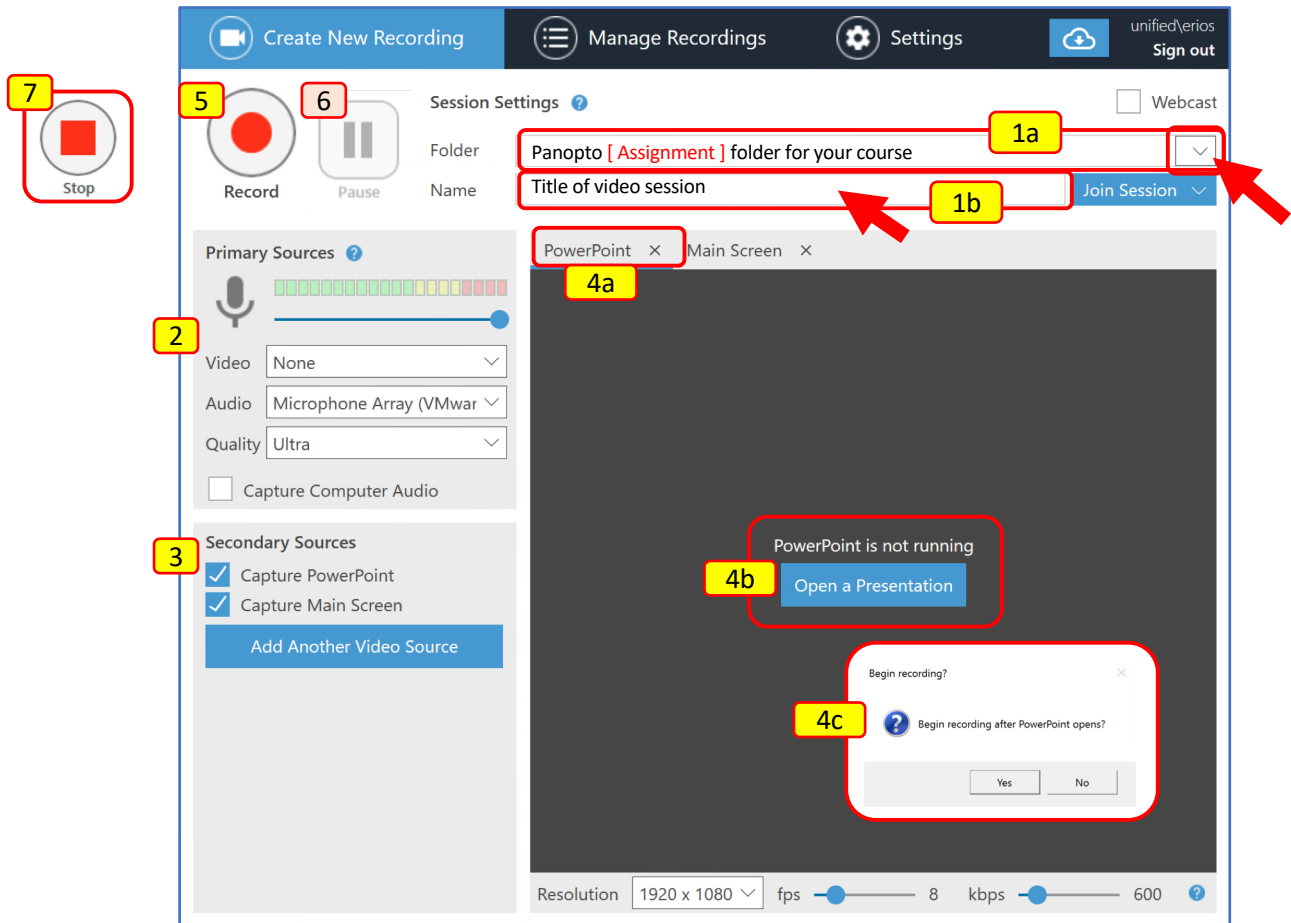
## Panopto Recorder Settings Scenario 2: Record Video/Audio



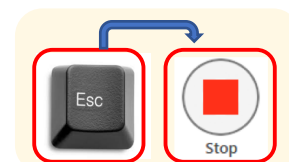
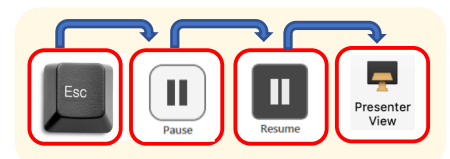
- 1 Enter Session Settings:**
  - (a) **Folder** Choose “Panopto [ Assignments ]” folder **for your course**
  - (b) **Session Name** Folder is *visible only when signed in only*.
- 2 Choose Primary Sources:**
  - Video** – Select computer Webcam
  - Audio** - Microphone (Select the Mic you want to use)
  - 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**.



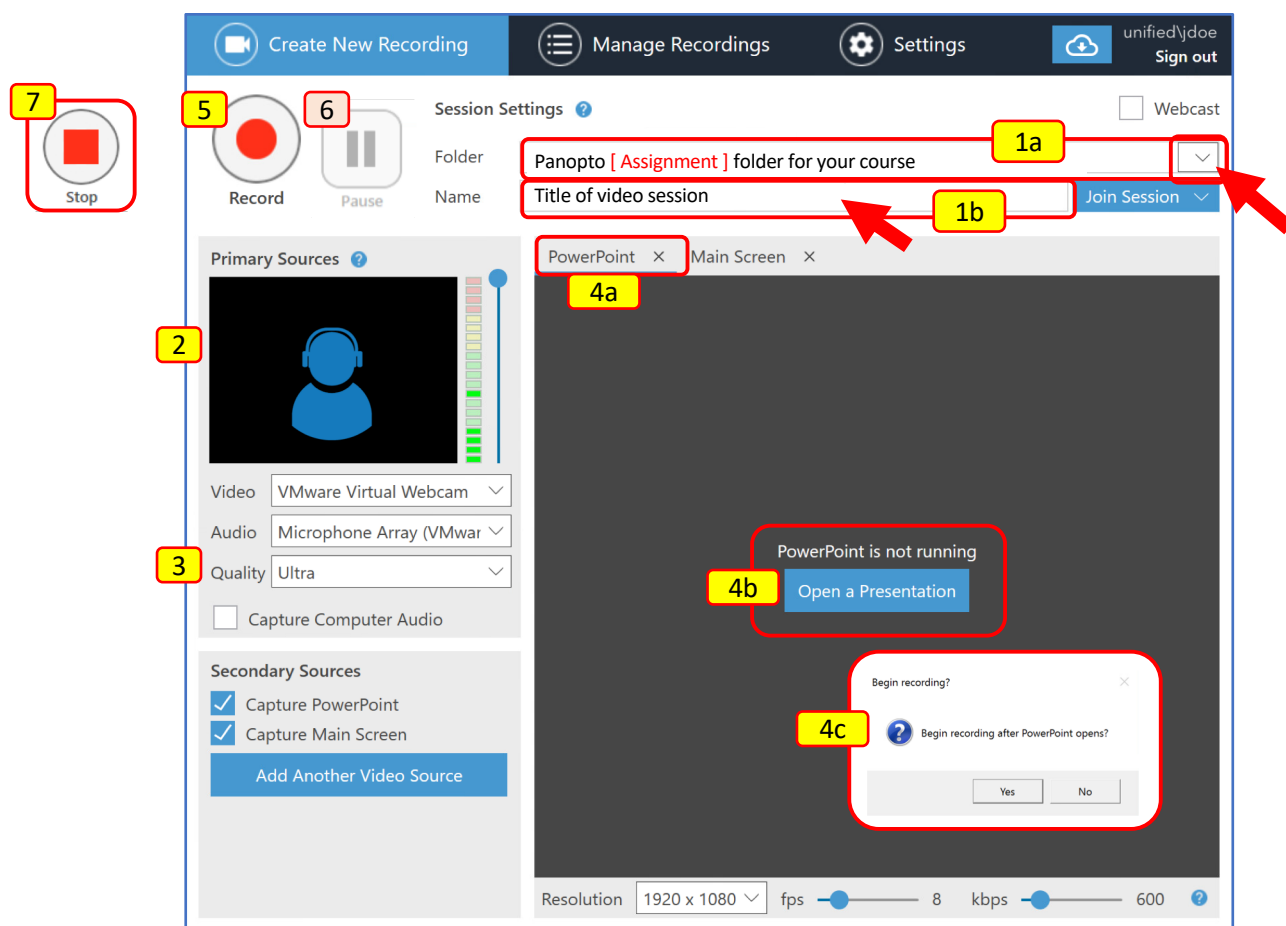
# Panopto Recorder Settings Scenario 3: Record Audio + PowerPoint



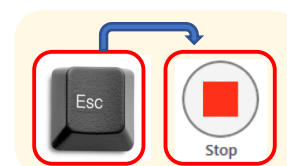
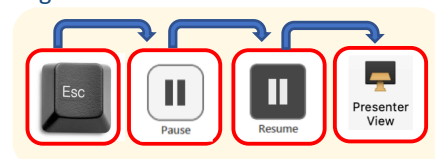
- 1 Enter Session Settings:
  - (a) Folder Choose "Panopto [ Assignments ]" folder for your course
  - (b) Session Name Folder is visible only when signed in only.
- 2 Choose Primary Sources:
  - Video – None
  - Audio - Microphone (Select the Mic you want to use)
  - Quality - Ultra
  - Capture Computer 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

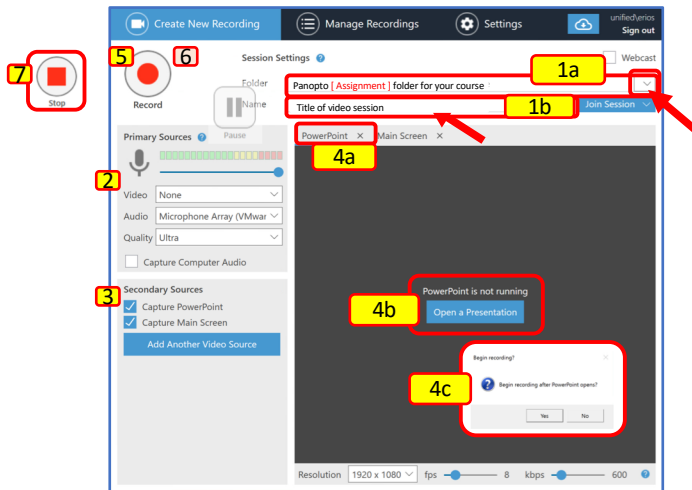


- 1 Enter Session Settings:
  - (a) Folder Choose "Panopto [ Assignments ]" folder for your course
  - (b) Session Name Folder is visible only when signed in only.
- 2 Choose Primary Sources:
  - Video – Select computer Webcam
  - Audio - Microphone (Select the Mic you want to use)
  - Quality - Ultra 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.

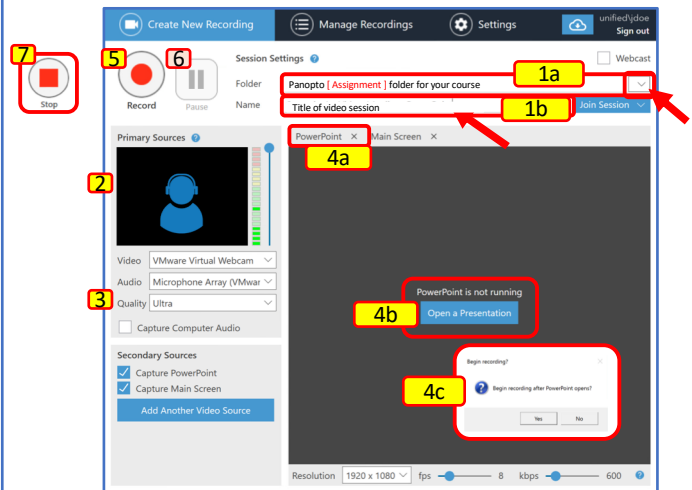


# Multi-task different documents & Apps while recording Record: Video & Audio + PowerPoint + Computer Display Activity

## 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.





# Prepare and Organize Your Recording Session

## Multi-task different documents & Apps while recording

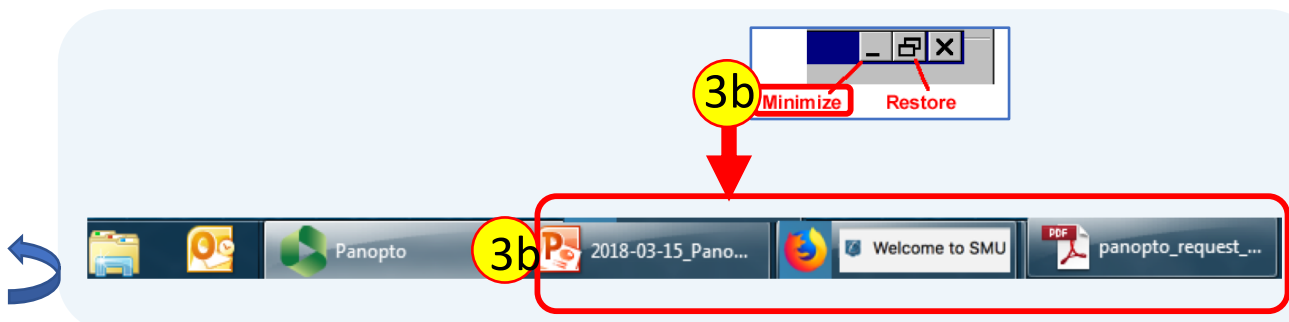
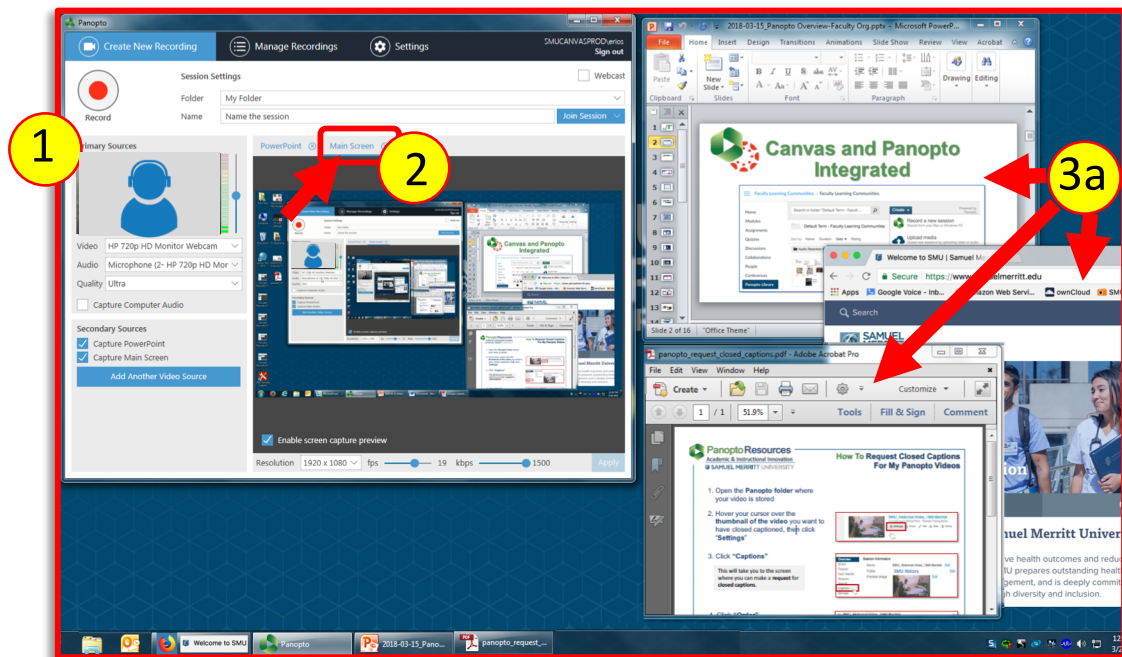
### Record: Video & Audio + PowerPoint + Computer Display Activity

## EXAMPLE

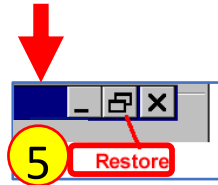
Panopto recordings provides the option to record different scenarios (see scenarios 1-4). Here, you'll learn how to toggling different documents and apps during a Panopto recording session.

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

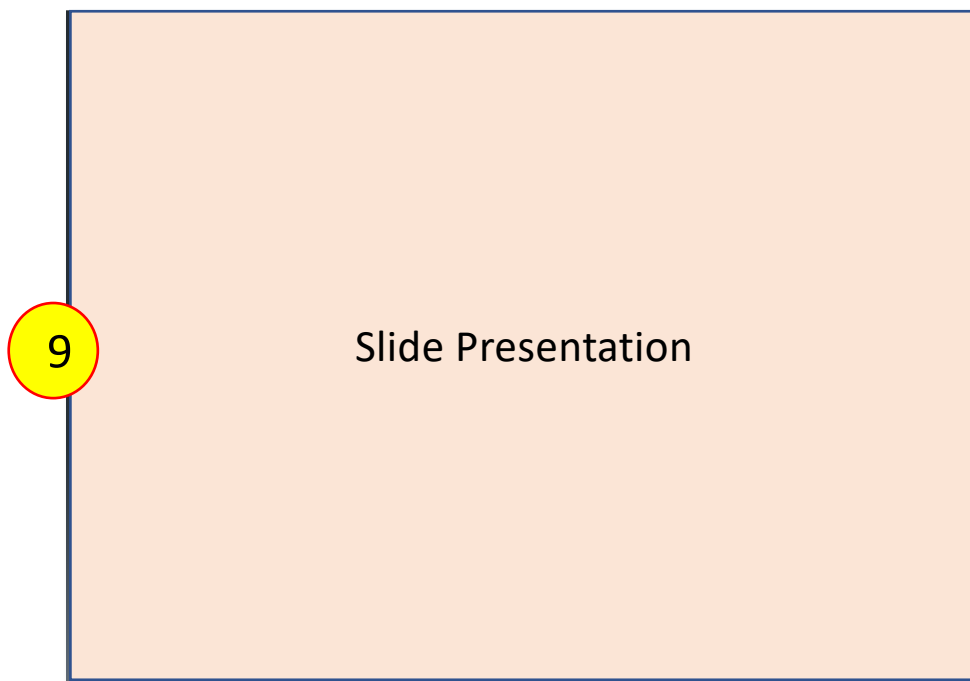
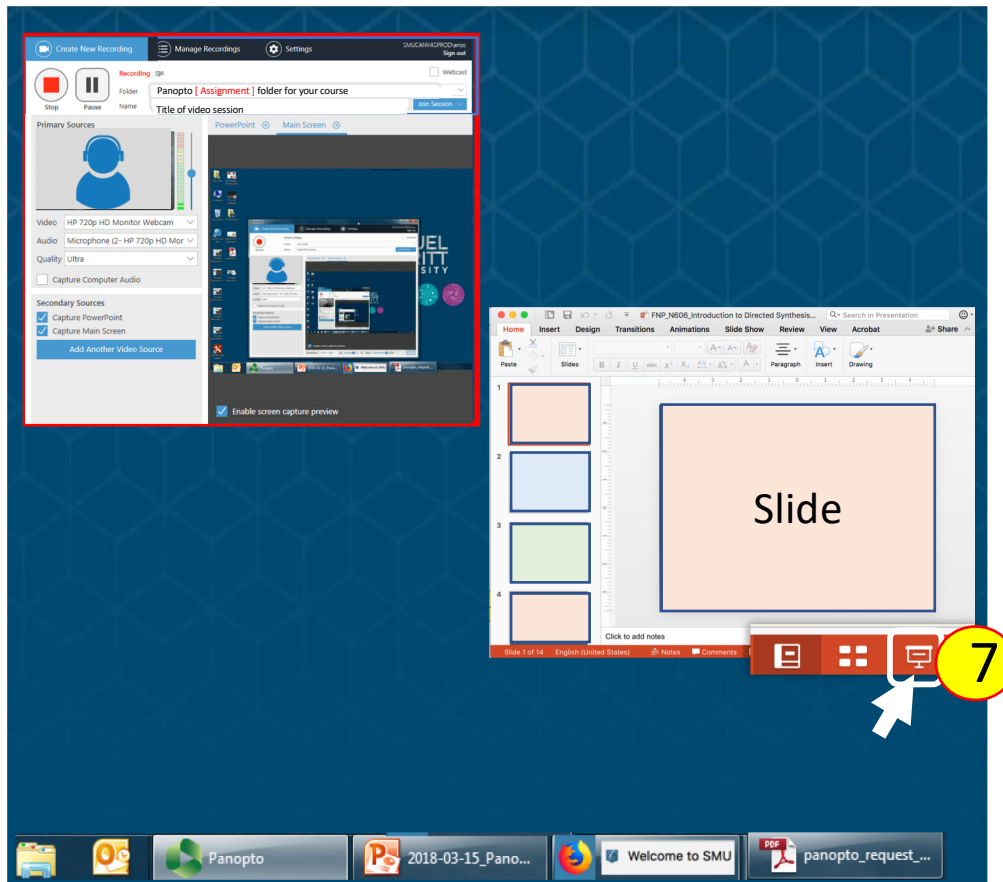


4. Set **recorder settings**. (Select the Panopto **Assignment** Folder for the course. Name the session. Select the Primary/Secondary Sources. Review the settings in the Panopto Recorder scenarios 1-4)
5. **Restore** the first document you'll display.



6.

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.

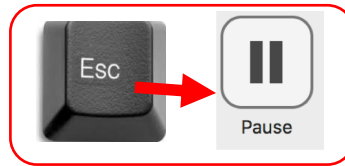


Switch document now.

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

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

12. Click **Pause**



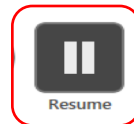
(to give you time to maximize new document and recollect your thoughts.)

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.

A composite image showing the Panopto recording interface on the left and a browser window on the right. The Panopto interface includes session settings, primary sources (video, audio), and secondary sources (PowerPoint, Main Screen). The browser window shows the Samuel Merritt University website. A yellow arrow points from a red circle containing the number '16' to the maximize button in the browser window's title bar. The maximize button is also highlighted with a red square border.

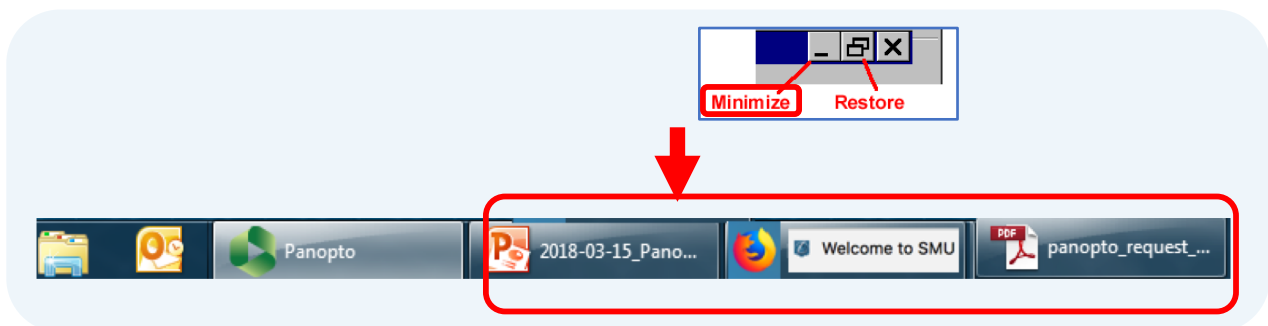
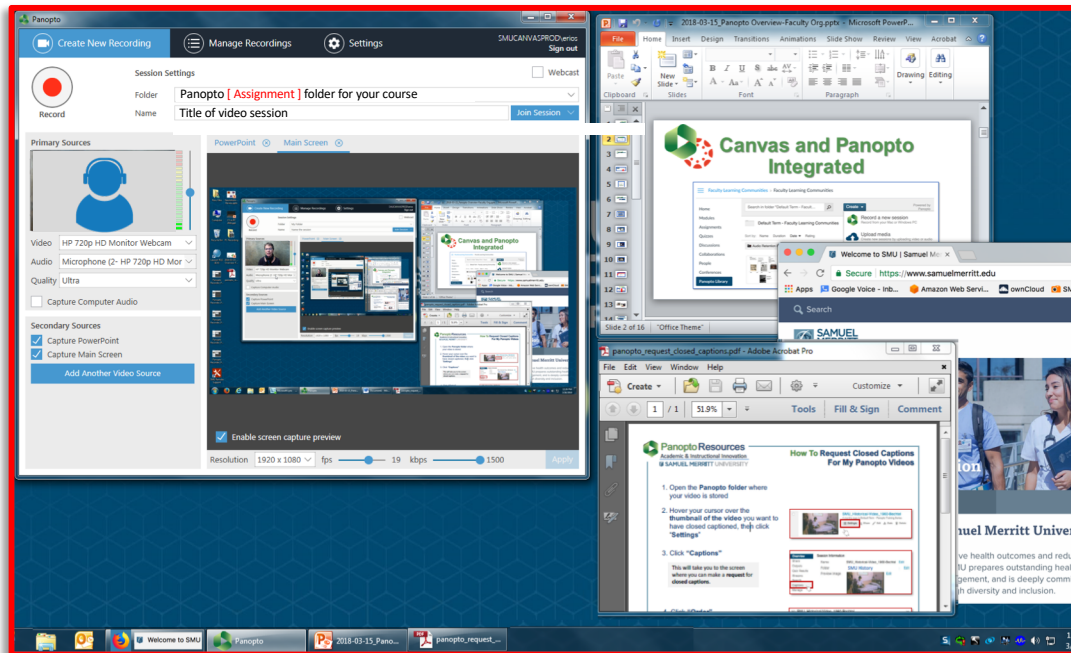


Repeat Steps 10-16 for every document you want to display while recording.

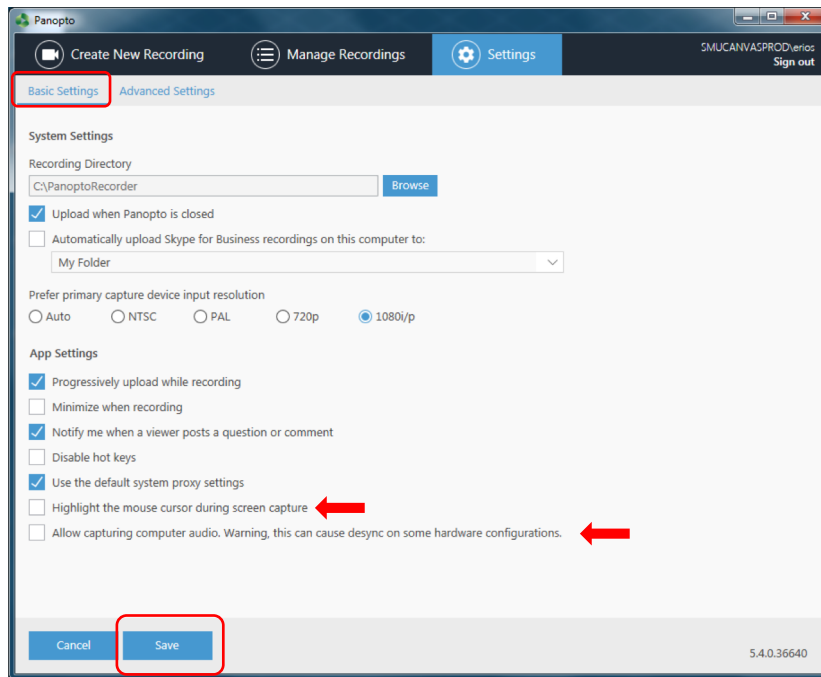
17. To end the recording:

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

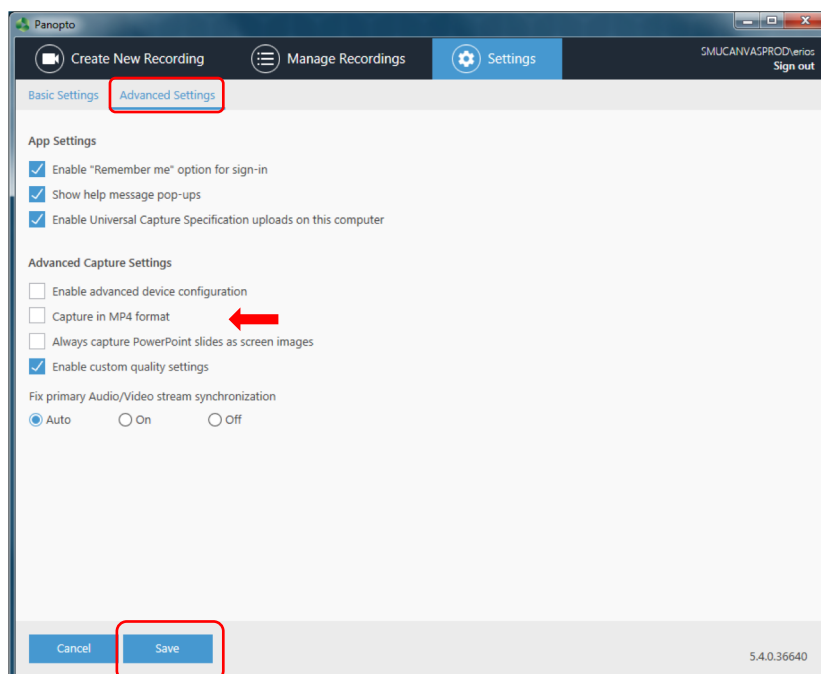


Check **Allow capturing computer audio only when playing audio or video** while recording a session. For example, you want to capture a a YouTube video at some point during your presentation.

**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.

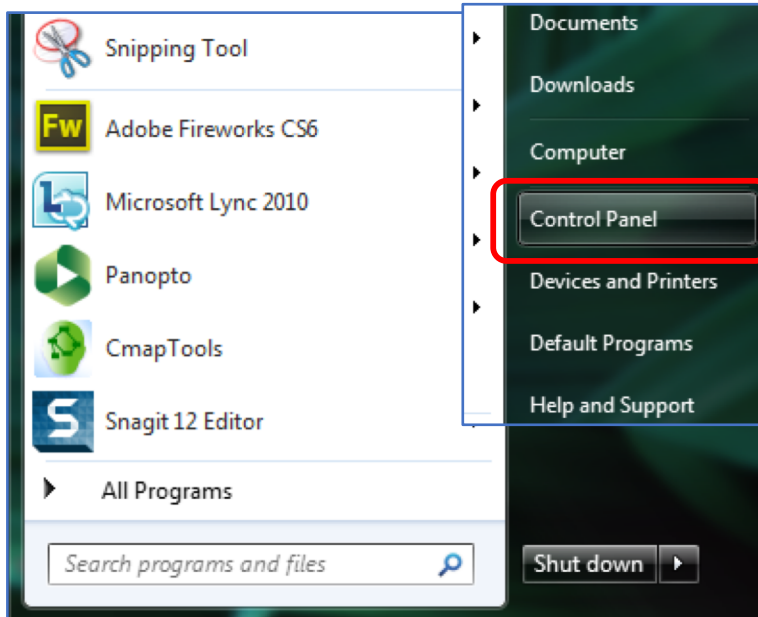
Why capture in MP4 format? Mostly as a precautionary step. However, once a session is uploaded and "complete". You can delete a session from your computer from the Manage Recordings tab.



# Select the Computer Sound Settings

1. Open the **Start**  menu.

2. Open the **Control Panels**.

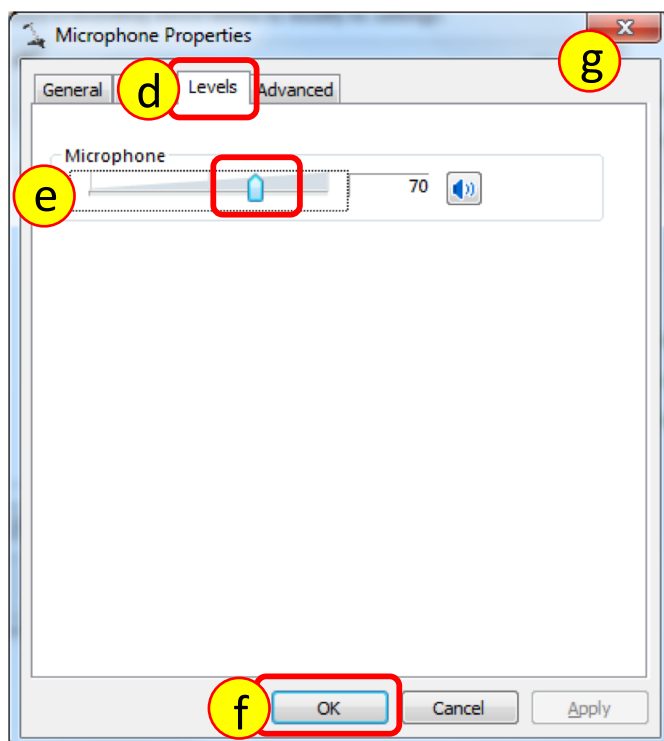
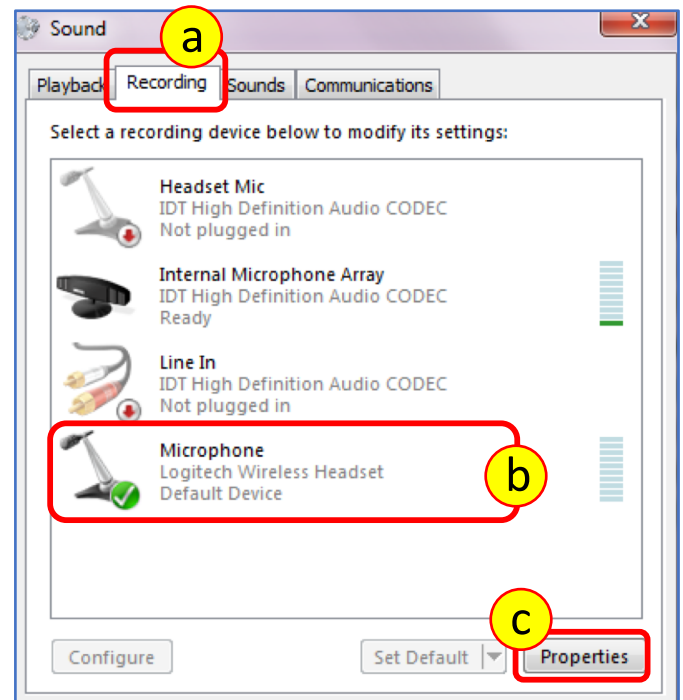


3. Select the **Sound icon**.



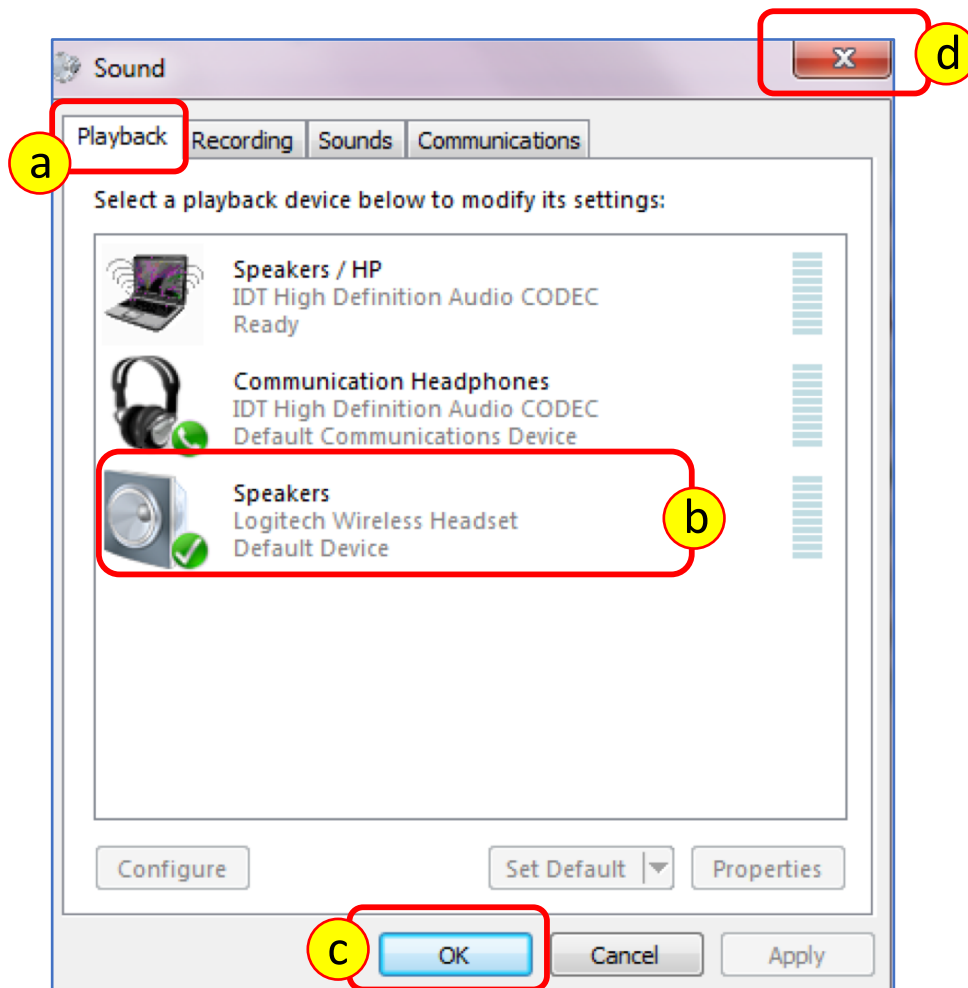
4. Select **Microphone** and adjust **Recording Levels**.

- 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



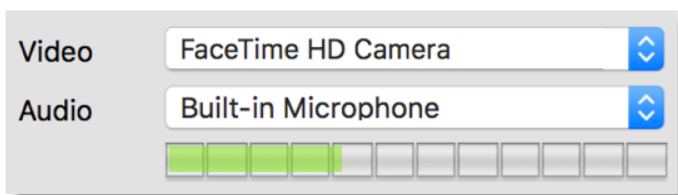


5. Select **Speakers** for listening.
  - a. Select the **Playback** tab
  - b. Choose the **Speakers** you're listening through
  - c. Click **OK**,
  - d. **Close** the window.




## 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 too high.

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

### SMU Customized Panopto Resources

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

### Panopto Resources

**Panopto Support**

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

