PANOPTO BASIC RECORDING

PLEASE NOTE - You cannot log in to Panopto until your course is setup on the system with ANGEL. Contact lecturtecapture-list@ls.oswego.edu if you need this completed.

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 (this should already be filled in - Oswego.hosted.panopto.com), LakerNet ID and Password, click the Log In button.
1. Choosing a folder

The first thing you can do is set what folder you wish to create this new recording in. Clicking on the icon will allow you to do just this. You can even create a new folder from here. This part is not required as you can record offline and select which folder after you have created the recording. If you are only using Panopto to record one class, then only one class show be available by default.
2. Selecting Inputs

Once you have chosen your folder or are just recording offline, you must next choose exactly what you would like to record. You can select a video capture device such as a webcam if one is available in your classroom. If you want to know what ATCs have video available, check out http://www.oswego.edu/cts/atcs.html.

If you are in a lecture hall and using a lapel microphone, then your audio input is selected by default. If you are not using a lapel microphone, you will need to select the appropriate audio input, normally the Desktop Microphone option.
3. Screen Capture and PowerPoint

After you have selected your video and audio inputs, you can choose to also capture what is displayed on your screen and/or PowerPoint presentation. You can also use the Wolfvision document camera if one is available in your room.

Note: In order to properly record PowerPoint presentations, after you have launched PowerPoint, you must have it in full screen presentation mode.
4. Starting, Stopping, and Pausing

Once you have everything set, you can begin recording. This is of course done by clicking on the RECORD icon to start everything running. Once your recording has started, that icon will change into PAUSE and STOP.

Clicking on Stop will stop the recording and close it out. If you had picked a folder before you started, it will then begin to upload the recording to whatever folder you had chosen.

The Pause button will in a sensePause your recording. However, everything Panopto does is non-destructive. Which basically means, even though you’ve paused your video, it will continue to record, but will not show up in the final version on the website. You can, however, go into the editor and get this recorded time back if you, for example, forgot to un-pause and didn’t get the end of your recording.

PLEASE NOTE!!! - Once you stop a recording, it will begin uploading. You can log out of Panopto and off the PC, but DO NOT turn it off. It takes about 5-10 minutes to upload a recording. If you do turn it off, it will resume uploading upon the PC booting to the login screen. No user has to be logged in for the upload to commence.

5. Recording Status

Once everything has been recorded and you have stopped your recording, you will be taken to the recording status page which will show you something that looks like:

**Offline Recordings**

<table>
<thead>
<tr>
<th>Start Time</th>
<th>Duration</th>
<th>Session</th>
<th>Streams</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/13/2011 2:30 PM</td>
<td>0:06:09</td>
<td>Thursday, January 13, 2011 at 2:30:25 PM</td>
<td>Audio + Screen</td>
<td>Upload to Server, Delete</td>
</tr>
</tbody>
</table>

**Currently Uploading Recordings**

<table>
<thead>
<tr>
<th>Start Time</th>
<th>Duration</th>
<th>Folder</th>
<th>Session</th>
<th>Streams</th>
<th>Upload Progress</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/17/2011 6:21 PM</td>
<td>0:00:03</td>
<td>my folder</td>
<td>Thursday, February 17, 2011 at 6:11:58 PM</td>
<td>PPT + Screen</td>
<td>[ProgressBar]</td>
<td>Pause, Delete</td>
</tr>
</tbody>
</table>

**Uploaded Recordings**

<table>
<thead>
<tr>
<th>Start Time</th>
<th>Duration</th>
<th>Folder</th>
<th>Session</th>
<th>Actions</th>
<th>Status / Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/17/2011 6:10 PM</td>
<td>0:00:07</td>
<td>my folder</td>
<td>Thursday, February 17, 2011 at 4:32:30 PM</td>
<td>Delete Local, Set Offline</td>
<td>View, Edit, Share (default)</td>
</tr>
</tbody>
</table>

Offline Recordings are recordings that you have not yet picked a folder for, so they are just on your computer. Currently Uploading will show the video that you just completed and it’s status. Uploaded will show the recordings that you have already recorded, picked a folder for, and uploaded to the server. You can see that it is possible to delete recordings. If they have been uploaded already, you can delete local and the recording will still be located on the server. If you delete a recording that has not yet been uploaded, that recording will be lost.