

---

If you wish to record a PowerPoint Presentation, follow the steps below.

1. From the \_\_\_\_\_, place a checkmark beside \_\_\_\_\_.
2. Click the \_\_\_\_\_ button.
3. Select a PowerPoint presentation and click the \_\_\_\_\_ button.
4. A \_\_\_\_\_ dialog box will appear. Clicking \_\_\_\_\_ or \_\_\_\_\_ will depend on what kind of computer setup you have. If you have a single monitor setup (i.e.: laptop, single monitor desktop), click \_\_\_\_\_.
5. The PowerPoint presentation will launch and the Panopto recorder will immediately begin recording all of the sources previously selected. You will not be able to tell that the recording is taking place.
6. If you are running a multi-monitor setup, you will want to select \_\_\_\_\_ and choose which of the two screens you want PowerPoint to record from (if Presenter view is activated).

(\_\_\_\_\_ : If you are unsure how your system operates with multiple monitors, check the \_\_\_\_\_ button and run the PowerPoint manually.)

---

After a video has been recorded in Panopto, it can be added to any Content Area or Content Folder within a Blackboard course site.

1. From your course's home screen, click on a \_\_\_\_\_.
2. From the \_\_\_\_\_ screen, select \_\_\_\_\_ and choose \_\_\_\_\_ from the menu dropdown.
3. Under the \_\_\_\_\_ section, choose the folder from the dropdown menu that has the recording.
4. Under the \_\_\_\_\_ section, select the lecture from the dropdown menu.
5. When a video is selected for lecture, its title is automatically entered into the \_\_\_\_\_ field. To change the title, type a new title in the \_\_\_\_\_ box.
6. Enter a description. The description area can be used to provide instructions for students or a description of the recording.
7. Click the \_\_\_\_\_ button. You will be returned to the \_\_\_\_\_ screen. Click \_\_\_\_\_ to return to the Content Area or folder.

---

Support and troubleshooting is available to you through a variety of means:

- Create a service request through TechHelp \_\_\_\_\_  
Email \_\_\_\_\_  
is a one-time process).  
OR  
Request a Folder in Panopto by contacting Blackboard support.
- 2. Download the Panopto Software.
- 3. Record an Instructional Session.
- 4. Add your completed recording to a content area in your course.

5. Click the \_\_\_\_\_ button.
6. Click the Add Course to Panopto button.
7. Click the \_\_\_\_\_ button. The Provisioning process may take up to five minutes to complete.
8. Click \_\_\_\_\_ You will be redirected back to the \_\_\_\_\_ screen. You can safely exit out of Blackboard.
9. If you need a folder, request on by creating a ticket at <https://techhelp.towson.edu>

- 
1. Login to Blackboard ([blackboard.towson.edu](http://blackboard.towson.edu)) with your \_\_\_\_\_ and \_\_\_\_\_.
  2. Select the course you would like to provision.
  3. Click \_\_\_\_\_ in your course menu.
  4. Click the \_\_\_\_\_ tool.

## Launching the Panopto Recorder

---

1. Click the [Panopto Recorder icon](#).
  2. Click [Panopto Recorder](#) (or All Programs in previous versions of Windows).
  3. Click the [Panopto Recorder](#) folder and then select [Panopto Recorder](#).
  4. The application will launch.
  5. Type your [Panopto Recorder](#) in the [Name](#) field and your [Panopto Recorder](#) in the [Address](#) field.
  6. Click the [Start Recording](#) button.
2. From the [Audio Source](#) dropdown, select an Audio source. The level of audio will appear on the levels monitor to the right of the video pane. Try to set the volume control so that the levels rise to but do not exceed the yellow section.
  3. From the [Video Source](#) dropdown, select [Webcam](#) to ensure the highest quality video is captured.

## Setting a Secondary Source

---

### Setting a Primary Source

---

Prior to recording, you must select or disable an audio and/or video source from the Primary Source pane. The Primary Source determines the duration of your recording and is typically used for Video and/or Audio.

1. From the [Video Source](#) dropdown, select a video source. Alternatively, you may select [Disable Video](#) to disable video recording.