Panopto™

Using the Panopto Recorder

1. Download Panopto Recorder software.

Go to **http://bit.ly/YeCVse** to download Panopto. You may need to log in with your MyGateway SSO ID and password. Download and install the Panopto Recorder software to your computer. There is a Mac and PC version.

2. Plug in your web camera and/or microphone.

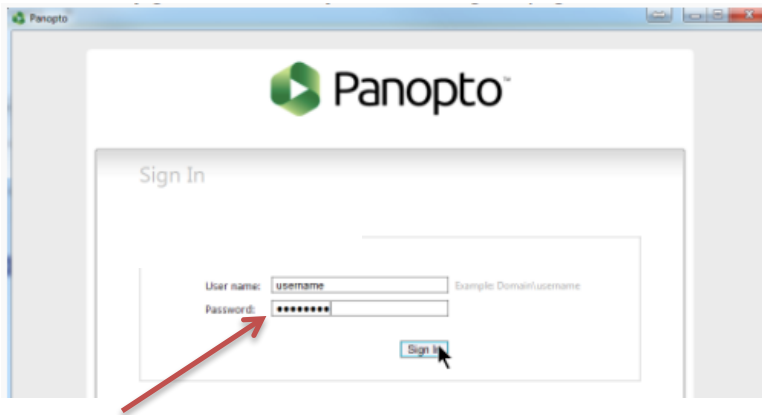**3. Open the Panopto Recorder software.**

It will be in the Programs menu (Start → All programs → Panopto) for Windows users or in the Applications folder for Mac users.

5. Log in with your SSO ID and password.

On PC/Windows:

Click **More Sign-in Options** and then type "panopto.umsl.edu" in the textbox next to Server. Then, click the **Go** button.

Choose **Canvas UMSL** from the dropdown menu next to "Sign in with".
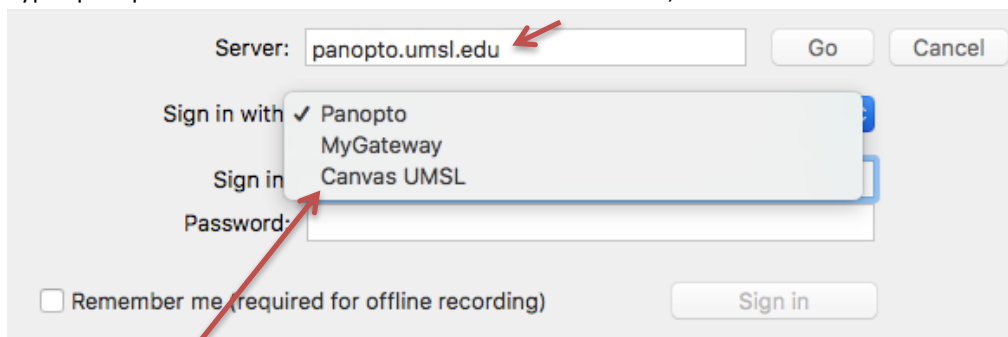

Enter your SSO-ID (without @umsl.edu) and password in the boxes.
Click **Login** button.

On Mac:

Click **Sign In** button at the top-right of the application window.

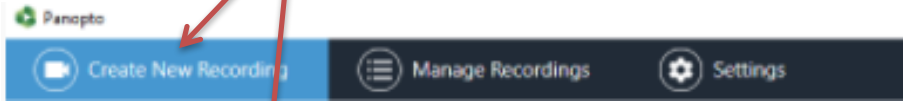Then click **More Sign-in Options** on the bottom-right.

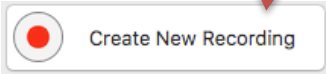Type "panopto.umsl.edu" in the textbox next to Server. Then, click the **Go** button.

A drop-down box will appear. From the dropdown, choose **Canvas UMSL.** A screen will open where you can enter your SSO-ID (without @umsl.edu) and password. Then, click **Login**.

6. Click the "Create a New Recording" tab at the top of the application.
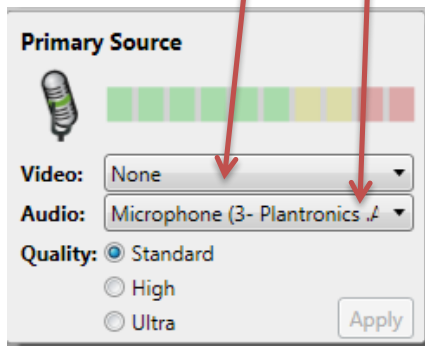
On PC/Windows:

Panopto

| ● Create New Recording | ≣ Manage Recordings | ⚙ Settings |

On Mac:
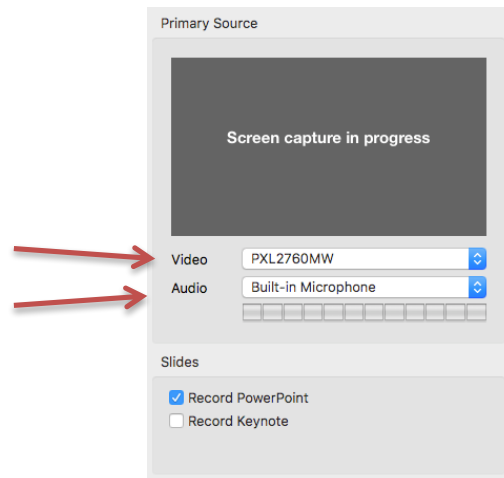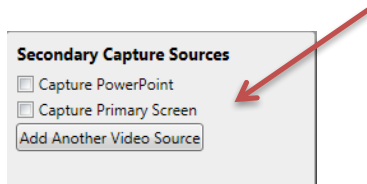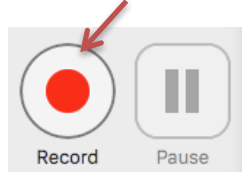
● Create New Recording

. Choose your video and audio sources (microphone or webcam) from the Primary Source section. It's important to calibrate your microphone or webcam for volume so the recording won't be too quiet or have feedback.

On PC/Windows: On Mac:

Primary Source

Video: None
Audio: Microphone (3- Plantronics A)
Quality: ● Standard
         ○ High
         ○ Ultra   Apply

Primary Source

Screen capture in progress

Video   PXL2760MW
Audio   Built-in Microphone

Slides
☑ Record PowerPoint
☐ Record Keynote

8. Choose your secondary source (PowerPoint, screen recording, etc.), if desired, from the Secondary Capture Sources.

Secondary Capture Sources
☐ Capture PowerPoint
☐ Capture Primary Screen
Add Another Video Source

9. Click "Record". Record your presentation. You may click "Pause" to pause the recording.

● Record   ❚❚ Pause

10. On the Recording Status tab, click "Upload to Server". If you are unhappy with your recording, just click Delete and start over.

11. Once the lecture has been uploaded, you can add your Panopto video to your course following the instructions on the document: How to Add a Panopto Video to Canvas.