**A Quick Guide to creating a Panopto Recording for Non-Faculty and Staff**

**Device Requirements:**

• A Mac or PC

• An Internet connection

• The Panopto client

• A microphone on your computer

• Lecture material

**Download the software click the link below.**

<https://www.technology.pitt.edu/services/pitt-video-panopto>

**To Begin Your Recording:**

* Open your PowerPoint slides
* Launch the software and login to Pitt Passport/DUO. If you cannot login to the Pitt Passport or do not have access, please let Matt Freidhoff or TJ Pile know
* Give you recording a name
* Ensure your microphone is working. You will see the dial turn green if your microphone is on.

• Give your recording a name

• Good idea to use the course title and then a lecture date.

• Make sure your microphone is selected

• Click the box to capture your PowerPoint

* Click the big **Red Button Record** to begin your recording
* Give your recording a folder to save to



**Once you have finished your recording:**

* Stop your recording by clicking the recording by again clicking the **Big Red Button**

• That way, course folders can be shared with students and they automatically gain access to new content saved into them.

• Matt Freidhoff and T.J. Pile can assist you with your video organization.

• Panopto will begin uploading your video to the server. Normally compiling and rendering time is about 5 to 10 minutes, though can be longer. (**Be patient**; the upload time is variable due to Internet speed, presentation length, computer speed, and server congestion that all play a role in the upload time.)

**Settings and sharing your video or videos**

Panopto has several settings which will be located on the left side of the screen and **you have the ability to change these settings.** The most important of these settings is **Sharing** and with the share settings, there are **6 settings**. For sharing a video, the most common settings are Unlisted and noted below.

•You now have the ability to change the settings of your video including permissions, viewable times, name, and etc.

•Click the “**Share”** button to be taken to the Panopto page for your video.



**Panopto Resources:**

**Panopto Video Tutoriales:** <https://howtovideos.hosted.panopto.com/Panopto/Pages/Folders/DepartmentHome.aspx?folderID=4b9de7ae-0080-4158-8496-a9ba01692c2e>

**Panopto Documentation:**

[**https://support.panopto.com/s/topic/0TO390000003VN8GAM/getting-started**](https://support.panopto.com/s/topic/0TO390000003VN8GAM/getting-started)

**Pitt IT Panopto Resources:** <https://www.technology.pitt.edu/services/pitt-video-panopto>