Panopto Digital Capture Quick Reference Guide

Open Panopto
– Open Panopto from the desktop icon.

Login
– Enter your University username.
– Enter your password.
– Click Login.

Complete Session Settings
– Give your recording a Name (e.g. course code and a short description).
– Ensure Audio source is selected.
– In some rooms, you can capture a Video source.
  e.g. If a visualiser or webcam is connected you will see options such as WolfVision Video Capture II or Logitech Webcam.

Start Recording
– Ensure audio is working by checking the meter level.
– To start your recording click Record.
– Minimise the Panopto window to the system tray.

Stop or Pause Recording
– Click on the software icon in the system tray to display the recorder again.
– Choose Stop or Pause.
– When recording is complete choose Stop.

Upload
– A Recording Complete message will appear.
– Give your recording a Name if you have not already done so.
– You can choose to Delete and record again or
– Upload your recording.

Sign Out
– When you are finished don’t forget to Sign Out!
– Close the Panopto window.
– Use Ctrl-Alt-Del to Sign Out of PC.
– Do not shut down.

Please visit the online support area for more help - https://support.panopto.com/quickstart