# PANOPTO
# Student Recording with Panopto (Windows version)

**INSTRUCTIONAL DESIGN & DELIVERY**

Before a student can record using Panopto, the instructor must setup an assignment folder. You will use the assignment folder name to store your student recording.

## Installing Panopto

1. From our MyClasses Canvas course, select Panopto Recordings on the left course navigation.

2. The course folder will appear with all of the recordings by your instructor. Click Create and then select Record a new session.
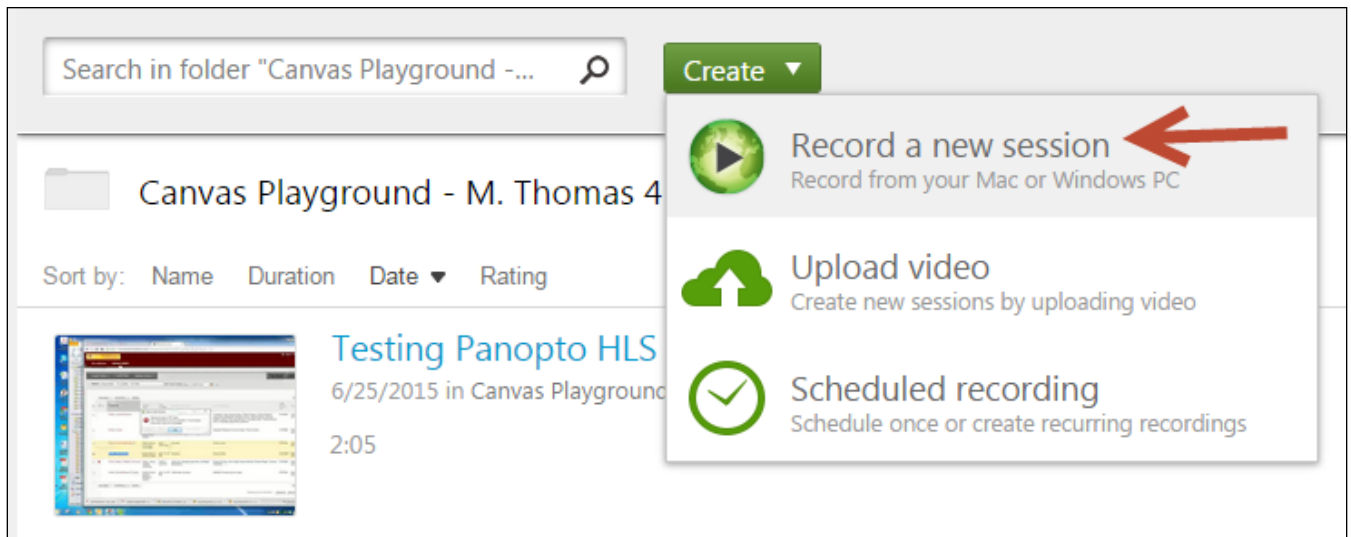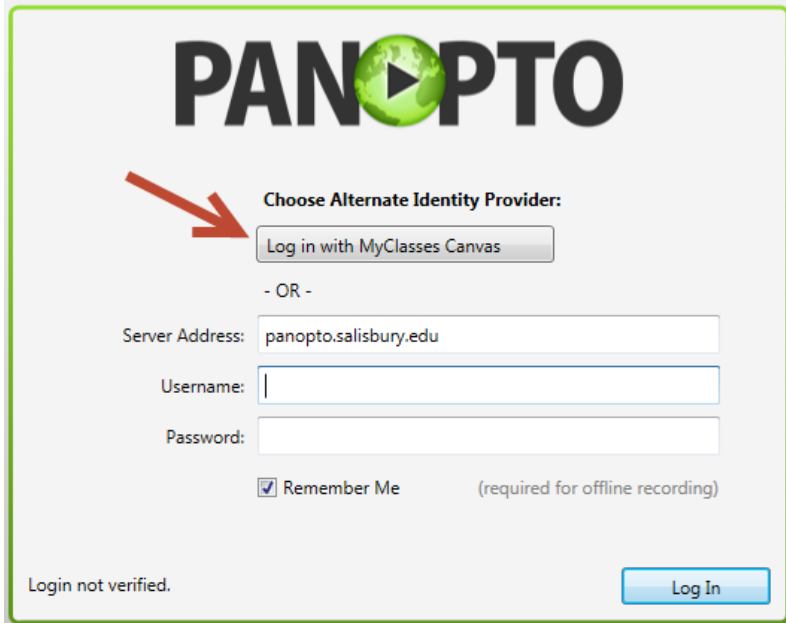


3. Download the appropriate Panopto Recorder based on your operation system.
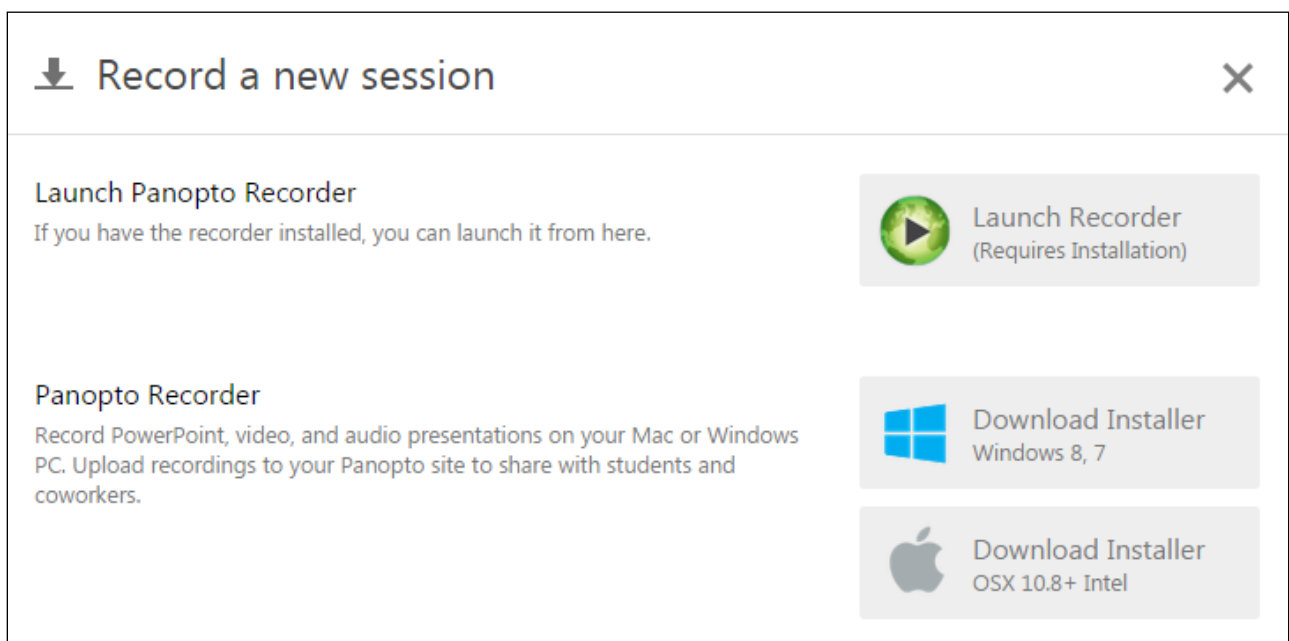
## Creating a Recording

After successfully, installing Panopto on your computer, you are now ready to make a recording.  You can record your screen, a webcam and audio simultaneously.  Before creating a recording, ensure that any device you want to use is open and ready (webcam, PowerPoint presentation, other software, etc.).  To create your recording:

1.  Open the Panopto Record from your computer or select Launch Record from step 3 above.

2.  Choose the option to **Login with MyClasses Canvas.**
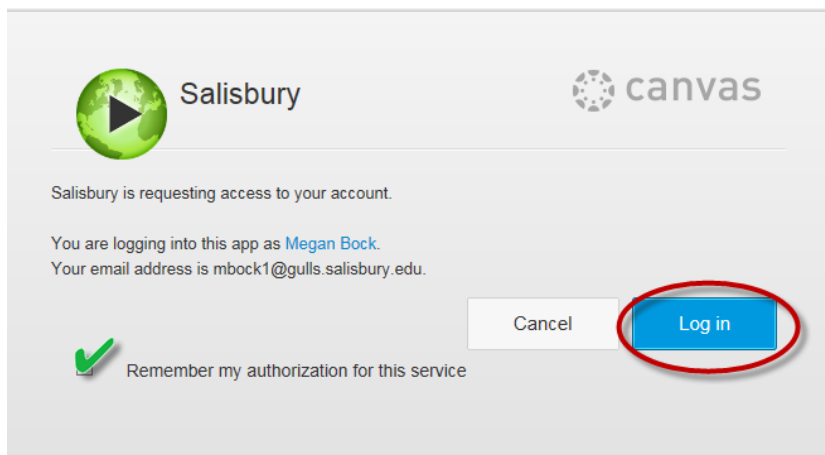


3.  The next screen will prompt you to login to MyClasses via Canvas. Enter your SU username and password and click **Login.**

4.  Next, you will get a page indicating that Salisbury University is attempting to access your account. Check the box to **Remember my authorization for this service**, then select **Log in**.

5. The recorder will launch and you will need to decide what you will be recording for this presentation and where it will be published:

a. To the right of the Folder Name field at the top you will see a large drop down arrow. Click on the arrow and choose the **dropbox** folder for your class.



b. For "Record a new session called:" enter a title for your recording. Your instructor will most likely provide instructions and ask you to include your First and Last Name
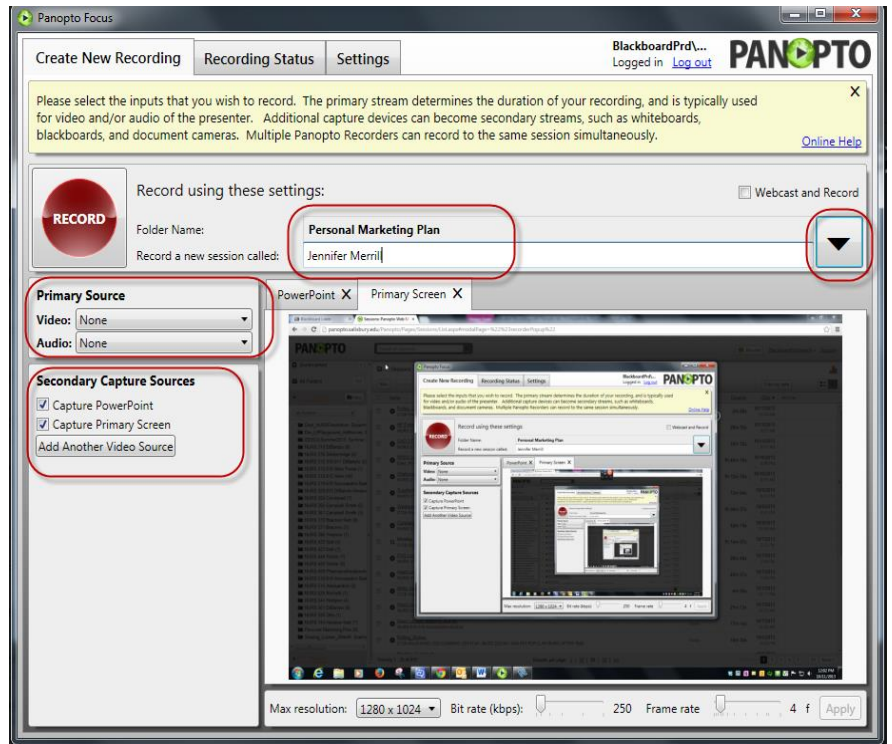
c. Choose the Video Source you would like to record as the primary source (i.e. webcam). You will see a live preview in the box of the video that will be recorded.

d. Determine what Audio Source you would like to record for students to hear (i.e. microphone). You can test the audio by speaking into the microphone and see if the audio levels move.

e. Choose the secondary capture sources (i.e. Your Screen or a PowerPoint)

6. Click the large **red RECORD button to begin your recording**. Once you are done, return to this screen and click either PAUSE (to pause the recording and have the ability to resume) or STOP (to end the recording).

7. Once everything has been recorded and you have stopped your recording, you will be taken to the recording status page which will show you something that looks like:
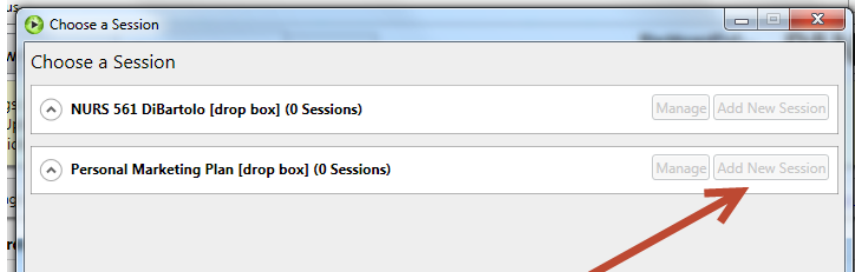
8. The recording should automatically upload to the server. If it does not, click on the "Upload to Server" option and follow the remaining steps:

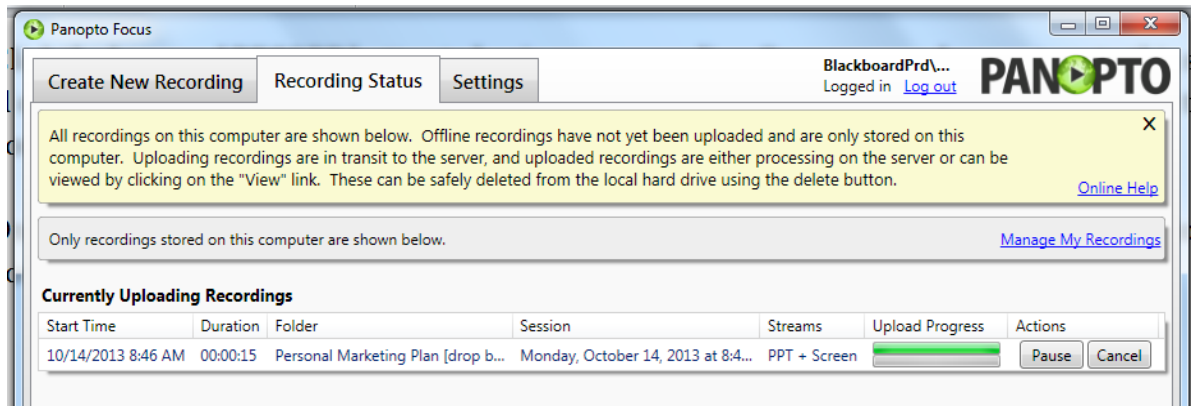    a. When this menu appears, select add new session next to the folder to store the video.



    b. Update the Session name to be more than the date and time. Include your name and or the topic of the session.
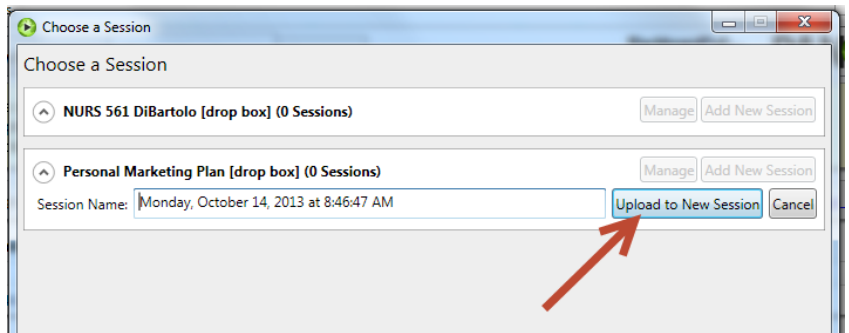


    c. Select "Upload to New Session".

9. The following screen will appear. When the upload is complete, exit this screen.



Currently Uploading will show the video that you just completed and its status. Once the video has been uploaded to the Panopto server, it will move the category of Uploaded Recordings and have a status of View.

*TIP: You must be connected to the internet in order to upload a recording, but you can record without an internet connection and the recording will upload as soon as you connect back to the internet.*

***\*Please see "The Video Recorder" Handout for a detailed illustration of the recorders capabilities.***