Creating a video with Panopto (Windows)

St. Lawrence College

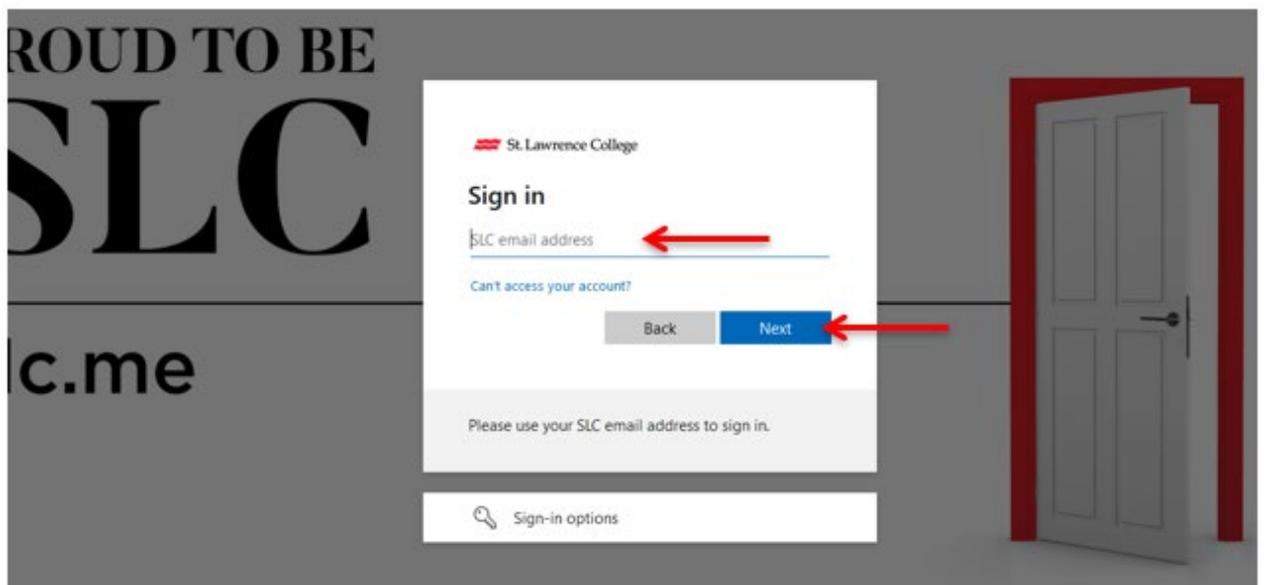This manual contains pertinent information about how to create videos with Panopto

August 2020

About

Panopto is a video sharing service that is accessible through Blackboard to staff and students. Panopto will allow students to upload or create videos using the Panopto recording software. For instructions on installing the recording software please see the IT Services How to Guide **Installing the Panopto Recorder (Windows**). Panopto will allow you to record video, screen captures, and PowerPoint presentations.

Creating a Video

1. To access the Panopto Recorder you will need to log in to your slc.me account and then click the Blackboard icon. To log in, go to https://slc.me Enter your **SLC email address** and **password**.

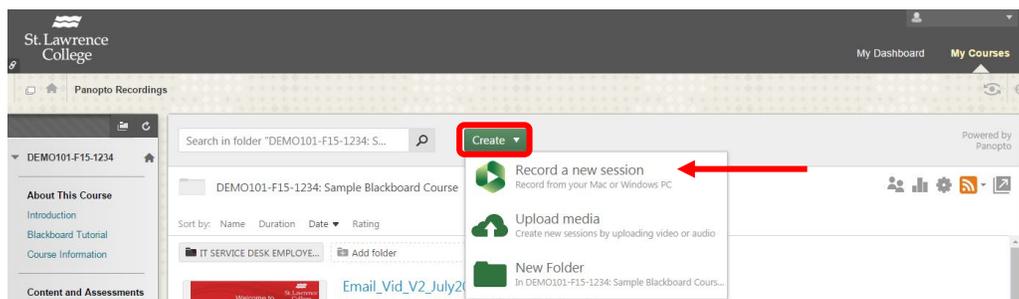2. Once you've logged into the SLC.me portal, scroll down and click on the small Bb icon.

When you log into your blackboard account it will open your dashboard.

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3. You will need to select the course that the video will be created for. Click on the Panopto Recordings link in the course menu in Blackboard.
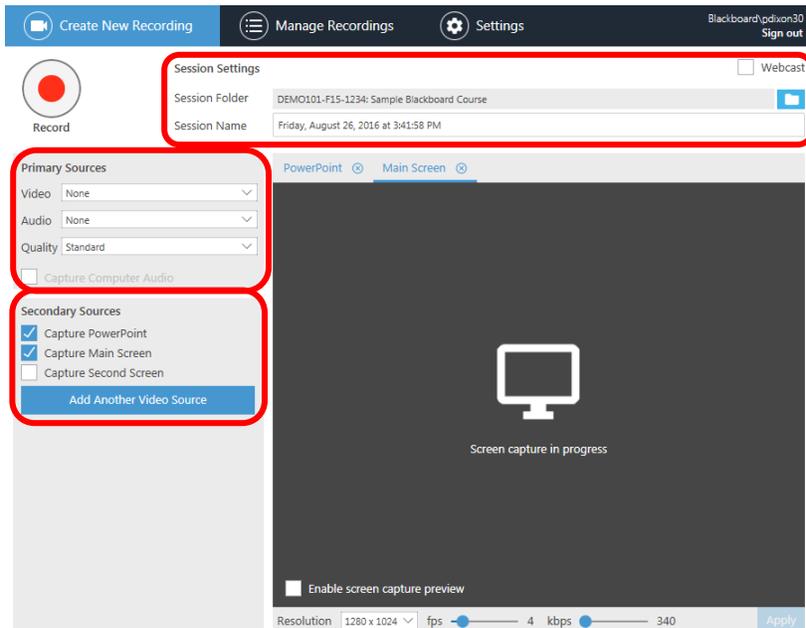

4. From this window, click 'Create' and choose 'Record a new session' to launch the Panopto recorder. The following screen will appear.

5. When you launch the Panopto Recorder the following screen will appear. Before you start recording, define the Session Settings, and the Primary and Secondary Sources for this video. (See detailed instructions below)

Session Settings

Select the folder you want to create the new recording in (Session Folder) and give it a name (Session Name). *Please Note: The instructor must set up an Assignment Folder for students to be able to upload their video. An assignment folder allows the student to see only their video.*

Primary Sources

· Video Input: Select if you want a webcam or not

· Audio Input: Select your Headset or the Built-in Microphone

· Quality: Modify the quality of your recording

· Capture Computer Audio: This will record audio that plays back on your computer

Secondary Sources

· Capture PowerPoint: You can create a narrated PowerPoint

· Capture Screen: The recorder will create a video of anything displayed on your screen

· Additional Video Source: You can also add an additional video source here if you have more than one camera plugged into your computer.

6. Once you are ready to record, you can begin recording by pressing the record button in the top left corner.

7. Once completed recording, press stop.

8. The video will then be uploaded. You will have another opportunity to change the name of the file and to add a description or delete and record again.

9. Once complete you will be brought to the Manage recordings screen.