
If you wish to record a PowerPoint Presentation, follow the steps below.

1. From the _____, place a checkmark beside _____.
2. Click the _____ button.
3. Select a PowerPoint presentation and click the _____ button.
4. A _____ dialog box will appear. Clicking _____ or _____ will depend on what kind of computer setup you have. If you have a single monitor setup (i.e.: laptop, single monitor desktop), click _____.
5. The PowerPoint presentation will launch and the Panopto recorder will immediately begin recording all of the sources previously selected. You will not be able to tell that the recording is taking place.
6. If you are running a multi-monitor setup, you will want to select _____ and choose which of the two screens you want PowerPoint to record from (if Presenter view is activated).

(Note: If you are unsure how your system operates with multiple monitors, check the _____ button and run the PowerPoint manually.)

After a video has been recorded in Panopto, it can be added to any Content Area or Content Folder within a Blackboard course site.

1. From your course's home screen, click on a _____.
2. From the _____ screen, select _____ and choose _____ from the menu dropdown.
3. Under the _____ section, choose the folder from the dropdown menu that has the recording.
4. Under the _____ section, select the lecture from the dropdown menu.
5. When a video is selected for lecture, its title is automatically entered into the _____ field. To change the title, type a new title in the _____ box.
6. Enter a description. The description area can be used to provide instructions for students or a description of the recording.
7. Click the _____ button. You will be returned to the _____ screen. Click _____ to return to the Content Area or folder.

Support and troubleshooting is available to you through a variety of means:

1. Create a service request through TechHelp

Email _____
is a one-time process).

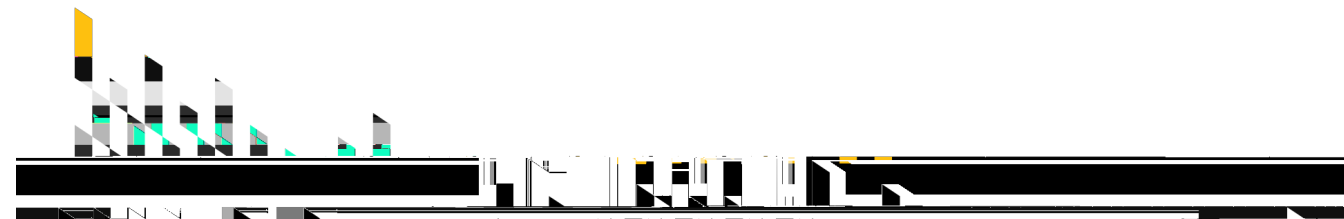
OR

Request a Folder in Panopto by contacting Blackboard support.

2. Download the Panopto Software.
3. Record an Instructional Session.
4. Add your completed recording to a content area in your course.

5. Click the _____ button.
6. Click the Add Course to Panopto button.
7. Click the _____ button. The Provisioning process may take up to five minutes to complete.
8. Click _____ You will be redirected back to the _____ screen. You can safely exit out of Blackboard.
9. If you need a folder, request on by creating a ticket at <https://techhelp.towson.edu>

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1. Login to Blackboard (blackboard.towson.edu) with your _____ and _____.
 2. Select the course you would like to provision.
 3. Click _____ in your course menu.
 4. Click the _____ tool.



Launching the Panopto Recorder

1. Click the button.
 2. Click (or All Programs in previous versions of Windows).
 3. Click the folder and then select .
 4. The application will launch.
 5. Type your in the field and your in the field.
 6. Click the button.
2. From the dropdown, select an Audio source. The level of audio will appear on the levels monitor to the right of the video pane. Try to set the volume control so that the levels rise to but do not exceed the yellow section.
 3. From the dropdown, select to ensure the highest quality video is captured.

Setting a Secondary Source

Setting a Primary Source

Prior to recording, you must select or disable an audio and/or video source from the Primary Source pane. The Primary Source determines the duration of your recording and is typically used for Video and/or Audio.

1. From the dropdown, select a video source. Alternatively, you may select to disable video recording.