

# My Pitt Video in the Classroom

## Open Panopto and Set Recording Options

All Pitt Business classroom and faculty computers have Panopto installed. To open, find and **click on the Panopto icon** on the desktop or in the Start menu. **Sign in** with your **Pitt user name and password**. After, you will be asked to **authenticate via MFA** (multifactor authentication), as you would when using my.pitt.edu.



Set your **recording options** (below), then press the **Record** button in the top left:

The screenshot shows the Panopto recording configuration window. At the top, there are three main sections: 'Create New Recording' (highlighted in blue), 'Manage Recordings', and 'Settings'. The user is logged in as 'PITT' and can click 'Sign out'.

On the left side, there is a 'Record' button with a red circle and the number 7, with the text 'Click Record' next to it. Below this are 'Primary Sources' and 'Secondary Sources' sections. The 'Primary Sources' section includes a video preview window, a volume slider (annotated with 4: 'Set input audio volume'), and dropdown menus for 'Video' (Logitech HD Webcam C61, annotated with 3: 'Set video and audio inputs') and 'Audio' (Microphone (HD Webcam)). There is also a 'Quality' dropdown set to 'Standard' and a checkbox for 'Capture Computer Audio'. The 'Secondary Sources' section has checkboxes for 'Capture PowerPoint' (marked as '\* Not recommended') and 'Capture Main Screen' (checked). Below this is a blue button 'Add Another Video Source' with the text 'Optional: Click to add Wolfvision document camera'.

The main area of the window is titled 'Main Screen' and shows a computer monitor icon with the text 'Screen capture in progress'. At the bottom, there are settings for 'Resolution' (1280 x 1024, annotated with 5: 'Set recommended video settings'), 'fps' (7), and 'kbps' (7). A checkbox for 'Enable screen capture preview' is also present. A blue 'Apply' button is at the bottom right, annotated with 6: 'Click Apply'.

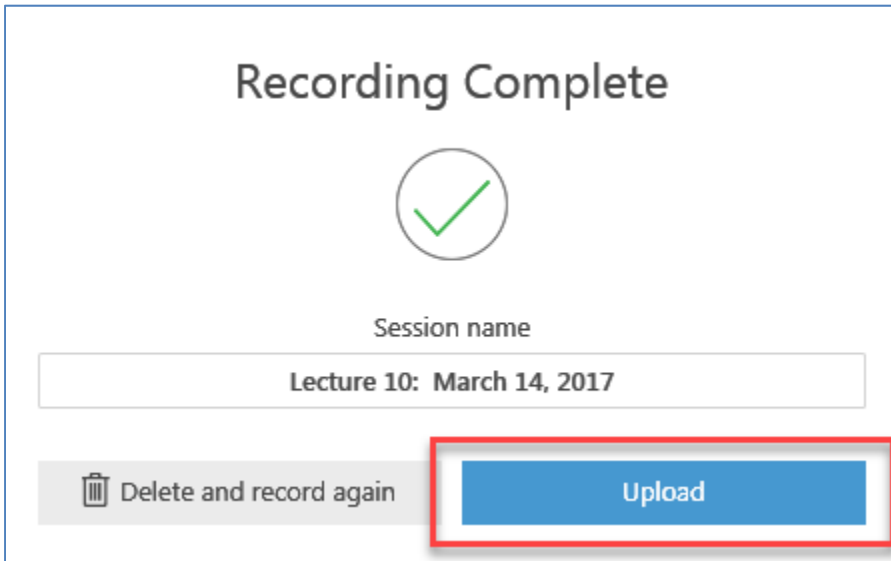
At the top of the main area, there are 'Session Settings' including a 'Folder' dropdown (annotated with 1: 'Choose CourseWeb class or folder'), a 'Name' field containing 'Lecture 10: March 14, 2017' (annotated with 2: 'Type in a name for this recording'), and a 'Webcast' checkbox.

## Stop Recording and Upload

To **pause recording** during a session, click the **Pause button** in the top left. When you are finished recording, press the **Stop** button in the top left.

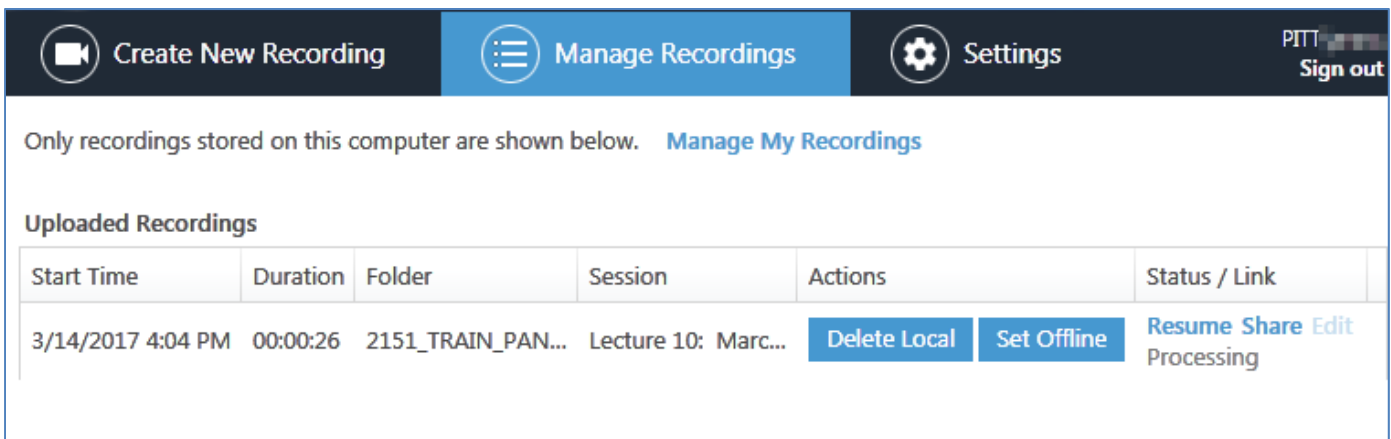


After recording is complete, you will receive the following message. Press **Upload**:



## Exit Panopto

The next screen to appear is the **Manage Recordings** screen. You will see any previous recordings created on the current computer listed – if you created other recordings, they will be available through [my.pitt.edu](http://my.pitt.edu), by clicking on the **My Pitt Video** link.



After recording, you may close the Panopto window – **Panopto will continue to upload any queued files** – but do not restart the computer or **Force Close** the Panopto program.