

instructions for using Panopto Focus Recorder (Windows7)

Go to <http://lectures.bradley.edu> <<http://lectures.bradley.edu/>> with a web browser (Firefox or Internet Explorer).

1. Login with your BUNetID and password. Please make sure you choose 'ad.bradley.edu' instead of the 'Panopto' domain.

Welcome to Panopto - Mozilla Firefox

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http://lectures.bradley.edu/Panopto/Pages/Default.aspx

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WELCOME TO PANOPTO

Panopto makes it easy for anyone to capture, manage, search, and view multimedia presentations online.

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Panopto searches slides, notes, captions, and more!

USER LOGIN

Login user: **ad.bradley.edu**

Username:

Password:

Remember me on this computer

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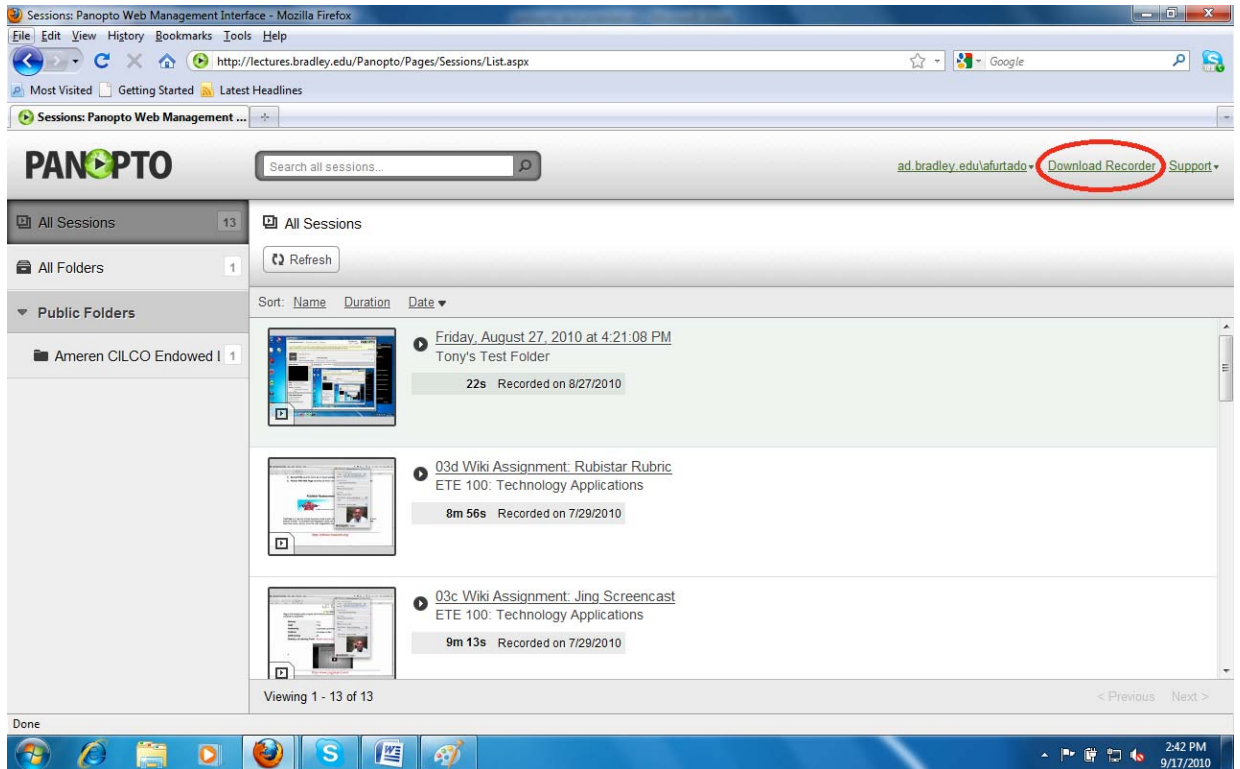
MOST POPULAR SESSIONS

MOST RECENT SESSIONS

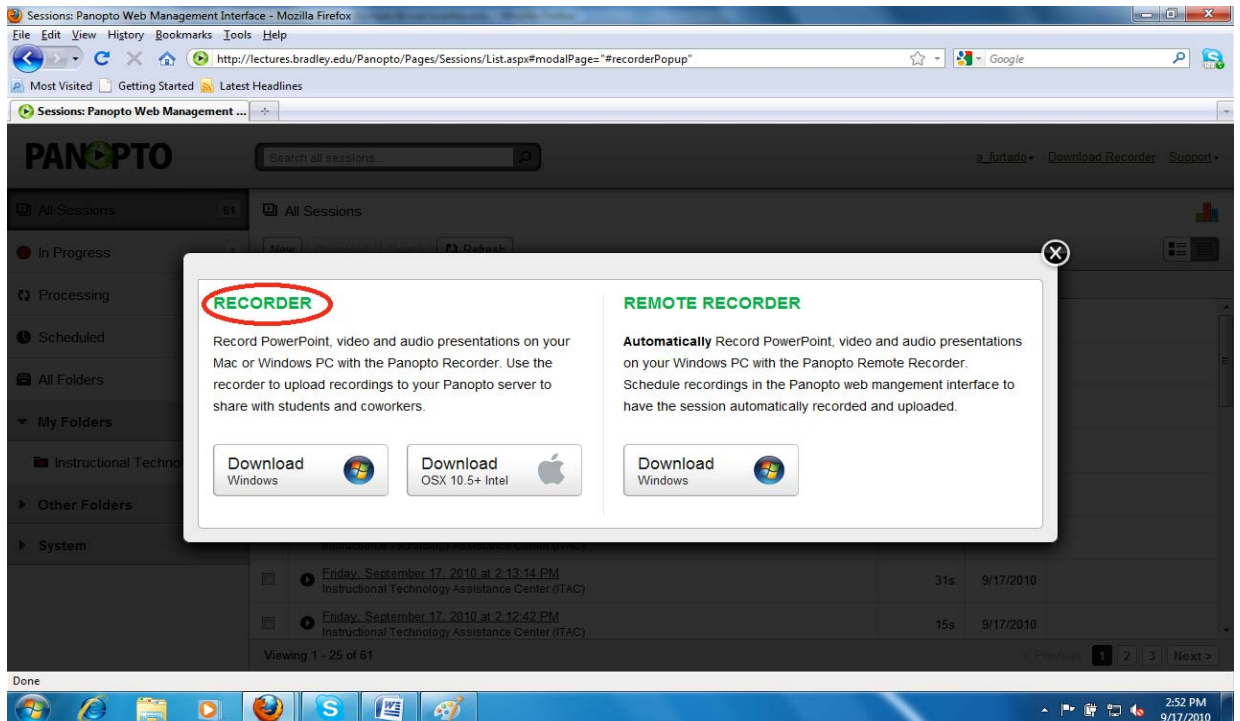
Done

2:38 PM 9/17/2010

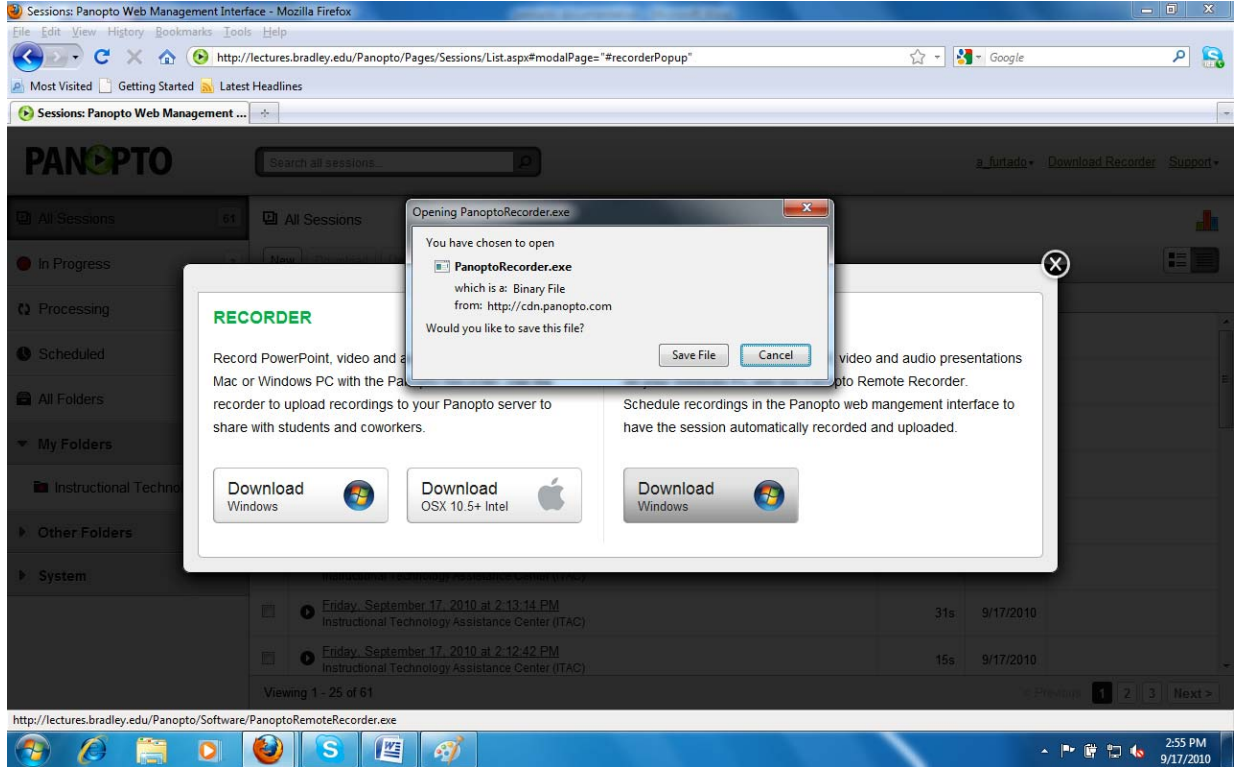
- Click the Download Recorder link at top screen right.



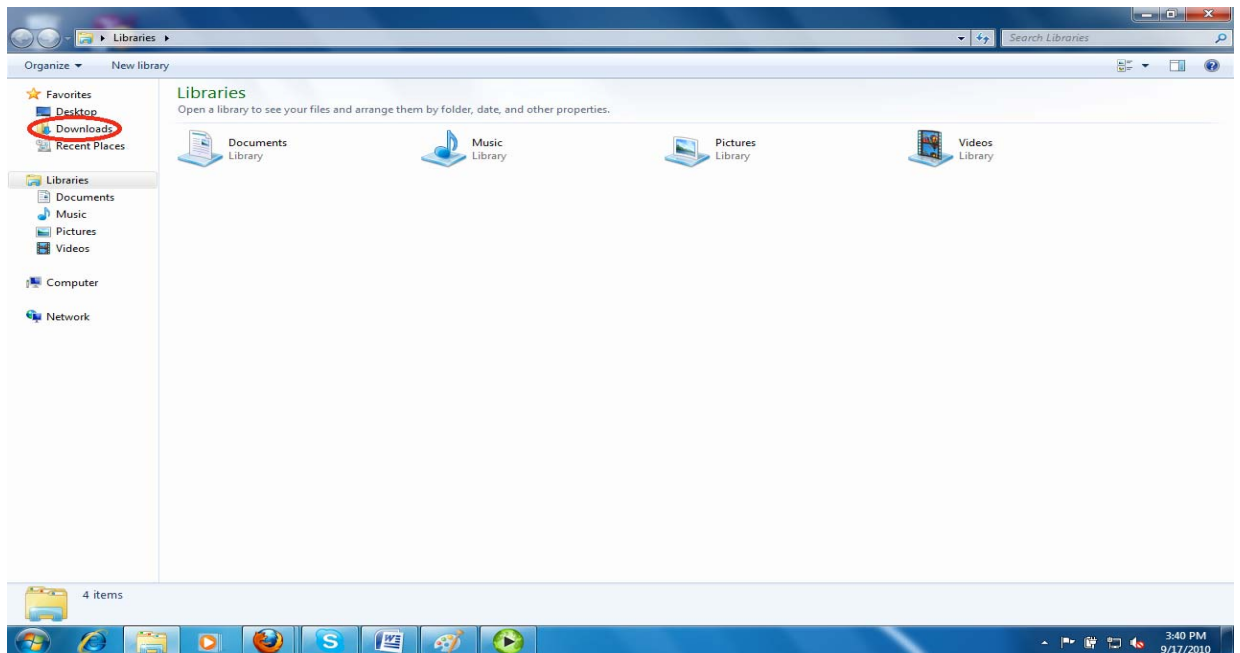
- Select the option of either Recorder or Remote Recorder (Recorder is recommended), and click the Download Windows button.



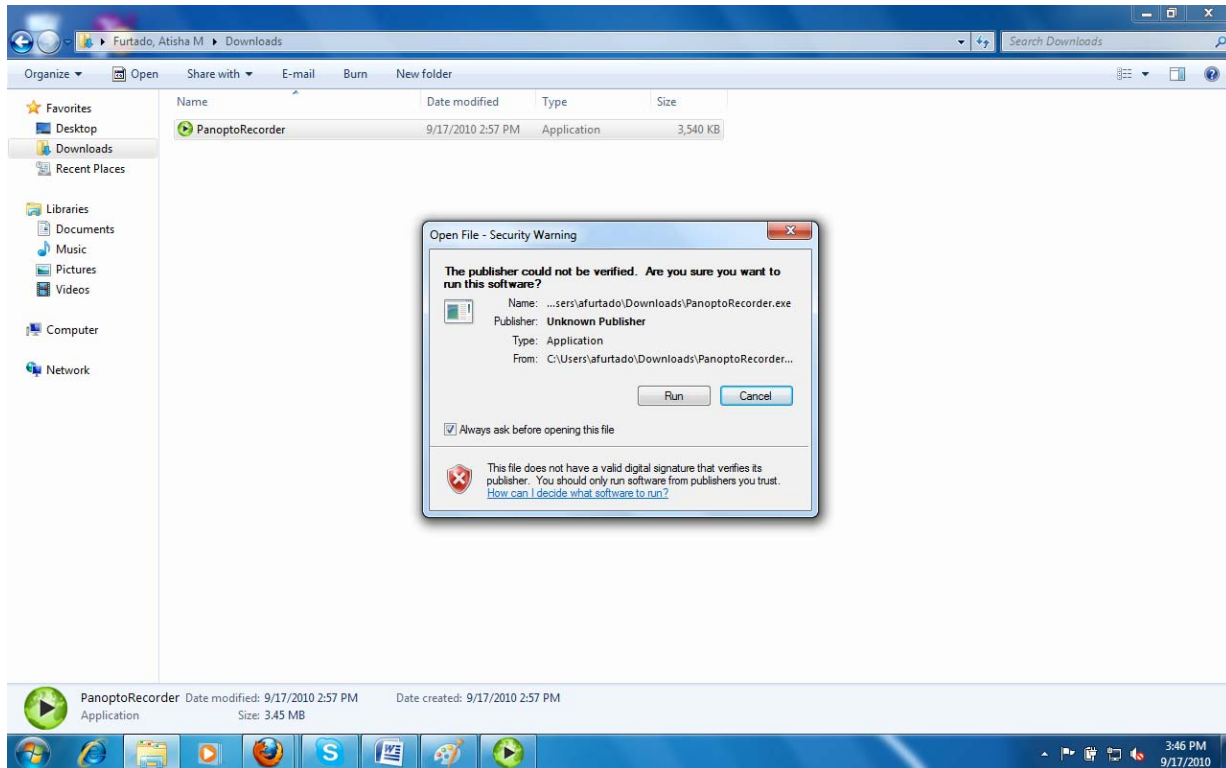
4. In the succeeding popup box, click the Save button.



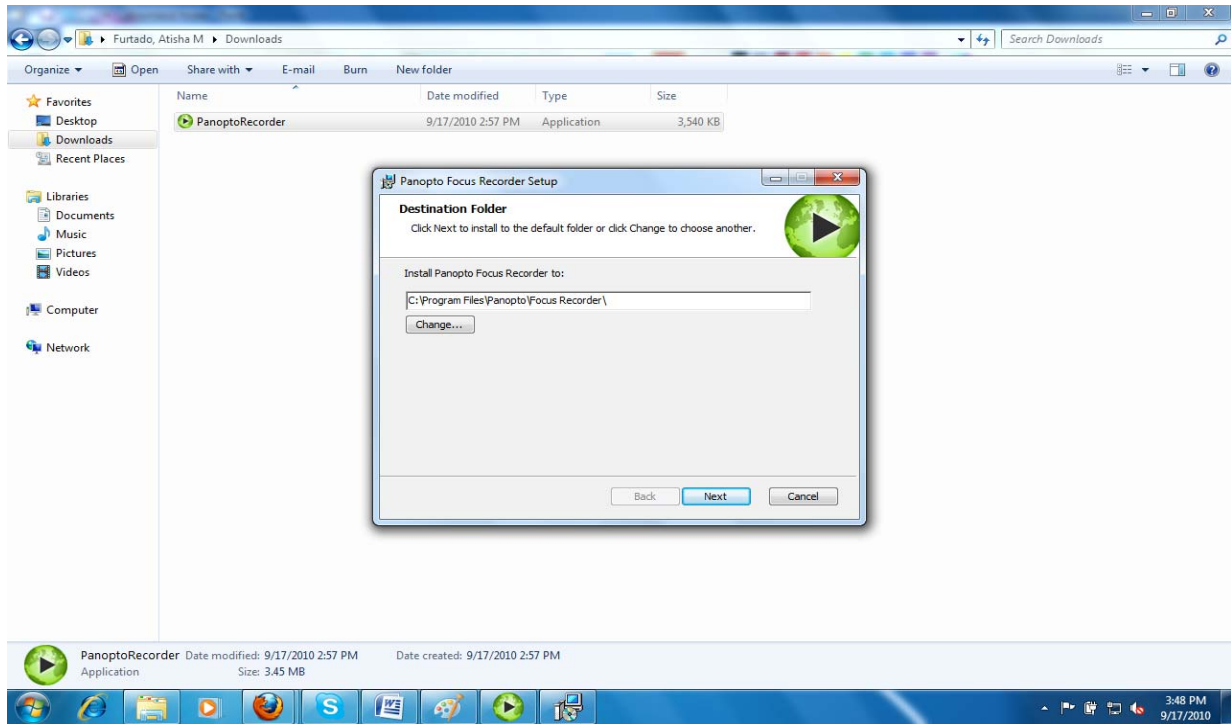
5. Once the download is complete go to the folder icon on your taskbar and open the 'Downloads' folder as shown below. Here you will find the PanoptoRecorder.exe file:



6. Double click the 'PanoptoRecorder' file to install the Recorder. You will get a warning message as shown below. Here click the 'Run' button to allow installation.

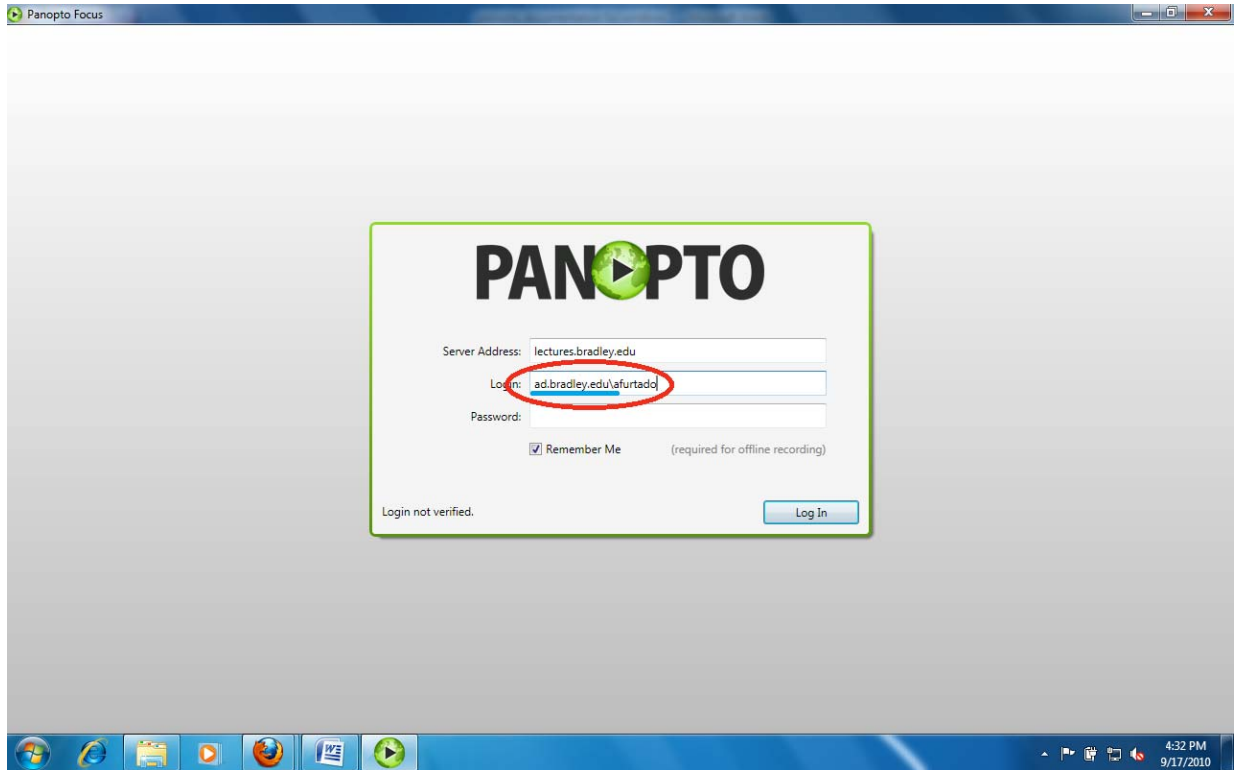


7. Follow the instruction of choosing the destination folder by clicking next:



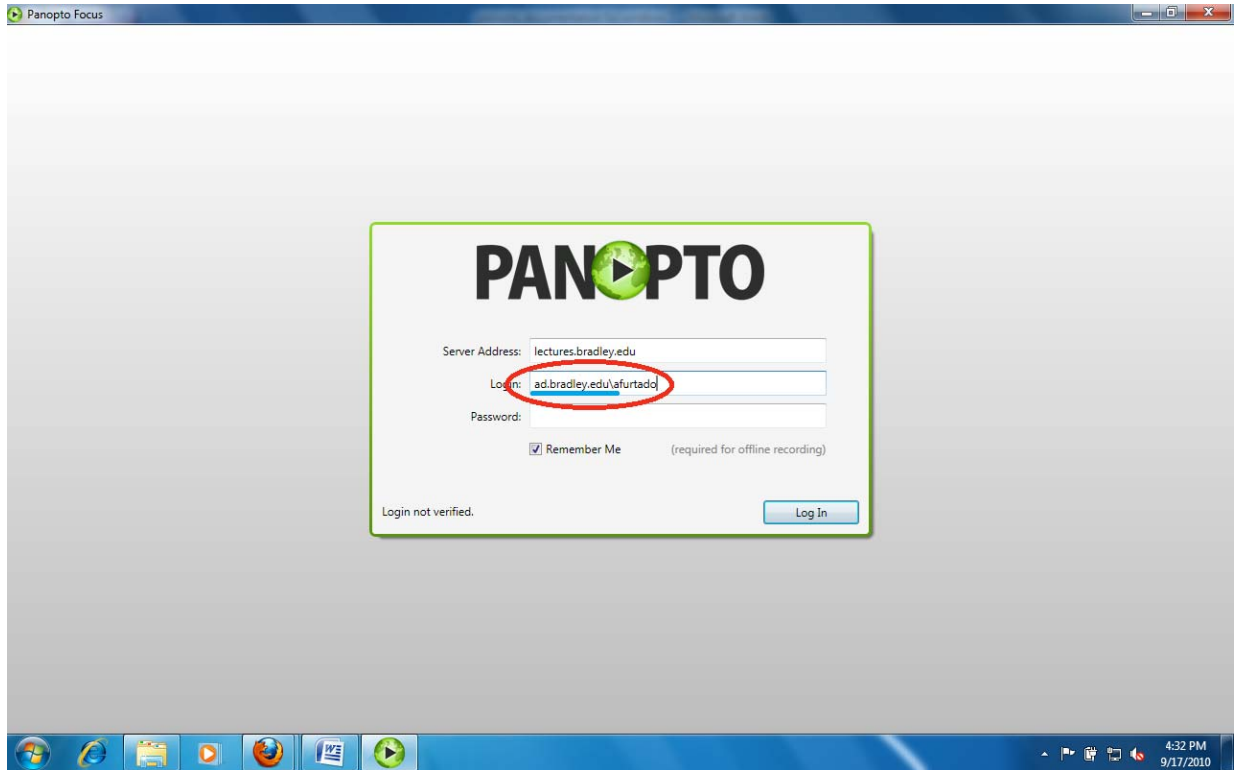
8. Here hit 'Install' and the Recorder will be installed on your machine. You can then delete the 'PanoptoRecorder.exe' file in the 'Downloads' folder and also close the lectures.bradley.edu window on your browser.

9. The following window pops up where you can type in your username and password to log on to the server and open the Recorder.



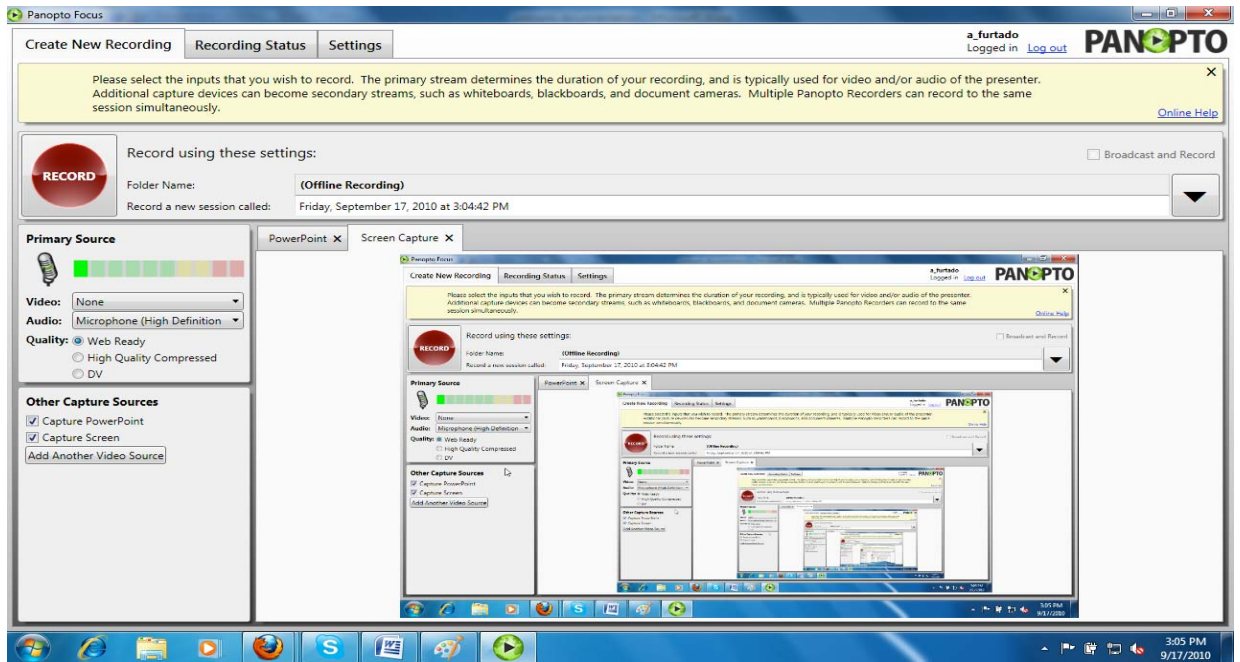
Using Panopto Focus to record lectures from a Windows 7 computer

1. Double-click the Panopto Recorder icon on your Desktop.
2. A Panopto Focus popup box will appear. In the "Login" text box, type this: ad.bradley.edu\username [in which "username" = your BunetID].



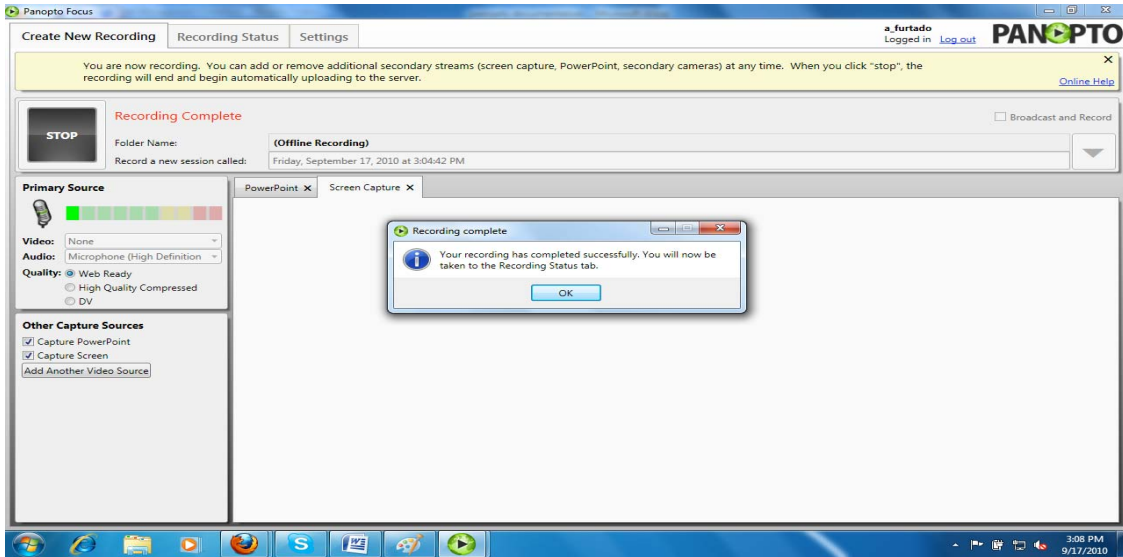
3. In the Password box, type your BUnetID password.
4. Click the “Log In” button.
5. A new Panopto Focus popup box will appear.

6. In the Primary Source box at screen left, note the Video, Audio and Quality settings, as well as the “Other Capture Sources” settings. You can record from a webcam, headset or other mic and PowerPoint or other screen capture sources.

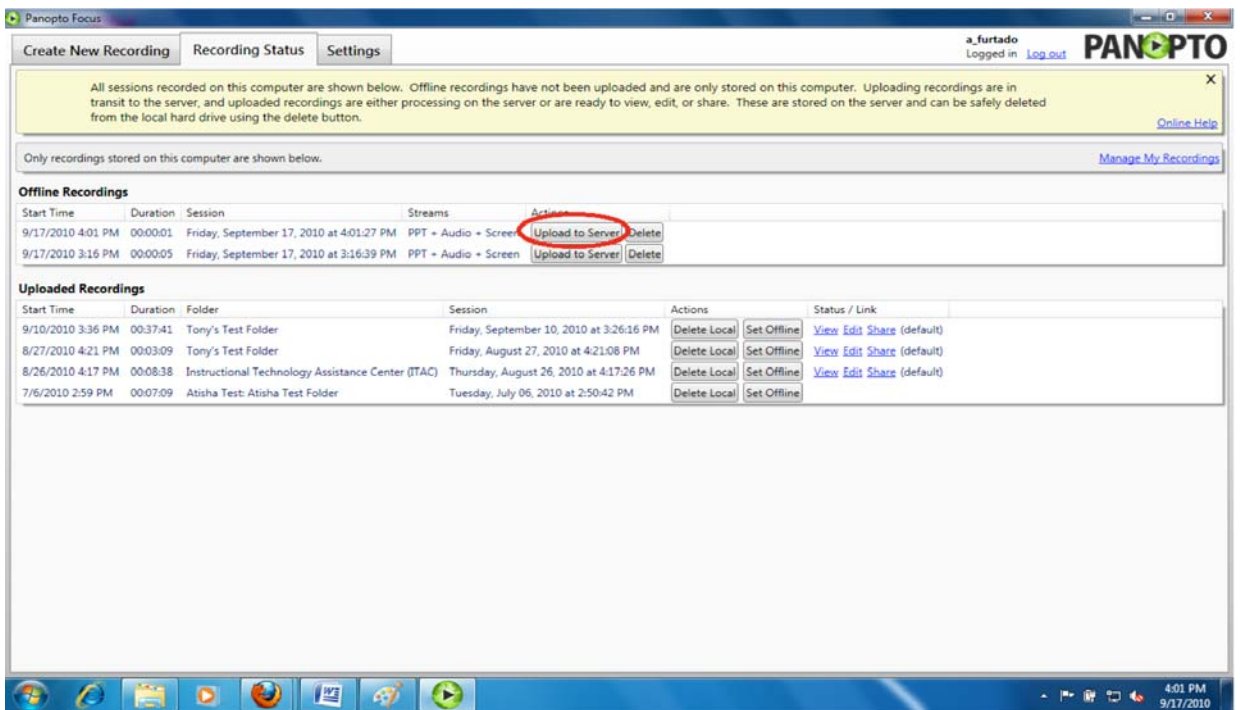


7. Click the red Record button to begin creating content.
8. Click the grey Stop button to end content creation.

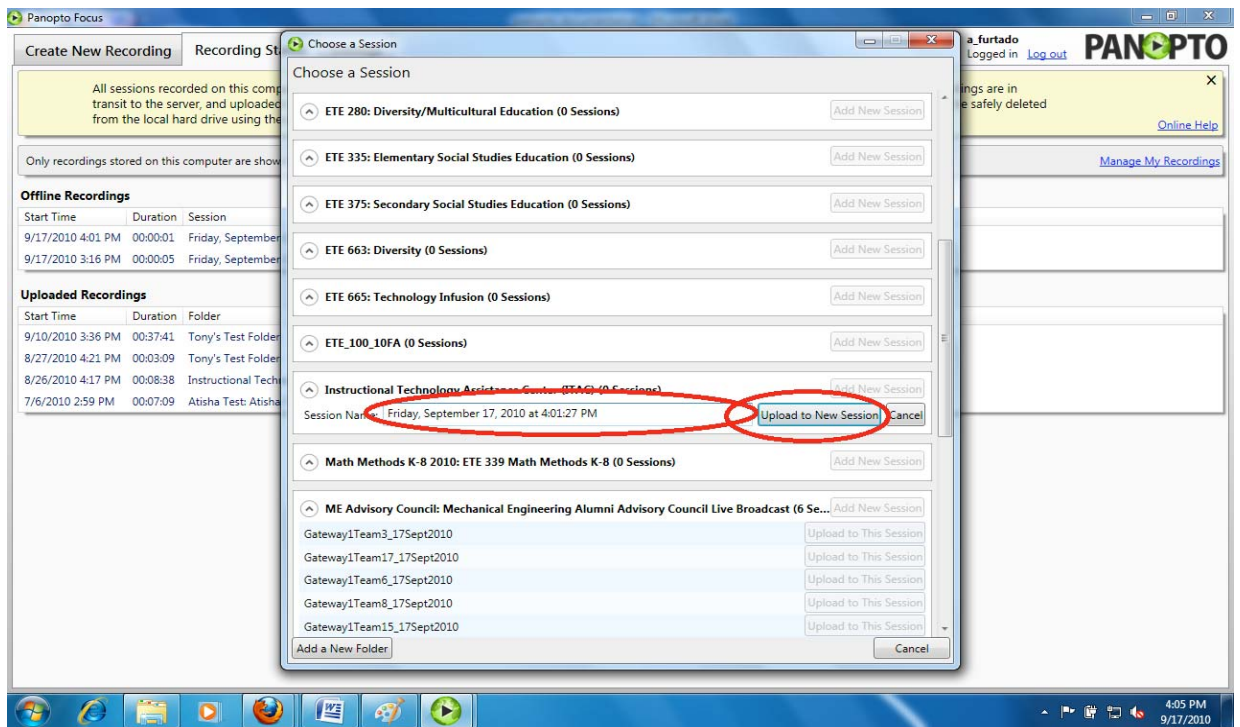
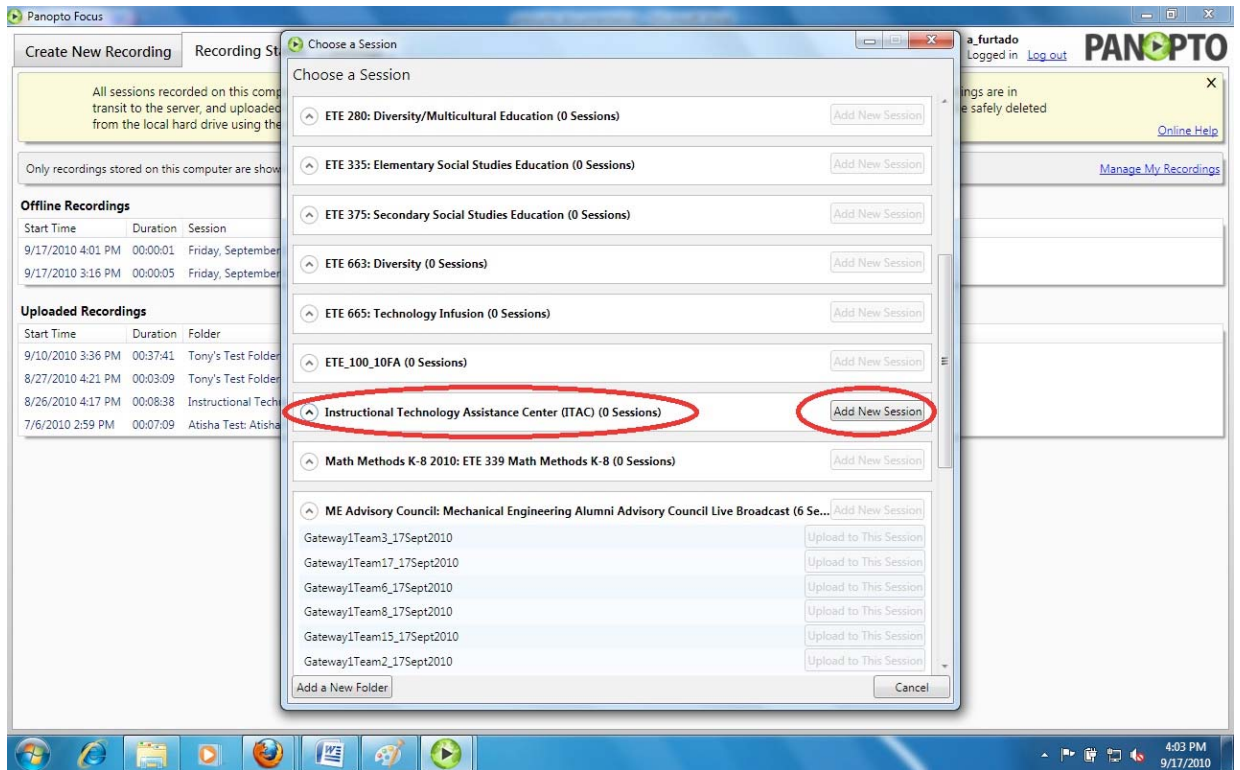
9. A "recording complete" popup box will appear. Click the OK button.



10. In the Panopto Focus popup box, you will be taken to the Recording Status tab. Click the "Upload to Server" button.



11. A “Choose a Session” popup box will appear. Scroll down the folder list and choose your course folder by clicking on the associated “Add New Session” button. A Session Name text box will appear. Type in a session name, and click the “Upload to New Session” button.



12. An Upload Progress indicator will appear.

The screenshot shows the Panopto Focus interface. At the top, there are tabs for 'Create New Recording', 'Recording Status', and 'Settings'. The user 'a_furtado' is logged in. A yellow notification box at the top explains that offline recordings are only on the computer, while uploading recordings are in transit to the server. Below this, a section titled 'Only recordings stored on this computer are shown below.' contains two tables:

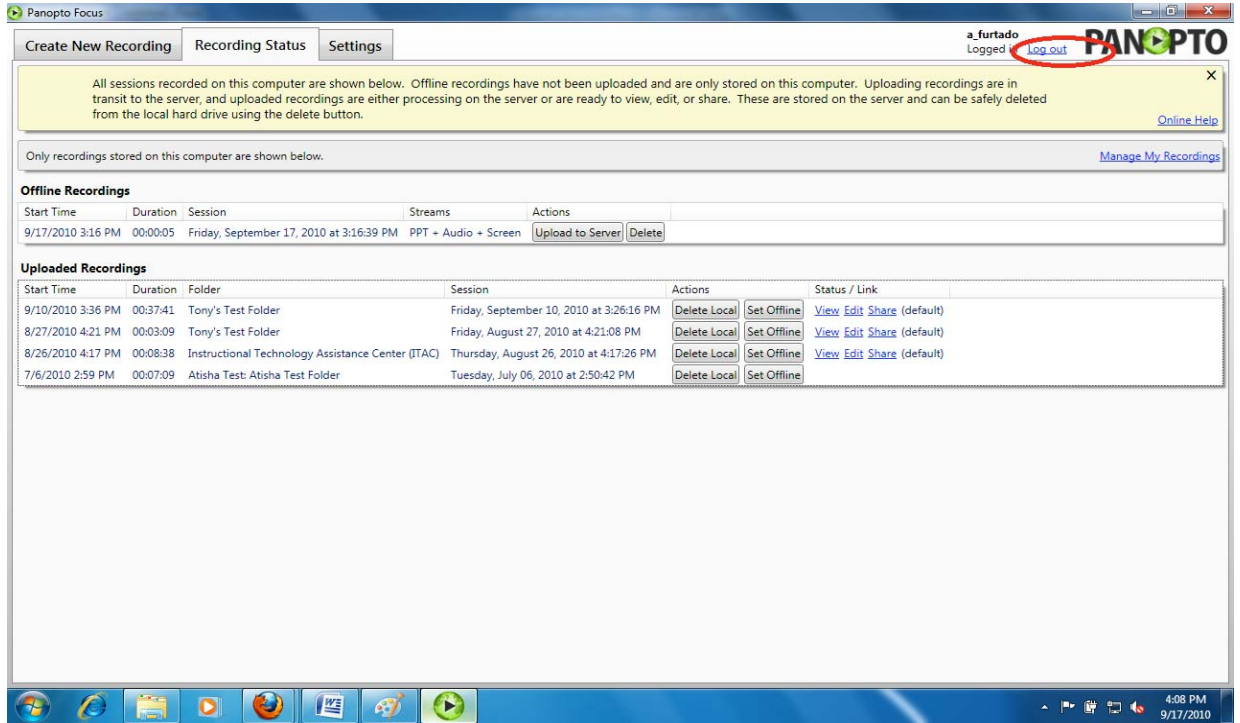
- Offline Recordings:** A table with columns 'Start Time', 'Duration', 'Session', 'Streams', and 'Actions'. It contains one row: '9/17/2010 3:16 PM', '00:00:05', 'Friday, September 17, 2010 at 3:16:39 PM', 'PPT + Audio + Screen', and 'Upload to Server' and 'Delete' buttons.
- Currently Uploading Recordings:** A table with columns 'Start Time', 'Duration', 'Folder', 'Session', 'Streams', 'Upload Progress', and 'Actions'. It contains one row: '9/17/2010 4:01 PM', '00:00:01', 'Instructional Technology Assistance Center (ITAC)', 'Friday, September 17, 2010 at 4:01:27 PM', 'PPT + Audio + Screen', a progress bar, and 'Pause' and 'Delete' buttons.

At the bottom, there is a table for 'Uploaded Recordings' with columns 'Start Time', 'Duration', 'Folder', 'Session', 'Actions', and 'Status / Link'. It lists four recordings with 'Delete Local' and 'Set Offline' buttons for each.

13. Uploading and formatting processes will run for some time. When completed, you will see blue View-Edit-Share links appear in the Status / Link column on your screen.

This screenshot is similar to the previous one, but the 'Currently Uploading Recordings' table is empty. The 'Uploaded Recordings' table now shows blue 'View Edit Share' links in the 'Status / Link' column for all four recordings, indicating that the upload and formatting processes are complete. A red circle highlights the 'View Edit Share' link for the first recording in the table.

14. Click the blue “Log out” link at top screen right.



15. Close the Panopto Focus popup box.