Create a Panopto Recording from D2L

After you add the Panopto LTI plugin, you can create a recording from a Windows or Mac.

Log into D2L, and enter your course. From the course home, click on ‘Resources’, and then ‘Content’.

From the ‘Table of Contents’ on the left rail, select the folder containing the recordings (check with your professor, as he/she may organize folders differently).

Click on the icon, ‘Panopto’.

Once in your Panopto environment, you’ll need to download the recorder (if you have not done so previously). To do so, click on the ‘Download Recorder’ button in the upper right corner of the screen.
Select either PC or Mac.

At the top of the screen, click on the ‘Create’ dropdown menu, then choose ‘Record a New Session’.

If prompted, tell the application to ‘Launch’ the application. (Please note: The recorder may take a moment to launch)

Once the application has launched:

On the Windows side:
Start by titling the session, and choosing the course you want it to upload to from the dropdown arrow. Note that you may also choose to record offline (stays locally on your computer). *This method will be referenced in a different document for copying files to other courses.

If you chose to upload to a specific course, after clicking the dropdown arrow, click on “Add New Session” next to your course folder.

Under “Primary Source”, use the dropdown menus to select your video and audio. Click “Apply” once finished.
Under “Secondary Capture Sources”, select if you want to copy your Primary Screen and/or PowerPoint. You may also choose to add another video source, if applicable.

Once finished, click the “Record” button and begin.

Stop the recording once finished, and you will see a notification confirming this.

Here, you will be shown a list of recordings completed from this computer, both uploaded and offline.

To quickly jump back into your Panopto folder for viewing recordings, click on the “Manage Online Recordings” link.
Make sure you are in the correct course folder, and click on the link for the recording you wish to playback.

On the MAC side:
Click “Create New Recording”.

From the dropdown menu, select the course you want to publish this recording to, and then title the session. Note that you may also choose to record offline (stays locally on your computer). *This method will be referenced in a different document for copying files to other courses.

Choose whether you would like to have your PowerPoint and/or screen captured by placing a ‘checkmark’ in the appropriate boxes.

Select your Audio and Video sources from the dropdown menus. (Note that you do not have to capture a video source)
Once you finish with the settings, click on “Start Recording”.

When finished, click “Stop Recording”.

You will now be shown a list of recordings you have completed from this machine, along with their current status. Depending on computer and Internet speeds, the upload process times may vary.

To quickly jump back into your Panopto folder for viewing recordings, click on the “Manage Online Recordings” link in the upper right hand corner.

Make sure you are in the correct course folder, and click on the link for the recording you wish to playback.