How to Create a Panopto Recording in Blackboard (Windows Version)

If you have logged into your Blackboard course, follow the steps below. If not, please log into Blackboard before continuing with the steps below.

1. Click **Tools** in the left hand action bar, then Click **Panopto Content**

**Please Note:**

a) If you have **not** installed Panopto Recorder in your computer, go to **Step 3**.
b) If you already have Panopto recorder installed in your computer, go to **Step 5**.
Step 3. Install the Panopto Recorder. To do this:

a) Click on the Download Installer button (Note: We selected Windows version in this illustration. If you have a Mac, please select the OS version).

b) When the Do you want to run or save panoptorecorder.exe bar appears, click on the Run button.

Step 4. When the Panopto Recorder Setup window appears, click on the Next button and then follow the on screen instructions to complete the installation.
Step 5. After you have the Panopto Recorder installed, you can click on the **Launch Recorder** button to open the recorder.

Step 6. Click on the **Allow** button.
Step 7. Choose exactly what you would like to record. In this example, we choose the following inputs:

a) Capture Computer Audio
b) Capture PowerPoint
c) Capture Main Screen

Step 8. You can adjust screen resolution simply click the drop down menu to the right of Resolution and choose the resolution you desire. You can also adjust the bit and frame rate per second by dragging the sliders. Click Apply to save changes.

Step 9. Check Enable screen capture preview, the capture preview is displayed.
Step 10. Once you have everything set, you can click on the Record button to begin recording.

Step 11. Once your recording has started, the Record icon will change into Stop and Pause. Clicking on Stop will stop the recording and close it out. Clicking on Pause will pause your recording.
Step 12. To open a PowerPoint presentation, click on the **PowerPoint** link.

Step 13. Click on the **Open a Presentation** button.
Step 14. Select the PowerPoint presentation you want to open, then click on the Open button.

Step 15. In order to properly record PowerPoint presentation, after you have launched PowerPoint, you must have it in full screen presentation mode. To end your PowerPoint presentation, press the Esc key on your computer keyboard and then click the close button.
Step 16. To finish your recording, click on the Stop button. When the Recording complete window appears, click on the OK button.

Step 17. Once everything has been recorded and you have stopped your recording, you will be taken to the recording status page which will show you something that looks like:

- Offline Recordings—recordings that you have not yet picked a folder for, so they are just on your computer.
- Currently Uploading Recordings—recordings that you just completed and it's status.
- Uploaded Recordings—recordings that you have already recorded, picked a folder for, and uploaded to the server.
Step 18. You will receive an email from Panopto which telling you that your recording is available for you to view, edit and share.

Subject: Panopto Ready to view Wednesday, January 27, 2016 at 1:28:53 PM

"Wednesday, January 27, 2016 at 1:28:53 PM" is now ready to view.

Folder: Text8883: Best Practice

View: https://stjohns.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=acaf6b88-548c-4a05-b6e4-4f6f6derived

Edit: https://stjohns.hosted.panopto.com/Panopto/Pages/Editor/Default.aspx?acaf6b88-548c-4a05-b6e4-4f6f6derived

Share: https://stjohns.hosted.panopto.com/Panopto/Pages/Sessions/list.aspx?id=acaf6b88-548c-4a05-b6e4-4f6f6derived

Additional output formats: https://stjohns.hosted.panopto.com/Panopto/Pages/Sessions/list.aspx?id=acaf6b88-548c-4a05-b6e4-4f6f6derived