How to Record with Panopto for Windows using your on-campus PC

This guide will show you how to record using Panopto for Windows using your on-campus PC. Panopto for Windows allows users to record alone (with one computer), with a videographer (using a separate computer), or to live webcast their recording. In this guide, the recording scenario is a single user (with one computer) presenting with different content (e.g. PowerPoint, Keynote, and/or screen capture and using audio/video).

Opening Panopto and Introductory Tour

1. To record a video in Panopto, open the Panopto software. If you have not yet downloaded Panopto, please see the guide for this.

2. The Panopto recording application will open, and you will be logged in.
3. When you first log in to the recorder you will be prompted with information that further explains all the different areas of the recorder.

4. The second tour will go over the **Primary source settings**.

**Capture computer audio:**
Use this setting to capture audio from your PC applications.

5. The third tour will go over the **Secondary source settings**.

**Video resolution:** controls the size of the video that is captured.
**Frame rate:** a higher number of frames per second (fps) captures results in a smoother motion.
**Bit rate:** controls the file size of the resulting video. Please note the higher the quality, the larger the finished file size.
6. You can skip the tour and always go back and click on the blue *info* buttons, located next to *Primary Sources, Session Settings*, and to the far right of the Resolution toolbar to get the tours again.

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**Recording Folder and Session Name**

1. Under *Session Settings*, select the drop-down *arrow* to select the folder where you want your recording to be saved.
2. A user can name their video here under Session Settings. If unnamed by the user, Panopto will automatically assign the date and time the video was recorded as its name.

3. Under Primary Sources, select the audio drop-down menu. Select your preferred, connected microphone. For a successful recording, a primary audio source must be selected.

4. After selecting your audio sources, test your audio volume by talking in a normal voice. As you talk, a few green bars should appear. If the green bars don’t appear, or if the red and yellow bars are highlighted, adjust the volume by using the slider located to the right of the bars.
5. To record video of a presenter, select a primary video source from the Video drop-down menu.

Please note, select None if you only want to record a presenter’s audio.

<table>
<thead>
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<th>Quality Settings:</th>
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<td>There are three different quality settings available to help you record a high-quality video.</td>
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**Standard Quality:**
- Audio Only – 64kbps
- Primary Video Resolution – Up to 640x480
- Primary Video and Audio – 600 kbps
- Primary Video, Audio and Secondary Video (640x480, 10 FPS, 340 kbps) – 1240 kbps

**High Quality:**
- Audio Only – 96 kbps
- Primary Video Resolution – Up to 1024x600
- Primary Video and Audio – 1000 kbps
- Primary Video, Audio and Secondary Video (1024x768, 15 FPS, 1000kbps) – 3031 kbps

**Ultra-Quality:**
- Audio Only – 128 kbps
- Primary Video Resolution – Up to 1280x800 (typically 720p)
- Primary Video and Audio – 1500 kbps
- Secondary Video (1920x1080, 19 FPS, 1500 kbps) – 4664 kbps

For more information, please visit ipark.hud.ac.uk. Alternatively, you can contact your School’s LTA.
Please note, higher resolution (1080p) are available when using the custom quality options. Enable custom quality settings under Settings > Advanced Settings. Then, select the desired options from the quality menu.

Screen Capture, Additional Video and PowerPoint

1. After you have selected your video and audio inputs, you can choose to capture what is displayed on your screen.

To preview your screen before recording, select the checkbox Enable screen capture preview.

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2. If you have more than one camera plugged into your computer, you can click on Add Another Video Source button under Secondary Sources.

3. To adjust screen capture resolution, select the Resolution drop-down menu. Please note, if you select a smaller resolution, items on the screen will appear larger in the final recording.

4. You can also adjust the fps (frames per second) by dragging the sliders. If there is a lot of movement on the screen, a fps of 15 is recommended. For showing a video during screen capture, a fps of 30s is recommended.

   Please note, a secondary video may appear choppy without a high enough fps selected.

5. The kbps (kilobytes per second) will adjust automatically based on the settings for resolution and fps.

   Please note, all the settings will be automatically saved.
6. A presenter may include a PowerPoint presentation by selecting *Capture PowerPoint*.

Please note, if the PowerPoint contains any motion on the slide, an embedded video in the slide, or someone annotating over the slide, then screen capture must be selected to capture that content.

Your slide will not be recorded if presented via cloud or a mirrored/remote machine. Slides must be opened locally.

7. You can also open a presentation from the recorder. Select the *PowerPoint* tab in the secondary sources’ viewer, then select *Open a Presentation* to launch PowerPoint.
8. If you want to have the PowerPoint launch as soon as you select Record, select the checkbox *Start presenting when recording starts*, located in the *PowerPoint* tab on the Secondary Sources viewer screen.

Please note, to properly record PowerPoint presentations, after you have launched PowerPoint, you must it in full-screen presentation mode.
**Starting, Stopping and Pausing**

1. You can now begin recording. Select the Record icon.

Once your recording has started, the Record icon will change into Stop and Pause.

2. When you are done recording, select Stop. You will have the option to either click on Done button or Delete it and record again.

3. Finally, to have a section of your recording automatically edited out, select Pause. When the recording is paused, Panopto will continue to record, but that section will be edited out of the final version. You can always get this content back by using the editor.

**Hotkeys:** you can use Panopto Windows hotkeys to record.
- Record: F8 Key
- Pause: F9 Key
- Stop: F10 Key