

## Panopto Drop Box Recording (Student)

SCC is evaluating new lecture capture/presentation recording software to replace our current version of Panopto. Your class is testing the latest version of Panopto and a new drop box feature that simplifies student submission of videos. Thank you for your help in this project.

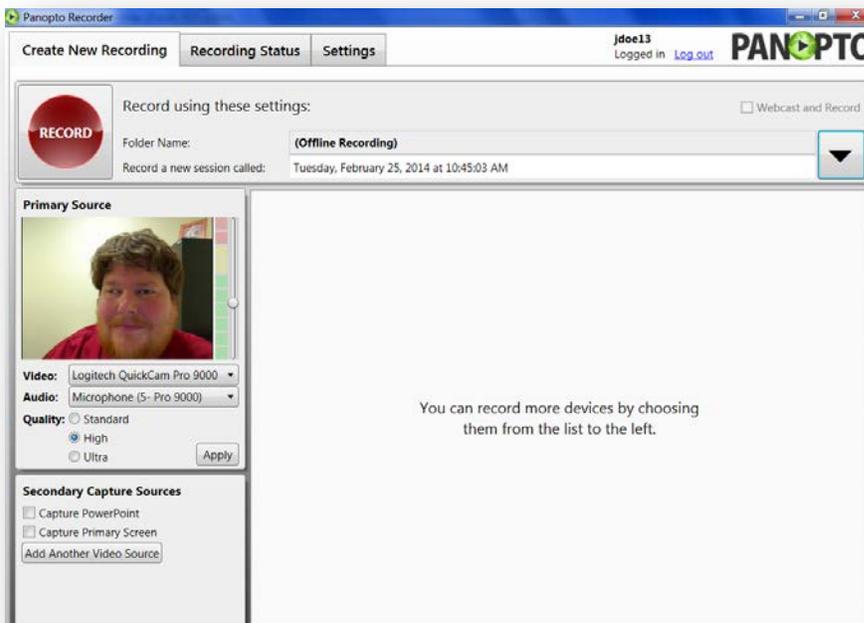
### Preparing to Record

1. Make sure your webcam is installed and working before starting Panopto.
2. Start the Panopto Recorder from the Start menu or a desktop icon.
3. The login screen will appear. In the **Server Address field**, enter **spartanburg.hosted.panopto.com**. Then enter your Panopto username and password. Check the **Remember Me** checkbox. Click **Log In** to finish the process.



The image shows the Panopto login interface. At the top is the Panopto logo, which consists of the word "PANOPTO" in a bold, sans-serif font, with a green play button icon integrated into the letter "O". Below the logo are three input fields: "Server Address" containing "spartanburg.hosted.panopto.com", "Username" containing "jdoe13", and "Password" containing a series of dots. Below the password field is a checked checkbox labeled "Remember Me" with the text "(required for offline recording)" to its right. At the bottom left, it says "Login not verified." and at the bottom right is a "Log In" button.

4. The **Create New** Recording tab opens. We will start setting the options for our recording.



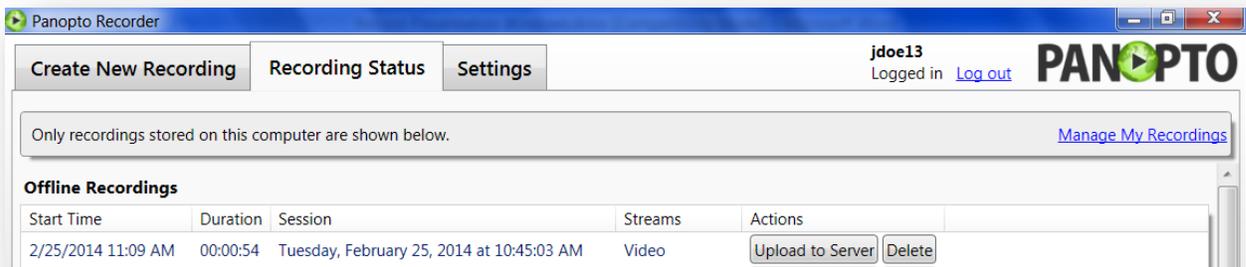
The image shows the Panopto Recorder application window. The title bar reads "Panopto Recorder" and the user is logged in as "jdoe13". The interface has three tabs: "Create New Recording" (selected), "Recording Status", and "Settings". A red "RECORD" button is on the left. The main area shows recording settings: "Record using these settings:" with a "Webcast and Record" checkbox. The "Folder Name" is set to "(Offline Recording)" and a session name is "Tuesday, February 25, 2014 at 10:45:03 AM". Under "Primary Source", there is a video preview window showing a person's face. Below the preview are dropdown menus for "Video" (Logitech QuickCam Pro 9000) and "Audio" (Microphone (5-Pro 9000)), and radio buttons for "Quality" (Standard, High, Ultra). An "Apply" button is next to the quality options. A message says "You can record more devices by choosing them from the list to the left." Under "Secondary Capture Sources", there are checkboxes for "Capture PowerPoint" and "Capture Primary Screen", and a button for "Add Another Video Source".

5. Use the **Video** drop-down menu to select your webcam. Once selected, you will see a preview of the webcam.

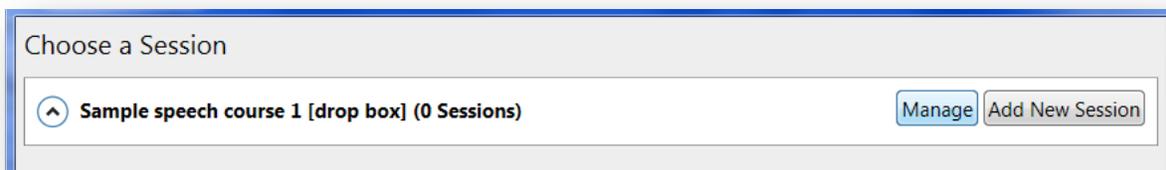
- Use the **Audio** drop-down menu to select the correct microphone. Test the microphone by speaking and watching the audio level indicator change. Use the slider to the right to adjust levels up or down as necessary. Levels that are too high will result in distortion. Levels that are too low will make it difficult for others to hear you.
- Set **Quality** to **Web Quality**.
- For a basic video recording, uncheck **Capture PowerPoint** and **Screen Capture**.
- When you are ready to begin recording, click the **Record** button.
- When you are finished, click the **Stop** button. Panopto will switch to the **Recording Status** tab and we will upload the recording in the next section.

## Uploading and Processing

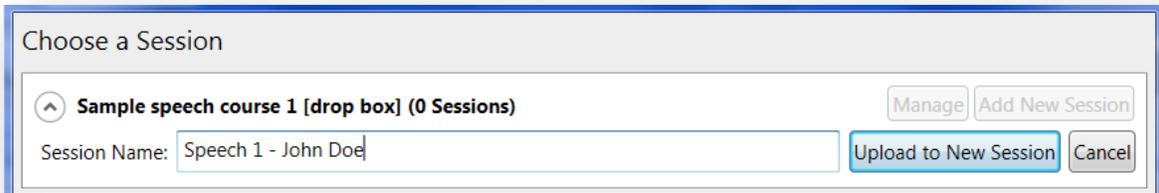
- There will be several groups of recordings in the **Recording Status** screen. Your recording should be at the top of the **Offline Recordings** section.



- If you were not happy with your recording, click the **Delete** button next to the recording and then click on the **Create New Recording** tab to start over.
- If you are ready to submit your recording, click on the **Upload to Server** button.
- The **Choose a Session** dialog box will appear. Click **Add New Session** next to the drop box folder you wish to upload to.



5. Enter the name of your recording in the **Session Name** field. **Your instructor will give you specific instructions on the session should be named.** Click **Upload to New Session** to start uploading.

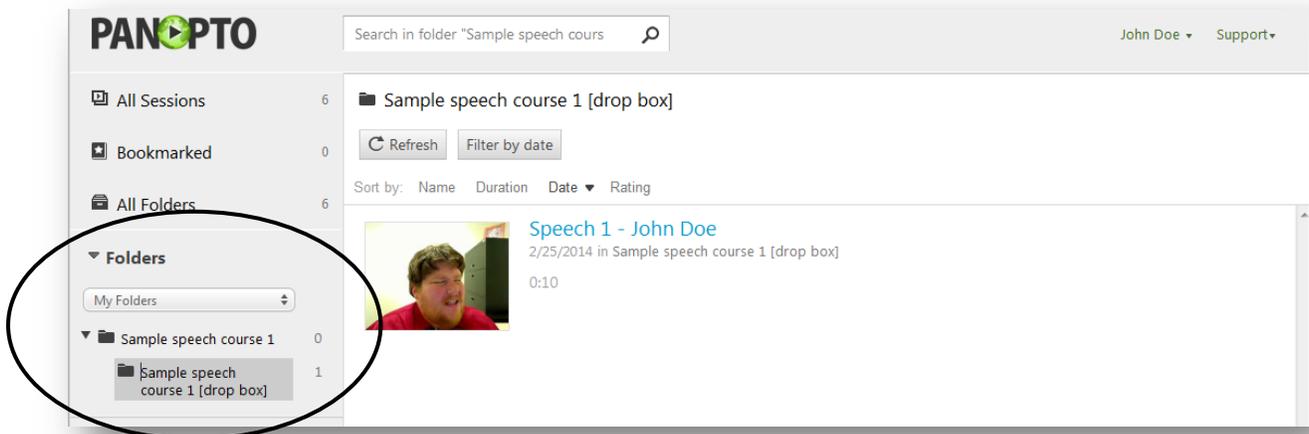


6. The Panopto Recorder will begin uploading your presentation to the server for processing. This time will vary depending on the length of your recording, your Internet speed, and how busy the Panopto server is. Panopto will send you an e-mail when the recording is ready.
7. When processing is complete, you may click on the **View** link next to the recording name to view it from the Panopto website. You do not have to wait for the recording to be processed before starting a new recording.

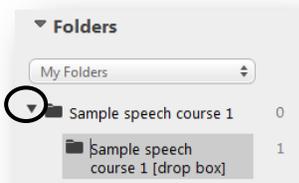
Uploaded Recordings					
Start Time	Duration	Folder	Session	Actions	Status / Link
2/25/2014 11:09 AM	00:00:54	Sample speech course 1 [drop box]	Speech 1 - John Doe	Delete Local Set Offline	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Share</a> (default)

## Deleting an Uploaded Recording

1. Log into the Panopto website. Look on the left side of the screen for the folders list.



2. If you do not see a course's drop box, click the arrow to the left of the main course folder.



3. Look for your recording and move your mouse over the title. Click **Delete** below the title. Panopto will verify that you wish to delete the recording.

Sample speech course 1 [drop box]

Refresh Filter by date

Sort by: Name Duration Date ▼ Rating

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 **Speech 1 - John Doe**  
2/25/2014 in Sample speech course 1 [drop box]  
0:10  Settings  Share  Edit  Delete