

To perform a basic screen capture recording with Panopto, please follow these simple steps:

These below images are of Windows but Mac user's the format is the same, your pop-up windows might look different.

Open your applications/files before you start recording

You can choose to record directly from a PowerPoint presentation and/or Screen mode (what is happening on your screen). If you choose PowerPoint mode, and then want to show something you are doing on your computer, you can click on the Screen tab and then use **ALT+TAB** to bring other applications forward that you already have running.



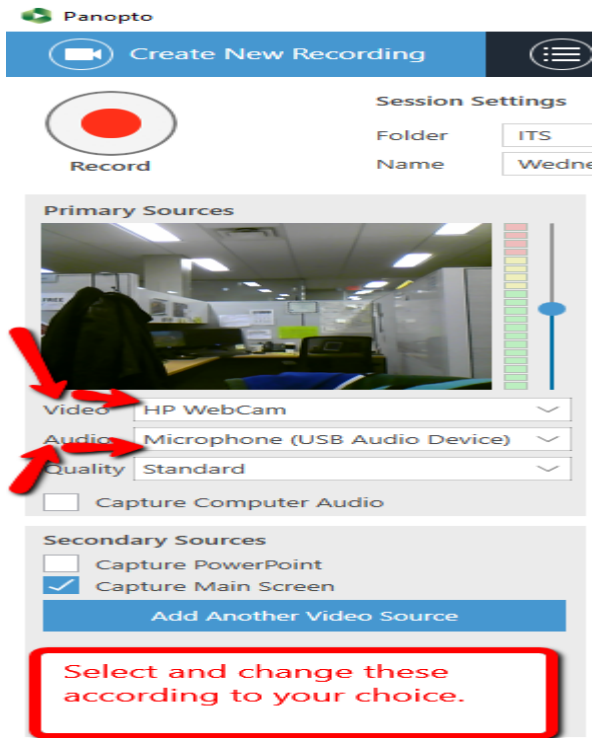
It is very helpful to have all of your applications and/or files open that you want to show before starting your Panopto recording. That way you can use **ALT+TAB** to quickly switch to the application that you want to show (for example, from an Excel spreadsheet to a web site on Internet Explorer).

Select your recording settings

Underneath the webcam video display you will need to choose several options before you can start recording a session, including the:

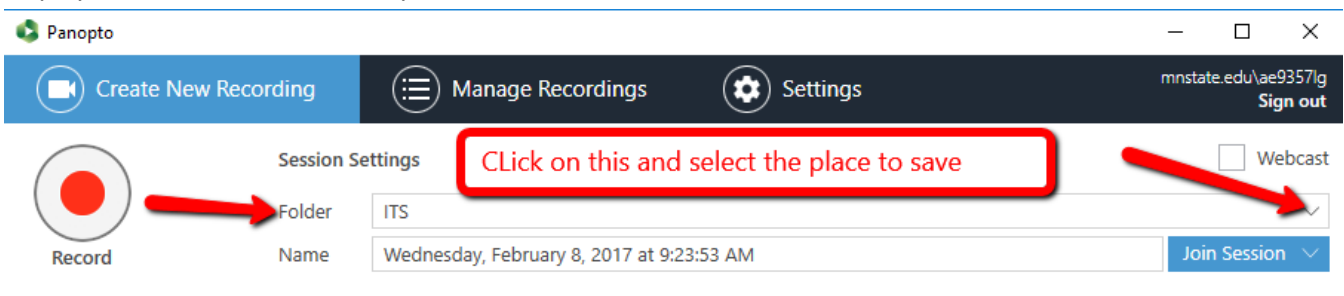
- Video input source
- Audio input source

- Quality Setting. See the Image on the next page.



Selecting your destination folder

Next, click on the black drop-down arrow located in the top right corner of the Panopto Recorder screen to display the list of folders currently available for use.



In the folder list, please scroll to the folder that you have been assigned for your course. Online and Extended Services will provide you with an assigned folder to which you will have access and be able to store recordings in.

To indicate that you would like to create a recording in your folder, you can find the folder by typing the folder's name or on the bottom right side of the page you can click on the **Create a new folder**.

After that, it is time to finally record!

Begin recording

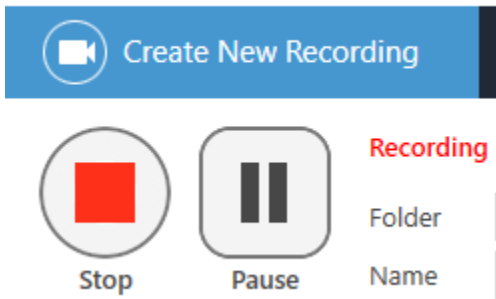
You are now ready to begin recording your new Panopto video session. When you want to begin recording your screen activity simply. **See the Image below.**

The screenshot shows the Panopto 'Create New Recording' interface. At the top, there are navigation buttons for 'Create New Recording', 'Manage Recordings', and 'Settings'. The user is logged in as 'mnstate.edu\ae9357lg' and can 'Sign out'. Below the navigation is a 'Session Settings' section with a 'Webcast' checkbox, a 'Folder' dropdown set to 'ITS', and a 'Name' field containing 'Wednesday, February 9, 2017 at 10:00 AM'. A 'Join Session' button is also present. A large red circle with a white center and the word 'Record' below it is the primary action button. A red arrow points from this button to a callout box that says 'Your page will look like this.' Below the session settings are 'Primary Sources' and 'Secondary Sources' sections. Under 'Primary Sources', there is a video preview window showing a person wearing a headset, and dropdown menus for 'Video' (HP WebCam), 'Audio' (Microphone (USB Audio Device)), and 'Quality' (Standard). There is also a checkbox for 'Capture Computer Audio'. Under 'Secondary Sources', there are checkboxes for 'Capture PowerPoint' (unchecked) and 'Capture Main Screen' (checked). A red box highlights these two options, with a callout box stating 'These are the 2 options, You can upload powerpoint or can show the main screen of your computer.' Below the secondary sources is an 'Add Another Video Source' button. At the bottom, there is a checkbox for 'Enable screen capture preview' (checked), a resolution dropdown set to '1920 x 1080', a 'fps' slider set to '1', a 'kbps' slider set to '1500', and an 'Apply' button. A red box highlights the 'Enable screen capture preview' checkbox with a callout box that says 'Check mark this sign in order to see the screen in front of you.' A red box with the number '1' points to the 'Record' button with the text 'See this arrow, Hit the Record to start recording.' A red box with the number '2' points to the 'Capture PowerPoint' and 'Capture Main Screen' options. A red box with the number '3' points to the 'Enable screen capture preview' checkbox.

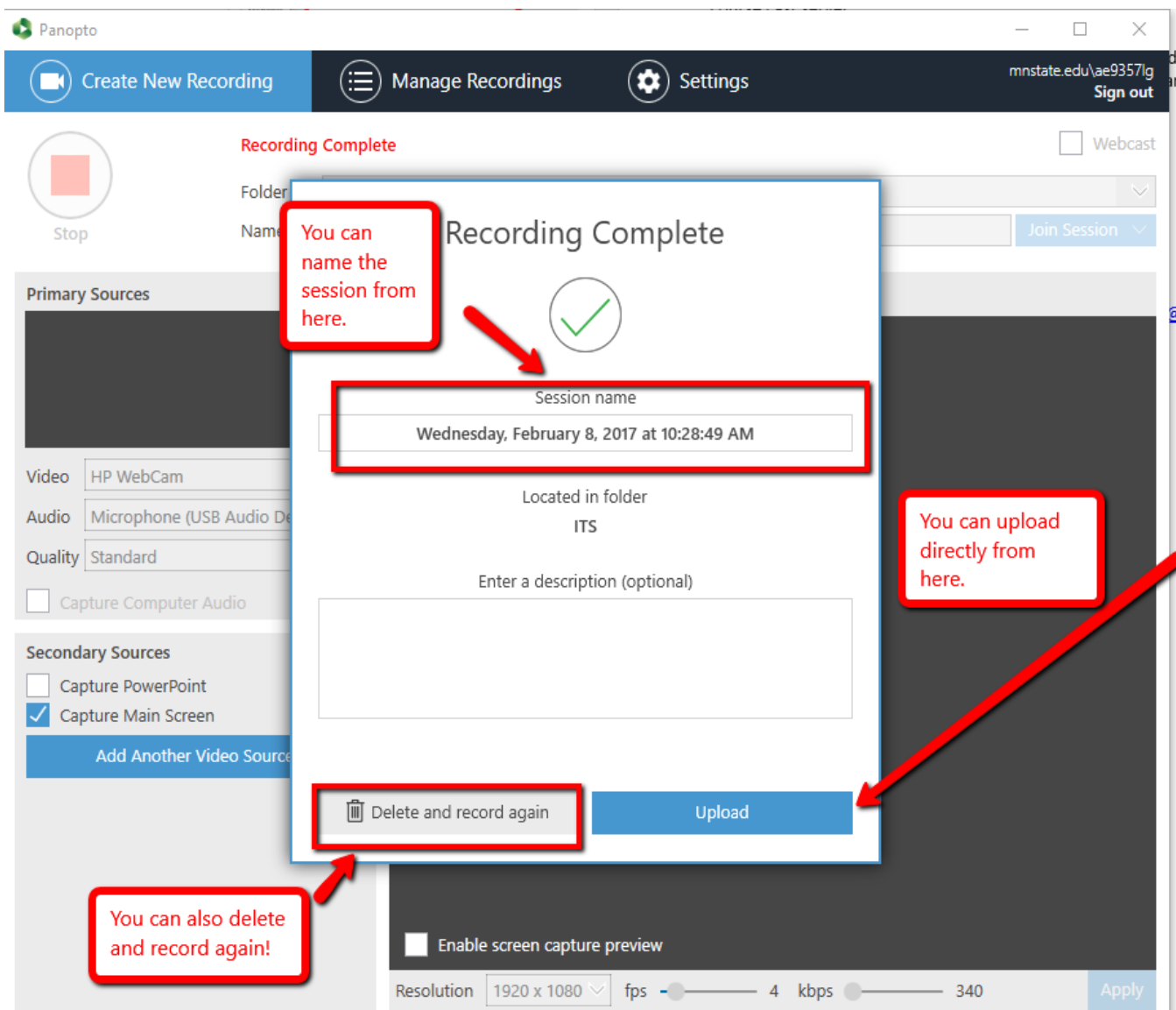
With a screen capture, recording you will be able to:

- Demonstrate the use of software
- Provide a "walk-through" of a website
- Show Images and Diagrams

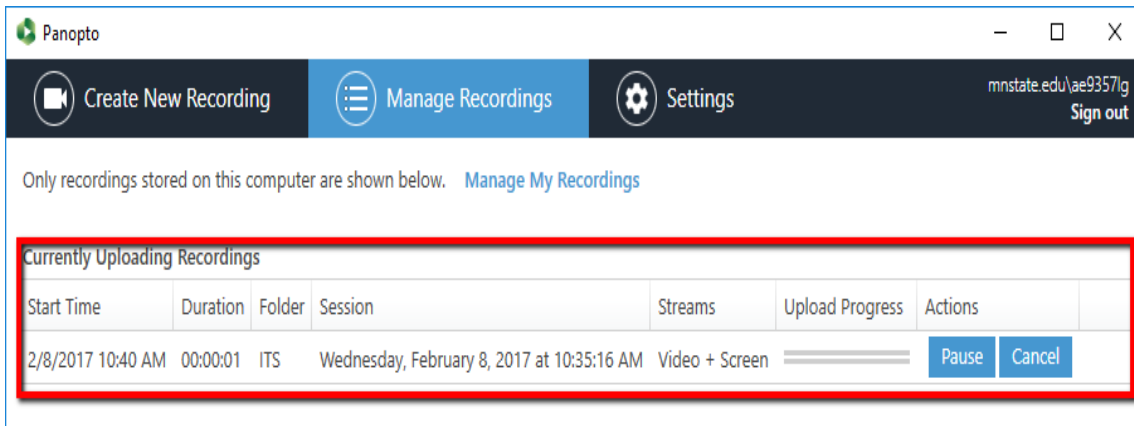
Once you start recording, your screen will change and it will look like this. **See the image on the next page.**



Once you are finished recording, click on the **STOP** button, you will be taken to a new window, and then you have option to do couple of different things. **See the image on the next page.**



Once you click the upload, it will take you towards next setup and your video will take few minutes to upload. (Depending upon the length of the video.) **See below Image.**



After the video is done uploading that means, video is uploaded on the MSUM course cast server under your chosen specific folder.

For More Information

Please contact Instructional Technology Services at support@mnstate.edu or 218.477.2603 if you have questions about this material.