

Panopto Windows Recorder Explained

The Panopto Recorder allows a lot of flexibility in how and what you can record. A presenter may wish to record alone (with one computer) or with a videographer using a separate computer. This section will cover all aspects of recording with one computer. In this recording scenario, all presentation content (PowerPoint and/or screencapture) and video/audio is recorded from one computer.

Installation & Setup

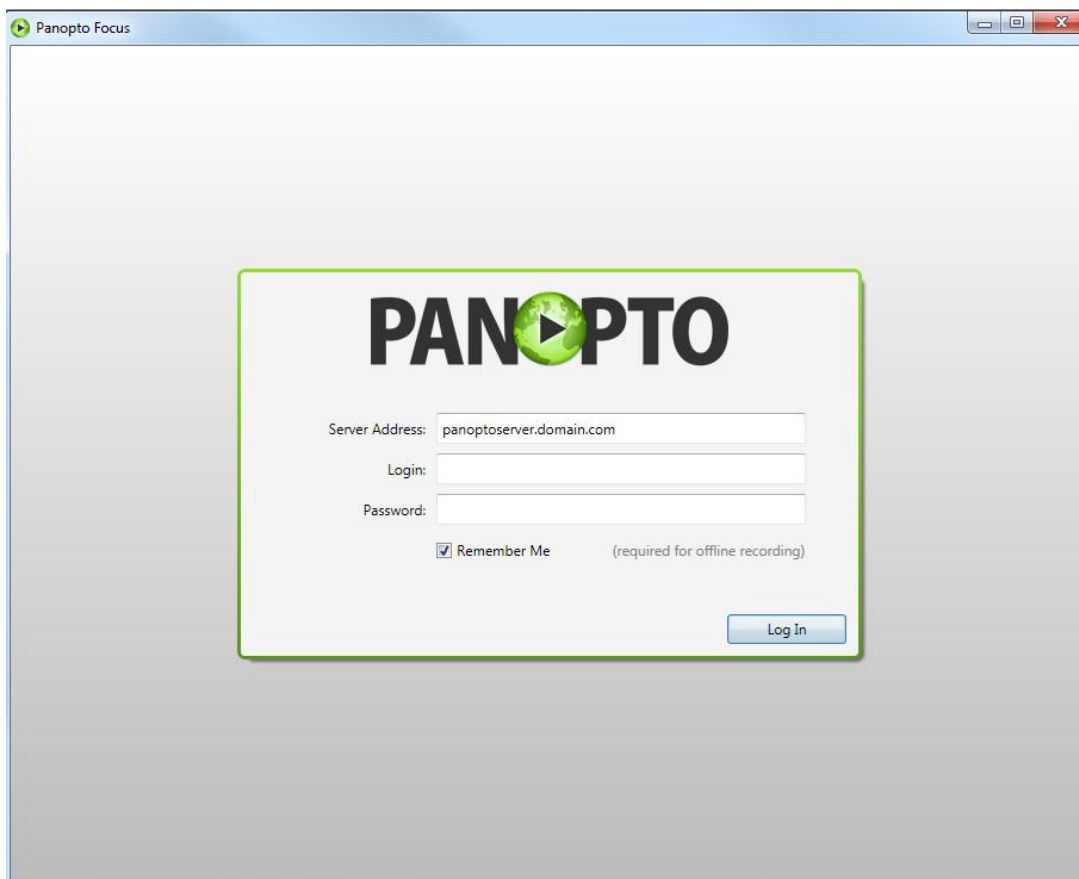
The Panopto Recorder is very small and very easy to install. It can only be installed on computers using Windows XP, Vista, or 7 (32 and 64 bit). Your computer should also have a large amount of free drive space to capture your video/recording.

Logging In

Creators are able to log in to the Recorder with their credentials and record video, audio, PowerPoint presentations and also add Screen Capture functionality.

The first step in presenting from the Panopto Recorder is to open the application on your computer.

Start → Programs → Panopto → Panopto Recorder



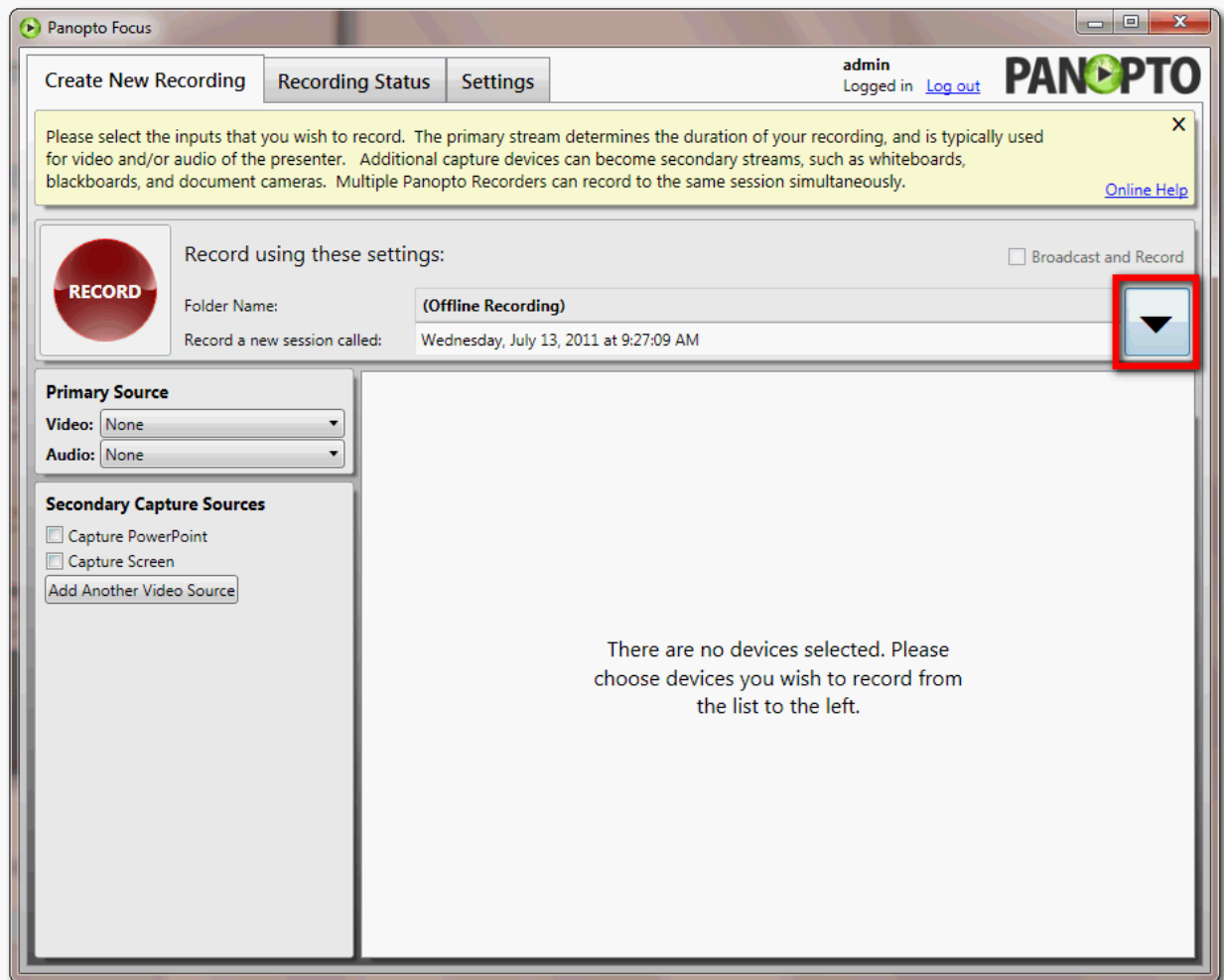
Once you've entered your Panopto Server Address, Login, and Password, click the Log In button. You may also choose to save your information by selecting the "Remember Me" box.

Adding Folders and New Sessions

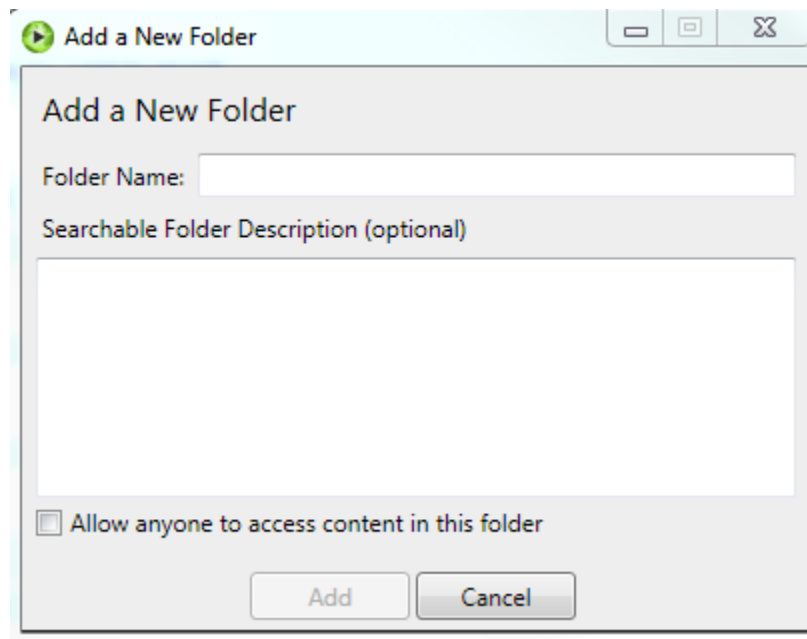
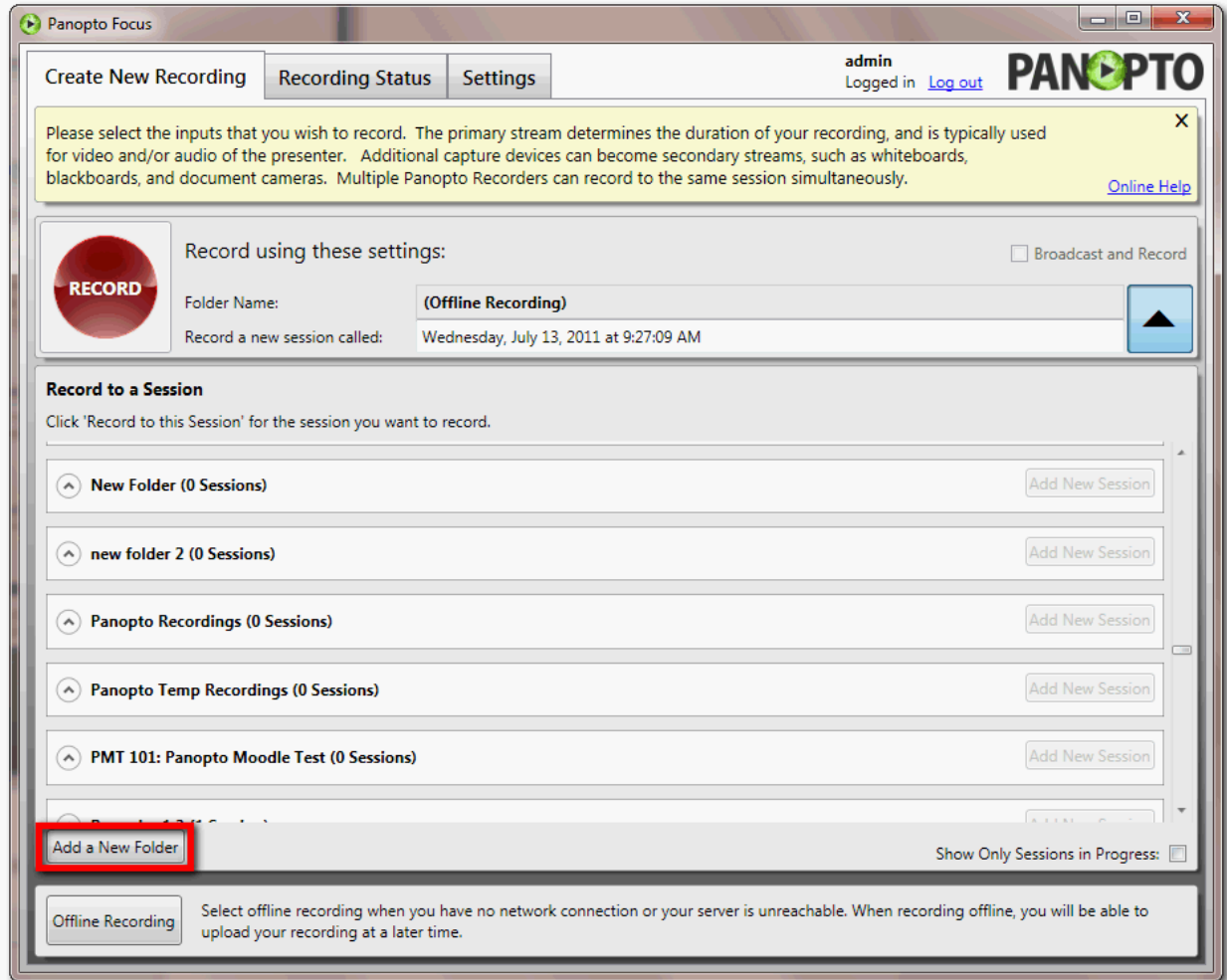
By default, the Recorder will open up to the last known good configuration of recording devices. If you have recorded content before, the same devices will automatically be chosen.

In this example, we have not recorded content before so we will start off with an Offline Recording.

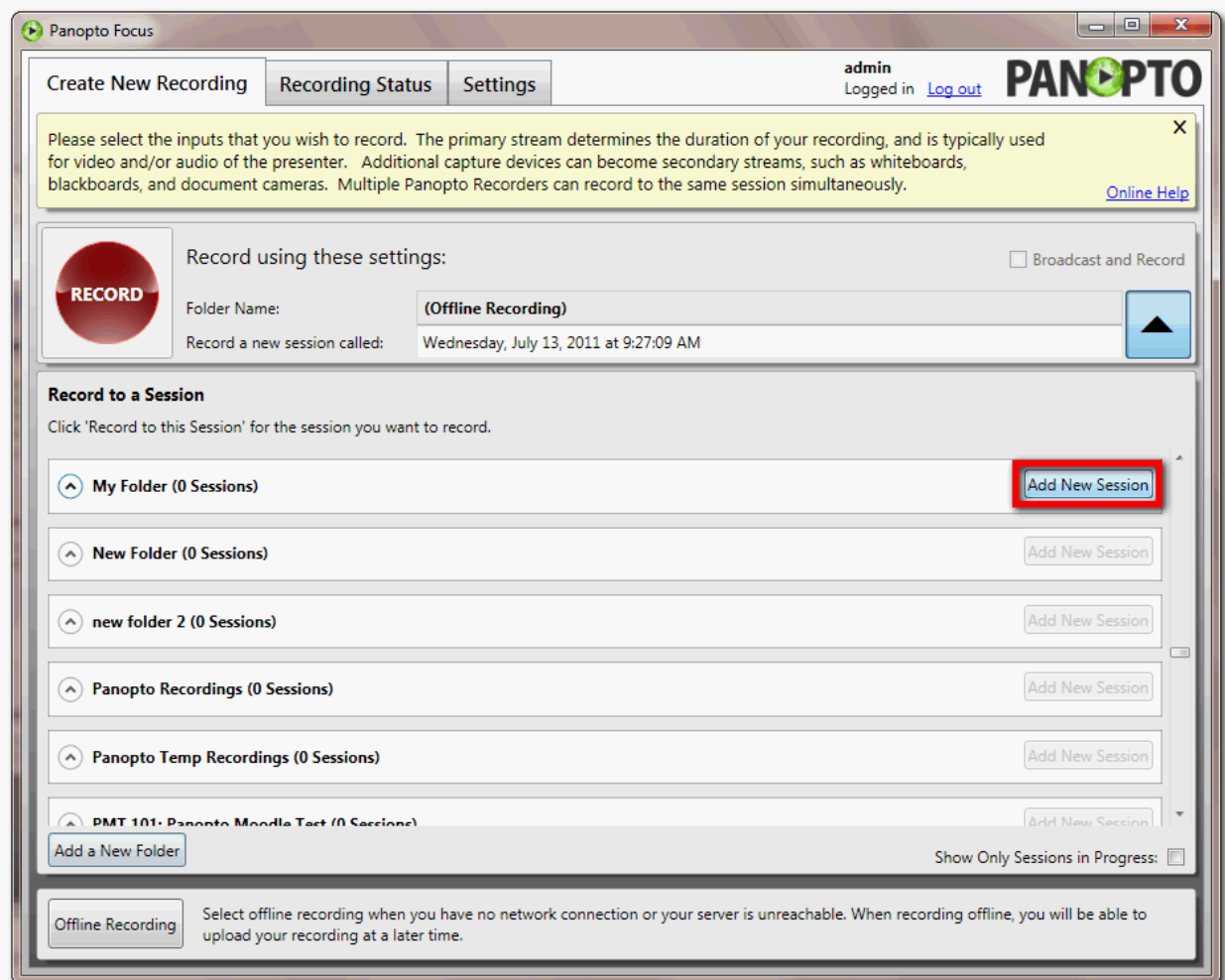
To complete an Online Recording, click the down arrow as highlighted in red below.



Click on "Add a New Folder"

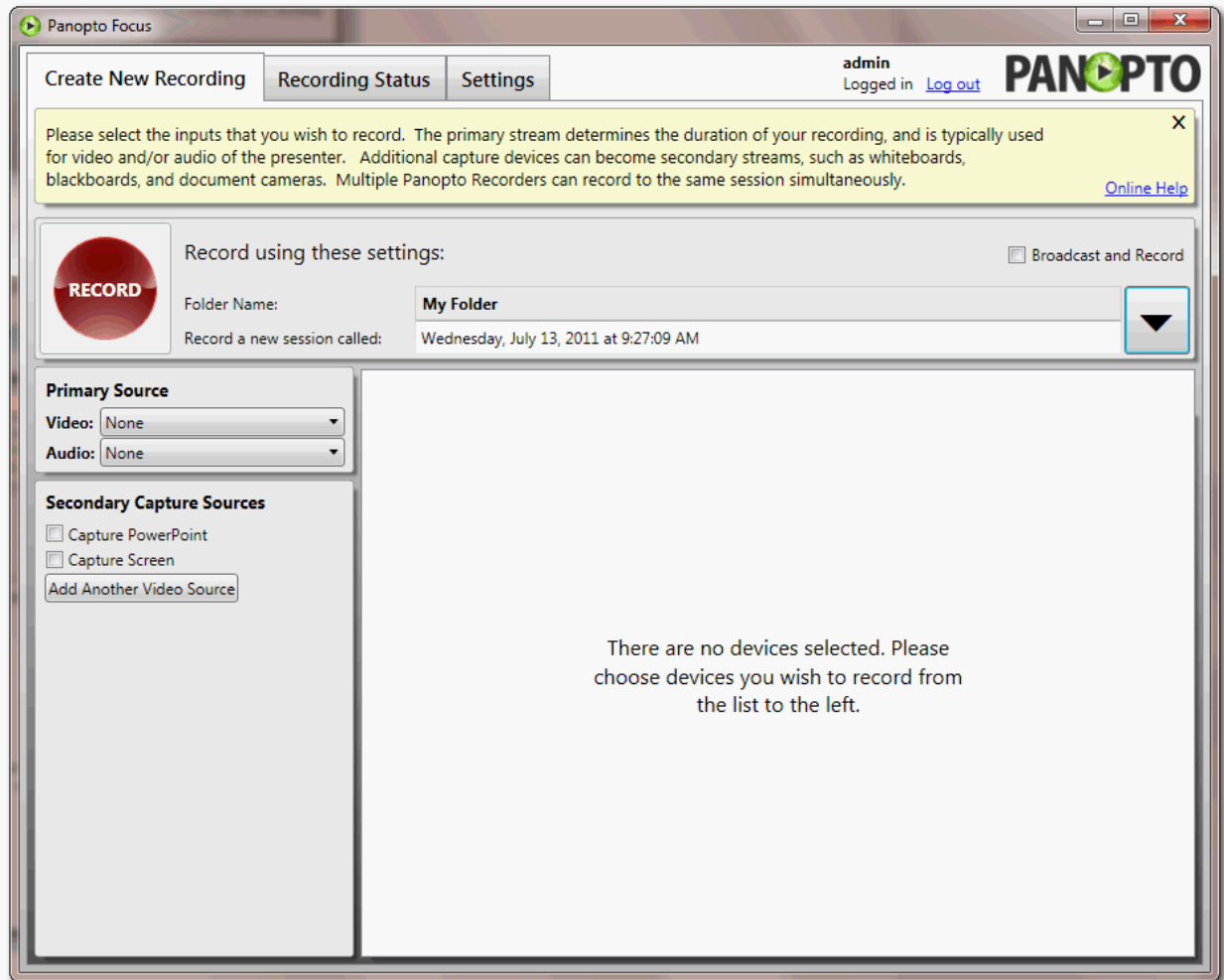


Now that the Folder has been created, you may create a new Session. To do this, click on "Add New Session" to the right of the Folder name.



The Recorder will allow you to immediately select recording devices and start recording.

The date and time are entered as the Session Name by default. You may change the text of the Session name if preferred.



Choosing Recording Devices

After you have created a new Session to record to, you may choose the devices that you wish to record with. These devices include cameras, audio inputs, screen capture, and PowerPoint. To select the device you wish to use in your recording, simply choose the device from the drop down boxes. To re-select it, change the option in the drop down box to None.

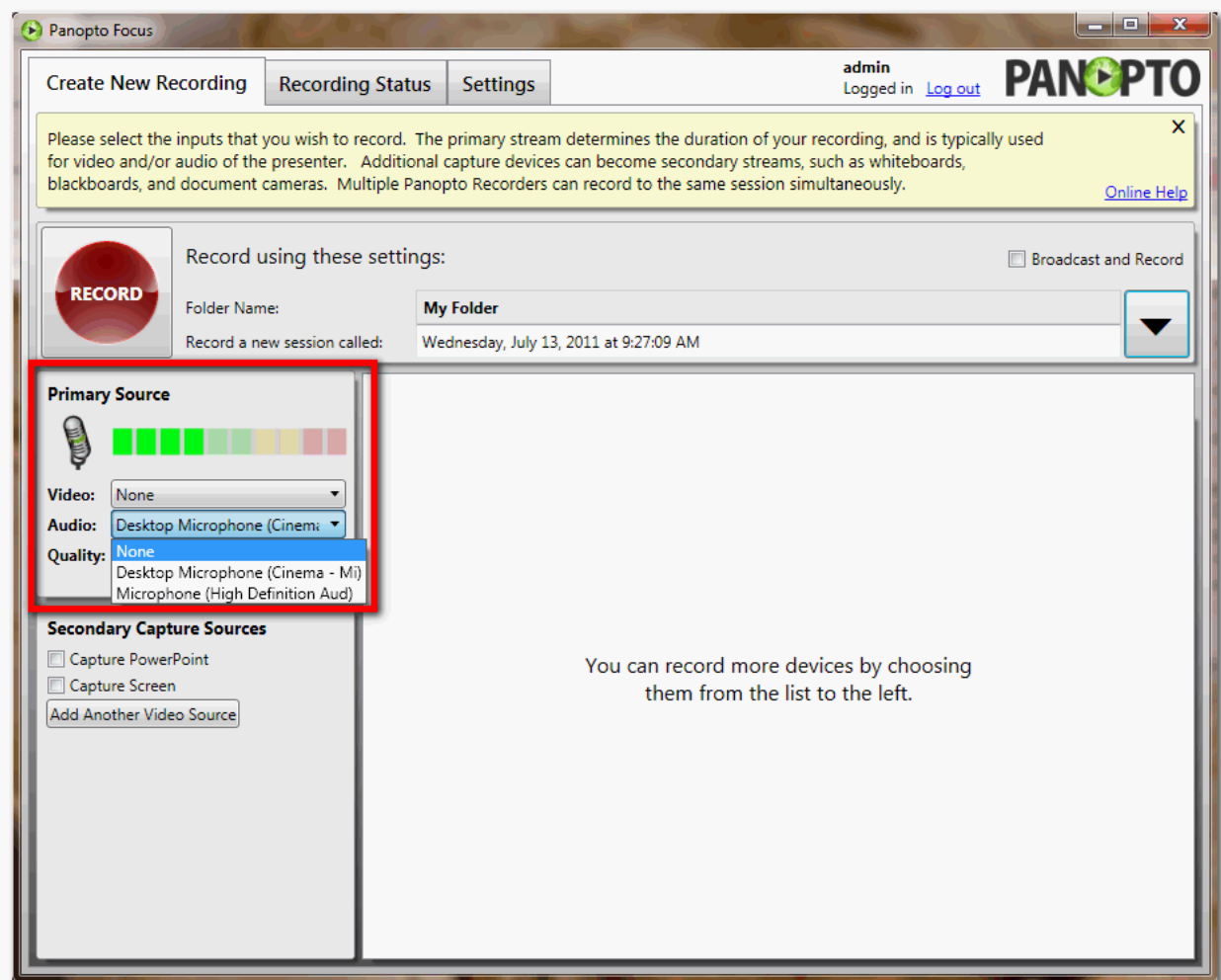
****Note:** Audio and/or Video is required for all recordings. If recording from two separate computers, the Recorder will allow you to record with no audio or video selected, however, the session will not process until the other computer uploads the audio and/or video to the system. You will receive a pop up error message if no audio/video is selected when recording.

+ Audio

Most recording scenarios will require that you select an audio device. Several audio devices may be displayed if you have multiple audio inputs. If you are using a DV camera or capture card you may also see those audio devices listed.

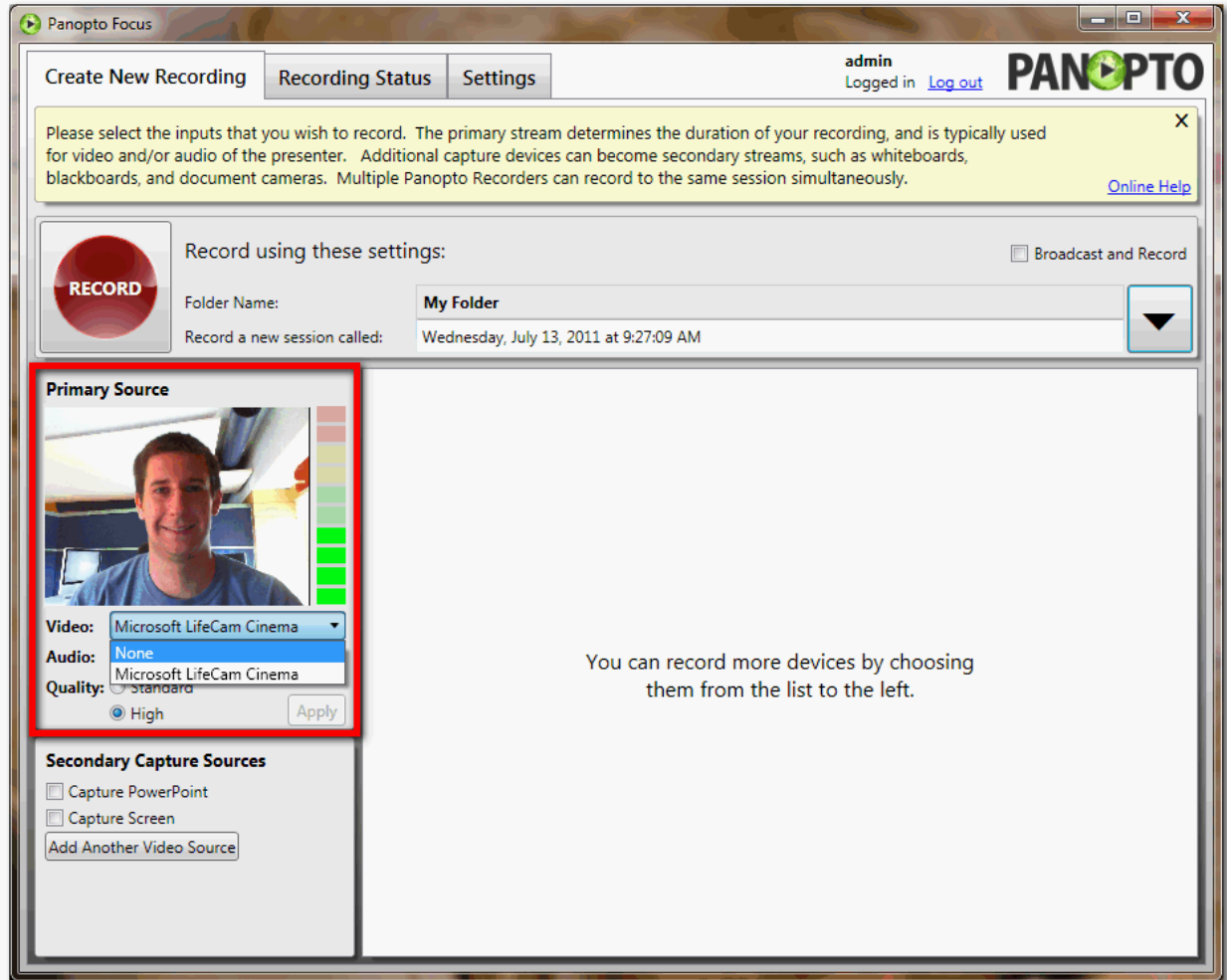
Using the drop down box next to **Audio**, simply choose the audio device you wish to record from.

After you have chosen the device you would like to use, you can test it by using the Audio Level Meter. The meter should rise and fall as you speak to indicate the volume of your recording. You may only use one audio source at a time.



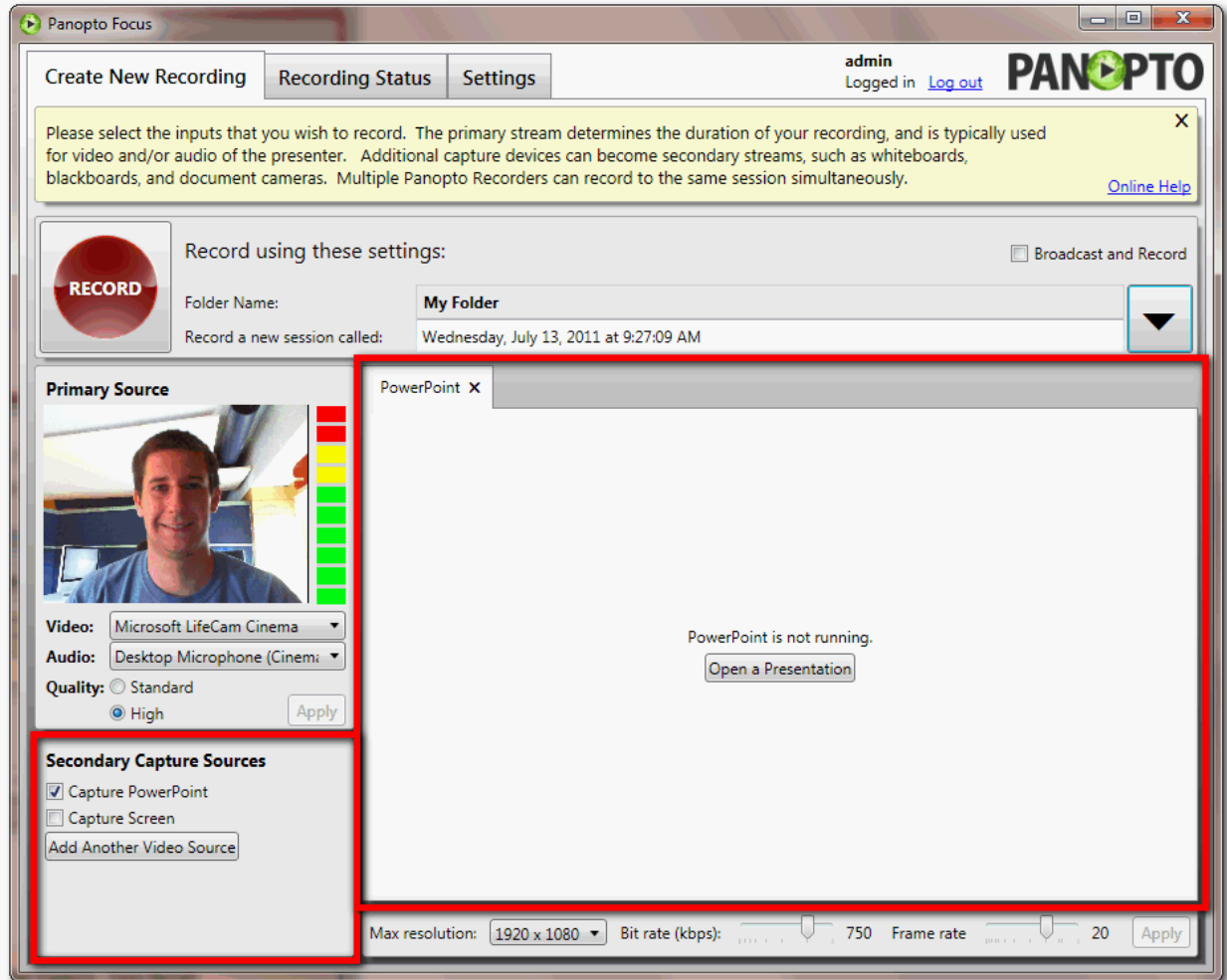
+ Video

You may wish to add video to your recording. The first video source you select will become your main video during playback. If you add additional video sources, for example to record a chalkboard, they will be viewable in tabs that will be added to your presentation. Additional video recordings are not played back in full motion to save bandwidth for the viewer. You may add as many video sources as you like within the limits of your computer's processing power.

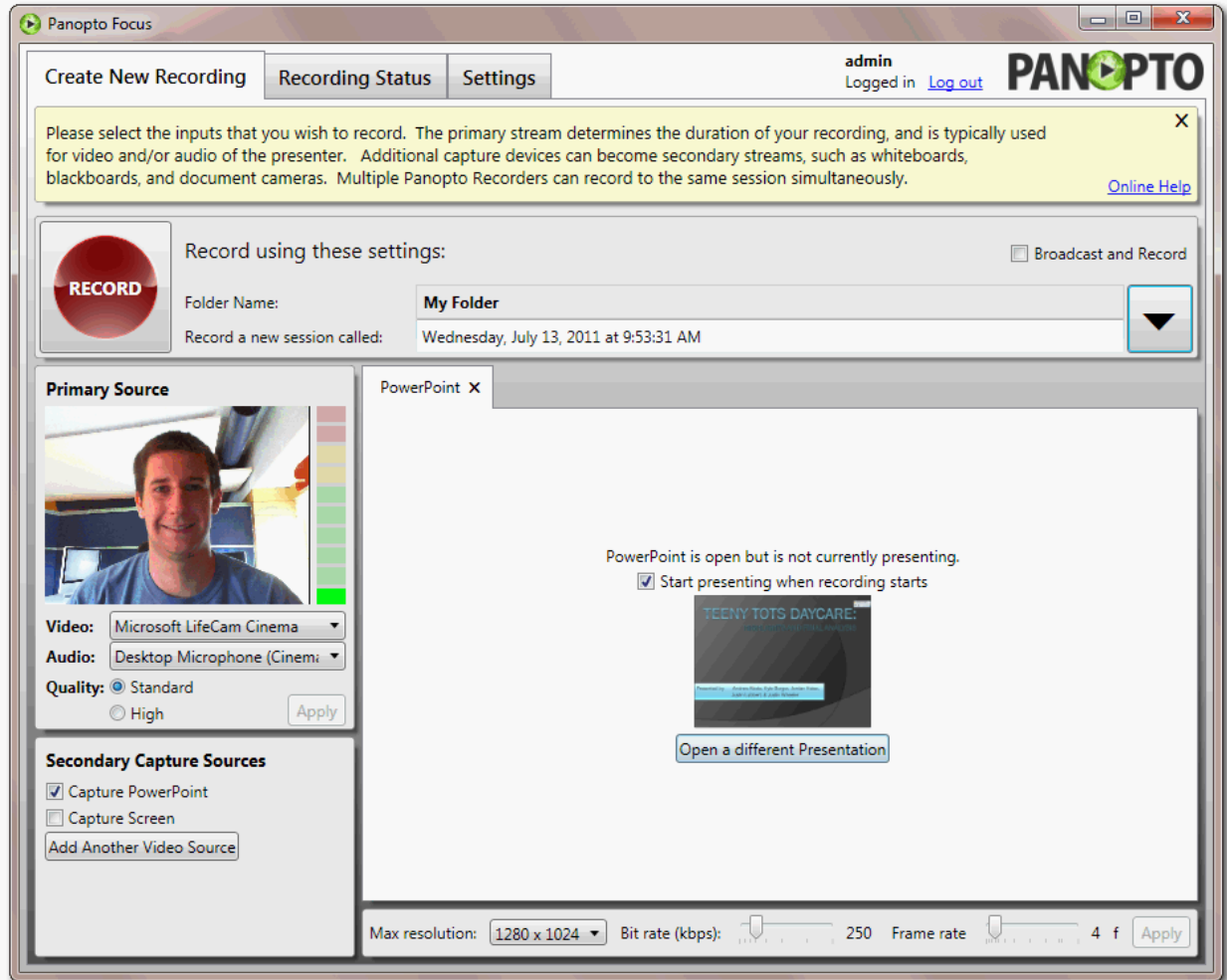


+ PowerPoint

You can include PowerPoint presentations in your recording. To do this, choose the "Capture PowerPoint" source in the left-hand column and it will add a tab to the right-hand window for your PowerPoint file. This box will allow you to open a PowerPoint (.ppt or .pptx) file or, if PowerPoint is already running, allow you to include the presentation that is open. You can open up a presentation at any time during your recording, or open several presentations before start. Your slide changes will not be recorded until you put PowerPoint into Presentation Mode.



Click on "Open a Presentation" to browse for the PowerPoint file that you wish to present. PowerPoint will automatically open and a thumbnail of the first slide will be present in the right-hand window.



+ Screen Capture

If you wish to capture what is being displayed on your computer screen, you will need to select "Capture Screen" in the left-hand panel. This will allow you to capture everything being displayed on your screen to be played back with the final video.



New Screen Capture Settings

Allows you to adjust screen capture resolution, bit rate and frame rate on the create a recording tab in the Panopto Recorder.

Max Resolution: Click the pull down box to choose desired resolution

Bit Rate and Frame Rate: Move the slider to the desired bit and frame rate

Click **Apply** to save changes



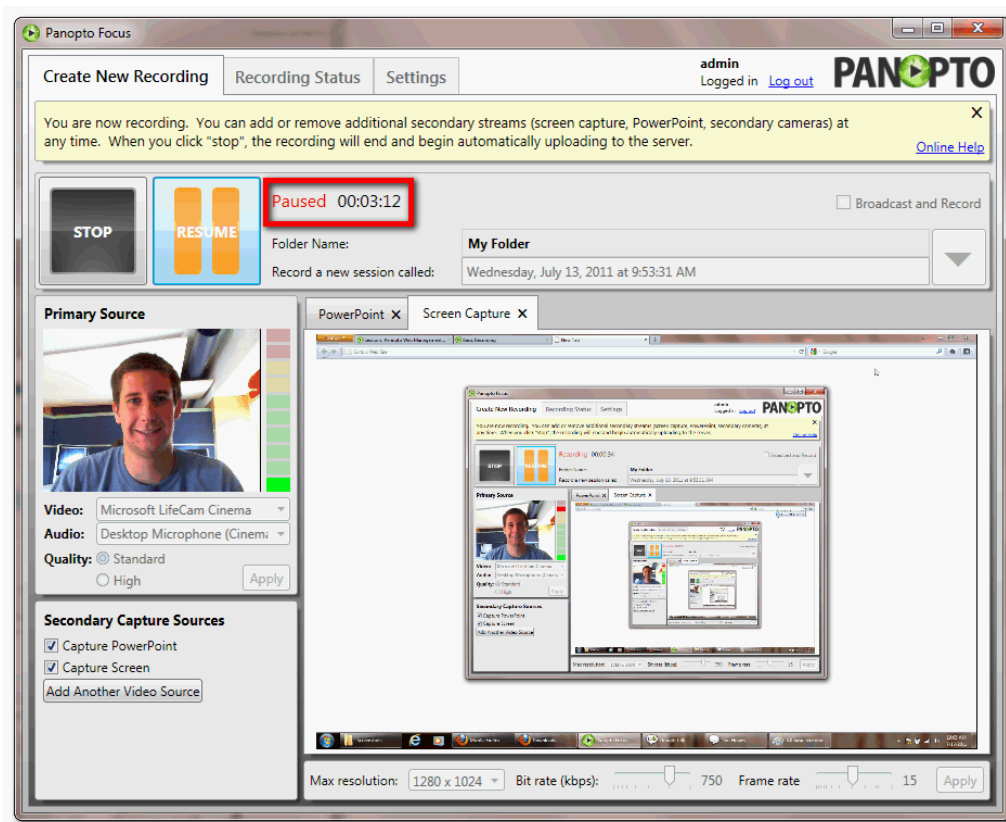
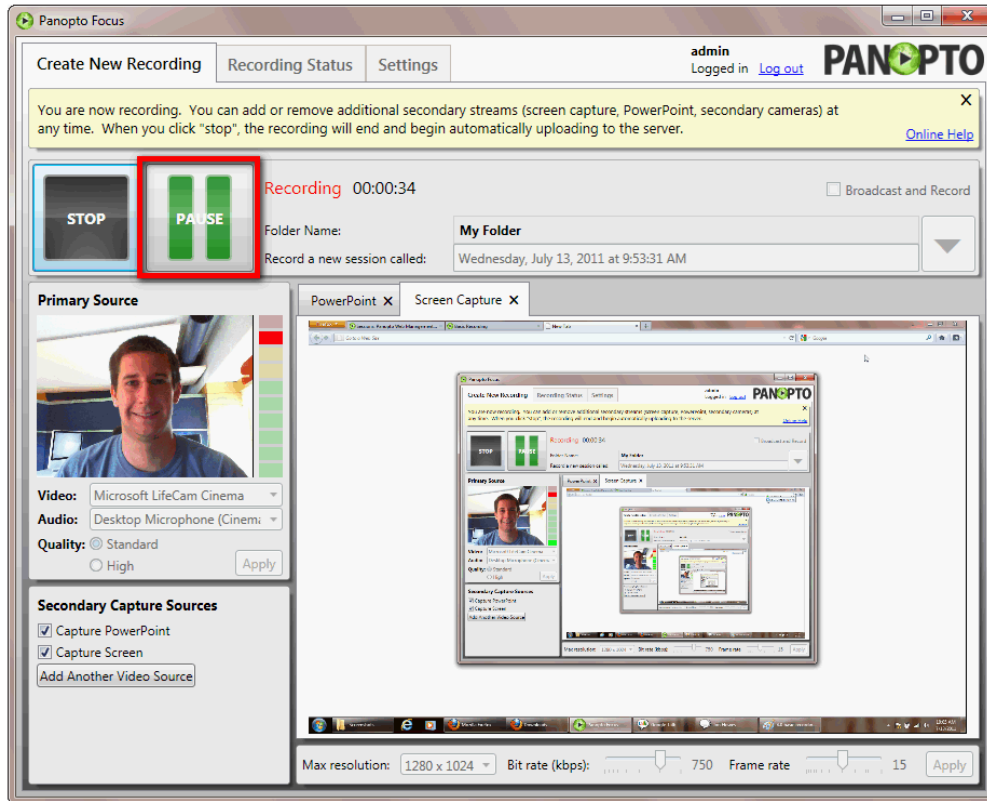
Start a Recording

Remember you can choose any combination of devices you need for your recording. Once you are satisfied with the devices you will be using, click on "Record" to begin the recording process.



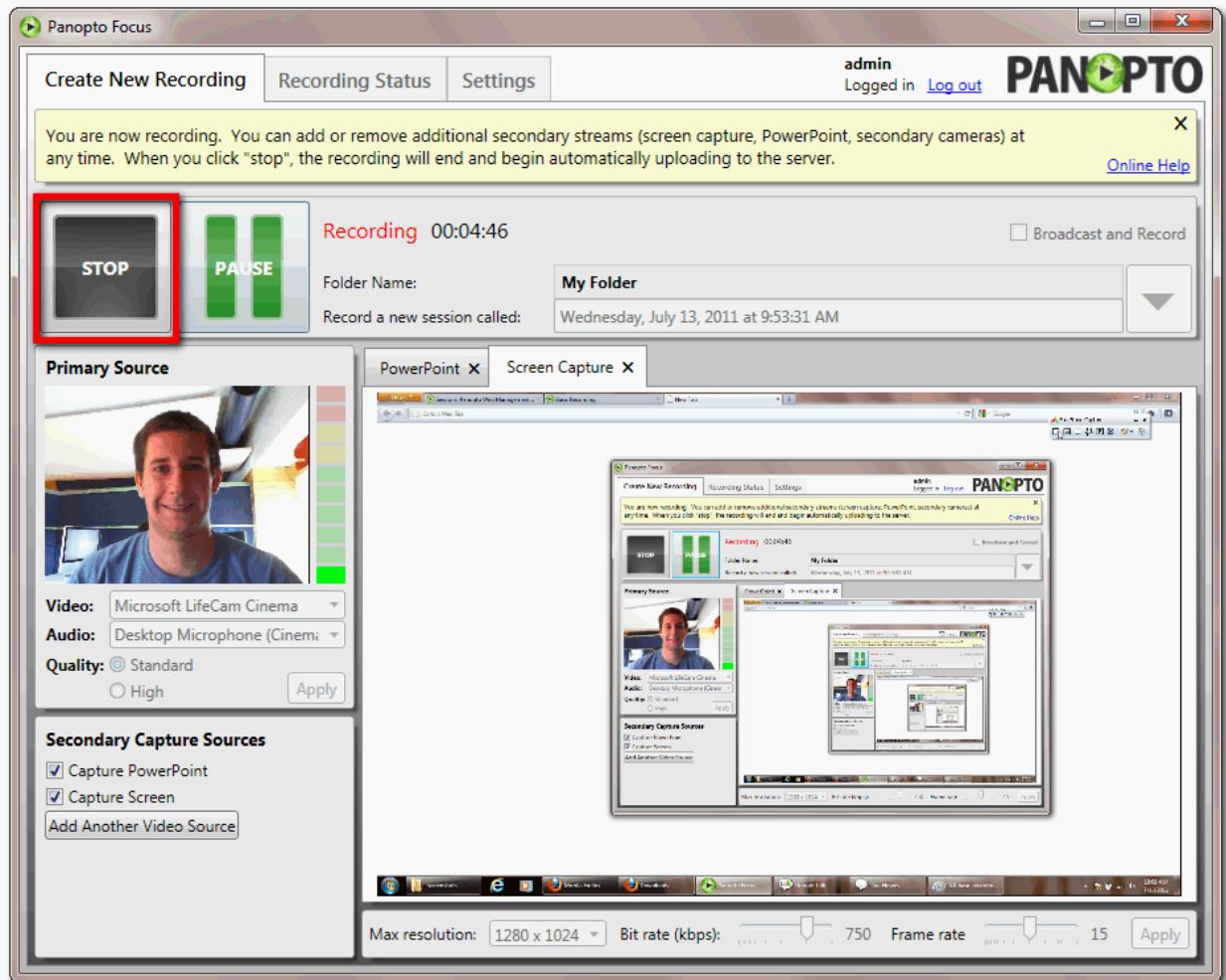
Pause a Recording

The Pause button allows you to stop recording during a presentation to skip portions that you don't want to be shown in the final cut that your viewers will see. This same task can be achieved via the Panopto Editor post production but the Pause button allows you to do this while recording so it can be made available for your viewers without having to edit out content after recording. This will be helpful if you have some dead air time at the beginning, middle, or end of a recording. If you take a break during a recording, simply press Pause when break starts and click Pause again after the break is over to continue recording. As a backup, we continue recording all content while the Pause button is selected but it will not show up to your viewers. This is helpful in case you forget to un-Pause a recording.



End a Recording

Once you have completed your session, click on the "End Recording" button. You will then be taken automatically to the "Recording Status" tab. If your recorder is set to automatically upload recordings you will be able to watch the progress as your recording is uploaded (the green bar) and verified (the orange bar) on the Panopto server. If your recorder is not set to automatically upload completed recordings you will be given the option to start or resume the upload of the recording. If you installed the background upload service, you can close the recorder and allow the data to be transferred.



Manage Uploaded Recordings

The Recording Status tab will show you several things. First, if there are recordings that are currently uploading, they will appear at the top of the page (see below). Second, the Status/Link column show if the recording either the current status (processing, encoding,..etc) or the viewable link once it's available. You may now choose to delete the original source files from your recording computer. Next to each recording is a button titled "Delete from Disk" that will delete all recording information from the recording computer.

More Information

For access to additional information, tutorials and workshops, please visit the Center for Academic Technology website, <http://www.butler.edu/it/cat>, contact any Center for Academic Technology staff member at training@butler.edu, or contact the Information Commons desk in Irwin Library at infocommons@butler.edu or 940-9235.

Bibliography

"Windows Recorder Explained." Panopto Support. Web. 06 Jan. 2012.
<<http://support.panopto.com/focus-4-articles/23-windowsrecorder/269-recorder-explained>>.

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