How to Record a Video with Panopto:
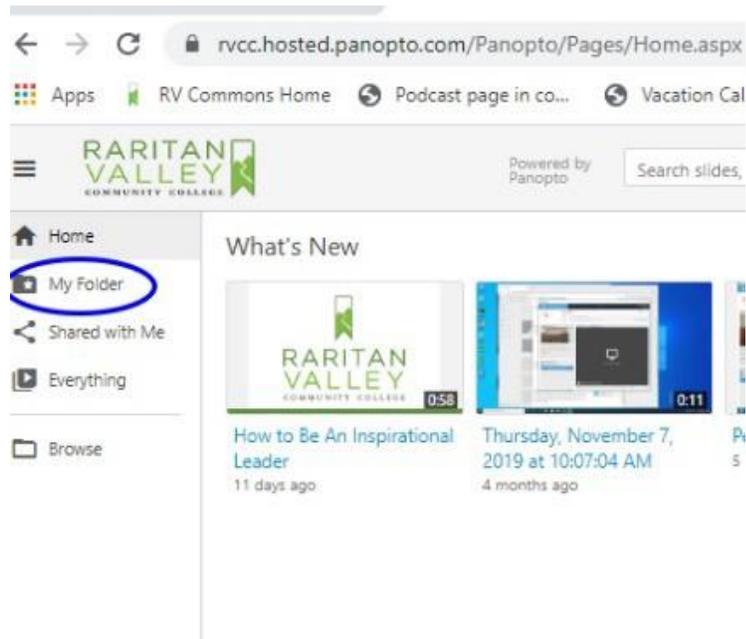
Log into Panopto either through your canvas course OR going directly to Panopto using this link:
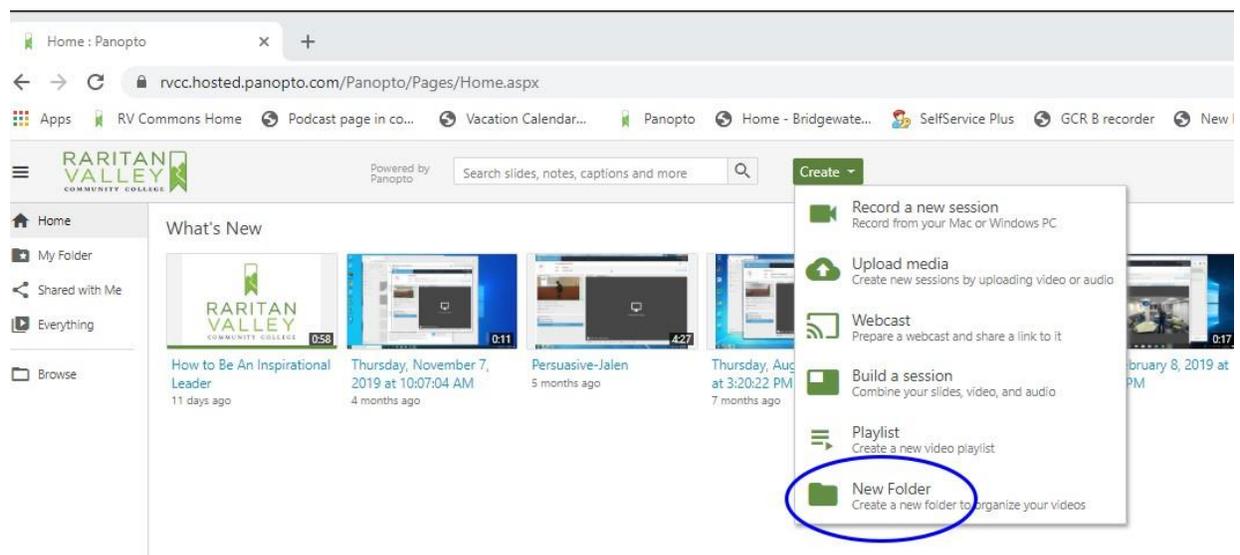
https://rvcc.hosted.panopto.com/

At the dropdown Menu choose: Canvas

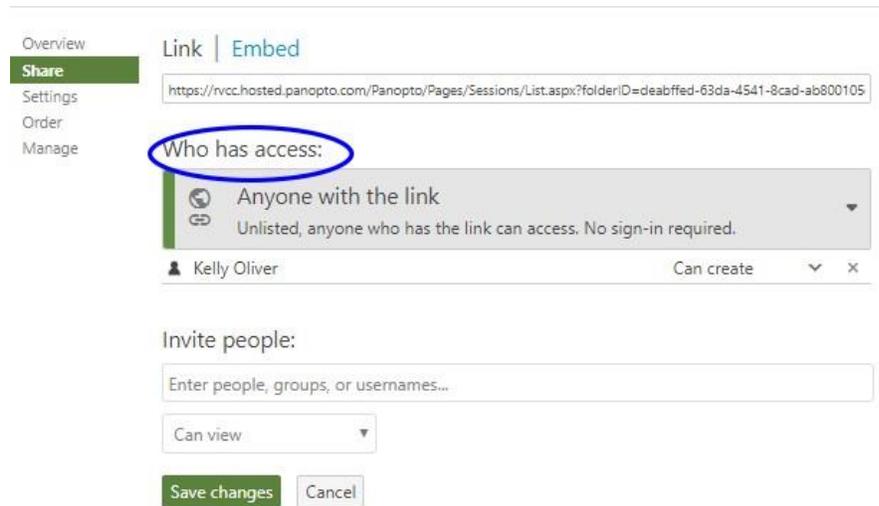Login using your G# and Password.

On the Left Hand Side Click on "My Folder"

To create a new folder for your recordings, Select the top "create" button and then select "new folder"
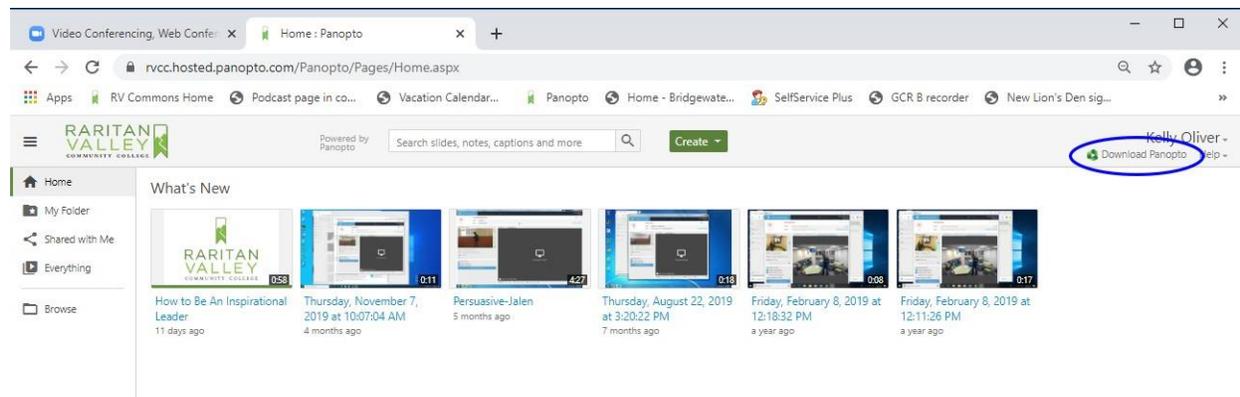
After you give the folder a name, please click save. The next screen is important, you will set the access permissions to say "Anyone with link". This will give your viewers easy access to the video without having to login to Panopto.
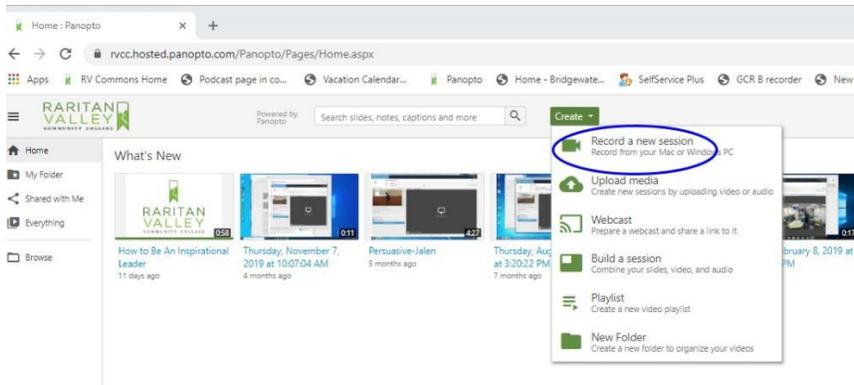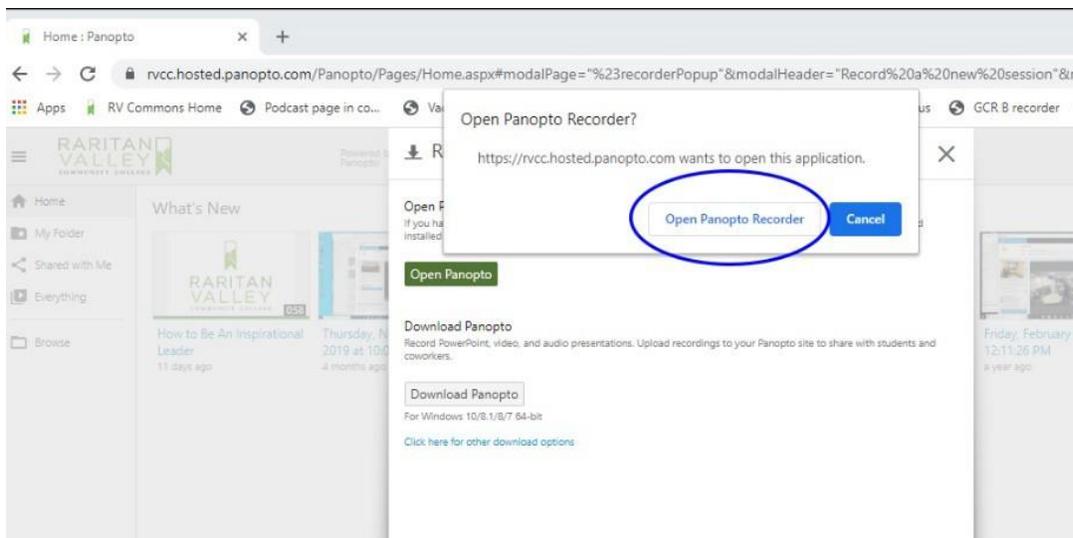

Click Save Changes.

We are almost ready to make our first recording but first we need to download the Panopto recorder to our computer. On the top right, under your user name, click on download Panopto. Select the appropriate recorder for your computer and follow the steps to install.

Now we are ready to start a recording. Open the new folder that you just created and then click on the green Create button up top and select "Record New Session".
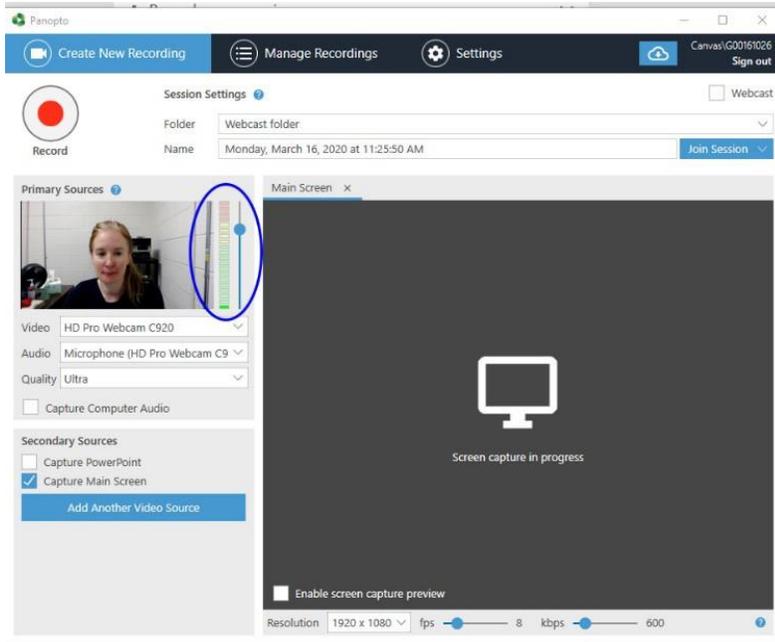
Next, click on Open Panopto. You may have to click on it twice, sometimes there is a second pop-up window.
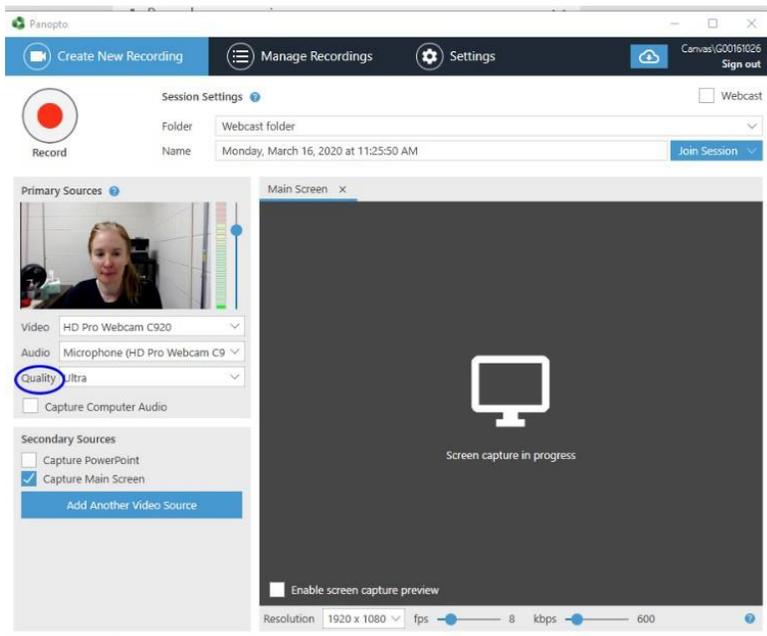

Once the Recorder window is open you will check your settings to prepare for your recording.

If you don't see your webcam, select video and click on the correct camera. You should see your webcam in the small window. The audio setting should be automatically set for webcam but you can verify sound is working but seeing the audio level bar move up and down as you speak. You can also boost the audio by turning up the dial.
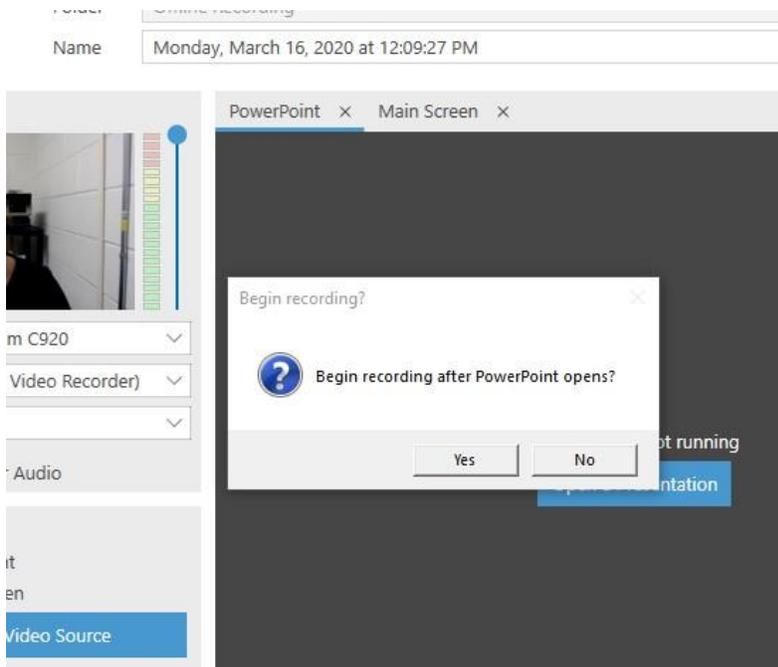
The quality setting can be set on High or Ultra depending on how long your recording will be. When doing a webcast I do not recommend the ultra setting if you plan to do a long webcast.
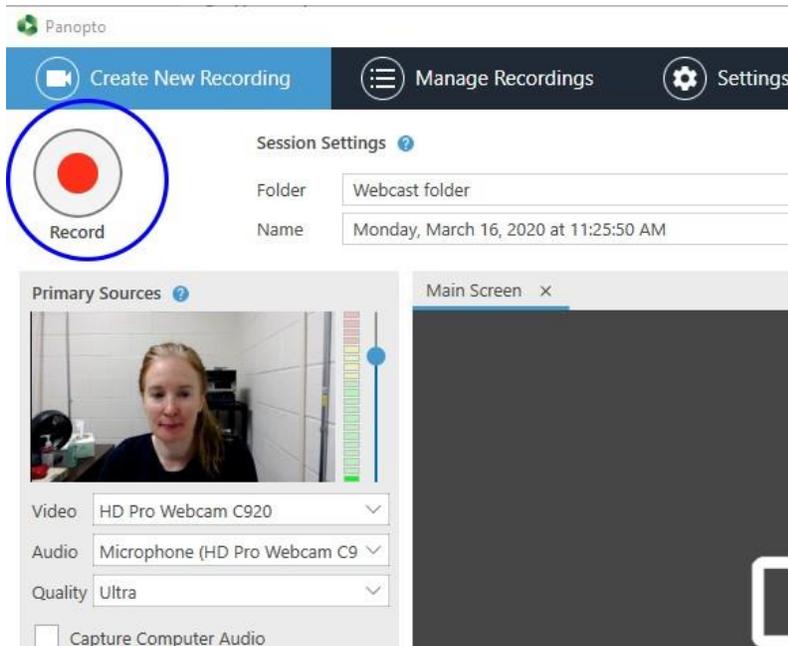

Secondary Sources will be any powerpoint, video, jpegs or pdf images you want to share with your audience. By checking off "main screen" the viewer will see your entire desktop. I recommend this setting for most people.
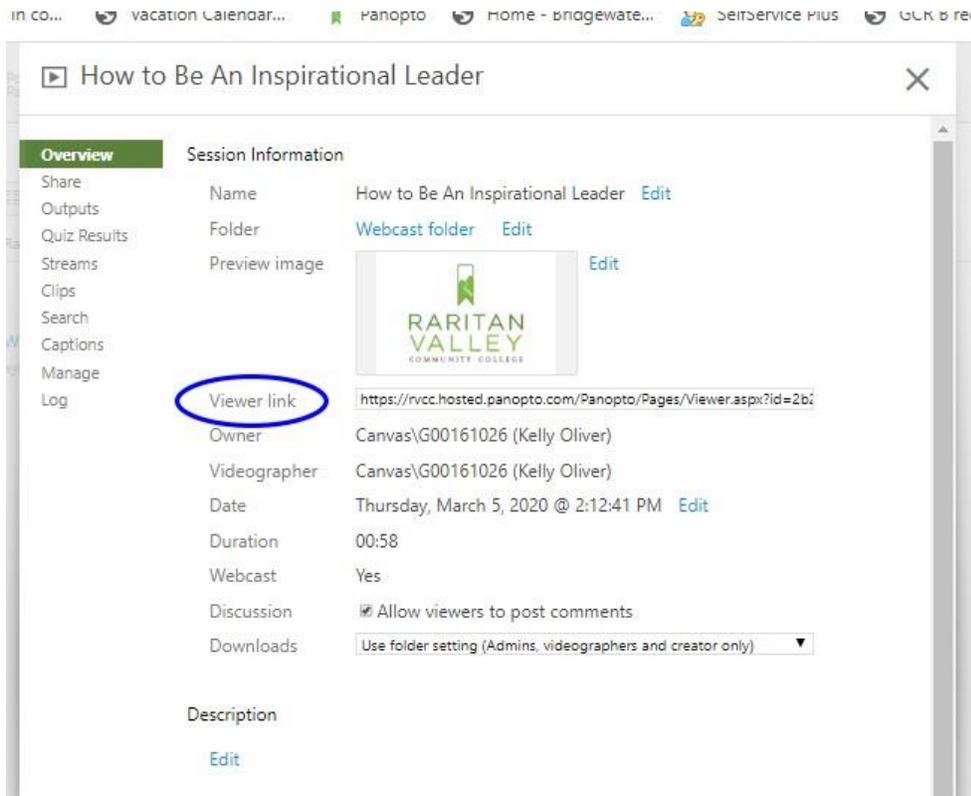
If you only select powerpoint you will need to open powerpoint within the record window. The recording will then begin **automatically** once you open powerpoint and you will need to exit poweroint and go back into panopto in order to **stop** the recording.

For simplicity you can select Main Screen and hit the big red record button up top to start the recording. Then minimize panopto and open powerpoint as you normally would and begin your slide show at full screen size and begin. When finished click on the stop button and your video will upload and process right in your folder.

To Share your link with your students you need to click on the settings button on your video and then copy the viewer link. This is the URL your students can click on to view your video.

Video Tutorials on Panopto covering this and other topics can be found below.

Getting Started with Panopto:

https://rvcc.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=9512f460-0d2c-4be7-9200-ab74012c5db6

How to Make a Recording with Panopto:

https://rvcc.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=b901844f-ad63-4a5d-a952-ab74012d6bfa

How to Make a Webcast with Panopto:

https://rvcc.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=1a466f75-6b6e-4a92-a9b9-ab75015a4a12

How to Edit Video in Panopto:

https://rvcc.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=969a7b66-ae94-47ab-b3c8-ab74012ea7c4