1. Log on to Canvas.

2. Navigate to your class that requires the video presentation. (Ex., 2211 LAW 5709 SEC1010 LAW OF SLAVRY, ABOLITION&FREDM.)

3. On the class navigation panel on the left, click Panopto Video.
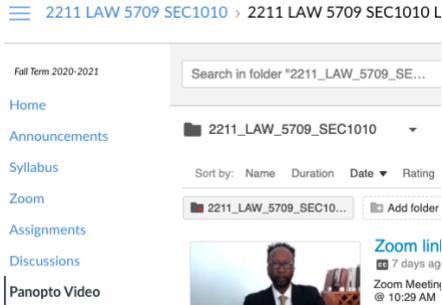
4. Click on the folder under Sort By as indicated in the image below.
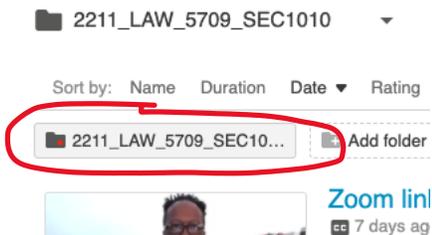
5. Click on the Create button at the top.
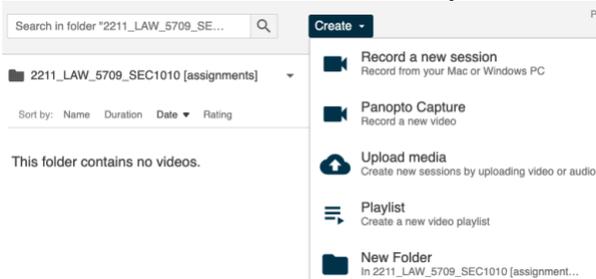

6. Choose Panopto Capture.
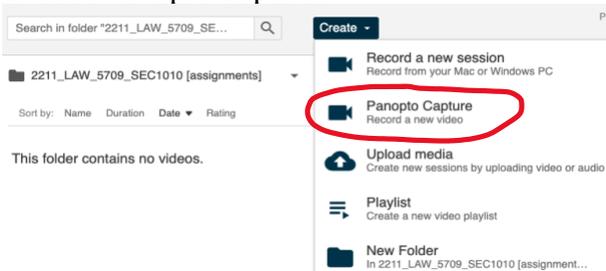
7. Your browser will launch the recorder inside the browser. You may need to allow the microphone and video access for the browser to use this.
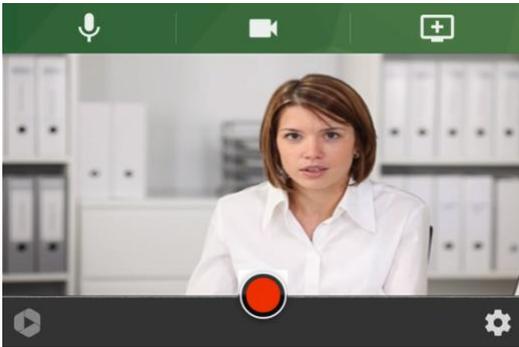

8. To create a video, first select the microphone to use with the recording. Click the microphone icon in the upper left corner of Panopto Capture.

9. Each microphone connected to your computer will appear as a button in the preview area. Select the desired microphone by clicking on a button.

10. Talking at a normal volume will allow you to test your microphones. The bar at the left of each box indicates how well the microphone is picking up audio. Select a microphone that shows green in this bar. If yellow or red is showing, the video's audio may be distorted. If no green is showing, the microphone is not picking up audio.
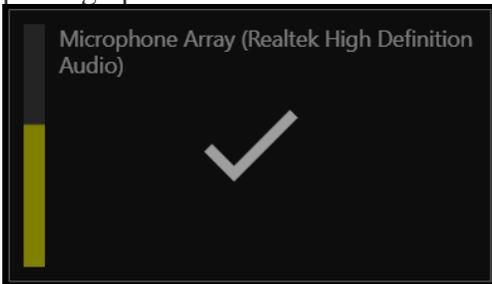

Note: If your audio source does not show up, please refer to our article, [How to Unblock a Device on a Browser](#).

11. To record a camera source, select the camera icon in the upper center of Panopto Capture. If you do not want to record any cameras, you can skip this step.

12. Each camera connected to your computer will show up as a button in the preview area. Each button will show a preview of each camera. Select the desired camera(s) by clicking on the button(s).

   a. The first camera selected will be recorded as the primary video source. This source appears in the upper left side of the video viewer and is typically video of a presenter. For more information on the video viewer, please see [Learn About the Features of the Video Viewer](#).
   b. Any additional cameras selected will be recorded as secondary video sources. These appear on the right side of the viewer along with screen or application sources.
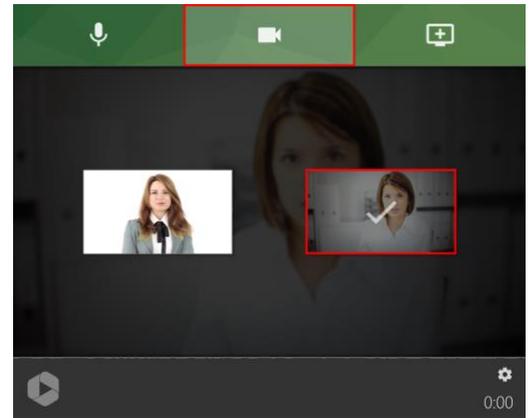
13. Preview Your Camera while Recording: If you are using a full screen to capture an application or tab, but are also recording yourself, you have the option to pop your web camera feed out of the arrangement while you're recording, so you can preview what you'll look like in the final recording. *Note: if you are recording the entire screen, the preview will be captured. This is only recommended for when you are only capturing one application or tab*.

   a. Hover over the camera feed of yourself, and select the icon that looks like a large and small box.
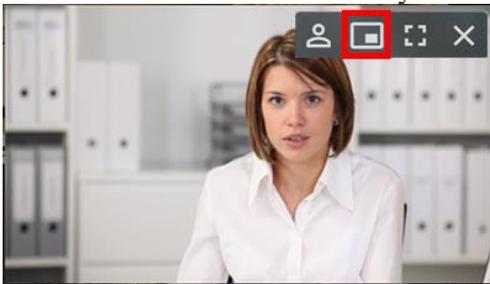
   b. This will create a pop-out preview of your camera feed, placed on top of your application or browser tab. *Note: Your application or browser tab will not record with this image over it. This allows you to see yourself while you are recording (but will record in the video arrangement that you selected)*.

   Note: If your camera does not show up, please refer to our article, [How to Unblock a Device on a Browser](#).

14. To record a screen, application window, or individual browser tab, select the monitor icon with the plus sign in the upper right of Panopto Capture. If you do not want to record any screens or applications, you can skip this step.


a. A window will open. Here you can choose the source to record.
b. To record everything that happens on a screen, choose Your Entire Screen. Then, select the screen to record and click Share. Optionally, select Share audio to add the audio from your computer to the recording.
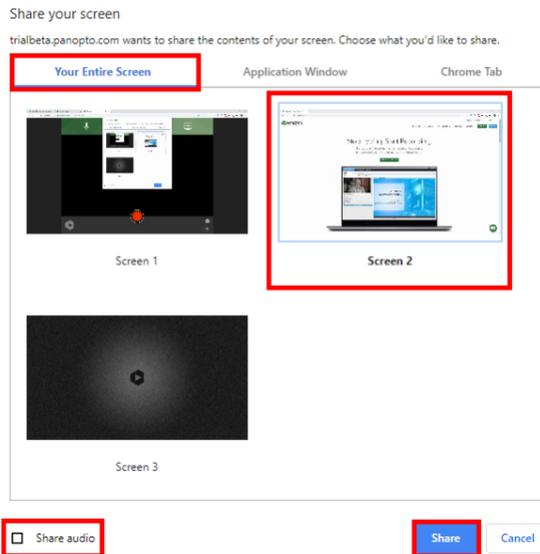
c. To record everything that happens in one application window only, choose Application Window. Then, select the application to record and click Share.
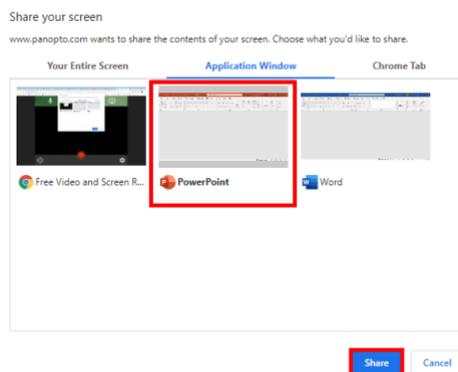

d. To record everything that happens in one browser tab, choose the Tab option (shown here in Chrome). Then, select the tab to record and click Share. Optionally, select Share audio to add the audio from your computer to the recording.
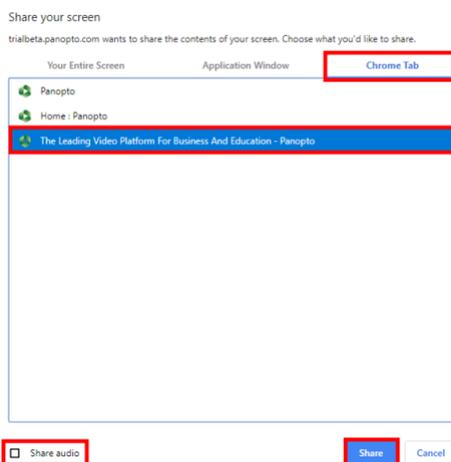
e. After choosing one screen or application source, you may add additional sources by selecting the monitor icon again.

15. You will see a preview of your selected video sources in Panopto Capture. To remove a video source, hover over the preview of the source and click the X. To preview a source in full screen, hover over the preview of the source and click the full screen icon.
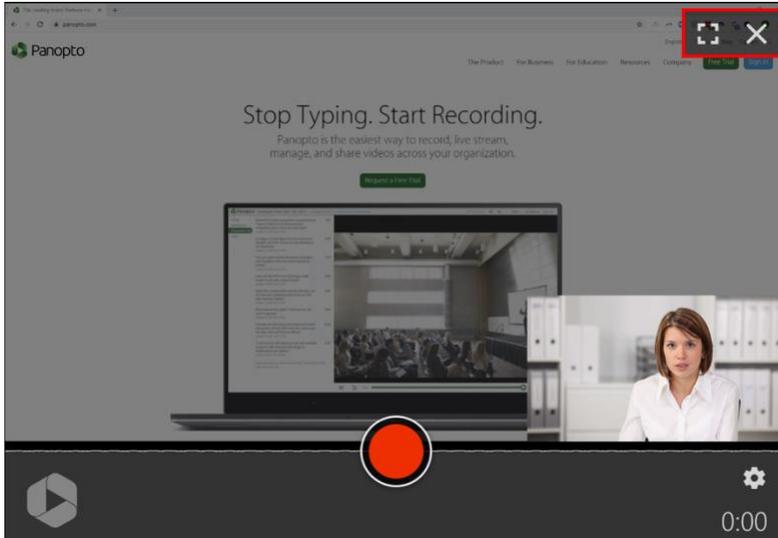

16. To change the video settings, click the gear icon in the lower right corner.
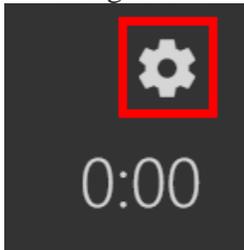
17. Select Count down when pressing the Record button to have a 5 second count down appear on screen before recording begins. This option is on by default.
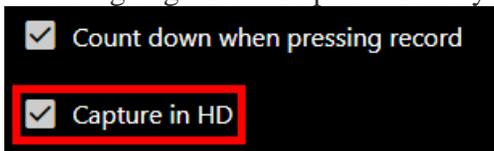
18. Select Capture in HD to record the video at a higher standard definition resolution rather than the default standard definition resolution. *Note: When Capture in HD is selected, users can also try our experimental feature to record in Ultra HD by selecting Capture in Ultra HD (4k) and/or 60fps (requires hardware support) from underneath the Panopto Labs section.*
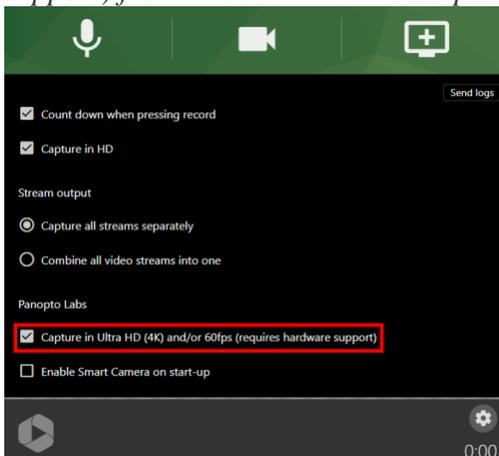
19. Recording Quality Information

- Separate streams output:
  - Cameras
    - Standard Definition: 848x480 at 15 frames per second, up to 1.1 mbps
    - High Definition: 1920x1080 at 30 frames per second, up to 8.1 mbps
    - Ultra HD: 3840x2160 at 60 frames per second, up to 10 mbps
  - Screens
    - Standard/High Definition: 1920x1200 at 15 frames per second, up to 6.4 mbps
    - Ultra HD: 3840x2400 at 60 frames per second, up to 10 mbps

  Note: Resolution and frame rate values are targets; actual values depend on browser and device capabilities. Bit rate will be adjusted accordingly.

- Combined streams output:
  - Standard Definition: 1280x720 at 15 frames per second, up to 3.6 mbps
  - High Definition, Ultra HD: 1920x108 at 30 frames per second, up to 8.1 mbps

- There are two options for video outputs: Capture all streams separately or a Combine all video streams into one.
  - Capture all streams separately: This setting allows you to capture your streams separately. The streams will be arranged in the Panopto viewer automatically.
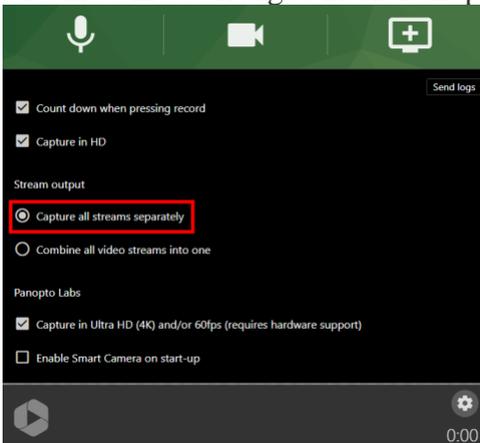
  - Combine all video streams into one: This setting allows you to combine your streams in one video, and will expand another section, Arrangement, where you have the option to pick between the picture in picture or a side by side layouts.
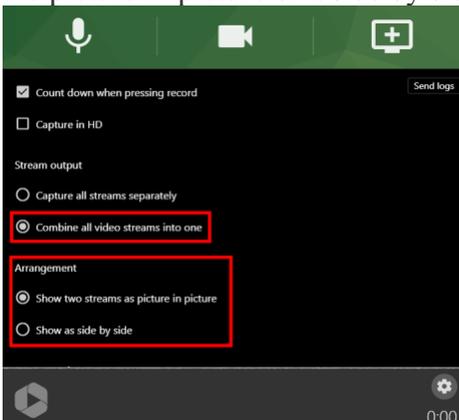
- Smart Camera: When enabled, Smart Camera automatically tracks and follows the speaker's face. You can opt in to using Smart Camera by selecting the Get Smart Camera button and then selecting Enable Smart Camera on start-up. *Note: This feature requires a high-resolution camera as well as high-performance computer for best results.*
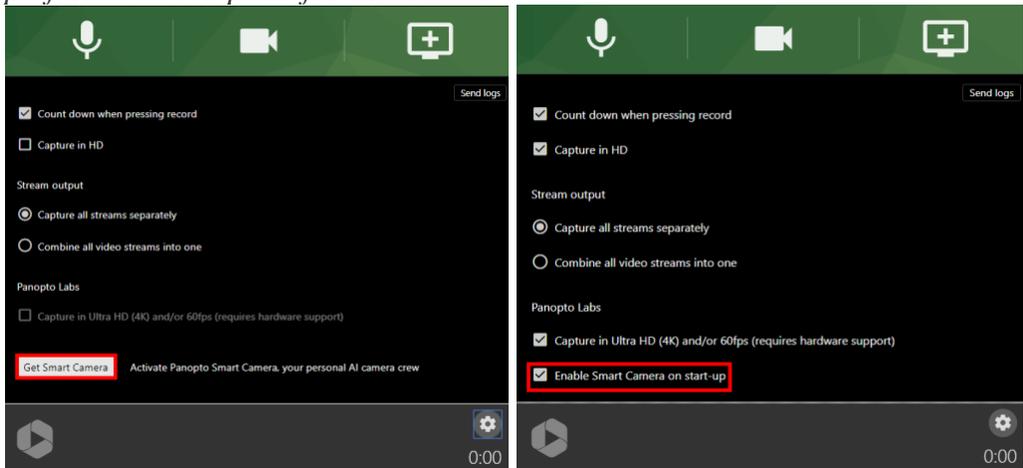

20. To begin recording your video, click the red circle button at the bottom center of Panopto Capture.

    a. If enabled, you will see a 5 second countdown on screen, and then the recording will begin.
    b. To stop recording, select the red square button at the bottom center of Panopto Capture. The video will immediately begin to upload. Do not close the Panopto Capture browser tab until the upload is complete.

21. Once the recording is stopped, you will be taken to a new page, and the video will begin to upload to Panopto. You will see the video's upload progress and then a message that states Getting your video ready for editing: It's safe to close your browser window in the top left corner. *Do not close the browser tab before you see this message*. This will automatically change to Your video is ready once the video has processed completely. *Note: this video will upload to the folder that you were in when you opened Capture. If you do not have Creator access to that folder, it will upload to your My Folder. If you do not have a My Folder set up, it will upload to your most recently used folder.*
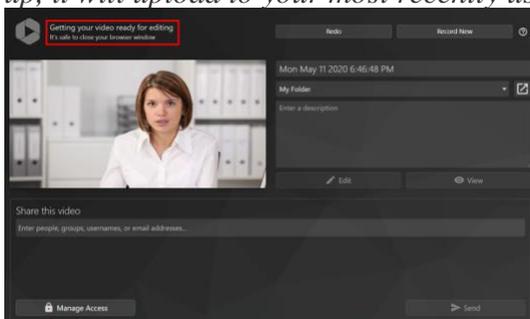
22. If you are not happy with the video you have produced, you can select Redo from the top right corner to return to Panopto Capture.

23. If you would like to film another video, select Record New from the top right corner to return to Panopto Capture.

24. Change the name and description for your video using the text boxes on the right side of the screen.