

My Pitt Video (Panopto) Recording Help Sheet

Logging In and Downloading Panopto

- Go to my.pitt.edu
- Select “My Pitt Video” from applications listed on the right-hand side
- Once in My Pitt Video, select “Download Panopto” under your name in the upper right-hand corner
- Install Panopto on your computer

Setting Up A Recording

- Open Panopto application
- Sign in using My Pitt log in
- Select “Create New Recording”
- You will need to create or select a folder to place the recording in. Note: folders are already set-up, you must click on the arrows next to the folders to open them.
- Give the recording session a name.
- Now that your session has been named and will be saved to the appropriate folder, you will select how your presentation will be recorded.
 - If you want to record audio only, change video input to “none” from the drop-down menu. This will make sure your face is not captured. Please identify the microphone that you will use from the Audio input drop-down menu. You can use the built-in microphone on your computer, however, the sound quality will be better if you use an external microphone.
 - Please choose the right screen to be captured, if you have more than one screen.
- *For Windows users:* To present your PowerPoint slides, click on the PowerPoint checkbox under “Secondary Capture Sources”.
 - Now click the “Open the Presentation” button and select your PowerPoint file.
 - For additional information on setting up a recording, please see the following tutorial: howtovideos.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=3912c258-9119-4235-b615-308f61aabbf8
- *For Mac users:* under Secondary Source select “Built-in Display” from the Source drop-down menu.
 - Open your PowerPoint presentation.
 - For additional information on setting up a recording, please see the following tutorial: howtovideos.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=75e4740c-b80c-4070-9e57-0380515fb014

Recording a Session

- Once your session has been set-up, you can begin recording at any time. Make sure you open your PowerPoint presentation on your screen. To start recording, select “Record” on the top left corner of your screen.
- When you have finished recording, select the “Stop” button next to the “Record” button. During your recording, if you need to pause it for any reason, click the “Pause” button near the “Stop” button.
- Your session should upload automatically to the folder you designated.

Tips for Creating Engaging Recorded Sessions

- After you clicked the “Record” button, wait at 1 to 2 seconds before you start recording. This will allow the viewers to get ready for your presentation.
- Limit each presentation to no more than 15 minutes. This is called chunking and presenting a long presentation in segments helps students to digest the content easier.
- We encourage you to present as if you are doing so in front of a live audience. This will help create a recording that is engaging to watch. A great way to do this is by asking questions as you normally would in an in-person presentation. Additionally, pausing and reminding students of key points is helpful.
- If you made a mistake during the recording, don’t pause or stop the recording. Let the recording continue. Wait about two seconds before start over again—this will help you locate the mistake when editing the clip. Go back to the beginning of the sentence in which you made the mistake and start over with the same volume of your voice.
- When advancing slides, please try to do so as gently as possible as the clicking sound will be captured in the recording.

Tips for Creating Engaging PowerPoint slides.

- Use bullets and animate each bullet with the “appear” function to highlight as you are talking. Pitt’s Teaching Center has some guidelines for recording a 15-minute video clip: www.etskb-fac.cidde.pitt.edu/panopto/guidelines-for-creating-instructional-recordings/

Additional Support at PITT Teaching and Learning Center:

- If you have questions about recording using Panopto, please don’t hesitate to email the Teaching Center’s LMS Support and Consulting at LMS@teaching.pitt.edu, or call them at (412)648-2832. Someone should always be available during regular business hours.
- The Teaching Center also has tutorials on how to use Panopto, for additional reference: www.etskb-fac.cidde.pitt.edu/panopto/getting-the-most-out-of-panopto/