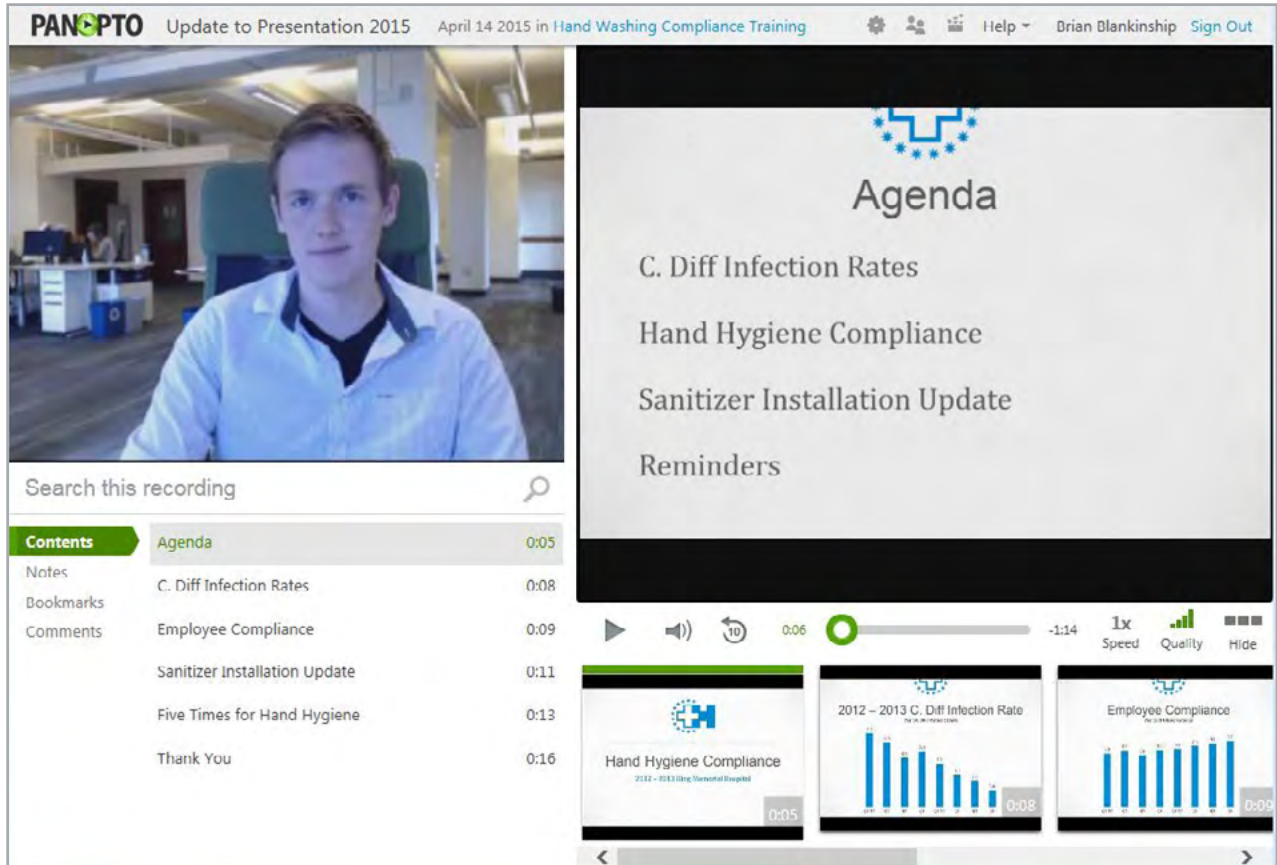# WELCOME TO PANOPTO!

Whether you're leading a classroom, a conference, or just a simple conversation, recording the information you share with video is a fast and easy way to preserve and share anything and everything.

With Panopto, you can create a professional, searchable video presentation in little more time than it takes you to actually present. You just click record, and Panopto does the rest.

Ready to see how it works? Let's get started.

## Table of Contents

To get started, we're going to jump right into using Panopto to record a video.

Don't have the Panopto recorder installed on your laptop or need to configure it with your organization's servers? Read our setup guide for more information.

When you open the Panopto software on your PC, you'll see a window like the one shown here. At first look, it may appear a little busy, but it's really quite straightforward.

## Setting the Primary Source

At top left, you'll find your Primary Sources. Here in the Audio and Video drop-down menus, you can select the main video camera and microphone you'll use in your recording. Any audio or video recording device you plug into your PC will appear here.

## Setting the Secondary Source

Next, let's set Panopto to record your computer's screen.

Under Secondary Capture Sources, check the box next to Capture Primary Screen. Once you've made the selection, you'll see a preview of your screen appear on the right.
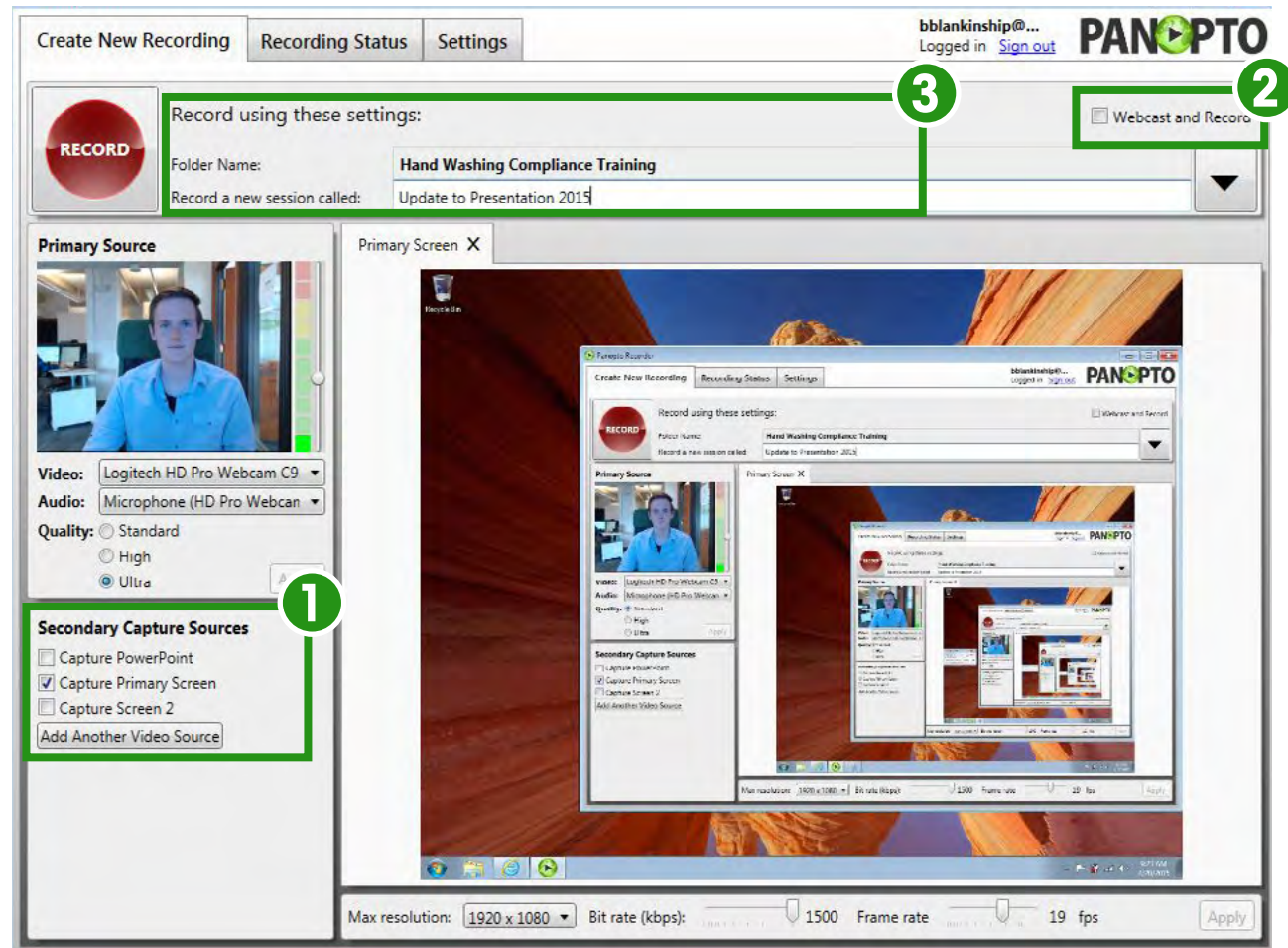
> Secondary Capture Sources is also where you can select to record an additional screen or record directly from PowerPoint as well — for a more detailed look at your options for recording with Panopto, watch our How to Record Video Presentations video tutorial or read our PDF guide

## Webcasting Your Presentation

Panopto can also be used for "webcasting" — broadcasting a live video feed over the Internet. To webcast your video while you record it, simply click the "Webcast" checkbox in the upper right-hand corner.

## Naming Your Presentation

Finally, name the video you're about to record. By default, the video will be named today's date and time.
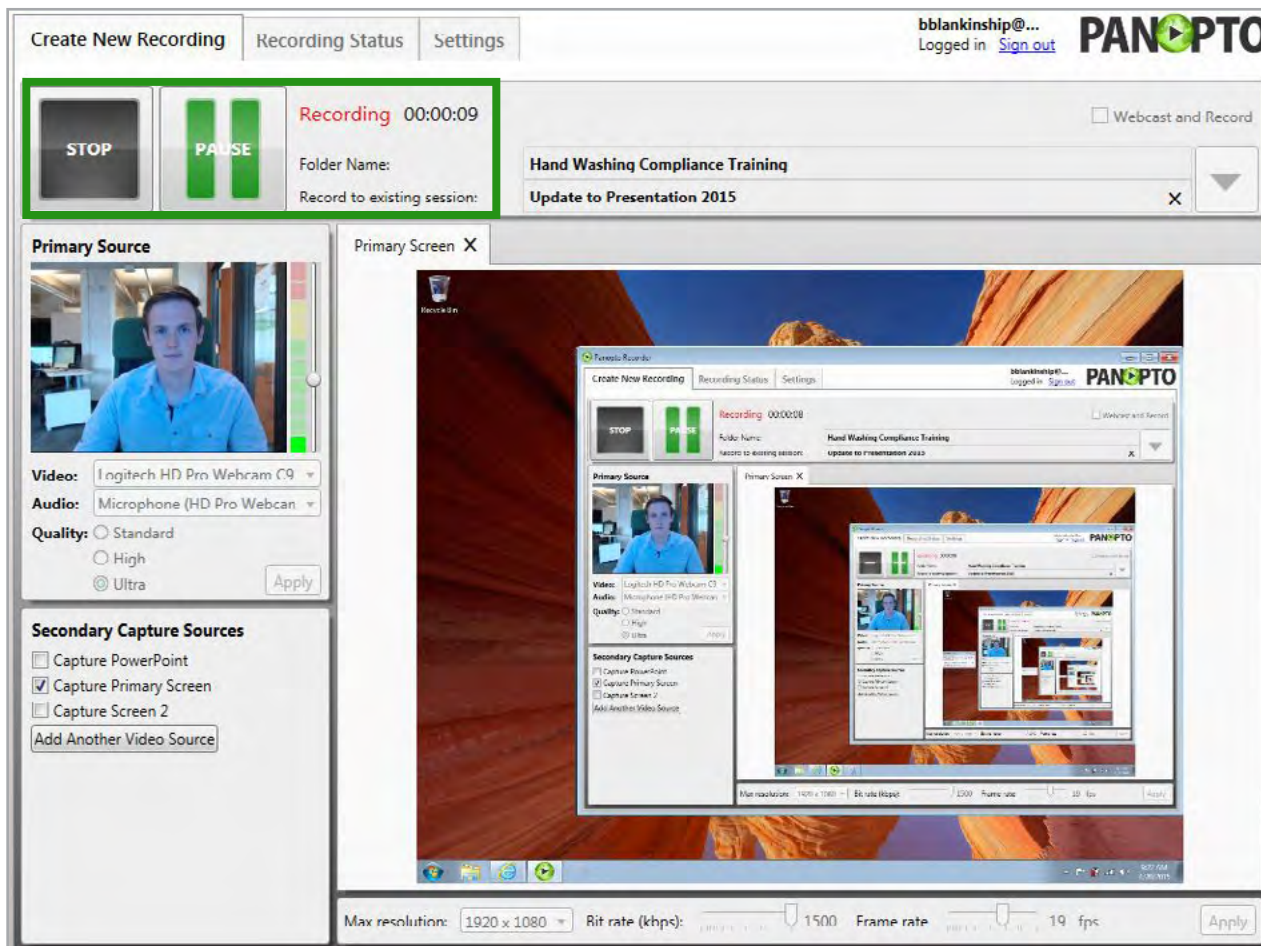


① Use the Secondary Capture Sources panel to set screen capture, second webcams and PowerPoint presentations

② Check the Webcast and Record box to broadcast your presentation live over the Internet, if you would like to do so

③ Choose the location and name of your presentation

# Recording

Click the red record button in the upper left-hand corner of the window. In a moment, you will see a green Pause button appear and a notification that Panopto is now recording, with a timer running next to it. Since you are recording what is on your screen, minimize the Panopto window so that it won't show up in the recording.

When you have finished presenting, you can stop the recording in one of two ways:

1. Get back to the Panopto recorder window by clicking on the Panopto globe in the Windows taskbar at the bottom of the screen. Then click the red Stop button in the upper left-hand corner.

2. Press the F10 key. This is a "hotkey" that tells Panopto to stop recording.

## Monitoring Upload

Once you stop the recording, Panopto will automatically begin uploading your video to the server so that you can view, edit and share it with your colleagues.

When stop your recording, your Panopto recorder will automatically bring up the Recording Status tab. Here you can watch your video's progress as Panopto uploads it into your video library.

If you are connected to the internet, your upload will typically just take a minute or two. Once your video has moved to the Uploaded Recordings section, use the links next to your video under the Status/Link column to view the video, launch the editor or share it with your colleagues.

To see the video you've recorded, click View to launch the Panopto Player in your web browser.

# Exploring the Panopto Player

On the left will be the view from your webcam or video camera.

On the right is the screen capture recording.

Below the screen capture are media controls and thumbnails to navigate through the video. A new thumbnail will have been automatically created once every three minutes (or with each new slide if you recorded a PowerPoint presentation).

At the top of the screen is the title of the video, along with the date when it was recorded and the folder where it resides.

Clicking the name of the folder will take you to the corresponding folder in the Panopto library. Here, you will see a list of any videos that you have access to in the Panopto folder.

Along with recording new videos as we've just done, you can also upload any existing video into your Panopto library — even if it wasn't recorded with Panopto.

To do so, start in your Panopto library, click the Create button at the top of the screen, and select Upload video. In the box, click to find a file on your computer and select any video or audio file you'd like to upload. Don't worry about file types — Panopto can accommodate just about any video and audio file format.

Once the media file has finished uploading, a green check mark will appear. Simply click the X in the upper right-hand corner to close the upload tool.

After your video has been uploaded, Panopto will automatically convert your video into formats that can be viewed on any device. While the video is encoding, you will not be able to view the video or make any changes to it. However, you are free to use any other part of the Panopto library.

Need to learn more about uploading video to Panopto? Please read our How to Upload Video tutorial or watch the video.

## Opening the Editor

Before you share your video, it's usually a good idea to edit out any setup activities you may have captured the first and last few seconds of your recording.

Panopto has a simple editing system that you can use to clean up your video from right within your web browser. To do so, just hover your cursor over your video's listing in your Panopto library. You will see several icons that help you manage your video including Settings, Edit, Stats and Share. From these icons, click Edit to launch the Panopto editor.
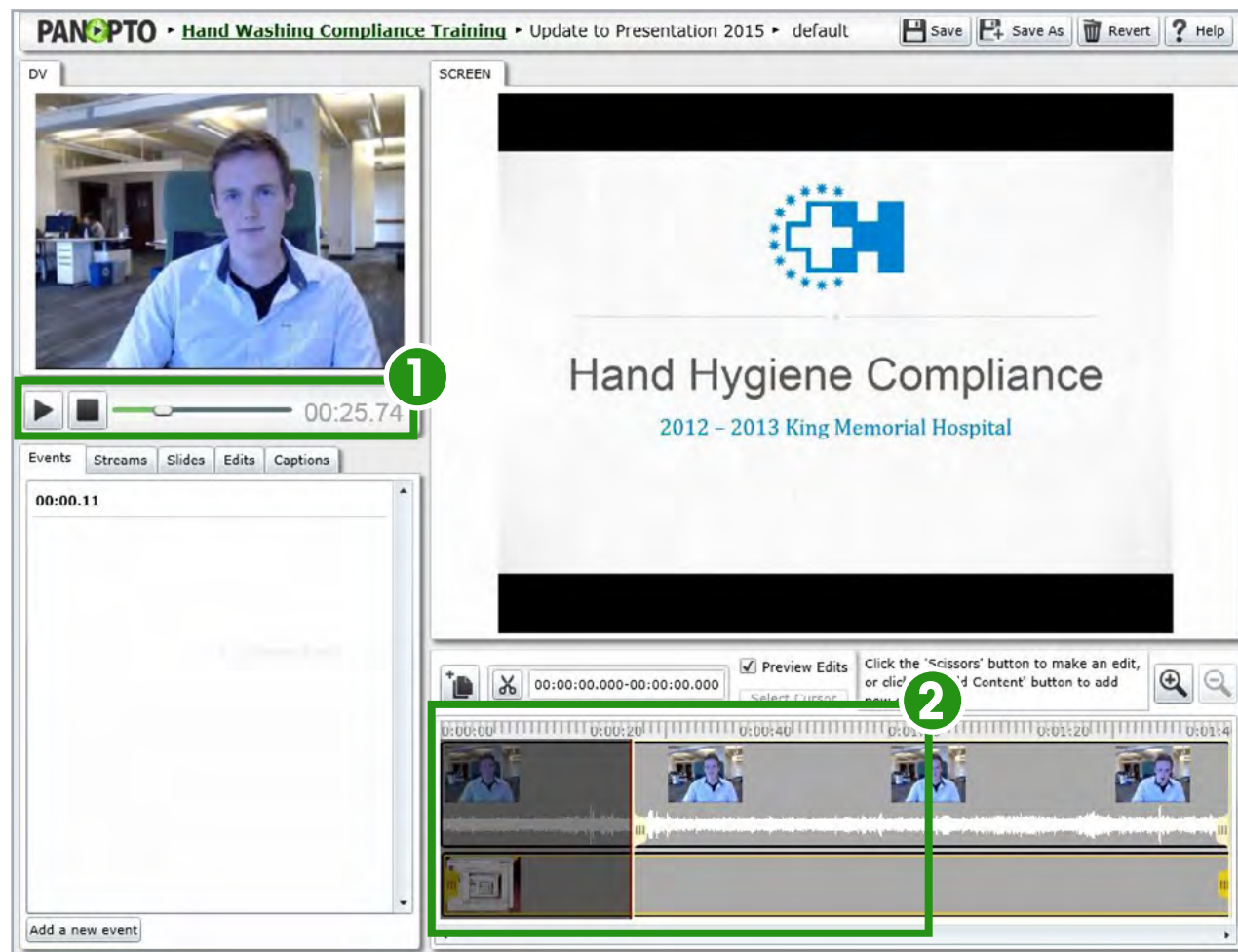
## Exploring the Editor

The editor looks a bit like the Panopto viewer with the video source in the upper left-hand corner and the screen capture on the right-hand side of the window. One difference is that the media controls are now on the left side under the video source.

Below the screen capture in your secondary video window is a timeline that shows a representation of all of the different parts of your video including the screen capture, webcam or video camera view, and a waveform of the audio as well.

## Trimming Your Video

Click Play to start your video. When you have reached the point where you'd like your video to start, click Pause.

In the timeline, you will see a red line indicating the current playback location of the video. On the left-hand side of the timeline, grab the white handle and drag it to the red line. It will "snap" into place. You can repeat this process to remove any extra time from the end of your video as well.

① Use the media controls to play the video. Track to the place in the video where you would like it to begin.

② Click and drag the left handle in the timeline to the red time marker.
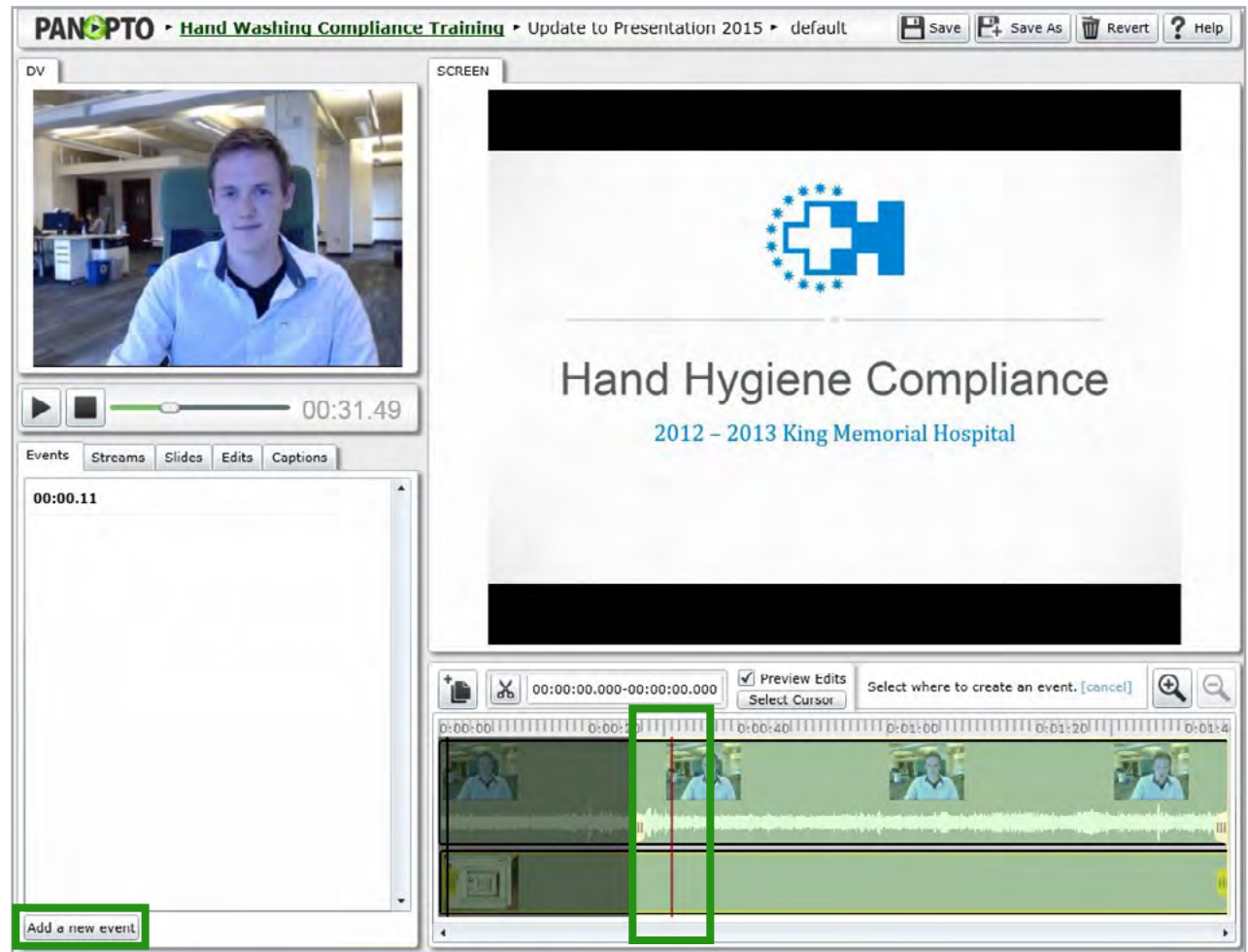
Note: Panopto's editor is "non-destructive," meaning that Panopto never deletes any part of your recording. Editing out a section simply tells Panopto not to play those parts — but they still exist should you want to go back and re-include them.

# Adding a Table of Contents to Your Video

Especially for longer videos, creating a Table of Contents will help your viewers navigate through your recording.
If you've recorded a PowerPoint presentation, Panopto will automatically generate a table of contents based on your slide titles. You can also create or update your video's table of contents in the Panopto editor.

To begin, use the track handle on the media controls to click and drag to the approximate location at which you would like to insert an Event for the Table of Contents. To get more precise, click play and then pause when the playback reaches the right location in the video.

Below the media controls at the bottom of the Events tab, click Add a new event. Hovering over the timeline will reveal a black marker denoting the place in the timeline at which you will place an event. Click on the red playback marker to make the chapter correspond to the current place in the video.
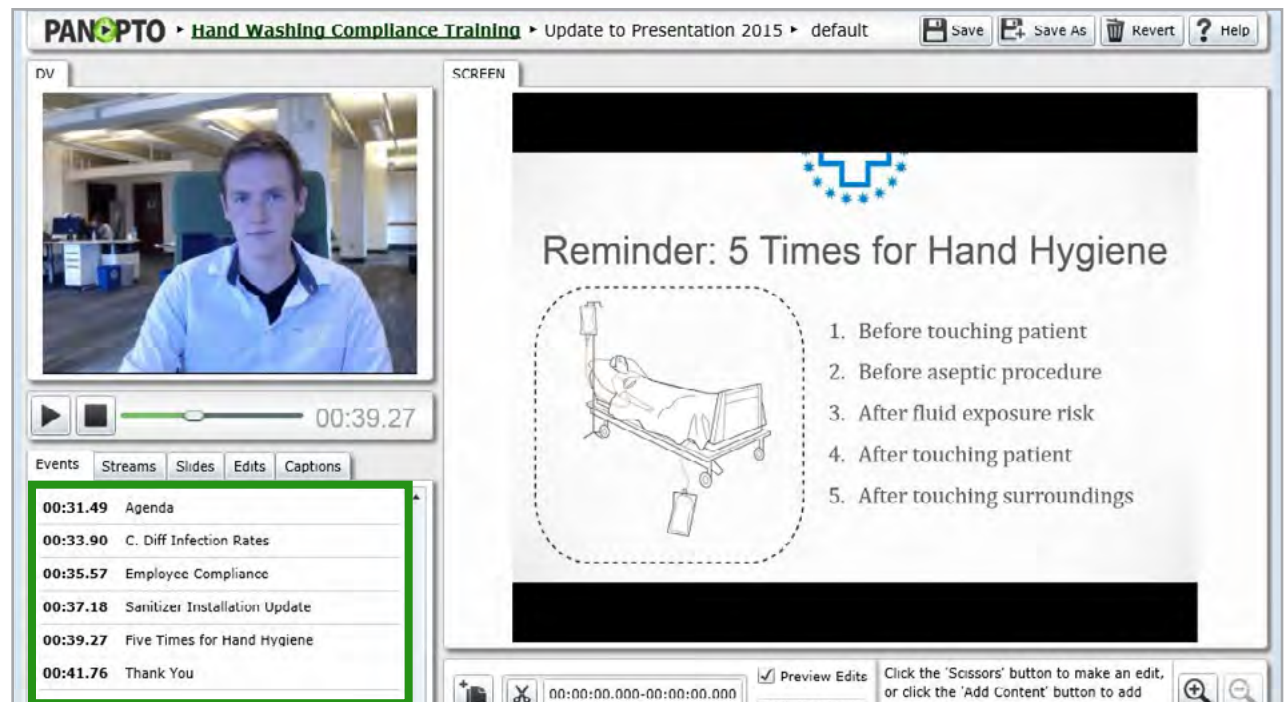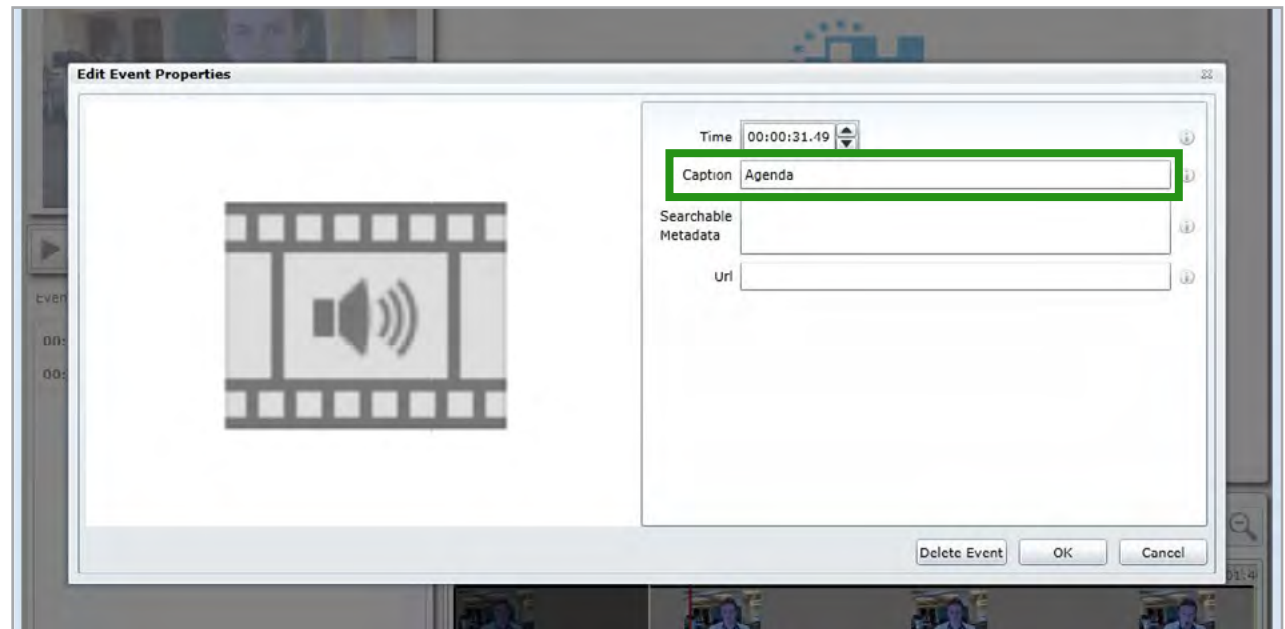
Once you have clicked to place the event, the Edit Event Properties dialog box will appear.

Here you can tweak the timing and the metadata associated with your Event. For now, just type the name of a chapter into the Caption box and click OK to finish the event and close the window.

Now, under the events tab, you will see your Event caption appear with its timestamp in the Events tab on the left-hand side. At any point, clicking on the event marker will jump to the corresponding place in the timeline.

After you have saved your edits, Panopto will process them and make your updated video available for viewing automatically.

Now that you have completed your video, it's time to get it to the people who need to hear what you have to say.

From the Panopto library, hover once again over your video to reveal the administrative icons. This time, click Share. The Share dialog allows you to see who currently has access to view your video and gives you the ability to share your video with more people.

At the top is a list of all of the people who can currently access your video. Since this video is still in your private folder, only you and anyone with administrative access will be listed.

Below, in the Share with more people section, you can give access to new individuals or groups.
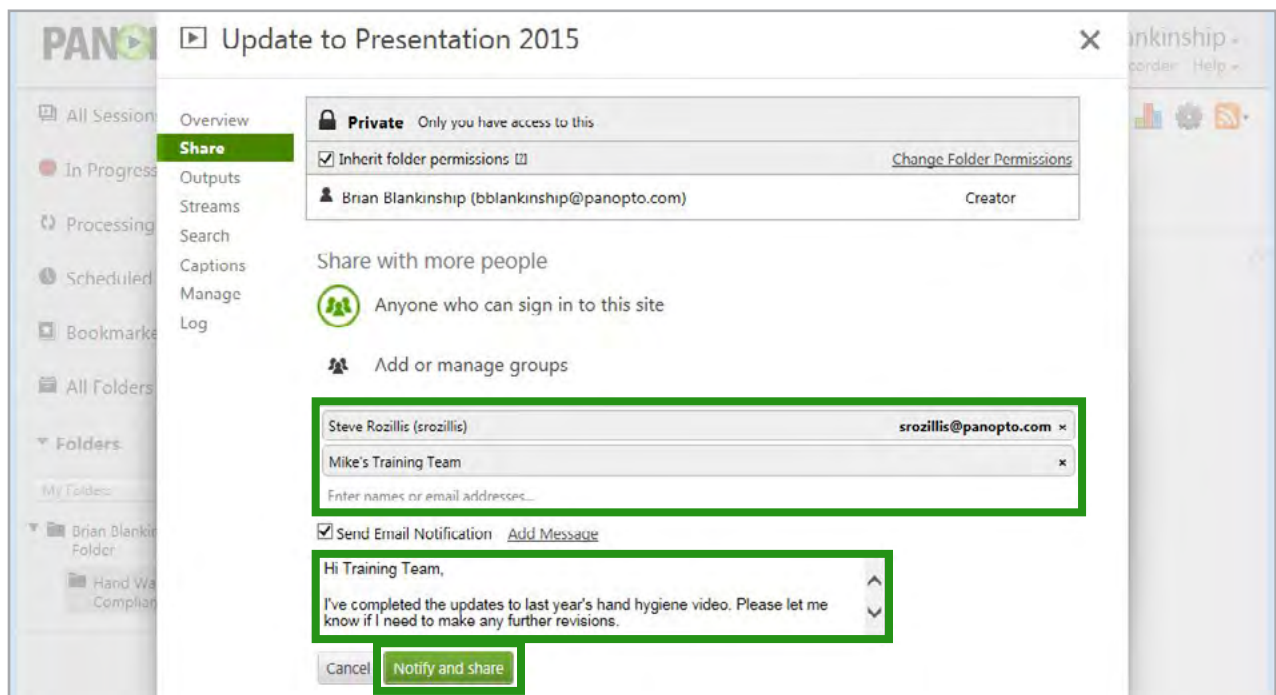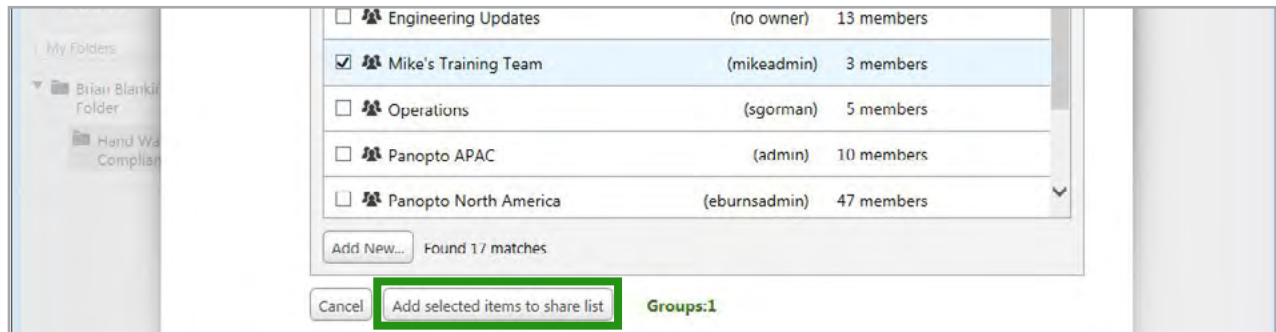
If you have a particular group to share with — say a team or a class — click Add or manage groups. Select the appropriate group and click Add selected items to share list.

If you would like to invite specific individuals, enter their email address in the box below. If your company has Panopto integrated with Active Directory, you may be able to type just the intended recipient's name into the box.

By default, Panopto will notify newly added participants by email. Customize the email by clicking Add Message so your recipients will have an idea about the contents of the video you are sharing with them.

When you're ready to send your message and share your video, click Notify and Share.

If you would like to learn more about sharing videos, please [read our How to Share Videos tutorial](#) or [watch the video](#).



① Type individuals' email addresses or names (if you have Active Directory integration)

② Click add message to customize the email individuals receive

③ Click Notify and Share

PANOPTO

## Share an Entire Folder

When you find yourself sharing multiple videos with the same group of people, you might choose to share an entire folder. Inside the folder that you would like to share, click the Share Folder icon in the upper right-hand corner. The Share Folder dialog box works like the one used to share an individual video, although remember that once a folder is shared, all of the videos inside it will inherit the shared permissions of the folder.

# START SHARING KNOWLEDGE!

You now have the all the skills you'll need to record, edit and share videos with Panopto.

If you would like to dive deeper into any of the topics discussed in this guide, please watch or read one of the presentations listed on the right.

Happy sharing!
The Panopto Team

- How to Install the Panopto Recorder
  Video | PDF

- How to Record Video Presentations
  Video | PDF

- How to Record Screencasts
  Video | PDF

- How to Upload Video
  Video | PDF

- How to Share Videos
  Video | PDF

- How to Search Video Content
  Video | PDF

- How to Use the Panopto Video Library
  Video | PDF

- How to Use the Video Players
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