You can log into the Panopto Recorder from Springboard to create new recordings. Credentials are passed from Springboard into Panopto to make this an automatic process.

1. Log into Panopto using the Springboard integration.

   If you are not using the Springboard integration, launch the Panopto Recorder and login using your UAnet ID and password. (you must have uanet\ in front of your UAnet ID)

2. On the recording tab, select the sources that you wish to record. Set the audio quality to a minimum of “high.” Adjust the audio level so that the loudest sounds just indicate in the yellow area. You can enter a title for the recording or leave it as the default title.
3. When you are ready to record, select the record button.

You can also control recording using hot keys:

F8 - start          F9 - pause          F10 - Stop

4. If you need to pause, select the pause button.

5. When you have finished recording, select the stop button.

6. A message will appear indicating that your recording has completed successfully. Select “OK.”

7. A list of your folders in Panopto will display. Select “Upload to Server” next to the correct folder.

8. Select “Add New Session.”

9. If the title is correct, select “Upload to New Session.”

10. Progress bars will indicate the status of the file upload. When the progress bars complete, you can close the Panopto Recorder.

11. If you leave the Panopto Recorder open, a “View” link will appear when the server has finished encoding the recording.