Quick Guide to Panopto Capture

The Panopto Capture tool is particularly useful if you're unable to use the standard Panopto Recorder software/app. This quick guide is designed to help you locate Panopto Capture and start your first recording. If you require a more detailed explanation of Panopto Capture and its settings, please use the [How to Create a Video Using Panopto Capture](#) guide from Panopto.com support.

Users are advised to use the standard Panopto Recorder software/App whenever possible, because it offers greater recording functionality, but Panopto Capture can be used if this isn't possible.
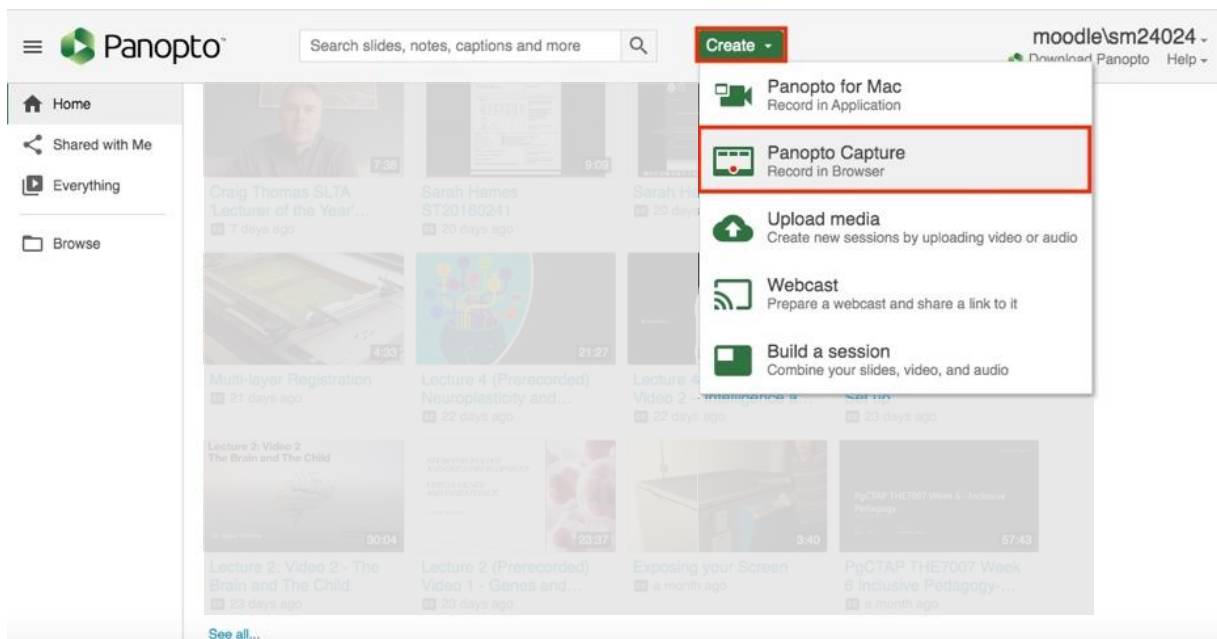
Panopto Capture allows users to easily record audio, video, and screens or applications. Users can access Panopto Capture from directly within their browser instead of downloading the desktop application, so shouldn't have any installation issues.

Step 1. Locating Panopto Capture

Panopto Capture can be accessed by logging onto your Panopto dashboard (using the 'Moodle sign in' option) at: https://cardiffmet.cloud.panopto.eu/
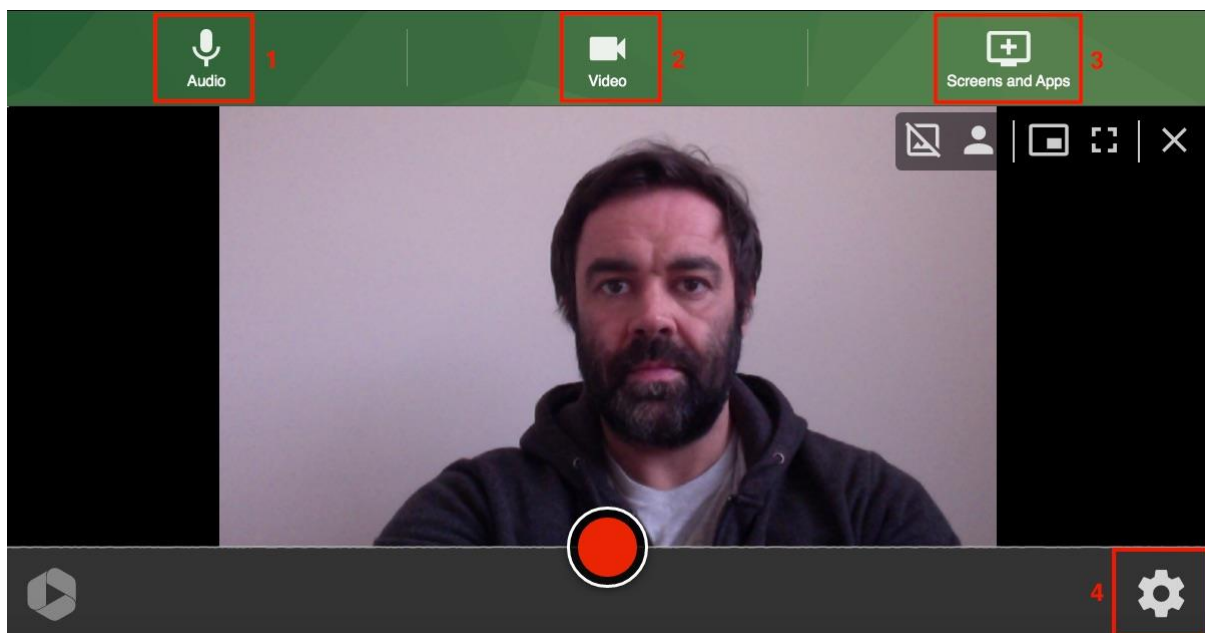
Step 2. Launch Panopto Capture

From the Panopto Dashboard, click the green 'Create' button and then 'Panopto Capture' to launch Panopto Capture in a new tab.

Step 3. Record Set Up

Once in the Panopto Capture tab within your browser, you have some options to set up for your recording.

1. Audio

Choose your mic input and test your mic levels.

2. Video

Choose your primary video source. If you want the video to capture your face while recording then use the webcam. If you are giving a practical demonstration you may want to use an additional webcam to capture this.
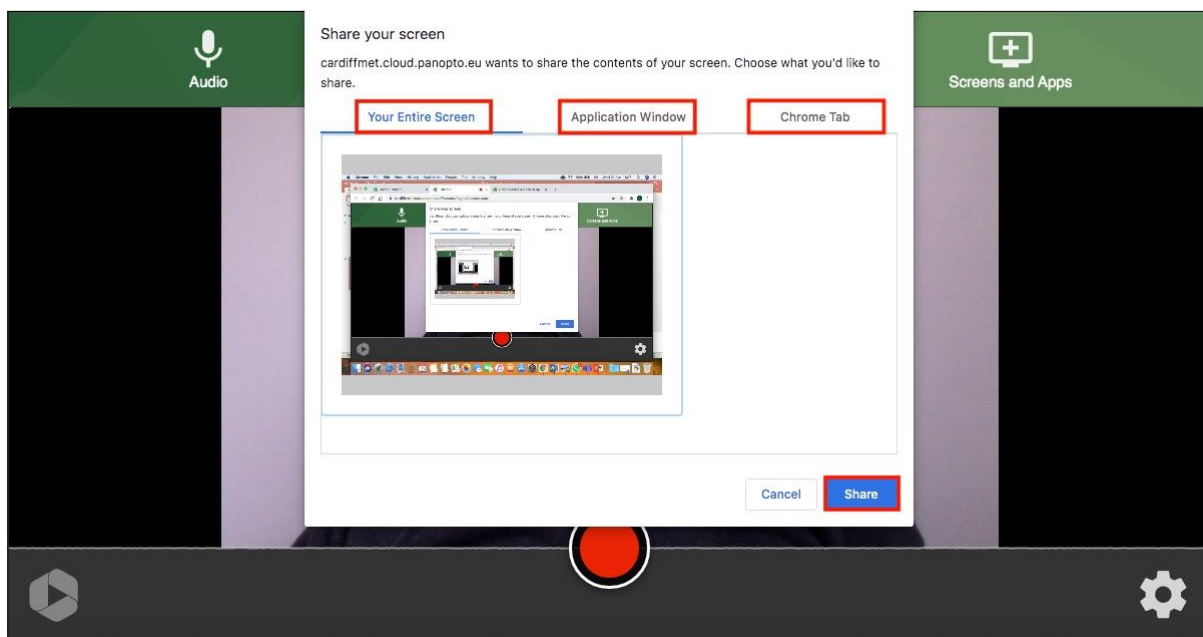
3. Screens and Apps

This is where you can select addition screens and apps that you want to capture in the video.

4. Settings

Here you can adjust general settings such as background image.

Step 4. Screens and Apps

The 'Screens and Apps' button allows you to select what you want the video to capture alongside the primary video source (i.e. your webcam).

'Your Entire Screen' will capture everything that's on your screen while recording. 'Application Window' allows you to only capture a selected application, for example PowerPoint. 'Chrome Tab' will capture a single tab in your Chrome browser (this may look slightly different depending on which browser you're using). Once you've selected the screen you want to share, click the blue 'Share' button to save this setting for the recording.
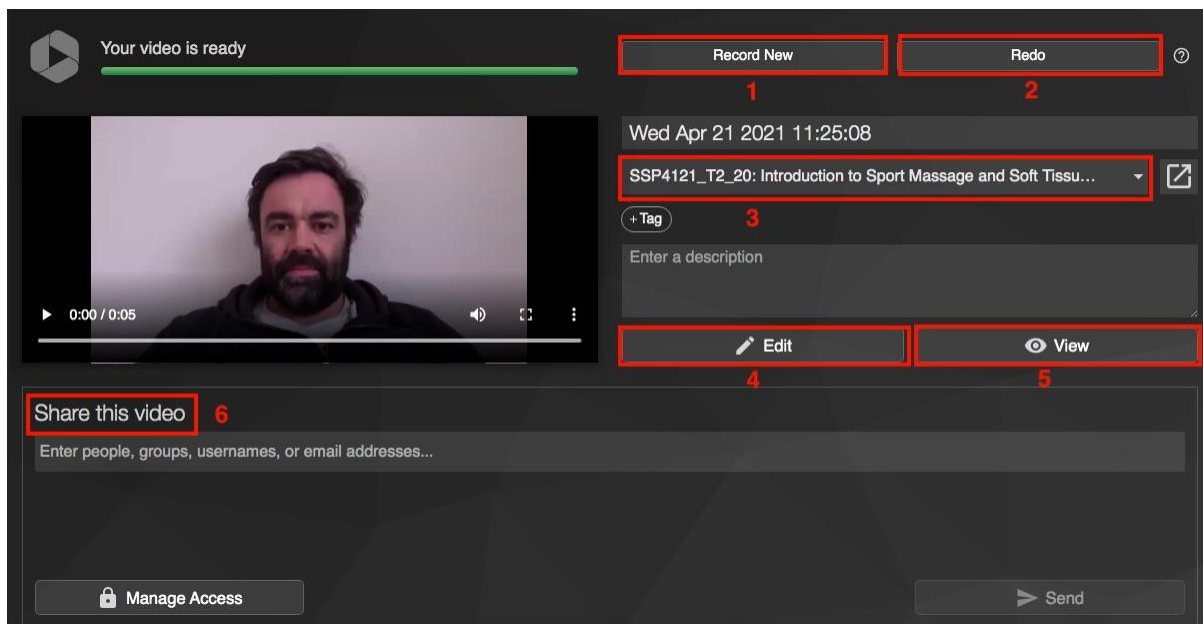
Step 5. Record

Now that you've set up your screen, you're ready to record! Hit the big red record button in the middle of the screen to start the recording.

Once the recording has started, it's a good idea to wait until you have the screen or application ready before you start talking. For example, click on PowerPoint and have the slides in presentation mode. You can edit out the first few moments of the video easily in Panopto edit mode.

Panopto will capture what you see on the screen (PowerPoint slides or web browser) but will also record from the primary video source (webcam) so be mindful of this during the recording. Another thing to consider is any pop-ups that may occur during the recording (messages or emails) so it's a good idea to disable pop-ups before recording.

Step 6. Saving the Recording

When you end the recording, you will see the below page with some options for saving and sharing your video.

1. Record New

This will allow you start an entirely new recording using Panopto Capture.

2. Redo

This will delete your current video and start a new recording session.

3. Saving Options

Here you can name your video and choose where you want it to be saved.

4. Edit

This will take you to the Panopto editor page, where you can do some basic editing such as 'top and tail' your video.

5. View

Watch the video in the Panopto player interface as others will see it – this is where you'll see all the screens you've captured in the video.

6. Share this video

Here you can share the video with another person using their user name or email address (only necessary if using the video outside the Moodle environment)

We hope you've found this guide useful. If you have any additional questions or require further support with Panopto Capture or any aspect of Panopto ReView, you may find these resources helpful: Panopto ReView Support

Alternatively, you can contact Panopto Review Support via review@cardiffmet.ac.uk