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.

**Step 3:** Click **Open Link** (Mac) or **OK** (Windows) to launch the Panopto recorder.
The Panopto recorder will appear as shown.

**Figure 1: Mac**

![Panopto Mac Screen](image)

**Figure 2: Windows**

![Panopto Windows Screen](image)
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.

![Primary Source](image)

**Mac**

![Primary Source](image)

**Windows**

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

![Record](image)

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

![Stop](image)
The *Recording Complete* screen will appear as shown.

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

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

Your recording will appear in the course folder as shown.

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