

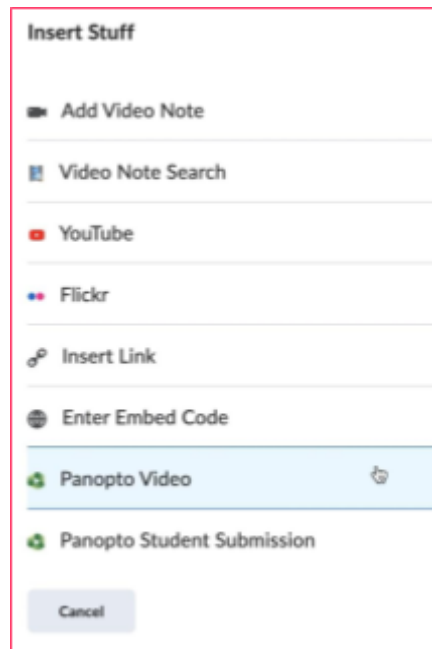
## How to Use Panopto

### Video and Audio Recording Program - Laptop

1. Start on your course page.
2. Click the “Discussions” button at the top of the page.



3. Click the discussion you want to join. Then click “Start a New Thread.”
4. Add a title, press the “Insert Stuff” button, then click “Panopto video.”



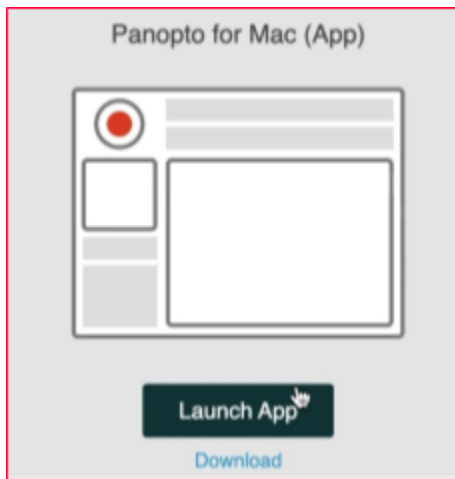
5. You have the options to choose, upload, or record.

6. We suggest you use the upload or record function.

7. If you have already recorded your video, click “Choose,” find your video” and press “Insert”.

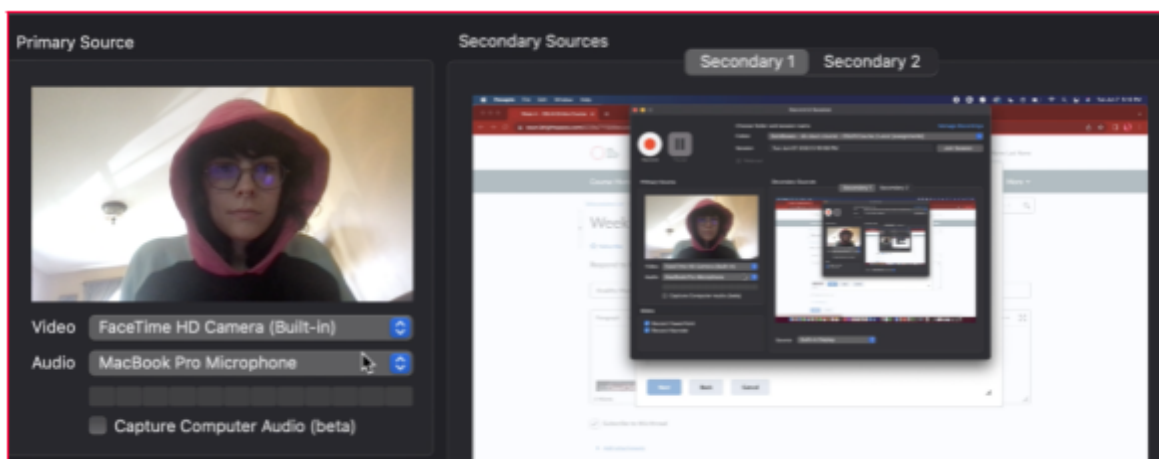
\*\*\*To record a video you must use a Google Chrome browser.\*\*\*

8. Click “Download” underneath the “Launch App” button to download the Panopto app.



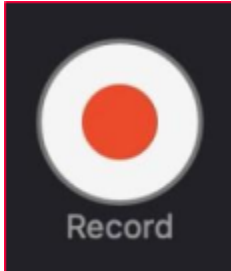
9. Click “Launch App” to use Panopto.

10. Once Panopto opens, you will see a primary source (you) and a secondary source (your screen).



11. Prepare your secondary source. That can be a PowerPoint, video, or other additional material.

12. Click the red record button, click away from the Panopto app, and narrate your presentation.



13. When done, open the Panopto app and click stop.

14. Add a name and description, then click "Upload."

15. Click choose and your new video will appear.

16. Select the video and press "Insert."

17. When satisfied, click "Post" and your video will be added to the discussion.