How do I record a session using the Panopto Recorder?

Launch the Panopto Recorder

1. Navigate to luc.hosted.panopto.com.
2. Open a folder that you have creator access to.
3. Select Create.
4. Choose Record a New Session

All Loyola users have the ability to create recordings within their My Folder.

Windows Panopto Recorder

Update Session Settings

Use the drop-down menu next to Folder to choose the Panopto folder that the session will upload to.
By default, the selected folder will be the same folder that you launched the recorder from.

Use the text box next to Name to update the title of your session.

Select Primary Sources

Use the drop-down menu next to Video to select the camera you would like to use for this session.

If you do not want to include video, select None.

Use the drop-down menu next to Audio to select the microphone you would like to use for this session.

If you do not want to include audio, select None.
You must select at least one primary source in order to create a recording.

Select the quality level of your recording (Standard, High, or Ultra).

Panopto does save a local copy of your recording to your computer and the higher the quality the larger the file sizes will be.

Select Secondary Sources

If you would like to include PowerPoint slides in your recording, check the box next to Capture PowerPoint.

You do not have to upload your PowerPoint to Panopto. The PowerPoint just needs to be saved on the computer you are using to record (not on the cloud) and in presentation mode (full screen mode) while you are recording.

You should only have one PowerPoint open at a time while recording.
If you would like to record your screen during this session, check the box next to Capture Main Screen and/or Capture Second Screen.

⚠️ You will only see the Capture Second Screen option if you have more than one monitor connected to your computer.

If you have more than one camera connected to your computer, you can include the video from that camera in your session by selecting Add Another Video Source.

⚠️ If you choose to capture your screen, viewers will see anything that appears on your screen during the recording. Be sure to close any private content including your Sakai Gradebook and email.

Record your Session

To begin recording, select the Record button or press the F8 key on your keyboard.

⚠️ If you are including a PowerPoint presentation in your recording, you must put the PowerPoint in presentation (full screen) mode for Panopto to capture the slides. You will not be able to view the recorder while your presentation is in full screen mode.
The Record button will be replaced by the Stop and Pause buttons. Select Stop, or F10 when you are finished with your recording.

You can pause your session by selecting Pause or F9. The Pause button will be replaced by a Resume button. You can resume your recording by selecting the Resume button or F9.

When you pause a Panopto recording the timer will keep increasing, because the recorder continues to capture the session. Viewers will not see this portion of the session, but creators can access this content in the Panopto editor.

Upload your Session

Recording Complete

Session name

Wednesday, September 27, 2017 at 3:53:29 PM

Located in folder
Training Sessions

Enter a description (optional)

Delete and record again  Upload

Select Upload

Currently Uploading Recordings

<table>
<thead>
<tr>
<th>Start Time</th>
<th>Duration</th>
<th>Folder</th>
<th>Session</th>
<th>Streams</th>
<th>Upload Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/27/2017 3:53 PM</td>
<td>00:00:01</td>
<td>Training Sessions</td>
<td>Wednesday, September 27, 2017 at 3:53:29 PM</td>
<td>Audio</td>
<td></td>
</tr>
</tbody>
</table>
Use the blue and gray bars to see when the recording has uploaded. Do **not** exit the recorder while the blue and gray bars are still progressing.

**Mac Panopto Recorder**

**Update Session Settings**

Use the drop-down menu next to **Folder** to choose the Panopto folder that the session will upload to.

By default, the selected folder will be the same folder that you launched the recorder from.

**Select Primary Sources**

Use the drop-down menu next to **Video** to select the camera you would like to use for this session.
If you do not want to include video, select None.

Use the drop-down menu next to Audio to select the microphone you would like to use for this session.

If you do not want to include audio, select None.

You must select at least one primary source in order to create a recording.

Include Slides

If you would like to include PowerPoint or Keynote slides in your recording, check the box next to Record PowerPoint or Record Keynote.

You do not have to upload your presentation to Panopto. The presentation just needs to be saved on the computer you are using to record (not on the cloud) and in presentation mode (full screen mode) while you are recording.

You should only have one presentation open at a time while recording.
Capture Screen

If you would like to record your screen during this session, use the drop-down menu for **Source** to select **Built-in-Display**.

If you do **not** want to record your screen, choose **None** from the drop-down menu.

If you choose to capture your screen, viewers will see anything that appears on your screen during the recording. Be sure to close any private content including your Sakai Gradebook and email.

Record your Session

To begin recording, select the **Record** button or press the **Cmd + Option + R** on your keyboard.

If you are including a presentation in your recording, you must put the presentation in full screen mode for Panopto to capture the slides. You will not be able to view the recorder while your presentation is in full screen mode.

The **Record** button will be replaced by the **Stop** button. Select **Stop**, or **Cmd + Option + R** when you are finished with your recording.
You can pause your session by selecting **Pause** or **Cmd + Option + P**. The **Pause** button will be replaced by a **Resume** button. You can resume your recording by selecting the **Resume** button or **Cmd + Option + P**.

When you pause a Panopto recording the timer will keep increasing, because the recorder continues to capture the session. Viewers will not see this portion of the session, but creators can access this content in the Panopto editor.

**Upload your Session**

Select **Upload**.
Use the recording status to determine when the recording has uploaded. Do **not** exit the recorder while the recording is still processing.