

Creating a Narrated PowerPoint, a Live Video and a Screen Capture with Panopto (PC)

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& Learning**

St. Lawrence College

Table of Contents

Technical Requirements.....	1
Launching the Panopto Recorder.....	1
The Panopto Recorder Interface.....	2
Session Settings.....	2
Primary Sources.....	3
Secondary Sources.....	3
Record Button.....	3
Hotkeys.....	3
Common Uses of the Panopto Recorder.....	4
Creating a Narrated PowerPoint.....	4
Creating a Live Video.....	4
Creating a Screen Capture.....	4
Uploading your Recording.....	5
Uploaded Recording.....	5
Deleting Recordings.....	6

Creating a Narrated PowerPoint, a Live Video and a Screen Capture with Panopto (PC)

Offline Recordings..... 6

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Technical Requirements

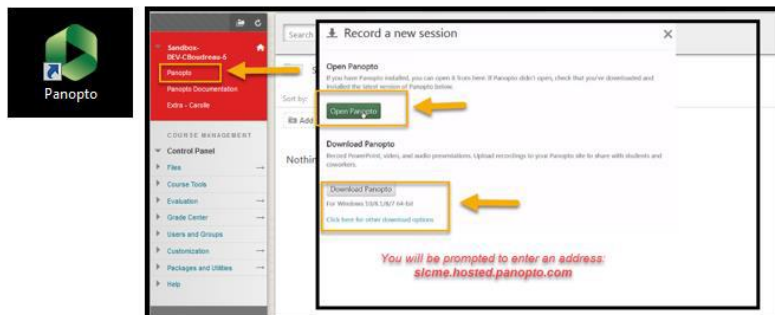
- The course must be **provisioned with Panopto**: To do this, refer to the Configuring Panopto in a Blackboard Course document.
- The computer must have a **built-in microphone** or a **headset** in order to do voice recordings. Most college computers do not have built-in microphones or webcams.
- The computer must have the **Panopto Recorder** installed by ITS. To download the Panopto recorder on a personal computer, refer to the Installing the Panopto Recorder document.

1

Launching the Panopto Recorder

You can create a video using a camera, a phone, a tablet an iPad or a computer but to record your **computer screen** or to **record your voice over a PowerPoint**, the **Panopto Recorder** is a great tool to use.

1. Click on the **Panopto icon** on your desktop or click on the **Panopto link** in the course menu. When launching Panopto for the first time, you will be required to sign in to your **blackboard account**.



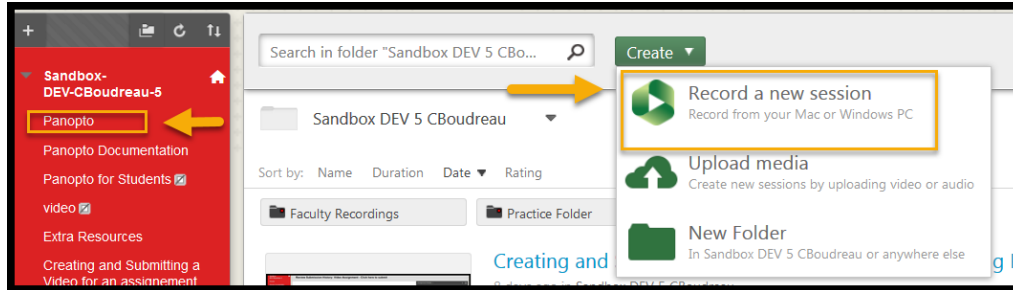
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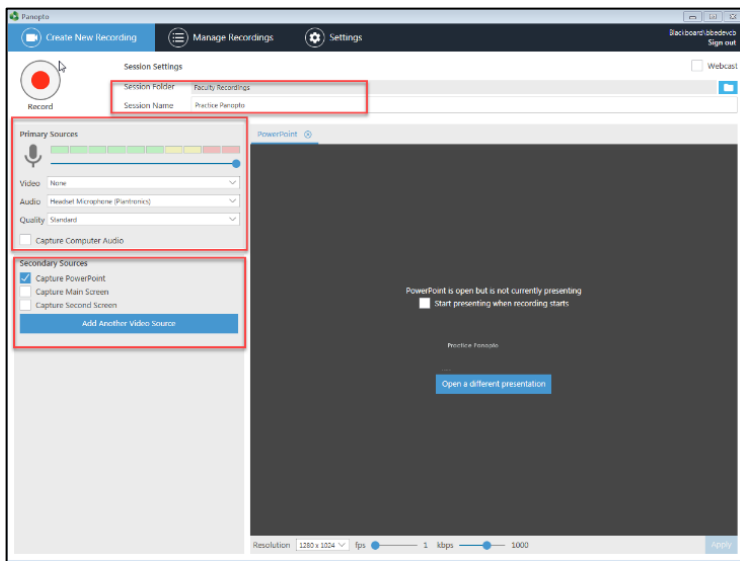
Creating a Narrated PowerPoint, a Live Video and a Screen Capture with Panopto (PC)

- From this window, click **Create** and choose **Record a new session** to launch the Panopto Recorder. The following screen will appear.



The Panopto Recorder Interface

When you launch the Panopto Recorder the following screen will appear. Before you start recording, define the **Session Settings**, and the **Primary**, and **Secondary Sources** for this video. (See detailed instructions below.)



Session Settings

Select the folder you want to create the new recording in (**Session Folder**) and give it a name (**Session Name**). You can also choose to **record offline** and save it to a folder later.



Creating a Narrated PowerPoint, a Live Video and a Screen Capture with Panopto (PC)

Please Note: The instructor must set up an **Assignment Folder** for students to be able to upload their video. An assignment folder allows the student to see only their video. For more information, refer to the Creating Folders and Managing Sharing in Panopto document.

Primary Sources

- **Video Input:** Select if you want a webcam or not
- **Audio Input:** Select your Headset or the Built-in Microphone
- **Quality:** Modify the quality of your recording
- **Capture Computer Audio:** This will record audio that plays back on your computer

Secondary Sources

- **Capture PowerPoint:** You can create a narrated PowerPoint
- **Capture Screen:** The recorder will create a video of anything displayed on your screen
- **Additional Video Source:** You can also add an additional video source here if you have more than one camera plugged into your computer.

Record Button

Once everything is set, you can start your recording by clicking on the **record** button. Once the recording has started, that icon changes into a Pause and Stop button.



Hotkeys

These hotkeys will allow you to pause the recorder without having to minimize opened content, making the presentation look smoother.



Creating a Narrated PowerPoint, a Live Video and a Screen Capture with Panopto (PC)

1. To **start** recording, press F8 Key
2. To **pause** your recording, press F9 Key (Press again to resume)
3. To **stop** recording, press F10 Key

Important Note: Everything in Panopto is **non-destructive**. Recording will continue even when you pause your video but it will not show up in the final version of your video. If you paused but forgot to resume, you will be able to access it by going into the editor later on.

Common Uses of the Panopto Recorder

Creating a Narrated PowerPoint

1. Launch the Panopto Recorder
2. Fill out the Session Settings (Session Folder/Name)
3. Choose your Primary Inputs as described above
4. Under Secondary Inputs, select Capture PowerPoint
5. Leave the Panopto Recorder opened and open your Powerpoint in full screen presentation mode
6. Use the F8, F9 and F10 to toggle between Start, Pause and Stop.

Creating a Live Video

1. Launch the Panopto recorder
2. Fill out the Session Settings (Session Folder/Name)
3. Under Video, select the available webcam
4. Under Audio, select either headset or microphone
5. Make sure that all the other boxes are un-checked
6. Use the Record, Pause and Stop button as described above

Creating a Screen Capture

1. Launched the Panopto recorder
2. Fill out the Session Settings (Session Folder/Name)
3. Under Video, select if you want to have a webcam or not

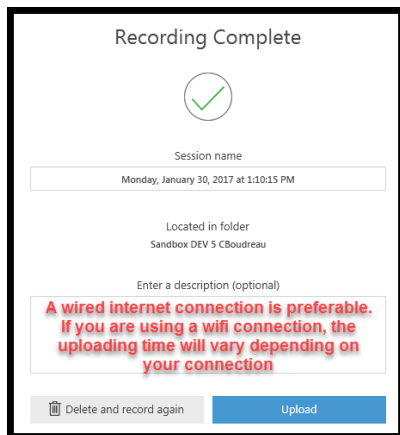


Creating a Narrated PowerPoint, a Live Video and a Screen Capture with Panopto (PC)

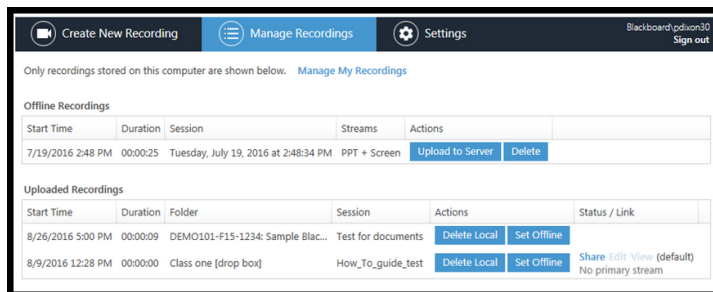
4. Under Audio, select either headset or microphone.
5. Under Secondary Source, select Capture Main/Second Screen
6. Select the box Enable screen capture preview
7. Use the F8, F9, F10 to toggle between Start, Pause and Stop.

Uploading your Recording

After the recording has stopped, a **Recording Complete** window will open. You can change the session name, delete and record again or upload.



Once you have completed recording, the **Manage Recordings** screen (shown below) will appear.



Uploaded Recording

The name of the video that you just completed, and the status of the video's update will be shown under the **Uploaded Recordings** heading.



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Note: Upload times will vary depending on the length (file size) of the video, and the speed of your internet connection. Uploads can take 15 minutes or substantially more. If you close the recorder or if the uploading is interrupted, you are able to resume the uploading later.

Deleting Recordings

If the videos have been uploaded already, you can delete it locally but the videos will still be located on the server. If you delete a video that has not yet been uploaded, that recording will be lost.

Offline Recordings

These recordings have not yet been assigned a folder on the server, so they reside on your local computer.

