

How to Record with Panopto for Windows

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Overview

This article will teach you how to record using Panopto for Windows. 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 article, the recording scenario is a single user (with one computer) presenting with different content (PowerPoint, Keynote, and/or screen capture) and using audio/video. To learn more about the most recently released version of Panopto for Windows, please visit our [Recorder Client Updates Forum](#).

Note: If you are using a Mac, please visit: [How to Record with Panopto for Mac](#). If you are a Panopto Pro user, please review [How to Create a Video Using Panopto Capture for Panopto Pro](#).

Prerequisites:

- Panopto for Windows
- Creator access to Panopto
- Panopto Enterprise account

1. Installation and Setup

1.1. To install Panopto for Windows, please refer to the complete installation instructions: [How to Download and Install Panopto for Windows](#). Please note: only Windows 7, 8.1, and 10 (32 and 64 bit) NET 4.7.2 and above are supported for Panopto versions 6.0+.

1.2. Once Panopto is installed, log into your video library, select the **Create** button at the top of the page and then select **Record a New Session** (See Fig. 1).

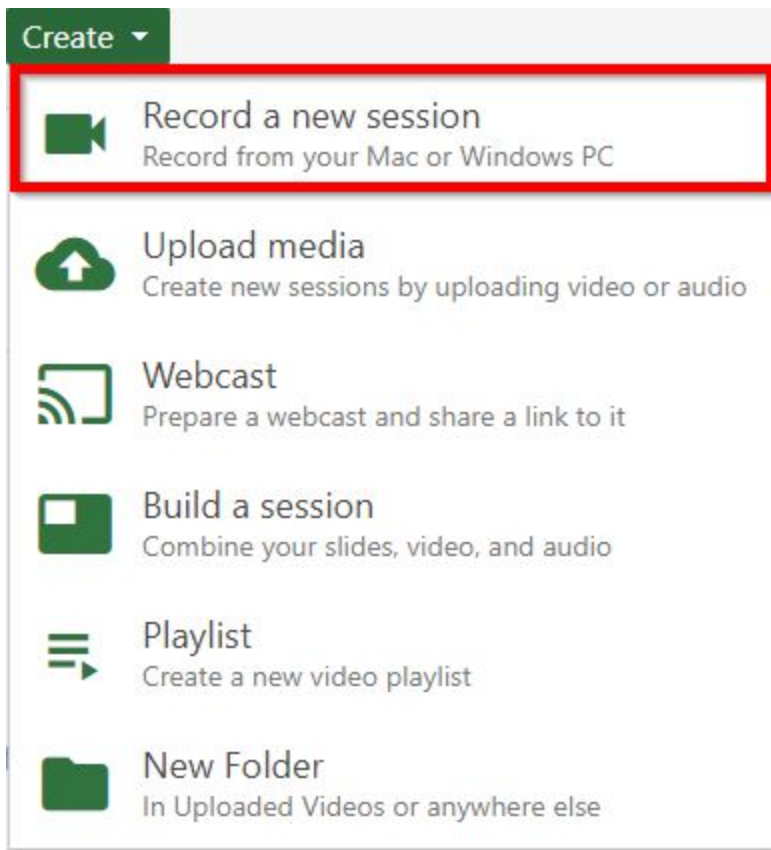


Figure 1

1.3. Select **Open Panopto** to launch the recorder (Fig. 2).

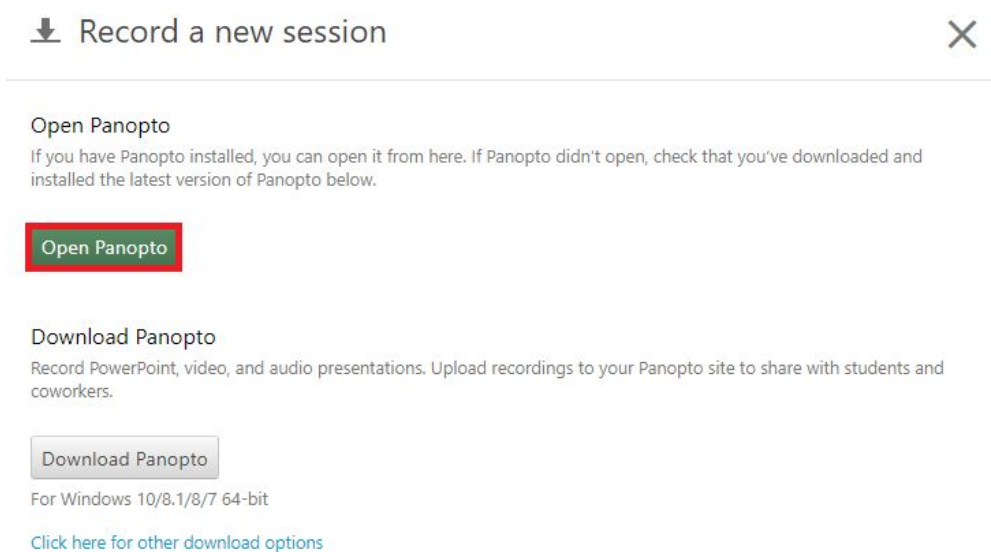


Figure 2

Note: You can also open the Recorder directly from your computer and login.

2. Introductory Tour

2.1. When you first log in to the recorder you will be prompted with three different tours that further explain all of the different areas of the recorder.

2.2. The first tour will go over the **3 steps to recording**: (Fig. 3)

- Step 1: Name your recording
- Step 2: Choose your sources
- Step 3: Start recording

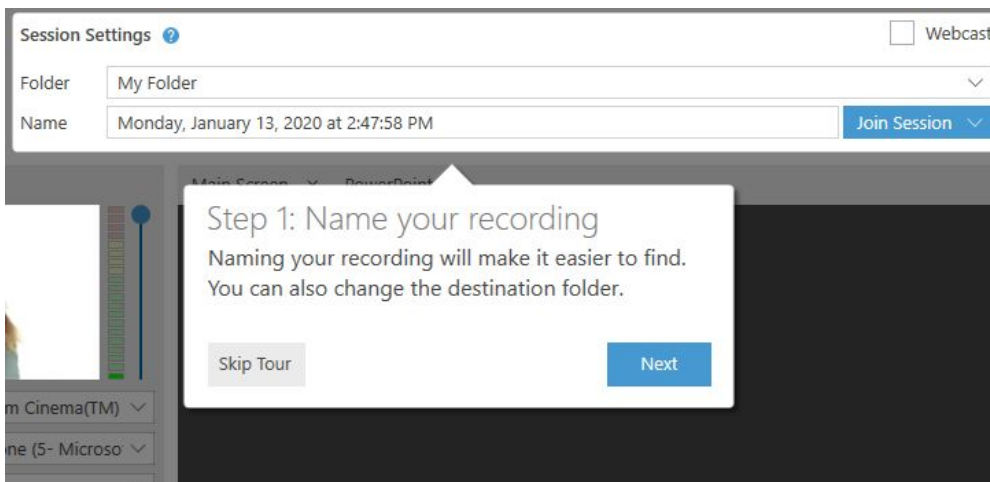


Figure 3

2.3. The second tour will go over the **Primary source settings**: (Fig. 4)

- **Capture computer audio**: Use this setting to capture audio from your PC applications
- **Audio volume**: The color bar shows the volume of the audio being captured. *Note: a user can use the slider to adjust the volume if the audio is too quiet or loud.*

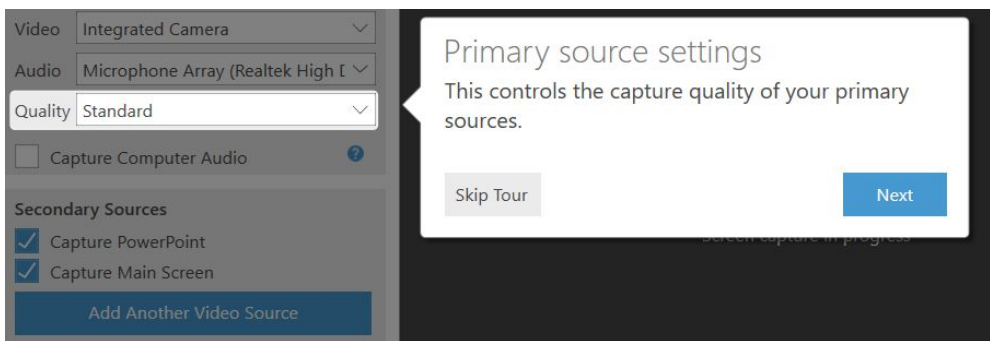


Figure 4

2.4. The third tour will go over the **Secondary source settings**: (Fig. 5)

- **Video resolution:** Controls the size of the video that is captured.
- **Framerate:** A higher number of frames per second (fps) captures results in a smoother motion.
- **Bitrate:** Controls the file size of the resulting video. *Note: larger files are able to capture more detail.*

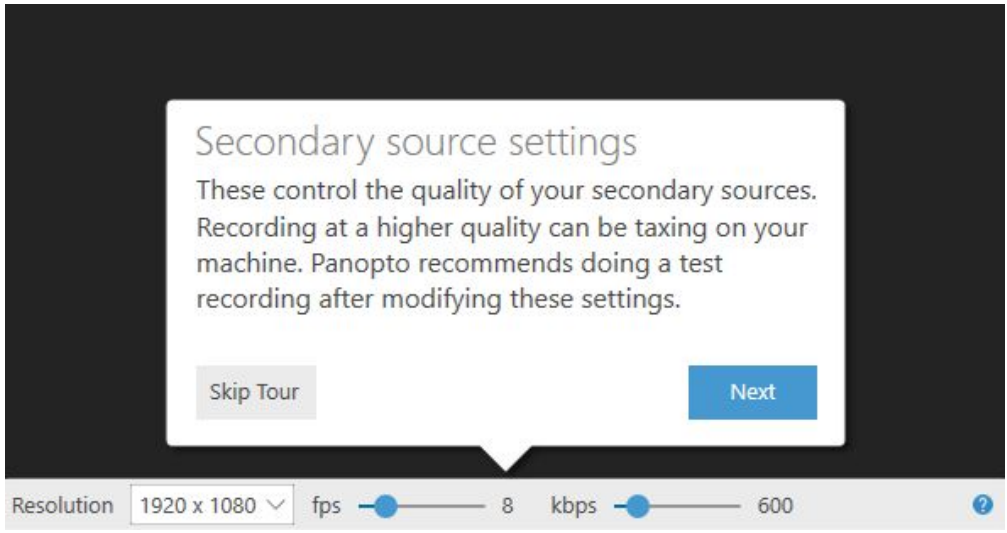


Figure 5

2.5. You can skip the tours 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 (Fig. 6).

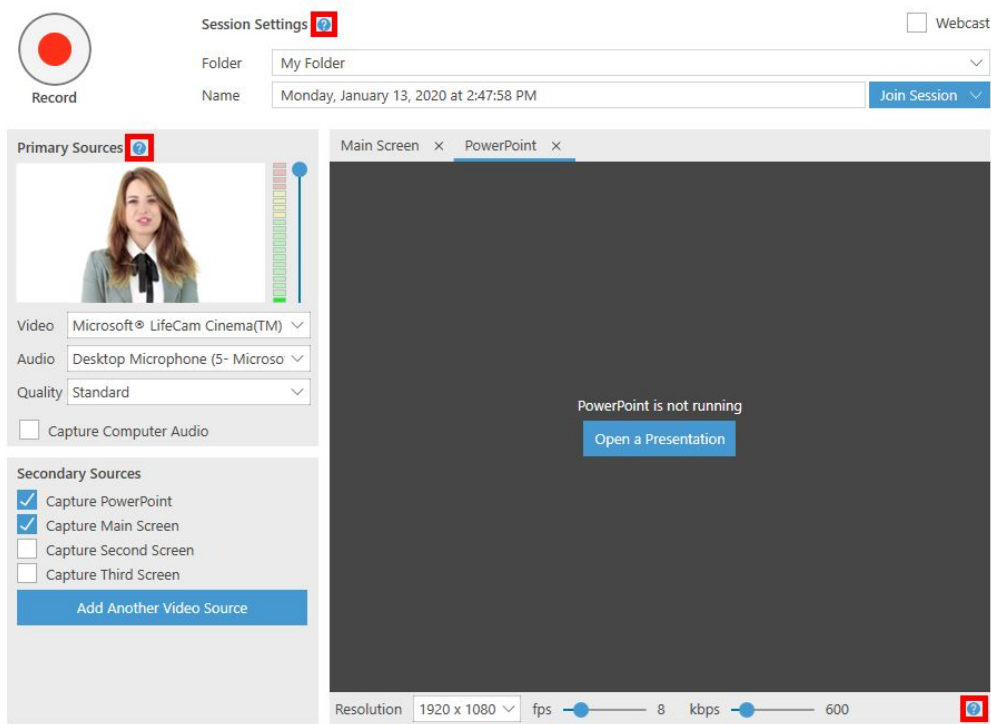


Figure 6

3. Recording Folder and Session Name

3.1. Under **Session Settings**, select the drop-down arrow to select the folder where your recording will be saved (Fig. 7).



Figure 7

3.2. Users 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 (Fig. 8).



Figure 8

4. Primary Input

4.1. **Primary Audio:** 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 (Fig. 9).

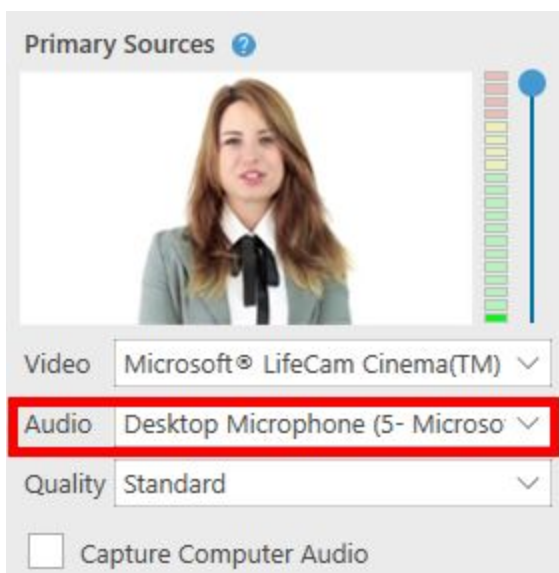


Figure 9

4.2. **Volume bar:** After selecting your audio source, 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 (Fig. 10).



Figure 10

4.3. **Primary Video Source:** To record video of a presenter, select a primary video source from the **Video** drop-down menu (Fig. 11). *Note: select **None** if you only want to record a presenter's audio.*

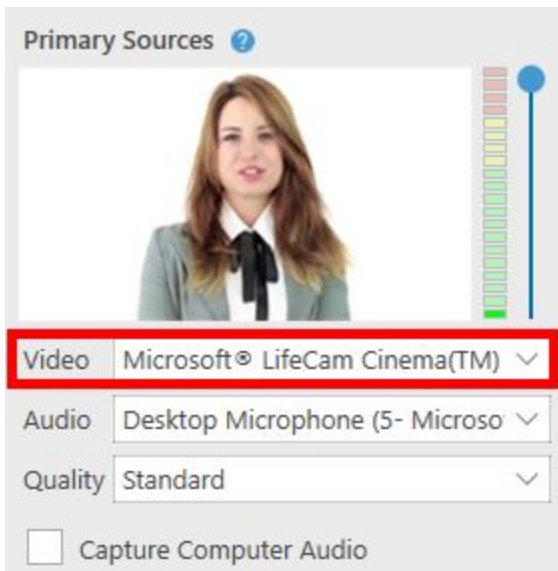


Figure 11

4.4. **Quality Setting:** There are three different quality settings available to help you record a high-quality video (Fig. 12). *To learn more about capture resolutions for Windows, visit [Learn about Panopto for Windows Capture Resolutions](#).*

Standard Quality:

Audio Only - 64 kbps

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 - 128 kbps

Primary Video Resolution - Up to 1280x800 (typically 720p)

Primary Video and Audio - 1500 kbps

Primary Video, Audio, and Secondary Video (1024x768, 15 FPS, 1000 kbps) - 3031 kbps

Ultra Quality:

Audio Only - 128 kbps

Primary Video Resolution - 1920x1080 (typically 1080p)

Primary Video and Audio - 2500 kbps

Primary Video, Audio, and Secondary Video (1920x1080, 19 FPS, 1500 kbps) - 4664 kbps

*Note: Higher resolutions (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.*

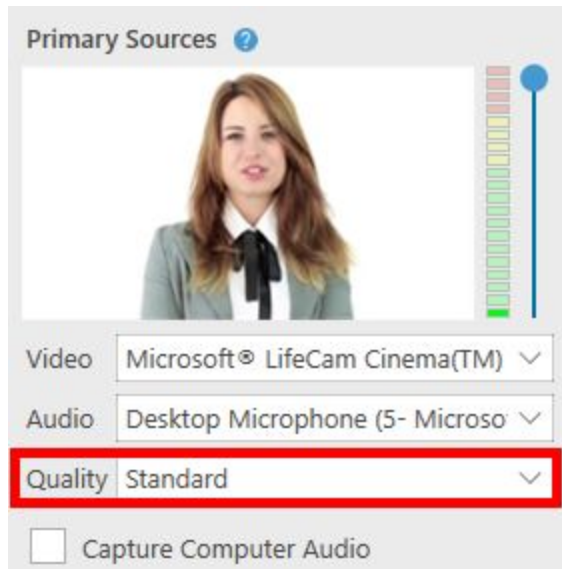


Figure 12

4.5. **Custom Quality Setting:** To control your own quality settings, visit [How to Specify Custom Primary Stream Quality Settings Using Panopto for Windows](#).

5. Screen Capture, Additional Video, and PowerPoint

5.1. **Screen Capture:** 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** (Fig. 13).

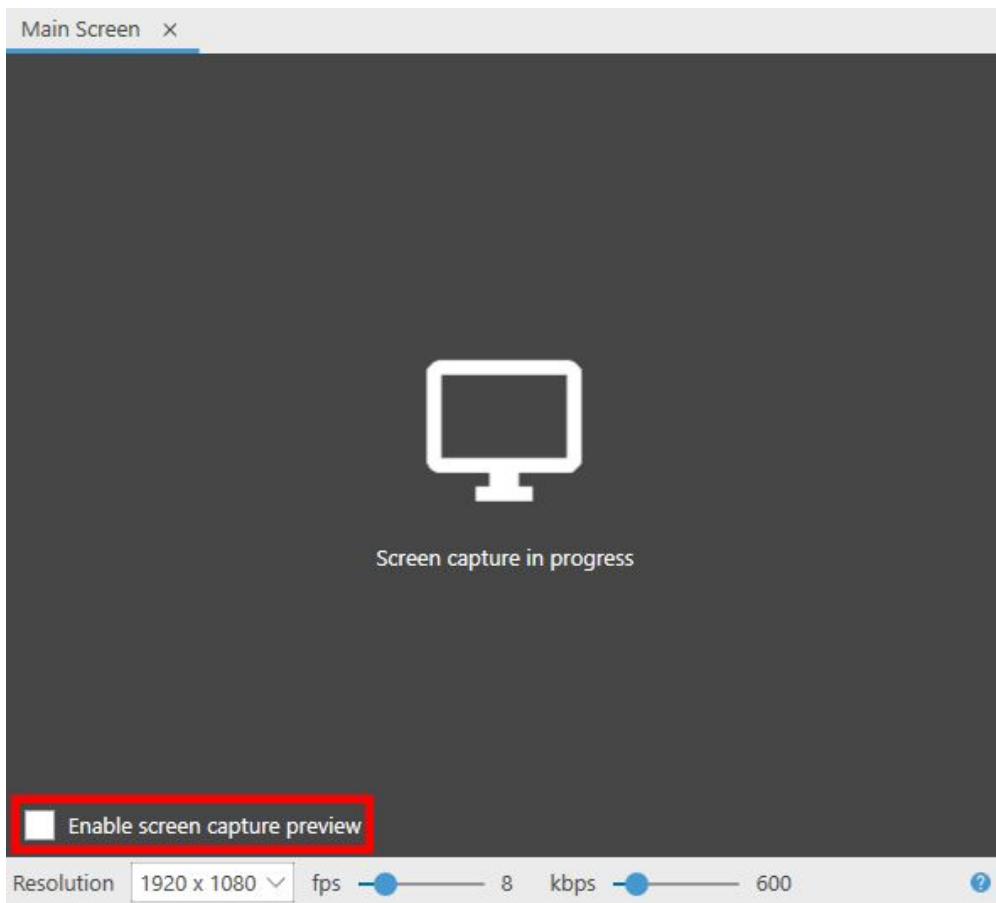


Figure 13

5.2. If you have more than one camera plugged into your computer, you can add an additional video source(s) under **Secondary Sources** (Fig. 14).

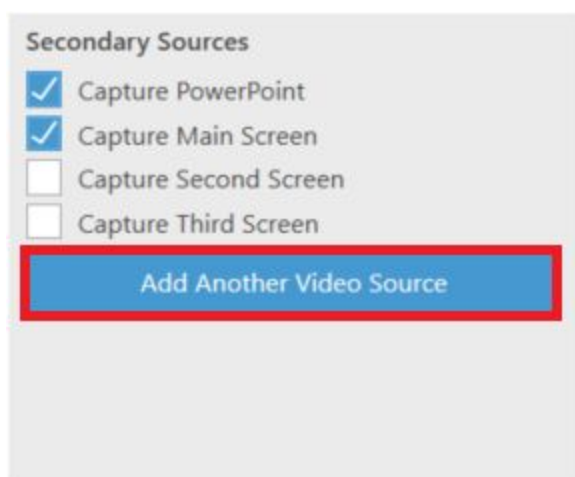


Figure 14

5.3. To adjust screen capture resolution, select the **Resolution** drop-down menu (Fig. 15). *Note: If you select a smaller resolution, items on the screen will appear larger in the final recording.*



Figure 15

5.4. You can also adjust the **fps** (frames per second) by dragging the sliders (Fig. 16). If there is a lot of movement on the screen, an fps of 15 is recommended. For showing a video during screen capture, an fps of 30 is recommended. *Note: a secondary video may appear choppy without a high enough fps selected.*

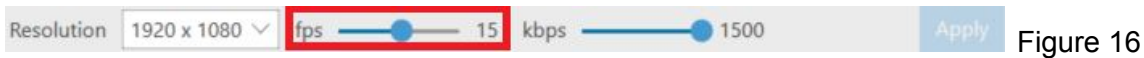


Figure 16

5.5. The **kbps** (kilobytes per second) will adjust automatically based on the settings for resolution and fps (Fig. 17).

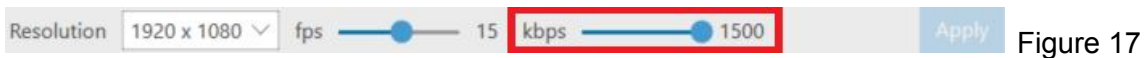


Figure 17

5.6. Select **Apply** to save changes.

5.7. **PowerPoint**: A presenter may include a PowerPoint presentation by selecting **Capture PowerPoint** (Fig. 18). *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 in order to capture that content. Your slides will not be recorded if presented via cloud or a mirrored/remote machine. Slides must be opened locally (i.e. on the machine with which you are presenting).*

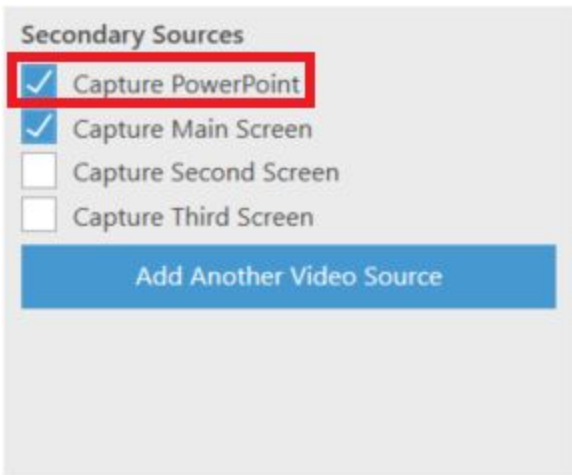


Figure 18

5.8. 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 (Fig. 19).

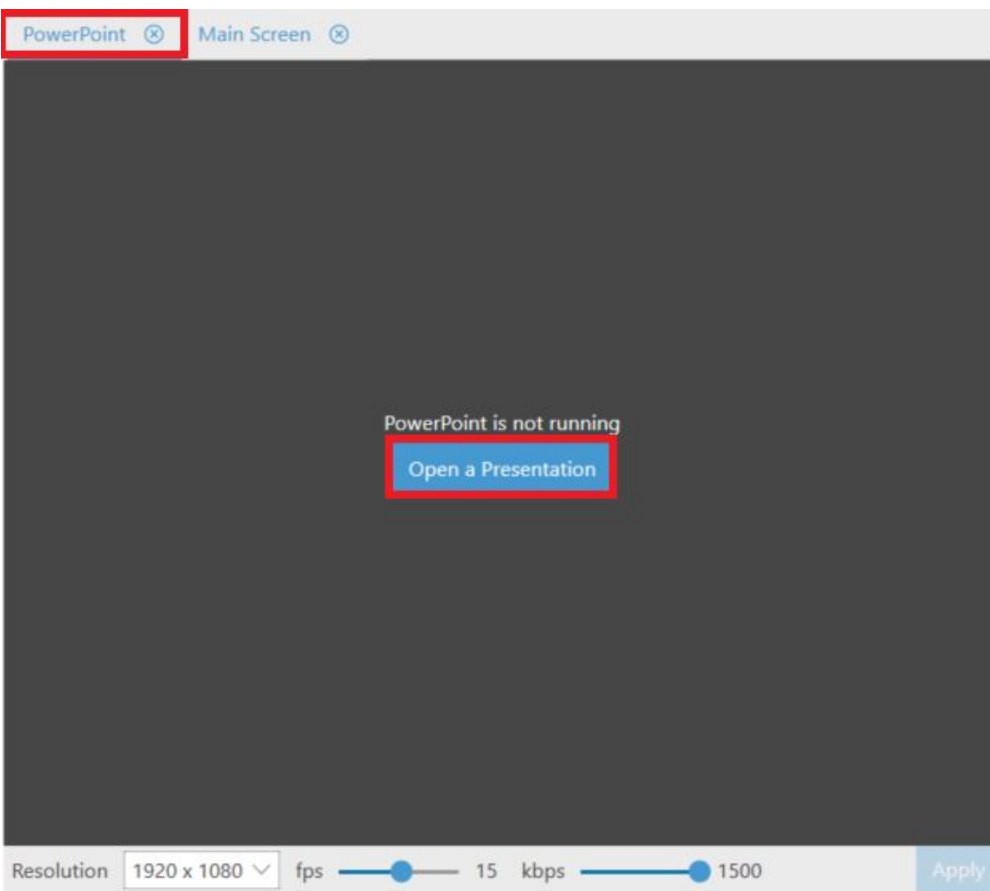


Figure 19

5.9. 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 (Fig. 20). *Note: In order to properly record PowerPoint presentations, after you have launched PowerPoint, you must have it in full-screen presentation mode.*

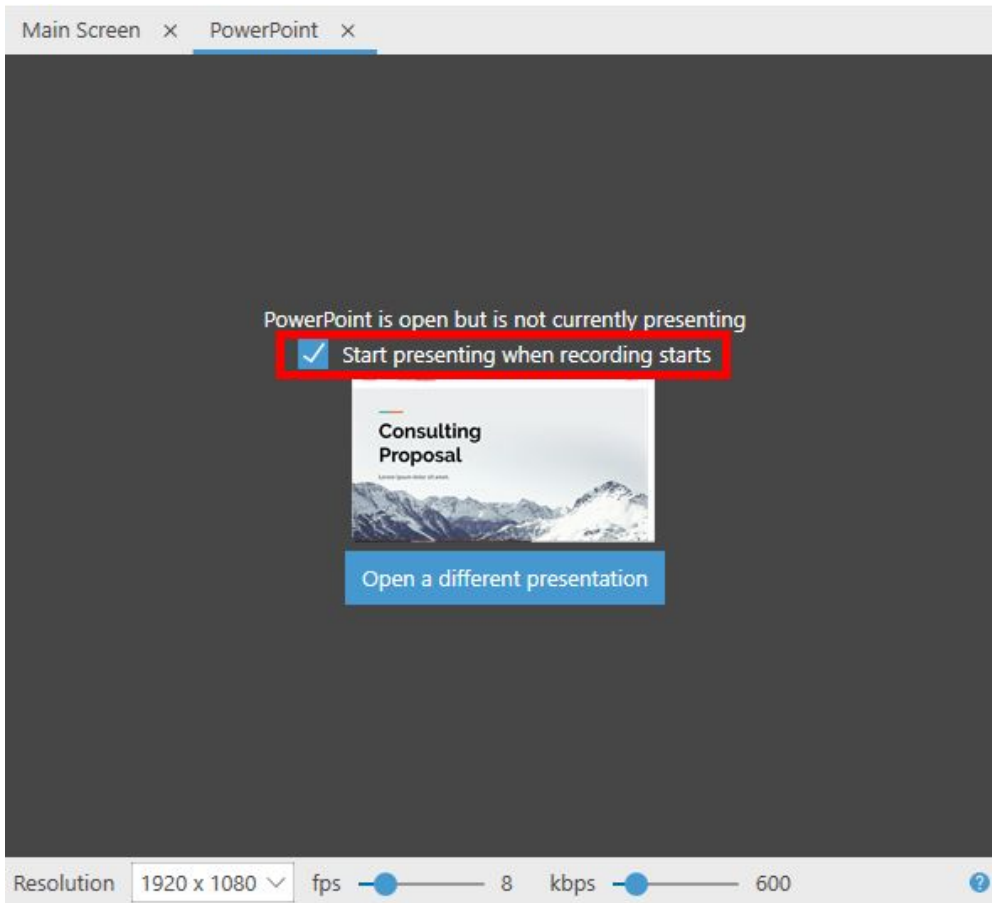


Figure 20

6. Starting, Stopping, and Pausing

6.1. You can now begin recording. Select the **Record** icon (Fig. 21). Once your recording has started, the **Record** icon will change into **Stop** and **Pause** (Fig. 22).



Figure 21



Figure 22

6.2. When you are done recording, select **Stop**. You will have the option to either upload the recording or delete it and start again.

6.3. 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.

6.4. **Hotkeys:** You can use Panopto for Windows hotkeys to record, pause and stop, so you don't need to minimize the content you're recording to select the buttons.

- **Record:** F8 Key
- **Pause:** F9 Key
- **Stop:** F10 Key

7. Recording Status

7.1. Once you have stopped recording, you will be taken to the **Manage Recordings** tab in the **Recorder** (Fig. 23).

Offline Recordings					
Start Time	Duration	Session	Streams	Actions	
1/17/2018 10:46 AM	00:02:31	New Policies 2018	PPT + Video + Screen	Upload to Server	Delete
12/4/2017 3:26 PM	00:03:15	Art History Lesson 1	PPT + Video + Screen	Upload to Server	Delete
11/20/2017 1:16 PM	00:01:26	New HR Video	PPT + Video + Screen	Upload to Server	Delete

Currently Uploading Recordings						
Start Time	Duration	Folder	Session	Streams	Upload Progress	Actions
1/17/2018 11:10 AM	00:06:14	University Meetin...	New Policies Webcast	PPT + Video + Screen	<div style="width: 50%;"></div>	Pause Cancel

Uploaded Recordings					
Start Time	Duration	Folder	Session	Actions	Status / Link
8/3/2018 2:37 PM	00:00:23	University Meetin...	Town Hall Meeting	Delete Local Set Offline	Resume Share Edit View
12/20/2017 1:27 PM	00:05:14	University Meetin...	Faculty Meeting	Delete Local Set Offline	Share Edit View
10/12/2017 11:34 AM	00:03:59	Courses	Live Stagecraft Lecture	Delete Local Set Offline	Share Edit View

Figure 23

7.2. **Offline Recordings** do not have a folder selected in Panopto, so they are only stored to your computer. You can select **Upload to Server** to select a folder and add the video to your library.

7.3. **Currently Uploading Recordings** will show the video that was just recorded and its upload status.

7.4. **Uploaded Recordings** will show previous recordings and their assigned folder. If you have access to the video in the library, you can open the video or settings using **View**, **Edit**, or **Share**. You can also continue recording to the same session by selecting **Resume**.

*Note: if you need to make space on your computer, you can select **Delete Local**, as long as you no longer need the recording to be stored on your computer. If you delete a recording that has not yet been uploaded to the server, that recording will be lost.*

8. Warnings

8.1. There are two different warnings that may appear while you are recording: **low audio** and **low disk space**. These notifications are to help you resolve the problem so you can go back to recording a high quality video. For example, if your audio isn't working properly, you will see a banner at the top of the recorder (Fig. 24) and a pop-up on the desktop (Fig.25).

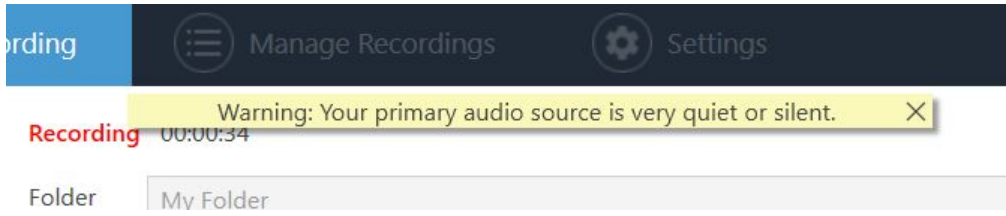


Figure 24

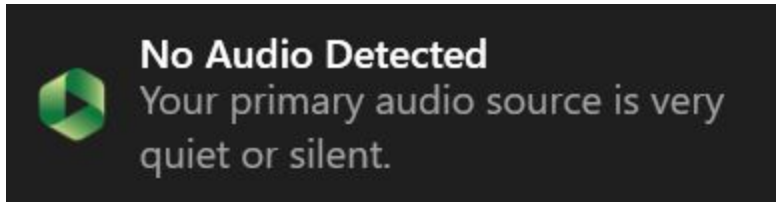


Figure 25