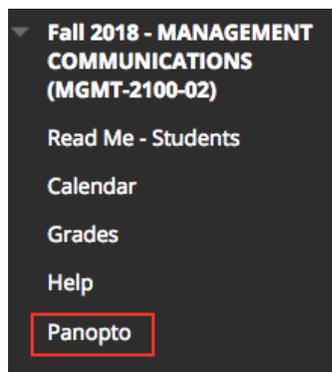


Record a New Session in Panopto

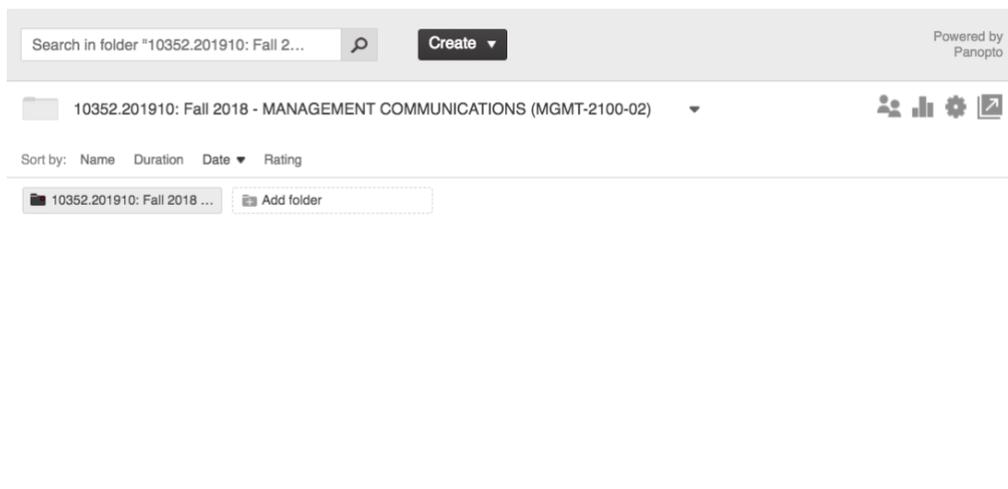
In this document, we will demonstrate how to record a new session using the Panopto recorder.

Record a New Session

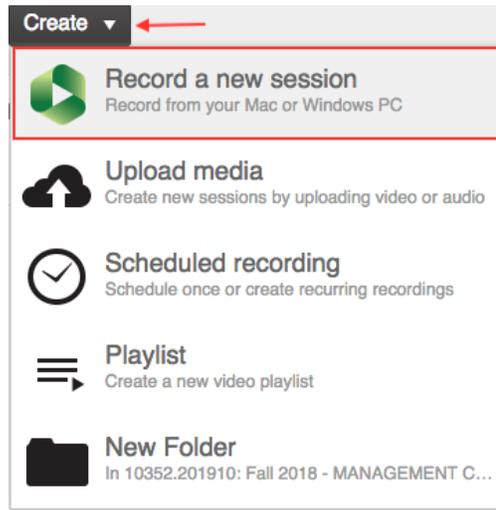
Step 1: After you install the Panopto recorder (see *Download and Install Panopto Recorder*) Click **Panopto** from the *Course Menu* on the left side of your Blackboard course website.



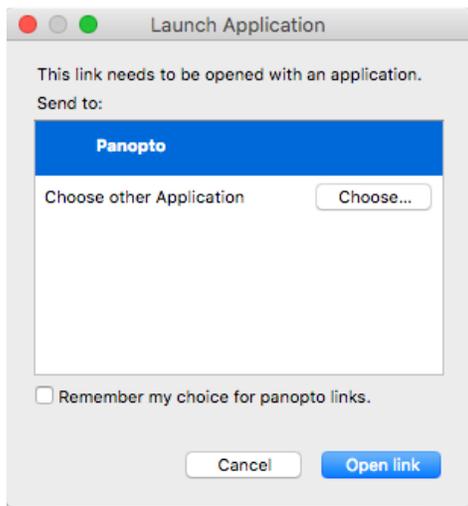
The Panopto *Main* course folder will appear as shown.



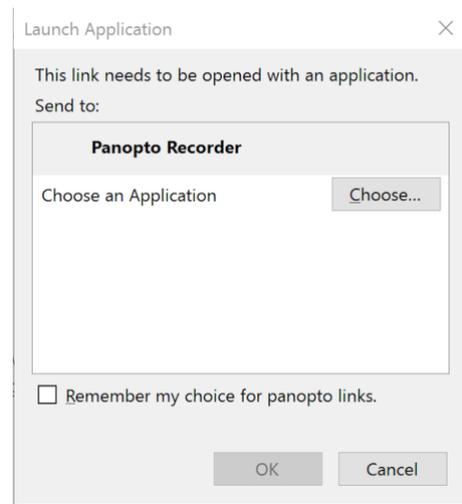
Step 2: Select **Record a new session** from the *Create* drop down menu, located at the top of the page.



The *Launch application* screen will appear as shown.



Mac



Windows

Step 3: Click **Open Link** (Mac) or **OK** (Windows) to launch the Panopto recorder.



Mac



Windows

The Panopto recorder will appear as shown.

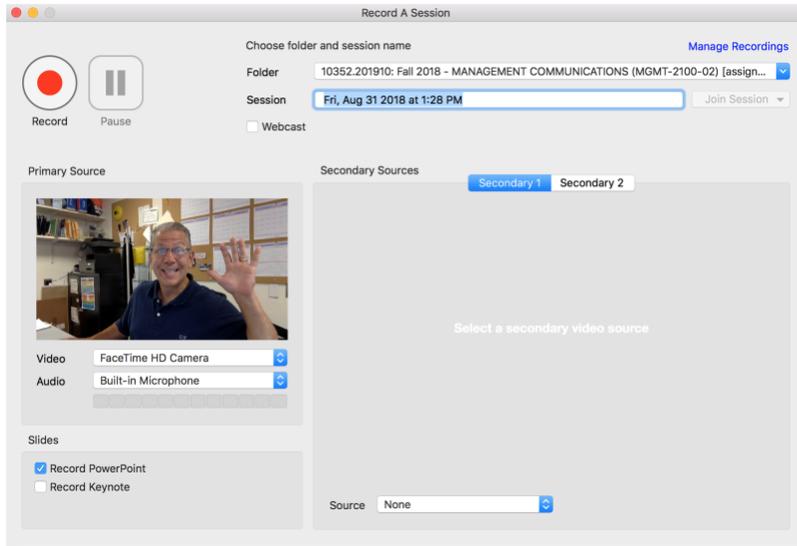


Figure 1: Mac

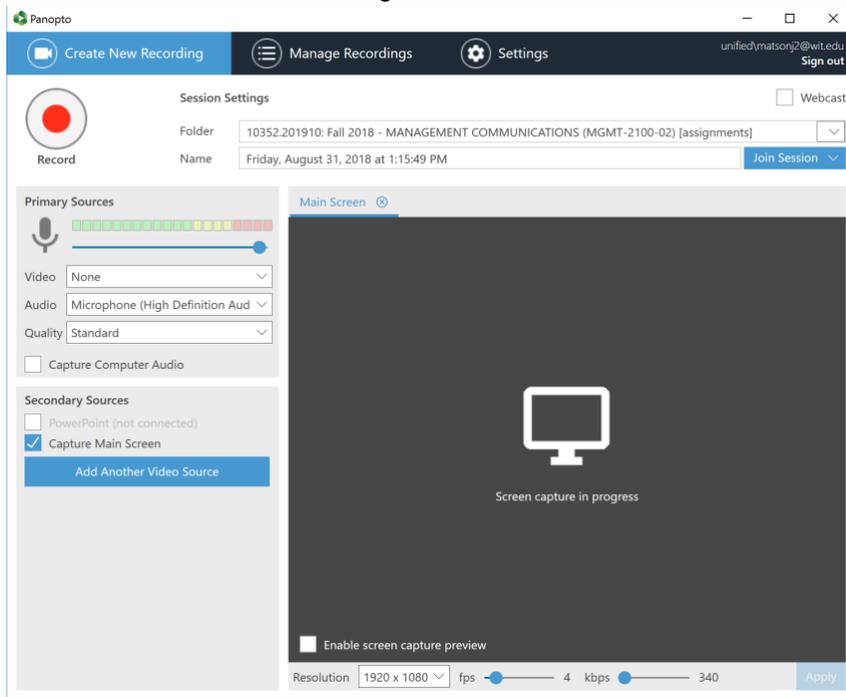
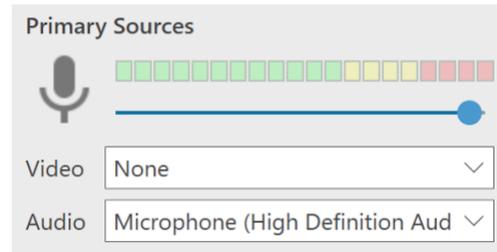


Figure 2: Windows

Step 4: Using the **Primary Source drop down menus**, adjust your primary video and audio source so we see and hear you. Select the webcam and microphone settings accordingly.



Mac

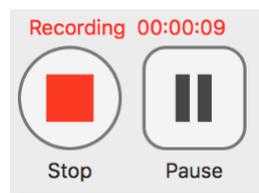


Windows

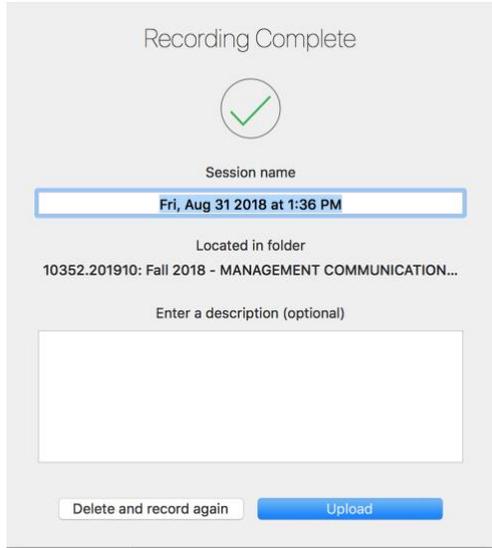
Step 5: Click **Record** when you are ready.



Step 6: Click **Stop** when finished.



The *Recording Complete* screen will appear as shown.



Recording Complete

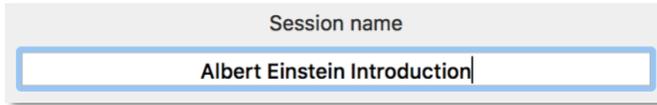


Session name

Located in folder
10352.201910: Fall 2018 - MANAGEMENT COMMUNICATION...

Enter a description (optional)

Step 7: Enter a name for your recording in the *Session name* field.

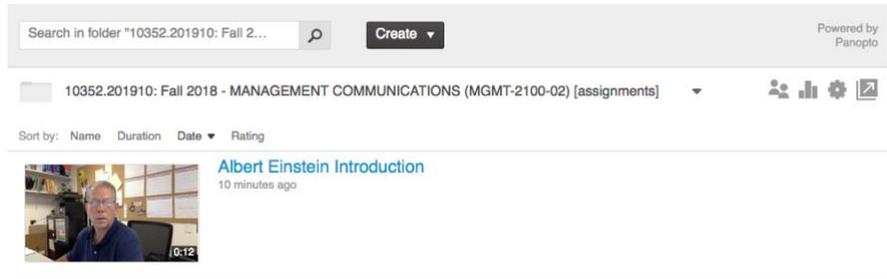


Session name

Step 8: Click Upload to upload your recording to the course folder.



Your recording will appear in the course folder as shown.



Search in folder "10352.201910: Fall 2..." Powered by Panopto

10352.201910: Fall 2018 - MANAGEMENT COMMUNICATIONS (MGMT-2100-02) [assignments]

Sort by: Name Duration Date Rating

 **Albert Einstein Introduction**
10 minutes ago

We hope you found this document helpful. For more information about Panopto, please contact LIT at lit@wit.edu.