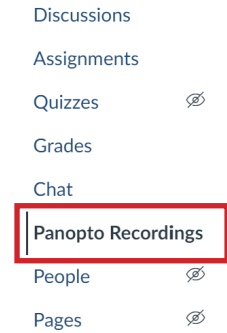


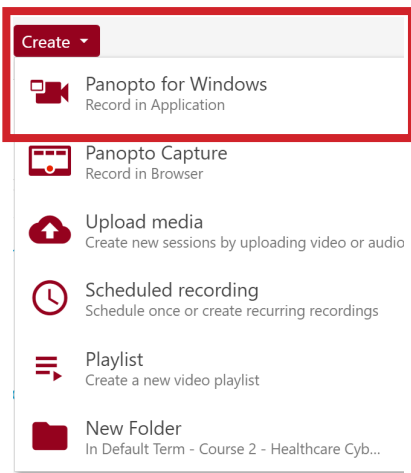
RECORDING IN PANOPTO

1. Record a video

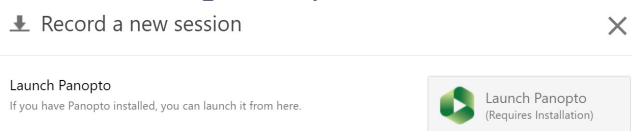
1.1. Login to Canvas and access Panopto Recordings from the tool bar.



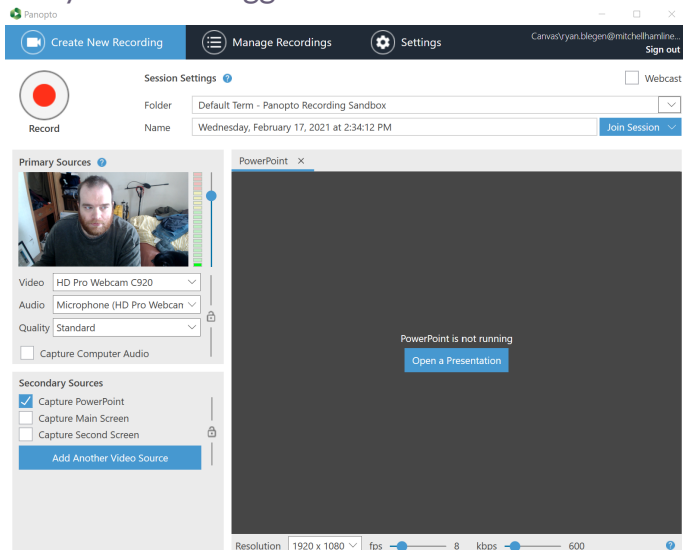
1.2. Download Panopto for Windows by clicking the Create button and choosing Panopto for Windows.



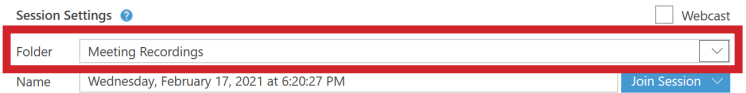
1.3. Click Launch Panopto.



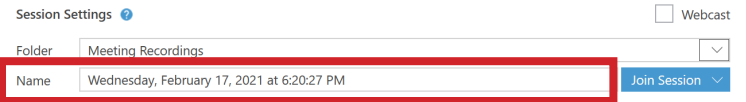
1.4. The Panopto recording application will open, and you will be logged in.



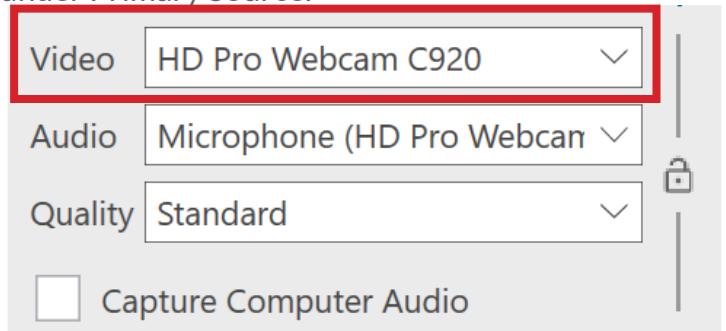
1.5. Choose the folder where you want to create the video.



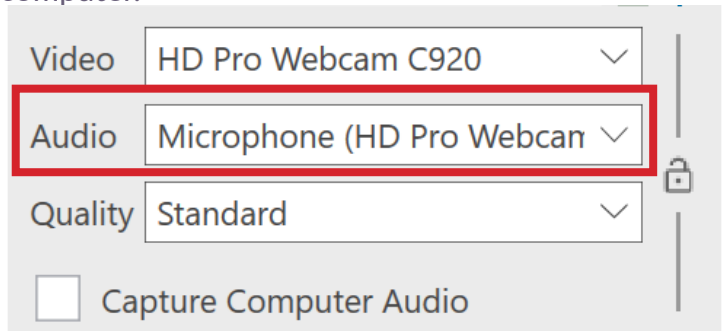
1.6. Give a title to the video you are recording.



1.7. If you want yourself to be in the video, choose a webcam or video camera from the Video drop down under Primary Source.



1.8. Choose your Audio under Primary Sources by selecting a microphone that is connected to your computer.



1.9. After selecting, test your audio by talking in a normal voice to test volume. You should see a few green bars appear as you talk. If you don't see any or see the red and yellow bars highlighted, adjust the volume by using the slider.

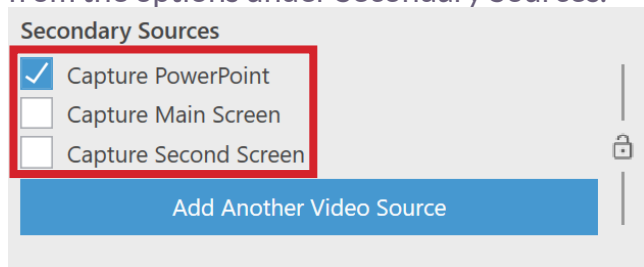


NOTE!

You must select an audio source to record.

Continue on next page.

2.0. If you want to record your screen, PowerPoint slides or additional cameras, choose from the options under Secondary Sources.



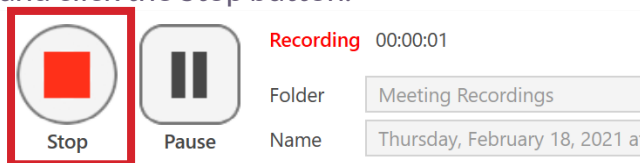
2.1. If you will be moving quickly around your screen, adjust the fps setting at the bottom of the screen up to 15. If you will be capturing video playing on your screen, adjust this setting to 30.



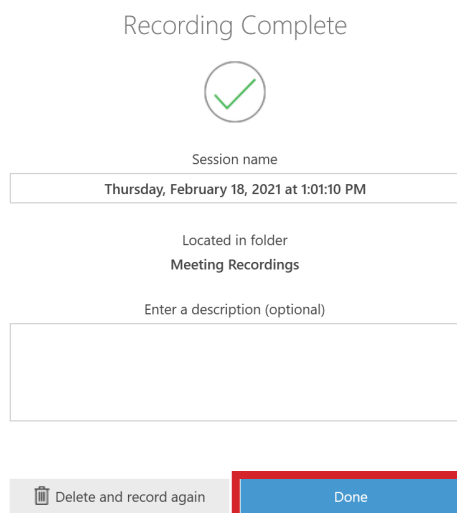
2.2. When you're ready, click the Record button at the top. Panopto will start recording all of the sources you've selected. If you've chosen to record your screen, you can minimize Panopto and begin displaying the content you wish to present.



2.3. When you are finished, maximize Panopto and click the Stop button.



2.4. Click the blue Upload button, and your video will automatically be uploaded to your video library.



NOTE!

Frames Per Second (FPS), controls how many pictures per second Panopto is taking of you secondary sources. A higher setting will allow motion to be smoother in video.