


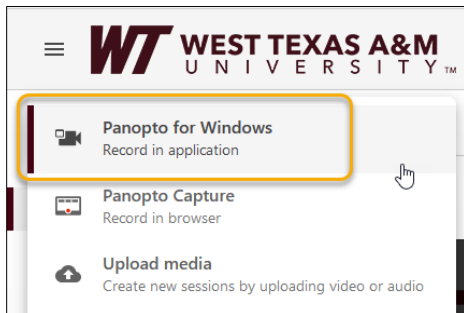
RECORDING A SCREEN CAPTURE WITH THE PANOPTO RECORDER

When recording anything on your screen(s): This option is suggested for recording everything except for a basic PowerPoint.

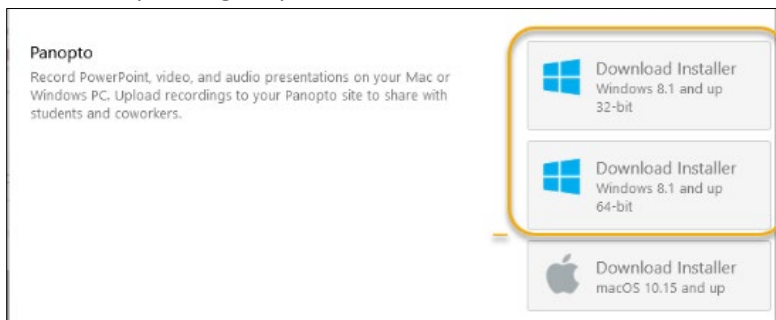
- Step 1: [Install the Panopto App for Windows](#)
- Step 2: [Open Panopto for Windows](#)
- Step 3: [Choose Panopto Folder and Name Video File](#)
- Step 4: [Select Your Primary Audio and Video Sources](#)
- Step 5: [Start Recording Your PPT](#)
- Step 6: [Starting, Pausing and Stopping a Recording](#)
- Step 7: [Manage Panopto Recordings](#)
- Step 8: [View Your Recordings on the Panopto Website](#)
- Step 9: [Access Other Panopto “How-to” Tutorials](#)

INSTALL THE PANOPTO RECORDER ON A PC COMPUTER

1. Login to Panopto at <https://wtamu.hosted.panopto.com>
Note: You will be directed to sign in through SSO using your WTAMU login credentials.
2. In the upper left corner of your Panopto site, select the  button.
3. From the drop-down menu **select Panopto for Windows**.

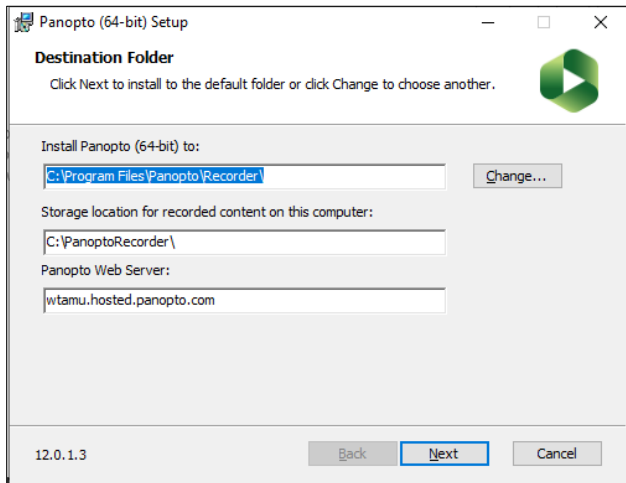


4. **Select Download Panopto** in the window that pops up. Select 32-bit or 64-bit Download Installer depending on your device.



5. **Locate PanoptoRecorder.exe** in your Downloads folder and **double-click** to run the application. The installer will self-extract and begin the installation.

6. Verify the Panopto Web Server is wtamu.hosted.panopto.com and **click Next** then **click Install**.



7. Once Panopto for Windows is installed, you will be able to open the software. Select Sign in to sign in from the SSO screen.

PREPARING TO RECORD SCREEN CAPTURE IN WITH PANOPTO FOR WINDOWS

1. **Open the Panopto for Windows App**  from the shortcut on your desktop or by typing Panopto in the “Type here to search” field in the taskbar. 

2. **Click Sign In.**

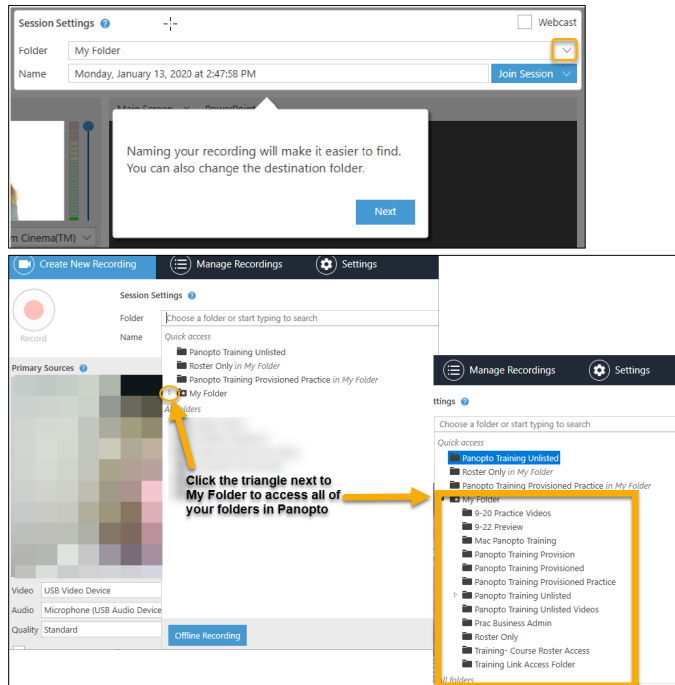


3. Unless you choose to record Offline (to your local computer), you will be required to sign in and your default internet browser will launch.
Enter your username and password in the SSO screen and **click Sign in**. You will be required to authenticate using DUO unless you are currently logged in to an SSO system on your default browser.
4. You will now be logged in to Panopto for Windows and can begin recording.

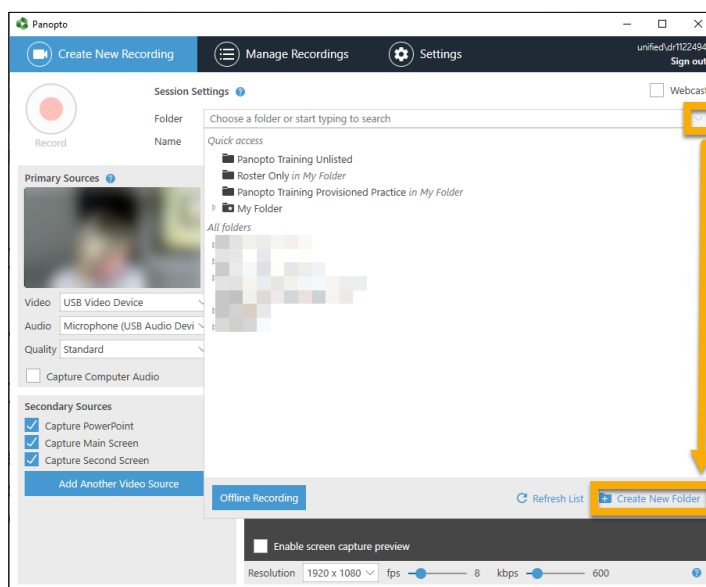
RECORDING USING THE SCREEN CAPTURE OPTION IN THE PANOPTO APP

CHOOSE THE RECORDING FOLDER AND VIDEO NAME

1. If you have already created a Panopto folder for your video recording, **click the drop-down arrow** to select the folder where your recording will be saved.



2. **OR** to Create a New Folder for your video, **Click the drop-down arrow** to the right of the folder selection area and Click **Create New Folder**.



3. The Panopto website will automatically open in your default browser. **Type a name** for your new folder.

4. Select “My Folder” as the Parent Folder.
Note: Select a different folder location if you want to create a folder that is a sub-folder inside a previously created video folder.
5. **Uncheck the box** next to ‘Inherit permissions from the parent folder’.
6. **Check the Box** next to ‘Add this folder to your “My Folders” list’.
7. Click on **Create Folder**.

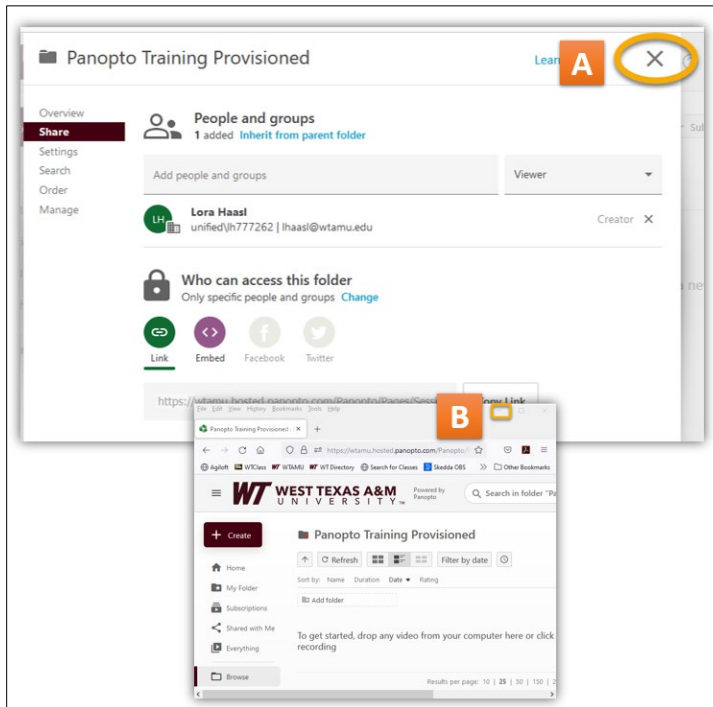
The screenshot shows a 'Create Folder' dialog box with the following elements and numbered callouts:


- 3.** Points to the 'Name' input field, which contains the placeholder text 'Name of Folder'.
- 4.** Points to the 'Parent folder' dropdown menu, which is currently set to 'My Folder'.
- 5.** Points to the 'Options' section, specifically the checkbox for 'Inherit permissions from the parent folder', which is currently checked.
- 6.** Points to the checkbox for 'Add this folder to your "My Folders" list', which is currently unchecked.
- 7.** Points to the 'Create Folder' button at the bottom of the dialog.

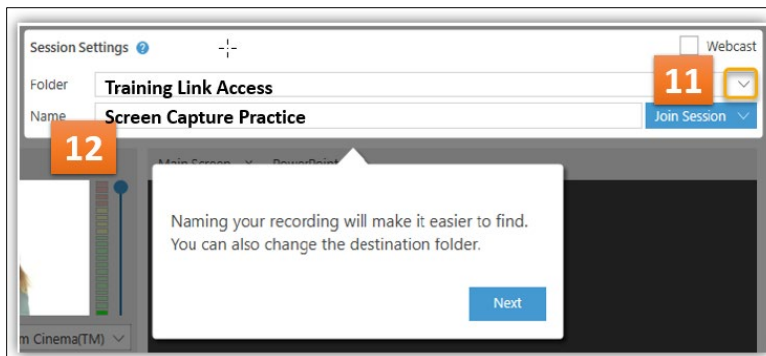
Additional text in the dialog includes a 'Description' field, a note that 'Viewers can see the folder description when browsing folders and in the web-based viewer.', and a note that 'Folder searches include this field when finding results.' There is also an 'Uncheck Permissions' button next to the 'Inherit permissions' checkbox.

8. The folder permissions window will open. You can leave folder settings as default unless you want anyone with a link to your videos behind SSO to be able to have access. This setting is “Your Organization (unlisted)”.
For more info on folder permissions see faculty.wtamu.edu/panopto

9. Close folder permissions window and minimize the Panopto browser tab or the browser if not using websites in your recording.

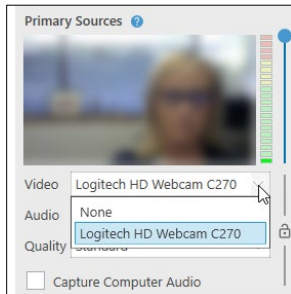


10. Return to the Panopto App by clicking the Panopto icon  on the task bar at the bottom of your computer screen.
11. Click the drop-down arrow to the right of the folder and select the name of the folder you want to place your video.
12. Type a Name for your screen recording video.

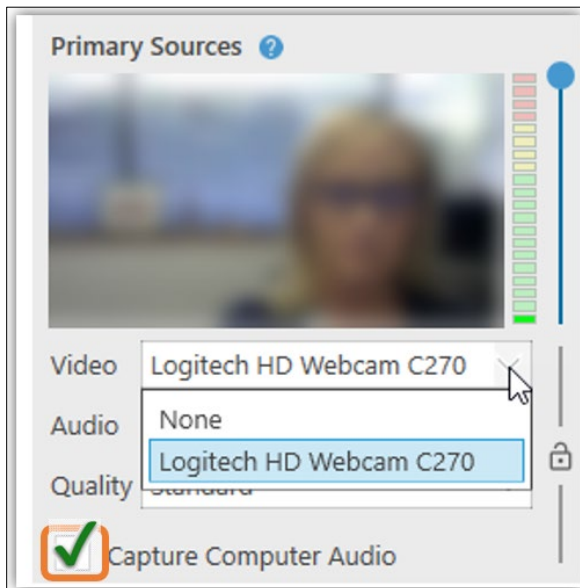


SELECT YOUR PRIMARY AUDIO AND VIDEO SOURCES

1. **Primary Video Source:** To record video of a presenter, **select a primary video source** from the Video drop-down menu. *Note: select **None** if you only want to record a presenter's audio.*

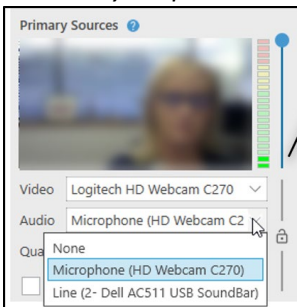


2. If you plan to record a video with audio other than the microphone, **Select Checkmark Capture Computer Audio.**



Primary Audio: Under Primary Sources, select the Audio drop-down menu. **Select your preferred connected microphone.**

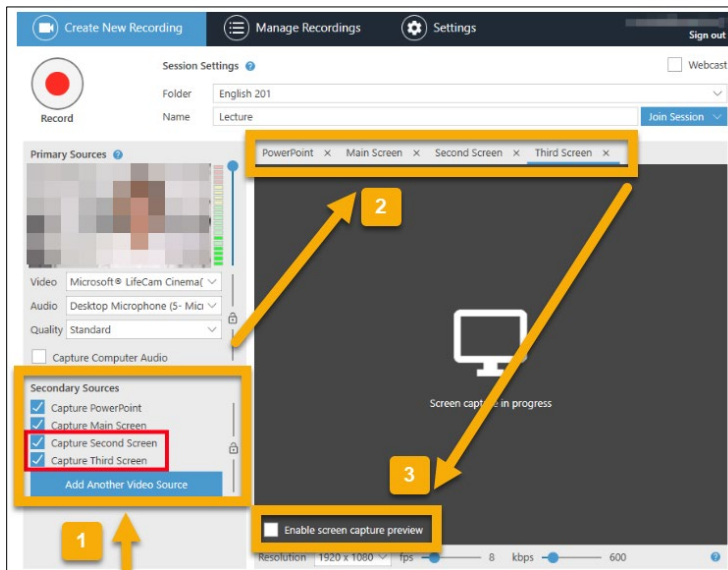
*Note: select **Capture Computer Audio** only if want to record a video or other source of audio within in your presentation files. For example a YouTube or Ted Talk video.*



**Adjust Mic
Volume
Using Slider**

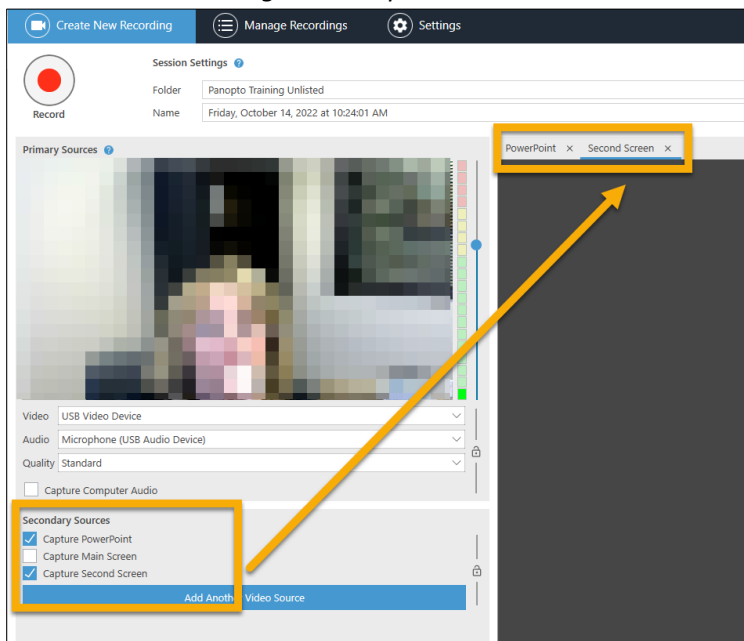
CHOOSE YOUR SCREEN SOURCES IF YOU HAVE MORE THAN 1 MONITOR

1. In the **Secondary Sources** area of the **Recorder**, select the checkbox(es) next to the **Capture Second Screen** and/ or **Capture Third Screen**, etc.
2. In the screen preview area, tabs will appear for the screens you've selected.
3. Select **Enable screen capture preview**, it will display the output of the second monitor.
Note: this may result in an infinite mirror effect in the preview window if your Panopto Recorder app is open on the screen selected. It will not affect your recording.




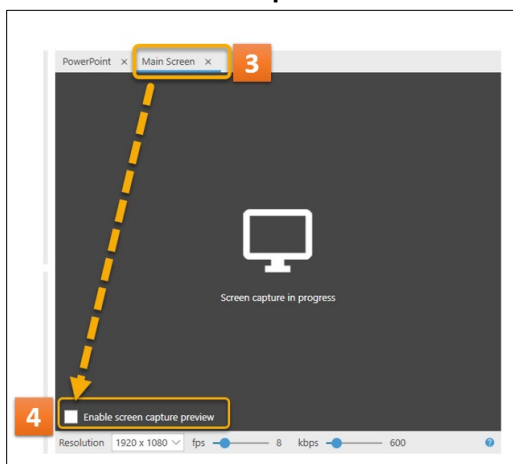
4. If you would like to only capture the output from a select screen or screens, be sure to deselect **Capture Main Screen**.

****Note:** If you decide to remove a select screen after you record the video, you can trim out the unwanted screen using the Panopto Editor.



RECORDING YOUR SCREEN

1. **Open the sources that you will be using in your recording.**
The ALT-TAB keyboard shortcut is a great way to toggle between open apps/windows on a PC.
2. **Click Create New Recordings** 
3. **Select the Main Screen tab** in the preview window.
4. Click **Enable Screen Capture Preview** checkbox.



5. Open the first item you would like to screen capture such as a spreadsheet, document, pdf, web page, etc.

STARTING, PAUSING AND STOPPING A RECORDING

1. You can now begin recording. Select the Record button. Once your recording has started, the Record button will change into Stop and Pause.



2. **Hotkeys:** You can use Panopto for Windows hotkeys to record, pause and stop, so you don't need to minimize the content you're recording to control your recording.
Note: This is the most polished way to create a recording without having to edit out maximizing and minimizing content and the Panopto Recorder window.

Record: F8 Key

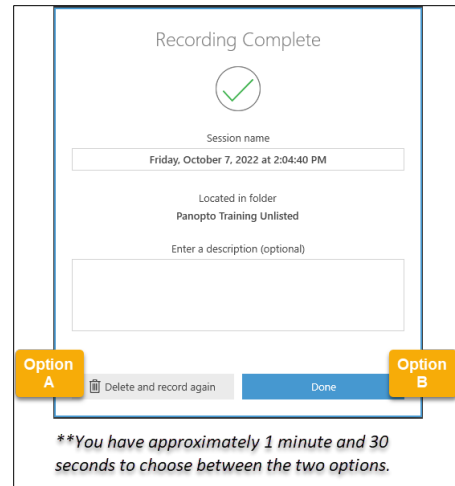
Pause/Resume: F9 Key

Stop: F10 Key

****Remember that if your video is paused the PAUSE TIME counts towards the total amount of time that it takes to record a video.**

manage recordings

1. Once you have stopped recording, A Recording Complete dialog box will appear. In this window you can choose the following options:
 - a. **Delete and record Again**—This allows you to start your recording over, and it will not upload to Panopto.
 - b. **Done**—This will take you to the Manage Recordings screen.

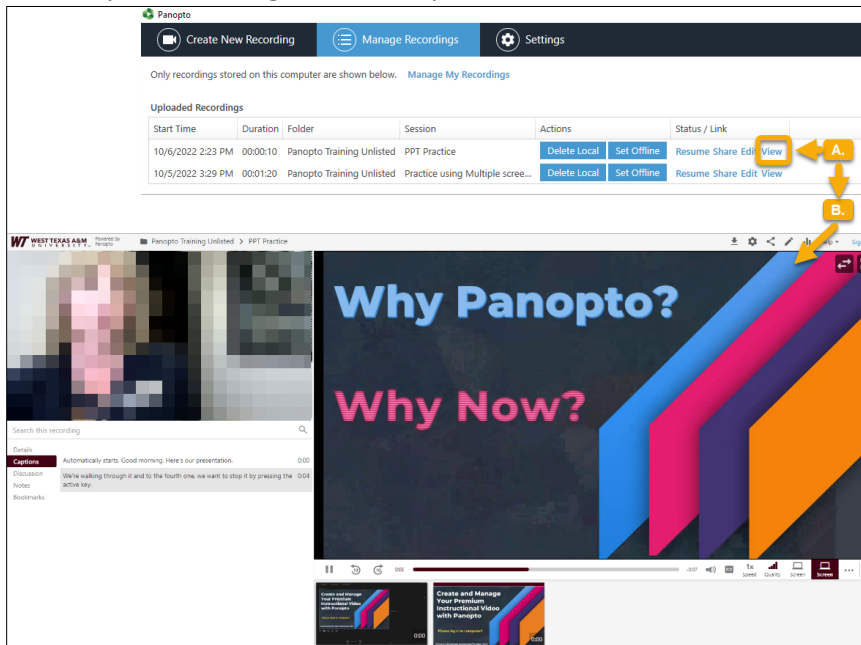


2. Manage Recordings tab in the Recorder

A. Offline Recordings							
Start Time	Duration	Session	Streams	Actions			
1/17/2018 10:46 AM	00:02:31	New Policies 2018	PPT + Video + Screen	Upload to Server	Delete		
12/4/2017 3:26 PM	00:03:15	Art History Lesson 1	PPT + Video + Screen	Upload to Server	Delete		
11/20/2017 1:16 PM	00:01:26	New HR Video	PPT + Video + Screen	Upload to Server	Delete		
B. Currently Uploading Recordings							
Start Time	Duration	Folder	Session	Streams	Upload Progress	Actions	
1/17/2018 11:10 AM	00:06:14	University Meetin...	New Policies Webcast	PPT + Video + Screen	<div></div>	Pause	Cancel
C. Uploaded Recordings							
Start Time	Duration	Folder	Session	Actions		Status / Link	
8/3/2018 2:37 PM	00:00:23	University Meetin...	Town Hall Meeting	Delete Local	Set Offline	Resume	Share Edit View
12/20/2017 1:27 PM	00:05:14	University Meetin...	Faculty Meeting	Delete Local	Set Offline	Share	Edit View
10/12/2017 11:34 AM	00:03:59	Courses	Live Stagecraft Lecture	Delete Local	Set Offline	Share	Edit View

- a. **Offline Recordings** shows files that were recorded offline and have not yet been uploaded to Panopto. You can choose to Upload to the Panopto Server or Delete the recording.
- b. **Currently Uploading Recordings** shows newly recorded videos that are in the process of uploading to Panopto. You can choose to Pause the upload or Cancel the upload process.
- c. **Uploaded Recordings** will show previous recordings and their assigned folder. If you have access to the video in the library, you can open the video or settings using View, Edit, or Share. You can also continue recording to the same session by selecting Resume if you were recording a session and stopped before you finished recording.

3. To View your recording on the Panopto website



- In the Manage Recordings screen **Click View** to access the Panopto Website.
- Your video will automatically upload and begin playing for you to view.

ACCESS OTHER “HOW-TO” PANOPTO TUTORIALS

To find additional Panopto information, documents and videos go to faculty.wtamu.edu/panopto