How to Record with Panopto for Windows

Overview

These instructions will step users through the process of installing the Panopto recorder and creating a new session recording (video) as well as managing and share recordings. There will be additional instructions available in the future related to creating/sharing videos using the Panopto Canvas API, editing videos, and adding interactivity such as quizzes.

If you have any question about Panopto or if you would like a one-on-one tutorial, please contact Geisel.Instructional.Technology@dartmouth.edu.

Important: *Panopto supports Windows 7 SP1, Windows 8.1, and Windows 10 (32 and 64 bit) NET 4.7.2 and above are supported for versions 6.0+*

When recording pre-lecture "flipped" videos the following guidelines and tips can be useful:

1. Plan for a 10 - 15 minute video. (See last page of this document for a plan outline.)
2. Make detailed notes to help you deliver a smooth presentation.
3. Use the video to set up for class. Answer questions such as:
    - What are we going to learn/do in class?
    - What do we need to know before coming to lecture?
    - Why do we need to know this?
3. Speak clearly, enunciate, and use vocal inflections.
4. Be yourself. Your enthusiasm and expertise are hooks for the students.

Step 1: Logging In and Recorder Installation

To install Panopto for Windows,

1. Log-in to Dartmouth's Panopto at
   https://dartmouth.hosted.panopto.com/
2. Select **Download Panopto** located at the top right hand corner
   of the webpage.

3. Locate the *PanoptoRecorder.exe* file on your computer and **run the installer**.
4. Select a **Destination Folder** to install the recorder.
5. Select a **Storage location** where you would like your recordings saved.
6. If not already entered, add the URL (without http) of the **Dartmouth Panopto Web Server**.
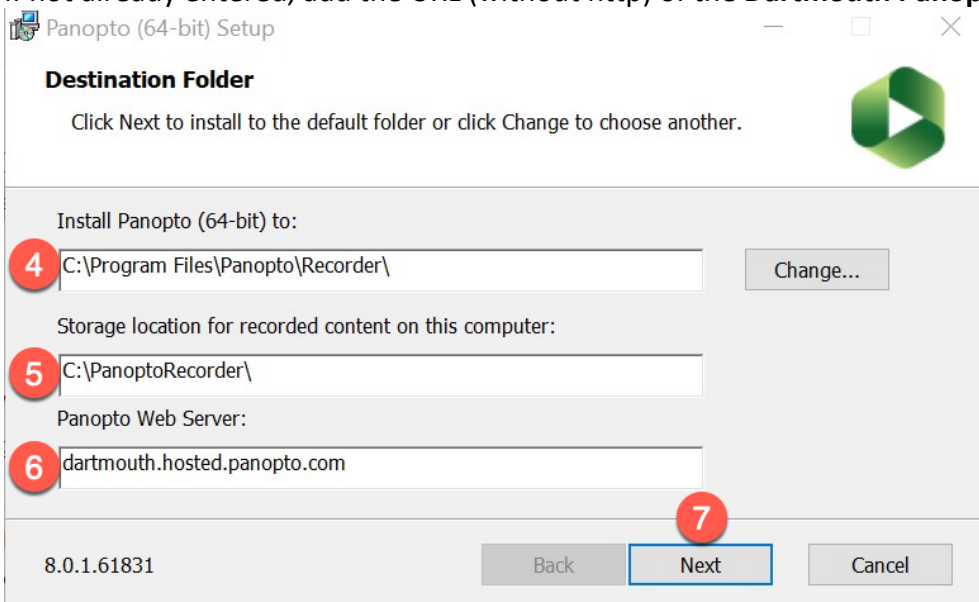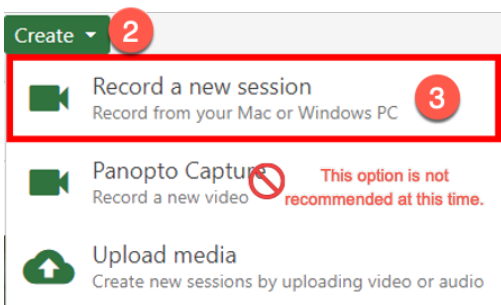

7. Click **Next**.
8. Click **Install.**
9. Click **Close** when you see the installation was successful.

Step 2: Create a Recording

To create a recording,

1. Once Panopto is installed, log into your video library at https://dartmouth.hosted.panopto.com/
2. Click on the **Create** button at the top of your page.
3. Select **Record a New Session**.

Note: If you already have an audio or video file on your Desktop, select **Upload Media**.

4. In the window that appears, select **Open Panopto** to launch the recorder.
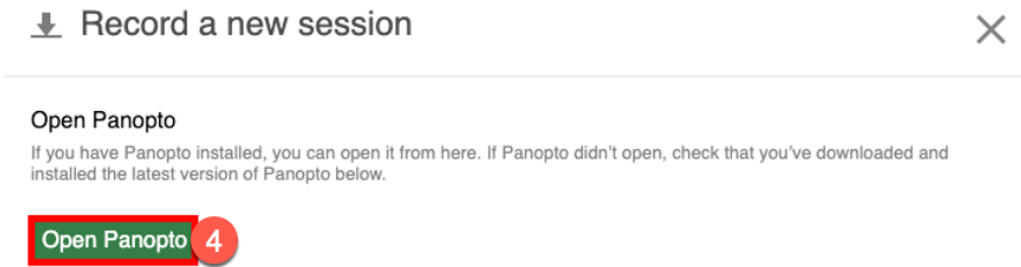
Important: Browser security settings may prompt you to give permission to open the application. If so, select **Open**.

Note: You can also open the Recorder directly from your computer and login to the app directly. If you are opening Panopto from the video library, you'll be automatically signed in. If you open Panopto directly from your desktop, click the **Sign in** button. It should prompt you to sign in and then authenticate with your Dartmouth credentials.
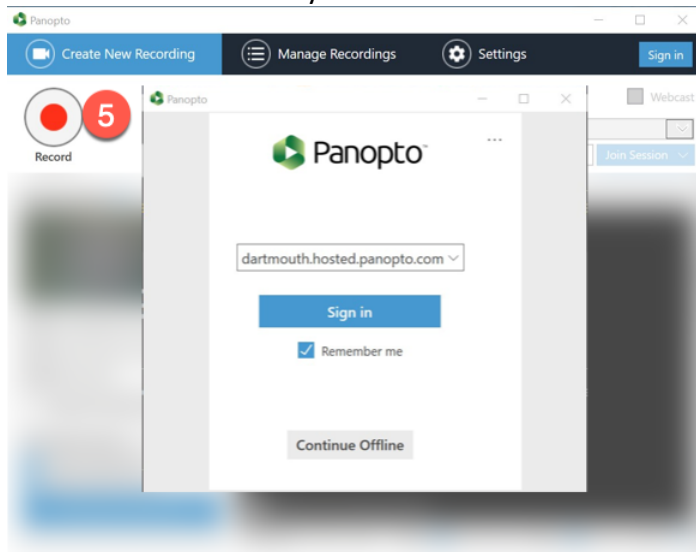
5. Click on **Create New Recording**.

6. Select the folder where your recording will be saved by clicking the drop-down arrow.
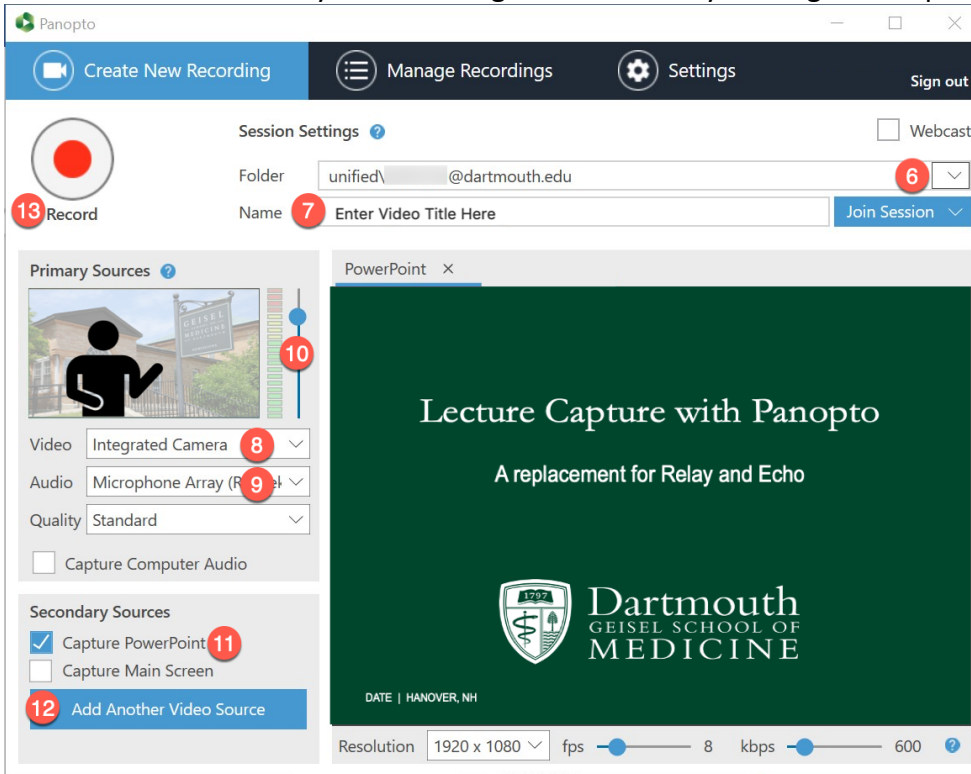
7. Click in the **Session field** to name the video.
8. Under *Primary Sources*, select a primary video source from the **Video drop-down** if you'd like to record video of a presenter.
    Note: You do not need to include a presenter video if you just want to record audio.
9. Under *Primary Sources*, select the **Audio drop-down** to select a microphone that is connected to your computer.
    Note: You must select a primary audio source for a successful recording.
10. After selecting your audio, test your audio by talking in a normal voice to test the volume. You should see a few green bars appear as you talk.
11. Under Slides, select **Record PowerPoint** if you plan to record PowerPoint slides along with your video.
    Note: Slides must be opened locally (i.e. on the machine with which you are presenting).
12. If you want to record your screen, select **Capture Main Screen** or **Add Another Video Source**.
    Note: If you have multiple screens, select the screen from the Source dropdown menu.
13. Click on the red **RECORD** icon to begin recording.
    Note: Once your recording has started, that icon will change into **PAUSE** and **STOP**.
14. Click **STOP** to stop the recording.
    Note: You will have the option to upload the recording or delete it and start again.

Step 3: Manage Recordings

1. Once everything has been recorded and you have stopped your recording, you will be taken to the **Manage Recordings** window.

2. The **Manage Recordings** window displays the recordings stored on your computer as well as the processing status of your recording. You can also watch a preview of your video in the bottom right-hand corner, even while it is uploading. You may notice the following terms under the **Status** column:
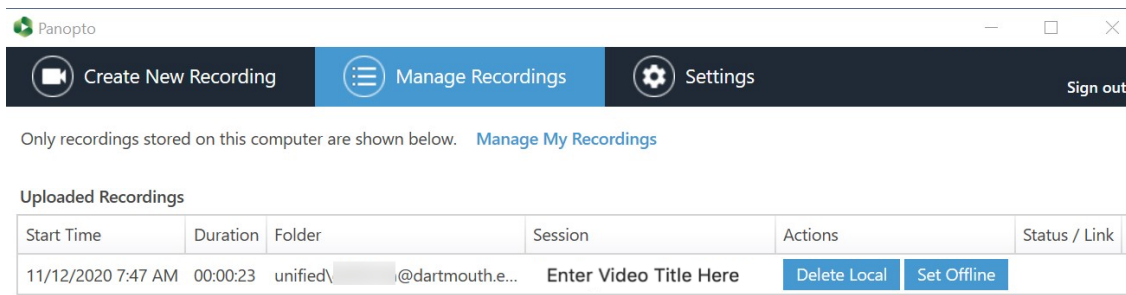

-   **Uploaded - Processing** is a recording that was just completed and is currently processing.
-   **Completed** is a recording that was already recorded, with a selected folder location, and uploaded to the server. If you have access to the video in the library, you can open the video settings using **view**, **edit**, or **share**.
-   **Offline Recording** is a recording that does not have a folder selected in Panopto, so it is only stored on your computer. You can select **Upload to Server** to select a folder and add them to your video library.
    Note: It is possible to delete recordings. If they have been uploaded already, you can delete the local copy and the recording will still be located on the server. If you delete a recording that has not yet been uploaded, that recording will be lost.

Step 4: Share Recordings

To share a video,
1. Find the video you want to share from the recordings list.
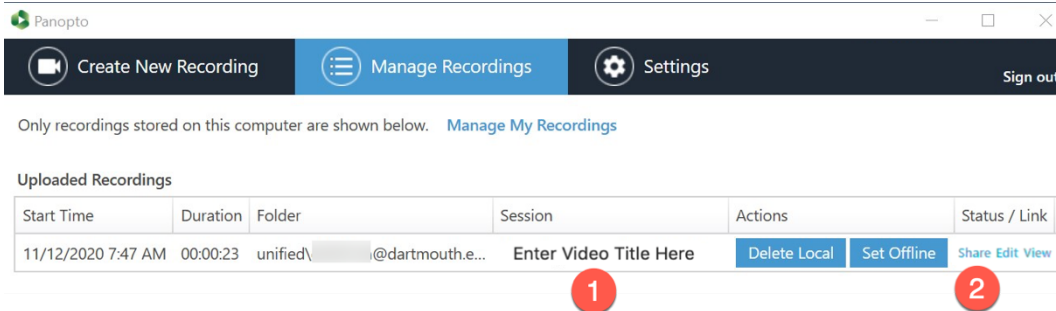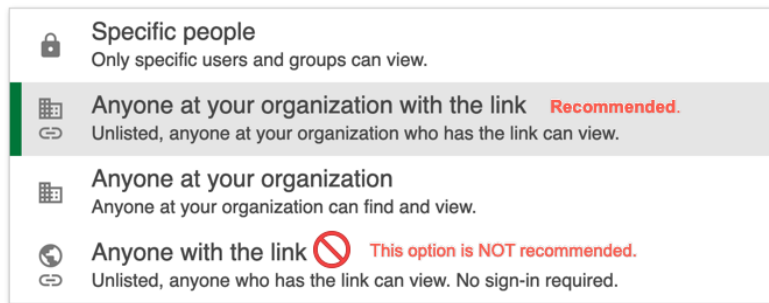

2. To the right of the video under ***Status/Link***, select **Share**.
3. When the browser opens, you can share using a Link or Embed.
4. To use the link, select the Sharing Option drop-down and select most appropriate option for the video.

   Note: By default, video sharing is set to Specific People. If you want to share it more broadly, you can select another option from the **Who Has Access** drop-down menu.
5. To use Embed, copy the Embed code and paste it within the HTML Editor in Canvas or other application.
   Note: If you're not comfortable working in HTML, please contact Geisel.Instructional.Technology@dartmouth.edu and we can add the code to Canvas for you.

Planning a 10 ---15 Minute Recording

Time	Topic	Purpose
15-30 seconds	**Introduction to the Recording** Briefly state your name, role, and topic. You may want to include the date, recording number, or title. If appropriate, tell the student how this topic relates to the course.	Introduce yourself and orient your student to the topic.
60 - 90 seconds	**Overview of the Recording** State a statistic, quote, short story, or statement to grab the listener's attention. Provide an overview of the topic and why it is important to the listener. You may also wish to link the topic to what the student already knows.	Provide the purpose and framework to help students process the information. Motivate the learner to listen to your presentation.
5 – 10 minutes	**Main Topic** Present your content in an organized manner. The organizational structure may be 1 or 2 related concepts, a comparison, or a sequence. Engage students through a rhetorical question or thoughts to ponder.	Focus on 1 or 2 manageable chunks of information that are most important for your listeners to know.
60 – 90 seconds	**Examples or Practice** State some specific and relevant examples to reinforce your main points. Examples may be anecdotal, personal, or humorous. You may also state frequently asked questions and the	Help the students remember and interpret abstract concepts in a more concrete way.
60 – 90 seconds	**Conclusion** Tell your audience what you told them in the recording. Using different words, restate the most important points for your listener to remember. Relate the content to what students are doing in class. Provide them with the next steps in their learning process by emphasizing what they should do -- read course material, review notes, submit questions, or write an assignment. If there is a follow-up recording, alert listeners to your next topic. If you are creating a series of recordings, strive to be consistent in your presentation format and style.	Reinforce the main points of your presentation. Relate the information to course content and provide a sense of closure.

This plan was created by the Center for Instructional Development and Distance Education at the University of Pittsburgh. The plan, with example text, is available online at http://www.cidde.pitt.edu/itunesu---faculty---guidelines.