



### 1. Provision your course.

Go to your development course and click Tools on the left side navigation bar. Now click Panopto Focus Content. Your course will be automatically selected for Provisioning so click **Submit**.

### 2. Download Panopto Recorder software.

Go to <http://bit.ly/YeCVse> to download Panopto. You may need to log in with your MyGateway SSO ID and password. Download and install the Panopto Recorder software to your computer. There is a Mac and PC version.

### 3. Plug in your web camera and/or microphone.

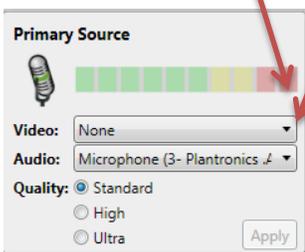
### 4. Open the Panopto Recorder software.

It will be in the Programs menu (Start → All programs → Panopto) for Windows users or in the Applications folder for Mac users.

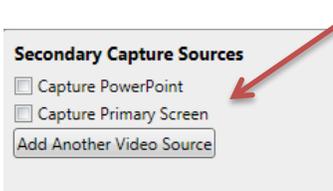
### 5. Click the “Create a New Recording” tab at the top of the application.



### 6. Choose your video and audio sources (microphone or webcam) from the Primary Source section. It’s important to calibrate your microphone or webcam for volume so the recording won’t be too quiet or have feedback.



### 7. Choose your secondary source (PowerPoint, screen recording, etc.), if desired, from the Secondary Capture Sources.

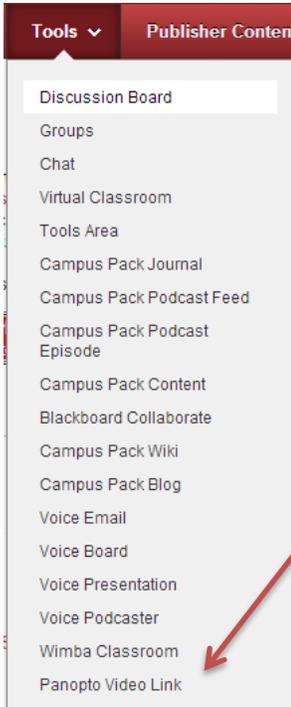


### 8. Hit “Record”. Record your presentation. You may click “Pause” to pause the recording.

### 9. On the Recording Status tab, click “Upload to Server”. If you are unhappy with your recording, just click Delete and start over.

The window that opens will ask you where you want to upload the lecture. Find your course and click “Add New Lecture”. You will then be able to give the Lecture a name. By default, it will be named by the date/time it was created. Uploading to the server will take a few minutes depending on the length/quality of your video.

10. Once the lecture has been uploaded, you can go to your course in MyGateway and link the lecture for your students. To do so, go to the folder where you want to add the link. Click Tools, then Panopto Video link:



11. On the next screen, select your course from the folder drop-down menu (A), then select the Lecture you made (B). You may then re-title it if you wish (C) or add a description (D). When you are ready to add the link, click Submit.

1 Select Panopto Folder

\* Folder **A** -- Select a Folder --

2 Select Panopto Lecture

\* Lecture **B** -- Please select a folder first --

3 Edit title and description

\* Title **C**

Description **D**

Use HTML to include additional links, images, formatting, etc. in the description

4 Submit

12. On the next screen, click OK. The link will now be added to the folder in your course.



**Example Online Courses**

Click the link above to watch as Keeta discusses some example modules and course layouts from other instructors.

13. You've done it! Now, just repeat for your other lectures.