The Panopto Recorder is a desktop application that is installed on the classroom computers and allows instructors to capture and upload a lecture. If the classroom you are using has been set up for lecture capture with Panopto, the program can be started by clicking on the icon in the dock.

- Log into Panopto by clicking on the Login button.
- If Server is blank, enter panopto.nvcc.edu into the field.
- Click on the Get Providers; Select Blackboard from the dropdown
- Enter your Blackboard username and password into the screen that appears. Make sure Save Login and Password is unchecked if you are not on your own computer.

**THE RECORDER INTERFACE**

The Panopto Recorder opens up to a status screen. The buttons to Create New Recording and Login/Logout are available at the top of the screen. Once logged in, there is also a link to Manage Online Recordings that will take you directly to the Online Management Interface, where all recordings are stored online.

The remainder of the screen relates to recordings that have been captured on the computer. From here you are able to free up room on your hard drive, find links to completed recordings, share recordings and see the progress of recordings that are not yet available for viewing.
1. A sortable table of the recordings locally stored on the computer.
   - **Session** - Shows the session name, denoted by the User.
   - **Date** - The date of which the recording was made.
   - **Length** - The duration of the recording.
   - **Status** - Shows the progress of the recording. By default the Recorder will upload recordings once the recording has stopped.

2. When you select a session from the table, Recording Information and Preview become available for that recording.
   - **Recording Information**: Provides the details of the recording; the **Folder** to which it is being saved to, the **Session** name, what **Streams** were recorded, the **Status** of the recording, **Links** to view the recording online or share the recording with others. If the recording has a status of Completed there are two buttons; **Delete** and **Actions**.
     - **Delete**: Deletes only the locally stored files on the computer, which will free up hard drive space.
     - **Actions**: Show Files opens the recording named folder within the Panopto Recordings folder on the local computer, showing all files associated with that specific recording.

3. **Preview**: During the upload progress or post upload, the Preview function allows playback of either the audio, video (with audio) or screen capture of the recording. Click to enlarge the view of the preview playback of the recording.

**PREFERENCES**
Before you create a recording, it is a good idea to go to Preferences in order to view and/or change the Recorder's settings. Preferences can be found by clicking on Panopto Recorder in the application menu.
PANOPTO: THE RECORDER (MAC)

- **Upload recordings automatically**: Confirm this is checked. This setting allows the recording to automatically upload to the server once the recording is complete.
- **Video Compression Options**: This setting will adjust the initial quality of the video recording you are making.
- **Audio Compression Options**: This setting will adjust the initial quality of the audio recording you are making.
- **Max Video Capture frame rate**: Adjusting the frame rate allows you to set the amount of Frames Per Second (FPS) that the video will capture.
- **Max Screen Capture frame rate**: Adjusting the frame rate allows you to set the amount of Frames Per Second (FPS) that the screen capture function will capture your screen.
- **Recording Folder**: This is where the files captured during the recording are locally stored on the computer.

**NOTE**: For most recordings the default settings are sufficient. Changing settings to higher rates can make processing time longer and take up more space on your local computer and college servers.

**HOW TO CAPTURE A LECTURE**

Start the application and login with your Blackboard username and password. Once the Panopto Recorder has started:

1. Click the **Create New Recording** button.
2. **Select the folder** from the dropdown where the recording will upload to once complete.
3. Give the recording a name.
4. **Choose what input will be captured** in the recording. Input cannot be changed once the recording has started.
   - **Keynote/PowerPoint**: Selecting Record Keynote/PowerPoint and then opening the Keynote or PowerPoint presentation you wish to include will make sure that the presentation is automatically capture once the recording has started.
   - **Screen Capture**: Selecting Record Screen Capture will allow you to capture everything that is being displayed on your computer screen. Recording of your screen begins once you have
clicked Start Recording. NOTE: Once you start the Recorder, minimize the Panopto Recorder window so that it will not be part of what you capture on the screen.

5. **Audio/Video**: Use the dropdowns to select audio and/or video input devices to be used for creating the recording.

6. **Click Start Record**. You will see a status message with a timer display to let you know the recording has begun. Once the recording has started, the Recorder can be minimized until you need to access it directly again.

5. **Click Stop Recording** when you have completed the recording. You will be taken to the status screen and the recording will automatically begin to upload.

**Important things to note about the MAC Recorder**

- Mac Recorder cannot record secondary video sources (such as document cameras, high def cameras).
- Mac Recorder does not have background upload service.
- Mac Recorder user interface is smaller and simplified.
- MAC Recorder has a "preview video" option, which allows users to watch their video or screen capture video within the Recorder before uploading it to the server.
- Mac Recorder cannot re-upload files.