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

**Panopto Recorder Main Screen**

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 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: 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.