<table>
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<th>Question</th>
<th>Information</th>
<th>How to</th>
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<td>What is Panopto</td>
<td>Is a media recording and storage software</td>
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| How do I get Panopto in my class? |  | Go to your course  
Turn editing on  
Add the Panopto block from the Add Block box at the bottom right of your course  
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. |  | 1. In the Panopto block – click on the gear icon  
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? |  | 1. In the Panopto block - near the bottom choose the Recorder you want, Windows or Mac  
2. Follow the setup instructions |
| How do I make a panopto recording? |  | 1. Open LearningHub/Moodle  
2. Open another tab and go to andrews.hosted.panopto.com  
3. Choose to sign in using LearningHub  
4. Click Sign In  
5. Click All Folders  
6. In the search folder, put the acronym and number of the course you want the recording placed.  
7. Click on Create  
8. Choose Record a new session  
9. Click on Launch Application in the pop-up window  
10. Choose your Primary and Secondary Capture Sources  
11. Click record  
12. Pause if needed  
13. When done click stop  
14. The recording will upload into the Panopto system |
| How do I edit my Panopto recording? | See the Panopto editing quick guide |  |
| Can I pause and restart while recording? | When you are recording you can pause the recording and start again as long as you have not hit stop | 1. Click on pause  
2. Click on resume to continue  
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 |