

# Panopto - Recording Instructions for Windows

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A tutorial on how to do a Panopto Recording using the Windows OS.

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1. Use an internet browser and navigate to <https://wsu.hosted.panopto.com> and select "Sign in."
2. Select "WSU Authentication."
3. Enter your WSU Network ID and Password. Select "Continue."
4. Select the "Create" button and then select the "Record a new session" option.
5. Select "Open Panopto Recorder."
  - a. **Note:** If you have not installed, select Download Installer Windows 7 and up. Launch Application.
  - b. If "Open Panopto" is unresponsive and does not launch, you'll need to download and install it. If it's still unresponsive, you may need to try another browser.
  - c. Firefox workaround:
    - i. At the upper right of Firefox, select the three horizontal lines drop-down menu.
    - ii. Select Options.
    - iii. Type Panopto at the upper right search and also under Applications type Panopto.
    - iv. For the Panopto content type, use the drop-down for the Action to select "Use Panopto Recorder (default)."
    - v. Try the "Open Panopto" button again.
6. Select the dropdown folder icon. Select the folder for the session to be uploaded.
  - a. **Note:** Folders are different for each course space.
7. Rename Session Name to something unique (example: Joe Smith Panopto Test).
8. Select Primary Video and Audio Sources. Select Ultra Quality and change Max Resolution based on your needs. Select "Apply".
9. Select Secondary Sources input sources.
  - a. **Note:** If not using Secondary Source, uncheck.
10. To add PowerPoint, select PowerPoint tab and choose Open A Presentation.
11. Locate PowerPoint Presentation file and select "Open".
12. Select Record to start and stop recording.
  - a. **Note:** Recordings are automatically uploaded after stopped by default.
13. Manage Recording tab. Manage recording session located on the computer.

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