

Recording with Panopto Quick Guide

Regardless of how you sign in to the Panopto Recorder (UTHealth ID or via your Canvas course) you will be presented with the Panopto Recorder Main Screen (below).

Panopto Recorder Main Screen

The screenshot shows the Panopto Recorder Main Screen interface. At the top, there is a navigation bar with 'Create New Recording', 'Manage Recordings', and 'Settings' buttons. The user is logged in as 'uthouston.edu\jberger' and can 'Sign out'. Below the navigation bar, there is a 'Record' button (1) and a 'Session Settings' section. The 'Session Settings' section includes a 'Folder' dropdown menu (2) set to 'CSON - CEIR Learning Resource Center Trainings' and a 'Name' field (2) set to 'Thursday, December 23, 2021 at 11:36:37 AM'. There is also a 'Join Session' button. To the right of the 'Session Settings' is a 'Webcast' checkbox. Below the 'Record' button, there are 'Primary Sources' and 'Secondary Sources' sections. The 'Primary Sources' section includes a video preview window, a volume slider, and dropdown menus for 'Video' (Integrated Webcam), 'Audio' (Microphone Array (Realtek Audio)), and 'Quality' (Standard). There is also a 'Capture Computer Audio' checkbox (3). The 'Secondary Sources' section includes checkboxes for 'Capture PowerPoint' and 'Capture Main Screen', and an 'Add Another Video Source' button. The main recording area shows a preview of the 'Main Screen' (4) with a 'Screen capture in progress' message. At the bottom, there are settings for 'Resolution' (1920 x 1080), 'fps' (4), and 'kbps' (340), along with an 'Apply' button.

1. Record Button
2. Folder and Recording Title
3. Primary and Secondary Capture Sources
4. PowerPoint and Primary Screen Preview

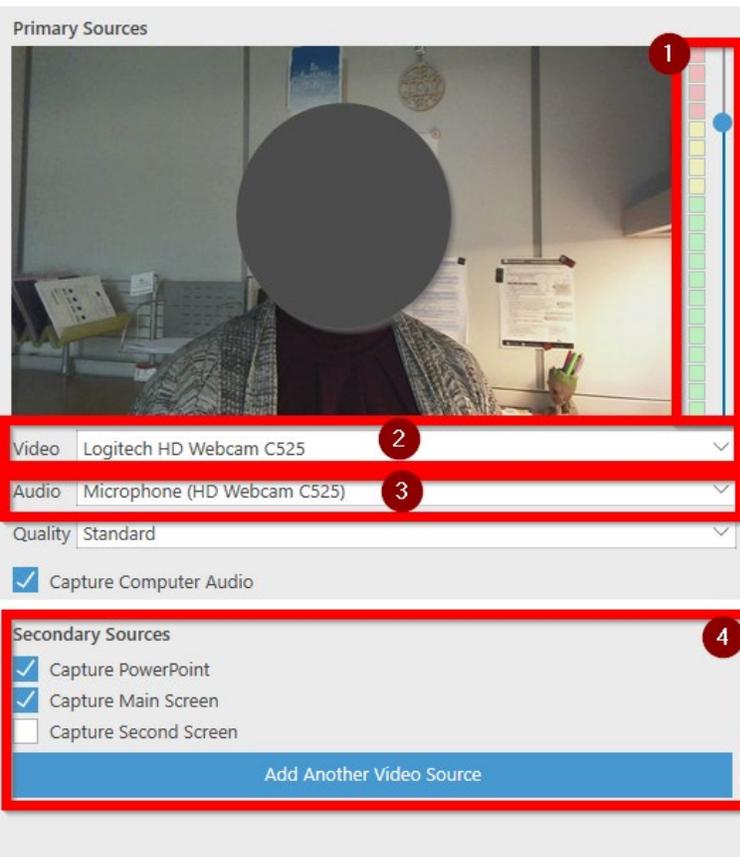


Recording Settings

1. Record Button
2. Folder Name
3. Recording Title
4. Panopto Folders

The Recording Settings section is where you can choose the folder to record into, set the recording title and start, pause and stop the recording. Under Folder Name, the name of the folder that the recording will be uploaded to will be listed. To change the folder, click the down arrow (▾) then scroll through the list and select the correct folder.

Choosing Primary Input



1. Microphone Volume – When you speak in the Mic, you will see the green bar move. Make sure that this is occurring or your mic may not be setup correctly.
2. Primary Video Source — Use the dropdown menu to select your webcam or other video source. If you do not want to record from your camera, select None.
3. Primary Audio Source — Select your microphone from the dropdown menu. Make sure that you select a microphone otherwise the recording will not work correctly.
4. Secondary Capture Sources — See next section

Screen Capture and PowerPoint

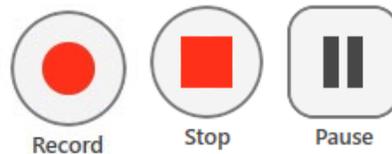
Capture PowerPoint — Select this if you want to record your PowerPoint presentation. In order to properly record PowerPoint presentations, after you have launched PowerPoint, you must have it in full screen presentation mode.

Capture Main Screen — If you are not using a PowerPoint, select this to record what is on your screen. You can also add an additional video source here if you

have more than one camera plugged into your computer.

Starting, Stopping, and Pausing

Once you have everything set, you can begin recording. This is of course done by clicking on the RECORD icon to start everything running. Once your recording has started, that icon will change into STOP and PAUSE.



The PAUSE button will PAUSE your recording. However, everything Panopto does is non-destructive. Which basically means, even though you've paused your video, it will continue to record, but will not show up in the final version on the website. You can, however go into the editor and get this recorded time back if you, for example, forgot to un-pause and didn't get the end of your recording.

Clicking on Stop will stop the recording and bring you to this screen:

Recording Complete



Session name
Friday, December 31, 2021 at 2:33:49 PM

Located in folder
My Folder

Enter a description (optional)

 Delete and record again

Recording Status

When you stop your recording and select Upload, you will be taken to the recording status page which will show you something that looks like:

Offline Recordings						
Start Time	Duration	Session		Streams	Actions	
1/13/2011 2:50 PM	00:01:09	Thursday, January 13, 2011 at 2:50:25 PM		Audio + Screen	<input type="button" value="Upload to Server"/>	<input type="button" value="Delete"/>

Currently Uploading Recordings						
Start Time	Duration	Folder	Session	Streams	Upload Progress	Actions
2/17/2011 6:21 PM	00:00:03	my folder	Thursday, February 17, 2011 at 6:11:58 PM	PPT + Screen	<div style="width: 100%; height: 10px; background-color: green;"></div>	<input type="button" value="Pause"/> <input type="button" value="Delete"/>

Uploaded Recordings						
Start Time	Duration	Folder	Session	Actions	Status / Link	
2/17/2011 6:10 PM	00:01:07	my folder	Thursday, February 17, 2011 at 4:32:30 PM	<input type="button" value="Delete Local"/> <input type="button" value="Set Offline"/>	View Edit Share (default)	

Offline Recordings: Recordings that you have not yet picked a folder for, so they are just on your computer.

Currently Uploading Recordings: Recordings that you just completed and its status.

Uploaded Recordings: Recordings that you have already recorded, picked a folder for, and uploaded to the server.