Recording and Upload Options – **Record a new session**

If you decide to use Panopto recorder to **record a new session**, you will be prompted to either Open  
Panopto if you have already installed it or else to download it to install it. Once it is  
installed, press Open Panopto to launch the Panopto recorder.

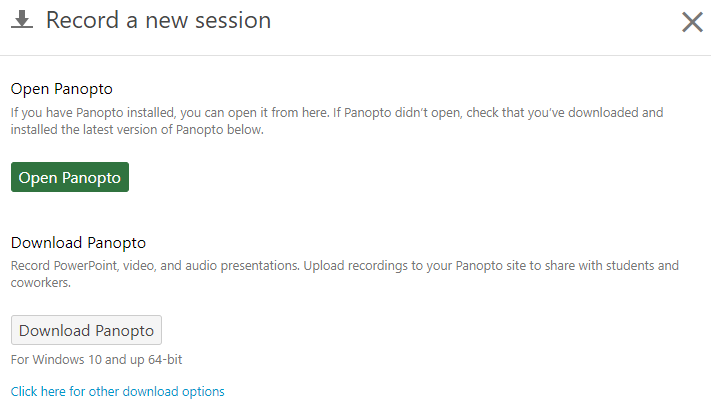


Figure 1 Launch Panopto or Download Panopto

Panopto Recorder: Settings

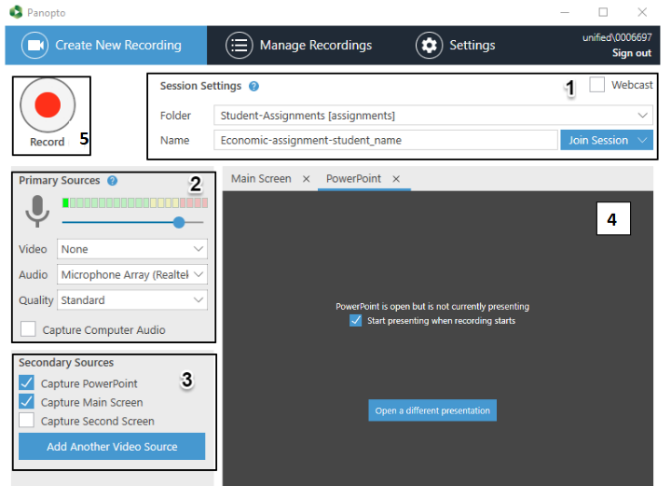


Figure 2 Panopto Recorder

### 1: Session Settings

Use the **Session Settings** area of the recorder to specify your Folder and session Name.

**It is essential you select the correct assignment recording folder, as this will ensure that your  
module tutor(s) can access your work. Contact your module lead if you are unable to access to  
your assignment folder.**

Select the Folder drop-down list then click the relevant folder/module name:

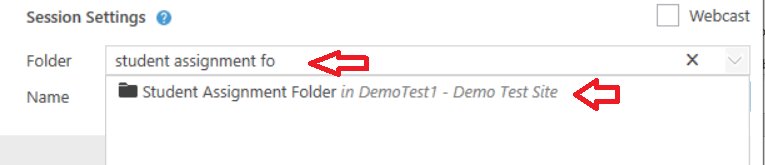


Figure 3 Assignment Folder

Assignment folders are identifiable by the [assignments] suffix.

Once selected, your recording will be stored in this cloud folder. The recording will be  
restricted so that only you and your module tutor(s) can access it.  
Figure 4. Panopto Recorder

After selecting the correct folder, enter a Name for your recording. You can amend the name  
later, if required.

2: Primary Sources

Use the **Primary Sources panel** to select the Video and Audio inputs for your recording:

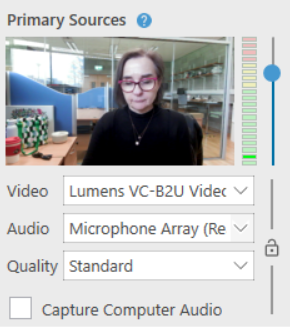


Figure 4 Primary Sources Panel

Select your **Video** input, for example Lumens VC-B2U Video webcam, from the drop-down menu. If  
you do not want to capture video, select None.

Select your **Audio** input, for example the webcam microphone, from the drop-down menu. Audio is required for every recording.

**Important:** Ensure you adjust the input volume using the blue slider. For best results, the volume indicator should reach the top of the green section when presenting.

The **Quality** drop-down should be set as High in most instances. Higher quality settings are available.

If you are recording your screen and would like to capture related audio, select the **Capture Computer Audio** box.

### 3: Secondary Sources

Use the Secondary Sources panel to select any additional inputs for your recording:

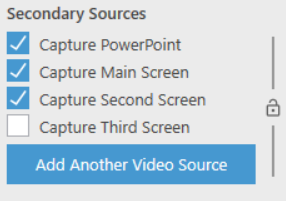


Figure 5 Secondary Sources

Select **Capture PowerPoint** if you would like to include PowerPoint slides in your recording.  
Viewers will be able to view and navigate through the slides, in time with your audio/video.

Select **Capture Main Screen** to record any content on your main monitor. Example use cases include  
recording software or website demonstrations.

If you have a second monitor, you will also have the option to **Capture Second Screen**.

We recommend you capture both PowerPoint and the Main Screen.

4: PowerPoint Tab.  
To include PowerPoint in your presentation, please open it on your pc.

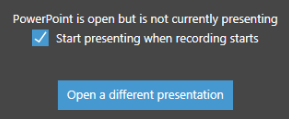


Figure 6 PowerPoint Presentation

The **Start presenting** when recording starts option will put your PowerPoint slides into presenter mode, as soon as you click Record.  
If you need to open a different PowerPoint presentation, click **Open a different presentation**.

5: Recording your presentation  
Once you have configured the recorder and opened your PowerPoint presentation (if required),  
you can begin recording.

1. From the top-left hand corner of the recorder, click **Record** to start. Alternatively, you  
   can use the **F8** shortcut key to start recording.
2. Deliver your presentation and proceed through your PowerPoint slides and/or  
   software demonstration, if applicable. You can return to the recorder to **Pause (F9)** the  
   recording, and **Stop (F10)**, when completed.
3. After stopping the recording, the **Recording Complete** message appears
4. If you are happy with the recording, press **Done**. To delete the recording, click Delete and  
   record again.

**Note:** The upload procedure may take some time to complete. Panopto will provide you with  
instructions to let you know when it is safe to close your browser window.

Further details on how to record a session using Panopto Recorder at the following links:  
Windows PCs: <https://support.panopto.com/s/article/basic-recording-1>

For Mac: <https://support.panopto.com/s/article/Recording-with-Panopto-for-Mac>