# Using Panopto to Record and Post a Screencast to your bCourse Site

Whether you've missed a lecture due to a campus closure, or you simply would like to provide your students with more information about a subject, recording a screencast lecture using Panopto is a fast and easy way to record and post video content to your bCourse site.

Record Lectures Using Your Own Laptop and Panopto

STEP 1: Navigate to the Media Library (Panopto) icon inside the bCourse site **that you wish to publish a recording to**.
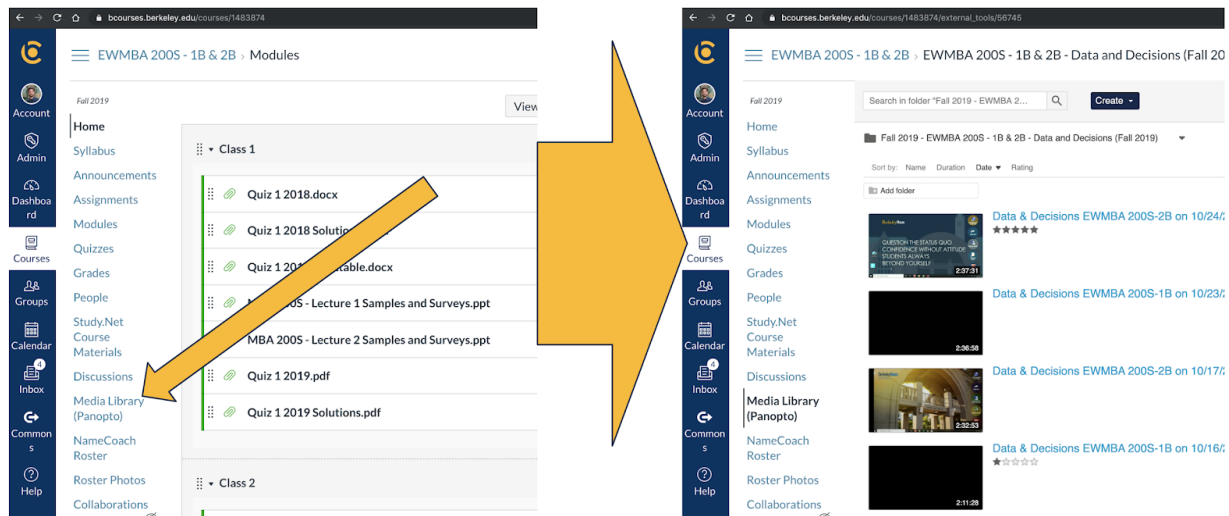

It is important that you access the media library within the bCourse site that you wish to share the video with, as any video you create will only be accessible by the students in the course site you create it within.

STEP 2: Click the dropdown on the Create button and then select Record a new session.
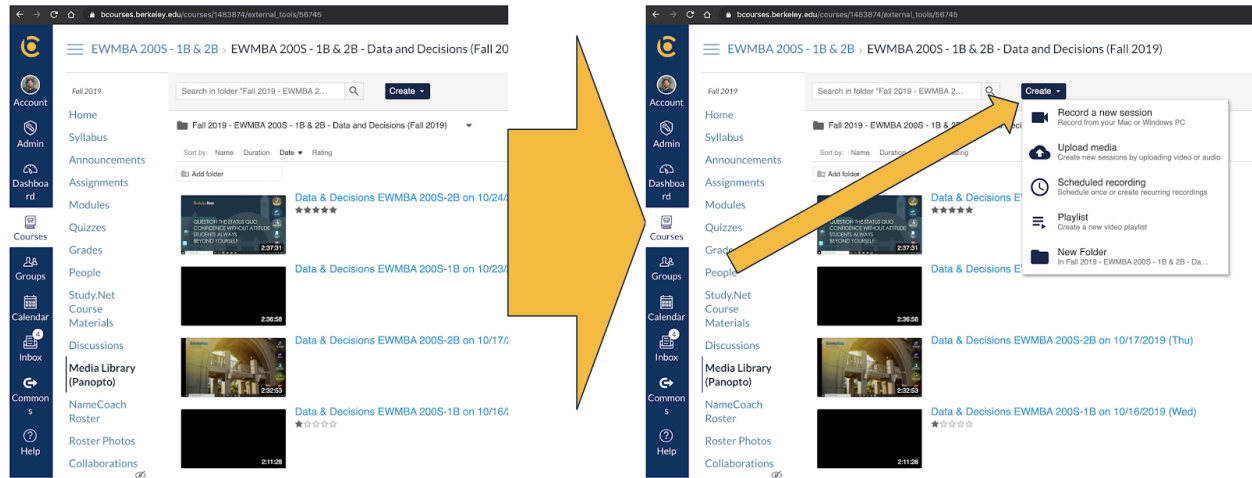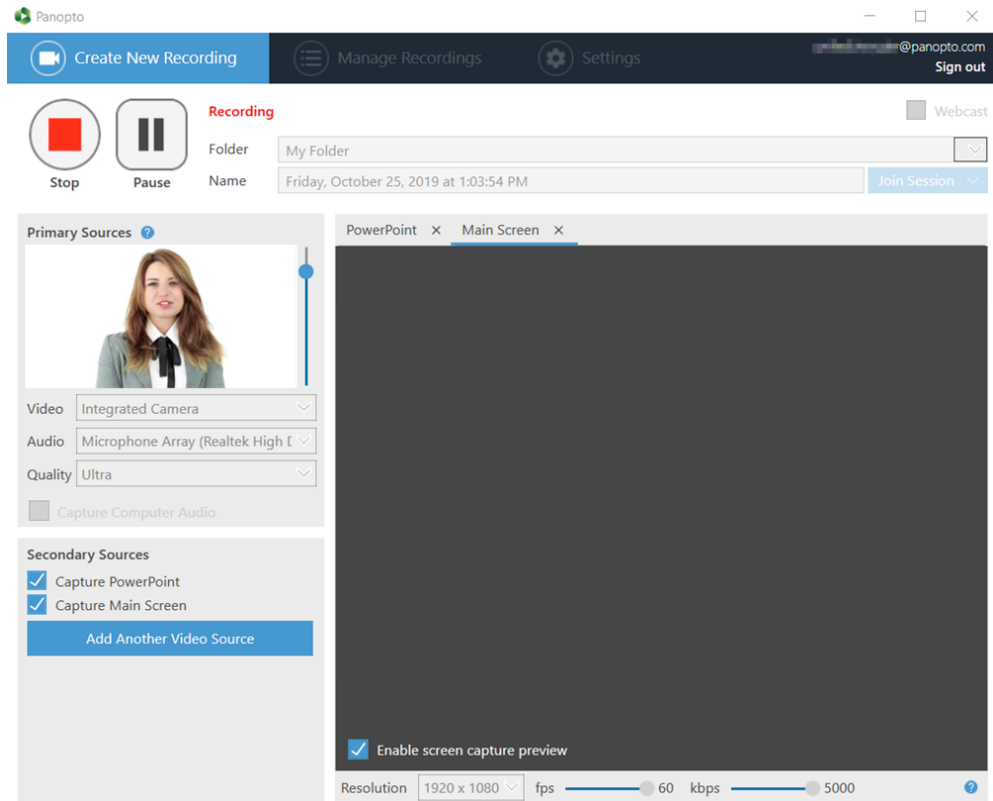

STEP 3: Download and install the application appropriate for your laptop.
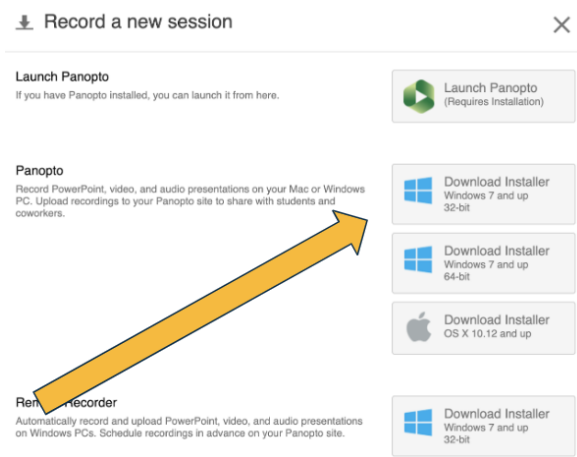
STEP 4: Use the software to record your lecture and follow prompts within the program to upload the recording to your class.

When you open the application it will look like the following:

The steps below will show you how to use the application to create and post a recording.

a. First, you will need to give your recording a name before you can begin the recording process.
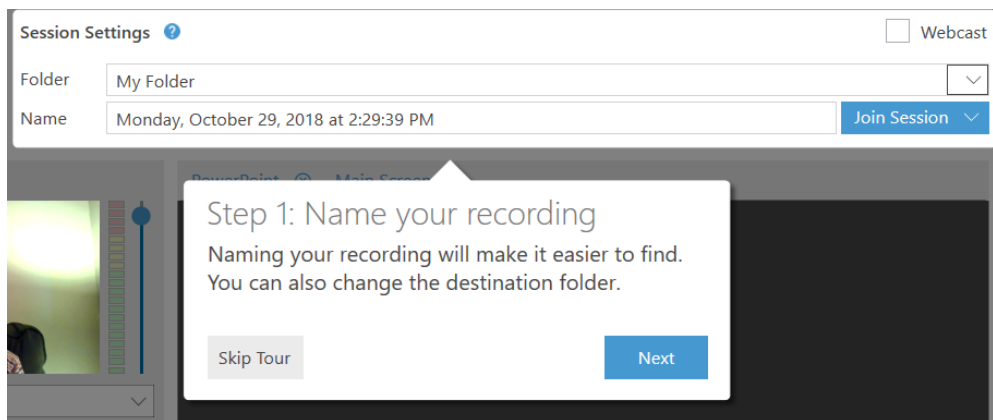

(If you've followed step 1 above and clicked the create button through the bCourse site you wish to publish your video, the folder listed will be the folder for that bCourse site. Do not change this as whatever folder is listed will determine which of your course students have access to the recording.)

b. Next, select the video and audio sources you'd like to use for the recording. Under the Primary Sources, select the drop-down under Audio. Select a microphone that is connected to your computer. You must select a primary audio source for a successful recording.
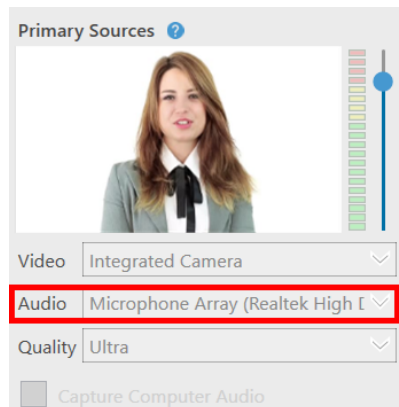
If you'd like to record a video of yourself as well, you can select a primary video source under the Video drop-down. You do not need to include this if you just want to record audio.
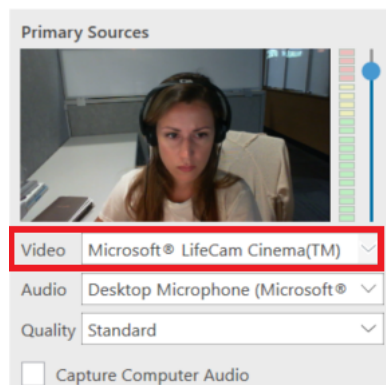

c. After you have selected your video and audio inputs, you can choose to capture what is displayed on your screen (PowerPoint Slides, etc…). The easiest option, and **what we recommend, is to simply select the 'Capture Main Screen'** option to record anything displayed on your screen.
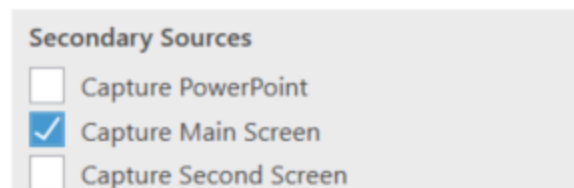
Once you've selected 'Capture Main Screen' you can simply open your PowerPoint slide deck, Google slide deck, PDF, or any other document you'd like to include in your recording as once selected everything being displayed on your screen will be recorded.

To view a preview of the secondary source you will record you can select the 'Enable Screen Capture Preview' checkbox to preview your secondary source on screen before you begin recording.
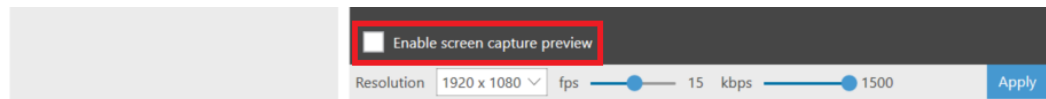
d. Once you've selected the audio, video, and secondary sources you would like to record you can begin recording by clicking on the red RECORD icon. Once your recording has started, that icon will change into PAUSE and STOP.

e. Once everything has been recorded and you have stopped your recording, you will be taken to the Manage Recordings page

You recording should appear beneath the 'Uploaded Recordings' section which will show all recordings that you have already recorded, picked a folder for, and uploaded to the server. You can open any video you've uploaded as well as view, edit, or share it. You can also continue recording to the same session by selecting resume.

As soon as your video has finished uploading it will be available to your students through the bCourse site.

These steps and more can be viewed in more detail at the Panopto Support website here:
https://support.panopto.com/s/article/basic-recording-1