1. Log on to My.Scranton.edu and go to the LMS Desire2Learn
2. Under “My Courses” select the course that you are recording a video for, or email ReillyLectureCapture@scranton.edu to be added to the Lecture Capture course
3. Open the Panopto Videos Folder and then select Panopto Videos
4. **In Panopto, click the Create button and select Record a new session**

   ![Create button in Panopto](image1)

5. **You’ll get a pop-up window asking to select an application. Say OK.**

   ![Pop-up window selecting application](image2)
6. It may take a few seconds for the Panopto Recorder to Open. Once it’s opened, you should see the video screen. On the left-hand side, the video dropdown should have USB Video Device and Audio should have Microphone or USB Audio Device listed. You can change the Quality to High.

7. Under Folder Name: Select the dropdown arrow. This will open the folder for the course you are in, select the course and choose Add New Session.

8. You can change the name of your recording in the box labeled “Record a new session called”
9. On the left-hand side, select what you want the video to capture. Capture Primary Screen will record the computer screen and any programs or applications you click through (for example, if you want to demonstrate a website). Or you can choose Capture PowerPoint. In the main screen, there is a button to Open a Presentation. This will record your presentation and a video of you talking through the presentation. You can uncheck both boxes to only record yourself giving the presentation.

10. When you are ready, select Record. The timer will begin counting when you press record. You can also Pause at any time. This is what it will look like when recording:

![Recording Screen](image)

11. When you’re done recording, press the stop button. You’ll get a pop-up window saying you’ll be taken to the recordings tab. Say OK:
12. In the recordings tab, you’ll see your newly recorded video with a Status/Link section. Wait until the Status section says View, Edit Share. This may take a few minutes while your video finalizes.

<table>
<thead>
<tr>
<th>Uploaded Recordings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Time</td>
</tr>
<tr>
<td>11/5/2014 11:02 AM</td>
</tr>
<tr>
<td>Session</td>
</tr>
<tr>
<td>Wednesday, November 05, 2014</td>
</tr>
</tbody>
</table>

13. Once you see the View, Edit, Share options. You can watch your video or share it with your professor or classmates. The Share button lets you send a link of the video to anyone you’d like.

14. Under the share option, you can also select Output that lets you download a copy as Podcast (MP4).

15. Once you have completed your video, shared, and/or downloaded a copy. You can log out. (Make sure to log out of both Panopto and My.Scranton) Your video will stay in the course videos dropbox folder for the semester.