

Getting Started with Panopto – Windows

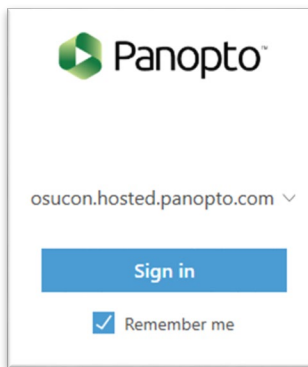
Open **Panopto Recorder** on your computer.



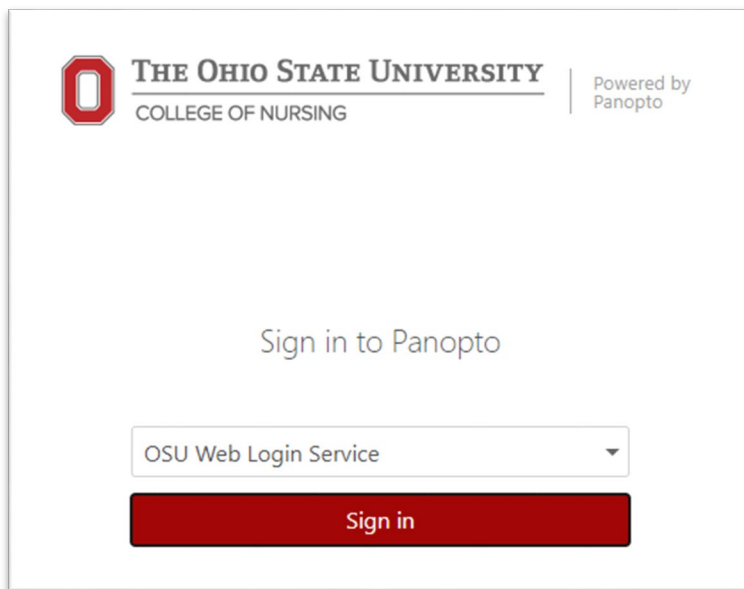
If you don't have it, you may log in at <https://osucon.hosted.panopto.com/> and download it there.



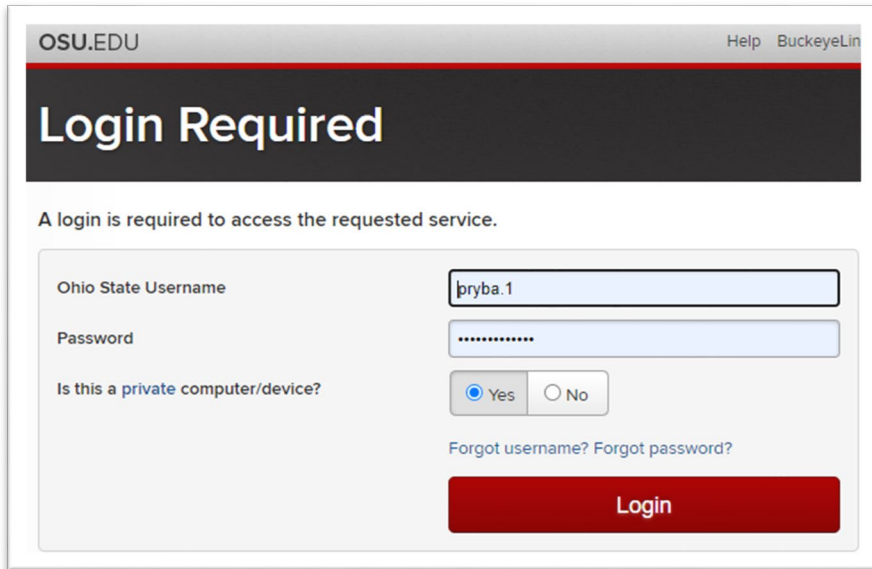
After Panopto Recorder opens, make sure the server says **osucon.hosted.panopto.com** and then click on Sign in.



This will take you to the Panopto website where you will sign in with the OSU Web Login Service.

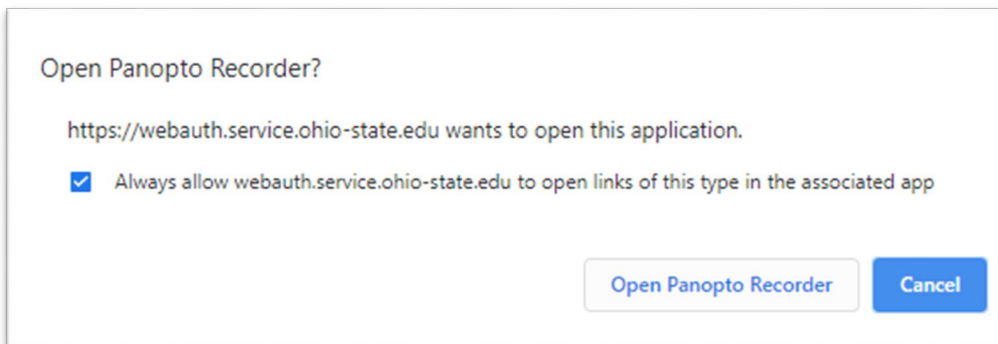


Enter your OSU username and password (if prompted).



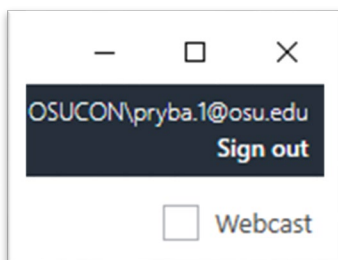
The image shows a web browser window with the URL OSU.EDU. The page has a dark header with "Login Required" in white text. Below the header, a message states "A login is required to access the requested service." The login form includes fields for "Ohio State Username" (containing "pryba.1"), "Password" (masked with dots), and a question "Is this a private computer/device?" with "Yes" selected. There are links for "Forgot username?" and "Forgot password?" and a red "Login" button.

Click on Open Panopto Recorder.

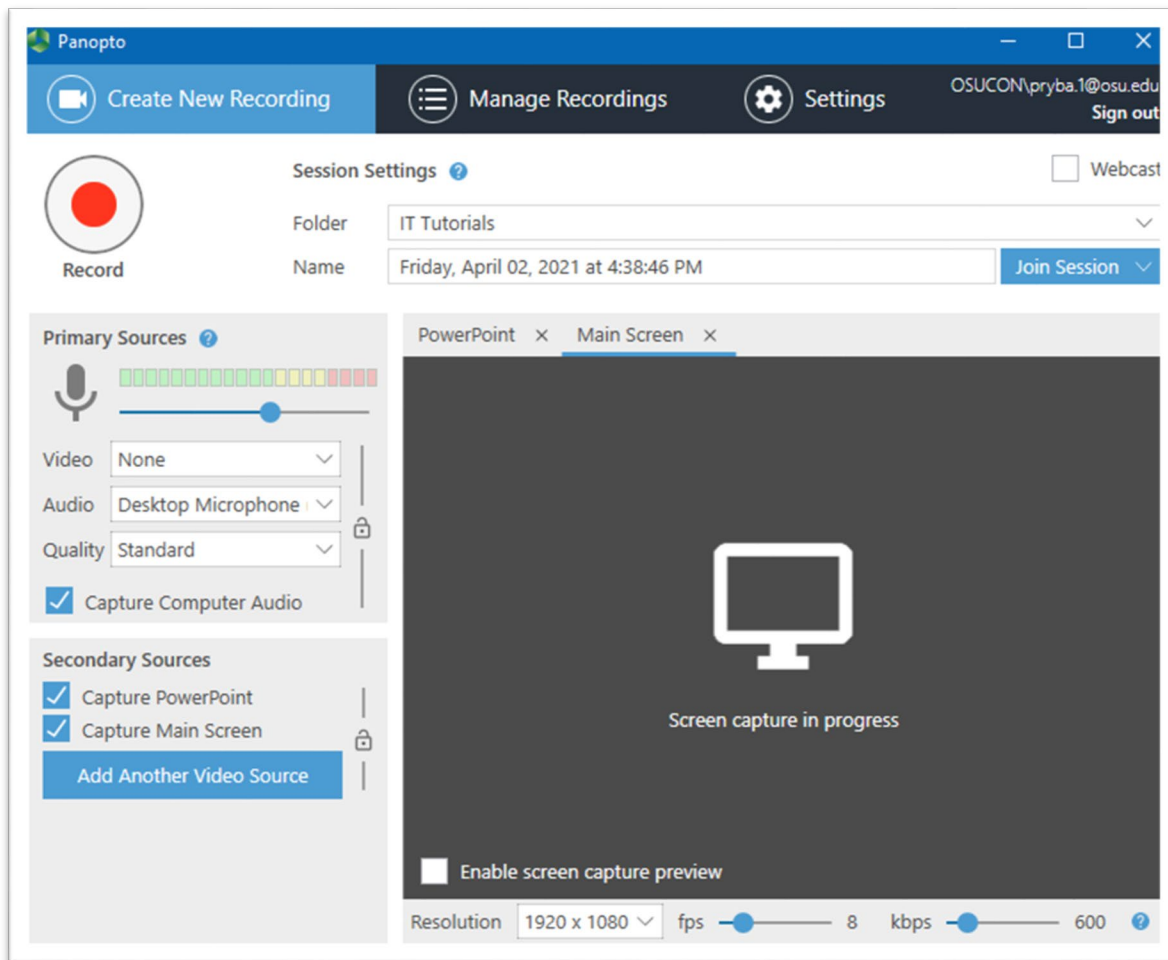


The image shows a dialog box titled "Open Panopto Recorder?". The text inside says "https://webauth.service.ohio-state.edu wants to open this application." There is a checked checkbox for "Always allow webauth.service.ohio-state.edu to open links of this type in the associated app". At the bottom, there are two buttons: "Open Panopto Recorder" and "Cancel".

Your credentials will pass through to Panopto Recorder.



The Panopto Interface



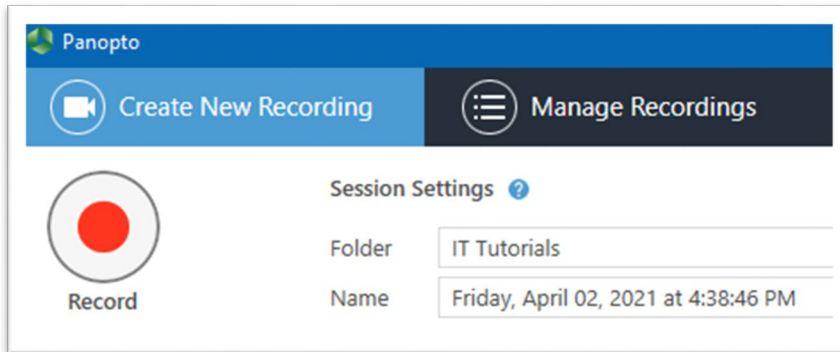
Before recording, there are some settings to check on.

There are a number of different ways to record. Most choose to have their voice over a PowerPoint or other documents on their computer.

- **Video is optional.** Keep it at None unless you want to be a talking head in the corner of your recording.
- **Regardless of video preference, make sure to choose an audio source** and do a quick test to make sure you can see the indicator above flash. Your Panopto is essentially useless if there is no audio.
- **Capture Computer Audio is optional.** If you are sharing a video or something else with sound, make sure to keep this checked.
- **For Secondary Sources, make sure Capture PowerPoint and Capture Main Screen are chosen.** If your PowerPoint has video or transitions/animation, then this will be picked up by the screen recording. The PowerPoint option will also create a table of contents in your video based on the title of each slide.
- **If you have two screens,** make sure to choose only the one you know you want to use. Click on “Enable screen capture preview” to see what is on your chosen screen.

Recording a Video

Open your PowerPoint and any other resources. You won't enter your slideshow until after recording.



Check on the following before pressing Record:

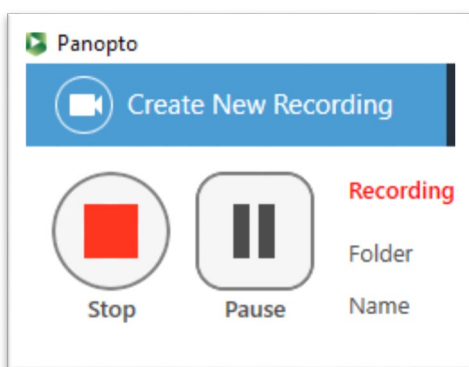
- **Folder** – Choose where you want to place your video. If you need a new folder, you can create one yourself following directions at <https://u.osu.edu/contech/panopto/creating-folder/>
- **Name** – Give your video a name. Otherwise, it will be the date and time.

Click on Record when ready.

Before you start speaking, switch to your PowerPoint or other material. Make sure to start your slideshow if using PowerPoint.

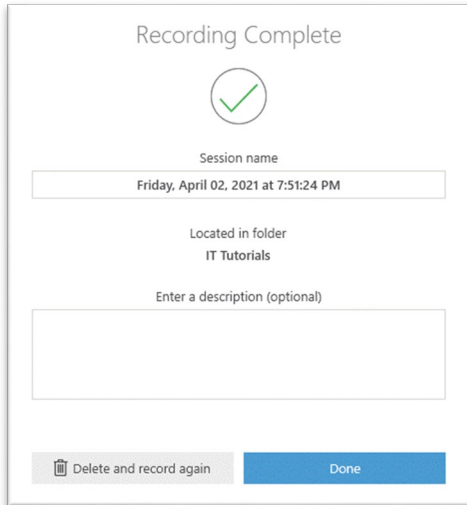
If you chose Main Screen as well as PowerPoint, then you can switch from one program or document to another and it will show up that way in your finished video.

Note that if you pause the recording to take a quick break, Panopto will still record what you are doing. It just won't appear in the final product. If you paused but didn't mean to, you can always edit the video on the Panopto website later on to bring that part back.




Click on Stop when finished recording.

Change the name of your video (if needed) and click on Done to upload it.



Recording Complete



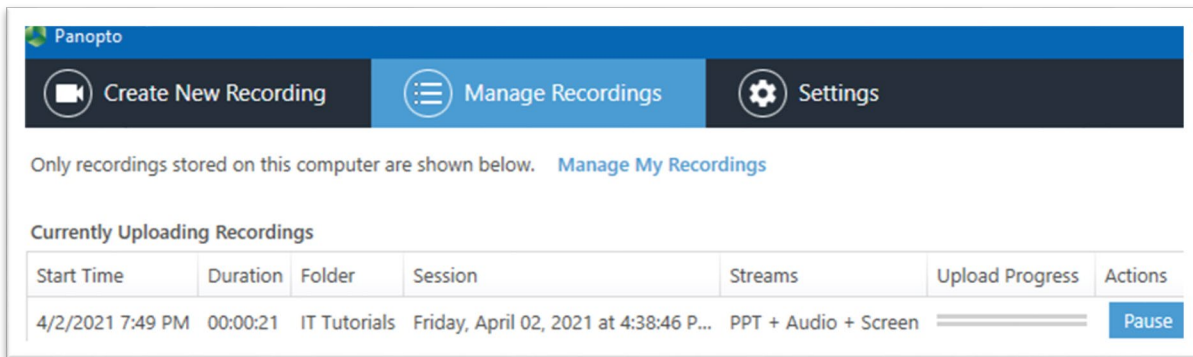
Session name
Friday, April 02, 2021 at 7:51:24 PM

Located in folder
IT Tutorials

Enter a description (optional)

You will be taken to the Manage Recordings tab.

Important – Please do not close Panopto Recorder until the video status has changed from Uploading to Processing.



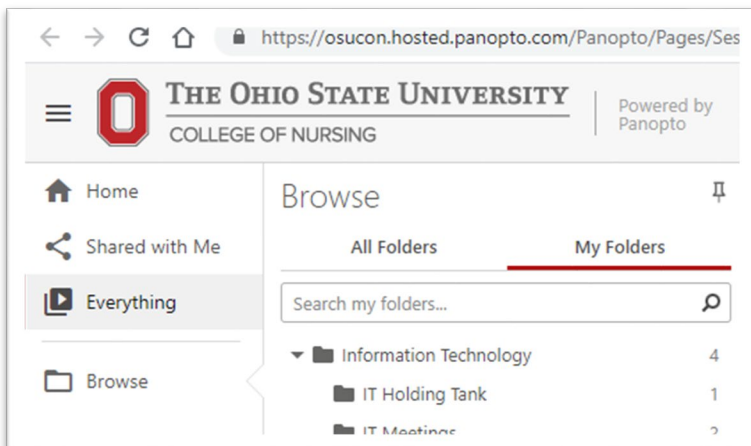
Panopto

Only recordings stored on this computer are shown below. [Manage My Recordings](#)


Currently Uploading Recordings

Start Time	Duration	Folder	Session	Streams	Upload Progress	Actions
4/2/2021 7:49 PM	00:00:21	IT Tutorials	Friday, April 02, 2021 at 4:38:46 P...	PPT + Audio + Screen	<div style="width: 100%;"></div>	<input type="button" value="Pause"/>

When your recording is ready, you should receive an email with the link. If not, click on **Manage My Recordings** under the Manage Recordings tab or log in at <https://osucon.hosted.panopto.com/> to view your videos. Click on Browse and then go to My Folders.



https://osucon.hosted.panopto.com/Panopto/Pages/Ses

 **THE OHIO STATE UNIVERSITY**
COLLEGE OF NURSING

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