Panopto Recorder Quick Start Guide

1. Click the **Student Resources** item in Course Home, and read the Panopto introduction. Configure your browser if needed.

2. Click the **Panopto** item in Course Home.

3. To open the Panopto Recorder, click the **Download Recorder** button in the upper-right-hand corner of the console.

4. Download and install the correct Panopto Recorder application on your computer.

5. Once installed, click **Create** at the top of the Panopto panel and select **Launch Recorder**. The application will open and automatically log you in.

6. Although they perform the same tasks, Windows and Mac instructions are different. Follow the steps on the next pages that apply to your operating system.
Panopto Recorder for Windows:

7. When the Panopto Recorder opens, select your desired sources to capture. Choices include: Audio, Video, Screen, and PowerPoint options.

Note:
Clear audio is essential for your recordings; short test recordings help for review of your recording setup. You may need an external microphone for best results.

8. Click the **Record** button. If you are capturing your screen, minimize Panopto while recording to show other things on the screen.

9. When finished, click **Stop** in the Panopto Recorder. A message will appear leading you to the **Recording Status** tab displaying the recordings you have made.

10. Offline recordings are saved to your computer and must be uploaded to the server before others can view them. Select a recording and click **Upload to Server**. Choose a course and click **Add New Session**.

**For Students:** If your instructor has enabled student recording, a course folder with [drop box] in its name will be available for uploading.
Panopto Recorder for Mac:

7. When the Panopto Recorder opens, click **Create New Recording**

8. Select your desired sources to capture. Choices include: Audio, Video, Screen Capture, and PowerPoint options

   Note: Clear audio is essential for your recordings; short test recordings help for review of your recording setup. You may need an external microphone for best results.

9. Click **Start Recording**. If you are capturing your screen, minimize Panopto while recording to show other things on the screen.

10. When finished, click **Stop Recording** in the Panopto Recorder. A list of your recordings will appear.

11. Offline recordings are saved to your computer and must be uploaded to the server before others can view them. Select a recording and click **Choose Folder and Upload**.

12. Choose the destination course **Folder** and click **Upload**.

13. **For Students**: If your instructor has enabled student recording, a course folder with [drop box] in its name will be available for uploading.
**For Instructors:**

**How to Enable Student Recording**

14. Enable student recording by clicking the **Folder Settings** icon then **Create Drop Box**

**For Students:**

**How to share recordings with peers:**

15. Click the Panopto link in your course, and click to expand the course folder. If your instructor has enabled student recording, then a subfolder should appear with [Drop box] appended to the name.

16. Click the Drop box subfolder and mouse over the title of your submission.

17. Click on the **Share** icon (little people icon) button that appears below it.

18. Click the **Make Public** link.

19. To share your work, copy and paste the URL as a hyperlink in discussion postings, emails, etc.