

Creating a  
video with  
Panopto (PC)



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This manual contains pertinent  
information about how to create  
videos with Panopto

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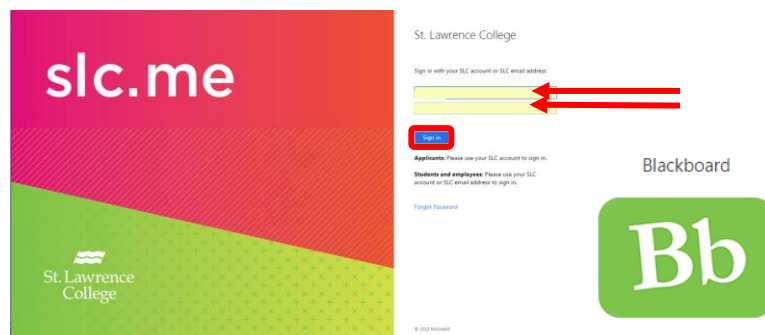
## Creating Video with Panopto (PC)

### About

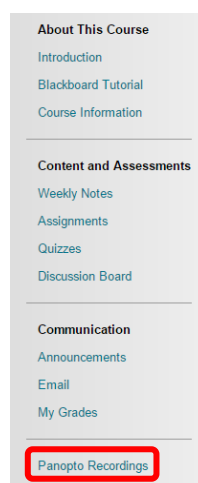
Panopto is a video sharing service that is accessible through Blackboard to staff and students. Panopto will allow students to upload or create videos using the Panopto recording software. For instructions on installing the recording software please see the IT Services How to Guide **Installing the Panopto Recorder (PC)**. Panopto will allow you to record video, screen captures, and PowerPoint presentations.

### Creating a Video

1. To access the Panopto Recorder you will need to log in to your slc.me account and then click the Blackboard icon. To log in, go to <https://slc.me>. On the right hand side you will be asked for your **username** and **password**. Once logged in the Blackboard Icon will display in the top row of icons.

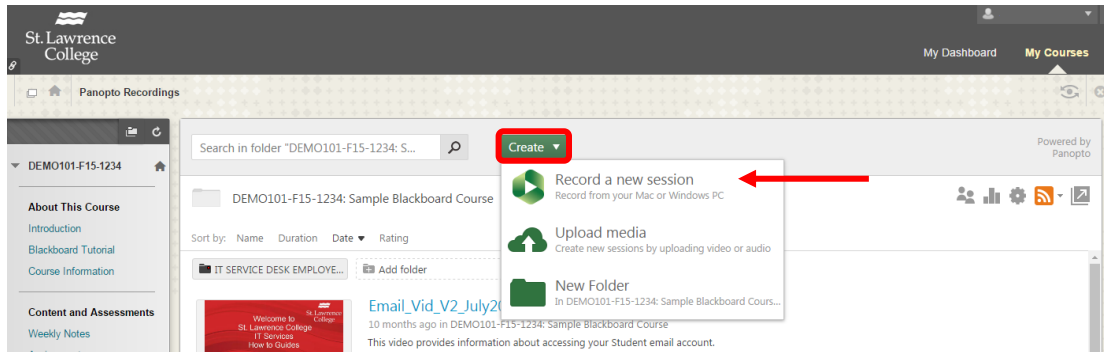


2. Once in blackboard, you will need to select the course that the video will be created for. Click on the **Panopto** link in the course menu in Blackboard. *Please note: when launching Panopto for the first time, you will be required to sign in to your blackboard account.*

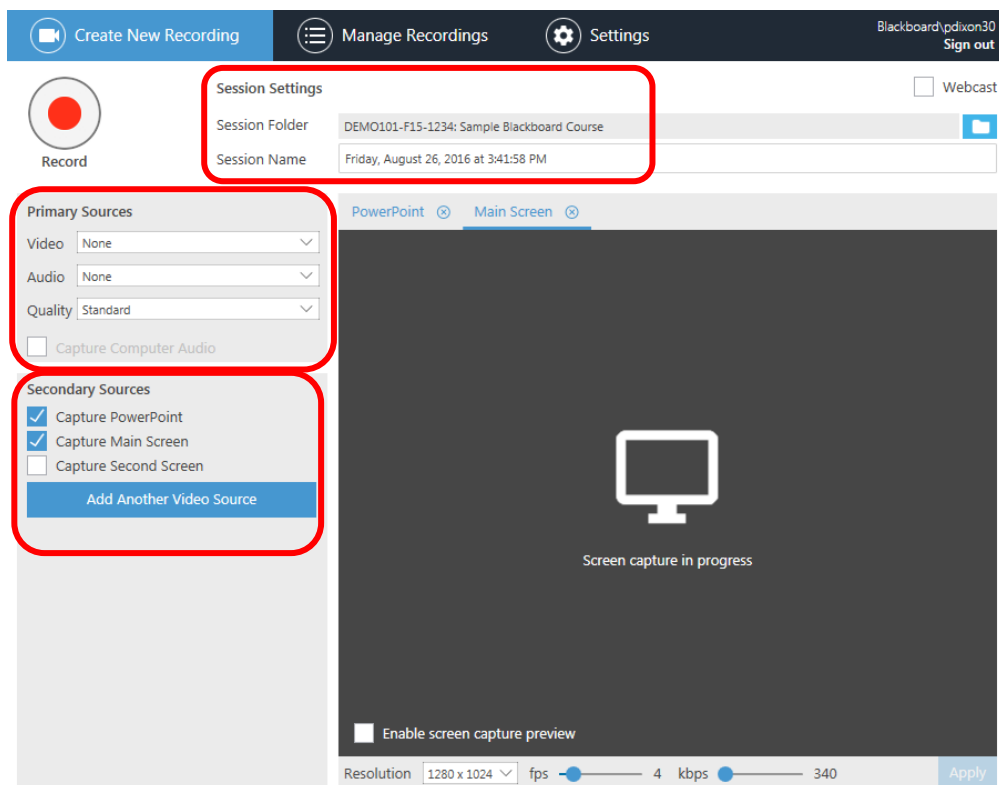


## Creating Video with Panopto (PC)

- From this window, click **create** and choose **Record a new session** to launch the Panopto recorder. The following screen will appear.



- When you launch the **Panopto Recorder** the following screen will appear. Before you start recording, define the **Session Settings**, and the **Primary and Secondary Sources** for this video. (See detailed instructions below.)



### Session Settings

Select the folder you want to create the new recording in (**Session Folder**) and give it a name (**Session Name**).

*Please Note: The instructor must set up an Assignment Folder for students to be able to upload their video. An assignment folder allows the student to see only their video.*

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### Primary Sources

- **Video Input:** Select if you want a webcam or not
- **Audio Input:** Select your Headset or the Built-in Microphone
- **Quality:** Modify the quality of your recording
- **Capture Computer Audio:** This will record audio that plays back on your computer

### Secondary Sources

- **Capture PowerPoint:** You can create a narrated PowerPoint
- **Capture Screen:** The recorder will create a video of anything displayed on your screen
- **Additional Video Source:** You can also add an additional video source here if you have more than one camera plugged into your computer.

5. Once you are ready to record, you can begin recording by pressing the **record button** in the top left corner.



6. Once completed recording, press **stop**.



7. The video will then be **uploaded**. You will have another opportunity to change the name of the file and to add a description or **delete and record again**.

### Recording Complete




Session name

Test for documents

Located in folder

DEMO101-F15-1234: Sample Blackboard Course




Enter a description (optional)

 Delete and record again

 Upload

## Creating Video with Panopto (PC)

8. Once complete you will be brought to the **Manage recordings** screen.

 Create New Recording
 Manage Recordings
 Settings
Blackboard\pdixon30  
Sign out

Only recordings stored on this computer are shown below. [Manage My Recordings](#)

**Offline Recordings**

Start Time	Duration	Session	Streams	Actions
7/19/2016 2:48 PM	00:00:25	Tuesday, July 19, 2016 at 2:48:34 PM	PPT + Screen	<a href="#">Upload to Server</a> <a href="#">Delete</a>

**Uploaded Recordings**

Start Time	Duration	Folder	Session	Actions	Status / Link
8/26/2016 5:00 PM	00:00:09	DEMO101-F15-1234: Sample Blac...	Test for documents	<a href="#">Delete Local</a> <a href="#">Set Offline</a>	
8/9/2016 12:28 PM	00:00:00	Class one [drop box]	How_To_guide_test	<a href="#">Delete Local</a> <a href="#">Set Offline</a>	<a href="#">Share</a> <a href="#">Edit</a> <a href="#">View (default)</a> No primary stream