How do I create a recording using Panopto Capture?

1. Launch Panopto Capture
   1.1. In the Course Media Gallery, click on the Create Button, and then select Panopto Capture.

   ![Create options]

   - Record a new session
     Record from your Mac or Windows PC
   - Panopto Capture BETA
     Record a new video
   - Upload media
     Create new sessions by uploading video or audio
   - Playlist
     Create a new video playlist
   - New Folder
     In Spatial Science & GIS or anywhere else

   1.2. Panopto Capture launches in a new browser tab.
2. Select an Audio Source

2.1. To create a video, first select the microphone to use with the recording. Click the microphone icon in the upper left corner of Panopto Capture.

2.2. Each microphone connected to your computer will appear as a button in the preview area. Select the desired microphone by clicking on a button.
2.2.a. Talking at a normal volume will allow you to test your microphones. The bar at the left of each box indicates how well the microphone is picking up audio. Select a microphone that shows green in this bar. If yellow or red is showing, the video’s audio may be distorted. If no green is showing, the microphone is not picking up audio.

3. Select Camera Sources

3.1. To record a camera source, select the camera icon in the upper center of Panopto Capture. If you do not want to record any cameras, you can skip this step.
3.2. Each camera connected to your computer will show up as a button in the preview area. Each button will show a preview of each camera. Select the desired camera(s) by clicking on the button(s).

3.2.a. The first camera selected will be recorded as the primary video source. This source appears in the upper left side of the video viewer and is typically video of a presenter. For more information on the video viewer, please see Learn About the Features of the Video Viewer.

3.2.b. Any additional cameras selected will be recorded as secondary video sources. These appear on the right side of the viewer along with screen or application sources.

4. Select Screen and Application Sources
4.1. To record a screen, application window, or individual chrome tab, select the monitor icon with the plus sign in the upper right of Panopto Capture. If you do not want to record any screens or applications, you can skip this step.

4.2. A window will open. Here you can choose the source to record.

4.2.a. To record everything that happens on a screen, choose **Your Entire Screen**. Then, select the screen to record and click **Share**. Optionally, select **Share audio** to add the audio from your computer to the recording.
4.2.b. To record everything that happens in one application window only, choose **Application Window**. Then, select the application to record and click **Share**.
4.2.c. To record everything that happens in one Chrome browser tab, choose **Chrome Tab**. Then, select the tab to record and click **Share**. Optionally, select **Share audio** to add the audio from your computer to the recording.
4.3. After choosing one screen or application source, you may add additional sources by selecting the monitor icon again.

5. Preview and Settings

5.1. You will see a preview of your selected video sources in Panopto Capture. To remove a video source, hover over the preview of the source and click the X. To preview a source in full screen, hover over the preview of the source and click the full screen icon.
5.2. To change the video settings, click the gear icon in the lower right corner.

5.2.a. Select **Count down when pressing the Record button** to have a 5 second count down appear on screen before recording begins. This option is on by default.

5.2.b. Select **Record in SD** to record the video at a lower standard definition resolution rather than the default high definition resolution.
5.2.c. Recording Quality Information

- **HD Recording Quality**
  - Primary Resolution: 1280x720
  - Secondary Resolution: 1920x1080
  - Frames Per Second Primary: 60
  - Frames Per Second Secondary: 15
  - Bitrate: 1500 kbps

- **SD Recording Quality**
  - Primary Resolution: 1024x576
  - Secondary Resolution: 1280x720
  - Frames Per Second Primary: 30
  - Frames Per Second Secondary: 15
  - Bitrate: 600 kbps

6. Recording the Video

6.1. To begin recording your video, click the red circle button at the bottom center of Panopto Capture.

6.2. If enabled, you will see a 5 second countdown on screen, and then the recording will begin.
6.3. To stop recording, select the red square button at the bottom center of Panopto Capture. The video will immediately begin to upload. Do not close the Panopto Capture browser tab until the upload is complete.

7. Video Upload and Processing

7.1. Once the recording is stopped, the video will immediately begin uploading to your My Folder. A new screen appears that shows the video’s upload and processing progress. Even before uploading is complete, you can select Share to invite others to view your video.

7.2. Do not close your browser tab until uploading is complete. Uploading is complete when the status bar reads Getting your video ready for editing.
7.3. Change the name and description for your video using the entry boxes on the right side of the screen. To change the folder, type the name of the folder or use the drop down menu to choose from all your folders.
7.4. When the video is finished processing, you can also begin editing or viewing your video.

7.5. If you need to record your video again instead of saving it to the video library, click **Redo** in the upper right corner.

7.6. If you would like to record another video, click **New** in the upper right corner.