

Panopto

Recording on a PC

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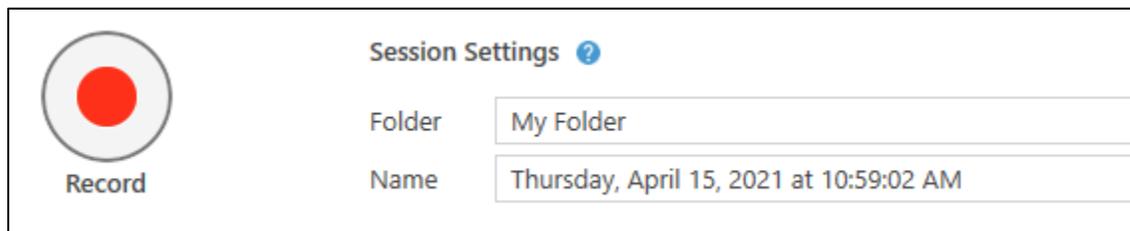
The Panopto Recorder can record your computer screen, video, audio, PowerPoint slides, or any combination of these items. This self-help document will cover making a recording on a PC with the Panopto Recorder. The Panopto Recorder must first be downloaded. Please review our [document](#) on how to download the recorder for instructions.

Logging In

1. Open **Panopto** from the applications list.
2. If asked for the server, enter **towsonu.hosted.panopto.com**
3. Your browser should open and take you to the **Blackboard** log in screen. Enter your **NetID** and **Password** and click **Login**

Creating a Recording

1. Once you have logged into the Recorder, the **Record a Session** window will appear. Select a folder from the **Folder** dropdown to record to and give the recording a name by typing it in the **Session** textbox.



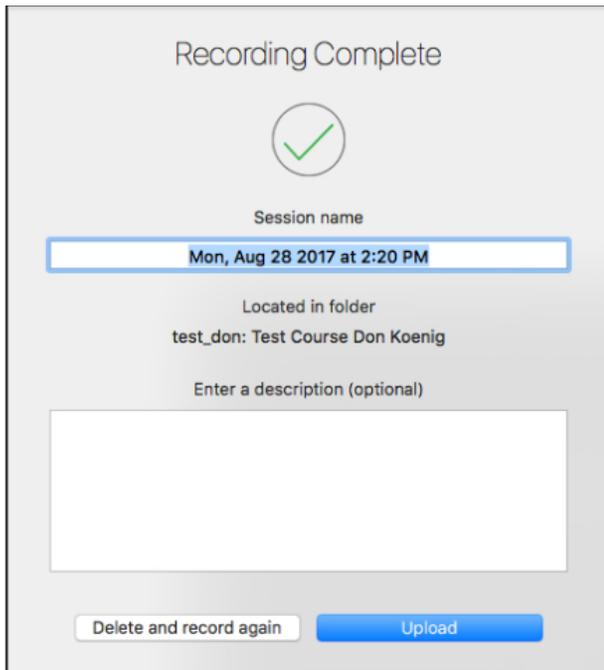
 Record	Session Settings ?
	Folder: My Folder
	Name: Thursday, April 15, 2021 at 10:59:02 AM

Figure 1

2. Select your primary **Video** and **Audio** inputs from the corresponding drop-down menus.
Note: As you speak, the audio source level will increase in color from green to yellow to red. Try to keep the volume in the high green area.
3. If you will be sharing audio during your lecture, check the box next to **Capture Computer Audio**
4. Under the **Secondary Sources** box, check the box next to what you'd like to record:
 - a. **Capture PowerPoint:** This will automatically record any PowerPoint files you have open. However, this will only capture PowerPoint, so if you show something on your computer or browser, it will not be captured.
 - b. **Capture Main Screen:** This will record your computer screen while you lecture. If you open a browser or a file on your computer, this will be captured in addition to any PowerPoint slides you have open.
 - c. **Capture Secondary Screen:** This will record a second monitor if you have one set up. This will only be available if you have a second monitor set up and works similar to the Capture Main Screen option.
 - d. If you do not want to record anything other than your face or voice, you can choose to uncheck all the options in this box. Doing so will only record the audio and video inputs you have selected.
5. Once you have selected the chosen inputs, start your recording by clicking on the **Record** button in the top left.
6. To pause the recording, click **Pause**. To stop recording, click **Stop**.

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7. The **Recording Complete** window will appear. In this window, you have a second opportunity to name your recording in the **Session Name** textbox. You are also able to enter an optional description of the recording.
8. The **Recording Complete** window provides you with the following options:
 - a. If you are not satisfied with your recording, click the **Delete and record again** button. The **Record a session** window will appear and you can start recording again.
 - b. If you wish to proceed with your recording, click the **Upload** button. The **Manage Recordings** window will appear.



The screenshot shows a 'Recording Complete' dialog box with a light gray background. At the top, the title 'Recording Complete' is centered. Below the title is a green checkmark icon inside a circle. Underneath the icon, the text 'Session name' is followed by a text input field containing 'Mon, Aug 28 2017 at 2:20 PM'. Below this, the text 'Located in folder' is followed by 'test_don: Test Course Don Koenig'. Underneath, the text 'Enter a description (optional)' is followed by a large, empty white text area. At the bottom of the dialog, there are two buttons: 'Delete and record again' on the left and 'Upload' on the right.

Figure 2

9. In the **Manage Recordings** window, once the video has processed, click the **View** button to watch the recording or the **Edit** button to edit the recording.