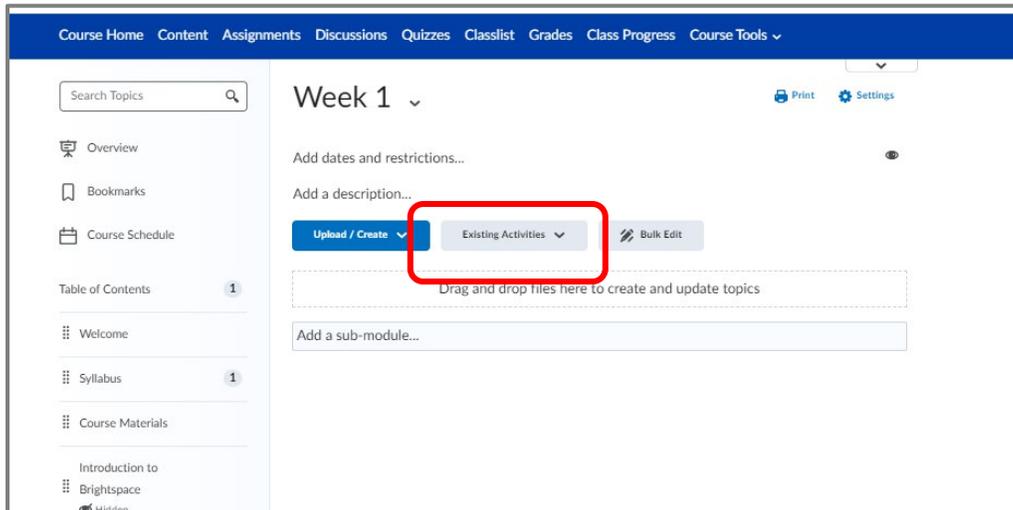


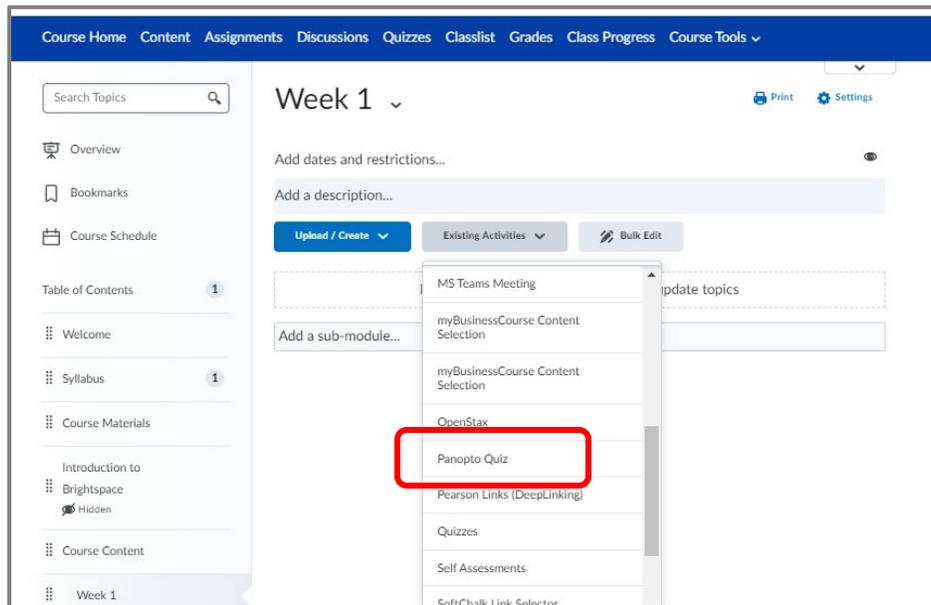
# Using Panopto

## How to Record a Video in Panopto

1. Go to the course that you want to record a video for, click in to content, and then the week or module where you want your video to live, and click on **Existing Activities**.

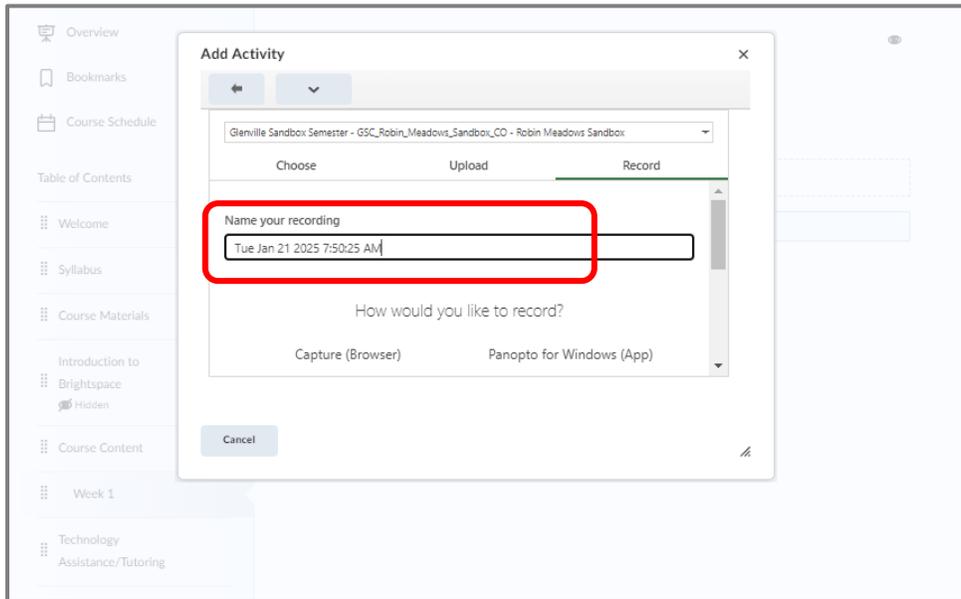


2. Select **Panopto Quiz**.



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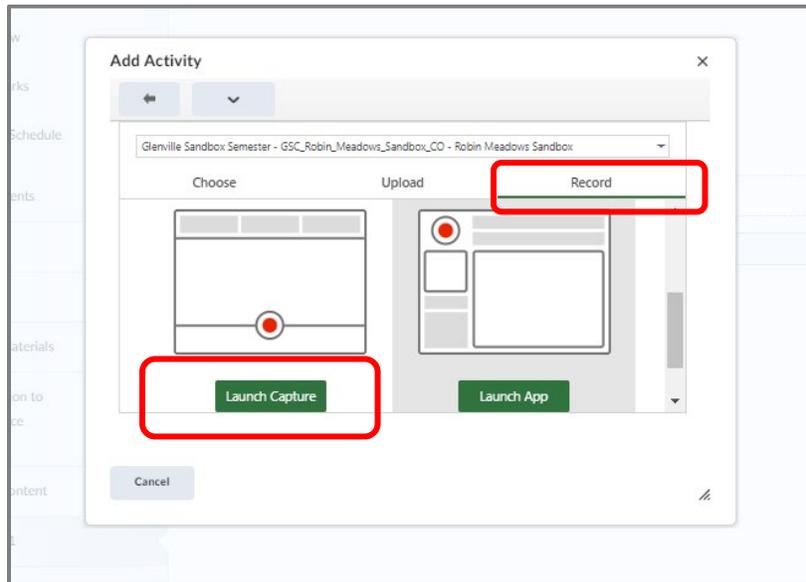
3. Name your recording using a descriptive title. (If you don't name it, the date and time will be populated for you.)



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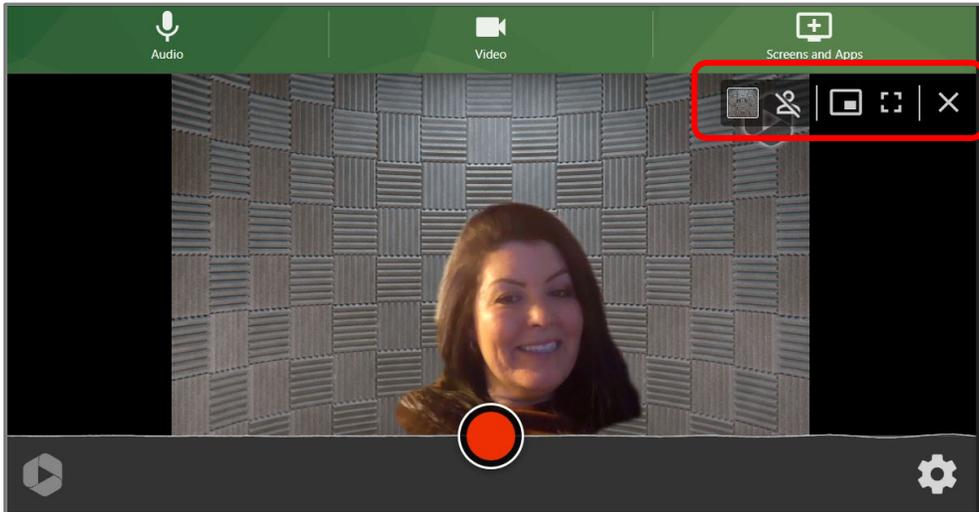
4. Next, you have the option to **Choose** a prerecorded Panopto Video, **Upload** a Video, or **Record** a video. Choose **Record** if you want to record a new video.

You also have the option to select **Launch Capture**, which allows you to record in the web browser, or select **Launch App**, which will prompt you to download Panopto if you don't already have the app installed (or open the app, if you have it already) so you can record there. NOTE: If you wish to download Panopto you will need to call someone from the Technology Department (304-462-6140) to help you install it on your desktop. For the purpose of this help file, we will select **Launch Capture**.

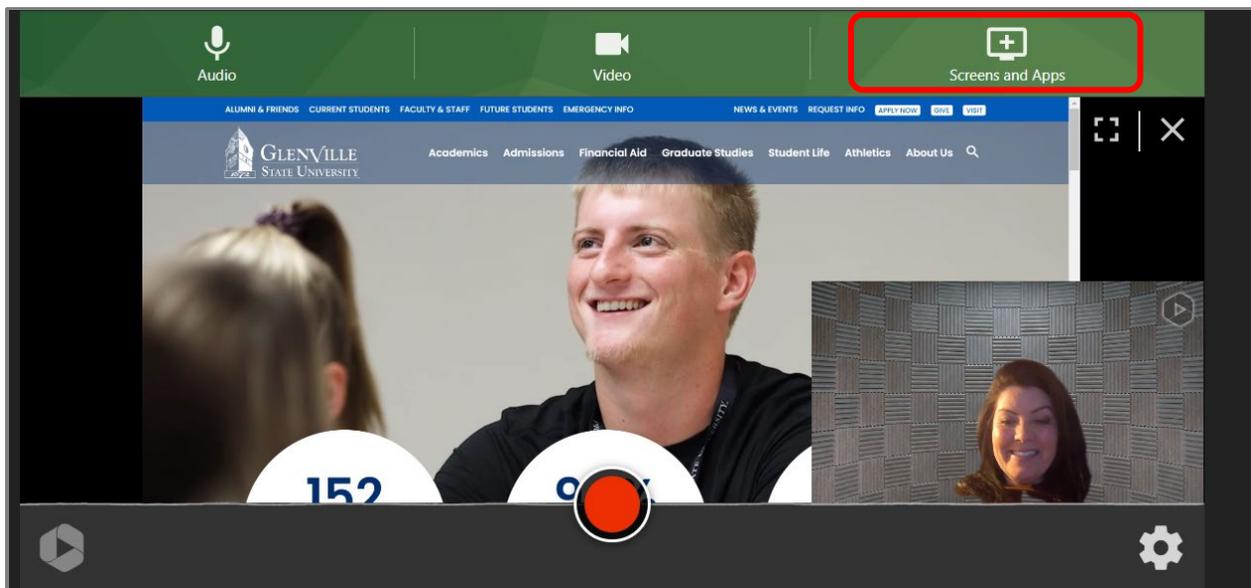


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5. Once you click **Launch Capture**, you have options for what you can record. For instance, you can record just yourself with or without a blurred background.

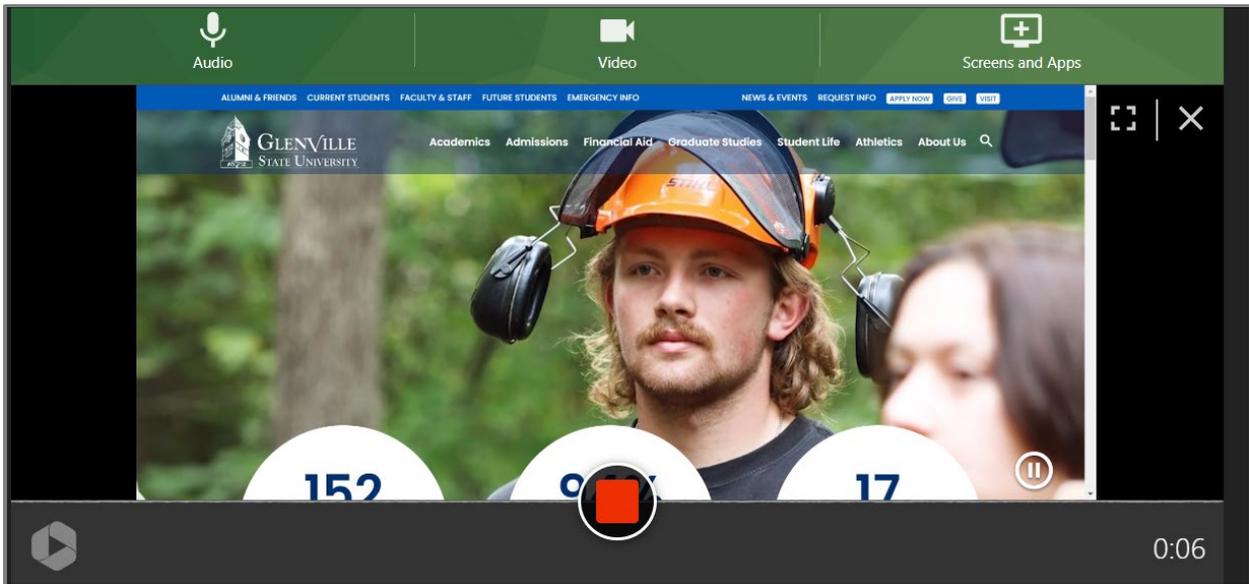


6. You can also record your screen and yourself simultaneously. Your screen could be a Powerpoint or website, etc. If you want to get rid of your video and just record your screen, hover over your image and an X will appear in the box; click the X to get rid of your video.

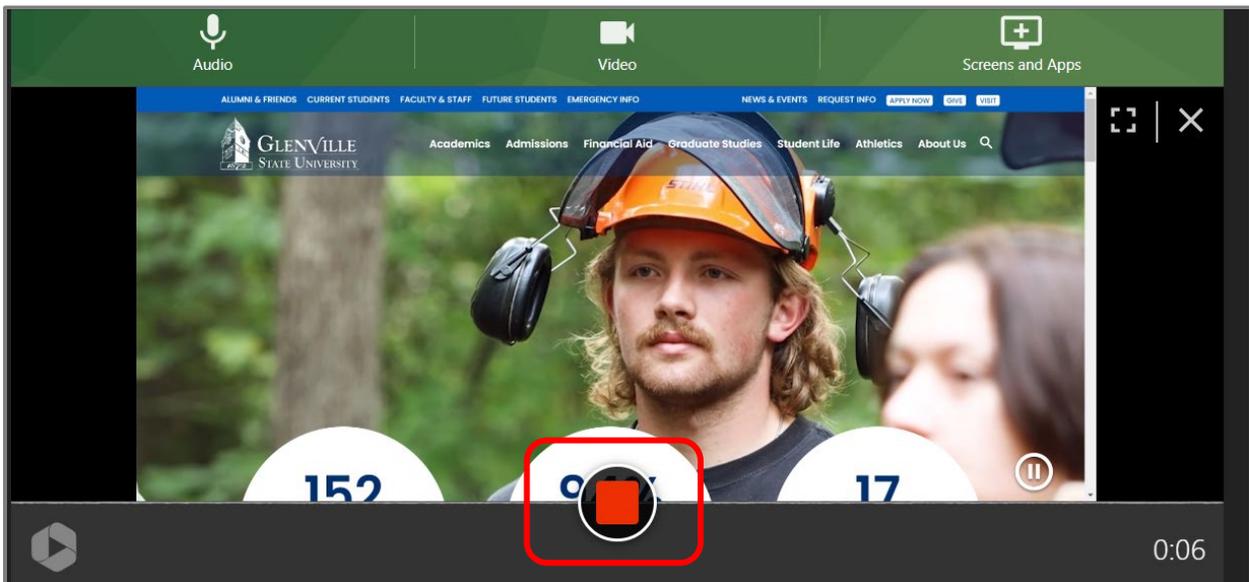


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7. If you remove your video, students will then only see what is on your screen.

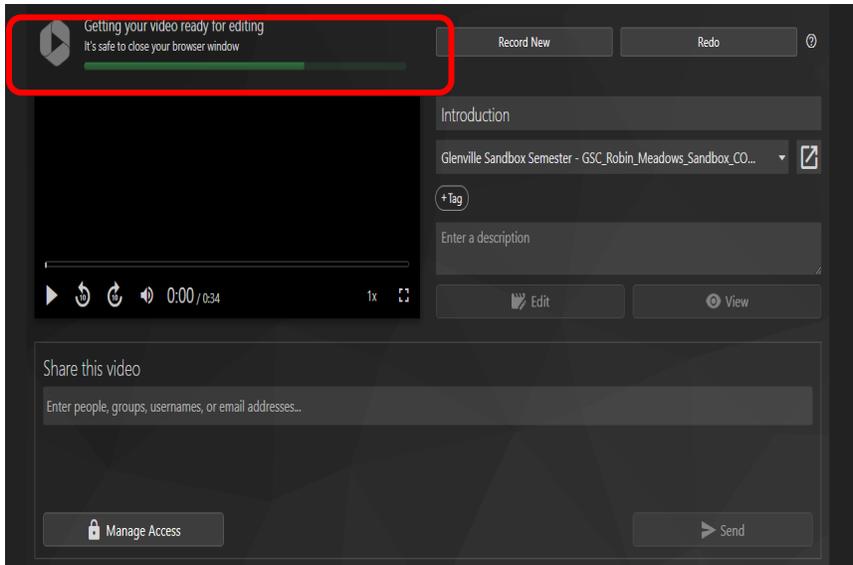


8. Once you are ready to record, click the red circle button on the screen, and a countdown will start. When the countdown ends, you are actively recording. When you are done recording, click the red square button to stop.

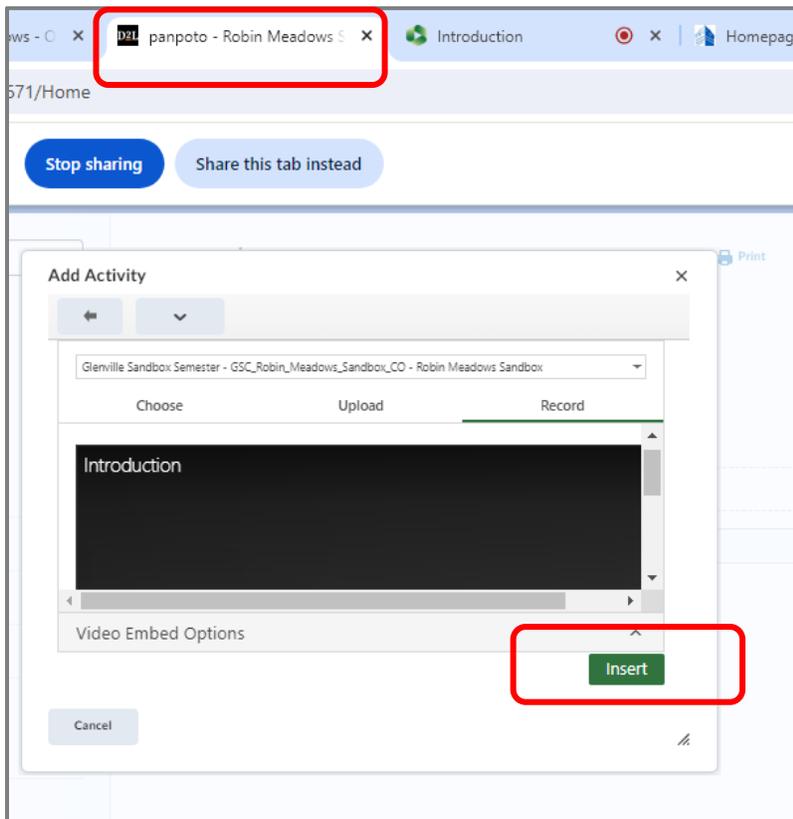


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9. Depending on its length, it may take a while before your video is ready to edit. When the green process bar is all the way across the top of the video, you can begin editing.



From here you can record new, redo, edit, or view the video.



If you are happy with the video, simply toggle back to the Brightspace page and click **Insert**.

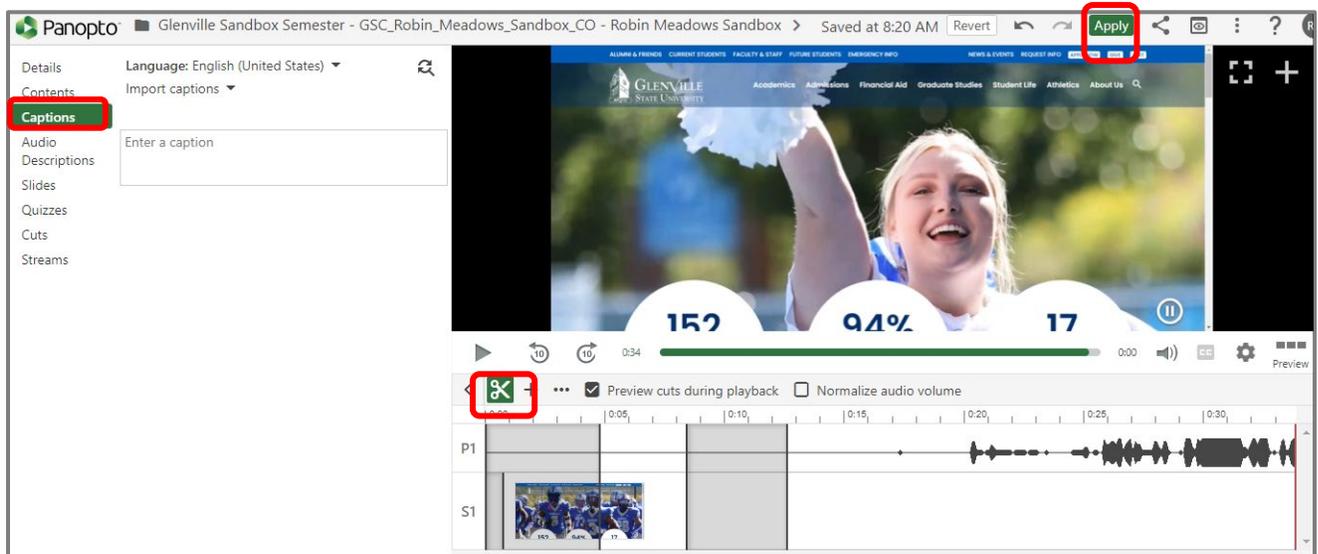
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10. However, most people don't nail a recording perfectly the first time. If you click **Edit**, you have the ability to trim out sections, add closed captioning, add even add a quiz.

Clicking the green scissors icon  under the video allows you to edit out parts of the video. The grey sections will not be visible to students, those sections remain visible to the instructor only.

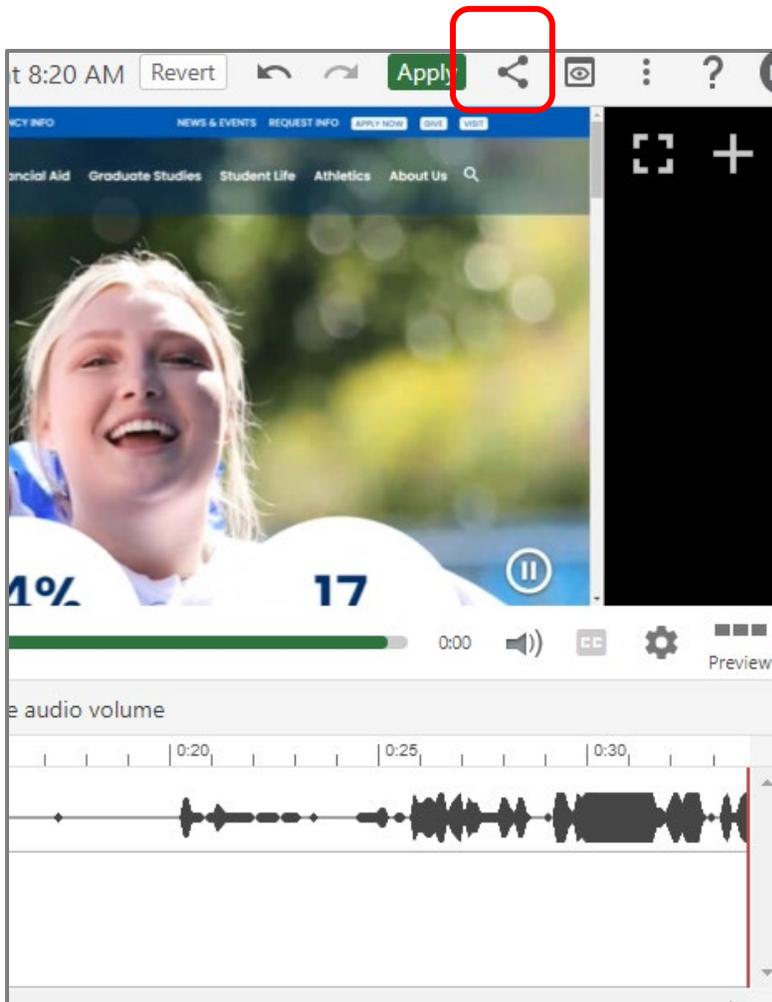
Click on the green **Captions** menu option  to import or upload captions. Importing captions prompts Panopto to generate the captions for you. Be sure to check generated captions for accuracy.

Once you are happy with your edits, click the **Apply** button to save your changes.



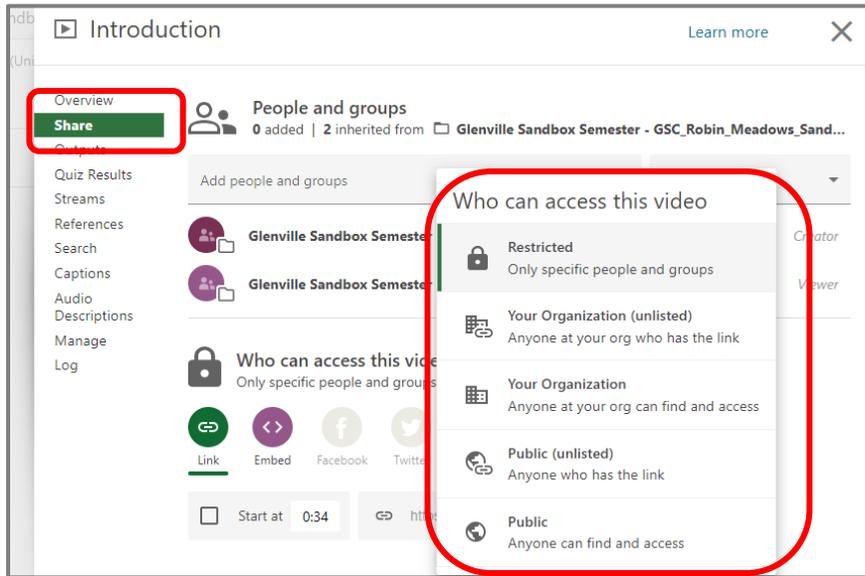
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11. The sideways v-shaped **Share** button allows you to customize who can view your video.

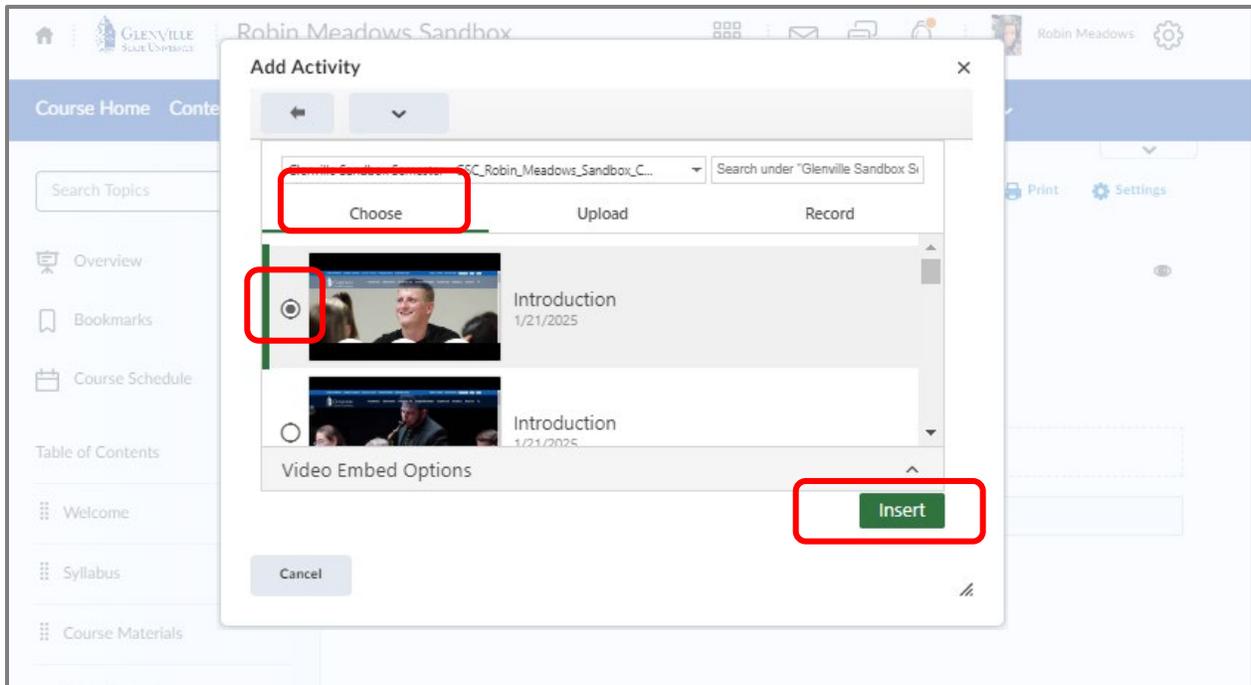


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12. Click the **Share** button, and a page will appear for your sharing options. Under **Who Can Access this Video**, click **Change**; this will expand your options to the view below.



13. If you are unable to insert your video immediately after recording (e.g., if you got pulled away before you finish), you may need to go back into **Brightspace > Content > Existing Activities > Panopto Quiz** and then **Choose** your video to **Insert** it into your course.



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