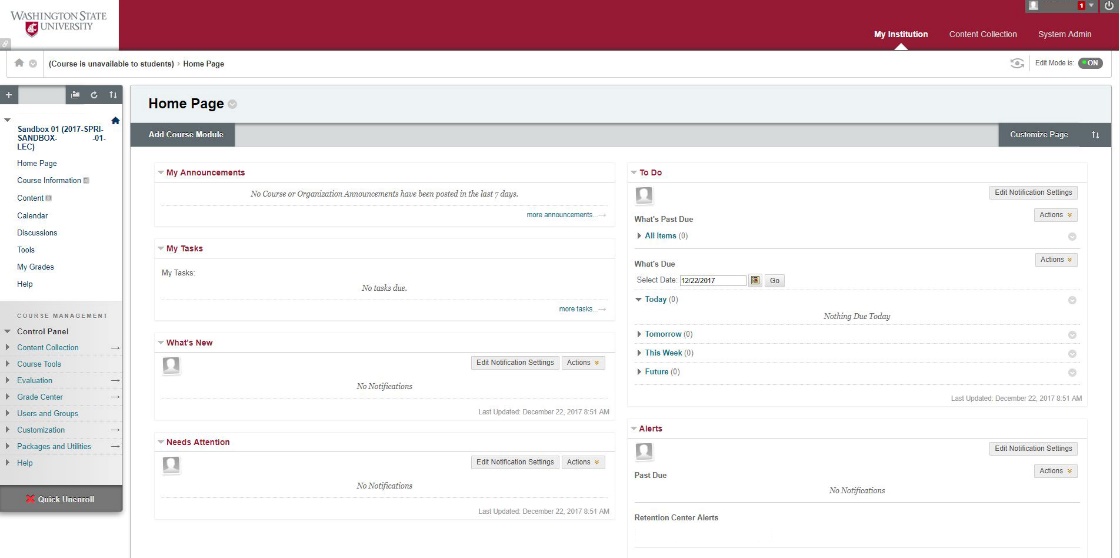
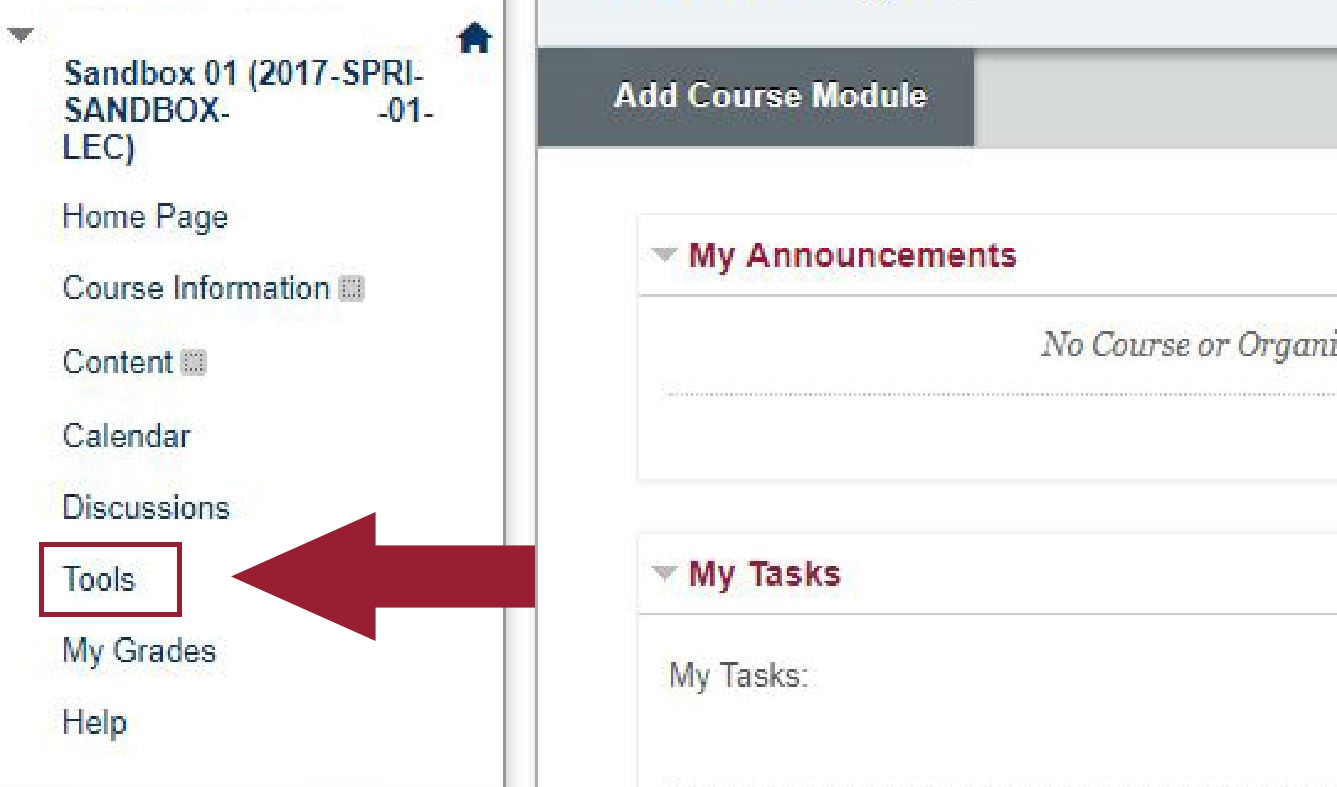
**Create a Panopto Recording (Windows)***Windows specific instructions for downloading the Panopto recorder and creating and uploading a recording to your course space:*

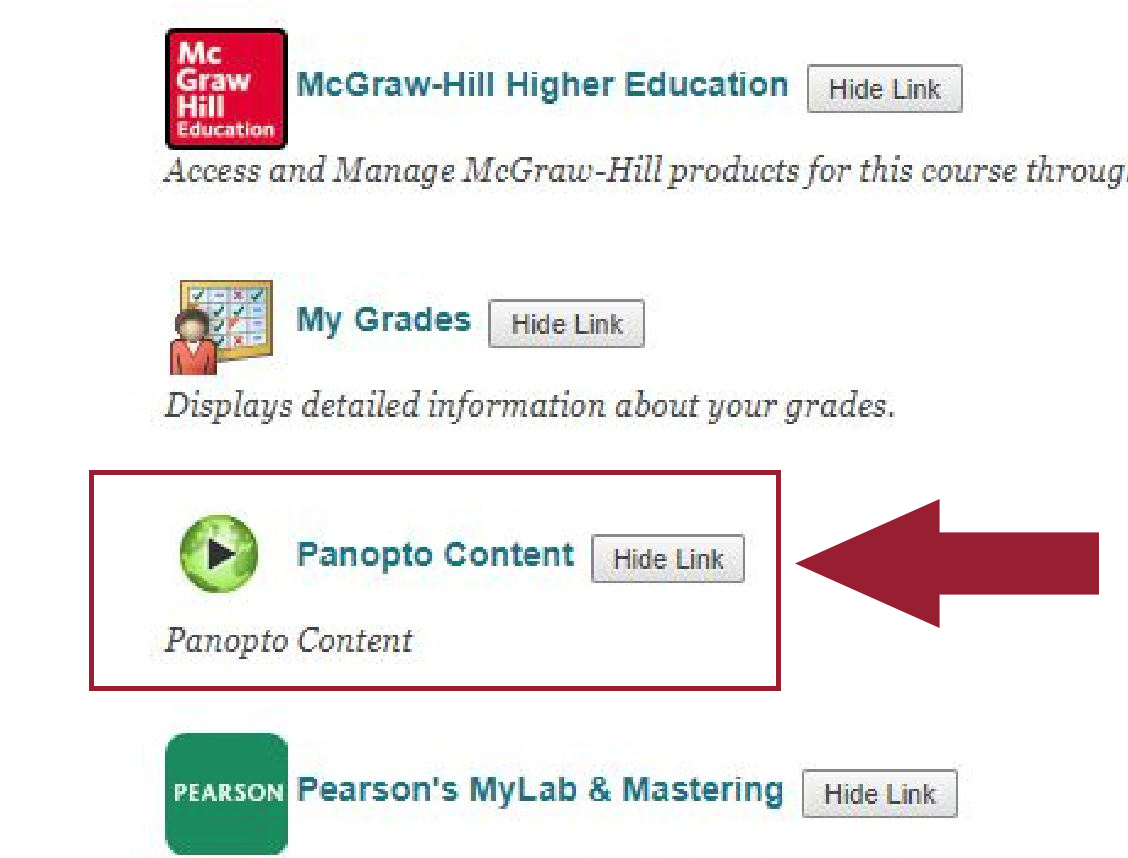
1. Go to [learn.wsu.edu](https://learn.wsu.edu) (using either Chrome or FireFox) and log in to your Blackboard course space



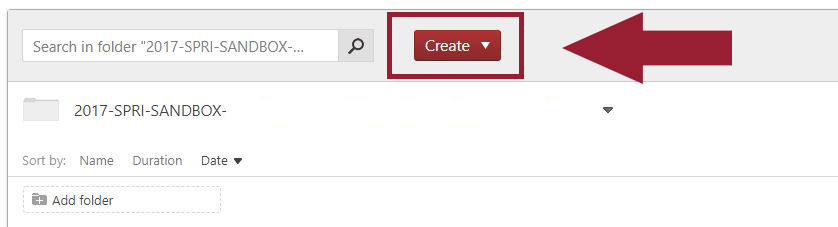
1. Once in your Blackboard course, select ***‘Tools’*** from the sidebar menu



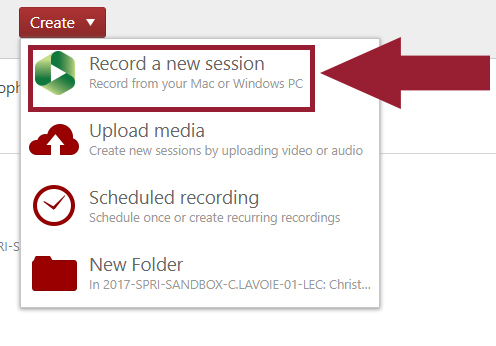
1. In the **‘**Tools’ section, select the ***‘Panopto Content’*** link (located 5th link down the page, in the right-hand column)



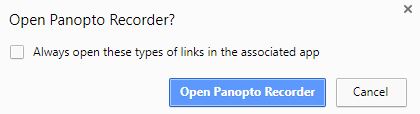
1. The ‘Panopto Content’ link will take you to your course Panopto video folder. (If you do not already have a Panopto video folder created for your course, please see [Setup Panopto in Blackboard)](http://li.wsu.edu/documents/2018/01/setup-panopto-in-blackboard.docx)
2. In the Panopto video folder, select the ‘***Create***’ button (located at the top of the page) and a drop down menu will appear.

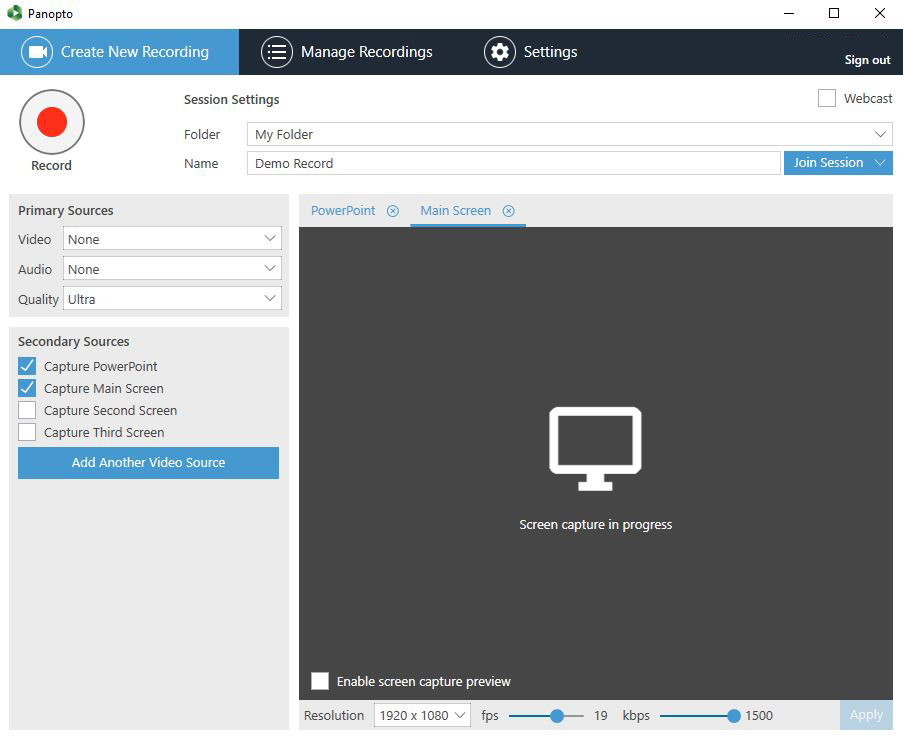


1. From the dropdown menu, select ***‘Record a new session’***

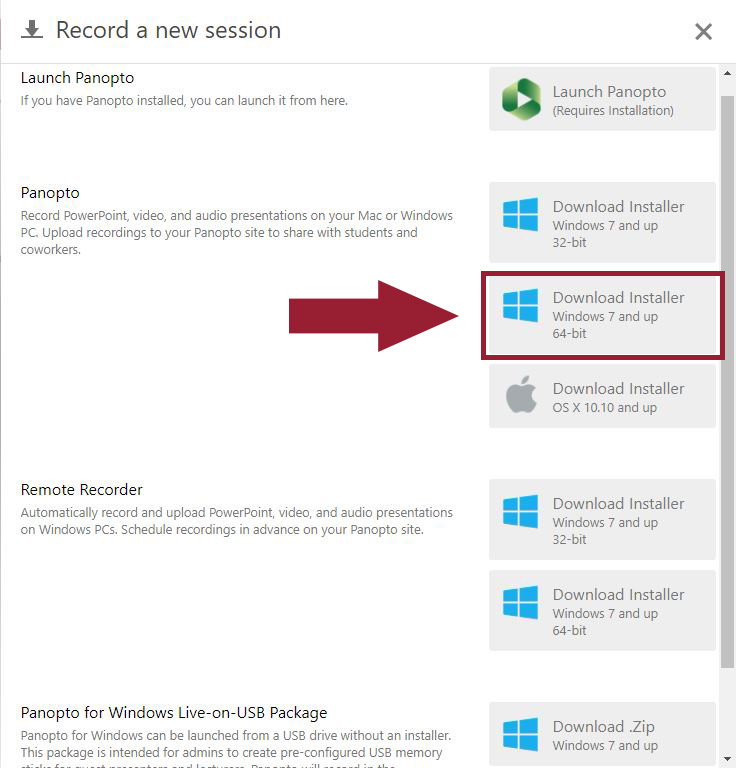


1. A popup menu will appear confirming your choice to open the Panopto recorder. Select ***‘Open Panopto Recorder’***,the recorder will open and automatically log in with your Blackboard credentials.





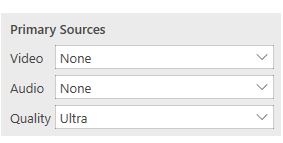
* 1. If you do not already have the Panopto recorder installed on the computer, select **‘Download Installer Windows 7 and up 64-bit’** and follow the instructions to install the application



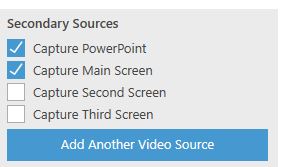
1. Panopto Recorder Setting Options:
   1. Under the section labeled **‘Sessions Settings’**:



* + - ***‘Folder’***, ensure that your course video folder is selected. If the correct folder is not selected, choose the correct one from the drop down list.
    - ***‘Name’,*** rename the session to something descriptive. Example: “Biology 100 – Exam Review”
  1. Under the section labeled ***‘Primary Sources’*** :



* + - ***‘Video’*** and ***‘Audio’,*** select the correct video and audio sources from the drop down menus.
      * Video: If you are using a camera, you will see it appear when the correct video source is selected.
      * Audio: You will see audio on the audio meter when the correct audio source is selected.
    - ***‘Quality’,*** select Standard, High or Ultra depending on your computer’s capabilities (see Panopto Computer Specifications)
  1. Under the section labeled ***‘Secondary Sources’***:



* + - ***‘Capture PowerPoint’*** will record and index your slide presentation. **Note:** If you are recording a PowerPoint presentation, make sure this is checked.
    - ***‘Capture Main Screen’*** will record the computer you are working on. **Note:** Whatever you are doing on that computer will be recorded.
  1. To record:



* + - To **start** a recording, select the ***‘Record’*** button.
    - To **stop** a recording, select the ***‘Stop’*** button
    - To **pause** a recording, select the ***‘Pause’*** button**. Note:** it is possible to resume the recording after it is paused.

1. When you are finished recording, press the ***‘stop’*** button, you will be prompted to upload your recording. Select ***‘Upload’*** to upload the recording to the video folder in your Blackboard course space. Students will access your recording through the video folder following steps 1-4.

