

Record a Lecture Using Panopto

Article Source: <https://support.panopto.com/s/article/basic-recording-1>

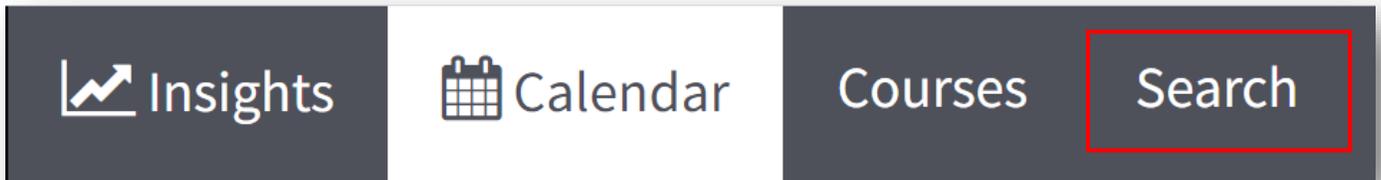
Prerequisites

- Panopto for Windows/Mac

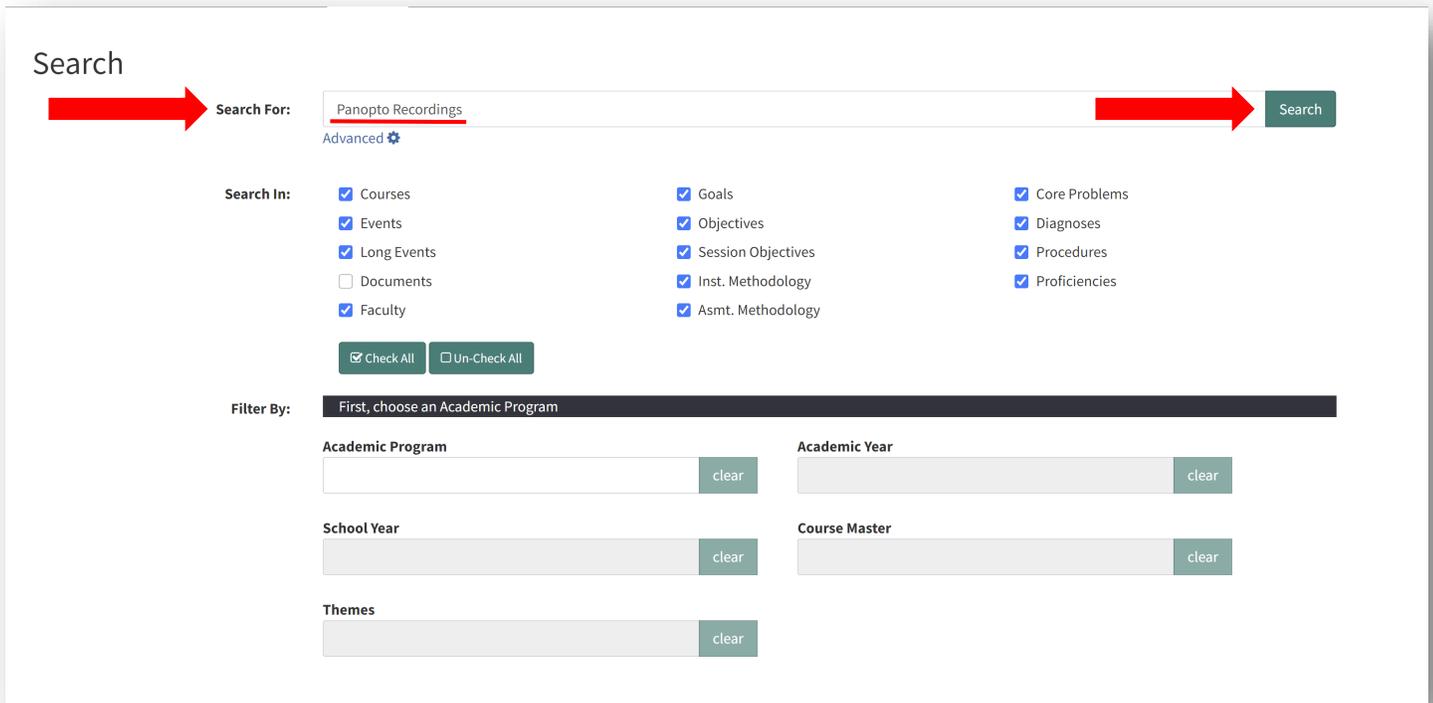
Signing into Panopto

To sign into Panopto, you must first sign into our LMS (Learning Management System) Leo.

1. Navigate to <https://bcom.lcmsplus.com/>
 - a. Sign in with your Burrell username and password
2. Once signed in, click Search from the top left navigation bar



3. In the **Search For** field, enter **Panopto Recordings** then click **Search**



- Locate “**FFDEv DOM 2019/2020 Panopto Recordings 2020-07-20 at 08:00 [Seminar/Workshop]**” from the search results then click on the **Event** link

Ln#	Link	Description	Events	Courses
1	Event	M2P DOM 2019/2020 Introduction to bacterial cells (POSTED) 2019-07-24 at 11:00 [Yr 1 Basic Science]	1,0	1
2	Event	ENR2 DOM 2019/2020 Breast Pathology (POSTED) 2020-01-30 at 08:00 [Yr 2 Clinical Science]	1,0	1
3	Event	M2P DOM 2020/2021 Introduction to bacterial cells 2020-07-24 at 10:00 [Yr 1 Basic Science]	1,0	1
4	Event	M2P DOM 2020/2021 Intro to Pharmacology and Pharmacokinetics 2020-08-11 at 10:00 [Yr 1 Basic Science]	1,0	1
5	Event	M2P DOM 2020/2021 Introduction to the Organs and Tissues of the Immune System 2020-08-12 at 08:00 [Yr 1 Basic Science]	1,0	1
6	Event	FFDEv DOM 2019/2020 Panopto Recordings 2020-07-20 at 08:00 [Seminar/Workshop]	1,0	1
7	Event	ENR2 DOM 2020/2021 Breast Pathology 2021-01-28 at 08:00 [Yr 2 Clinical Science]	1,0	1
8	Event	IHL DOM 2020/2021 Lymphnodes Infections 2021-04-14 at 09:00 [Yr 2 Clinical Science]	1,0	1
9	Event	NSI DOM 2020/2021 Infectious Myelitis 2021-04-29 at 08:00 [Yr 1 Basic Science]	1,0	1
10	Event	PCP1 DOM 2020/2021 PCP Lecture DSA Week #1 Professionalism & Code of Ethics 2020-07-23 at 12:00 [Yr 1 DSA]	1,0	1
11	Event	PCP2 DOM 2020/2021 PCP Skills Lab Week #9: Introduction to Ultrasound (with Shoulder) 2021-03-04 at 12:00 [Yr 1 PCP]	1,0	1
12	Event	M2P DOM 2020/2021 Body fluids: Problem session 2020-08-04 at 13:00 [Yr 1 Basic Science]	1,0	1
13	Event	PCP2 DOM 2020/2021 PCP Skills Lab Week #1: Medical Ethics Cases 2021-01-07 at 11:00 [Yr 1 PCP]	1,0	1
14	Event	M2P DOM 2021-2022 Introduction to bacterial cells 2021-07-23 at 10:00 [Yr 1 Basic Science]	1,0	1
15	Event	M2P DOM 2021-2022 Body fluids: Problem session 2021-08-06 at 09:00 [Yr 1 Basic Science]	1,0	1
16	Event	M2P DOM 2021-2022 Intro to Pharmacology and Pharmacokinetics 2021-08-10 at 10:00 [Yr 1 Basic Science]	1,0	1
17	Event	M2P DOM 2021-2022 Introduction to the Organs and Tissues of the Immune System 2021-08-16 at 09:00 [Yr 1 Basic Science]	1,0	1
18	Event	PCP1 DOM 2021-2022 PCP Lecture DSA Week #1 Professionalism & Code of Ethics 2021-07-22 at 12:00 [Yr 1 DSA]	1,0	1

Show 25 entries

Previous 1 Next

- Click on **Panopto** from the navigation bar then click on the **Panopto Resources** link

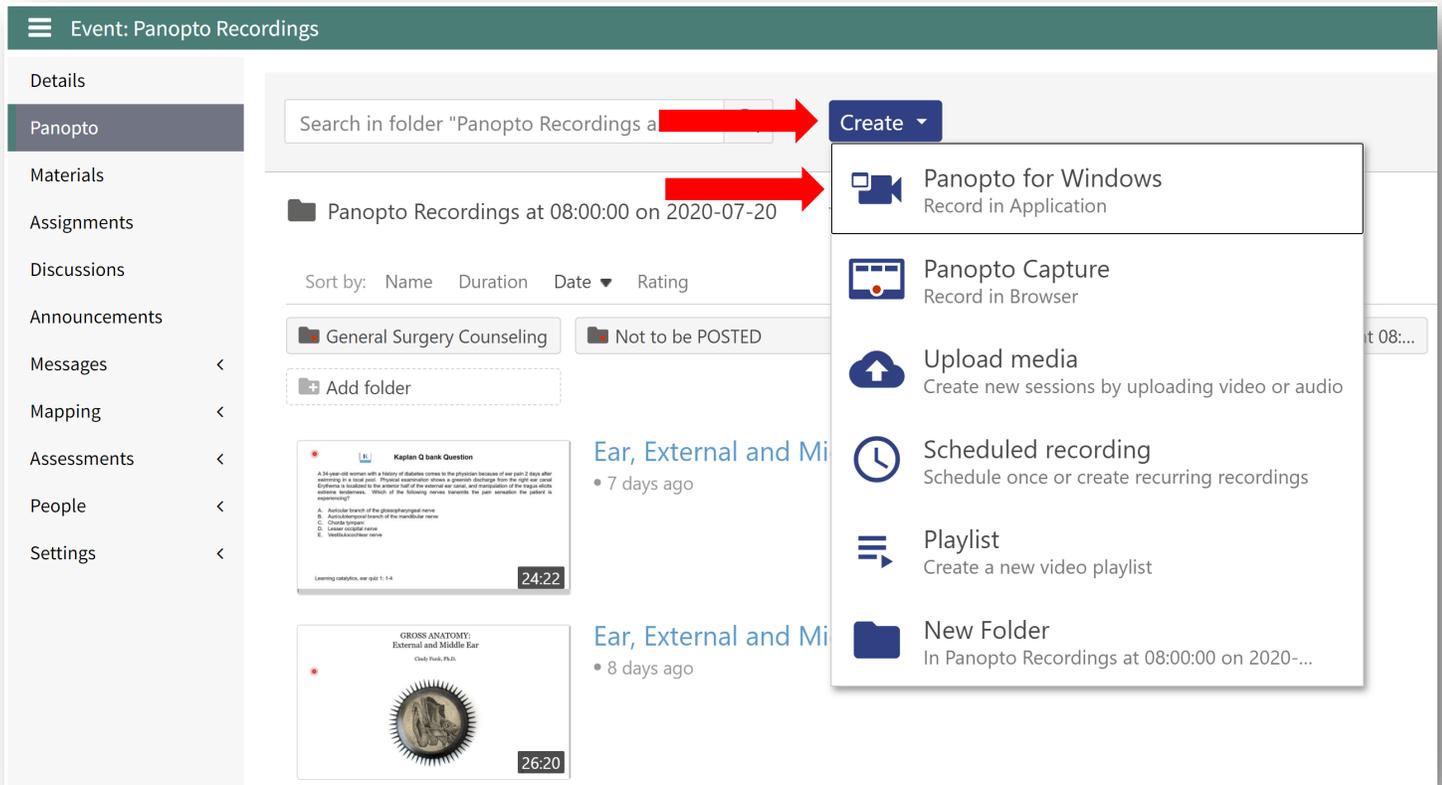
☰ Event: Panopto Recordings

- Details
- Panopto
- Materials
- Assignments
- Discussions
- Announcements
- Messages <
- Mapping <
- Assessments <
- People <
- Settings <

Panopto Resources

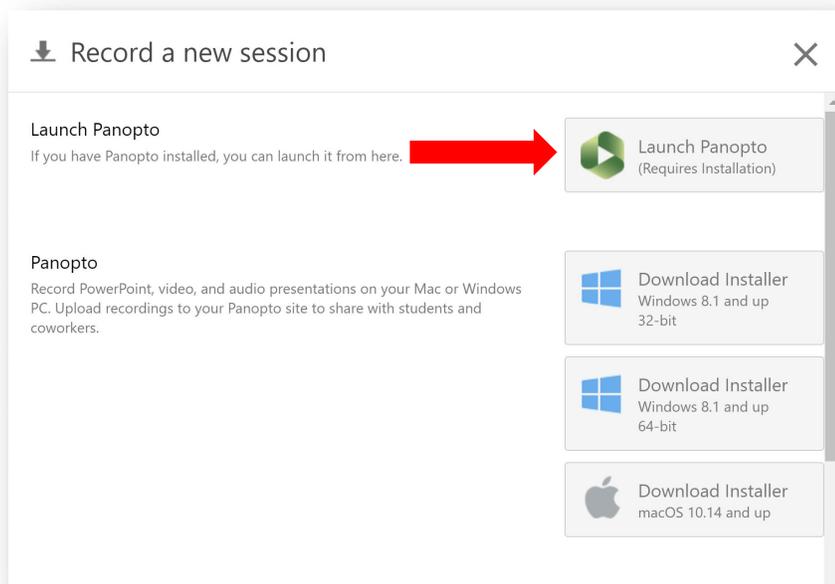
🔗
Panopto Recordings at 08:00:00 on 2020-03-14 (LTI Provider: Panopto)

6. Click **Create** then **Panopto for Windows**



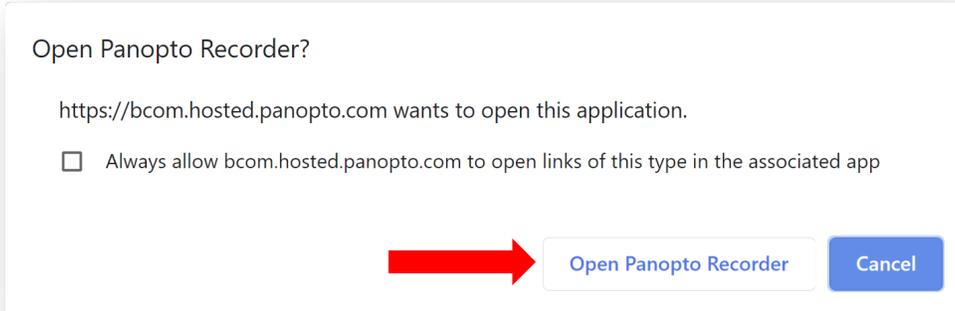
7. Click **Launch Panopto**

- a. If Panopto isn't installed on your computer, click **Download Installer** for the **64-bit** version and go through the installation steps prior to continuing on to the next step

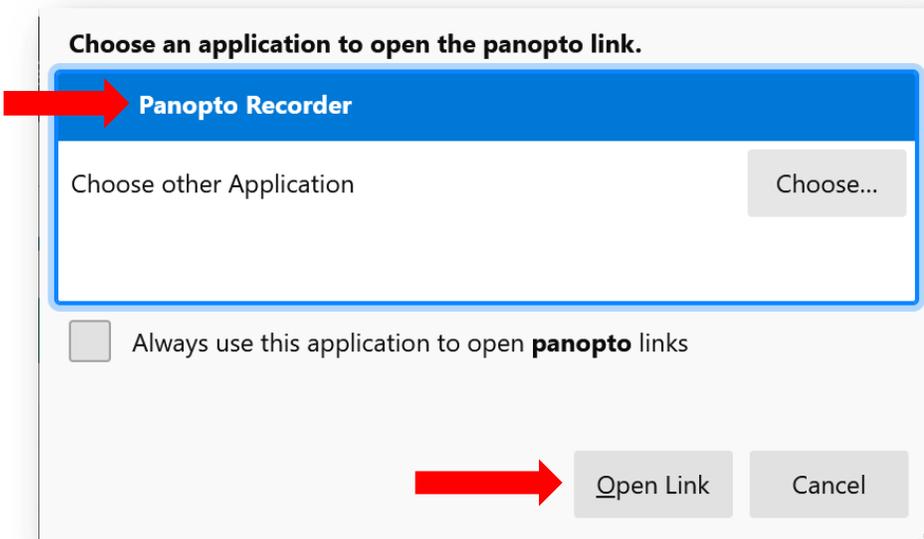
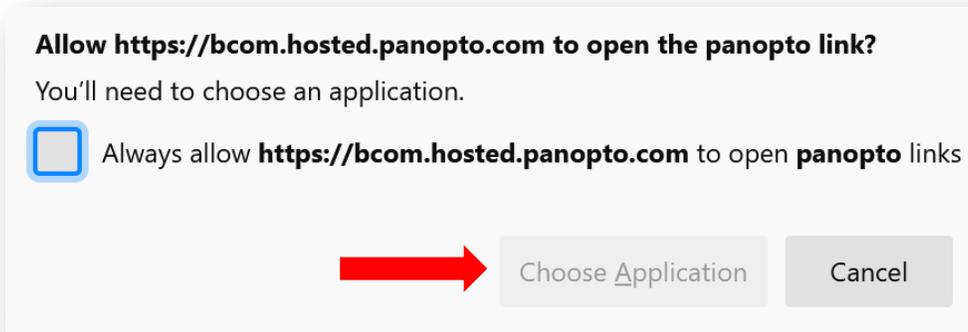


8. Click **Open Panopto Recorder** to launch the Panopto app on your computer
 - a. The dialog prompt will vary depending on browser

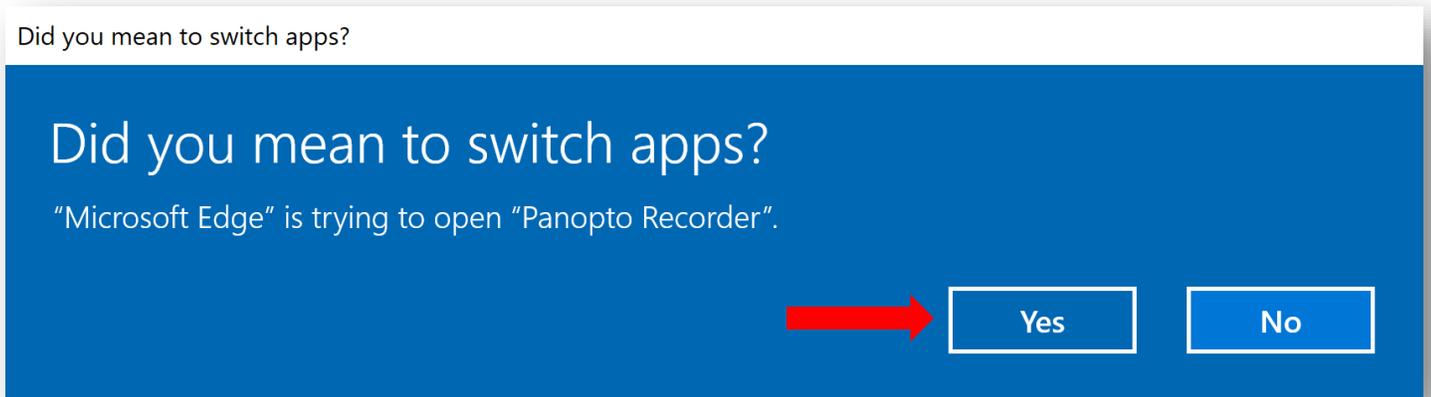
Google Chrome:



Firefox:



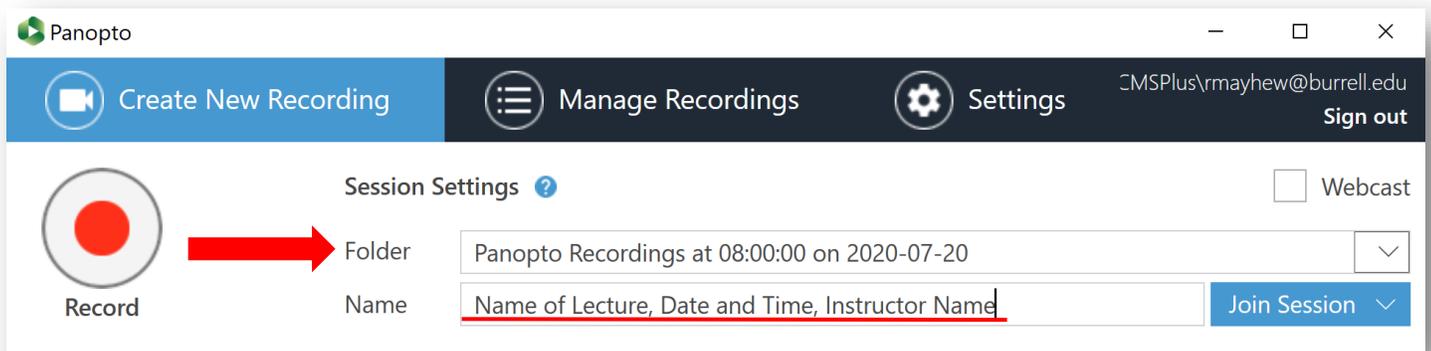
Edge:



Configuring Panopto Settings

Learn about what each setting does and which ones to adjust and enable to ensure the best quality recording.

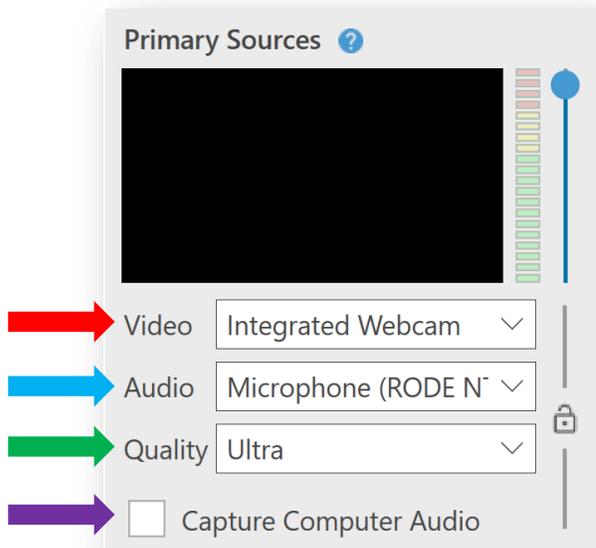
1. After Panopto launches, confirm that the **Panopto Recordings at 08:00:00 on 2020-07-20** folder is set under **Session Settings**
 - a. Name the session as follows: Name of Lecture, Date and Time it will occur, Your Name



2. Set your **Primary Sources**
 - a. **Video** – This is your primary video source. The default source selected is the computers Integrated Webcam. This is the Webcam built into your laptop. If you have an external webcam that you'd like to use, select it from the dropdown menu.
 - b. **Audio** – This is your primary audio source. The default source selected is the computers Integrated Microphone. This is the Microphone built into your laptop. If you have an external microphone that you'd like to use, select it from the dropdown menu.
 - i. For best quality, use an external microphone
 - c. **Quality** – Set to Ultra using the dropdown menu
 - i. Additional options include Standard and High

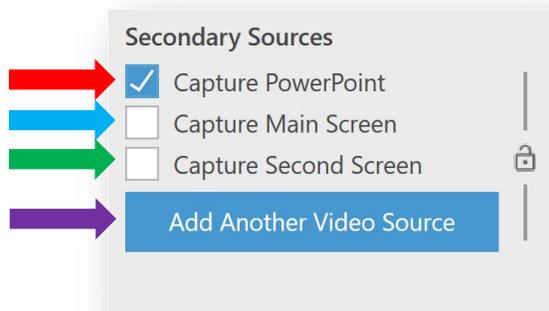
d. **Capture Computer Audio**

- i. Only enable this option if you are showing videos in your presentation and would like the audio to carry into the recording
- ii. If this option is enabled, please disable your notifications sounds as they will get captured in the recording



3. Set your **Secondary Sources**

- a. **Capture PowerPoint** – This will capture the slides from the PowerPoint presentation
 - i. Please note that annotations and the laser pointer are not captured when this option is enabled. To capture annotations and the laser pointer, please also enable Capture Main Screen*
- b. **Capture Main Screen** – This will capture your primary screen
 - i. Please note that if this option is enabled, everything on this screen will get captured
 - ii. Select this option if you'd like to capture annotations and the laser pointer in PowerPoint
- c. **Capture Second Screen** (if applicable)
 - i. This option is only available if you have multiple screens connected to your computer
- d. **Add Another Video Source**
 - i. If there is an additional video source you'd like to add, you can do so by clicking on this option and selecting the source from the dropdown menu
 1. This feature isn't typically used unless you'd like to share a secondary camera, iPad, etc.



***Note:** If you are connected to multiple monitors, please be sure to check which screen has the PowerPoint presentation open. In many cases, the presenter view will accidentally get captured instead of the presentation view. To avoid this mistake, you can verify you are recording the correct screen by clicking **Enable screen capture preview** within Panopto. If the wrong screen is displaying, deselect Main Screen and select Second Screen or Third Screen (if applicable). Repeat this step until the correct screen is displaying in the preview window.

4. **Secondary Sources Continued**

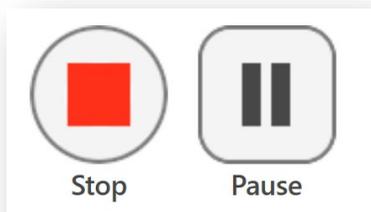
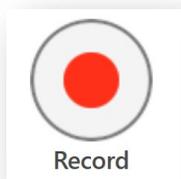
- a. Resolution – The resolution the secondary source will be recorded at
 - i. 1920 x 1080 and 1280 x 720 are recommended
- b. Fps – Frames per second
 - i. A higher framerate is best when capturing videos/motion
 - ii. This setting can be adjusted using the slider
- c. Kbps – Kilobits per second
 - i. A higher kbps will result in more detail in the recording, but at a larger file size
 - ii. This setting can be adjusted using the slider



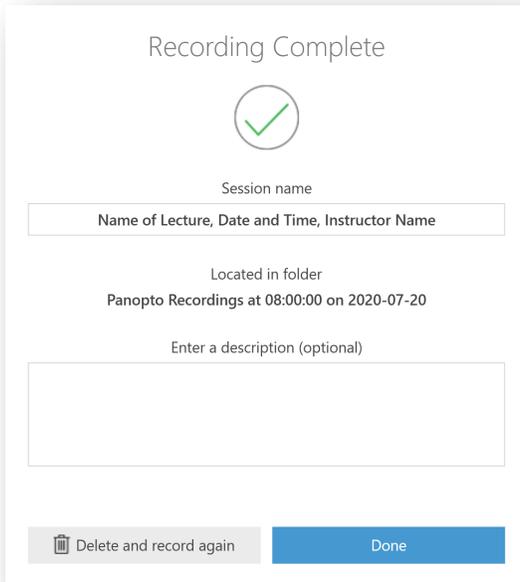
Note: If you notice your computer is running hot or you are receiving a “High CPU Usage” warning from Panopto, try lowering your settings. Maxing out the resolution, fps, and kbps can be taxing on the computer.

5. Click the **Record** button to begin your recording

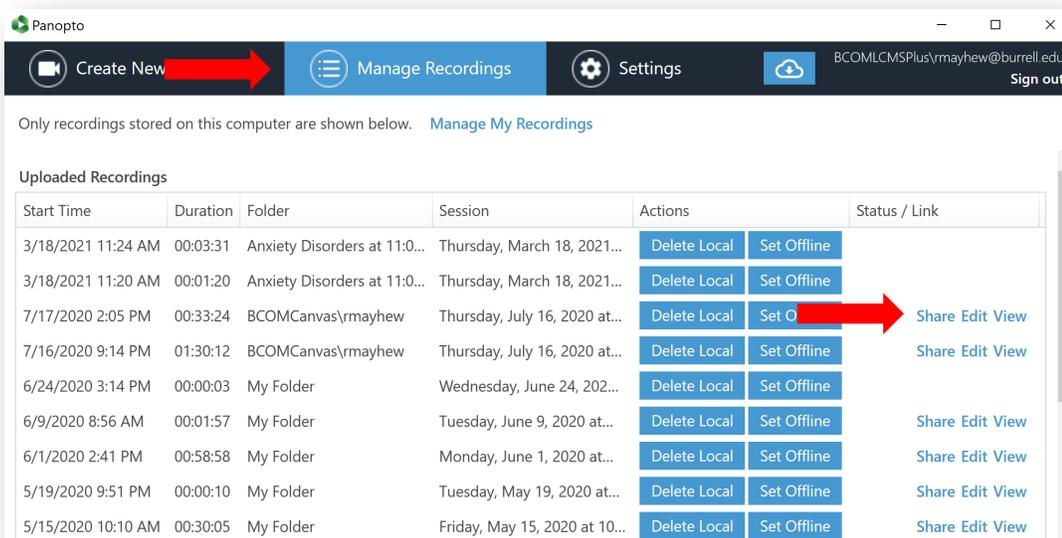
- a. Once the recording has started, you will see a Pause and Stop option in Panopto
 - i. Press **Pause** to pause your recording, then press resume to continue recording
 1. The session will continue to record even when it is paused, but the paused portion will be automatically edited out of the completed session
 - ii. Press **Stop** to end the recording



- b. After you stop the recording, a window will appear
 - i. Click **Done**
 - 1. The video will begin processing
 - ii. If you'd like to delete the recording and start a new one, click **Delete and record again**
 - 1. Deleted recordings go to the recycle bin and can be recovered as long as the recycle bin hasn't been emptied



- iii. To check the status of your recording, you can use the Manage Recordings tab in Panopto
 - 1. **Resume** (not pictured) – Continue recording onto your session
 - 2. **Edit** – Trim out portions of your session
 - 3. **View** – Watch your recorded session



6. Once you are satisfied with your recording, contact the Curriculum Coordinators (April Lujan or Karina Garcia-Melchor) to post your recording to the appropriate folder in Leo.

Tip: Use keyboard shortcuts in Panopto to help you record, pause, and stop your recording.

F8: Start recording

F9: Pause recording

F10: Stop recording