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
- Call Blackboard Support at 410-704-5151
- View the Panopto Knowledge base: support.panopto.com

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).
2. OR Request a Folder in Panopto by contacting Blackboard support.
3. Download the Panopto Software.
4. Record an Instructional Session.
5. 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) 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.

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.
9. Click Next and then Install.
10. When the installation is complete, the Panopto Login window will appear.
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.

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.

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.