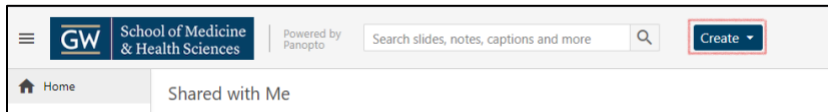# Recording using Panopto Capture

Prerequisites:

- You need to know your GW NetID and Password. Your NetID is the part of your email before "@gwu.edu."
- You need to have a current version of Firefox or Chrome web browser.
- You do NOT have to install any applications on your computer.
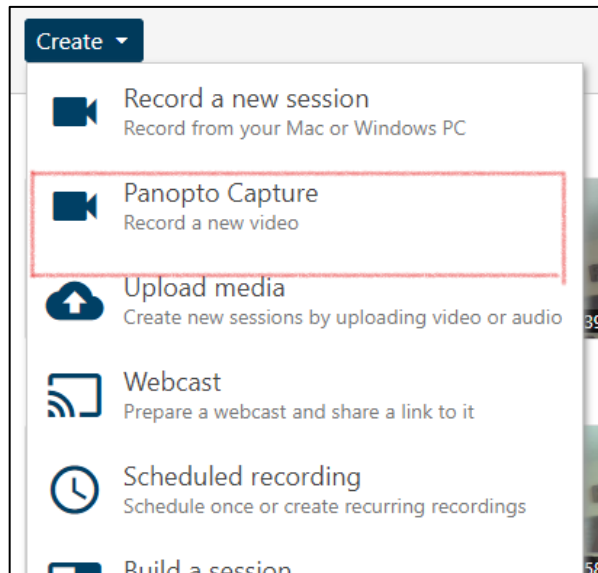
Access Panopto

- Open your web browser (Firefox or Chrome)
- Navigate to https://smhsgwu.hosted.panopto.com/
- When prompted to login, leave the drop-down selection as "Blackboard" and click **Sign in**
- You may be automatically logged in (if you have already accessed Blackboard or another GW application recently from this browser); if not, enter your GW NetID and password to log in.
- You should then be taken to the Panopto home page.

Launch Panopto Capture

At the top of the screen by the search bar, click the arrow on the **Create** button


In the menu that appears, click on **Panopto Capture**

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- The first time you launch Panopto Capture, you may see a few prompts welcoming you to Panopto. Click **Let's Go!** and then **Continue**

- The Panopto Capture window should open. You may need to grant access to your camera and/or microphone.
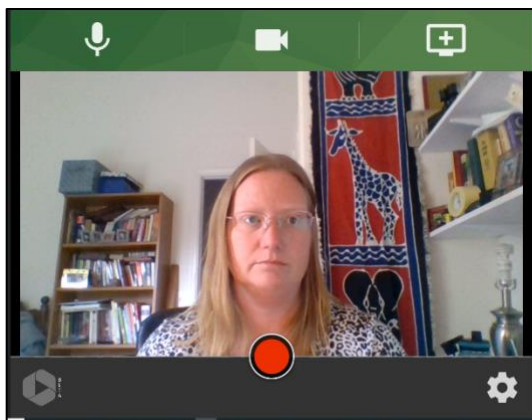

Set up the Recording

- Click the microphone button at the top of the screen

- Each microphone connected to your computer will appear as a button in the preview area. Select the desired microphone by clicking on it. Test out talking to make sure the green meter on that microphone moves up and down based on your voice.

- Your webcam should appear in the main window. If you do not want to use your webcam or want to use a different camera, click the camera button at the top of the screen. Select the correct camera, or de-select all to use no camera.
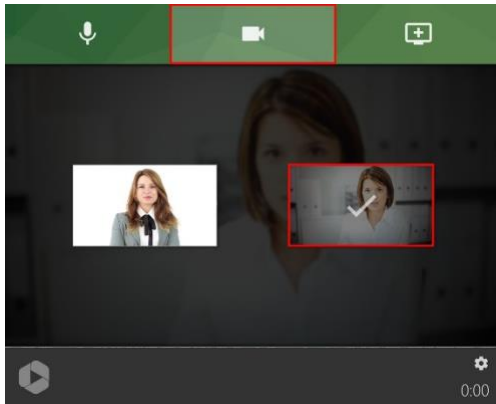

Recording Your Screen

- To record your screen, Select the screens and apps icon from the upper right hand corner. The next steps differ slightly depending on the browser you are using.


Google Chrome

- To record a screen, choose the Entire Screen tab. Then select which screen to record if you have more than one monitor and click Share. It is suggested that you share your entire screen if presenting PowerPoint or other slides, multiple applications, or anything with sound.
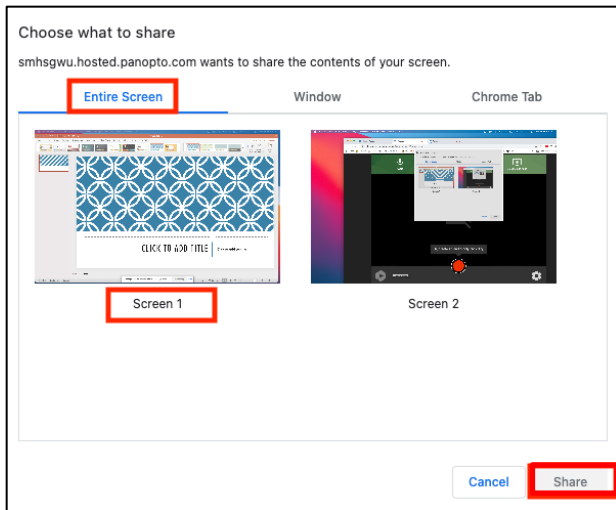
Firefox

- To record a screen, scroll to the bottom of the list, and select Entire Screen. Then, select the screen to record and click Share. It is suggested that you share your entire screen if presenting PowerPoint or other slides. If you have multiple screens, you will need to select which screen – Screen 1 or Screen 2.
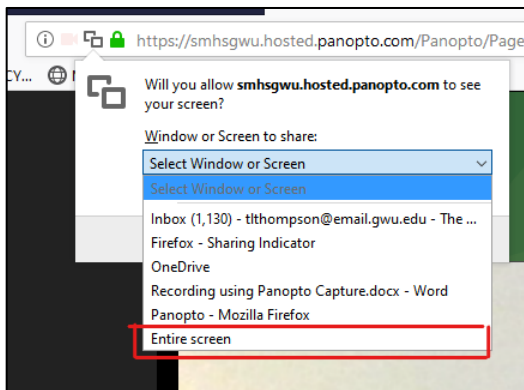
- In rare circumstances, it may be appropriate to record only an application or a browser tab. Select those options if you want to only share those items. Note: If you select share an application, and choose PowerPoint, your slides in Slideshow mode will not display correctly in the recording.

Begin Recording

- To begin recording your video, select the red circle button at the bottom center. You will see a five-second countdown on the screen, and it will start recording

- Minimize the web browser window, and bring up whatever application/window you are sharing for the recording (e.g. PowerPoint). Note: If you are using a slide/PowerPoint, put it in presentation/full screen mode.
- Narrate your presentation/session as planned, going through each slide/screen as needed. Do a short test with one slide to ensure settings are correct.
- When you have finished presenting, toggle back to the web browser/tab where Panopto is running.
- Select the red square stop button at the bottom center to stop recording.

- Once you stop recording, a new webpage will load that states "Uploading" in the top left corner. Once uploaded, it will change to "Getting your video ready for editing"
- By default, your video will be named with the current date and time, and will be uploaded into "My Folder"
- You can change the title by typing in the title field. Change the upload folder by selecting an alternative in the drop-down. You do not need to save – the changes save automatically.
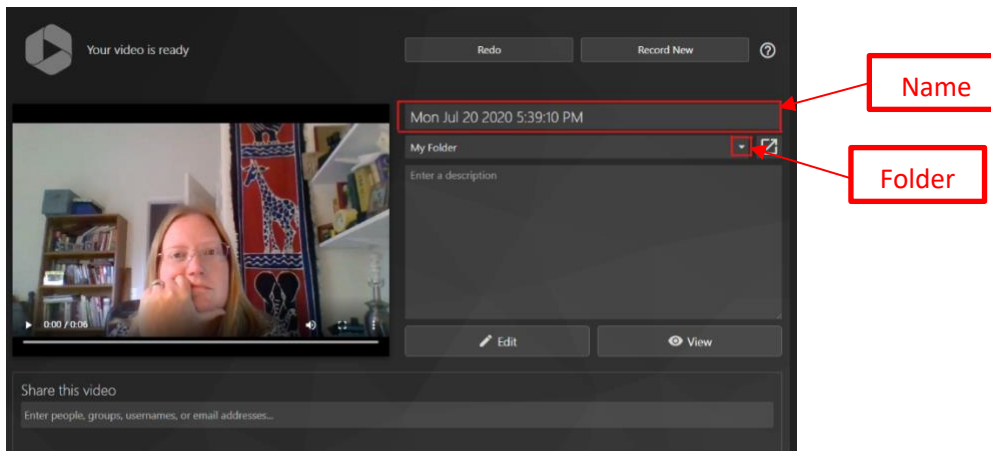
- Note: If you have recorded both your webcam and your screen, the preview on this page will show ONLY the webcam, not the slides. To view the recording with both the camera and slides, close this tab, and view the recording on the Panopto home page.
- Once you have finished, you can close the browser tab.
- On the main Panopto tab, you should see your video under "What's New" or in the folder you designated.
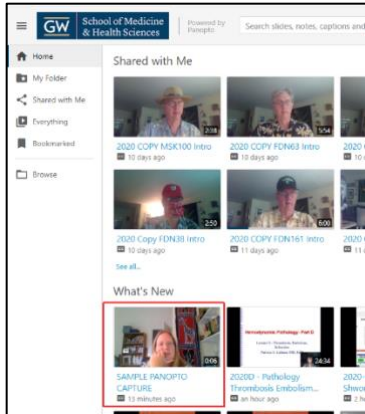
- At this point, you can open the video to see the student view, or you can edit the video if needed.
- Once you are comfortable with the video, close the Panopto tab, and either link the video or notify whoever will be linking the video to a Blackboard course that it is completed.