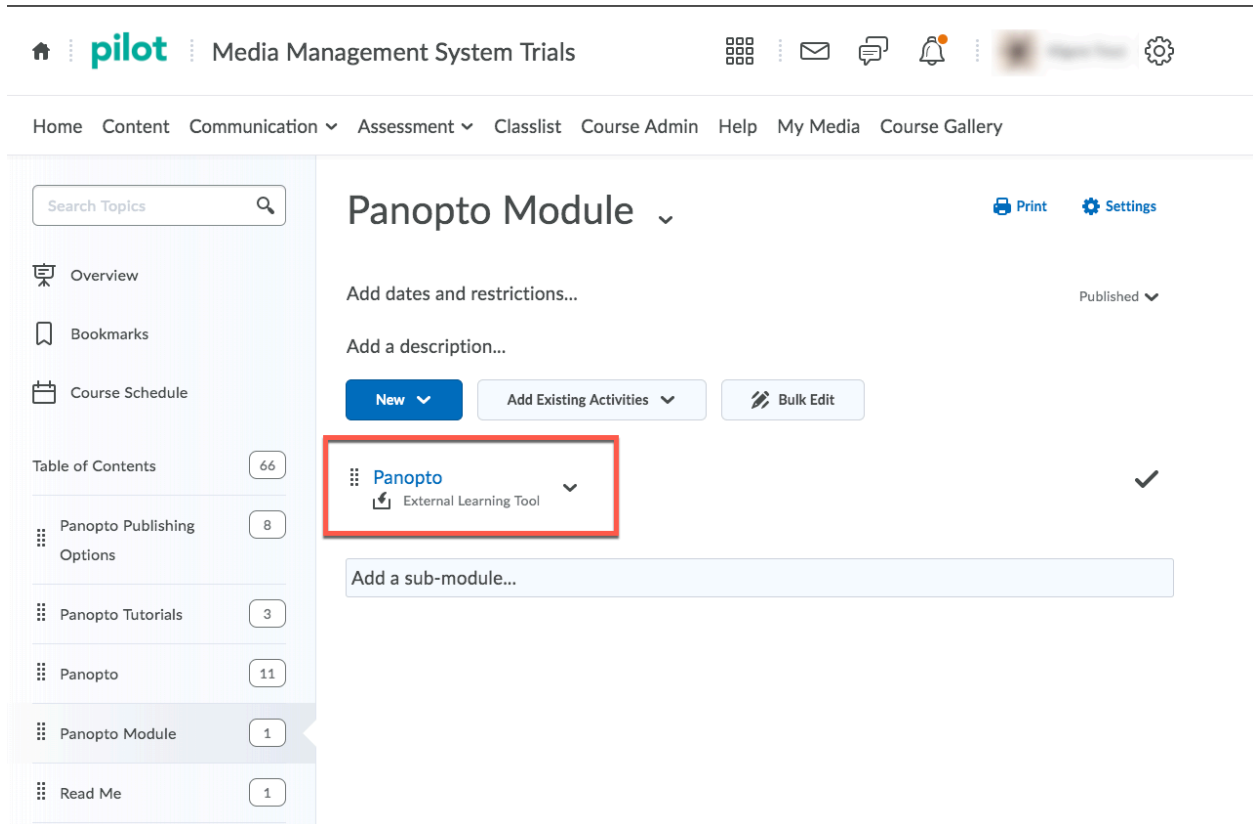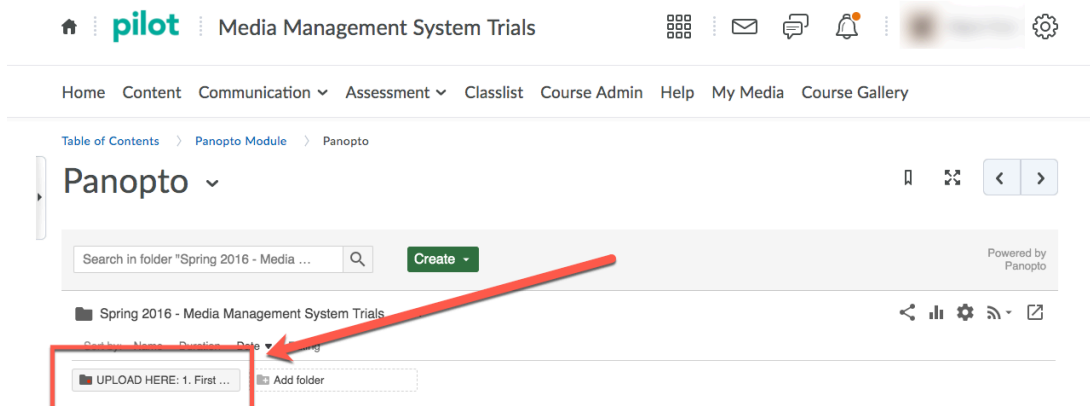# Panopto for Windows recording software (student use)

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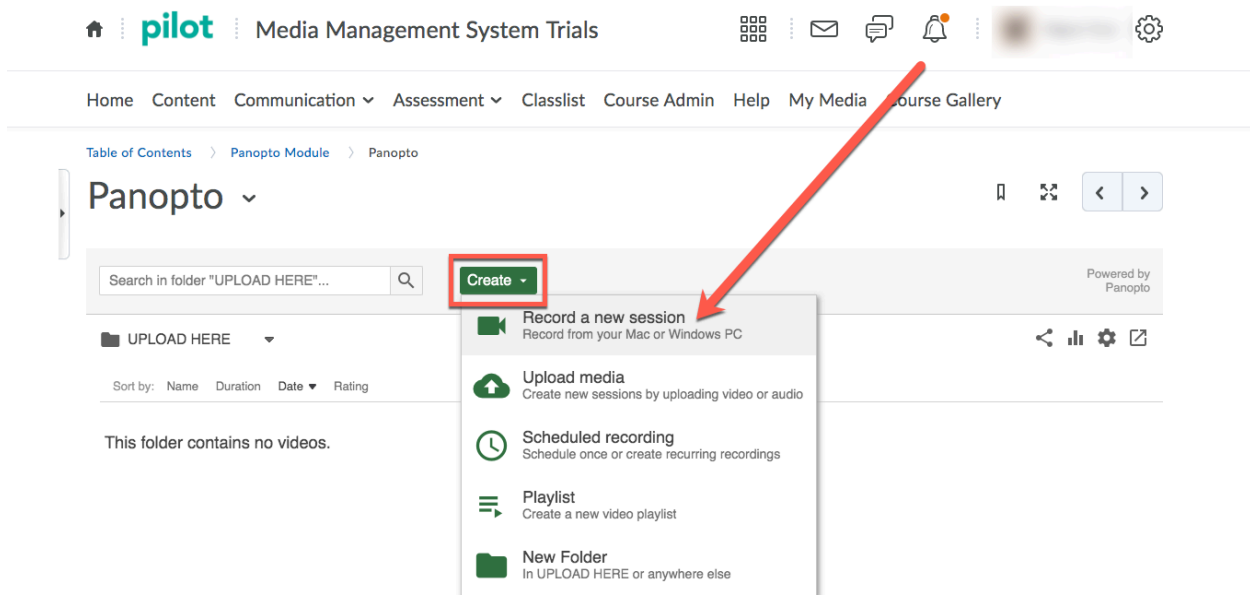

2. Click into the assignment sub-folder created by your instructor.

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

4. 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.

5. After it's installed, go back to where you downloaded the Panopto recorder in the browser window and press the green button the 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 your computer, 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.
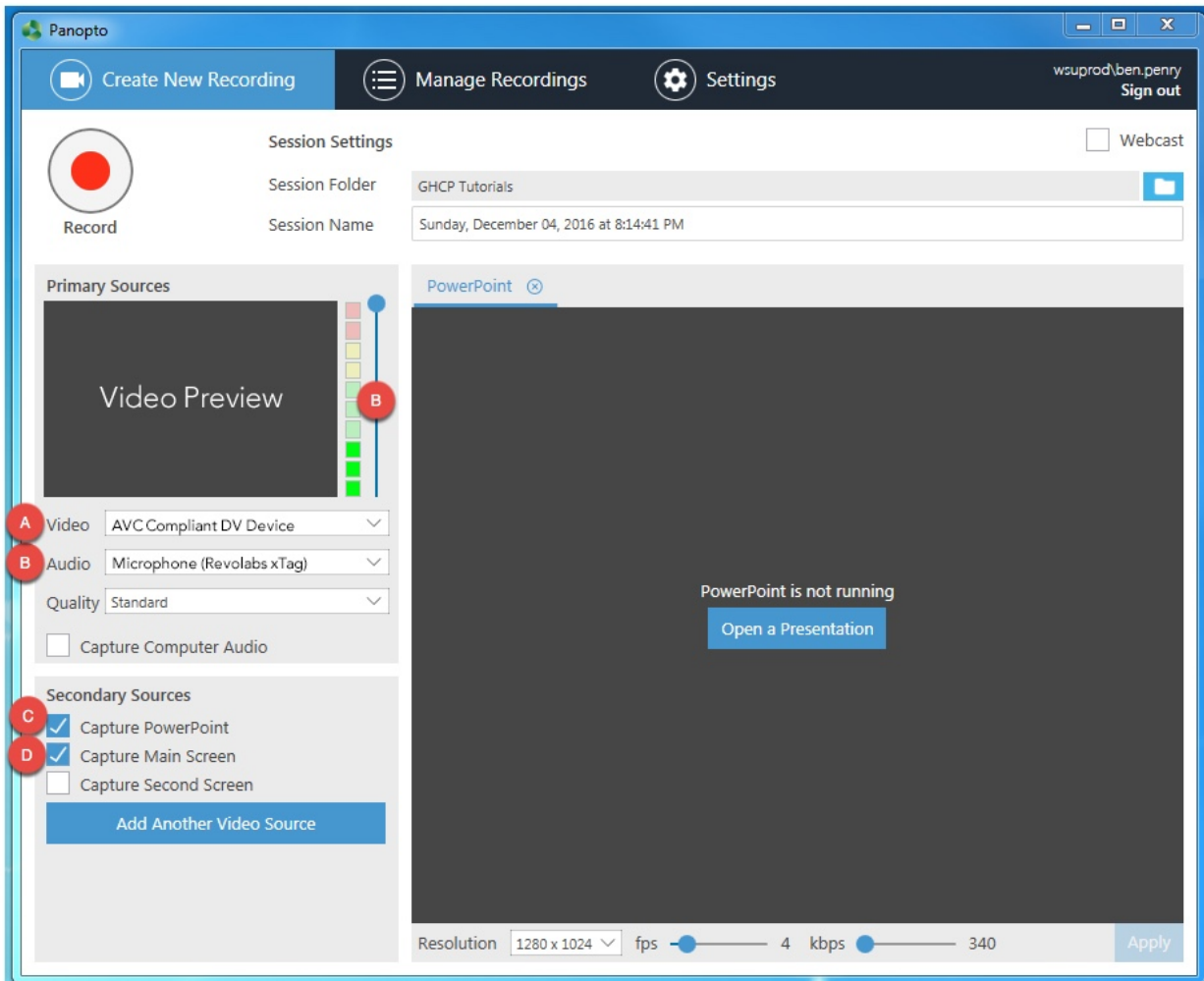
1. **Setting up the Panopto Recorder**
   A. VIDEO - Select your computer or laptop's web camera to record yourself.
   B. AUDIO - Select your computer or laptop's microphone or headset to record your voice. (NOTE – The Slider adjusts volume. The meter will respond to your voice if the microphone is 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. CHECK Capture PowerPoint- Enable for PowerPoint presentations. The slides and their titles from your PowerPoint will be used to automatically create chapter markers.
   D. CHECK Capture Main Screen- Enable to record your computer screen. This should be checked in case you have PowerPoint transitions, animations, videos, or software/website demonstrations.

NOTE – **If you have a video in your presentation**, you will need to enable Capture Computer Audio and increase the Frames Per Second. To *enable computer audio capture*, you must click the "Settings" tab from the top navigation button and check the bottom option – "Allow capturing computer audio. Warning, this can cause desync on some hardware configurations." The go back to "Create New Recording" tab and check this option. To *increase frames per second*, locate the slider at the bottom of the Panopto Recorder to find "fps." Slide that all the way to the right, as far as it will allow you (it generally stops around 14 to 20 fps). Click the "Apply" button to the far right of the slider.

2. **CLICK RECORD**
   A. Minimize screen and begin your presentation
3. **When finished, click the STOP Button**
   A. Click UPLOAD in the pop-up window and re-name your video.
4. **Monitor upload status**

Manage Recordings

A. <u>Offline Recordings</u> – 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. <u>Currently Uploading Recordings</u> – 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 very slow . ***Note – DO NOT SHUT DOWN COMPUTER UNTIL YOUR VIDEO HAS UPLOADED COMPLETELY***. Once it has disappeared from the "Currently Uploading Recordings" section, it is safe to shut down.

C. <u>Uploaded Recordings</u> – These are past 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.

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 are very slow (as opposed to the download speed). Try 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. If you do not have a laptop, try uploading when home internet traffic is slowest (avoid evenings during the week).