

Recording with CourseCast - Windows

This document will walk you through creating a new recording after completing configuration of the Recorder.

1. Login to Panopto CourseCast Recorder



PANOPTO

Use External Login Providers:

Log in with Blackboard 9

OR

Server Address: coursecast.suffolk.edu

Login: suffolk.edu\testfaculty

Password:

☐ Remember Me (required for offline recording)

Login not verified.

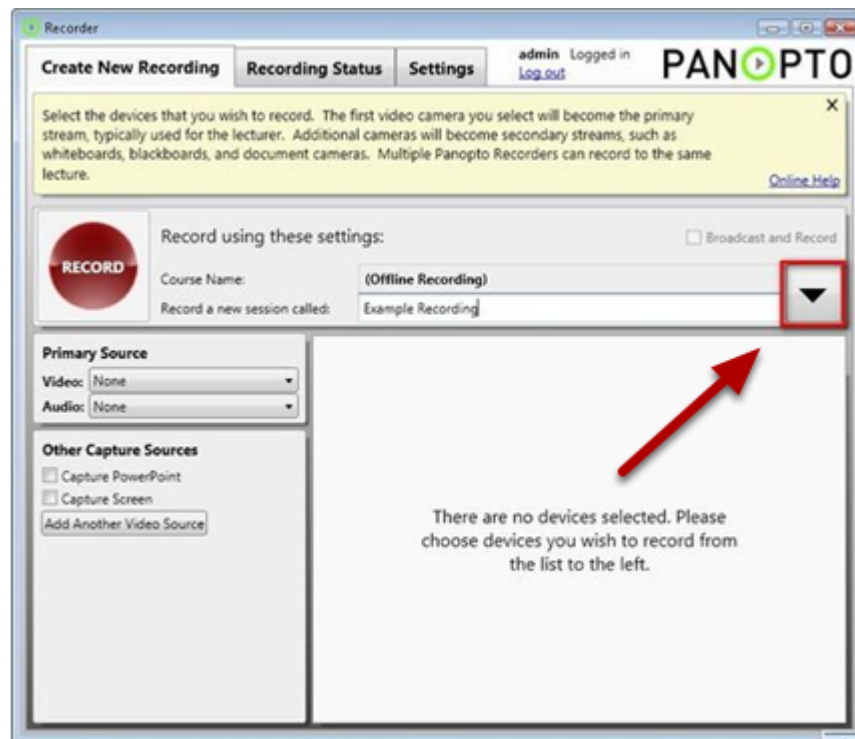
Log In

The first step in presenting from the Panopto Recorder is to open the application on your computer and login to the Recorder.

By default, the Recorder will open up to the last known good configuration of recording devices. If you have recorded content before, the same devices will automatically be chosen.

In this example, we have not recorded content before, so the recorder will start off with an Offline Recording.

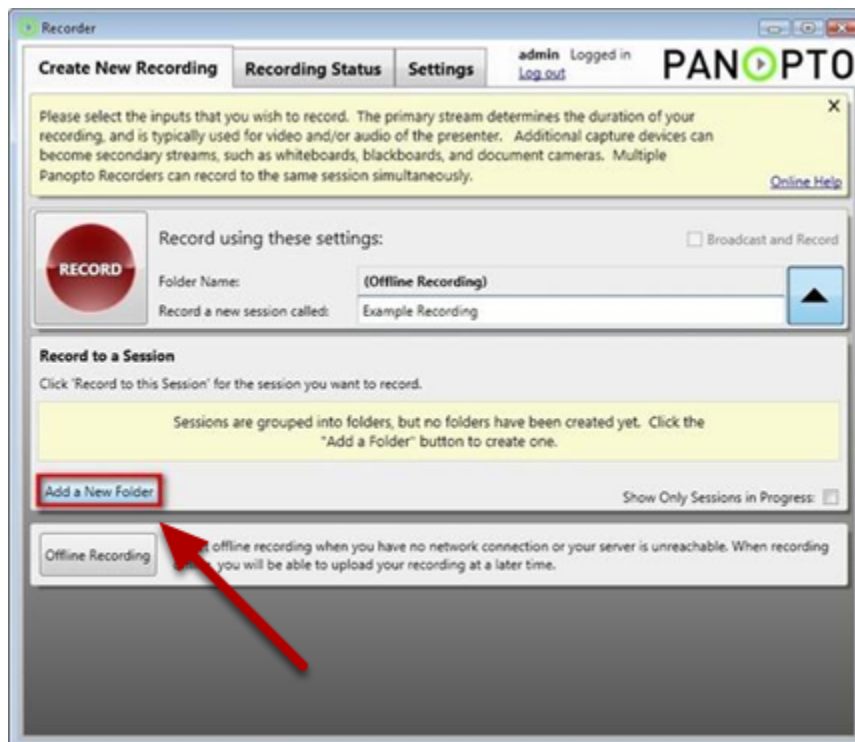
2. Create a new folder



IMPORTANT: To create recordings you first have to create a folder, and then add sessions to it.


To create a new folder and begin Online Recording, click the down arrow as highlighted above in red

3. Click on Add New Folder button



Once you click on the down arrow and expand the box, Click on "Add a New Folder" button. The Panopto web interface will automatically open and you will be brought to the New Folder Screen

4. Enter information for new folder


 **Create Folder** ✕

1

Name

Use a unique name like "73-100 F'13: Introduction to Economics".

Parent folder

At the top level (Don't use a parent folder) 

Description

Viewers can see the folder description when browsing folders and in the web-based viewer.

Folder searches include this field when finding results.

Options

2

☒ Allow anyone to view sessions in this folder

Viewers will not need to log in to browse this folder and view sessions in it.

This setting can be overridden for individual sessions.

Create Folder

Before you Type in Folder Name and click Create Folder, read the folder naming guidelines below.

Folder Naming Structure

It is critical that every user who creates a recording follow an established folder naming convention.

This helps organize all recordings within the system, prevent recording conflicts between users and creates a folder structure that is easy to view and search. While users have a lot of freedom in creating their own recordings at any time, this is one step that we request you follow as indicated.

1. To create a folder name -

A. Start with an Identifier: School Initials - Dept/Program/Subject/Course - CourseNumber/Abbreviation of Folder Name

Examples:

SBS-ACCT-202
SBS-MBA-NSO
SBS-Admissions-GA
SBS-EdTech-BB
SBS-CFP-315

B. Then include the Folder Name description: Title of Course, Program, Conference or Subject

Examples:

Accounting for Decision Making
MBA New Student Orientation
Graduate Admissions
Blackboard Training Videos
Principles of Investment

The Folder Name should look like this: SBS-ACCT-202: Accounting for Decision Making

For Business School: SBS

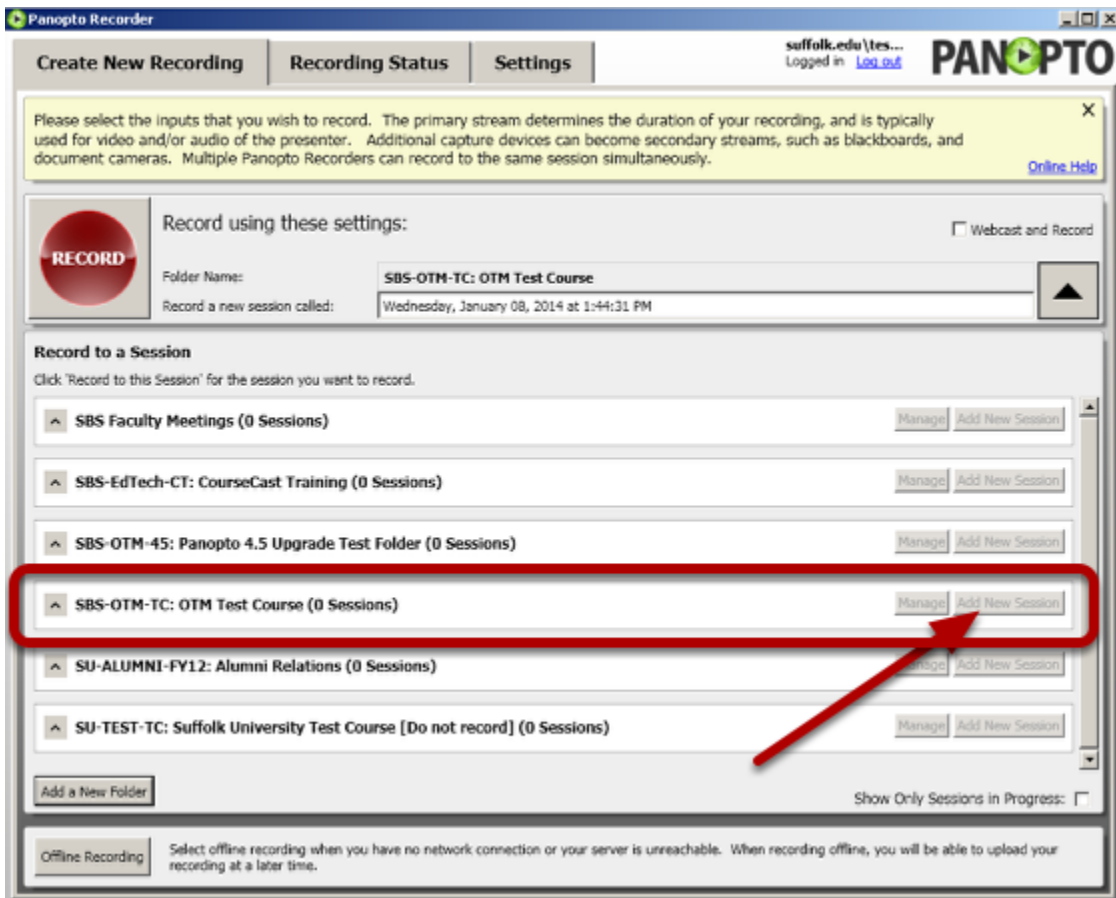
For College: CAS

For Law: SULS

For University-wide: SU

2. Include an optional folder description and check the " Allow Anyone to view sessions". This allows you to easily link to this recording from within Blackboard.

5. Create a New Session



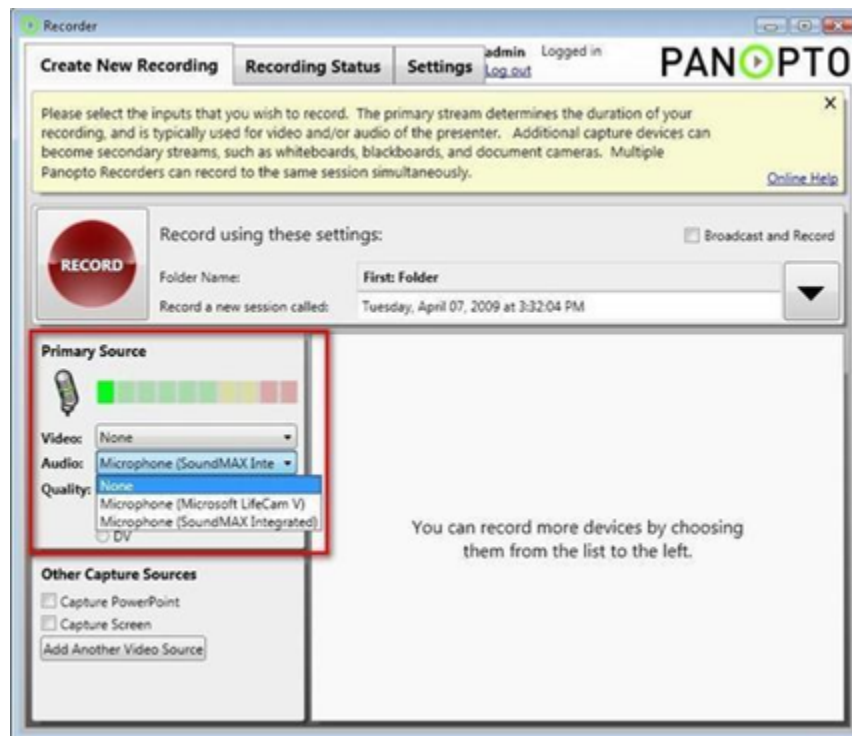
Once you click Create Folder in the step above, go back to your Recorder screen. You should see the new folder you created. Now that the Folder has been created, you may create a new Session. To do this, click on "Add New Session" to the right of the Folder name you created.

6. Enter Session information



The date and time are entered as the Session Name by default. You must change it to reflect the title and nature of the recording before you begin recording.++

7. Choosing Recording Devices

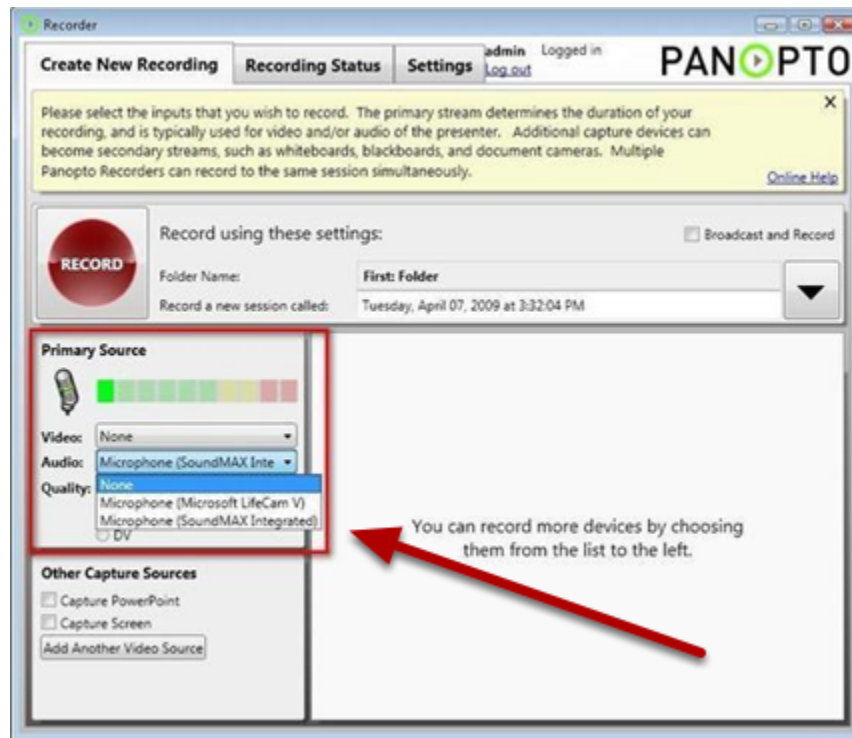


Choosing Recording Devices

After you have created a new Session to record, you may choose the devices that you wish to record with. These devices include cameras, audio inputs, screen capture, power point, etc. To select the device you wish to use in your recording, simply choose the device from the drop down boxes. To reselect it, change the option in the drop down box to None.

In most cases the software will automatically recognize your audio or video sources. **Note: Audio and/or Video is required for all recordings.

7a. Adding Audio



Most recording scenarios will require that you select an audio device. Several audio devices may be displayed if you have multiple audio inputs. If you are using a webcam with microphone you may also see those audio devices listed.

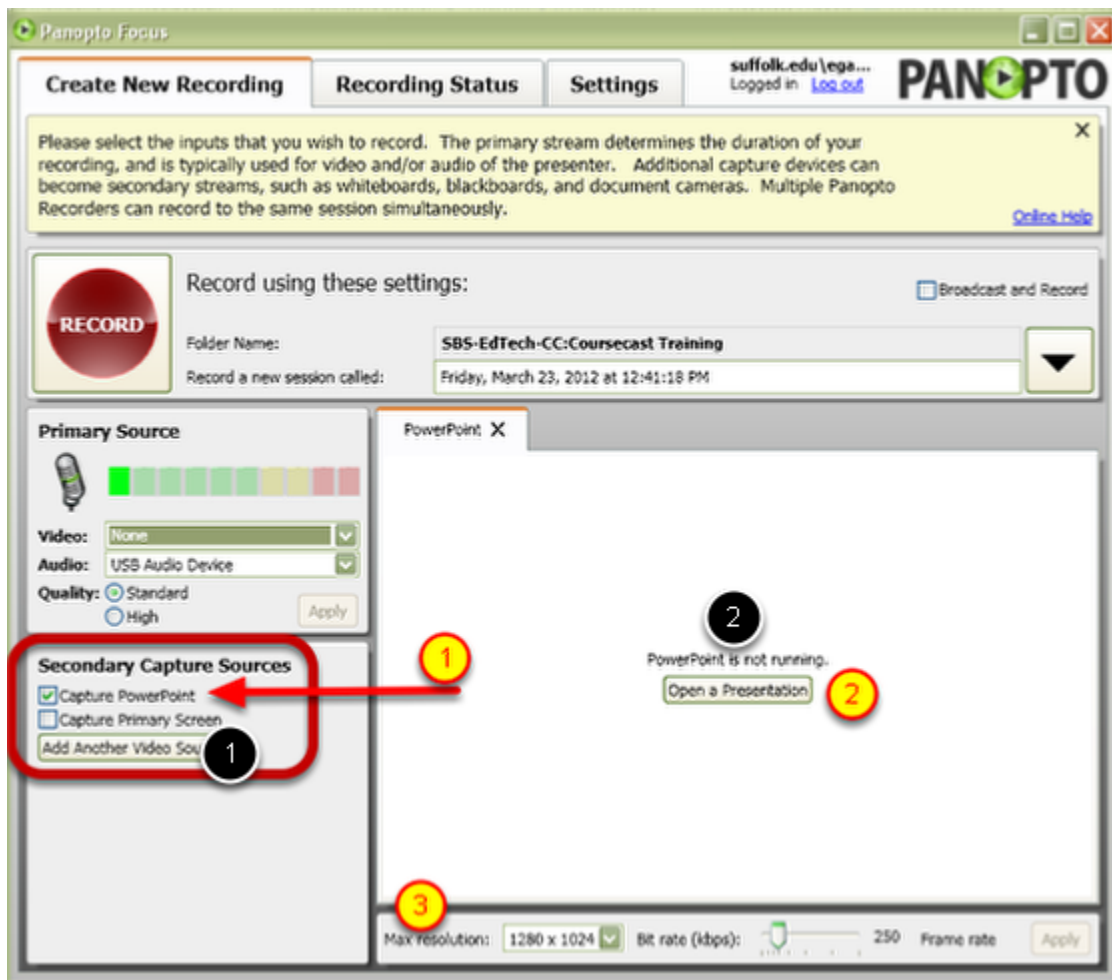
Using the drop down box next to **Audio**: simply choose the audio device you wish to record from.

7b. Adding Video



You may wish to add video to your recording. Choose from the available cameras attached to your computer under the Video drop down menu. The primary video source you select will become your main video during playback. If you add additional video sources, for example to record a whiteboard, they will be viewable in tabs that will be added to your presentation.

7c. Adding PowerPoint



You can include PowerPoint presentations in your recording.

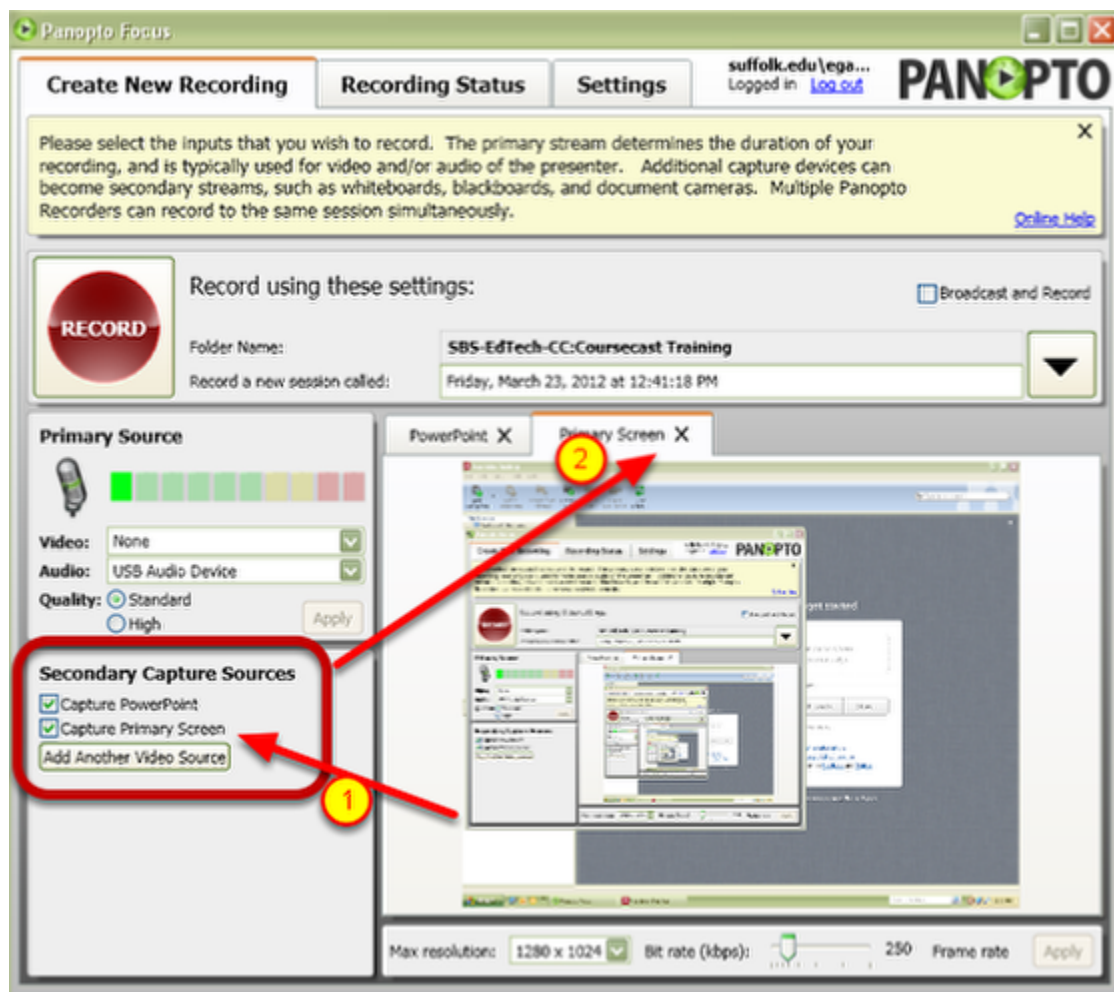
1. To do this, check the "Capture PowerPoint" source in the left-hand column and it will add a tab to the right-hand window for your PowerPoint file.
2. Click on "Open a Presentation" button to browse for the PowerPoint file that you wish to present. This button will allow you to open a PowerPoint (.ppt or .pptx) file or, if PowerPoint is already running, allow you to include the presentation that is open.

You can open up a presentation at any time during your recording, or open several presentations before start.

Your slides will not be recorded until you put PowerPoint into Presentation Mode/ Slide Show Mode and begin moving through the slides.

We do not recommend making changes to the Max Resolution, but you are able to adjust screen capture resolution. Simply click the drop down menu to the right of "Max Resolution" and choose the resolution you desire. You can also adjust the bit and frame rate per second by dragging the sliders.

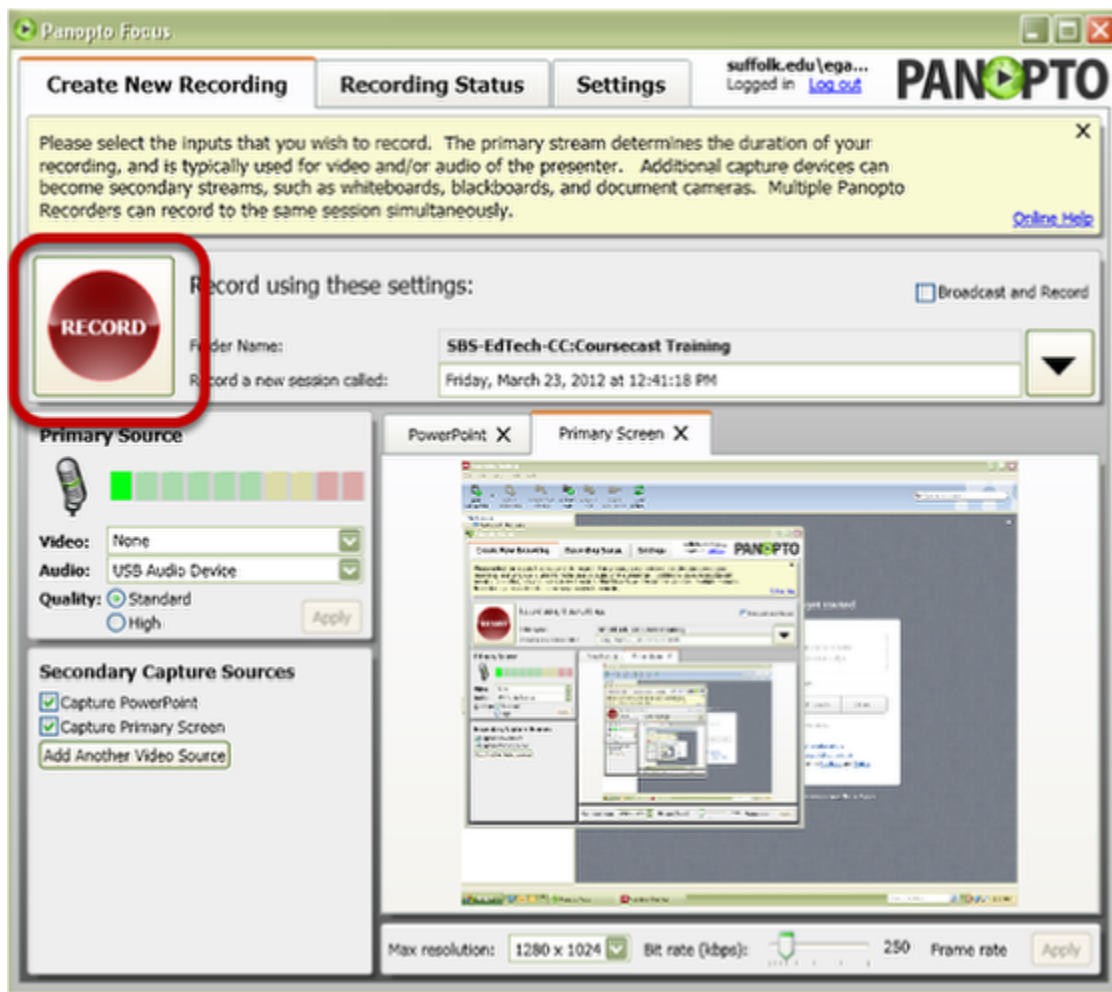
7d. Adding Screen Capture



If you wish to capture what is being displayed on your computer screen, you will need to check "Capture Screen" in the left-hand panel, and it will add a tab to the right-hand window for your computer screen capture.

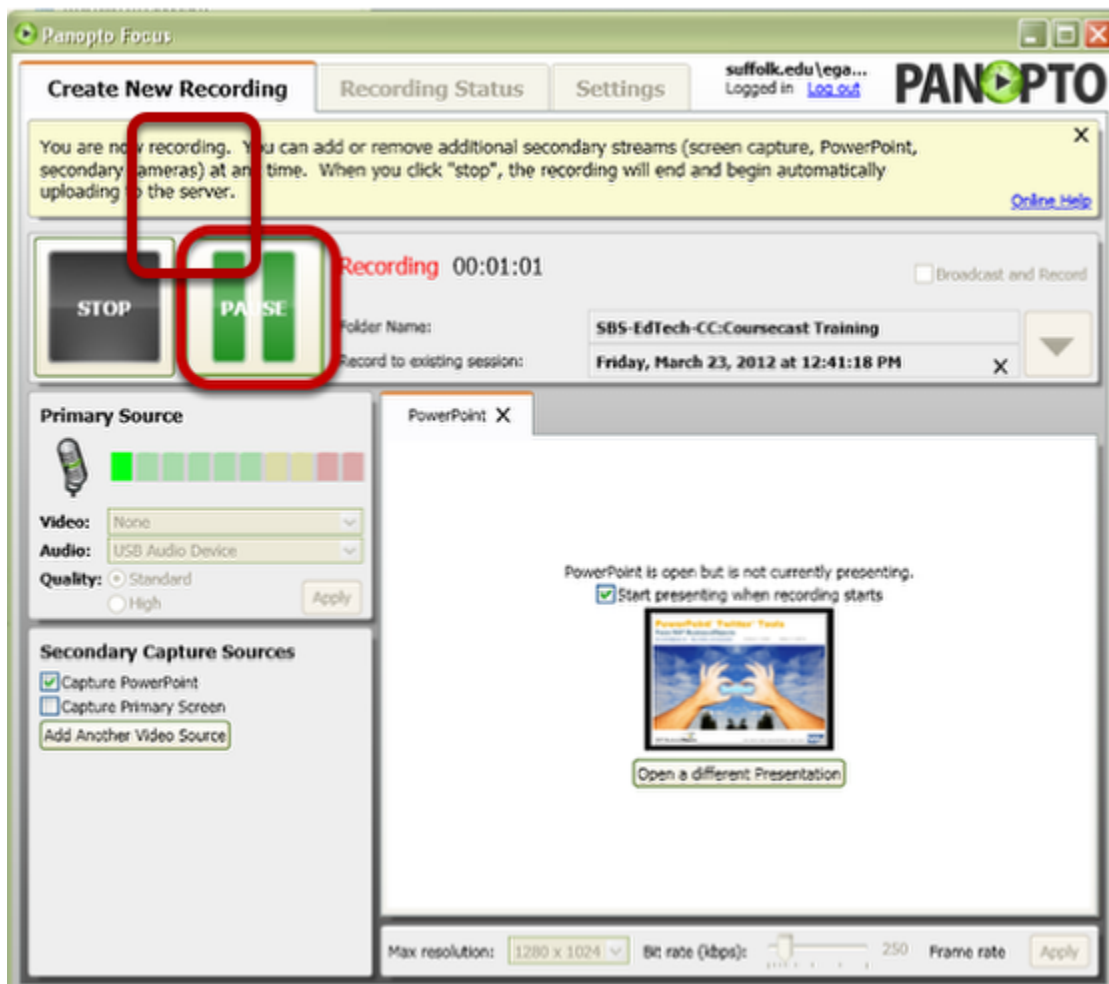
This will allow you to capture everything being displayed on your screen. Recording of your computer screen is only done when you have started recording.

8. Begin Recording



Remember, you can choose any combination of devices you need for your recording. Once you are satisfied with the devices you will be using, click on the big, red "Record" button to begin the recording process. There may be a slight delay and then you will see a status message with timer display when the recording begins.

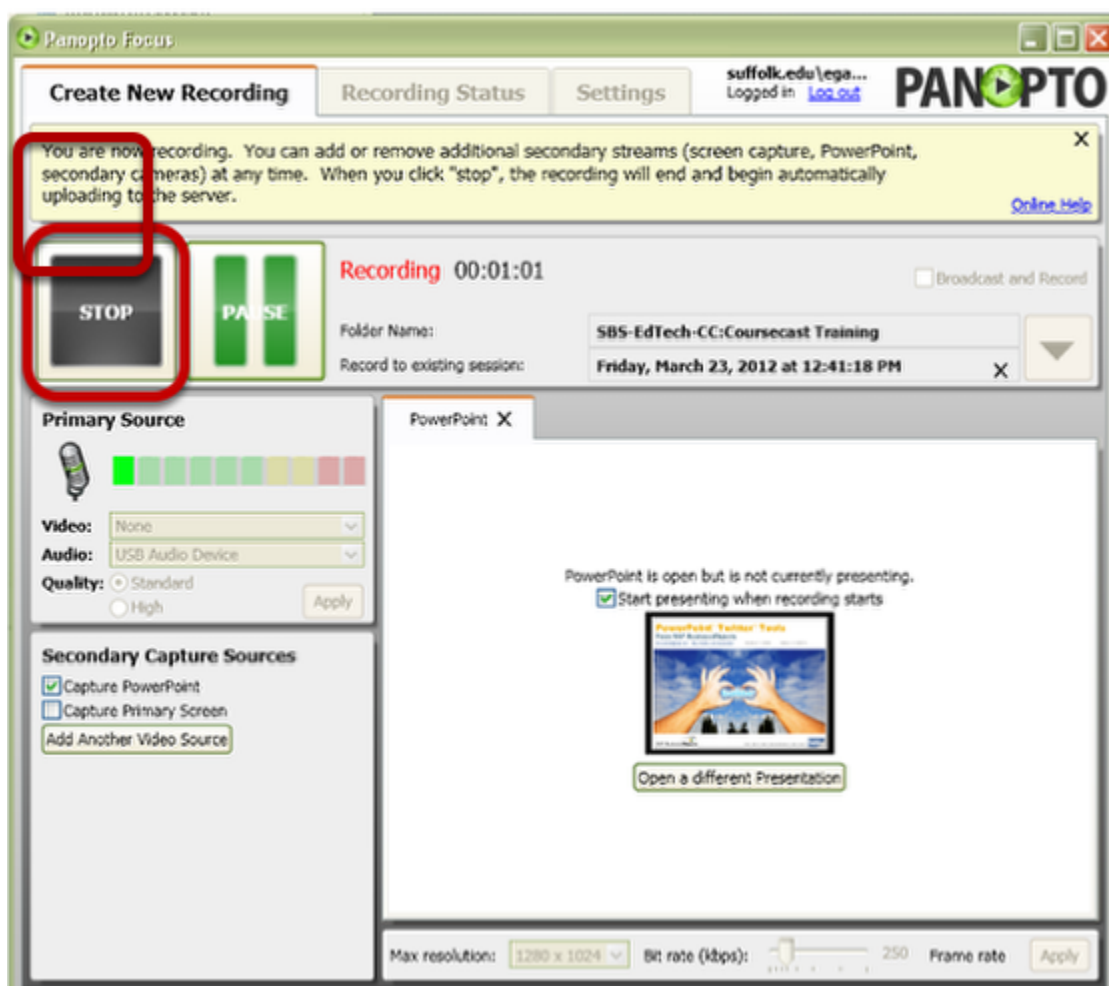
9. To Pause while Recording



If there is a need to pause when recording, click on the green pause button next to the Stop button and click on it again to continue recording.

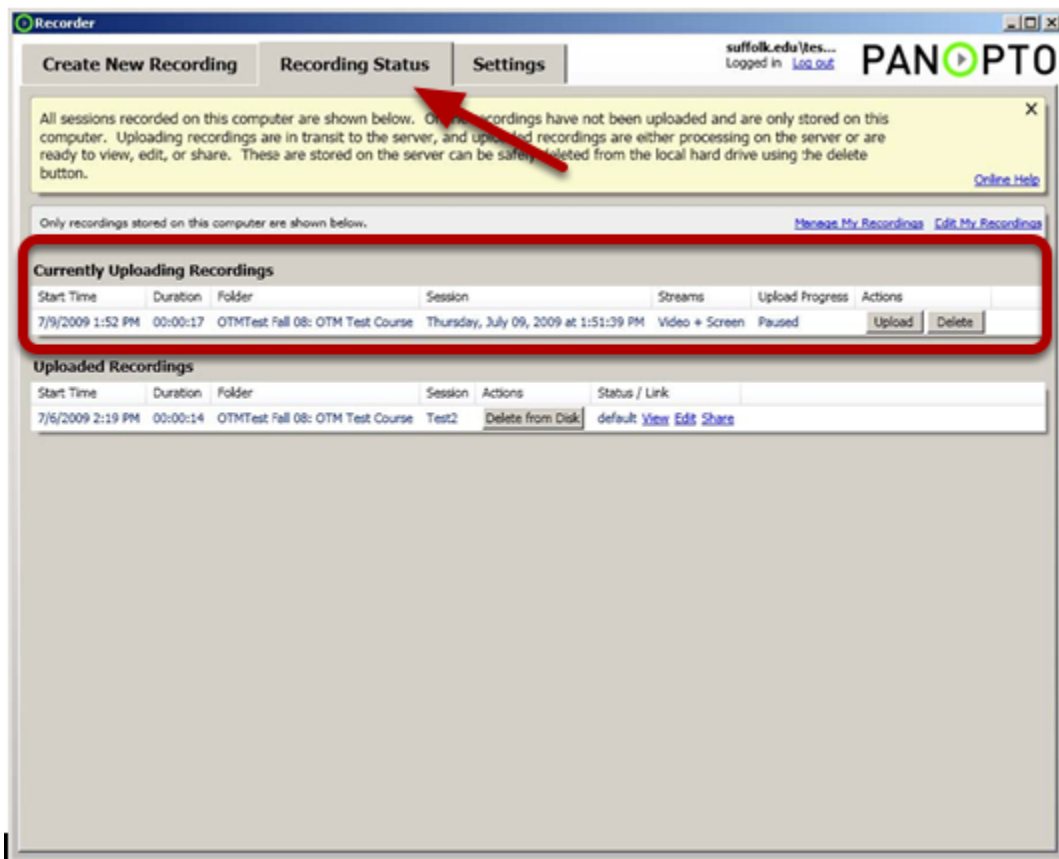
Note: When you pause a recording you may notice that the timer is still running. This is normal, as the server is still capturing content as a backup option. When your recording is completed and available for online viewing, you will not see the segments which were paused.

10. To End Recording



Once you have completed your session, to end recording click on the big, grey "Stop" button. You will then be taken automatically to the "Recording Status" tab. If your recorder is set to automatically upload recordings you will be able to watch the progress as your recording is uploaded (the green bar) and verified (the orange bar) on the CourseCast server. If your recorder is not set to automatically upload completed recordings you will be given the option to begin uploading.

11. Uploading a Recording



When you hit the Stop recording button, you will be taken to the Recording Status tab. The Recording Status tab will show you several things.

First, if there are recordings that are currently uploading or need to be uploaded, they will appear at the top of the page, under Currently Uploading Recordings. The other columns show the Folder name, Session name, Material Recorded and Upload Progress. If you have a recording in the list, click on Upload to begin uploading to the server. You will be able to watch the progress as your recording is uploaded (the green/blue bar) and verified (the orange bar) on the CourseCast server.

12. Status of Uploaded Recordings



Once the Upload is complete you will only see the section Uploaded Recordings. The Status/Link column show if the recording has either the current status (queued for encoding, processing, etc) or the viewable link once it's available. You may now choose to delete the original source files from your local computer. Next to each recording is a button titled "Delete from Disk" that will delete all recording information from the recording computer.

Note: Be patient during the encoding and processing process. The wait time will depend on the size and length of your recording and the number of users uploading their recordings to the server. Unless you want to view your recording soon after, you may wish to exit the program and come back at a later time to view your recording.

13. Recording and Uploading complete

To view a recording you can launch the link from your CourseCast Recorder by clicking on the View link. The View link is available next to each recording which has completed processing. The Edit and Share links are explained in other advanced guides.

You have successfully completed a recording. The next step is to make it available to viewers.