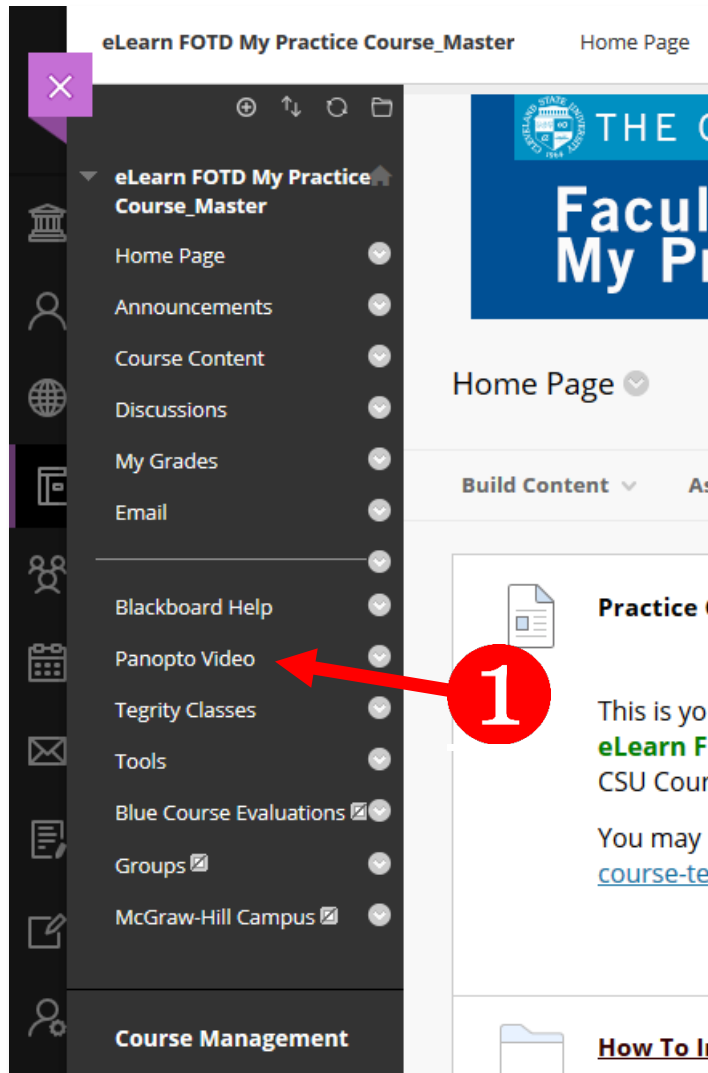


## Deliver lectures with Panopto

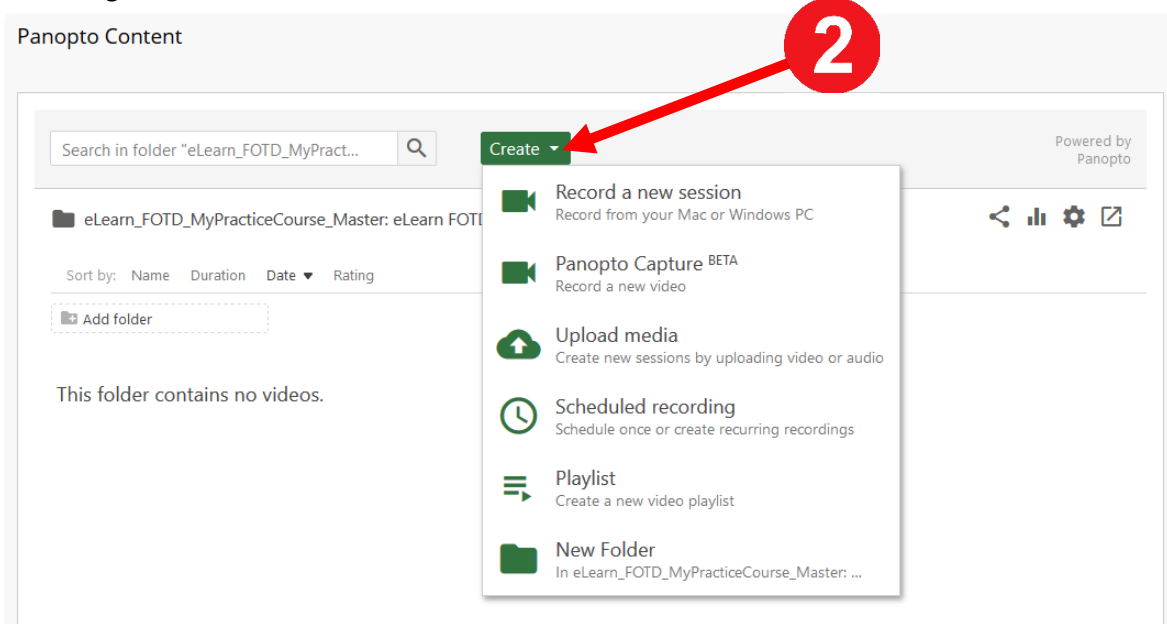
Lecture presentations and demonstrations can be recorded using Panopto for faculty and students who do not use a screen reader. Anyone using a screen reader, such as JAWS, should record presentations with Blackboard Collaborate. Panopto records input from your internal and external microphones, PowerPoint, your screen, and a webcam.

### Creating a Panopto Recorded Lecture

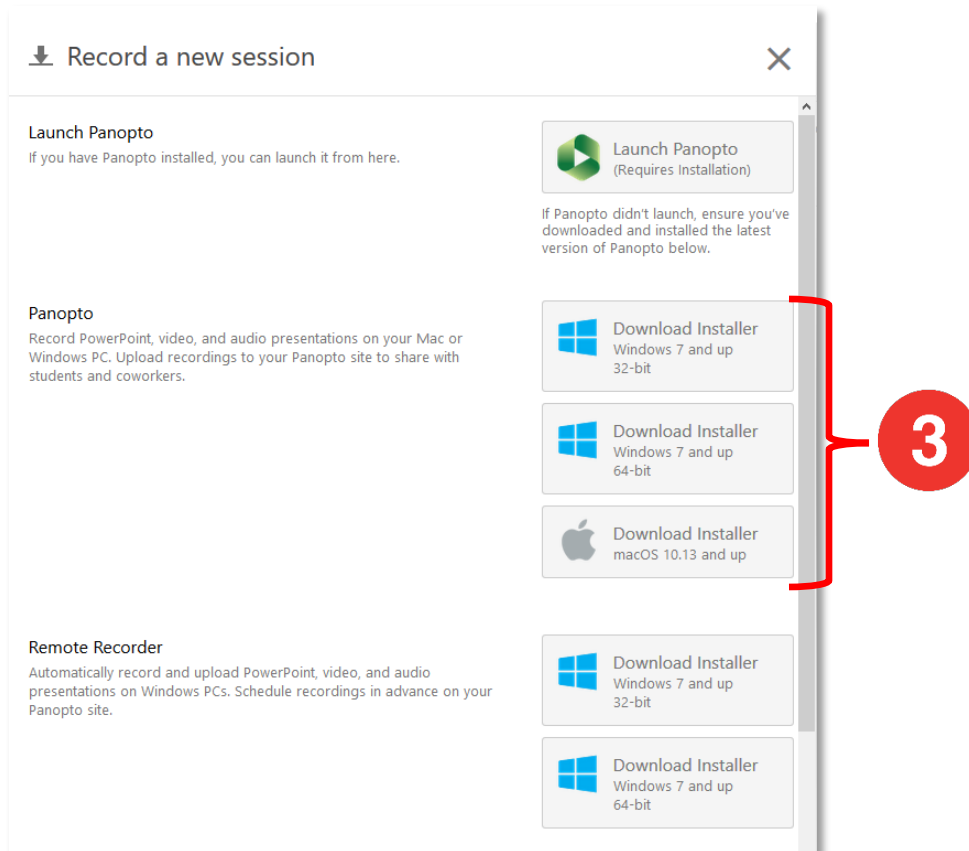
1. Log into Blackboard and click into your course. To access Panopto, click on the “Panopto Video” link on your course menu.



2. Click the green “Create” button and select “Record a new session.”

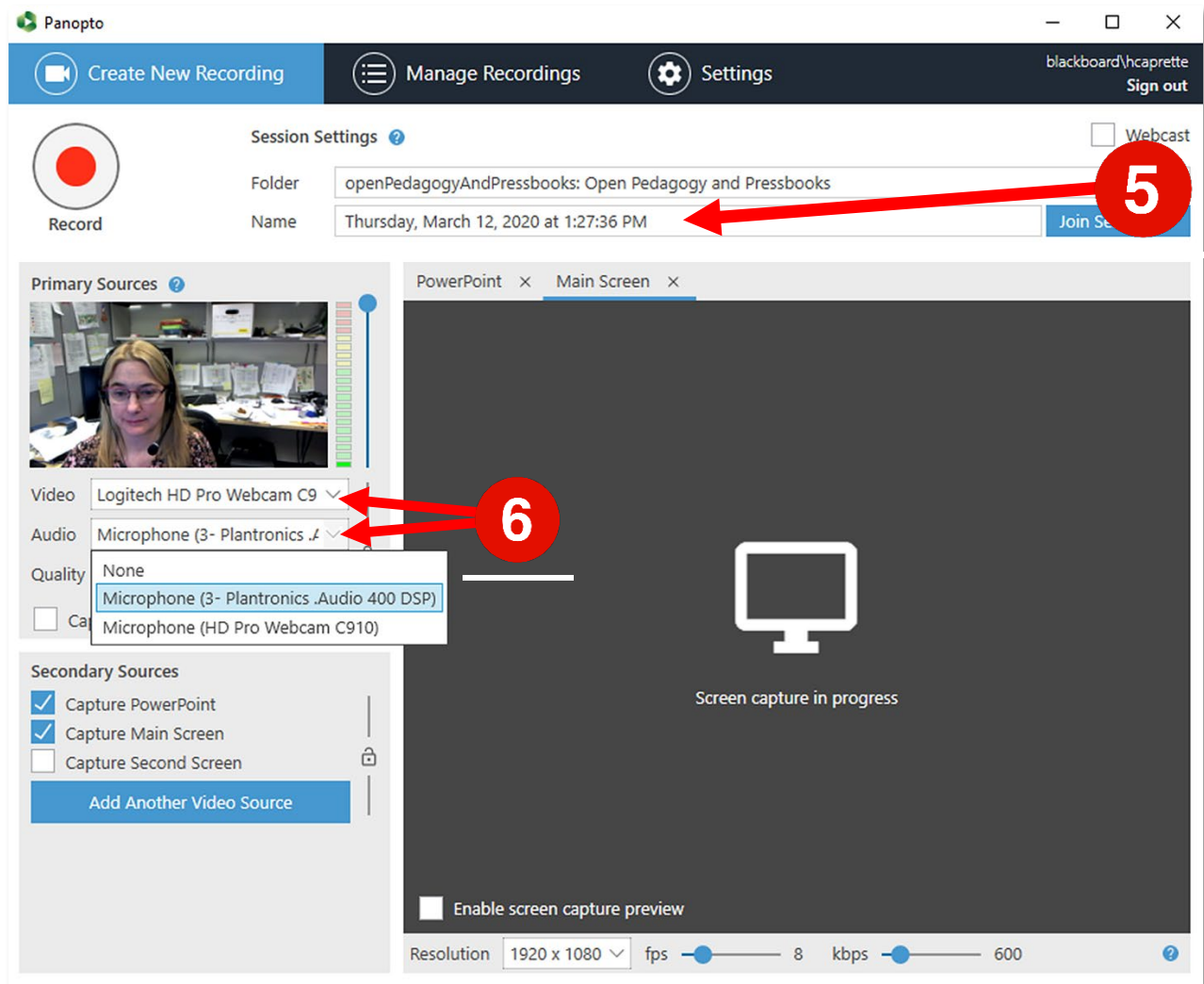


3. The first time you enter “Record a new session,” you’ll have a window to download Panopto recorder. Pick the version that matches your operating system, e.g. Windows 7 and Up, 64-bit.

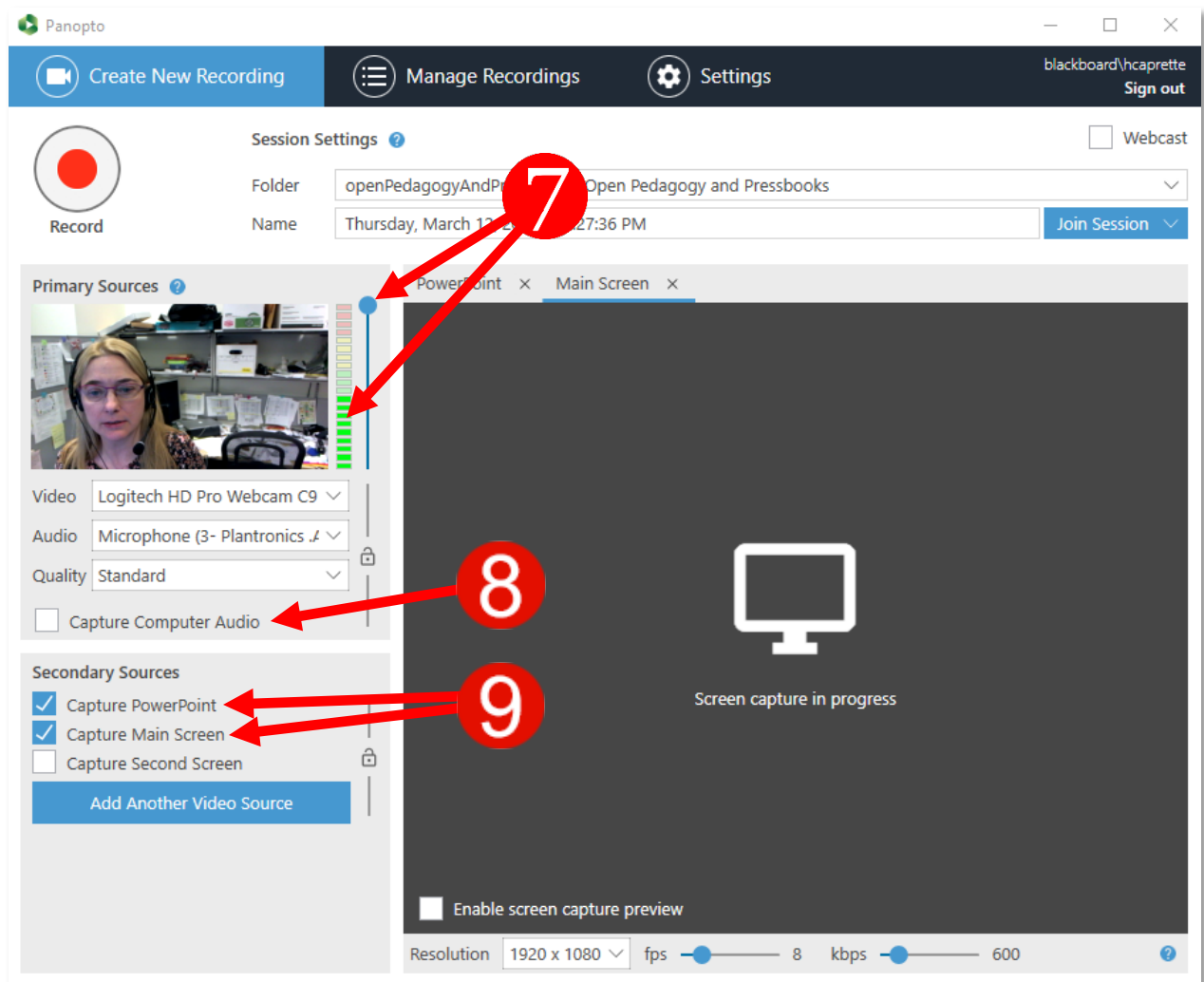


4. Once it is downloaded, select the installer and double click to launch it. Once installed, you can launch the application Panopto Recorder by clicking on “Record a new session” again. In the Launch Application window, check the box for “Remember my choice for panopto links” and select “Open Link.”

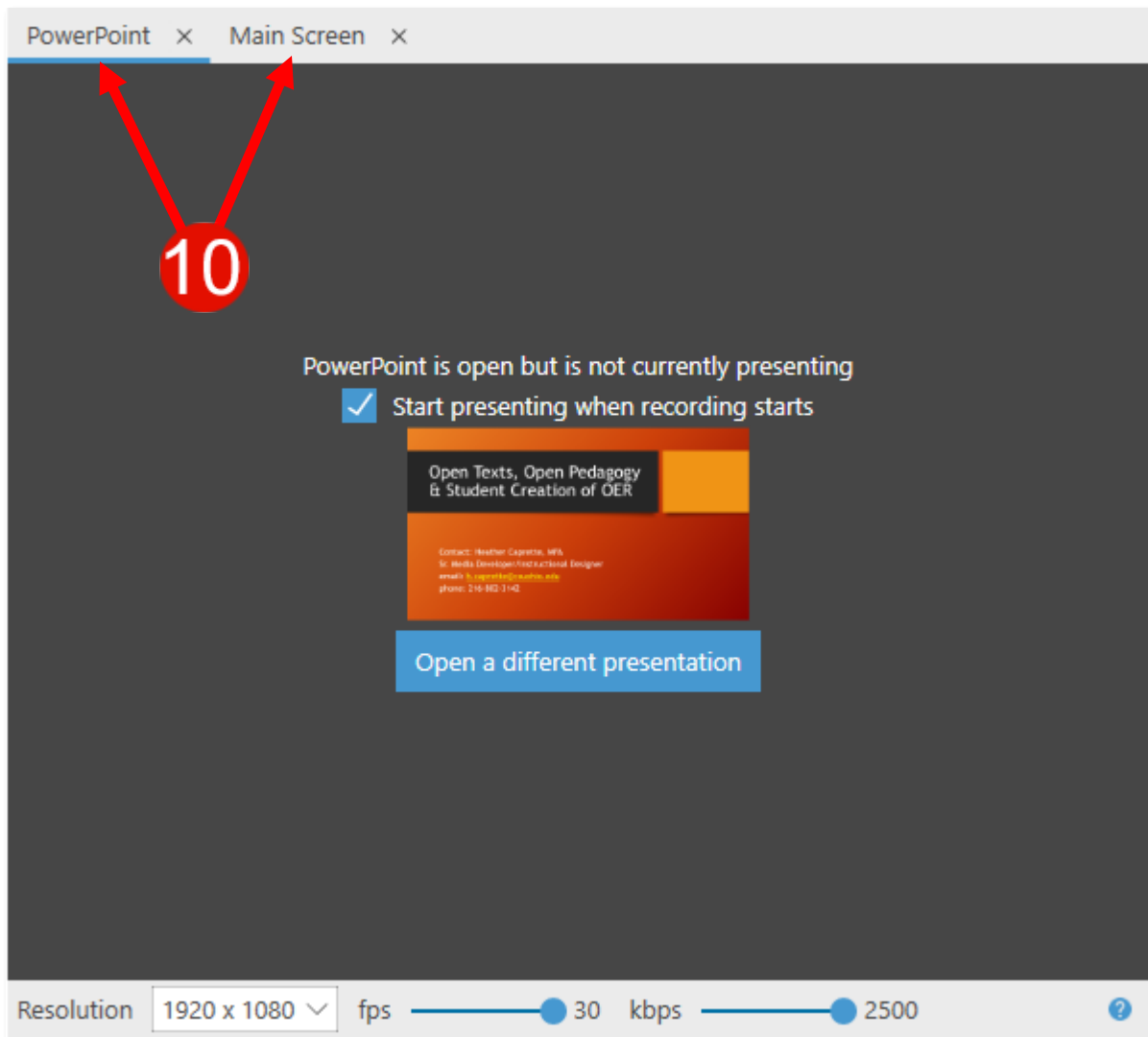
5. In the Panopto recorder screen, you should see the name of the course you started the recording from in the “Folder” field at the top. You can give your recording a unique name inside the text entry box for “Name” by typing over the default day, date and time name.
6. Set your primary sources for your video, if you are using a webcam, and your audio (microphone), using the drop down menus for each to select the device. You will need a microphone connected to or built into your computer.



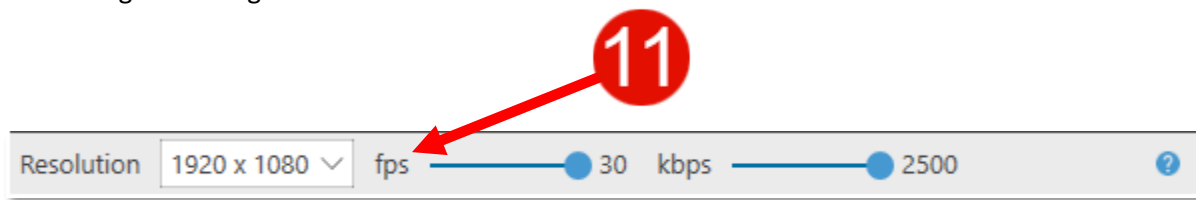
7. Speak into your microphone and check your volume in the green to red meter to the right of your image. When you speak, you don't want the sound to stay in yellow or peak to red. It should be in the green area. Adjust the volume by dragging the blue dot downward, if you need to, until your sound is in the green.



8. If you need to capture the computer's audio, for example, if you show a video playing on a website, check the box next to "Capture Computer Audio."
9. Set your secondary sources by checking the box to the ones you want to use. You can share a PowerPoint presentation, your main screen and/or a secondary screen.
10. You can preview your Main Screen or set your PowerPoint to open by clicking on the tabs for each in the preview area. If you have your PowerPoint presentation open already, you can click on the PowerPoint tab, check the box next to "Start presenting when recording starts." This will start PowerPoint up in Presentation mode and it should fill your screen. You can also open another PowerPoint presentation from this tab.



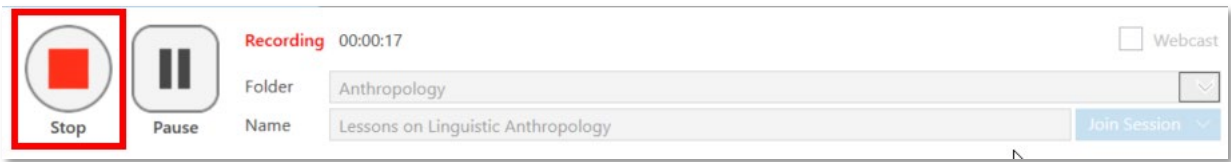
11. If you will be moving quickly around your screen, adjust the fps (frames per second) setting at the bottom of the screen up to 15 by dragging the blue dot. If you will be capturing video playing on your screen, adjust this setting to 30. A higher setting will allow motion to be smoother in the video.



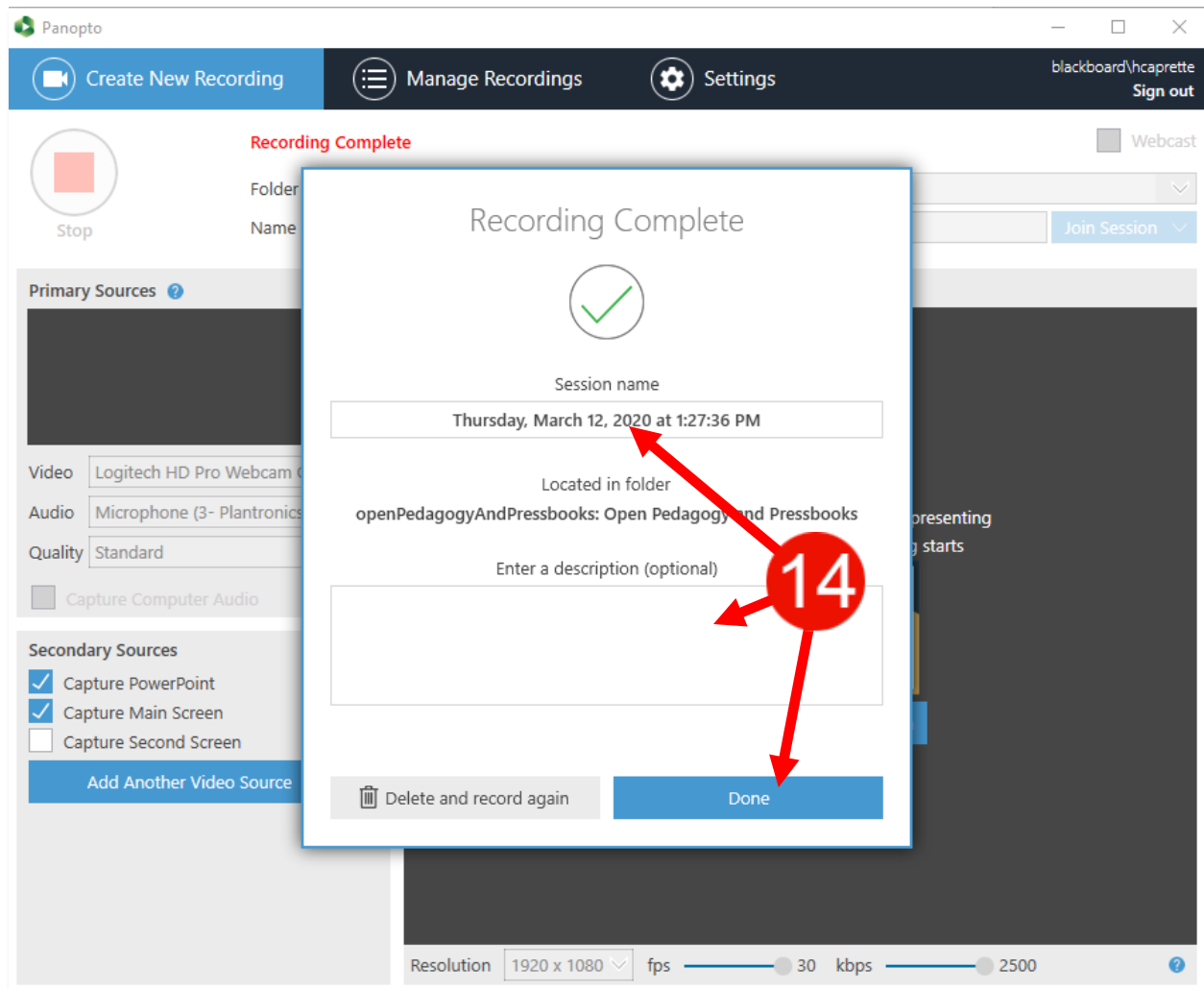
12. When your audio and video sources are set, click the red “Record” button in the upper left corner.



13. When you are finished recording, maximize the Panopto settings window again, and click the Stop button.



14. A Recording Complete window will popup. At this point in time, you can change the name of the recording if you need to and enter a description of the presentation. Once these are entered, click the Done button at the bottom right.



15. The video will upload from your computer's hard drive to your Panopto Video area of your Blackboard course. It may take some time to process. Once complete, your students can click on the name or thumbnail image of the presentation to play it back.

The screenshot displays the Panopto Content interface. On the left is a dark sidebar with navigation options: Open Pedagogy and Pressbooks, Home Page, Announcements, Course Content, Discussions, Email, Groups, Tools, My Grades, Help, Blue Course Evaluations, Textbooks, Panopto Video, Tegrity Classes, Blackboard Help, Tegrity Classes, Dashboard, McGraw-Hill Campus, and Panopto Video. The main content area is titled "Panopto Content" and features a search bar with the text "Search in folder 'openPedagogyAndPre...'", a "Create" button, and a folder dropdown menu. Below the search bar, there are sorting options: "Sort by: Name Duration Date Rating". An "Add folder" button is also present. Two video thumbnails are shown. The first thumbnail is titled "An Introduction to Open Education" and has a timestamp of "Thursday, March 12, 2020 at 1:27:36 PM" with a duration of "0:21". The second thumbnail is titled "Open Texts, Open Pedagogy & Student Creation of OER" and has a timestamp of "Open Pedagogy - Thursday, March 5, 2020 at 12:28:47 PM" with a duration of "1:13". A red circle containing the number "15" is positioned to the right of the first thumbnail, with two red arrows pointing from it to the timestamps of the two video entries.

[Information on getting started with Panopto](https://www.csuohio.edu/center-for-elearning/panopto-lecture-capture) and using the Create button is found on the Center for eLearning's website (visit: <https://www.csuohio.edu/center-for-elearning/panopto-lecture-capture>).