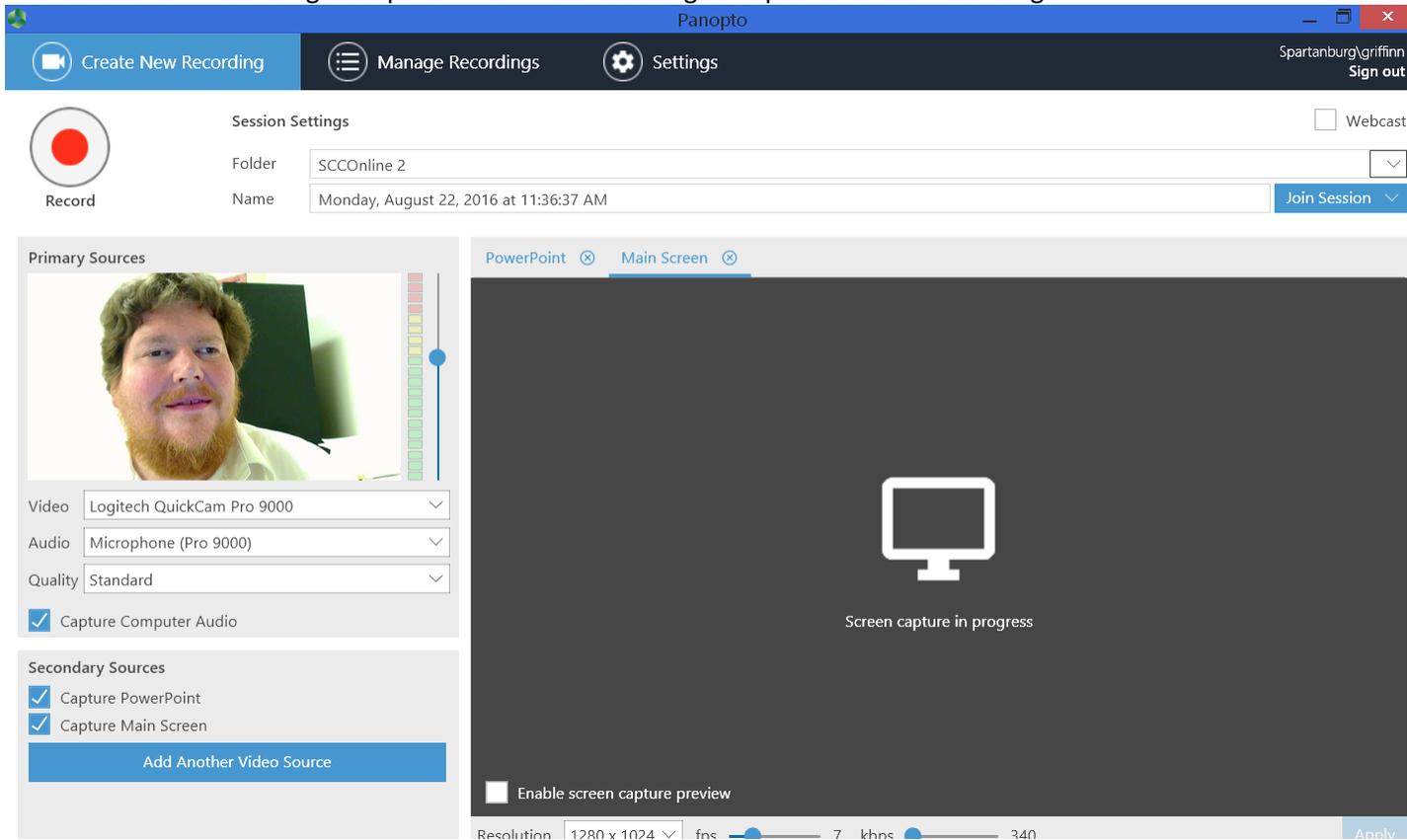


Panopto Drop Box Recording (Student/Windows)

Section I -- Preparing to Record

1. Make sure your webcam is installed and working before starting Panopto.
2. Start the Panopto Recorder from the Start menu or a desktop icon.
3. If Panopto logs in automatically, skip to the next step. If not, you may need to log in with your **MySCC Portal** username and password. If you experience problems, please review the **Getting Started with the Panopto Recorder** handout for setup instructions.
4. The **Create New Recording** tab opens. We will start setting the options for our recording.



5. Use the **Video** drop-down menu to select your webcam. Once selected, you will see a preview of the webcam. Select **None** if you do not want to record from the webcam.
6. Use the **Audio** drop-down menu to select the correct microphone. Test the microphone by speaking and watching the audio level indicator change. Use the slider to the right to adjust levels up or down as necessary. Levels that are too high will result in distortion. Levels that are too low will make it difficult for others to hear you.
7. Set **Quality** to **Standard** for most presentations especially if the video is just an individual speaking. Select **High** for higher quality if you are giving a demonstration speech and want a sharper picture that can show fine details or motions (this will take longer to upload and process).
8. The **Capture PowerPoint** checkbox integrates a PowerPoint file into the recording. The **Screen Capture** checkbox records what is happening on the computer screen, and is used to show software or websites. If you are making a recording with your camera only, uncheck both boxes. See the chart below for recommended settings for

different types of projects.

- The **Capture Computer Audio** checkbox is used to record the sound made computer programs or websites. If you plan to narrate, you should use a headset (instead of a built-in microphone) to prevent echo or feedback.

Presentation Type	Video	Audio	Capture PowerPoint	Capture Screen
Basic speech	Select your webcam	Select your microphone	Don't check	Don't check
Speech with PowerPoint	Select your webcam	Select your microphone	Check	Don't check
Speech with PowerPoint that has transitions or video	Select your webcam	Select your microphone	Check	Check
Software or web page demonstration	Optional (no webcam saves bandwidth)	Select your microphone	Don't check	Check
Interpreting online ASL video to speech	Select your webcam	Select your microphone	Don't check	Check
ASL interpretation of an online video with speech	Select your webcam	Select None for audio. Check Capture Computer Audio .	Don't check	Check

Section II -- Record Your Panopto Presentation

The steps for recording in Panopto vary depending on the type of presentation you wish to create. Select the instructions that best fit your assignment.

Record a basic speech

- When you are ready to begin recording, click the **Record** button or **F8**. If you need to pause, click the **Pause** button or **F9**.
- When you are finished, click the **Stop** button or **F10**. Panopto will switch to the **Recording Status** tab and we will upload the recording in the next section.

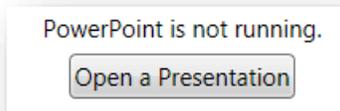
Begin Recording (with a screen capture)

- Switch screens to the program or webpage you wish to record.
- Press **F8** to begin recording. You can now speak and demonstrate your program or web page. Press **F9** if you need to pause.
- When finished, press **F10** to stop the recording.
- Switch back to the Panopto Recorder screen. Panopto will switch to the **Recording Status** tab and we will upload the recording in the next section.

Begin Recording (with a PowerPoint presentation)

- Make sure PowerPoint is not running on your computer.
- Click on the **PowerPoint** tab in the Panopto Recorder.

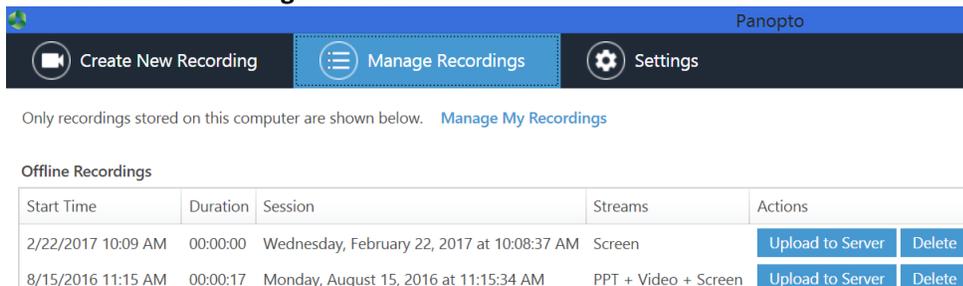
3. Click **Open a Presentation** button. A dialog box will open and you can select your PowerPoint fi



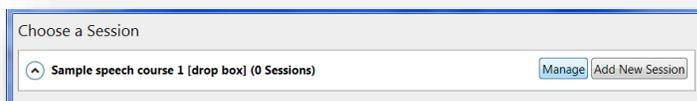
4. Click **Open** when you are ready to start.
5. PowerPoint will start with your presentation in full-screen. Once it comes up wait about 1 second and begin. If you need to pause, press **F9**.
6. When you are done, click **F10** to stop.
7. Click the **Esc** key to exit the full-screen view of the presentation and then exit PowerPoint.
8. Switch back to the Panopto Recorder screen. Panopto will switch to the Recording Status tab and we will upload the recording in the next section.

Section III -- Uploading and Processing

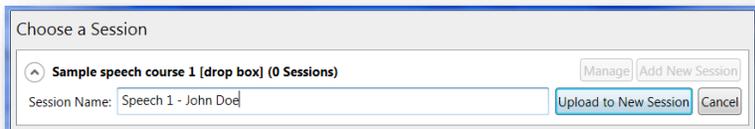
1. There will be several groups of recordings in the **Recording Status** screen. Your recording should be at the top of the **Offline Recordings** section.



2. If you were not happy with your recording, click the **Delete** button next to the recording and then click on the **Create New Recording** tab to start over.
3. If you are ready to submit your recording, click on the **Upload to Server** button.
4. The **Choose a Session** dialog box will appear. Click **Add New Session** next to the folder or student drop box you wish to upload to.



5. Enter the name of your recording in the **Session Name** field. **Your instructor will give you specific instructions on the session should be named.** Click **Upload to New Session** to start uploading.



Choose a Session

Sample speech course 1 [drop box] (0 Sessions) Manage Add New Session

Session Name: Speech 1 - John Doe Upload to New Session Cancel

6. The Panopto Recorder will begin uploading your presentation to the server for processing. You can view the progress in the **Currently Uploading Recordings** list. This time will vary depending on the length of your recording, your Internet speed, and how busy the Panopto server is. Panopto will send you an e-mail when the recording is ready.
7. When processing is complete, you will see it listed under the **Uploaded Recordings** list. Click the **View** link next to the recording name to view it from the Panopto website. You do not have to wait for the recording to be processed before starting a new recording.
8. If you want to delete the video, click the **Set Offline** button. The video will go back up the **Offline Recordings** list. Then click **Delete Local** to remove it from your hard drive.