# Learning Hub Quick Reference Guide: Panopto

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| □ **What is Panopto** | **Information:**<br>• Is a media recording and storage software |
| □ **How do I get Panopto in my class?** | **How to:**<br>• Go to your course<br>• Turn editing on<br>• Add the Panopto block from the Add Block box at the bottom right of your course<br>• Click on Provision Course – this will set up the block into the course |
| □ **How do I sync Panopto with my class – this needs to be done in each class that you are doing recordings for.** | **How to:**<br>1. In the Panopto block – click on the gear icon<br>2. Click on **Add this course to Panopto** (re-add to sync user lists) – this will need to be done each time someone drops or adds your class. |
| □ **How do I get Panopto Recorder on my computer?** | **How to:**<br>1. In the Panopto block - near the bottom choose the Recorder you want, Windows or Mac<br>2. Follow the setup instructions |
| □ **How do I make a panopto recording?** | **How to:**<br>1. Open LearningHub/Moodle<br>2. Open another tab and go to andrews.hosted.panopto.com<br>3. Choose to sign in using LearningHub<br>4. Click Sign In<br>5. Click All Folders<br>6. In the search folder, put the acronym and number of the course you want the recording placed.<br>7. Click on Create<br>8. Choose Record a new session<br>9. Click on Launch Application in the pop-up window<br>10. Choose your Primary and Secondary Capture Sources<br>11. Click record<br>12. Pause if needed<br>13. When done click stop<br>14. The recording will upload into the Panopto system |
| □ **How do I edit my Panopto recording?** | **How to:**<br>See the Panopto editing quick guide |
| □ **Can I pause and restart while recording?** | **Information:**<br>When you are recording you can pause the recording and start again **as long as you have not hit stop**<br>**How to:**<br>1. Click on pause<br>2. Click on resume to continue<br>Note: Even though you have hit pause you are still be recorded. This is done so if you forget to hit resume you will not have lost anything you have said |