

# Using Panopto Lecture Capture in the Classroom for Class Recordings

1. Go to your Blackboard course after logging into the podium and locate your Panopto folder.

- Make sure that you have provisioned a Panopto folder for your class to view the recording. Go to Tools/ Panopto Content and provision folder if a folder is not present.

2. Click on the Create button within the folder.

3. You can choose to record within the Panopto for Windows recorder application or the browser application Panopto Capture.

## If using the Panopto Recorder

- Choose to open Panopto for Windows and Launch the Application.
- Make sure to choose your Video/ Audio and Secondary Source for recording your video. You will be able to see the microphone meter to test your volume when choosing the microphone in the classroom.
- Choose the settings for the secondary source that you want to record. You could do a screen share or another video source like a document camera. **If you are recording computer sound, please make sure to check the capture computer audio within the Primary sources box.**
- Make sure that the Folder is set to go to your Course Folder so students can view the recording. You can also choose to rename the title of the recording before hitting the Record button.
- Click on Record. Notice the Panopto application will minimize and run in the background. Once you have finished your recording click on the Panopto icon and Stop the recording.

Once you have finished your recording, it will upload into your course folder to be viewed by students.

For more information on using the Panopto Recorder, visit the support site at <https://support.panopto.com/s/article/basic-recording-1>.

## If using Panopto Capture

Panopto Capture provides another way to record lectures and allows the user to use the browser instead of downloading the desktop application.

- Choose your settings for Audio, Video and Application you are sharing.
- Make sure to test the microphone and camera before clicking on the record button. Sound waves will show near record button when testing.
- Once you stop your recording, you will get a message when it is **safe to close the browser**. The video will be in your course folder.

For more support go to <https://support.panopto.com/s/article/How-to-Create-a-Video-Using-Panopto-Capture>

