

Panopto Digital Capture Quick Reference Guide

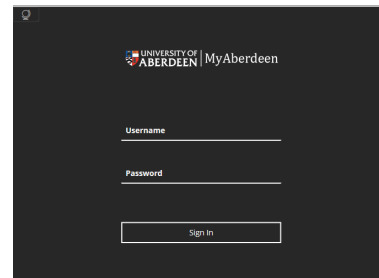
Open Panopto

- Open Panopto from the desktop icon.



Login

- Enter your University username.
- Enter your password.
- Click **Login**.



Complete Session Settings

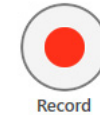
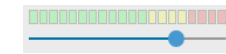
- Give your recording a **Name** (e.g. course code and a short description) and select your preferred **Folder**.
- View **Audio** source.
- In some rooms you can capture a **Video** source.
e.g. If a visualiser or webcam is connected you will see options such as: WolfVision Video Capture II or Logitech Webcam.

Session Settings	
Folder	My Folder
Name	ED1234 Welcome Lecture 12 Sept 2017

Video	WolfVision Video Capture II
Audio	Microphone (2- Realtek High Defi
Quality	Standard

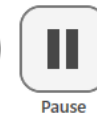
Start Recording

- 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
- Click on **Upload** and **Close** Panopto (you do not have to wait for the upload to finish or reach 100%).

Recording Complete



Session name
ED1234 Welcome Lecture 12 Sept 2017

Located in folder
My Folder

Enter a description (optional)

Delete and record again

Sign Out

- Use **Ctrl-Alt-Del** to **Sign Out** of PC.
- **Do not** shut down.

shib\abc123

Sign out