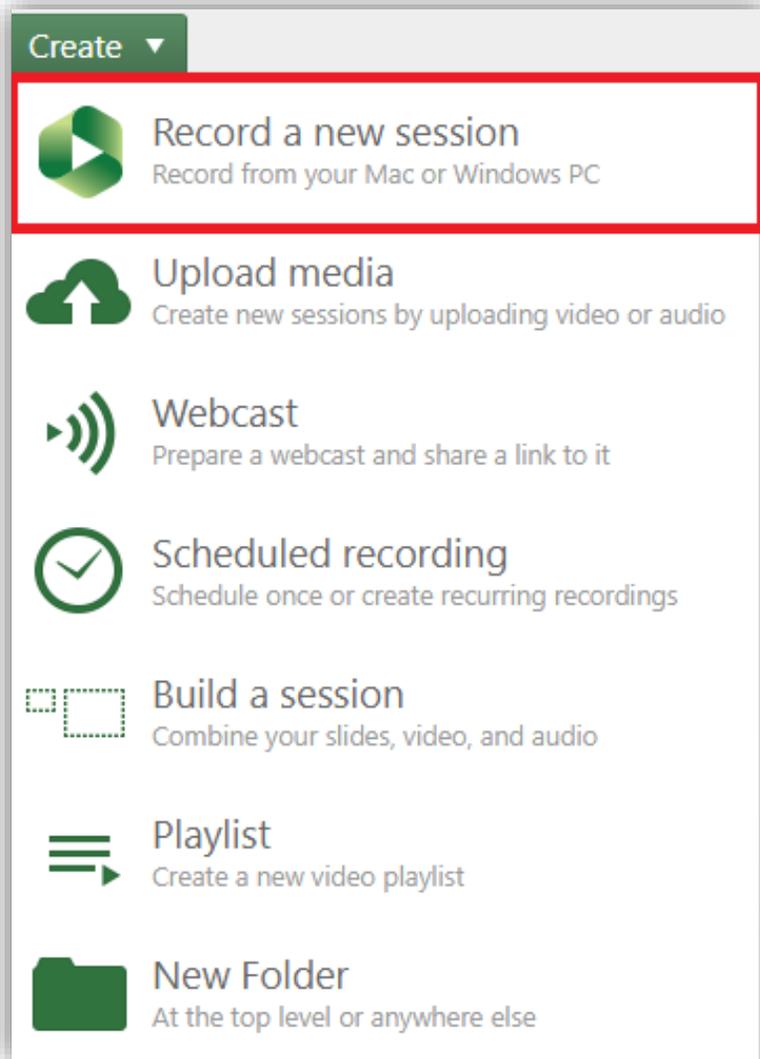
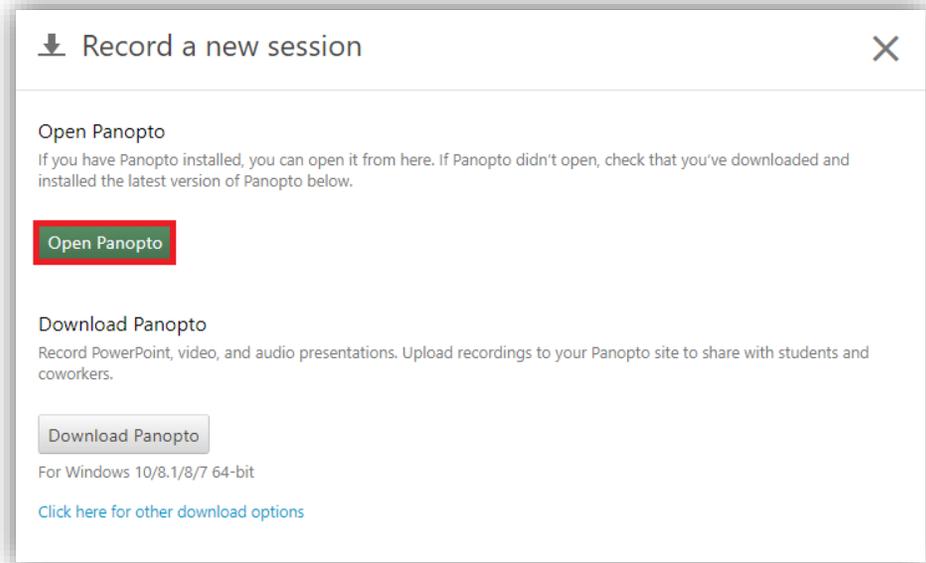


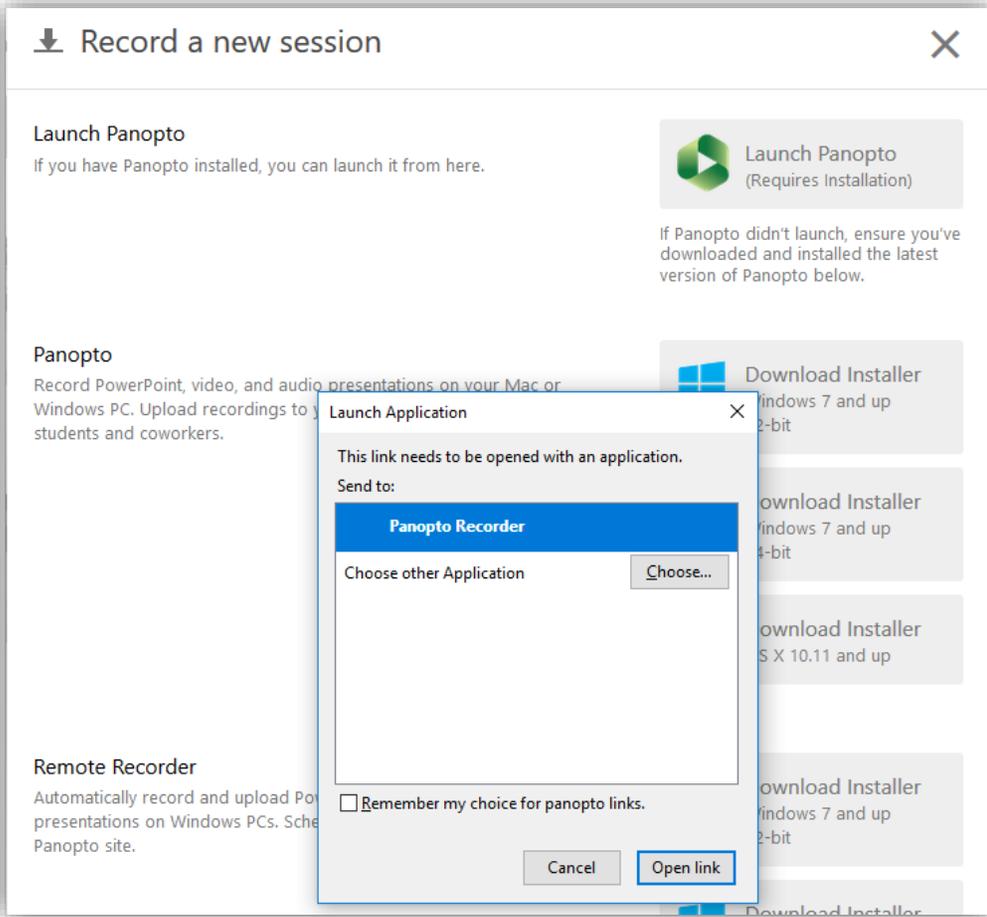
# Recording with Panopto



1. Once Panopto is installed, you can create a recording by logging into the web-based Panopto environment as well. Log into your video library at [uhcollegeofnursing.hosted.panopto.com](http://uhcollegeofnursing.hosted.panopto.com) and click on the **Create** button at the top of your page. Select **Record a New Session**.
2. A new window will pop up. Click on **Open Panopto** to launch the recorder. If you haven't downloaded the Panopto recorder you can do so in this manner as well by clicking **Download Panopto**.

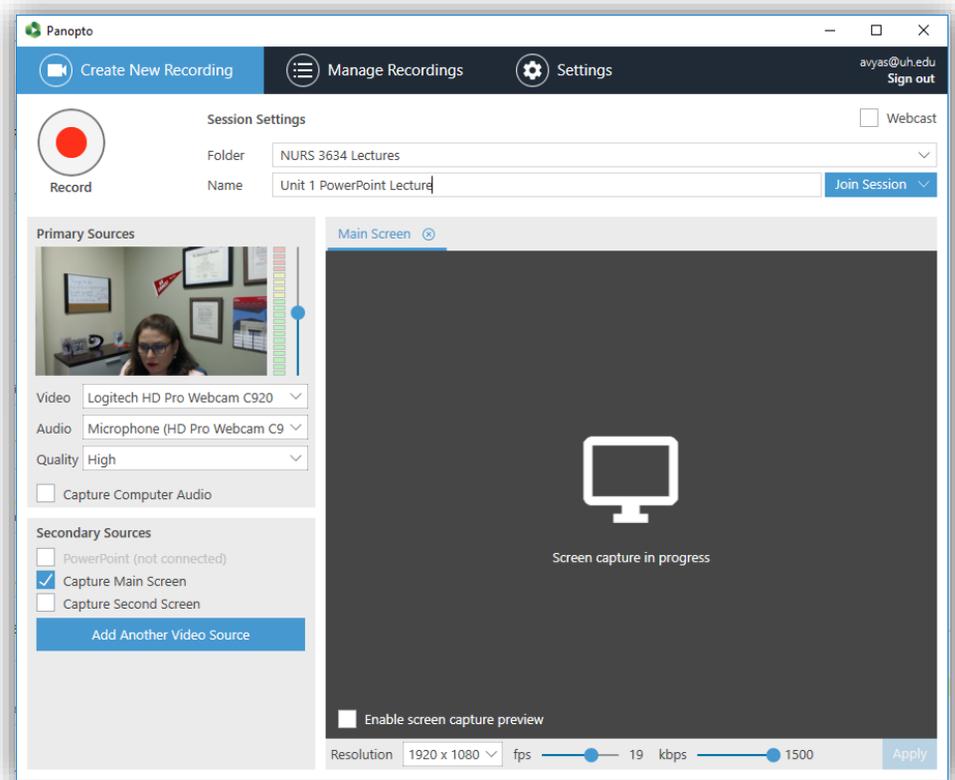
*You can also open the Recorder directly from your computer and login.*



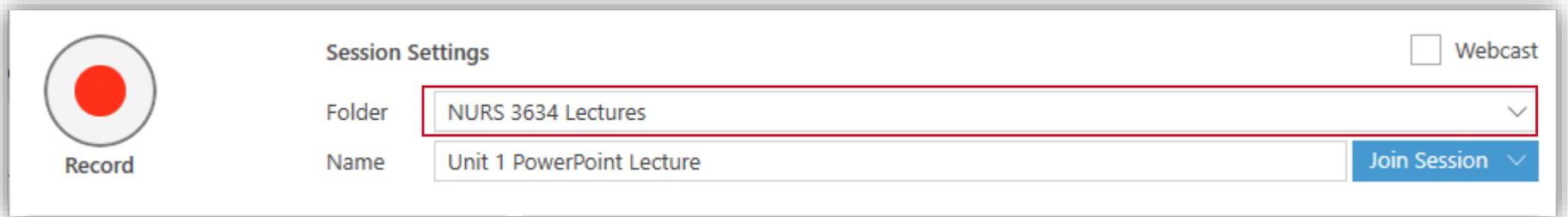


3. Once Panopto recorder is launched, the recording screen will open up.

You will need to decide what you will be recording for this Presentation and where it will be published.

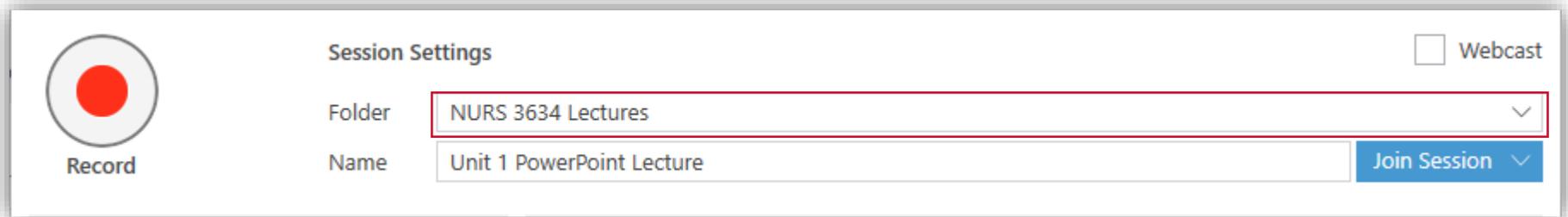


4. Click the drop-down **arrow** on the top of the screen next to the Record button so that you can set the folder where the recording will be saved.

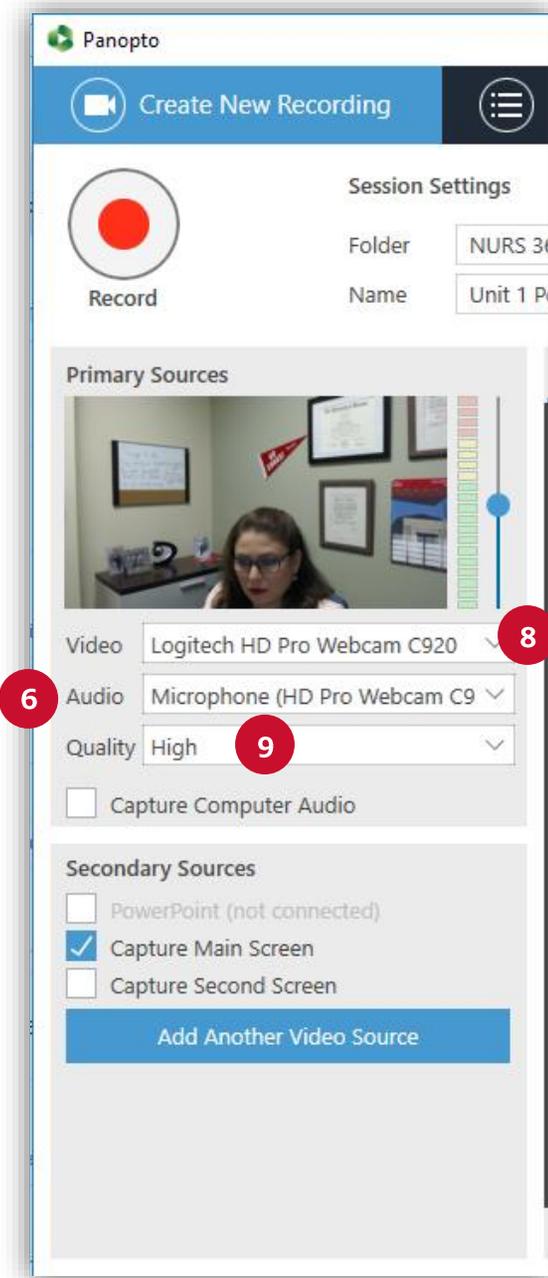


The screenshot shows a recording control panel. On the left is a red circular record button with the word "Record" below it. To the right is the "Session Settings" section. It includes a "Folder" dropdown menu with "NURS 3634 Lectures" selected, a "Name" text input field with "Unit 1 PowerPoint Lecture" entered, and a blue "Join Session" button with a dropdown arrow. A "Webcast" checkbox is located in the top right corner.

5. You can have the option to name your video here as well. If you do not name your video, the title will automatically be the date and time it was recorded.



This screenshot is identical to the one above, showing the recording interface with the "Folder" dropdown set to "NURS 3634 Lectures" and the "Name" field containing "Unit 1 PowerPoint Lecture".



## Primary Sources

6. **Primary Audio:** Under the Primary Sources, select the drop-down under **Audio**. Select a microphone that is connected to your computer. You must select a primary audio source for a successful recording.



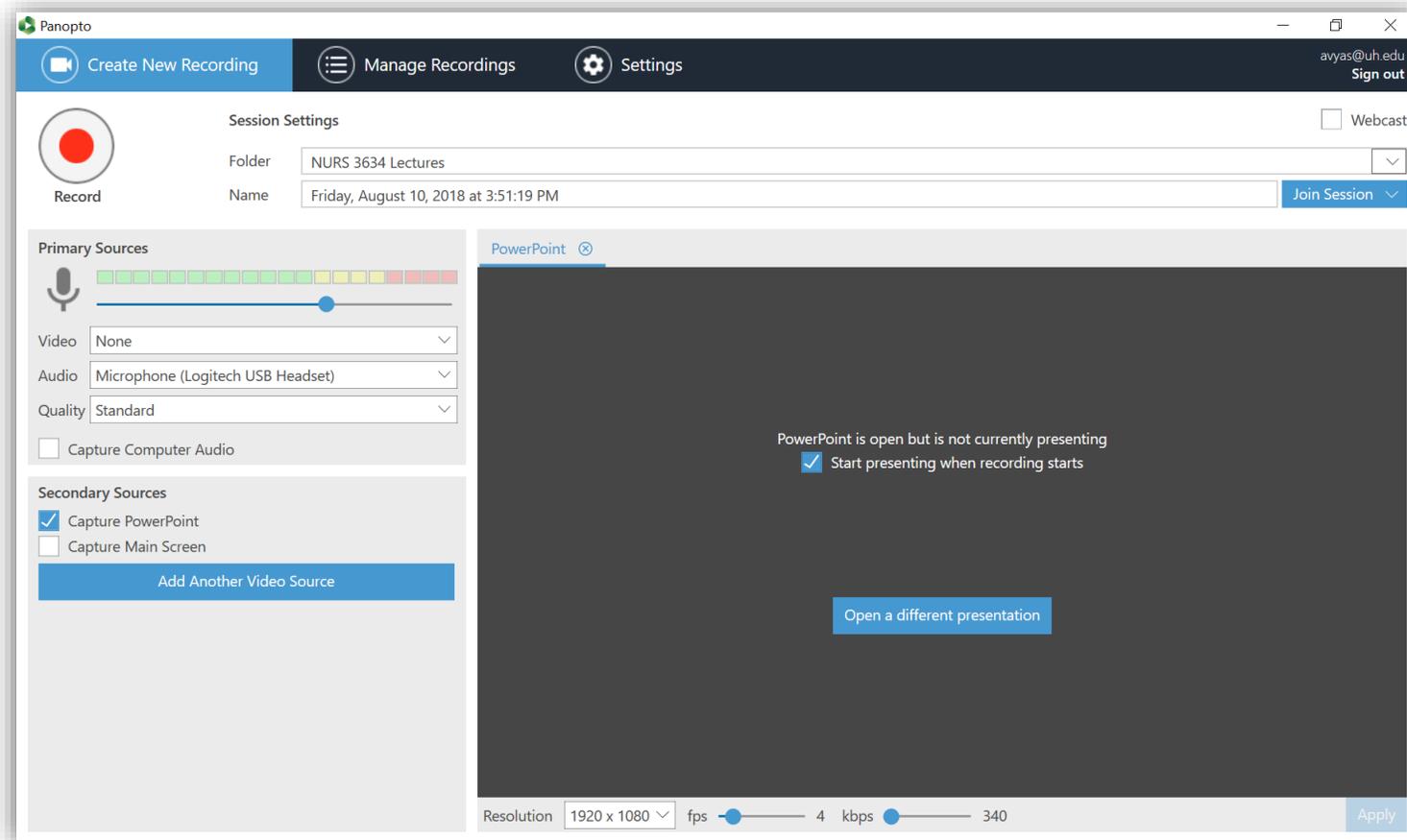
7. **Volume bar:** After selecting your audio, test your audio by talking in a normal voice to test the volume. You should see a few green bars appear as you talk. If you don't see any or see the red and yellow bars highlighted, adjust the volume by using the slider

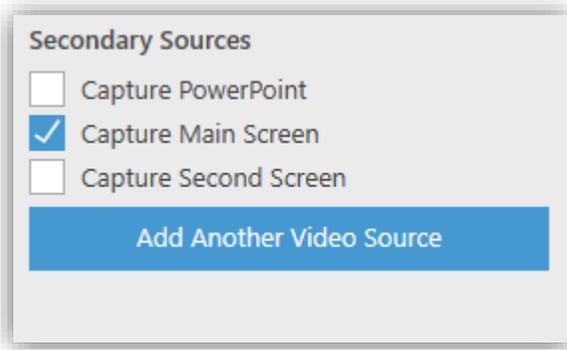
8. **Primary Video Source:** If you'd like to record a video of a presenter, you can select a primary video source under the **Video** drop-down. But you do not need to include this if you just want to record audio.

9. **Quality Setting:** There are three different quality settings available to help you determine what will be best to record a high-quality video (Fig. 10).

Standard Quality	High Quality	Ultra Quality
Audio Only - 96 kbps Video and Audio - 979 kbps Video, Audio, and Secondary Video (640x480, 10 FPS, 340 kbps) - 1240 kbps	Audio Only - 96 kbps Video and Audio - 1920 kbps Video, Audio, and Secondary Video (1024x768, 15 FPS, 1000 kbps) - 3031 kbps	Audio Only - 128 kbps Video and Audio - 2760 kbps Video, Audio, and Secondary Video (1920x1080, 19 FPS, 1500 kbps) - 4664 kbps

10. **Screen Capture & PowerPoint:** After you have selected your video and audio inputs, you can choose to capture what is displayed on your screen. And you can select the checkbox to preview your screen before recording.
11. You can also open a presentation from the recorder. Click on the PowerPoint tab in your secondary sources, then click on Open a Presentation to launch PowerPoint.
12. After you open a presentation, you will be prompted with a selection box asking if you want PowerPoint to start presenting as soon as you click on Record.  
*Note: In order to properly record PowerPoint presentations, after you have launched PowerPoint, you must have it in full-screen presentation mode.*





13. You can also add an additional video source here if you have more than one camera plugged into your computer. Or you can record your screen as well by selecting from the secondary sources tab.

14. To adjust screen capture resolution, click the drop-down next to Resolution and choose the resolution you desire. *Note: If you select a smaller resolution it will make items on the screen appear larger in the final recording.*



Record

15. You can now begin recording. Click on the red **RECORD** icon. Once your recording has started, that icon will change into **PAUSE** and **STOP**.

16. Click **STOP** to stop the recording. You will have the option to upload the recording or delete it and start again.



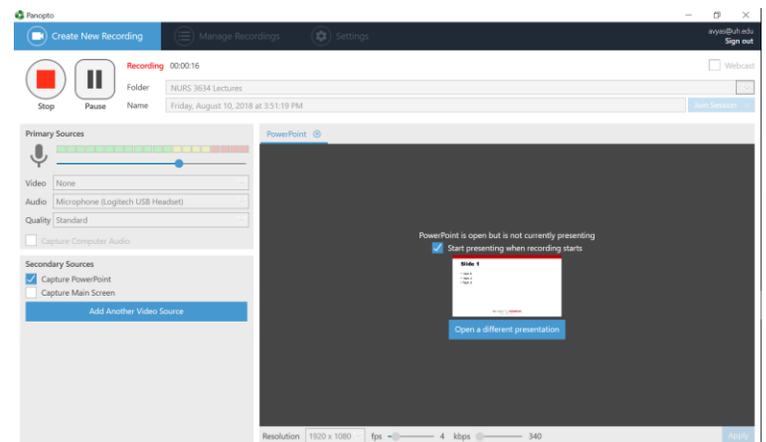
Stop



Pause

17. Click the **PAUSE** button to have a section of your recording automatically edited out. When the recording is paused, Panopto is continuing to record, but that section will be

edited out of the final version. You can always get this content back by using the editor.



Recording Complete



Session name  
Unit 1 Lecture

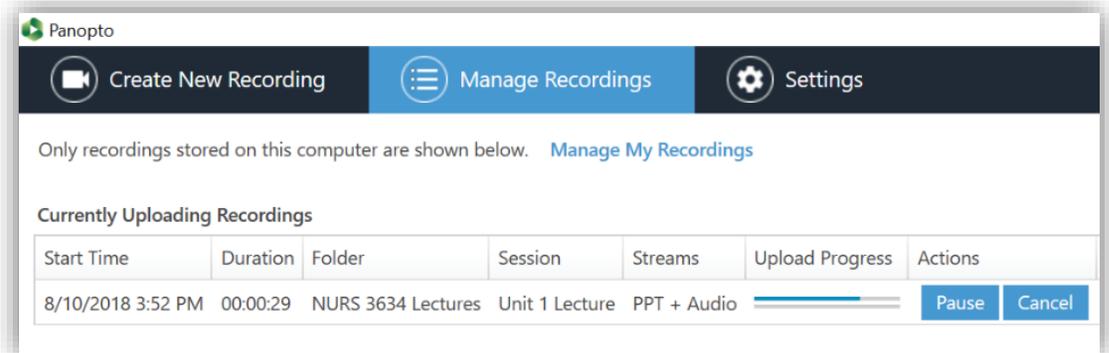
Located in folder  
NURS 3634 Lectures

Enter a description (optional)

18. Once everything has been recorded and you have stopped your recording, you will be asked to input the session name, description and a choice to either Delete and rerecord or Upload the recording to Panopto's VCMS.

19. Then you will be taken to the **Manage Recordings** page.

**Currently Uploading Recordings** will show the video that you just completed and its status.



Panopto

Create New Recording Manage Recordings Settings

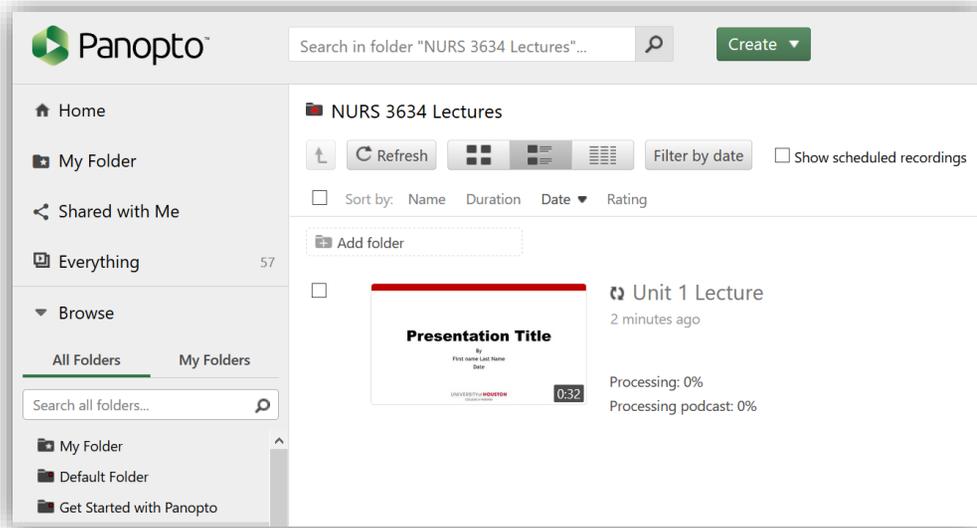
Only recordings stored on this computer are shown below. [Manage My Recordings](#)

Currently Uploading Recordings

Start Time	Duration	Folder	Session	Streams	Upload Progress	Actions
8/10/2018 3:52 PM	00:00:29	NURS 3634 Lectures	Unit 1 Lecture	PPT + Audio	<div style="width: 100%;"></div>	Pause Cancel

**Offline Recordings** are recordings that do not have a folder selected in Panopto, so they are only on your computer. You can select Upload to Server to select a folder and add them to your video library.

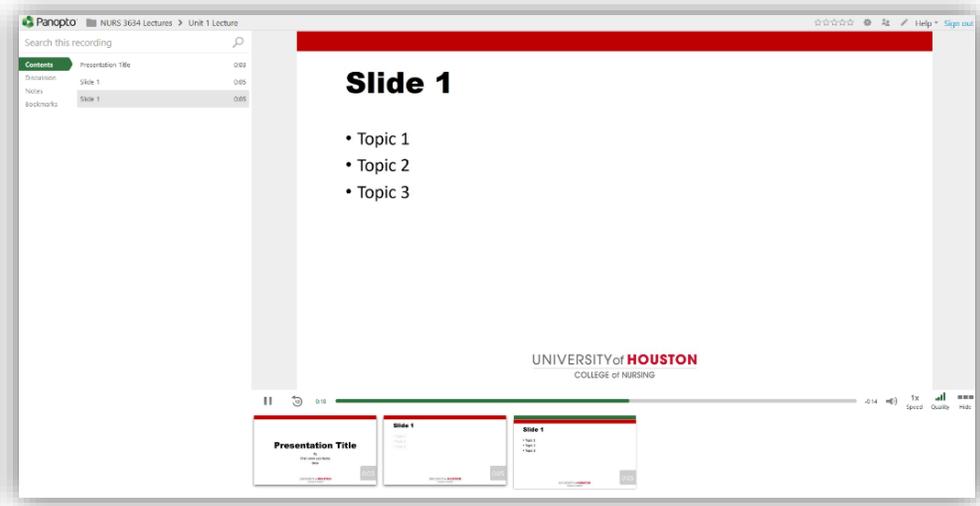
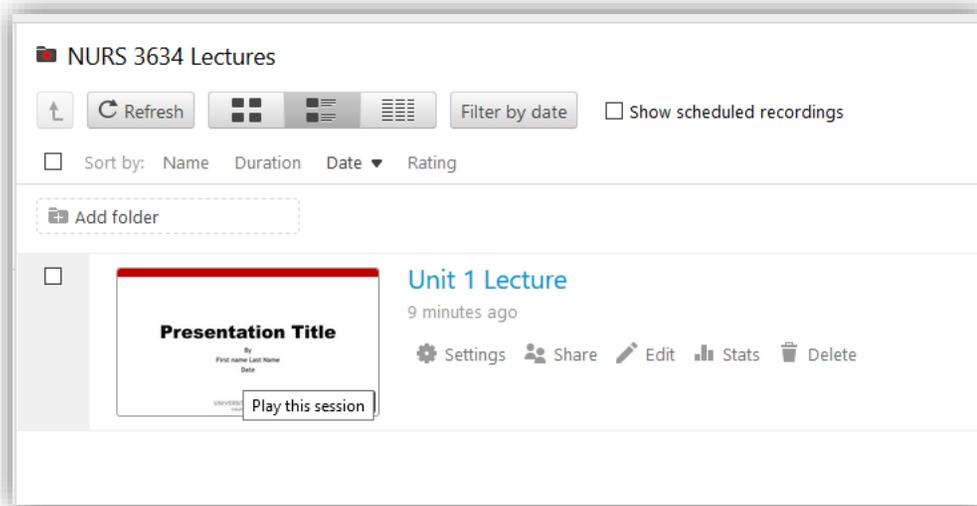
**Uploaded Recordings** will show the recordings that you have already recorded, picked a folder for, and uploaded to the server. If you have access to the video in the library, you can open the video or settings using view, edit, or share. You can also continue recording to the same session by selecting resume. And if you need to make space on your computer, you can delete the local files, as long as you no longer need them.



20. In your video library, you will be able to see that the video will take a few minutes to process.

21. Once processed, you can view your recording by clicking on it. A new window will open up showing a TOC of slides on the left hand panel.

22. Also, there are buttons to add discussion (ask a question or comment), notes and bookmarks to the video.



23. You will be able to see options to change video settings, share, edit, check viewing analytics and delete.