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, there will be a shortcut on the desktop that will start the program when double clicked.

Log into Panopto by clicking on the Log in with Blackboard button and entering your Blackboard username and password. Make sure Remember Me is unchecked if you are not on your own computer.

THE RECORDER INTERFACE
The Panopto Recorder opens up to the Create New Recording tab and will attempt to automatically detect any available input devices. Before starting a recording for the first time, let's take a look at what the Create New Recording, Recording Status and Settings tabs do.
CREATE NEW RECORDING TAB

The Create New Recording tab is where the recording is actually created by selecting all the inputs that you wish to capture and where the video will be uploaded.

- **Record**: This button starts the recording. Stop and Pause buttons appear once the recording starts.
- **Record using these settings**: The Folder Name is where on the Panopto server the recording will upload to and Record a new session called is the name of the recording.
- **Primary Source**: Also referred to as a stream, the Primary Source is normally used to capture video and/or audio of the presenter. Once the recording starts, Primary Source cannot be changed.
- **Secondary Capture Sources**: By default, the Recorder is set to Capture PowerPoint and Capture Screen. The Recorder can also capture input from most other connected devices like document cameras, smart boards and additional cameras.

RECORDING STATUS TAB

The Recording Status tab displays all recordings created on the computer. On campus computers, the listed recordings are dependent upon your login (you will not see another users recordings).

- **Manage My Recordings**: Clicking on this link takes you to the online Web Management Interface.
- **Currently Uploading Recordings**: Any recordings that are currently uploading or need to be uploaded appear here. If you have a recording in the list that is not automatically uploading, click on Upload to begin uploading to the server. You will be able to watch the progress as your recording is uploaded (the green/blue bar) and verified (the orange bar) on the Panopto server.
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- **Uploaded Recordings**: Recordings that have already been uploaded to the Panopto server but not deleted from the computer will be listed here. If you need to, you can always re-upload a recording.

As long as the Recorder knows where to put the recording (what folder does it upload to), the Recorder will automatically upload the recordings. Uploading will happen as long as the computer is turned on and there is an internet connection, so you can log off the computer to allow another instructor to teach.

**SETTINGS TAB**
The Settings tab is where you will find the application's configuration settings. Default settings are okay.

**Basic Settings**
- **System Settings**
  - **Recording Directory**: This is the directory on the recording computer where all of the recorded data will be stored. The default is set to C:PanoptoRecorder.
  - **Upload when recorder is closed**: The Panopto Recorder allows recordings to be uploaded even while the Recorder is closed.

- **Application Settings**
  - **Automatically Upload Recordings**: Confirm this is checked. This setting allows you to tell the recorder to upload the video as soon as the recording has ended. You may wish to uncheck this box if you want to wait until you have a faster connection before uploading.
  - **Show Help Messages**: This setting will enable or disable the Help messages in the highlighted area at the top of the Panopto Recorder.
  - **Minimize When Recording**: This setting will automatically minimize the Panopto Recorder when you start your recording.
  - **Notify me when a viewer asks a question**: This setting will enable a pop up window on the recording computer notifying you when a viewer asks a question during a live broadcast even if the recorder is minimized.

**Advanced Settings**
- **Application Settings**: 
  - **Allow Stored Login Info**: This will allow you to save your login information at the login screen.

- **Advanced Capture Settings**
  - **Use SmoothStream capture/broadcast (BETA) (Enables adaptive streaming at HD resolutions)**: This setting will enable adaptive streaming at HD resolutions. Note this feature is in its BETA stage.
  - **Always set screen resolution to 1024 x 768 pixels (best readability)**: This setting will automatically adjust your screen display resolution to 1024 x 768 pixels anytime the Recorder is open.
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- **Always capture PowerPoint as screen image (Useful for custom fonts or objects):** This setting helps render fonts or objects that may be present within your PowerPoint slideshow. This is useful when using custom fonts that do not exist on the server.
- **Fix webcam A/V synchronization (Use only for Apple iSight and clones):** Automatically fixes audio and video syncing with Apple iSight and clones when running Windows on a Mac.

**HOW TO CAPTURE A LECTURE**

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

1. **Open input sources** you plan to use during your lecture – PowerPoint, document camera, web cam & microphone, additional camera, web browser, desktop application like Word, etc.
   - Make sure that the Recorder is set to capture each input. Secondary input can be turned on and off at any time during the lecture capture but it is always a best practice to test each one before starting in order to troubleshoot before rather than during a lecture.

2. **Folder Name:** Select the Folder where the recording will upload to once complete.
   - Click on the large **Down Arrow** to see all available folders that you can upload to.
   - Click the **Add New Session** button for the folder you want the recording to upload to.
     (Button will appear greyed out until you move your mouse over it.)
   - The folder you selected will display in the Folder Name field.

3. **Record a new session called:** enter a meaningful name for the recordings.

4. **Click Record.** Stop and Pause buttons and a status message with a timer display appear once the recording starts. Minimize the Recorder during the recording to avoid capturing it during the recording.
5. Click Stop when you have completed the recording. You will be taken to the Recording Status tab and the recording will automatically begin to upload.

**IMPORTANT** When you are done, log off of the computer but do not turn it off. The computer must be on and connected to the network/internet for the recording to upload.