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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 [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.


4. Or, select Offline Recording to save the video session in your computer.
1. Click **Record**.

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

3. **Resume** the recording.

4. **Stop** the recording.

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.

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

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

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

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**.

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**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.**

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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.

**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)

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

Enter Session Settings:
(a) Folder
Choose “Panopto [Assignments]” folder for your courseFolder is visible only when signed in only.
(b) Session Name
Title of video session

Choose Primary Sources:
Video – None
Audio - Microphone (Select the Mic you want to use)
Quality - Ultra
Capture Computer Audio - Uncheck

Check Secondary Sources:
Uncheck all (not recording PPT or computer display activity)

Start recording:
Click Start.
- Wait 5 seconds before you start presenting.

You may Pause the recording:
Click Pause.
- Click Resume to continue the session.
- Wait 5 seconds before you continue presenting.

End Presentation:
Wait 5 seconds before you stop the recording.
Click Stop.
Panopto Recorder Settings Scenario 2: Record Video/Audio

Enter Session Settings:
(a) Folder
(b) Session Name

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

Check Secondary Sources: Uncheck all (not recording PPT or computer display activity)

Start recording:
Click Start.
- Smile and wait 5 seconds before you start presenting.

You may Pause the recording:
Click Pause.
- Click Resume to continue the session.
- Smile and wait 5 seconds before you continue presenting.

End Presentation:
Smile and wait 5 seconds before you stop the recorder.
Click Stop.
Enter Session Settings:
(a) Folder
(b) Session Name
Choose “Panopto [Assignment]” folder for your course
Folder is visible only when signed in only.

Choose Primary Sources:
- Video – None
- Audio - Microphone (Select the Mic you want to use)
- Quality - Ultra
- Capture Computer Audio - Uncheck

Check Secondary Source:
Check all (Main Screen captures all computer display activity)

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.

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.

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.

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

Enter Session Settings:
(a) Folder
Choose “Panopto [ Assignments ]” folder for your course
Folder is visible only when signed in only.
(b) Session Name

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

Check Secondary Source:
Check all (Main Screen captures all computer display activity)

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.

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.

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.

End Presentation:
Smile and wait 5 seconds before you exit the PPT.
   • Click the ESC Key.
   • Click Stop.
Before recording a session:

A. Plan your recording and determine which Panopto Recorder you’ll use (Scenario 3 or Scenario 4).
B. Open all the documents and apps you’ll be using in your presentation.
C. Practice minimizing all documents and apps (they’ll appear in the computer dock).
D. Practice restoring, and maximizing all documents in the order they’ll be displayed in your presentation.
E. Launch the Panopto Recorder.
F. 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!

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

2. If using a **lapel Clip** the lavaliere 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.

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**.)
SMU Customized Panopto Resources

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

Panopto Resources

Panopto Support
https://support.panopto.com/