Quick Start Guide to: Using Panopto

This Quick Start Guide covers the steps to take when recording a Panopto session for a course. For more in depth help and videos on this Quick Start visit the Panopto Quick Start Help Page at:
http://support.panopto.com/quickstart

Step 1: Record a session by downloading and installing the Panopto Recorder. Once in the recorder, choose a folder, name the session and select your recording sources. When you are ready to record, click the red *Start* button to begin recording. When you are finished, just click the *Stop* button and your recording will automatically upload to your folder. Please note that you need to log back into your D2L and open Panopto through UA Tools, every time you open the Panopto Recorder so that Panopto reconfigures your login information. For more information and step by step instructions on this, please visit:
http://support.panopto.com/articles/Documentation/basic-recording-1

Step 2: To view the session, simply click on the session name within your folder, and press play. You can use the progress bar to navigate within the session. You can also take notes, and the 'Search' allows the session slides and captions to be searchable. For more information on viewing the session visit:
http://support.panopto.com/articles/Documentation/viewing-0

Step 3: To share the session you can click on the video settings by hovering over the video. You can set privacy options such as making the video Private or Public, and you can add users to the session, as well. For more information on sharing the session visit:
http://support.panopto.com/articles/Documentation/sharing-and-permissions-0

Step 4: If you find that you need to make edits to the session you have the ability to trim, cut, and change the table of contents within the session. Make sure to save your edits once you are finished making them. For more information about editing a session visit:
http://support.panopto.com/articles/Documentation/basic-editing-1