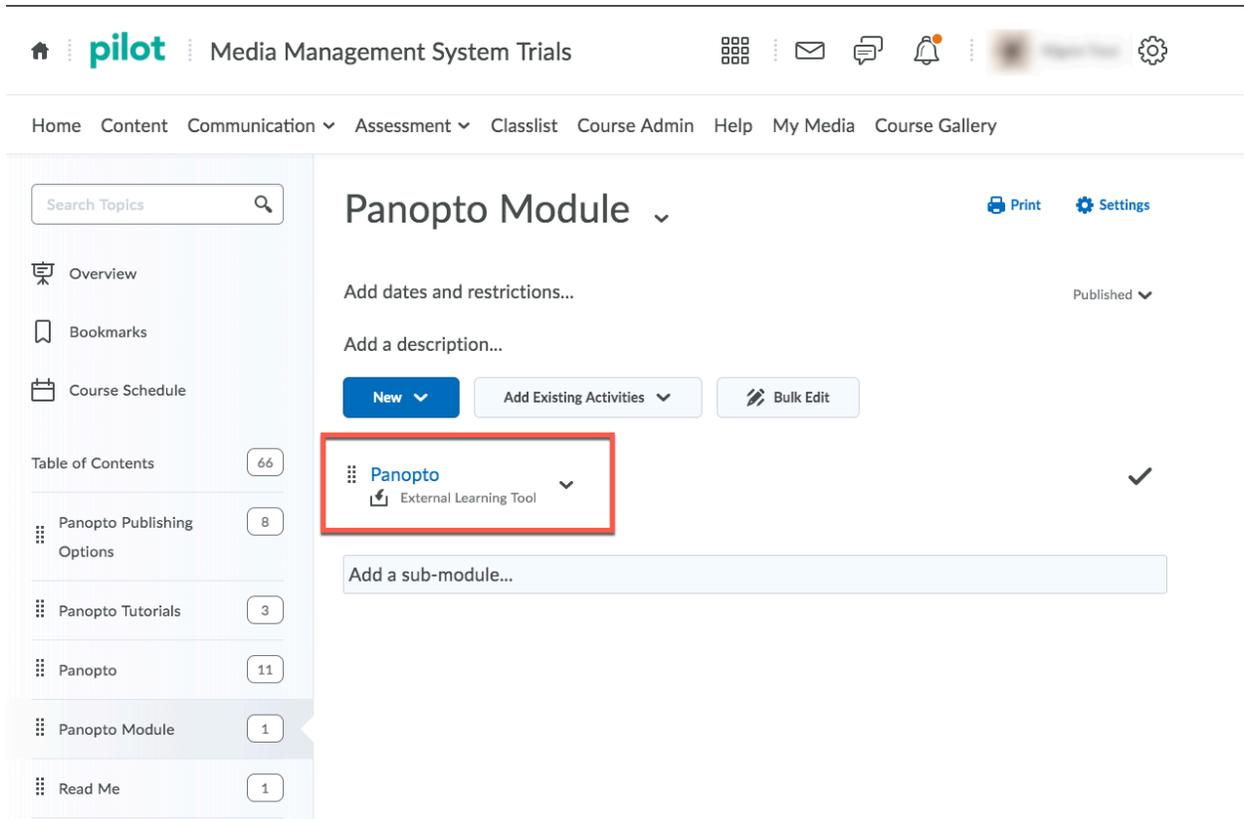
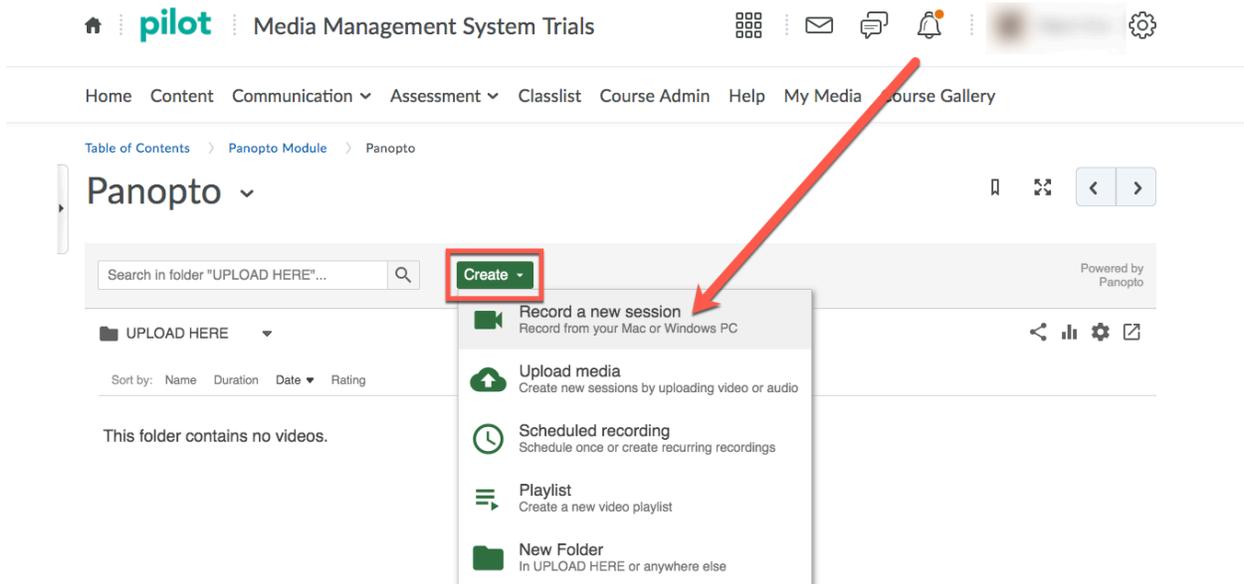


# Panopto for Windows recording software

1. Log in to your course in Pilot, navigate to the module in Content that has Panopto, then select the Panopto link.

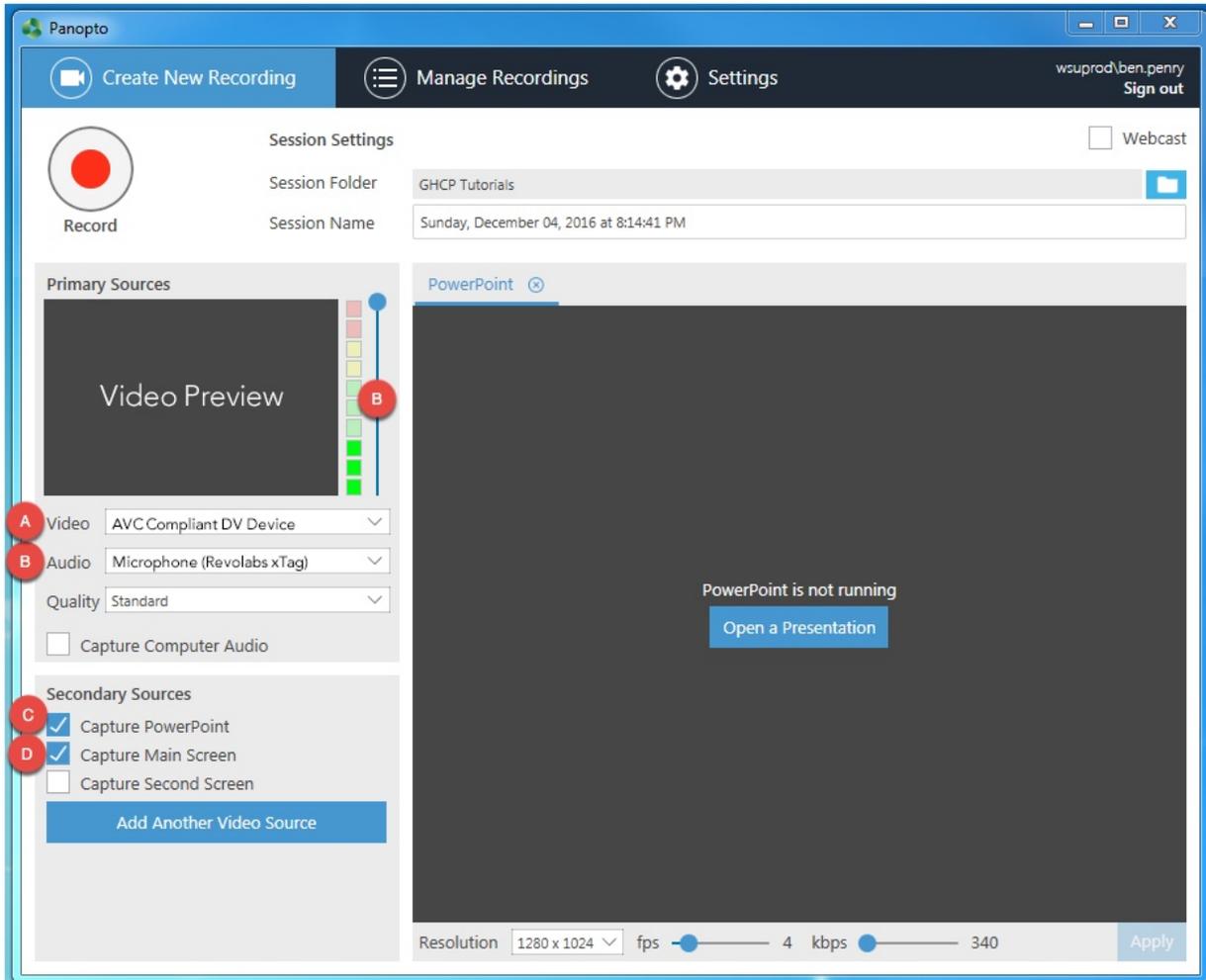


2. Click the large green CREATE button. Select "Record a new session" from the dropdown menu.



3. If you've not recorded in Panopto in a previous class, you will probably need to install the Panopto recorder software. Choose to download the software for your system (Windows or Mac); run the software installation and leave all of the default settings as they are.
4. After it's installed, go back to where you downloaded the Panopto recorder in the browser window in Pilot, press the green Create button again, select "Record a new session" from the dropdown menu, then choose to open Panopto (some browsers will display this as "Launch Panopto" and others will say "Open").

NOTE – The Panopto for Windows and Panopto for Mac recording software cannot be opened and logged into directly from a computer shortcut, so you must launch it through Pilot for each recording. For more information on this, [please visit this link explaining Panopto application log-in instructions](#).



## 1. Setting up the Panopto Recorder

- A. **VIDEO** - Select your computer or laptop's web camera to record yourself. Set to NONE if you do not want video recorded of yourself (it will be set to none if you do not have a webcam).
- B. **AUDIO** - Select your computer or laptop's microphone or headset to record your voice. (NOTE – The Slider adjusts volume. The meter will respond to your voice if the microphone is working properly. Slide the slider up or down so that it fills the green meters when you speak. If the response is regularly jumping out of the green/yellow region and into the red, it is too loud; drop the audio level slider down to lower the recording volume).
- C. **Capture PowerPoint**- Enable for PowerPoint presentations. The slides and their titles from your PowerPoint slides will be used to automatically create chapter markers. Transitions and animations will not be recorded with this feature.
- D. **Capture Main Screen**- Enable to record your computer screen. This should be checked in case you have PowerPoints with transitions, animations, videos, or use software and browse websites.

**NOTE – If you have videos in your presentation, we recommend NOT recording them.** It can cause many issues. Instead, tell students about the video they need to watch, then provide the link in Pilot.

If you use DVDs to show in class, please contact CTL and we can help you digitize those materials to share in Pilot.

### **RECOMMENDED SETTINGS**

Most faculty tend to want their voice and the materials they're showing on their computer screen recorded.

For this scenario, **enable Audio (B), Capture PowerPoint (C), and Capture Main Screen (D).**

- 2. Get presentation materials ready**
  - A. Close any unnecessary programs or tabs except for Panopto, your PowerPoint slides, and any other materials (websites, software) you need for the lecture.
- 3. CLICK RECORD**
  - A. Minimize the Panopto window and begin your presentation as if you were presenting in the classroom to students.
- 4. When finished, click the STOP Button**
  - A. Click UPLOAD in the pop-up window and re-name your video the title of your lecture.
- 5. Monitor upload status in "Manage Recordings"**

## Manage Recordings

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

**A Offline Recordings**

Start Time	Duration	Session	Streams	Actions
9/8/2016 8:49 AM	00:00:03	Thursday, September 08, 2016 at 8:49:19 AM	PPT + Video + Screen	<a href="#">Upload to Server</a> <a href="#">Delete</a>
9/8/2016 8:46 AM	00:00:13	Thursday, September 08, 2016 at 8:39:39 AM	Video	<a href="#">Upload to Server</a> <a href="#">Delete</a>
4/7/2016 9:41 AM	00:03:11	Webcast Test	PPT + Video + Scre...	<a href="#">Upload to Server</a> <a href="#">Delete</a>

**B Currently Uploading Recordings**

Start Time	Duration	Folder	Session	Streams	Upload Progress	Actions
12/4/2016 8:18 PM	00:17:29	GHCP Tutorials	Sunday, December 04, 2016 at 8:14:41 PM	PPT + Video	<div style="width: 100%;"><div style="width: 100%;"></div></div>	<a href="#">Pause</a> <a href="#">Cancel</a>

**C Uploaded Recordings**

Start Time	Duration	Folder	Session	Actions	Status / Link
12/4/2016 8:18 PM	00:17:29	GHCP Tutorials	Sunday, December 04, 20...	<a href="#">Delete Local</a> <a href="#">Set Offline</a>	<a href="#">Share</a> <a href="#">Edit</a> <a href="#">View</a> (default) Processing: 0%
11/10/2016 11:05 PM	00:00:45	Global Health Challenge...	Group 1 - Permaculture	<a href="#">Delete Local</a> <a href="#">Set Offline</a>	
10/4/2016 9:15 AM	00:02:37	Developing - TrainerCour...	PowerPoint Recording Test	<a href="#">Delete Local</a> <a href="#">Set Offline</a>	
10/3/2016 5:02 PM	00:01:07	Human Resources	Monday, October 03, 201...	<a href="#">Delete Local</a> <a href="#">Set Offline</a>	
9/26/2016 9:21 AM	00:00:50	Lectures	Monday, September 26, 2...	<a href="#">Delete Local</a> <a href="#">Set Offline</a>	
9/8/2016 8:52 AM	00:00:37	Assignments	Ben Penry - Week 1 Assig...	<a href="#">Delete Local</a> <a href="#">Set Offline</a>	
9/8/2016 8:37 AM	00:01:01	Assignments	Ben Penry - Week 1 Assig...	<a href="#">Delete Local</a> <a href="#">Set Offline</a>	
6/13/2016 10:59 AM	00:00:10	Summer 2016 - BIO-1050...	Test R4ecording Penry	<a href="#">Delete Local</a> <a href="#">Set Offline</a>	
4/13/2016 10:59 AM	00:00:32	Spring 2016 - Media Man...	Ben Test Lecture Capture	<a href="#">Delete Local</a> <a href="#">Set Offline</a>	<a href="#">Share</a> <a href="#">Edit</a> <a href="#">View</a> (default)

- A. Offline Recordings – Any recordings you have made on this computer but that have not been uploaded to the Panopto server. You can choose to record offline or there may have been a disruption in your connection that could cause the recording to remain offline. You can manually upload a session in this section by clicking the “Upload to Server” button.
- B. Currently Uploading Recordings – This is where you will see the Upload Progress of any recording you just completed. By default, Panopto uploads the video to the server while you are recording, but if you are recording from home, upload speeds will be slower than on-campus. **Note – DO NOT SHUT DOWN OR PUT YOUR COMPUTER TO SLEEP UNTIL YOUR VIDEO HAS UPLOADED COMPLETELY.** Once it has disappeared from the “Currently Uploading Recordings” section, it is safe to shut down.
- C. Uploaded Recordings – These are finished recordings you have uploaded from this computer. Under the Status/Link heading, your most recently recorded/uploaded video will display a Processing percentage that occurs on Panopto’s servers. The video will not be viewable until

the video until it is 100% processed. After the video has uploaded, expect the video to be processed within about 30min or less.

#### COMMON PROBLEM

##### + VIDEO FAILS TO UPLOAD +

If your video does not successfully upload, it will appear in either category A (Offline Recordings) or category B (Currently Uploading Recordings) in the Manage Recordings section (page 5). The most common reason for this is because home internet upload speeds can be slow (as opposed to the download speed). If you have trouble getting the videos to complete their upload, you can continue recording videos at home and attempting to upload, then taking your laptop to campus, a library, or an institution/facility with faster upload speeds. Press the "Upload to Server" button to re-attempt your upload once you have established a faster connection. If you do not have a laptop, try uploading when home internet traffic is slowest (avoid evenings during the week).