

CREATING VIDEO IN PANOPTO USING CHROME BROWSER

Panopto Capture is browser based and does not require anything to install.

DIRECTIONS

Part 1: [Access Panopto and Create a Folder](#)

Part 2: [Panopto Capture Setup](#)

- [Audio](#)
- [Video](#)

Part 3: [Capturing Screens and Apps](#)

- [Capture Entire Screen -Easiest Way to Capture more than one application](#)
- [Capture a Computer Application \(EX: PowerPoint\)](#)
- [Capture a Chrome Browser Tab](#)

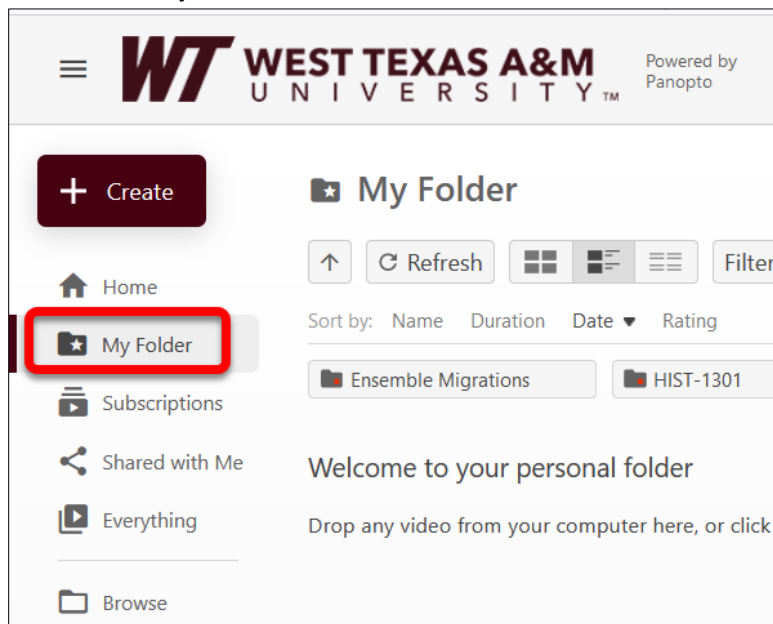
Part 4: [Video Upload Process](#)

- [Rename Video File](#)

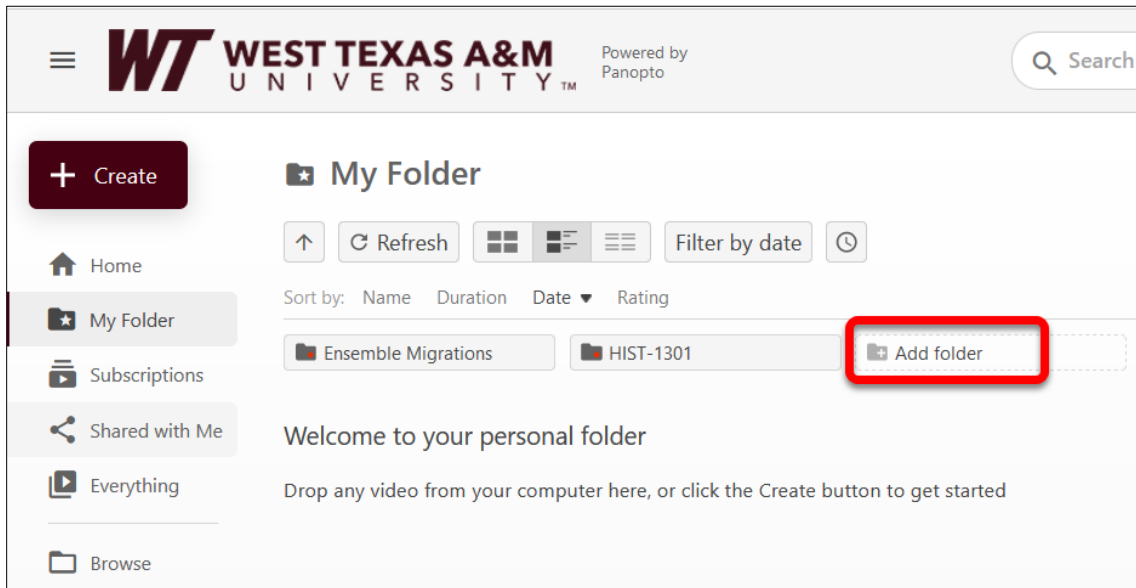
PART 1: ACCESS PANOPTO AND CREATE A FOLDER

Create a folder in Panopto. If you have already created your folder, skip to Part 2.

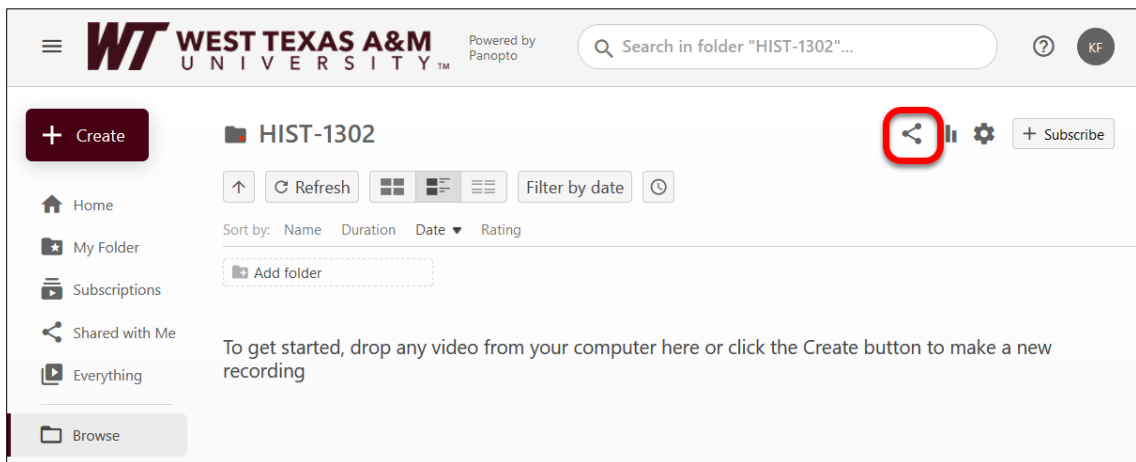
1. Access Panopto on the web: <https://wtamu.hosted.panopto.com>
2. Click on the **My Folder** area.



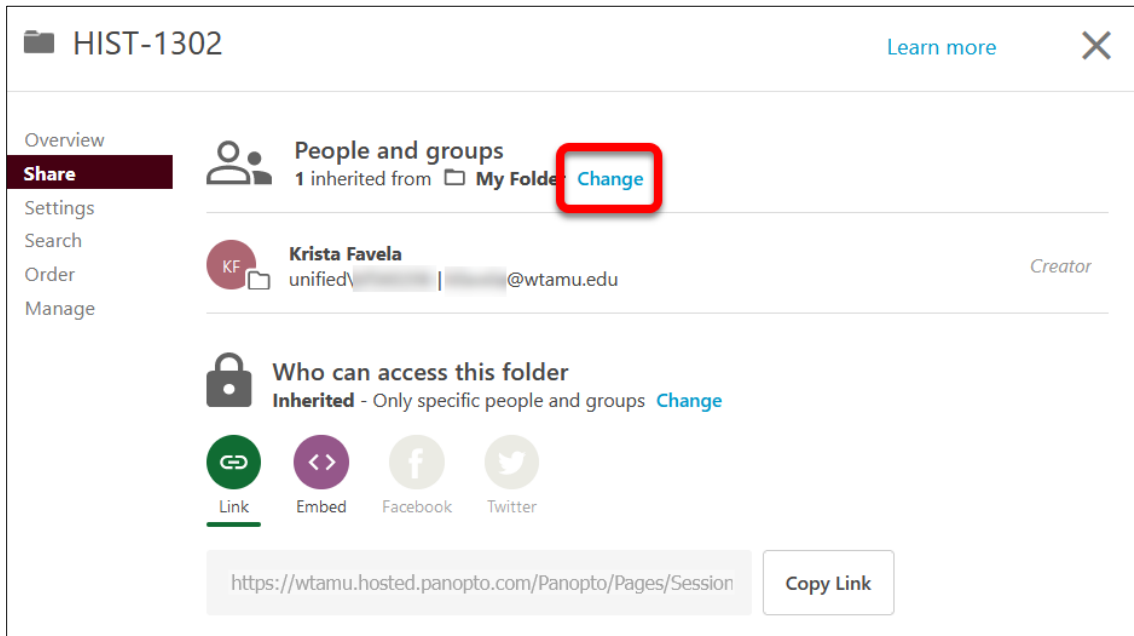
- Click on the **Add folder** button.



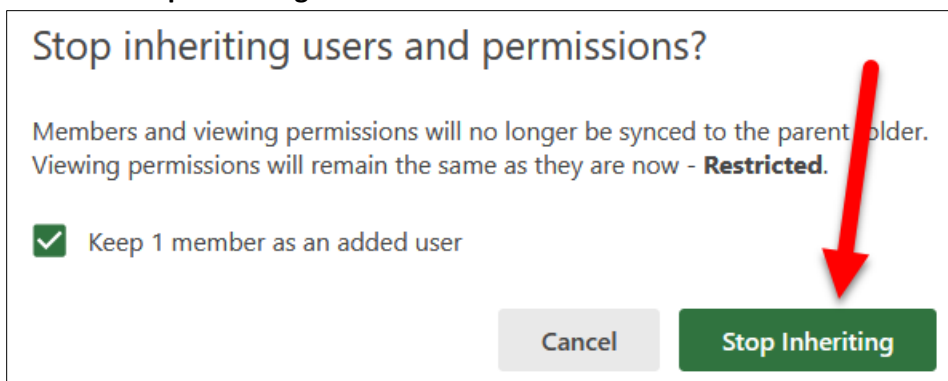
- Enter the **title** of your folder and press **Enter**.
- Click on your newly created **folder** to open the folder.
- Click on the **Share** icon.



7. On the **Share** tab, under the **People and groups**, click the **Change** link.



8. Select the **Stop Inheriting** button.

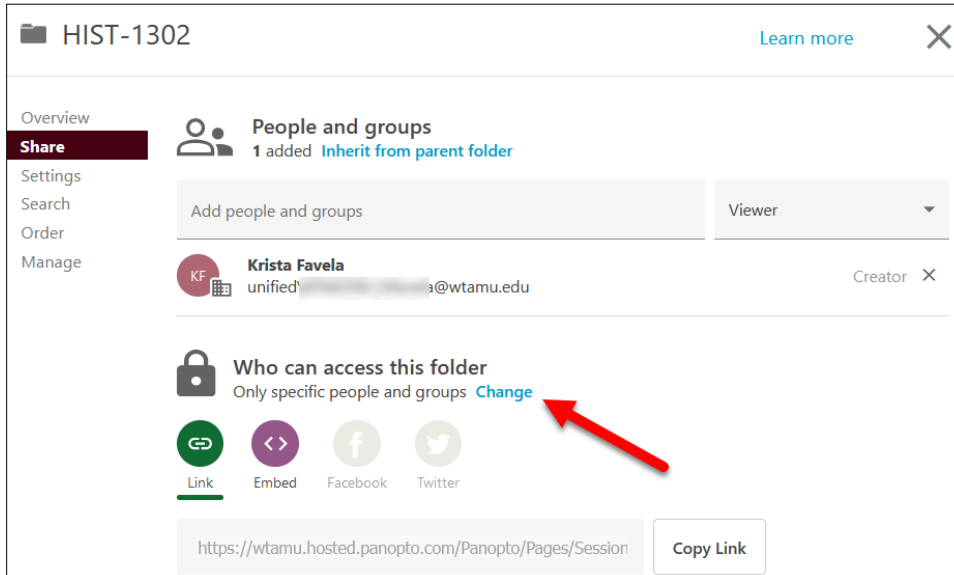


You have two options for how you can setup your videos for student access: 1) Anyone with a link can access or 2) Only students within a specific WTClass course. If you have additional or specific questions about which is the best option for your course and/or videos, please talk to a member of the Academic Technology department.

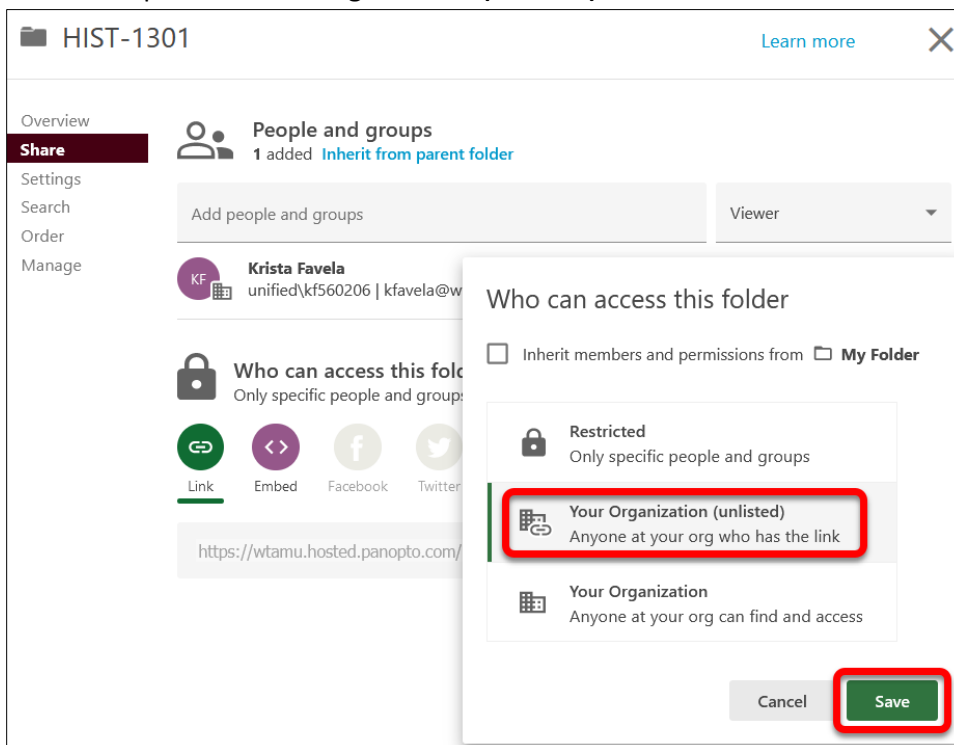
- **Anyone with a link can potentially access** – Similar to how Ensemble was setup. Only users with WTClass accounts can access videos, and ONLY if they have the URL to the specific video.
- **Only students within a specific WTClass course** – More locked down, but may require more steps each semester. Ensures that only students on the roster of a specific course can access the video.

If you plan to allow for any WTClass user who has a link to access videos, complete the following steps:

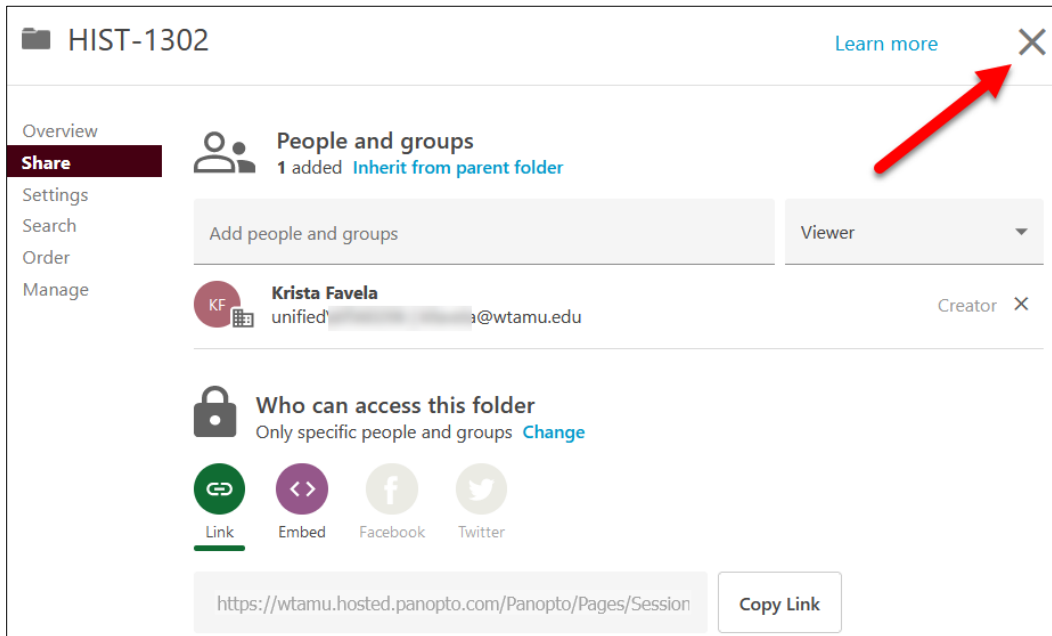
1. On the **Share** tab, under the **Who can access this folder**, click the **Change** link.



2. Select the option for **Your Organization (unlisted)** and click the **Save** button.



- Click the X to leave this page.

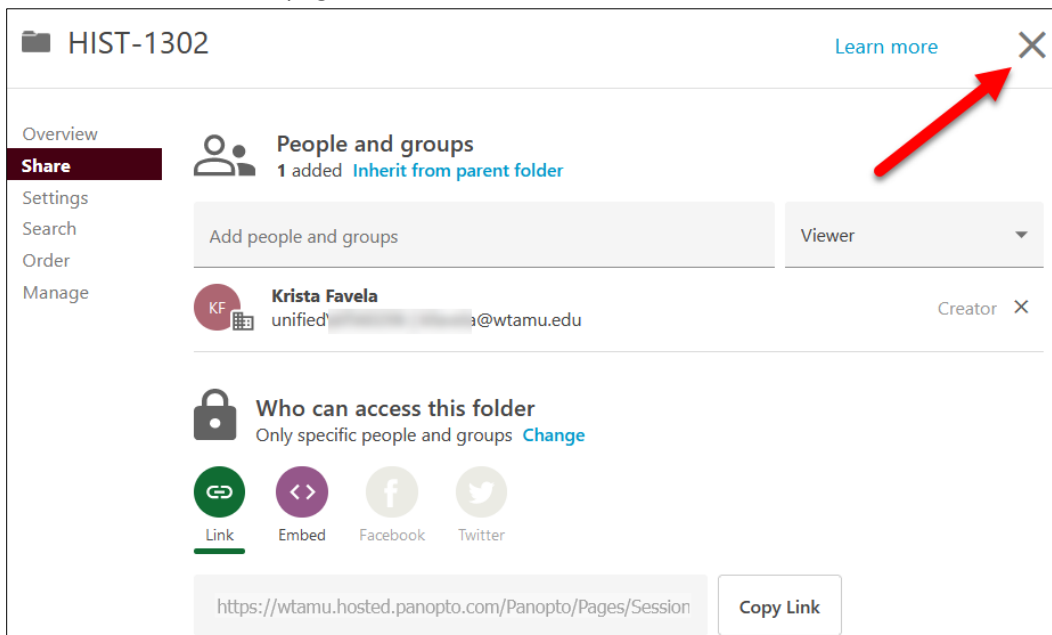


You may now add videos, or move videos into this folder.

ONLY STUDENTS WITHIN A SPECIFIC WTCLASS COURSE CAN ACCESS VIDEO

If you plan to only allow students within specific course(s) to access a video, complete the following step:

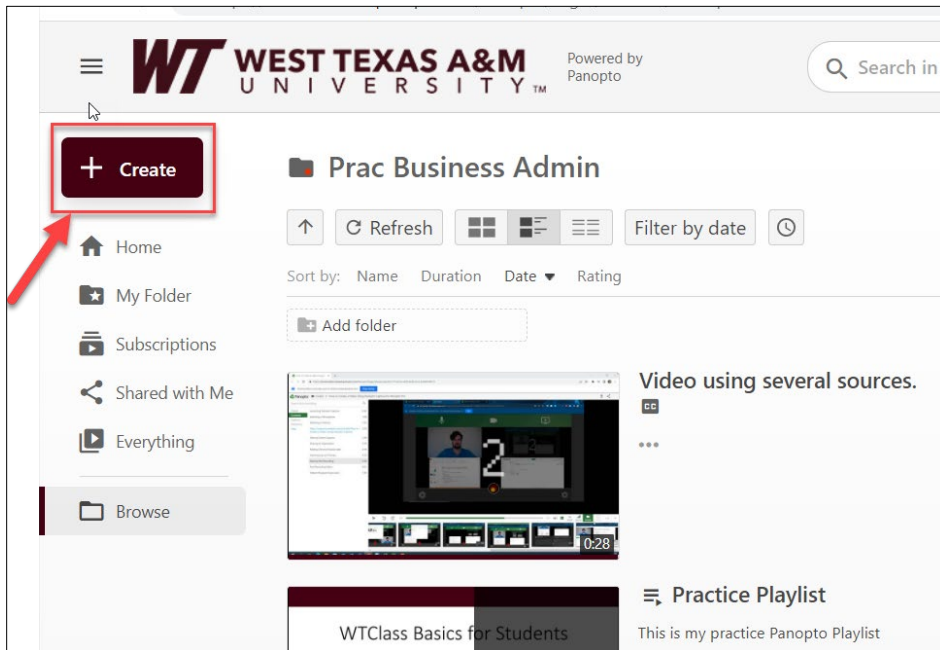
- Click the X to leave this page.



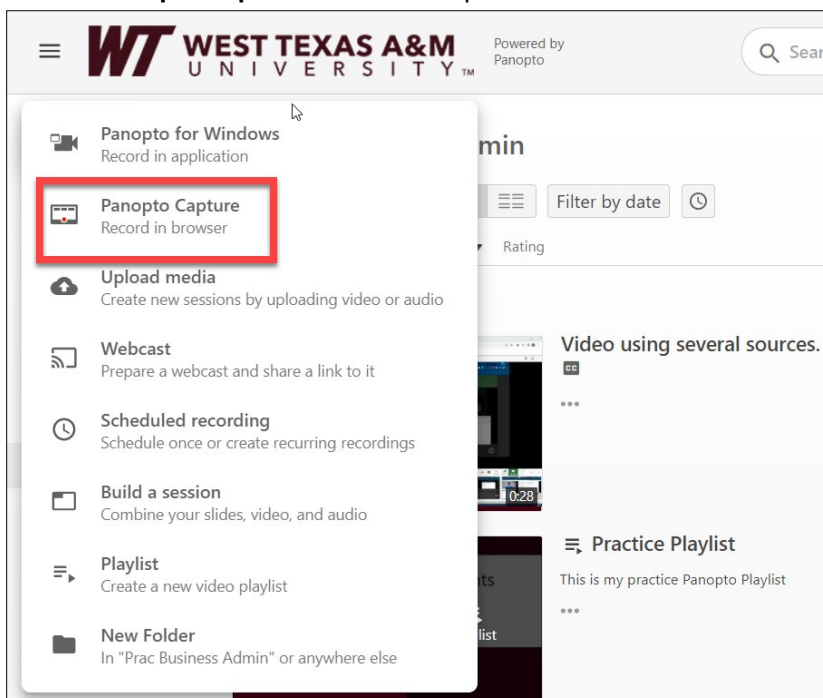
You may now add videos, or move videos into this folder.

PART 2: PANOPTO CAPTURE SETUP

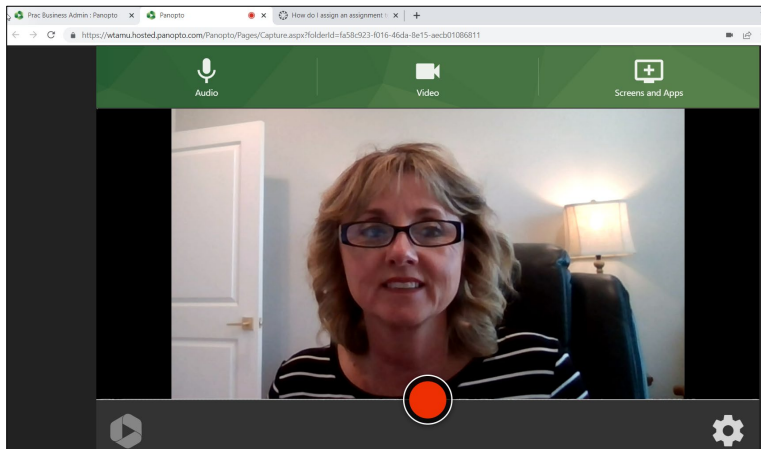
1. Open everything you will need to record your video.
For example: PowerPoint, Chrome Browser Window, Excel Spreadsheet, etc.
 - a. Close all other extra applications and windows.
2. Access the folder within Panopto you plan to record your video into.
3. Click **Create** in the upper left corner.



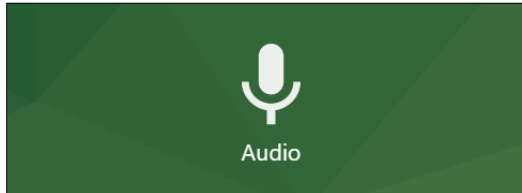
4. Choose **Panopto Capture** from the drop-down list



5. Panopto Capture launches in a new browser tab.

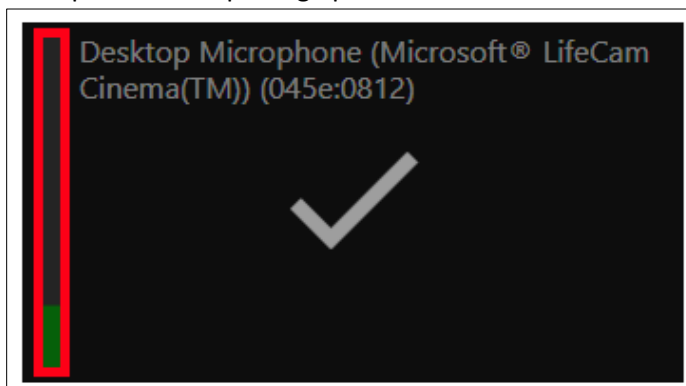


- a. If you are going to use the default camera and audio, you can skip to Step 9.
6. To select a Microphone click the **Audio Button**.

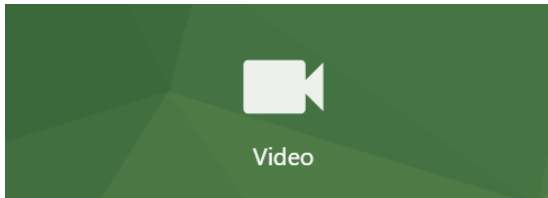


Note: You may be prompted by your browser to give Panopto access to your microphone(s). If you accidentally block a device, please refer to the Panopto document [How to Unblock a Device on a Browser](#) for assistance. If you are using a Mac, please also see [Audio with Macs with Web Capture](#)

- a. Each microphone connected to your computer will appear. Select the desired microphone, and a checkmark will appear over it.
7. Test your microphone by speaking at a regular volume.
The audio bar to the left of the microphone name should show **green** feedback as you speak. If **yellow** or **red** feedback appears, the video's audio may be distorted, if no feedback appears, the microphone is not picking up audio.

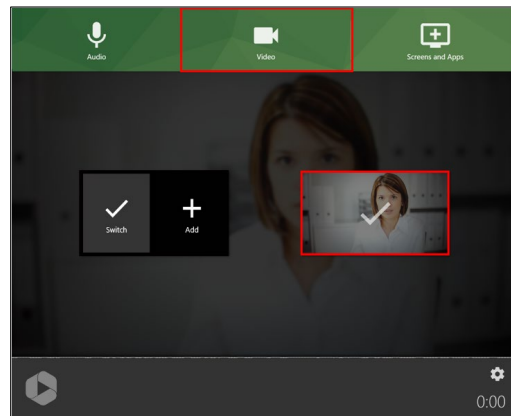


8. To select a Camera source click the **Video** button.

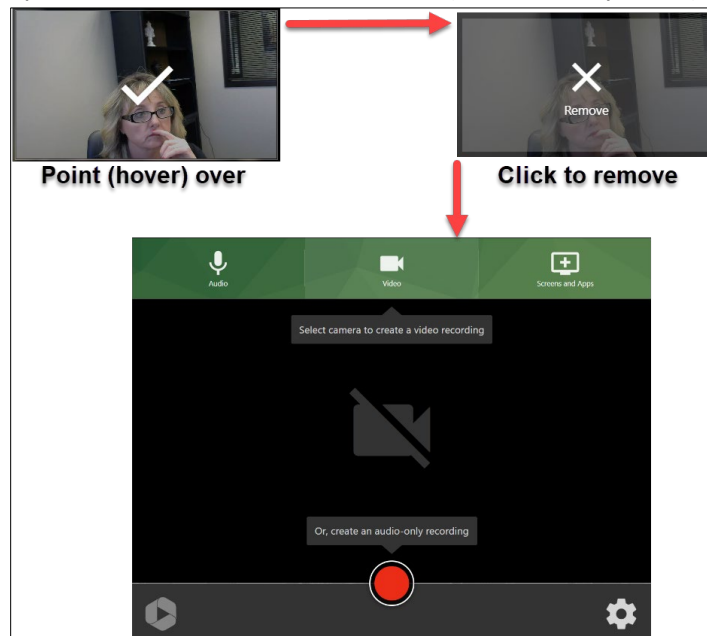


Note: You may be prompted by your browser to give Panopto access to your camera(s). If you accidentally block a device, please refer to the Panopto document [How to Unblock a Device on a Browser](#) for assistance.

- Your connected cameras will appear and show a preview. Select the desired camera(s) and a checkmark will appear over the preview.
- *Note:* The first camera selected, automatically or manually, will be used as the presenter (primary) video source.
- To learn where these sources will appear in the viewer, please see [Learn About the Features of the Video Viewer](#).



- *Optional:* To remove a camera video (no video only audio)



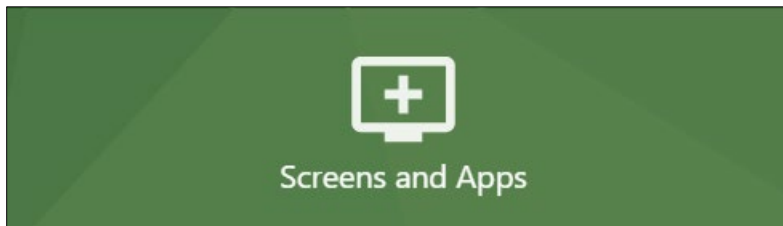
PART 3: CAPTURING SCREENS AND APPS

Note: If using a Mac, please also see: [Screen Recording with Mac in Web Capture](#)

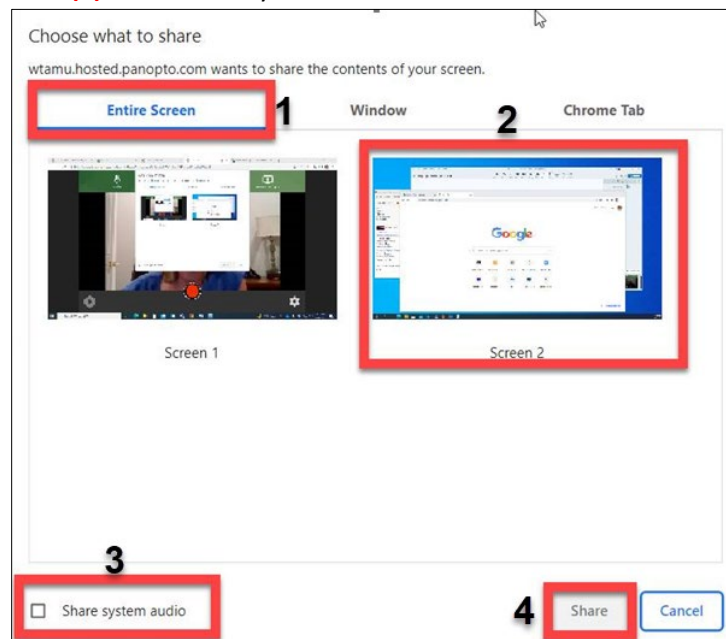
CAPTURE ENTIRE COMPUTER SCREEN

This is a great option when wanting to show several applications during your recording.

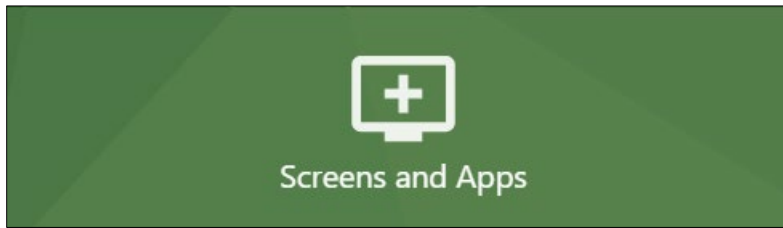
1. To select a screen, click the monitor icon.



2. A pop-up window will appear that allows you to select between a screen, Window, or Chrome tab:
 - a. To share an entire Screen: Click **(1) Entire Screen** and then choose the **(2) Screen** of your choice.
 - b. To share audio select **(3) Share Audio** to add the audio from your computer to the recording. This is ideal when you have an application which will have sound such as YouTube.
 - c. Click **(4) Share** when you are finished.



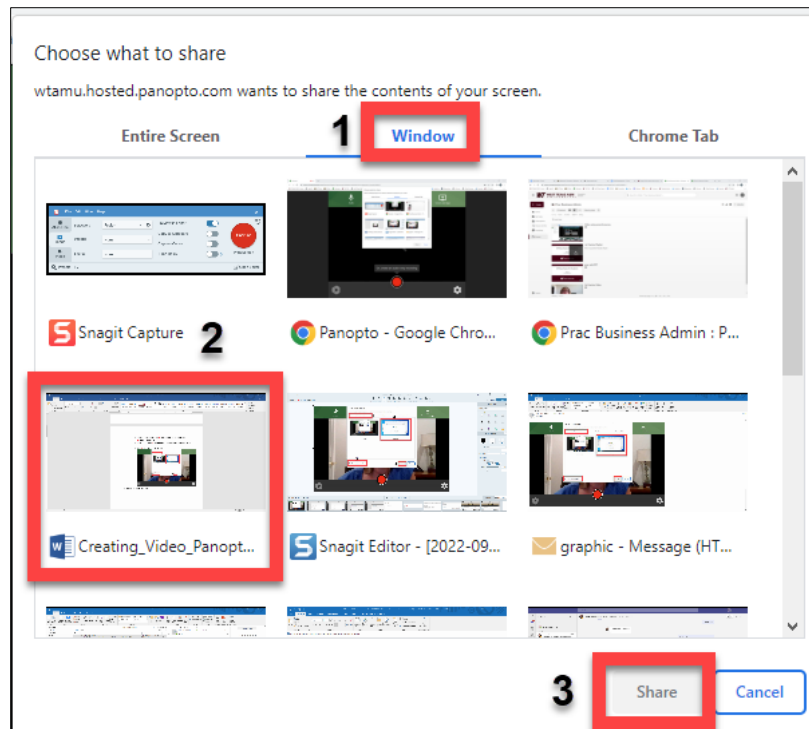
1. To select an application window, click the monitor icon.



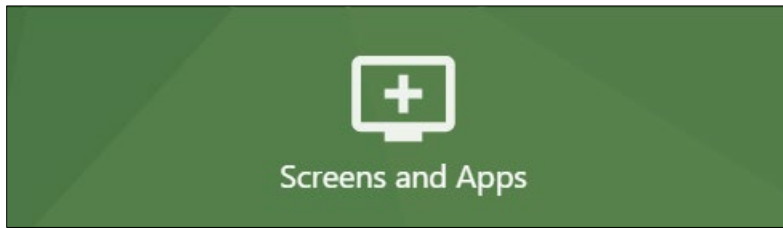
2. A pop-up window will appear that allows you to select between a screen, window, or Chrome tab:
3. Please note: After starting the recording, Panopto will record PowerPoint slides as a video stream when a presentation is put into slideshow mode.

NOTE: Firefox Users: a permissions pop-up window will appear. (Here is the link on [How To Record PowerPoint with FireFox and Capture](#).)

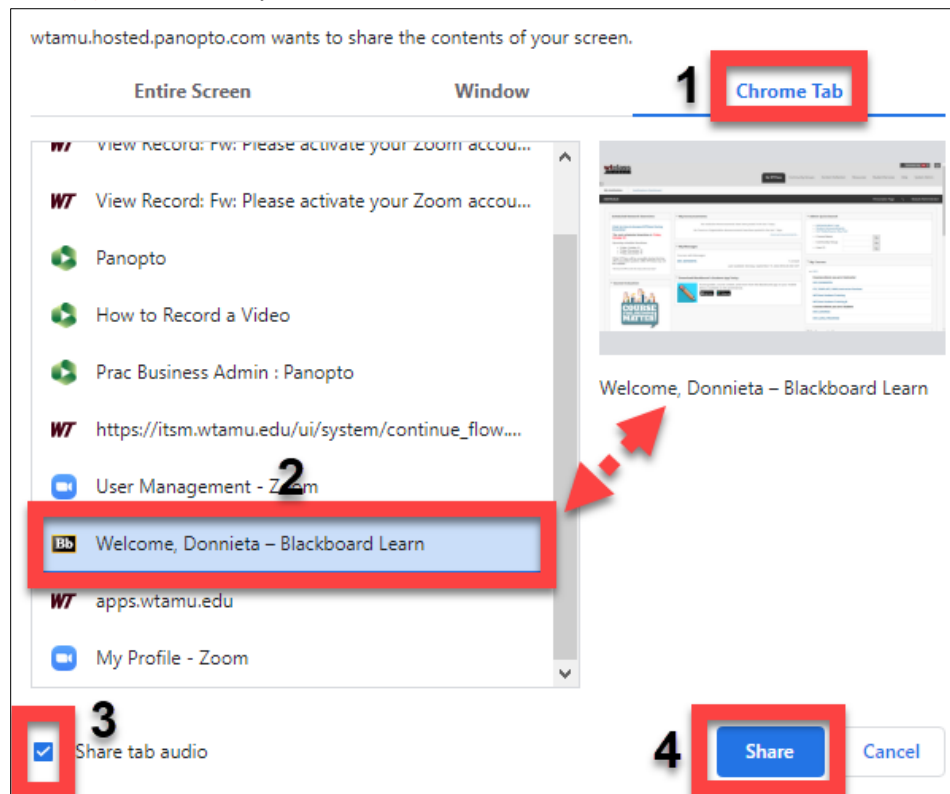
- a. To share an entire Screen: Click **(1) Window** and then choose the **(2) Window** of your choice.
- b. Click **(3) Share** when you are finished.



1. To select an individual browser tab, click the monitor icon.

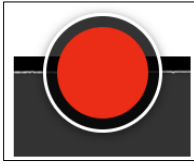


- a. To share an entire Screen: Click **(1) Chrome Tab** and then choose the **(2) Individual Tab** of your choice.
- b. To share audio select **(3) Share Audio** to add the audio from your browser tab to the recording. This is ideal when you have an application which will have sound.
- c. Click **(4) Share** when you are finished.

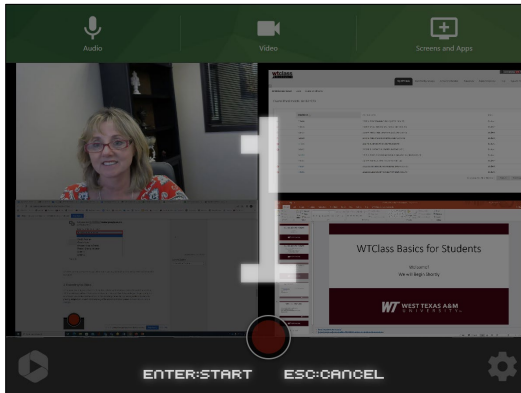


Note: You may need to switch back to the Panopto Capture screen using **ALT + Tab** key.

1. To begin recording Click the red Circle button at the bottom Center of Panopto Capture.



2. If enabled, you will see a 5 second countdown on your screen before recording begins.

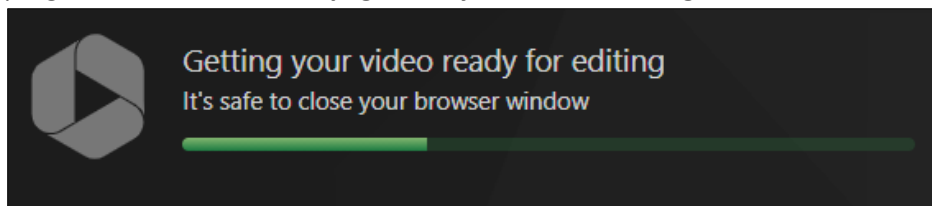


- a. You have the option to skip the countdown and begin recording immediately by pressing the **ENTER** key.
To Learn about enabling a five second countdown, please visit [Learn About Capture Settings](#).
 - b. To cancel recording press the **ESC** key.
3. When finished recording click the red square button again to stop recording.

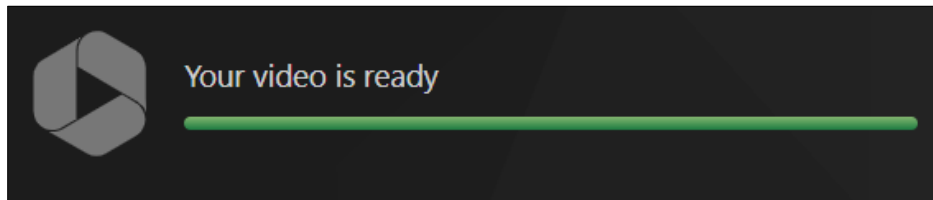


PART 4: VIDEO UPLOAD PROCESS

Your video begins processing once you stop the recording. A new page will load showing the video's progress. **Do not close this page until you see the message below.**



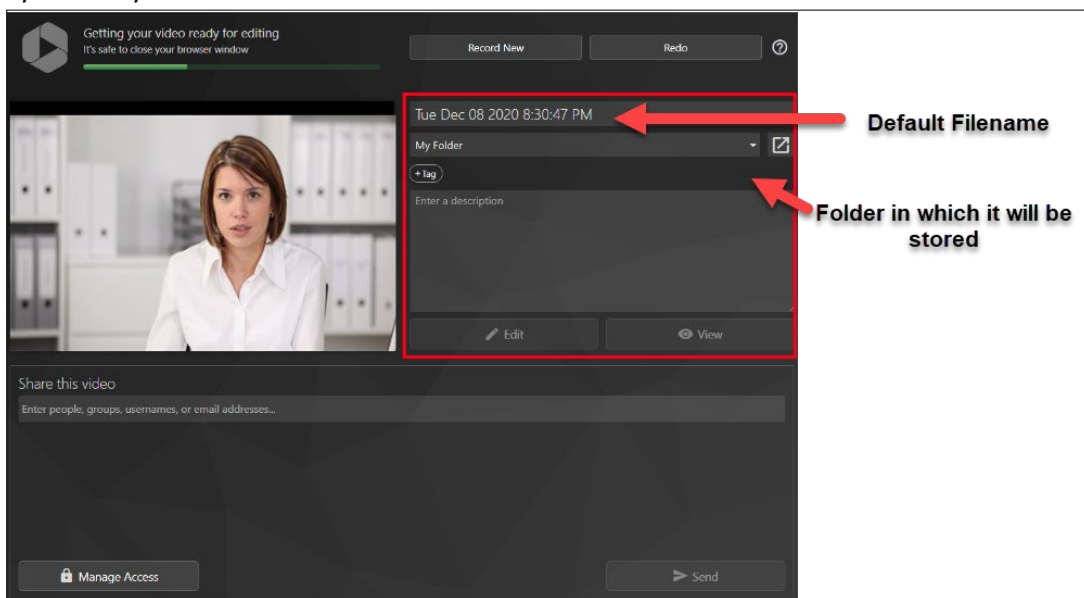
Once the video has processed completely, it will state **Your video is ready**.



Note: this video will upload to the folder that you were in when you opened Capture. If you do not have Creator access to that folder, it will upload to your My Folder. If you do not have a My Folder set up, it will upload to your most recently used folder. (Refer back to page PG1 for folder creation.)

RENAMING YOUR VIDEO FILE

1. By default your video is saved as the date and time it was created.



2. Click in the **filename** box and **type the new name** for video.
3. If needed, you can also change the **file folder** location.
4. Click **View** to watch your finished video
5. Click here to share your video with an individual, group, or email address (only use if **NOT** placing in WTClass)

6. Click Send (if you are sending you are sharing the video from this screen).

