


Using Panopto Capture

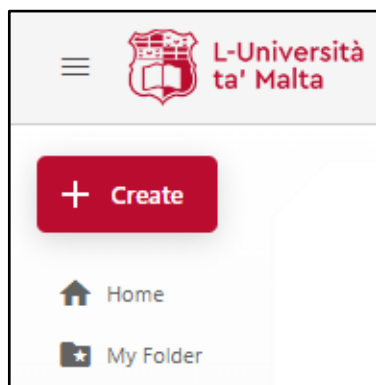
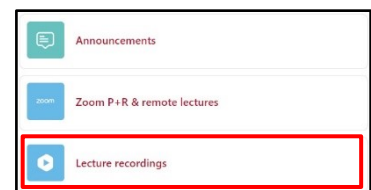
Panopto Capture is a tool that allows you to record videos directly from your browser (no additional download required). It features similar functions to the Panopto application, namely, you can share your screen or applications while also capturing your webcam.

Note:

- Before using Panopto Capture, it is important to [set up Panopto in your VLE area \[PDF\]](#), if not yet set up.

To record videos using Panopto Capture:

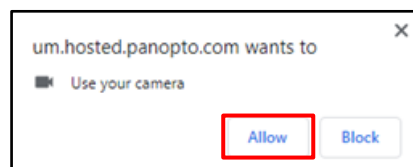
1. Access the required VLE area from the **VLE Dashboard (UM VLE / JC VLE)**.
2. Access the **Lecture Capture (Panopto)** activity identified by the Panopto icon . (If you have not created the activity yet, refer to **Section B** of the [Setting up Panopto in a VLE area \[PDF\]](#) guide). You will be automatically directed to the Panopto folder of the respective VLE area.
3. Click the **Create** button and select **Panopto Capture**.



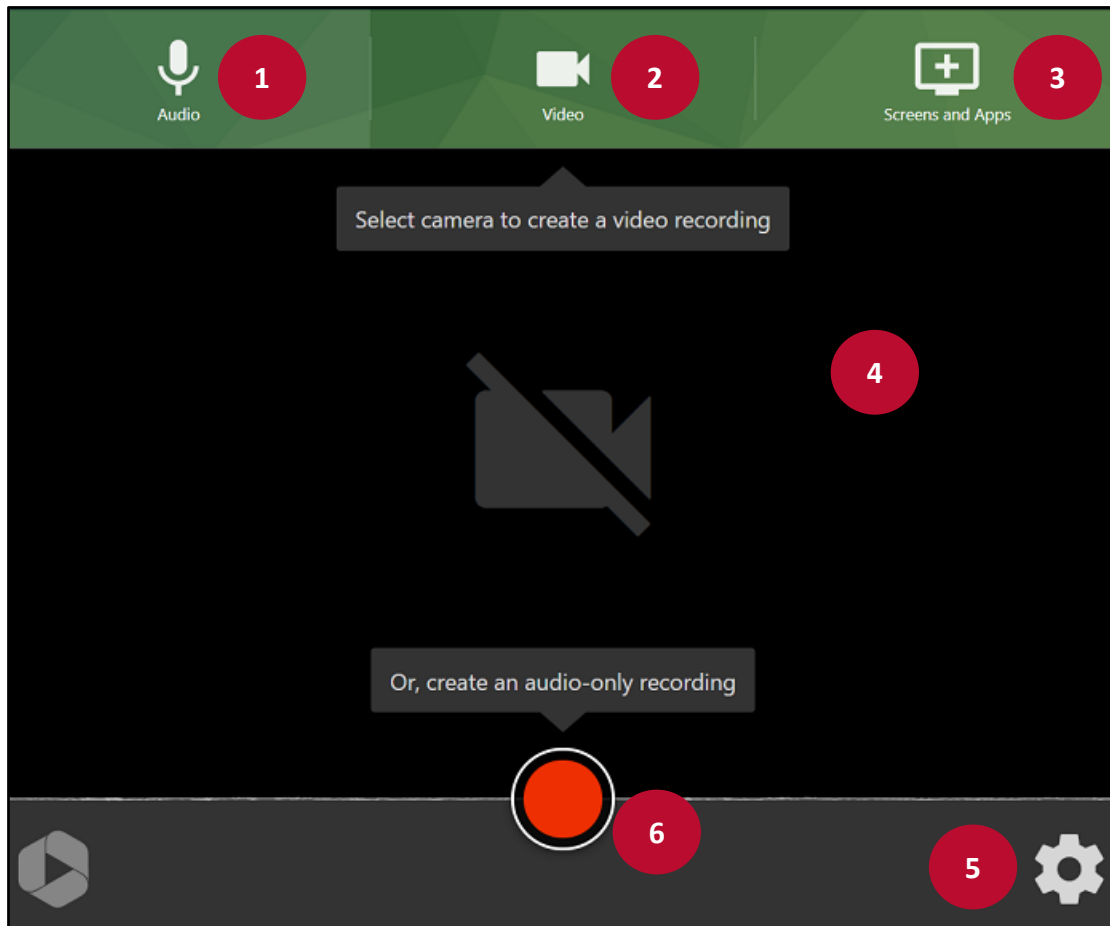
This will launch the *Panopto Capture* application in a new browser tab.

Note:

- A pop-up requesting usage of your microphone and camera may be displayed. Whilst camera usage is not mandatory for Panopto Capture to work, microphone usage is required, so make sure that you click **Allow** to use your microphone.



Recording with Panopto Capture



1 Click the **Microphone** button to select the microphone you would like to use in case you have multiple microphones installed. The microphone that is in use is ticked.

2 Click the **Camera** button to enable the camera and select which camera you would like to use if you have multiple cameras. The camera that is in use is ticked. Untick the camera if you do not wish to record yourself. The video image will be displayed in the middle content area. The below menu is displayed once the video camera is enabled.



- Background** button – Click on the background button to toggle between blurred background, a default image (set from the options), or your current background
- Smart Camera** button – The smart camera feature centres the main speaker into the display even while moving around. Click on the smart camera button to toggle between single view or a group view.
- Picture-in-picture** button – Click on the picture-in-picture button to turn on or off this feature. This is used when you are sharing multiple streams such as camera, and a presentation at the same time

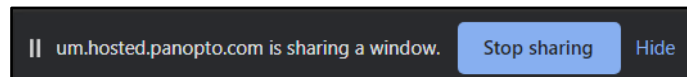
- d. **Fullscreen** button – Click on the Fullscreen button to expand the display.
- e. **Close** button – Click on the close button to turn of the camera.

3


Click the **Share your screen** button if you would like to share either one of the following:

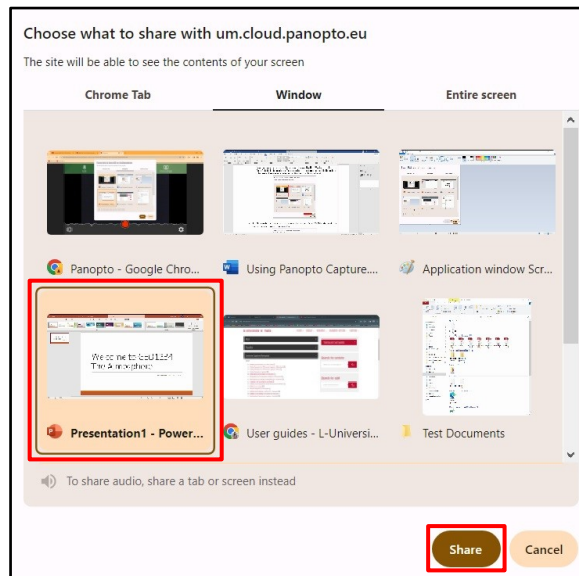
- **Entire Screen** to share your whole screen. Note that if you have multiple displays, you can select which display/screen to share. If you choose this option, any personal notifications such as incoming emails will also be recorded, so it is recommended to share an **application window** or a **browser tab** instead (see below).
- **Window** if you wish to share a specific application such as a PowerPoint presentation, a web browser, a software demonstration, etc. Note that the application must already be launched prior to selecting it from the *Application Window*. Kindly check the **Note** overleaf if you wish to share a PowerPoint Slide Show.
- **Browser Tab** if you wish to share a specific tab from your browser.

If you wish to stop sharing, click the **Stop / Stop sharing** button.

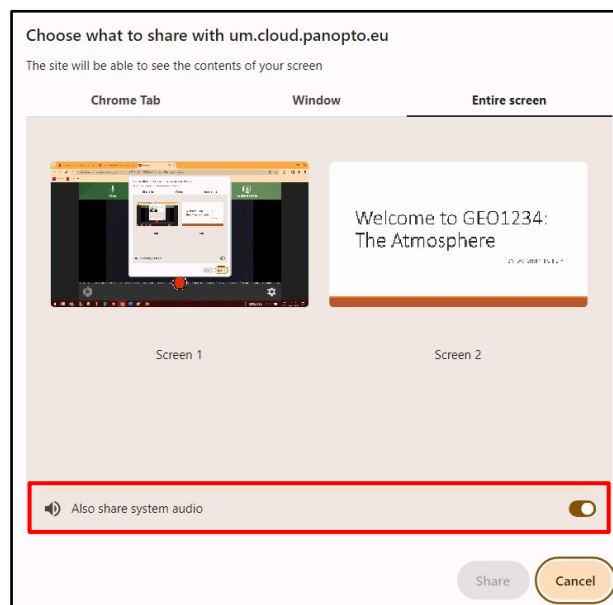


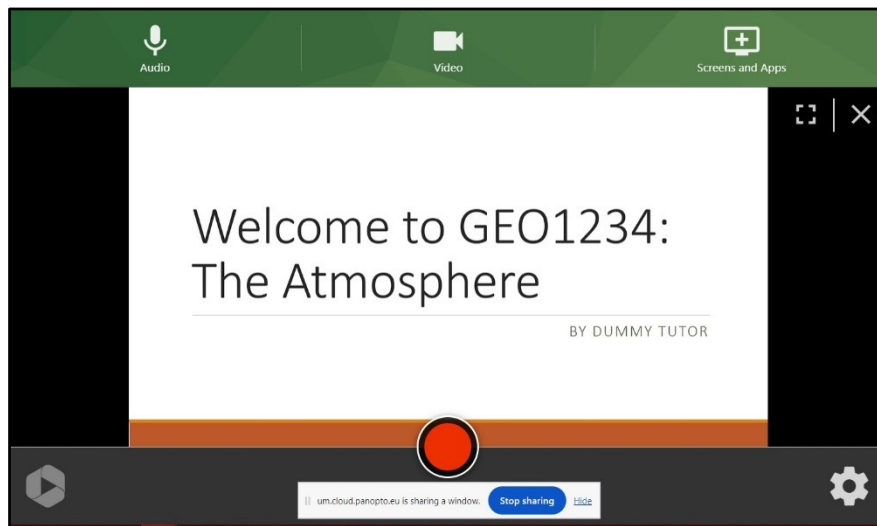
Note:

- **To share a PowerPoint Presentation during your recording:**
 - a. Open the PowerPoint Presentation and press the **Slide Show**  button located at the bottom right corner to view in fullscreen.
 - b. Using your keyboard, press **Alt+Tab** (Windows) or **Command** (Mac) keys to go back to your Panopto Capture browser window.
 - c. From the *Share your screen* dialog box, click **Window** to select the **PowerPoint Slide Show** window. Subsequently, click the **Share** button. The PowerPoint Slide Show will be shared in fullscreen mode once recording is initiated.





- Click the **Also share system audio** toggle button if you want any computer audio (e.g., audio from a YouTube clip or a locally stored video clip) shared in the recording.





4

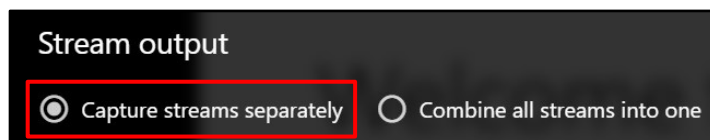
The contents section shows what will be recorded, that is, any shared application and the webcam, if enabled. One can expand the screen by clicking the **Fullscreen**  icon, or stop sharing the screen by clicking the **Close**  icon.

5

The **Settings** (gear) icon allows you to apply various settings.

Note:

- It is recommended to change the resolution to HD.
- It is recommended to leave the **Stream output** setting as the default option, i.e. **Capture all streams separately**.



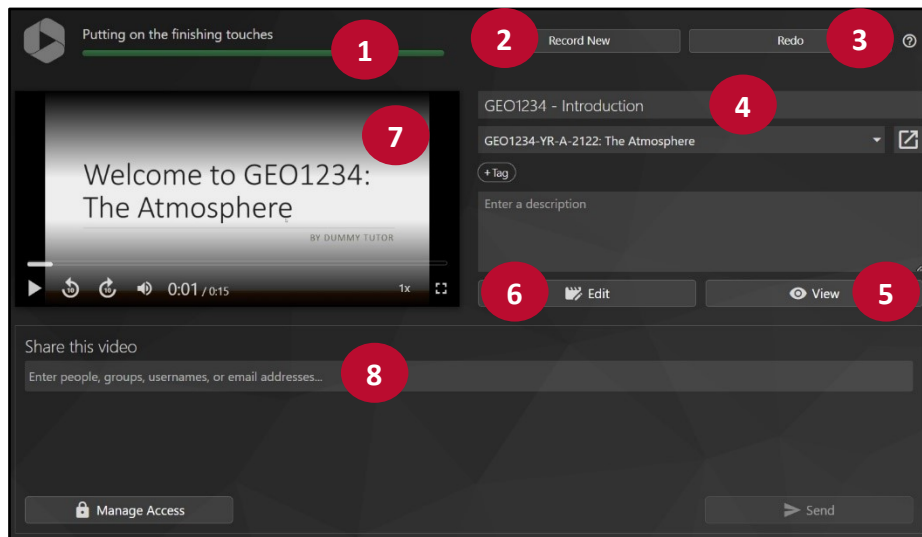
6

To start recording, click on **Record**, and a countdown will appear before the actual recording starts, if enabled. If you click on the screen before the countdown ends, the recording will start immediately. Press **Stop** to stop recording.

Once you click **Stop**, Panopto will immediately start the uploading process.

Note:

- Panopto Capture does not have a *Pause* option. If you make a mistake or something happens during the recording, it may be best to continue recording as normal and edit out the portions that need to be removed. Otherwise, you will need to start over.



1

This is the progress bar area where one can see if the recording is ready to be edited before being uploaded. **Note:** Make sure not to close the browser window before the progress bar indicates that it is safe to do so, otherwise the recording will be lost.

2

The **Record New** button will upload the recording using the name provided in 4 to the Panopto folder, and return you to the *Panopto Capture* application to record another session.

3

The **Redo** button will delete the recording and return you to the *Panopto Capture* application to record a new session.

4

Give a name to the recording, such as *GEO1234 – Introduction* and make sure that the Panopto folder corresponds to the desired VLE area.

5

The **View** button will open a new browser window where the recording can be played.

6

Click the **Edit** button if you wish to trim some parts of the recording. Refer to the [How to Edit a Video](#) instructions.

7

The recording can be previewed here.

8

You can share the video with others by inserting their username/email address.

Once the video is uploaded, close the window and go back to the Panopto folder to verify that the recording is available. Note that you may need to click the **Refresh** button in the Panopto folder to view your recording.

