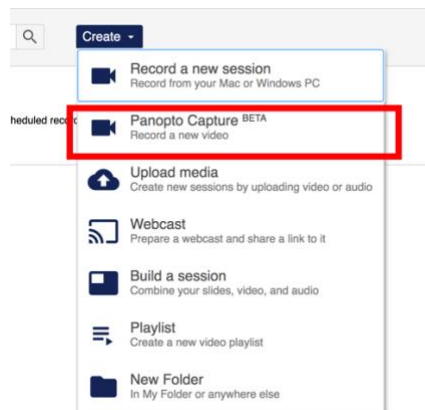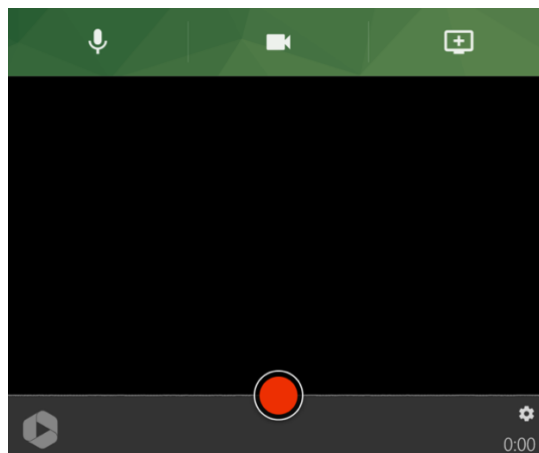# How to Record in Panopto
A Guide for Faculty

Created by the Academic Commons

Panopto is a recording software that allows you to easily record and share videos and presentations online. Panopto recordings can include Video, Audio, Desktop, PowerPoint, and more. Download Panopto to create and share videos with students and colleagues. To use Panopto in the classroom to record in-person lectures, contact us. Find additional Panopto guides on editing videos, and sharing videos on our website.

➢ **Step 1:** Log in to Panopto at: https://jefferson.hosted.panopto.com. If it is your first time visiting Panopto's website, you will be prompted to enter your Campus Key and Password to access the Canvas website. Once completed, you will be redirected back to Panopto's website.

➢ **Step 2:** Click the **Create** button. Select **Panopto Capture**. This mode of recording allows you a variety of recording options, including a close up recording of the presenter, a dual picture image of a screen capture, and a mode that captures the speaker's image content.
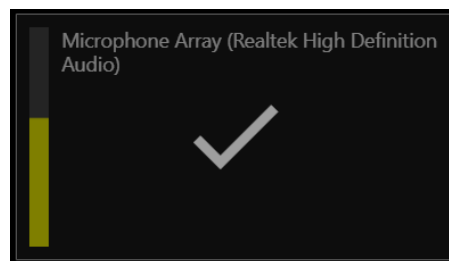

➢ **Step 3:** Panopto Capture will launch in a new browser tab.

➢ **Step 4:** To create a video, first click the microphone icon in the upper left corner of Panopto Capture. Choose the microphone you would like to use. Each microphone connected to your computer will appear as a button in the preview area. Select the desired microphone by clicking on a button.
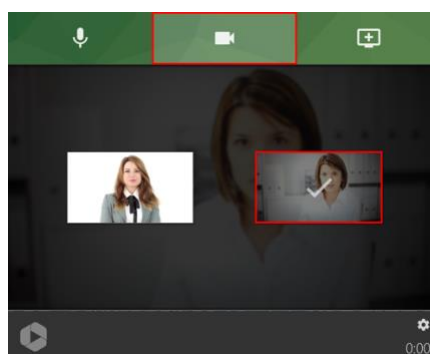

➢ **Step 5:** Test your microphone by talking at a normal voice. The bar at the left of each box indicates how well the microphone is picking up audio. If no green is showing, the microphone is not picking up any audio.

➢ **Step 6:** To record a camera source, select the camera icon in the upper center of Panopto Capture. If you do not want to record any cameras, skip this step. Each camera connected to your computer will show up as a button in the preview area. Select the desired camera(s) by clicking on the button(s).
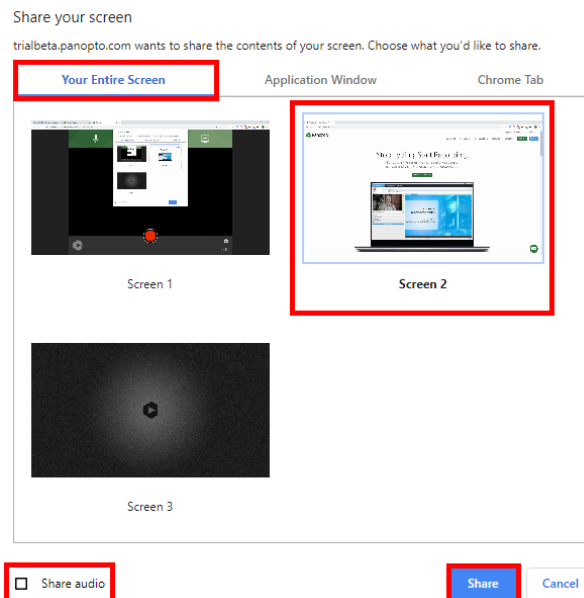

➢ The first camera selected will be recorded as your primary video source. This source appears in the upper left side of the video viewer and is typically video of the presenter.

➢ Any additional cameras selected will be recorded as secondary video sources. These appear on the right side of the viewer along with screen or application sources.
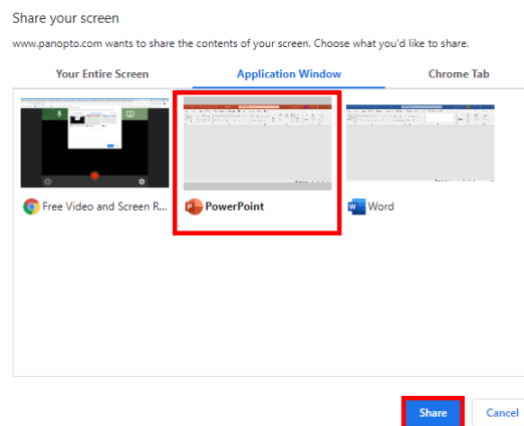
➢ **Step 7:** To record a screen, application window, or individual browser tab, select the monitor icon with the plus sign in the upper right corner of Panopto Capture. If you do not want to record any screens or applications, skip this step.
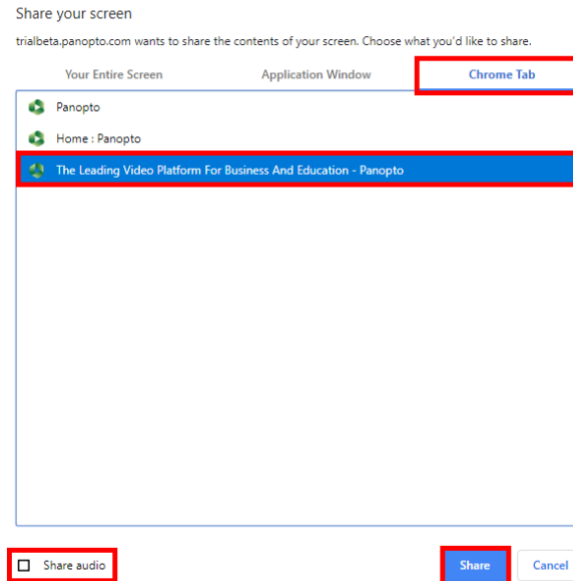

➢ A window will open. Here you can choose the source to record. To record everything that happens on a screen, choose **Your Entire Screen.** Then, select the screen to record and click **Share**.

➢ To record everything that happens in one application window only, choose **Application Window.** Then, select the application to record and click **Share.**

➢ To record everything that happens in one browser tab, choose the **Tab** option. Then, select the tab to record and click **Share.**

➢ **Step 8:** To begin recording your video, click the red *circle* button at the bottom center of Panopto Capture. You will see a 5 second countdown and then should begin.

➢ **Step 9:** To stop recording, click the red *square* button. Your video will immediately begin to upload. Do not close the Panopto Capture browser tab until the upload is complete.

➢ **Step 10:** Once your recording is stopped, you will be taken to a new page and the video will begin to upload to Panopto. You can see the video's upload progress.

➢ **Step 11:** Change the name and description for your video using the text boxes to the right side of the screen. To change the folder your video should be shared to, type the name of the folder or use the drop-down menu to choose from your Panopto folders.

➢ **Step 12:** Visit the Panopto folder you chose to house your video under and you will now find the video.

Help

➢ Watch the video tutorials on how to record on Panopto and read in-depth recording guides on the Panopto website.

➢ Visit our website for additional guides on how to edit and share Panopto videos.

➢ For help with using Panopto in your course, contact the Educational Technologies Department at EdTech.Support@lists.jefferson.edu or call (215) 503-2830.