Quick Guide

Panopto Recorder

The user interface for the Panopto Recorder is different on Windows and Macs. Please see the appropriate instructions based on your operating system.

Windows

1. If this is the first time logging into the recorder, you will be prompted to login. Click on the Log in with Canvas UMD button.

2. Enter your DirectoryID and Password. Click Log In (only click it once).
3. Once the recording window appears, you will be on the **Create New Recording** tab.

![Recording Window]

*a. RECORD – Click when you are ready to begin recording.*

*b. Folder Name – Displays the designated course folder for the uploaded recording session. If **(Offline Recording)** is displayed, a course folder has not been designated. If you do not choose a folder, your recording will not upload automatically when recording has stopped – see step 9 to designate a course folder after recording has stopped.*

*c. To choose a course folder:
   1) Click on the down arrow.
   2) Hover over the course name.
   3) Click on **Add New Session.***
d. **Record a new session called** – The name of the recording session is editable. The default is the creation date and time of the recording.

e. **Primary Source/Secondary Capture Sources** – You will select the inputs that you wish to record.

1) The primary source determines the video and/or audio source that will be recorded. Verify that video and audio are working properly. If you do not see a picture or the sound bar is not moving as you are speaking, those items will not be recorded.

2) The secondary capture source allows for the capture of a PowerPoint, primary screen (computer desktop), secondary screen, document camera, and additional capture devices that are connected to the computer. For each source that is checked, a tab will be created in the preview area. The tab will provide instructions for displaying the source.

4. You may click the **RECORD** button once all settings have been determined. Once you have started the recording, the **STOP** and **PAUSE** buttons will appear along with the time.

5. When your recording is complete, click the **STOP** button.

6. If you set the **Folder Name** to the desired course before starting the recording, you will see the following message: “Your recording has completed successfully. You will now be taken to the Recording Status tab.” Click **OK**.

7. Under the **Recording Status** tab, the recording will appear in the **Currently Uploading Recordings** section. You should see green and orange/yellow **Upload Progress** bars. Once your recording is uploaded to the server, it moves to the **Uploaded Recordings** section and begins processing to prepare it for viewing if you have designated a course folder before recording began. Once uploaded, you will see status updates such as “Waiting to be processed” and “Queued for encoding.”
NOTE: DO NOT SHUT DOWN THE COMPUTER IF THE RECORDING HAS NOT BEEN UPLOADED. You do not have to wait for the video to be processed. You may logout and the video will continue processing.

8. Once the video has processed, the links View, Edit, and Share will appear. You should also receive an email informing you that your recording has completed processing with the same three links.
   a. View – Opens a new browser tab and plays the recording.
   b. Edit – Opens the Panopto Editor in a new browser tab.
   c. Share – Opens a new browser tab with information on who can view this recording.

9. If a course folder was not designated before recording, the recording will appear in the Offline Recordings section. Click on the Upload to Server button. A window will appear with a list of the courses in which you are listed as the teacher (creator).

10. Hover over the course you would like to upload the recording to and click on Add New Session. A text field will appear for you to edit the session name. Click on Upload to New Session. You will return to the Recording Status tab and uploading and processing will begin.
Mac

1. If this is the first time logging into the recorder, you will be prompted to login. Click on the Log in button on the left side of the recorder.

2. Next to Providers, click on Get Providers for Server. Choose UMD Canvas.

3. Enter your DirectoryID and password. Click Log In (only click it ONCE).
NOTE: Depending on the settings of the computer being used, an authorization page may appear. Because the size of the Panopto Recorder for Mac is much smaller in width than the authorization page, the Log in button is inaccessible. If this occurs, you will have to launch the recorder from ELMS or through capture.umd.edu (see the Quick Guide for Downloading and Launching Panopto Recorder).

4. Once logged in to the recorder, click on the **Create New Recording** button.
a. You may see None (Record Offline) next to Folder. Click the dropdown to see all of the courses for which you are a teacher (creator) and have permission to record to. If you do not choose a course folder, your recording will not upload automatically when recording has stopped – see step 9 to designate a course folder after recording has stopped.

b. The two sections, Slides and Screen Capture, allow you to indicate what sources you would like to record. **NOTE:** The Panopto Recorder for Mac will begin capturing slides for PowerPoint and Keynote (if installed) once the slideshow has begun.

c. The Audio/Video section allows you to choose your desired video source and audio source that will be recorded. Verify that video and audio are working properly. If you do not see a picture or the sound bar is not moving as you are speaking, those items will not be recorded.

5. You may click the Start Recording button once all settings have been determined. Once you have started the recording, the Stop Recording and PAUSE buttons will appear along with the time.

6. When your recording is complete, click the Stop Recording button. The recording will appear in the Session list.

7. While the recording is processing, you can preview the recording in the Preview section. You can toggle between Video and Screen Capture. Click on the Eye icon to bring up a larger view of the video.

8. Once the recording is processed, the status will change to either Offline Recording, if a course folder was not designated, or Completed, if a course folder was designated before recording.

9. If a course folder was not designated before recording, click on the recording in the session list and in the Recording Information section at the bottom, click on Choose Folder and Upload. A dropdown will appear next to Folder. Choose the course folder to which the recording will be uploaded and the upload process will begin.
10. Once the recording is processed, the status will change to **Completed**. The following links will appear – **View Online** and **Share**. You should also receive an email informing you that your recording has completed processing with the same links.

a. **View Online** – opens a new browser tab and plays the recording.
b. **Share** – Opens a new browser tab with information on who can view this recording.
Important Tips

1. Make sure you are logged into the recorder before recording. If not, you will not be able to upload your recording to one of your course folders.
2. Check to make sure that the video preview is showing and the sound bar is moving before beginning your recording.
3. When on a classroom computer or a different computer from which you created a PowerPoint presentation and you want to include that PowerPoint in your recording, open the PowerPoint file on the computer first. Save the file to the computer or storage device and use that file to record. This will avoid any processing errors.
4. Do not shut down the computer you recorded on until after the recording has been uploaded. Once it begins processing, then the computer can be logged off or shut down.
5. All sessions are by default only viewable by you and the students enrolled in the course.
6. When copying an ELMS course from one semester to another, Panopto sessions do not copy over. You will have to either copy and then move the copied sessions if you want the sessions to remain in the new and old courses or move the sessions if you only want the sessions to appear in the new course.
7. If you are using the URL for a session in either Modules or Pages in ELMS, then a course copy will retain the URL for the session. That URL will point to the original course, which students in the new course will not have access to see. After copying/moving or moving a session to the new course, you can either update the URL in Modules or Pages or make the session public (anyone on the internet or anyone who can sign into this site) to make the session accessible no matter what course you are currently teaching.