# Panopto: Record using the app for Windows or Mac

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Tags: Panopto

Panopto allows you to record and share in-person lectures or presentations. Panopto can capture your audio and video plus anything you project to the audience. Your recordings are automatically uploaded to Bryn Mawr's Panopto's site if done while logged into your college Panopto account or Zoom account (see Zoom: Am I using A Bryn Mawr Zoom account? for more details). These recordings can then be shared students via a a direct link or through our Moodle integration.

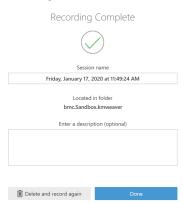
**Warning:** We **STRONGLY** recommend you create test recordings in your classroom or on the computer you will using BEFORE your class's first meeting to uncover any technical issues. Contact **Multimedia** [] if you'd like an orientation to a particular classroom computer.

## Record on a classroom computer

### Stop and upload the recording

You can click **Pause** in the recorder window at any time to temporarily stop recording — for example, while speakers are switching places. When you are ready to end the recording, do the following:

- 1. Maximize the recorder window if needed and click | Stop.
- 2. Click **Done** in the **Recording Complete** dialog window.



3. Sign out of/lock the podium computer or put it to sleep.

Panopto will upload the recording to the folder you specified before starting the recording. Some things to keep in mind about this process:

- These uploads typically take about 15-30 minutes for a one-hour video, but can be longer at peak traffic times.
- You do not have to be logged into the computer during the upload. It runs in background as long as the
  computer remains on and connected to the Internet, even if other users log in and start new Panopto
  recordings.
- We have disabled shut down on podium computers to ensure recordings fully upload. However, if an
  upload is disrupted due to a power or Internet outage, it should automatically resume once the
  computer is back online. If not, it can be recovered from the local copy. See Panopto: Where are my
  recordings? for more details.

# Record on another computer

Bryn Mawr students, faculty and staff can also record lectures from any computer that has a microphone and the Panopto desktop app. See Panopto: Record in your browser (Panopto Capture) if you want to record online rather than on an app. Otherwise, use the following instructions to record with the Panopto app.

#### Before you start, you need:

- An account on Bryn Mawr's Panopto license (Haverford or Swarthmore affiliates should record to their college's Panopto site instead).
- A **computer with a microphone** (a laptop's built-in microphone and headphones may be fine, but headset microphones helps in noisy environments)
- A webcam, if you want to record video.

You can borrow microphones and webcams from Canaday Library's equipment loan pool.  $\[ \]$