Creating a recording using Panopto Recorder

Note: You must add the Panopto Focus Block to your Moodle course before you can sign in to Panopto Recorder. Visit the IITS Panopto (Lecture Capture) page for instructions.

1. Open a finder window and search through your applications folder for the “Panopto Recorder” software.

2. Once the software opens, click on the LOGIN button on the top right of the screen.
3. Enter “hc.hosted.panopto.com” for the server address, then click the “Get Providers for Server” button, then select the “Haverford College Moodle” option.

4. The window will expand and show you the login page for the Haverford Moodle website. Log in using your Haverford username and Password.
5. Once you’re signed in, click on “Create New Recording.”

6. In the next window, select the folder for the Moodle course you would like to add the video. Here you can also have the opportunity to rename the recording from the default Time and Date.
7. Panopto allows you to customize how your presentation will be recorded. Specify which elements you wish to record, and then click the “Start Recording” button at the bottom left of the window. You can also embed a PDF into your video after it is uploaded to the Panopto server (see step 13).

8. Once your video has started, you can minimize the recorder window, and proceed with your lesson. Once you are finished with recording your lesson, bring up the recorder window, and click “Stop Recording.”
9. Once you finish your recording, your video will automatically begin to upload to the Moodle folder you selected earlier (step #6).

In order for the video to upload, do not quit Panopto, log out, or shut down your machine until the file has uploaded completely. If there is another class right after yours, use **Fast User Switching** by clicking your name on the top right corner of the Menu Bar, then select **Login Window**. This will allow others to login to machine without logging you off the classroom iMac, and allow your video to continue to upload to the Panopto server.
10. Once the video is uploaded and encoded to the Panopto Server, visit [https://moodle.haverford.edu](https://moodle.haverford.edu) and sign in to your Moodle account using your Haverford username and password. Please note that it may take a while for the video to appear in your Panopto Focus block.

11. Once you’re signed in, select the course you selected as the destination for your Panopto video (Step #6).
12. When you're on the course page, scroll to the bottom. You will see a “Panopto Focus” block on the right hand side. This block will contain a link to the video you already recorded and uploaded.

13. Once your video is uploaded to the Panopto server, you can embed a PDF into your video. To do so, visit http://hc.hosted.panopto.com and sign in to your Moodle account using your Haverford username and password. Once you're signed in, click the settings gear next to the video you're looking to add the PDF to.
14. When the small pop-up window appears, click on the streams tab. Under this tab, you will see a section for PDF Documents. Click on "Choose File" to browse your computer for the PDF, then click "Upload PDF." Once the PDF is uploaded, you will see it appear under the PDF Documents section. Your video will now appear as a tab while viewing the video.