# Installing and Using Panopto to Record (Instructor)

These instructions are also covered in the CCI Getting Started with Panopto video if you prefer to watch. Also, Panopto video tutorials are available at Get Started with Panopto (be sure to watch **How to Record Video Presentations**).  Campus policies on Panopto can be found at Panopto Policies.

## Access to Panopto (Step 1)
Panopto is accessed through Moodle. Faculty may request a Moodle course through BearPAWS if they don't have a Moodle course for their class.  Staff and non-teaching faculty may request a Moodle course by contacting the CCI at cci@potsdam.edu.

## Adding Panopto Block and Recorder (Step 2)
1. Login to Moodle, find your course in *My Courses*, and select your course.
2. Select ⚙ *Turn Editing On* button and scroll down.
3. Select **Add a block** pull-down and select *Panopto*.
4. Scroll down to the *Panopto* block.
   o **If necessary**: Select the *Provision Course* link if displayed (back to course).
5. Download and install the recorder.

** You will need to add the *Panopto Block* to each course that will use Panopto videos.

## Panopto Server (Step 3)
When you first open the Panopto recorder, you may be asked to enter the Panopto server/location, which is potsdam.hosted.panopto.com.   By the way, you can also access Panopto directly by typing this address in your browser although most of the time you will access Panopto through Moodle.

## Record (Step 4)
1. Open the *Panopto Recorder* using desktop short-cut.
2. Login using your regular campus username and password.
3. Select *Remember Username* check-box.
4. Select a folder from the *Folder* pull-down.
5. Name your video.
6. Adjust settings (see below)
7. Press Record.

## Panopto Settings
Panopto will allow you to record up to three sources simultaneously.  For example, you could record your PowerPoint presentation, your webcam, and anything displaying on your computer screen all at the same time.  This gives users watching your Panopto video a lot of control as they can decide which source to focus on.  In addition, when capturing a PowerPoint presentation, Panopto allows users to quickly jump to the section they want by creating content links to presentation slides.  See below for setting recommendations when recording one, two, or three sources.

**Primary Source Settings**
Normally used for capturing a webcam (e.g. you want to be seen while presenting a PowerPoint presentation).
- **Video**: Select the Webcam you are using.
- **Audio**: Select the audio source you are using (normally a webcam).
- **Quality**: Set to High or Ultra.

**Secondary Source Settings**
Normally used for capturing your computer screen or a PowerPoint presentation.
- Select *Capture PowerPoint* check-box to launch and record a PowerPoint.
- Select *Capture Main Screen* check-box to capture anything on your screen (websites, Word, etc.).

**Recording the Computer Screen ONLY**
Normally used when you want to narrate a PowerPoint presentation or demo a website, but don't want to be seen.
- **Video**: Select None.
- **Audio**: Select the audio source you are using (normally a webcam).
- **Quality**: Set to High or Ultra.
Then, select **one or both** of the following options:
- Select *Capture PowerPoint* check-box to launch and record a PowerPoint.
- Select *Capture Main Screen* check-box to capture anything on your screen (websites, Word, etc.).

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**Panopto using an iPhone/Android**
- Download *Panopto Mobile* from *App Store* or *Google Play*.
- Enter site address: potsdam.hosted.panopto.com

**Record (App)**
- Open *Panopto Mobile* app.
- Sign in using CCA (username and password).
- Select the ☰ icon.
- Select **Record and upload**.
- Select the correct "Assignment" folder (swipe down to refresh).
- Give your recording a name.
- Press **Start recording**.
- *\*\*Panopto will ask for permission to use your camera and microphone.*
- *\*\*\*Retry recording if Panopto doesn't start recording.*
- Press **Record** (and stop when done).
- Press **Use Video** to upload (or go back to Panopto).
- Select **Upload** video.