

# PowerPoint Recording and Sharing

## Recording PowerPoint Presentation

If you wish to record a PowerPoint Presentation, follow the steps below.

1. From the **Secondary Capture Sources Panel**, place a checkmark beside **Capture PowerPoint**.
2. Click the **Open a Presentation** button.
3. Select a PowerPoint presentation and click the **Open** button.
4. A **Begin Recording?** dialog box will appear. Clicking **Yes** or **No** will depend on what kind of computer setup you have. If you have a single monitor setup (i.e.: laptop, single monitor desktop), click **Yes**.
5. The PowerPoint presentation will launch and the Panopto recorder will immediately begin recording all of the sources previously selected. You will not be able to tell that the recording is taking place.
6. If you are running a multi-monitor setup, you will want to select **No** and choose which of the two screens you want PowerPoint to record from (if Presenter view is activated).

(**Note:** If you are unsure how your system operates with multiple monitors, check the **No** button and run the PowerPoint manually.)

## Adding a Recording to a Content Area

After a video has been recorded in Panopto, it can be added to any Content Area or Content Folder within a Blackboard course site.

1. From your course's home screen, click on a **Content Area**.
2. From the **Content** screen, select **Tools** and choose **Panopto Video Link** from the menu dropdown.
3. Under the **Select Panopto Folder** section, choose the folder from the dropdown menu that has the recording.
4. Under the **Select Panopto Lecture** section, select the lecture from the dropdown menu.
5. When a video is selected for lecture, its title is automatically entered into the **Title** field. To change the title, type a new title in the **Title** box.
6. Enter a description. The description area can be used to provide instructions for students or a description of the recording.
7. Click the **Submit** button. You will be returned to the **Insert Panopto Video** screen. Click **OK** to return to the Content Area or folder.

## Getting Help

Support and troubleshooting is available to you through a variety of means:

- Create a service request through TechHelp
- Email Blackboard at [blackboard@towson.edu](mailto:blackboard@towson.edu)
- Call Blackboard Support at 410-704-5151
- View the Panopto Knowledge base: [support.panopto.com](http://support.panopto.com)

# Panopto

## Quick Reference Guide

### How Do I Get Started

To get up and running with Panopto, you must do the following:

1. Provision (prepare and equip) your Blackboard Course or Community for use with Panopto (this is a one-time process).  
OR  
Request a Folder in Panopto by contacting Blackboard support.
2. Download the Panopto Software.
3. Record an Instructional Session.
4. Add your completed recording to a content area in your course.

### Provisioning Your Course (only needs to be done once)

1. Login to Blackboard ([blackboard.towson.edu](http://blackboard.towson.edu)) with your **NetID** and **Password**.
2. Select the course you would like to provision.
3. Click **Tools** in your course menu.
4. Click the **Panopto Content** tool.



5. Click the **Configure** button.
6. Click the Add Course to Panopto button.
7. Click the **OK** button. The Provisioning process may take up to five minutes to complete.
8. Click **Submit**. You will be redirected back to the **Panopto Content** screen. You can safely exit out of Blackboard.
9. If you need a folder, request on by creating a ticket at <https://techhelp.towson.edu>

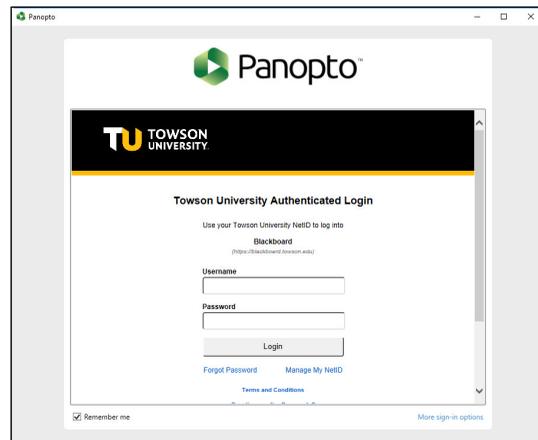
### Downloading the Panopto Software

1. Login into Blackboard with your **NetID** and **Password**.
2. Click the **course** you want to record to.
3. Click **Tools** in the left course menu and then click the **Panopto Content** link.
4. From the **Create** button, click the dropdown arrow and select **Record New Session**.
5. The **Record a new session** window will appear. Click the **Download Panopto** button.
6. The application will be downloaded to the **Downloads** folder. (**Note:** Depending on the Operating System and browser you use, the application may either download or immediately prompt you to install.)
7. Launch the downloaded package and install the software as you would normally.
8. When the **Panopto Recorder Setup** box appears, under **Panopto Web Server**, type **towsonu.hosted.panopto.com**.
9. Click **Next** and then **Install**.
10. When the installation is complete, the **Panopto Login** window will appear.

# Logging in and Setting Sources

## Launching the Panopto Recorder

1. Click the **Start Menu**.
2. Click **All Apps** (or All Programs in previous versions of Windows).
3. Click the **Panopto** folder and then select **Panopto**.
4. The application will launch.
5. Type your **Net ID** in the **USERNAME** field and your **Towson password** in the **PASSWORD** field.
6. Click the **Login** button.

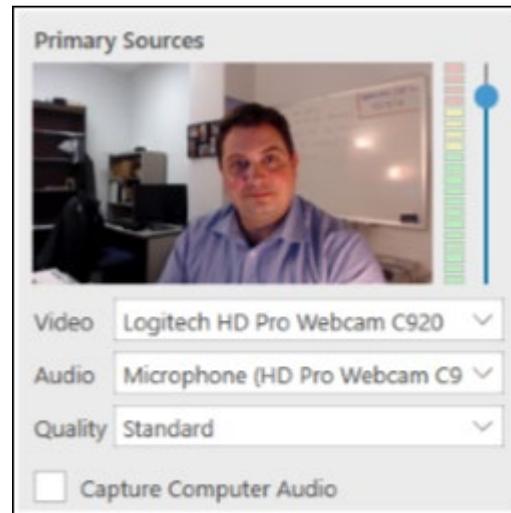


## Setting a Primary Source

Prior to recording, you must select or disable an audio and/or video source from the Primary Source pane. The Primary Source determines the duration of your recording and is typically used for Video and/or Audio.

1. From the **Video** dropdown, select a video source. Alternatively, you may select **None** to disable video recording.

2. From the **Audio** dropdown, select an Audio source. The level of audio will appear on the levels monitor to the right of the video pane. Try to set the volume control so that the levels rise to but do not exceed the yellow section.
3. From the **Quality** dropdown, select **Ultra** to ensure the highest quality video is captured.

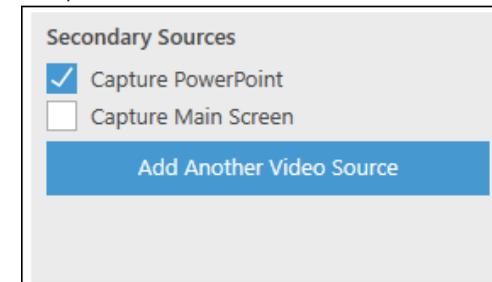


## Setting a Secondary Source

You can add additional sources such as a whiteboard and document camera to be captured during the instructional capture process

1. From the **Secondary Sources** panel, place a checkmark beside **Capture PowerPoint** if you wish to capture a PowerPoint presentation.

2. Uncheck the **Capture Main Screen** if you wish to disable screen recording (used when recording a PowerPoint lecture or a secondary screen only).
3. If other USB powered devices are plugged in and powered on, click the **Add Another Video Source** button to add these devices. You will be prompted to select the source from the available drop down menu.



## Recording an Instructional Session

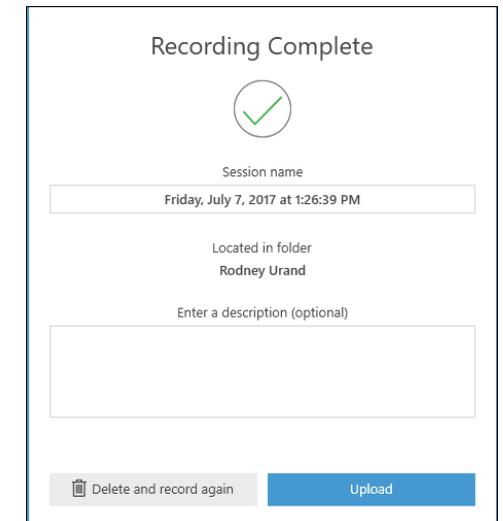
Once your sources have been selected, you will need to select a folder on the Panopto server to record to.

1. Click the **Folder** dropdown arrow and select an online folder.
2. Beside the **Name** field, enter a name for the recording.
3. Click the **Record** button. Depending on what sources you have chosen, you will record audio, video and external sources. If you selected PowerPoint, your presentation will begin immediately.

# Making a Recording

## Ending a Recording

1. To end a recording, press the **F10** keyboard shortcut. The instructional recording will stop and the **Recording Complete** dialog box will appear. Alternatively, you can click the **Stop** or **Pause** buttons from the Panopto Recorder. The instructional recording will stop and the **Recording Complete** dialog box will appear.
2. Click **Upload** to upload your recording to the Panopto server



## Using the Manage Recordings Tab

The Manage Recordings tab lists all of your recorded instructional sessions and their status.

1. Locate the session you want to view and click the View hyperlink.
2. A browser window will launch and the recorded session will appear. Here you can add comments, edit, move it to different folders and share your presentation with other people.