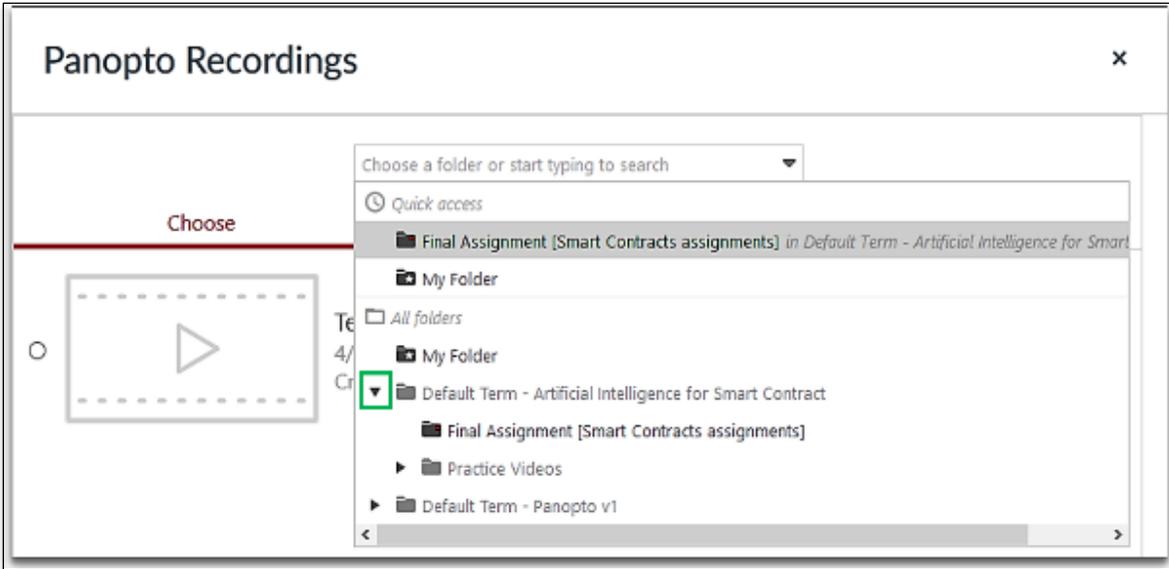
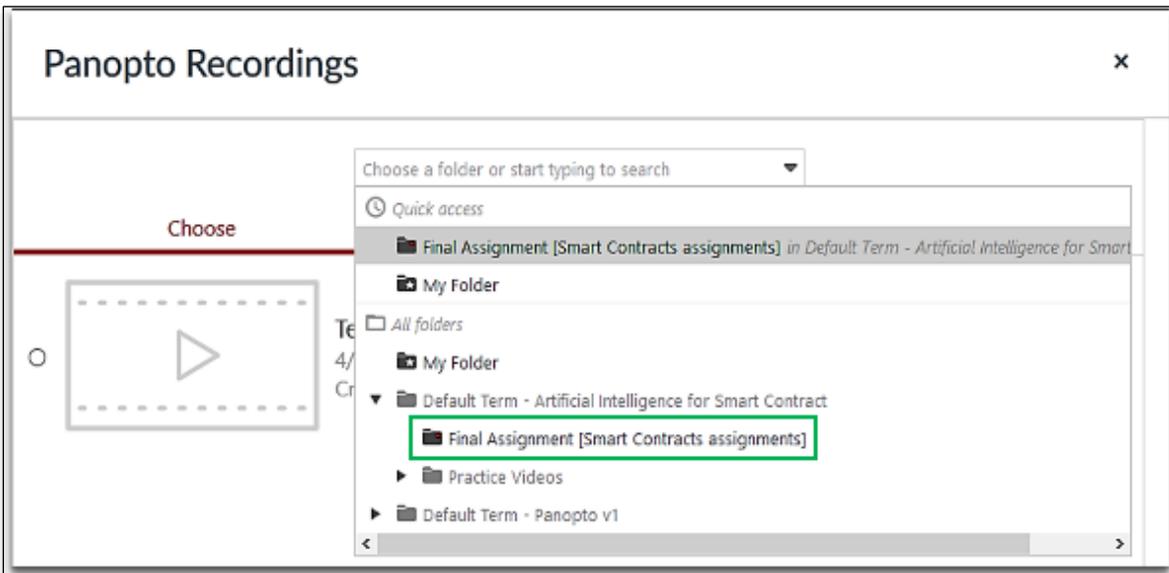




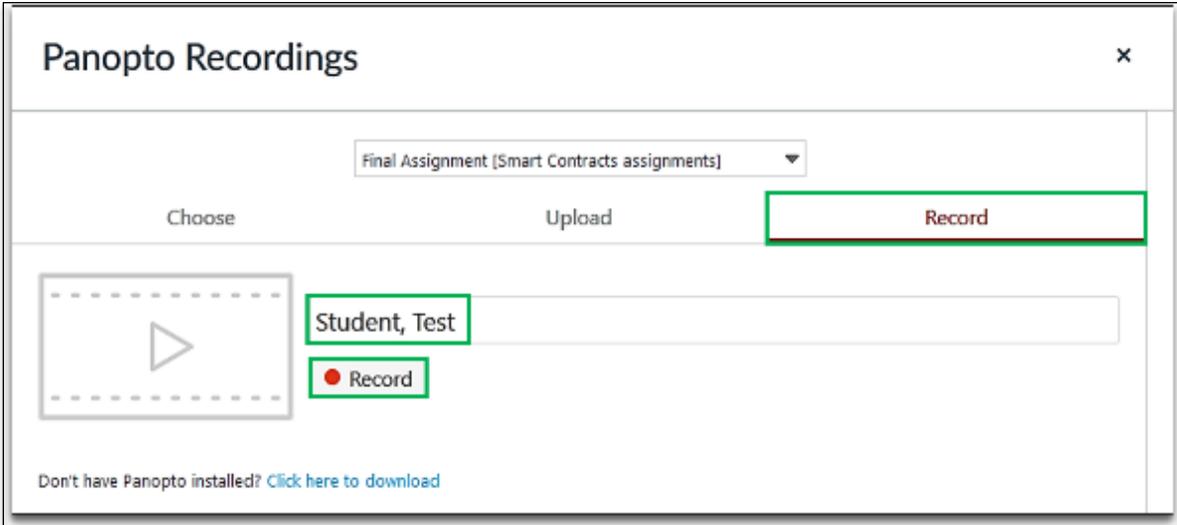
- Expand the current course's default folder by clicking the arrow in front of the folder name to display the assignment subfolder.



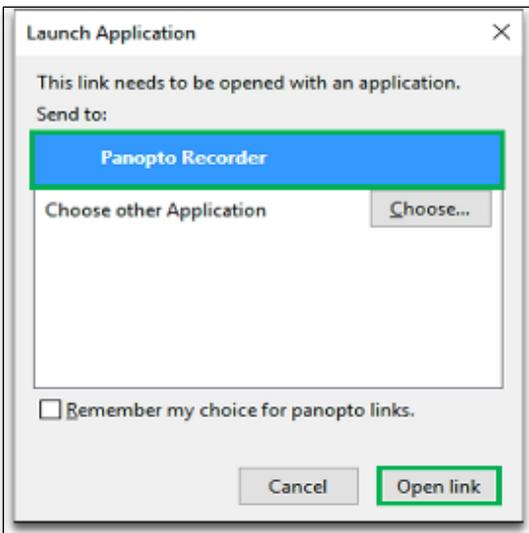
- Click the desired folder for the correct class ID and assignment, [**Course ID XXX assignments**]. (This is very important and will ensure that your recording is stored in the proper location.)



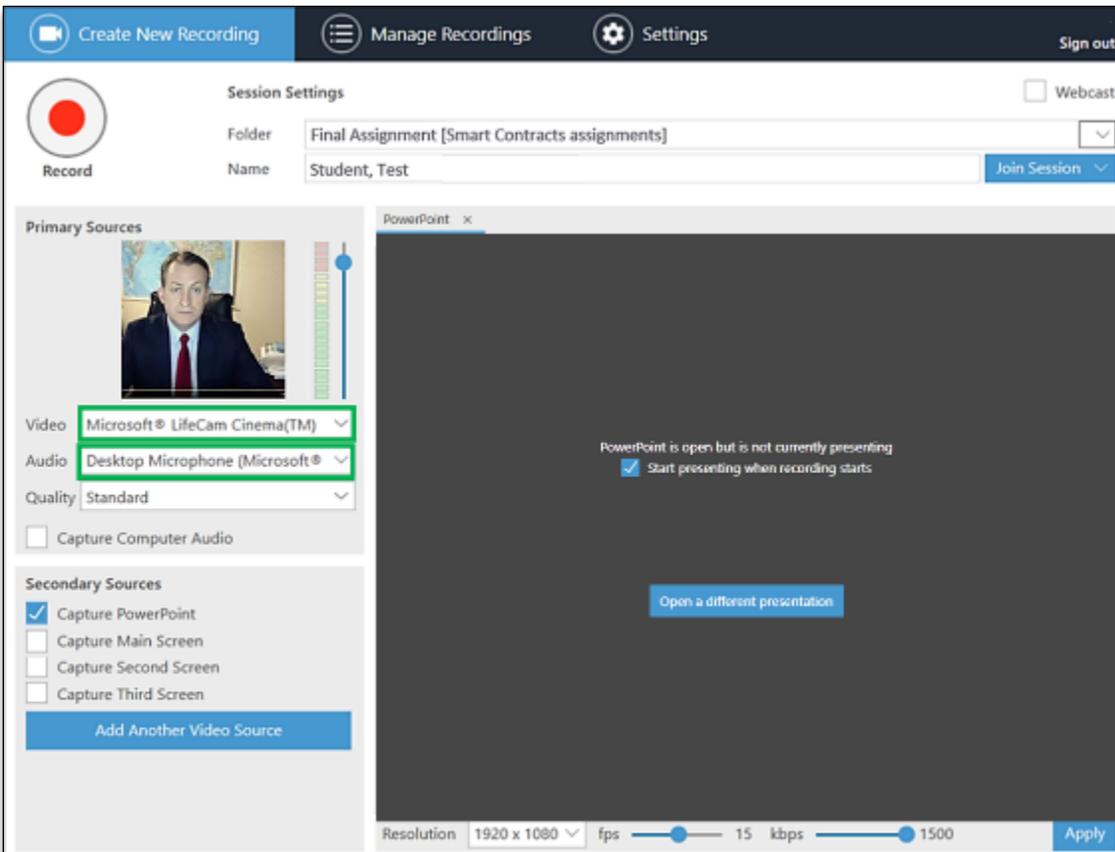
7. Click the **Record Tab** in the **Panopto Recordings** window.
8. Enter a name for your recording (**Last Name, First Name**).
9. Click the **Record Button** below the name that you just entered. *(If you do not have Panopto installed on your computer, click on **Click here to download** and follow the prompts for installation. Then, return to this step).*



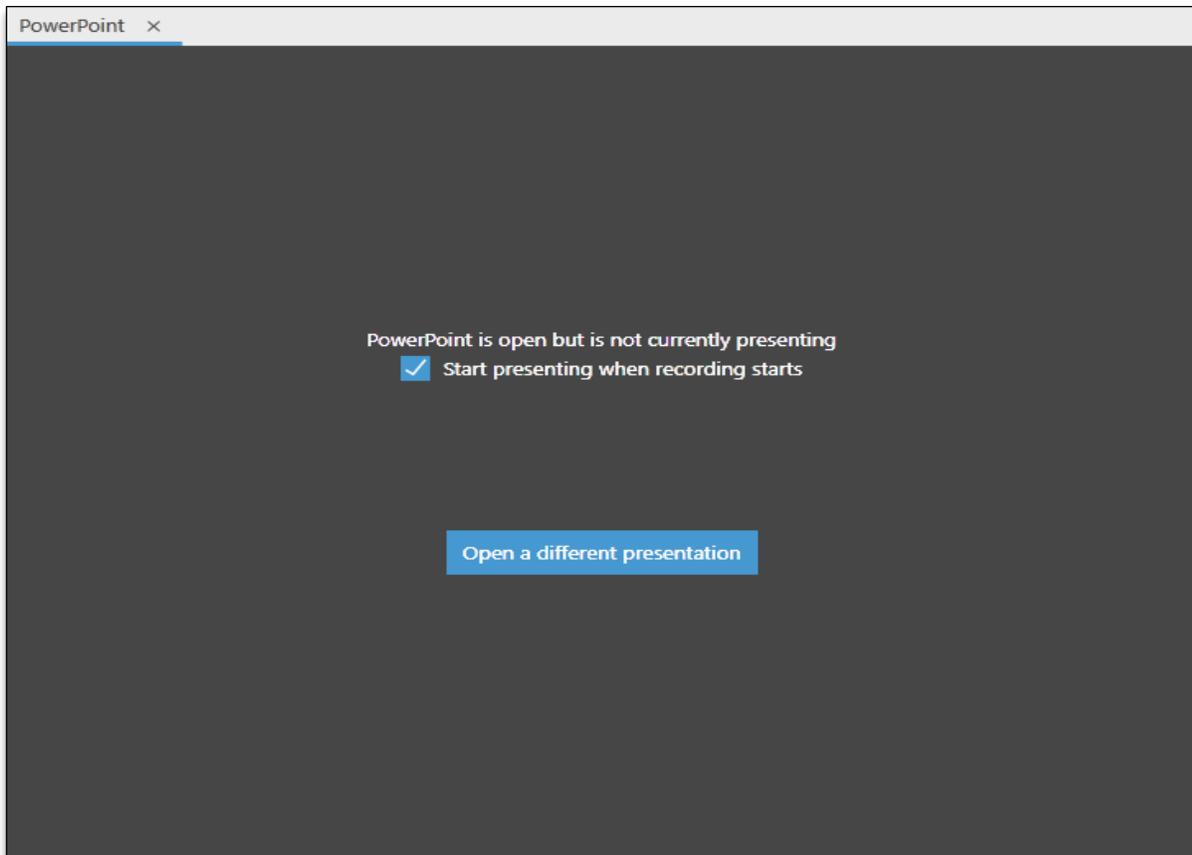
10. Select **Panopto Recorder** in the Launch Application window.
11. Click **Open Link**.



12. With the Panopto Recorder open, Click on **Create New Recording** tab.
13. Under the Primary Sources window, select the appropriate **Video** (webcam) and **Audio** (microphone) sources from their respective drop-down menus.
14. If you are using a PowerPoint, make sure that **Capture PowerPoint** is checked as your secondary source. This will ensure that your recording captures both your PowerPoint file and a video stream of you presenting.
15. Uncheck any unwanted **Secondary Sources**.



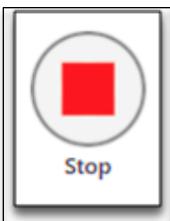
16. To quickly start your slide deck, check **Start presenting when recording starts**.



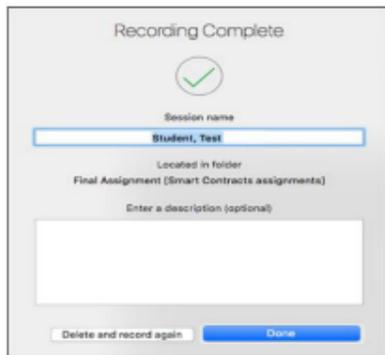
17. When you are ready to record, click the **Record** button or press **F8**.



18. When you are finished recording, press **F10** or bring the Panopto Recorder window to the front by clicking on the icon on the taskbar or pressing **ALT+Tab**, then press the **Stop** button on the recorder.



19. You will then have the option to Delete and record again, or click **Done**.

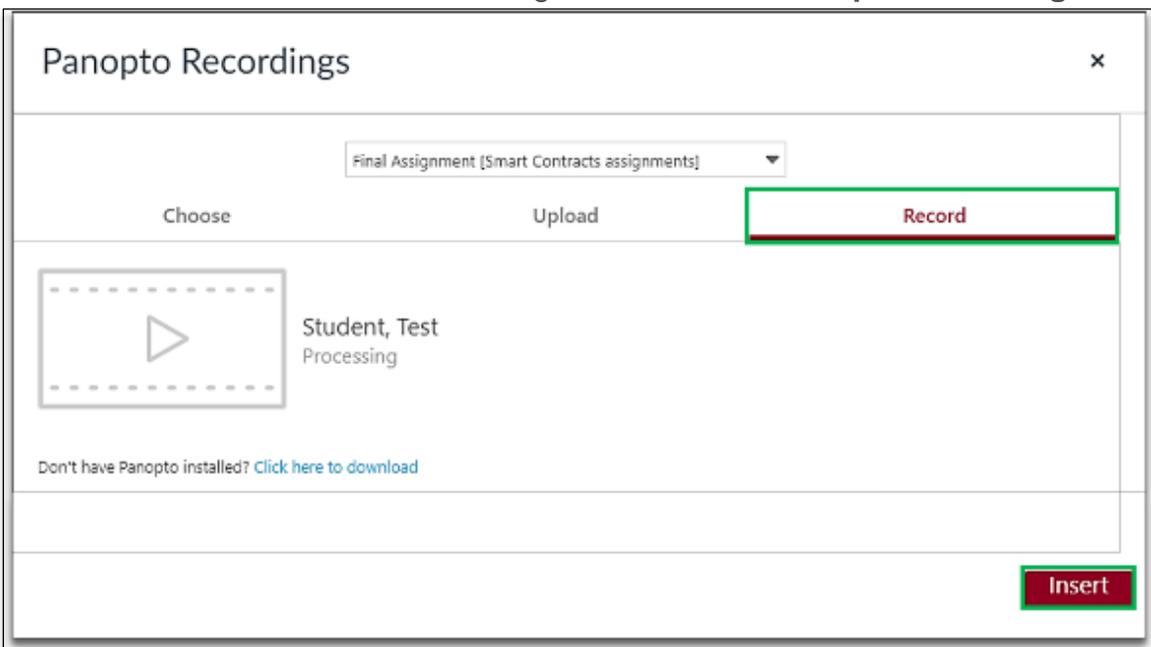


20. After clicking **Done**, the **Manage Recordings** page appears, showing the progress of the upload. Keep the Panopto Recorder open until the video processes. You can minimize the recorder and continue doing other tasks until it finishes.

Currently Uploading Recordings					
Start Time	Duration	Folder	Session	Streams	Upload Progress
1/17/2018 11:10 AM	00:06:14	Final Assignment [Smart Contracts assignments]	PPT + Video + Screen		<div style="width: 100%;"><div style="width: 100%;"></div></div>

21. The **Panopto Recordings** window will show your recorded video in the **Record** tab with a status of Processing under your name. You can insert the recording without waiting for it to complete the processing.

22. Click the **Insert** button on the bottom right corner of the **Panopto Recordings** window.



23. Once your video has been embedded in the **Text Entry** box, click the **Submit Assignment** or **Post Reply** button to add your video to your submission.

Text Entry

Copy and paste or type your submission right here.

**B** *I* U **A** **A** *I*  $x^2$   $x_2$  12pt Paragraph

Student, Test

This video isn't ready yet. [See the full session](#)

p

Comments...

Cancel **Submit Assignment**

HTML Editor

**B** *I* U **A** **A** *I*  $x^2$   $x_2$  12pt Paragraph

This video isn't ready yet. [See the full session](#)

Powered by Panopto

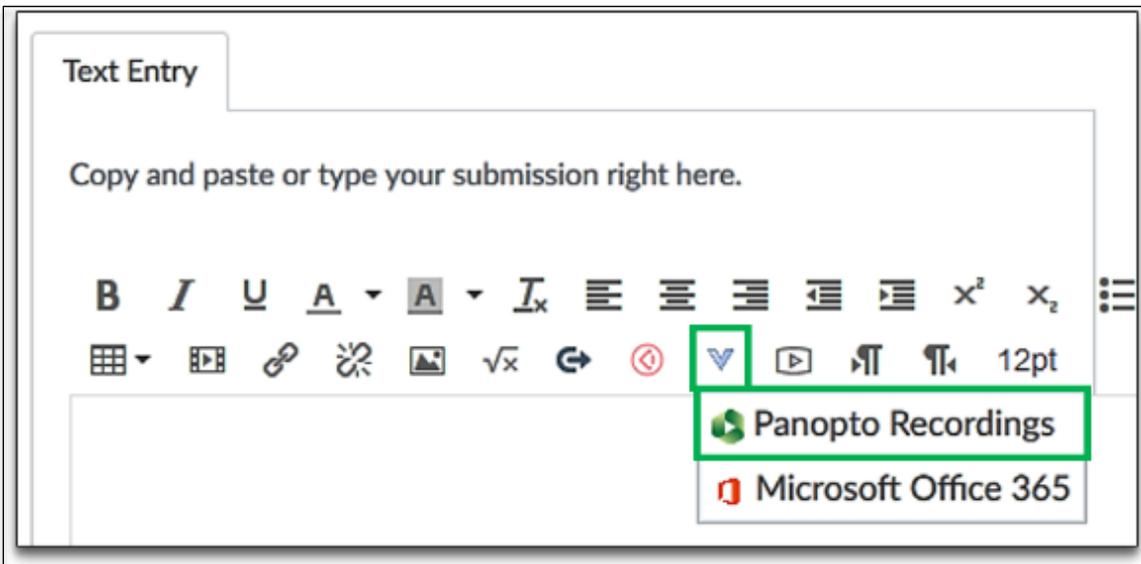
p 0 words

Attach **Post Reply** Cancel

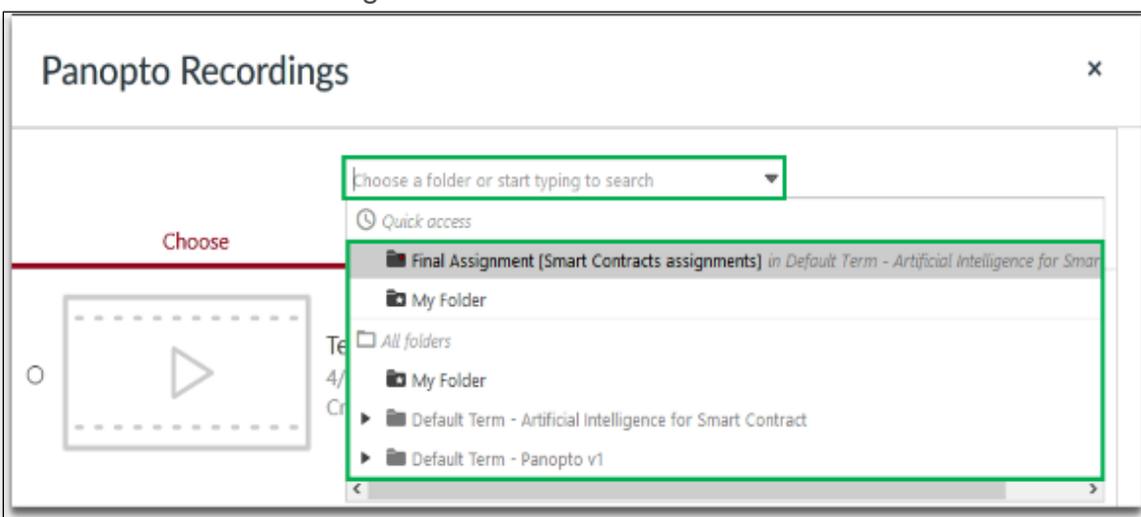
# To Upload a Video to Panopto that has Been Recorded in Another Program

Alternatively, you may upload a video that you've recorded in another program and stored on your computer.

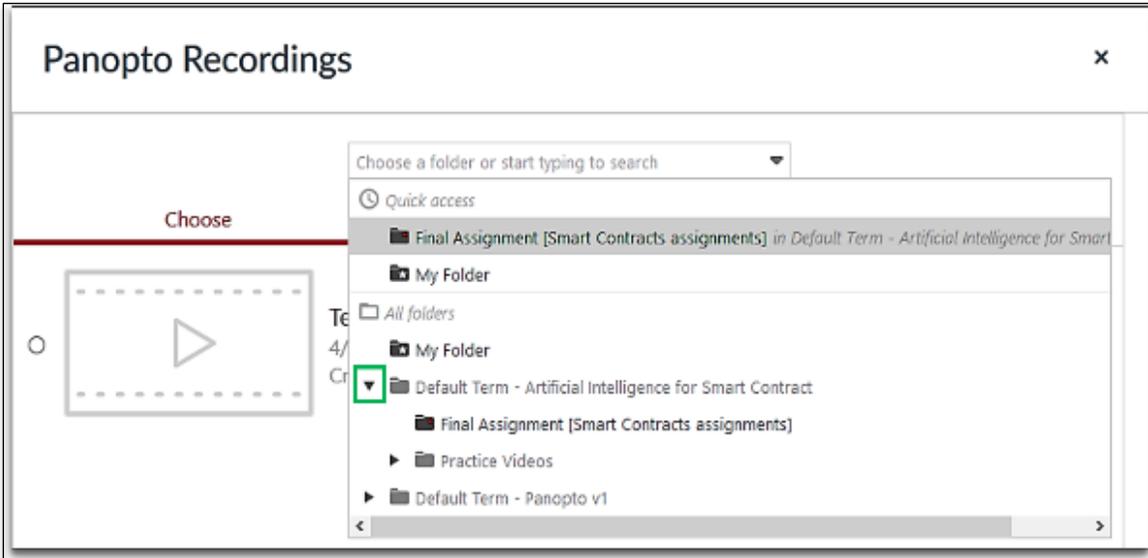
1. Navigate to the desired assessment (Assignment, Discussion, etc.) to submit your video assignment.
2. In the toolbar above the text entry field for your submission, click the **More External Tools** icon (a blue chevron/downward pointing arrow). And from the drop-down menu, click **Panopto Recordings**.



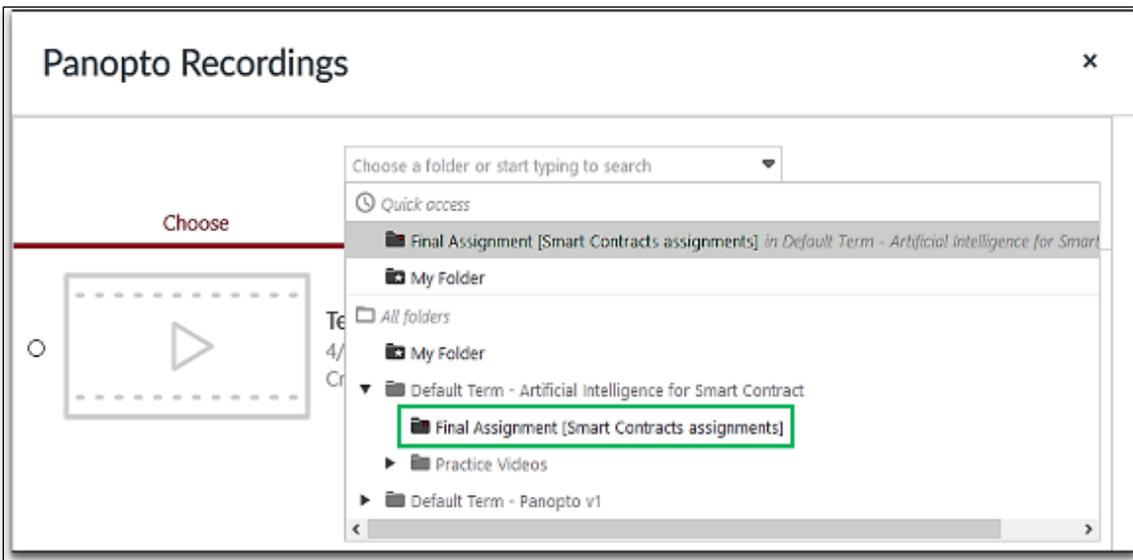
3. A Panopto Recordings window will appear. Click the drop-down menu arrow in the text box to select the desired recording location.



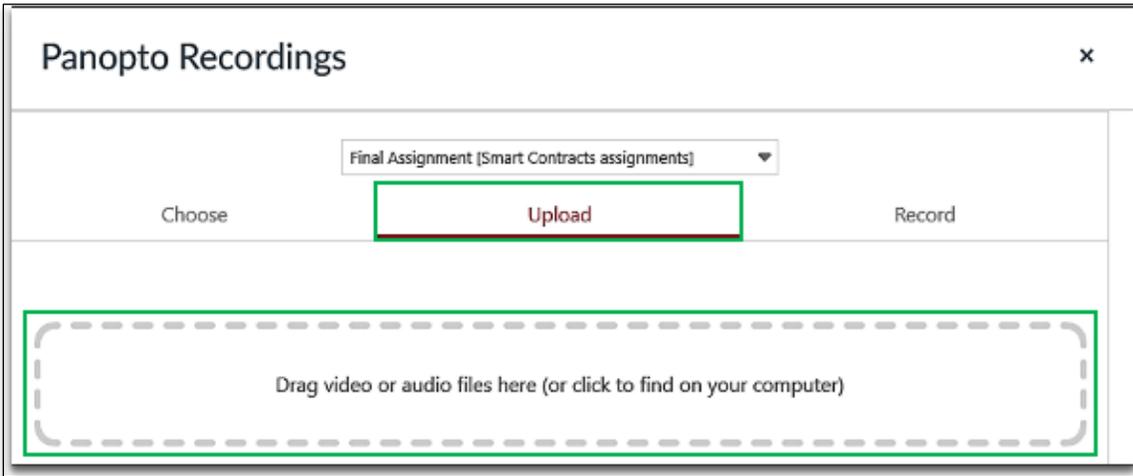
- Expand the current course's default folder by clicking the arrow in front of the folder name to display the assignment subfolder.



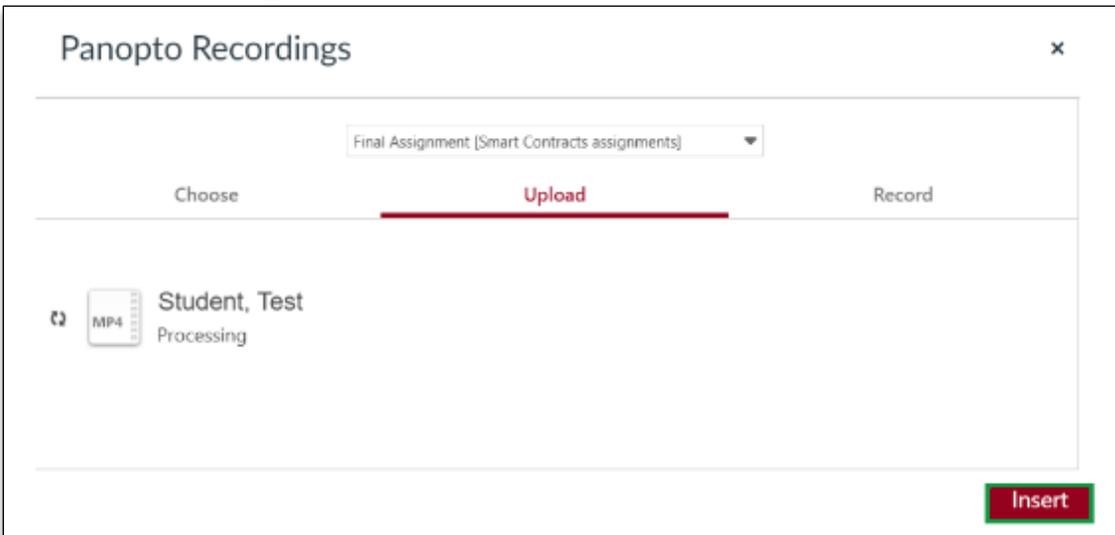
- Click the desired folder for the correct class ID and assignment, [**Course ID XXX assignments**]. (This is very important and will ensure that your recording is stored in the proper location.)



6. Select the **Upload** tab in the **Panopto Recordings** window.
7. Drag the desired video file into the dotted rectangle in the **Panopto Recordings** window or click on the dotted rectangle and browse your computer to upload the file to Panopto.



8. If you would like to preview your media before you submit, wait for the media to process.
9. You can insert your video before it completes processing by clicking on **Insert** from the **Panopto Recordings** window.



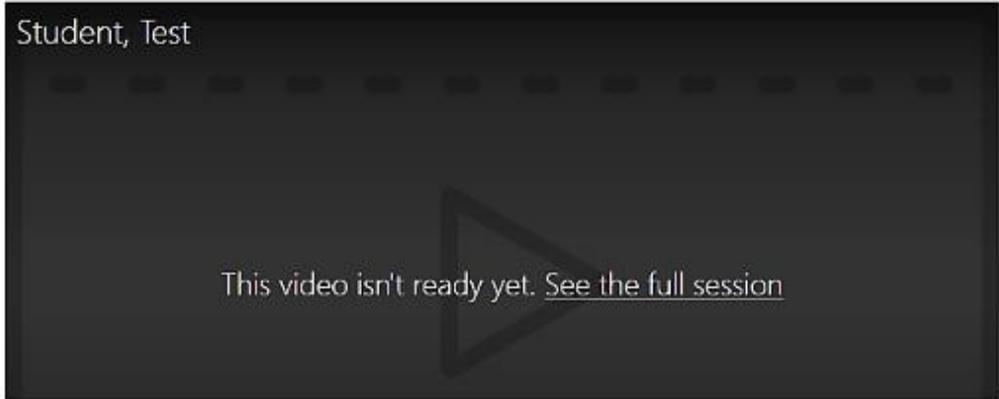
10. Once your video has been embedded in the text entry box, click the **Submit Assignment** or **Post Reply** button to add your video to your submission.

Text Entry

Copy and paste or type your submission right here.

**B** *I* U **A** **A** *I* 12pt Paragraph

Student, Test



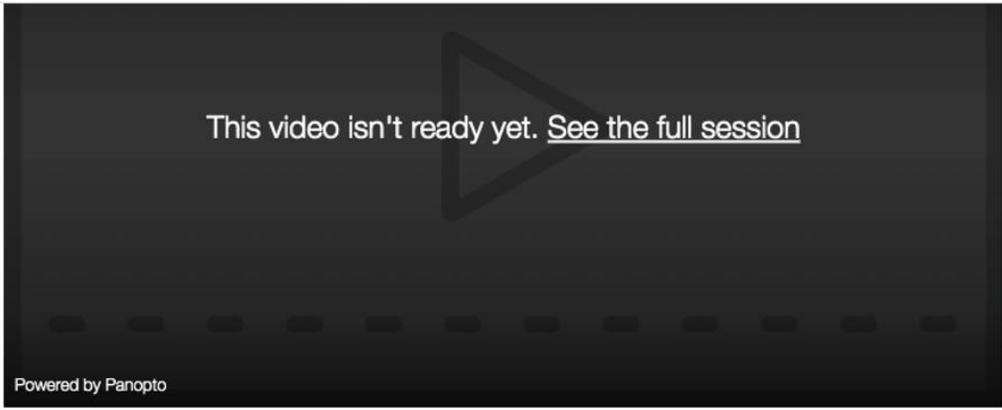
p

Comments...

Cancel **Submit Assignment**

HTML Editor

**B** *I* U **A** **A** *I* 12pt Paragraph



p

0 words

Attach

Cancel **Post Reply**