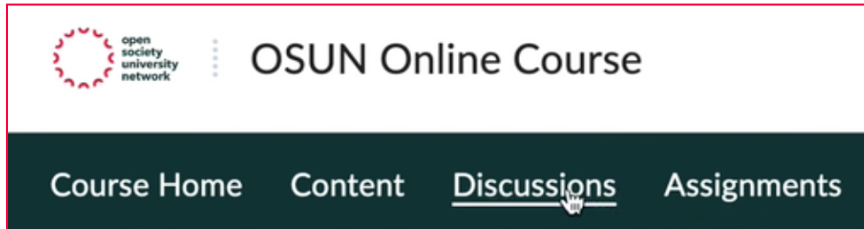


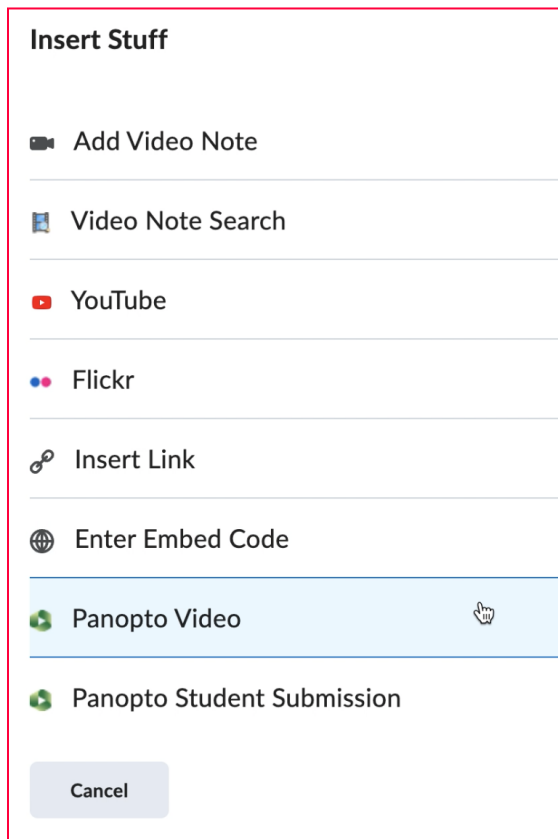
How to Use Panopto

VIDEO + AUDIO RECORDING PROGRAM - LAPTOP

1. Start on your course page.
2. Click the discussions button at the top of the page.



3. Click the discussion you want to join. Then click "start a new thread".
4. Add a title. Then press the "insert stuff" button. Now click panopto video.



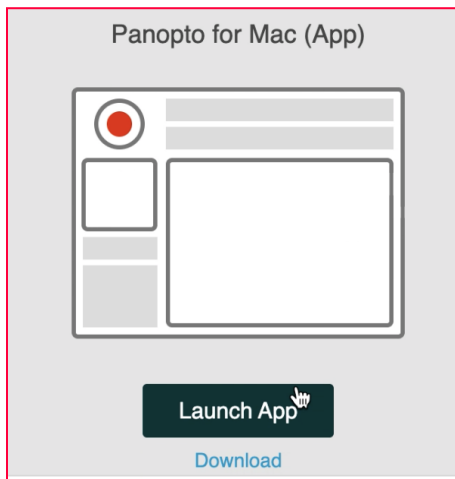
5. You have three options: choose, upload, or record.

6. We suggest you use the upload or record function.

7. If you have already recorded your video, click choose, find your video, and press insert.

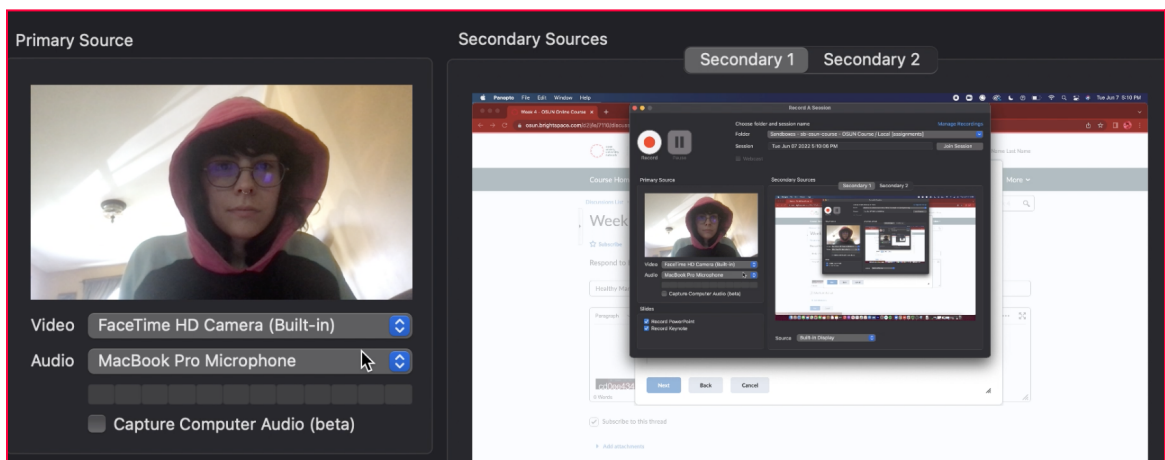
To record a video you must use a google chrome browser

8. Click “download” underneath the “launch app” button to download the panopto app.



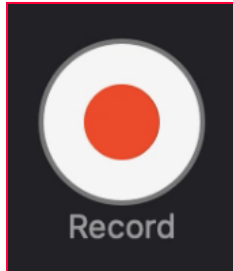
9. Click “launch app” to use panopto.

10. Once panopto opens you will see a primary source (you) and a secondary source (your screen).



11. Prepare your secondary source. That can be a powerpoint, video, or other additional material.

12. Click the red record button, click away from the panopto app, and narrate your presentation.



13. When done, open the panopto app and click stop.

14. Add a name and description. Then click upload.

15. Click choose and your new video will appear.

16. Select the video and press insert.

17. When satisfied click "post" and your video will be added to the discussion.