

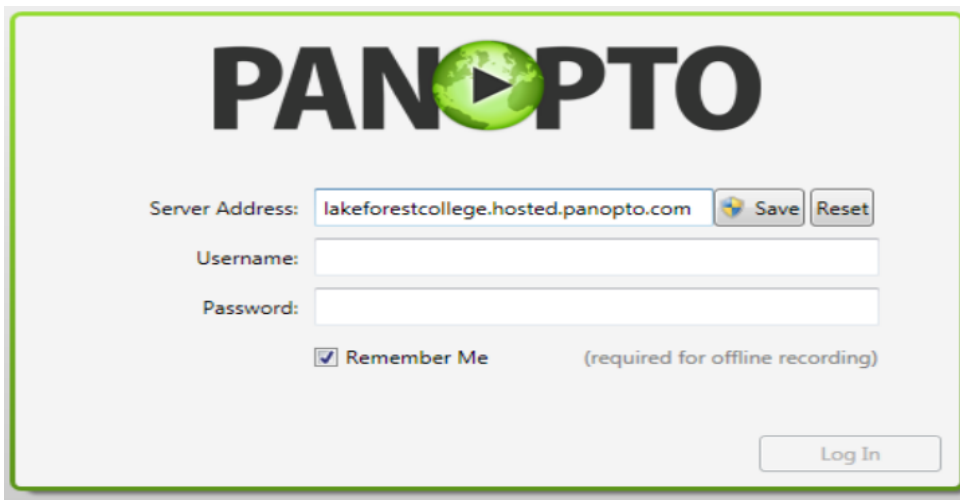
Panopto: Recording (Windows)

Use this guide to log into Panopto and make your first video.

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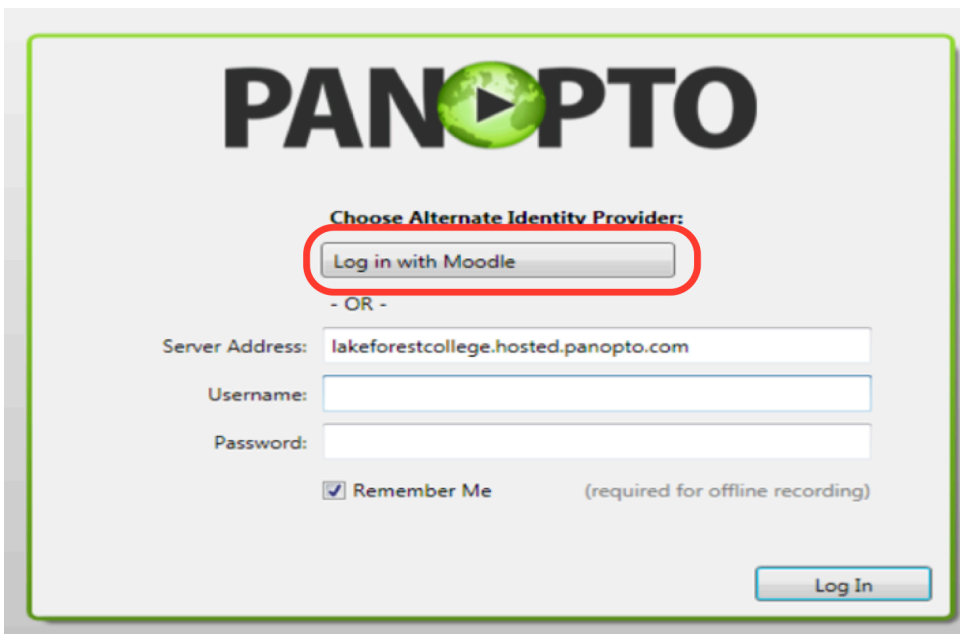
Logging in to Panopto

Open the Panopto Recorder on your computer. Enter the server address: **lakeforestcollege.hosted.panopto.com** and click Save.



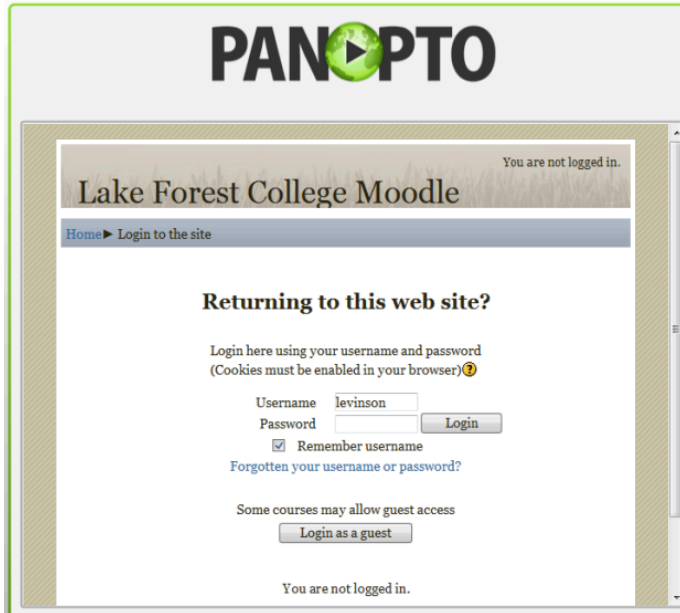
The image shows the Panopto login interface. At the top is the Panopto logo, which consists of the word "PANOPTO" in a bold, black, sans-serif font. The letter "O" is replaced by a green globe with a white play button icon in the center. Below the logo are several input fields and buttons. The "Server Address" field contains the text "lakeforestcollege.hosted.panopto.com". To the right of this field are two buttons: "Save" with a small blue plus icon and "Reset". Below the "Server Address" field are two empty text input fields labeled "Username:" and "Password:". Below the "Password" field is a checkbox labeled "Remember Me" with the text "(required for offline recording)" to its right. At the bottom right of the form is a "Log In" button.

Click Log in with Moodle:



The image shows the Panopto login interface with an additional option. At the top is the Panopto logo, which consists of the word "PANOPTO" in a bold, black, sans-serif font. The letter "O" is replaced by a green globe with a white play button icon in the center. Below the logo is a section titled "Choose Alternate Identity Provider:". Under this title is a button labeled "Log in with Moodle", which is circled in red. Below this button is the text "- OR -". Below this text are several input fields and buttons. The "Server Address" field contains the text "lakeforestcollege.hosted.panopto.com". Below the "Server Address" field are two empty text input fields labeled "Username:" and "Password:". Below the "Password" field is a checkbox labeled "Remember Me" with the text "(required for offline recording)" to its right. At the bottom right of the form is a "Log In" button.

In the Panopto window you will see the Lake Forest College Moodle login window. Enter your Moodle username and password and click Login.

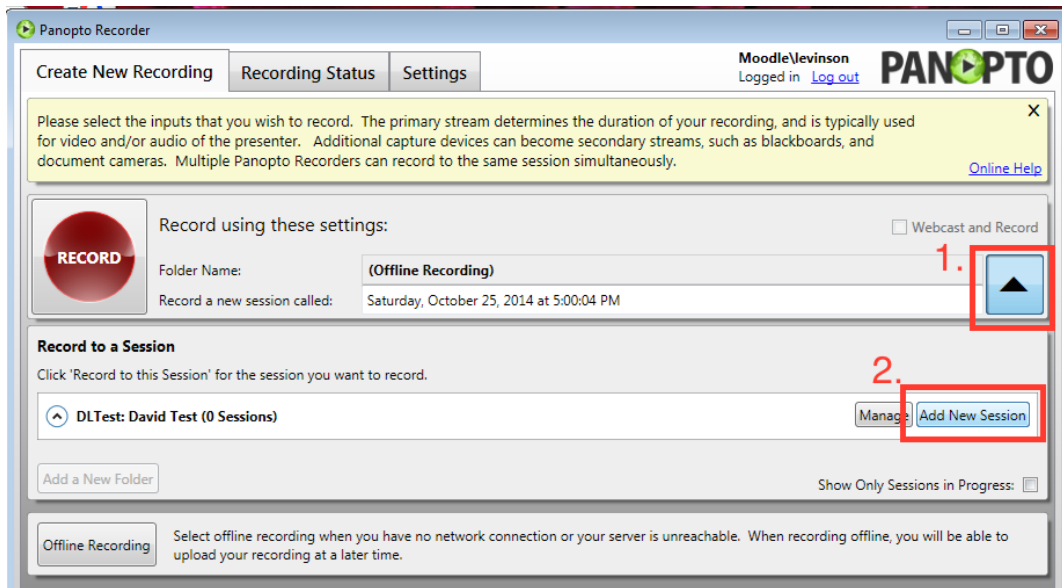


Recording a Video


1. Set the folder in which you wish to create the new recording.



Click the icon, select your course's folder, and click Add New Session. You may also make a new folder from here, or you may record offline and select the folder after you've made the recording.



2. Choosing Primary Input

Once you have chosen your folder or are just recording offline, choose exactly what you would like to record. Click  and select the video and audio devices from the menus in Primary Source. You can select a video capture device such as a webcam or video camera. After that, you can also choose what you want to use to record your audio. This could be a microphone or even the same device as your video if it has a built in mic. Note: You must at least have audio in order for the recording to be complete and usable without additional recordings.

3. Screen Capture and PowerPoint

After you have selected your video and audio inputs, you can also capture what is displayed on your screen and/or PowerPoint presentation. Note: In order to properly record PowerPoint presentations, after you have launched PowerPoint, you must have it in full screen presentation mode. You can also add an additional video source here if you have more than one camera plugged into your computer.

To adjust screen capture resolution, simply click the drop down menu to the right of "Max Resolution" and choose the resolution you desire. You can also adjust the bit and frame rate per second by dragging the sliders shown below. Click Apply to save changes.



4. Starting, Stopping, and Pausing

Once you have everything set, you can begin recording. Click on the RECORD icon to start everything running. Once your recording has started, that icon will change into

PAUSE and STOP.



Clicking on STOP will stop the recording and close it out. If you had picked a folder before you started, it will then begin to upload the recording to whatever folder you had chosen.

The PAUSE button will in a sense 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.

5. Recording Status

Once everything has been recorded and you have stopped your recording, you will be taken to the recording status page. which looks something like this:

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	Upload to Server	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>	Pause 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	Delete Local Set Offline	View Edit Share (default)	

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

Currently Uploading Recordings will show the video that you just completed and the status.

Uploaded will show the recordings that you have already recorded, picked a folder for, and uploaded to the server.

You can delete recordings at any time. If they have been uploaded already, you can delete the local copies, and the recordings will still be on the server. If you delete a recording that has not yet been uploaded, that recording will be lost.