
Using Panopto Outside the Classroom

- Open your Westlaw/Twen course page
- Open the “Panopto Videos” folder in the navigation panel. This link should be added prior to using Panopto.
- Panopto should open the course folder, otherwise follow on-screen directions.
- Click the “Create” button, mouse down to “Record a new session.” This where you can also download Panopto.
- Click “Open Panopto” if the recorder does not open automatically
- Check “Primary Sources” dropdown menu for video camera, mic, and “Ultra” video quality. If no video is selected you may record with a voice over technique.
- Check the audio recording level by speaking aloud. Adjust the ball slider to peak in the yellow level.
- Check the “Secondary Sources” for “Capture PowerPoint” and “Capture Main Screen”
- Note the “Resolution” (1024x768) and “fps” (30), “bps” will adjust automatically
- Note the “PowerPoint” tab on the upper left of the main screen, click and follow prompts to set up PowerPoint recording (recording will start automatically)
- Select the “Main Screen” tab if not using PowerPoint, and minimize the recorder so you can open the files or locations or apps you are going to use.
- Restore the recorder, click the “Record” button, then minimize the recorder to see what you have set up on the desktop
- When done using PowerPoint, hit escape to get to the recorder and click “Stop”
- When done on the desktop, restore the recorder and click “Stop”
- Follow the prompts to upload the file. Do not turn the computer off until you see the session in the “Manage Recordings” page, which should open automatically.