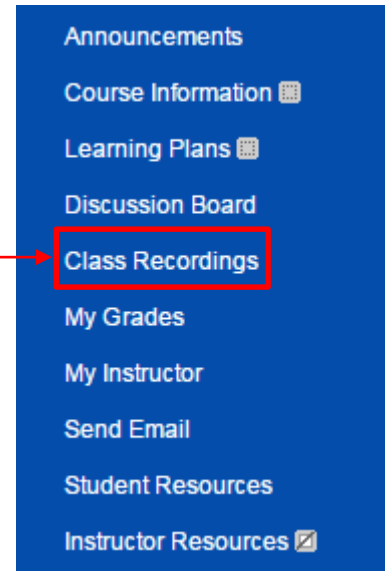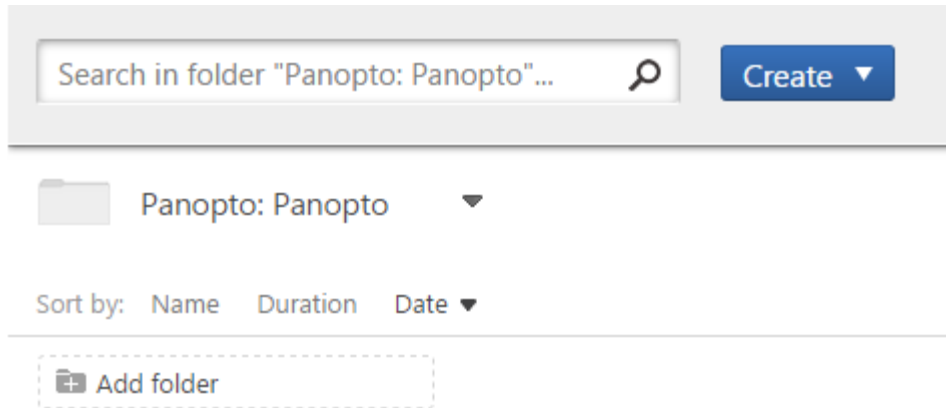# Panopto-Record Class In Blackboard

Once Panopto is configured in your Blackboard course, you can initiate a recording from within Blackboard. After recording a video it will display in Blackboard in the **Class Recordings** menu item after uploading.
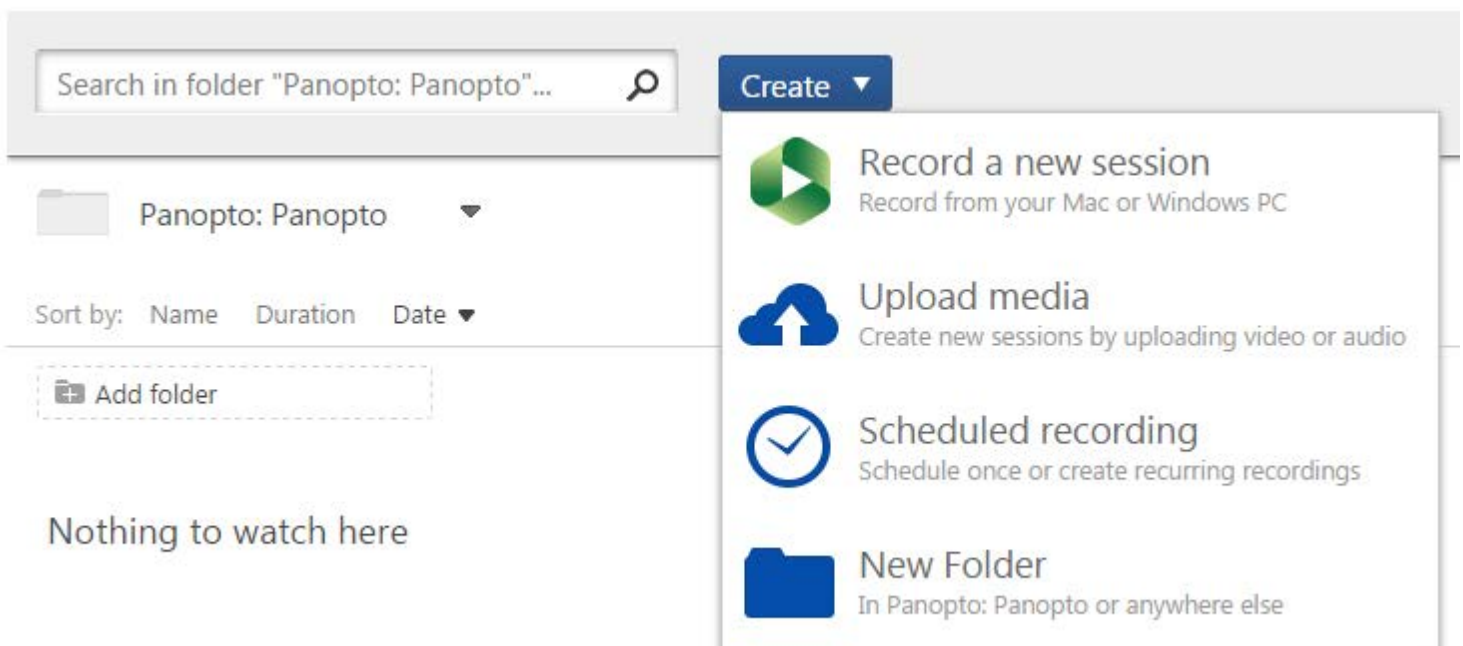
To record from within Blackboard follow the directions below.

1. Access the Blackboard course you plan to record your class for.
2. Click on the **Class Recordings menu item**. The following page will display.
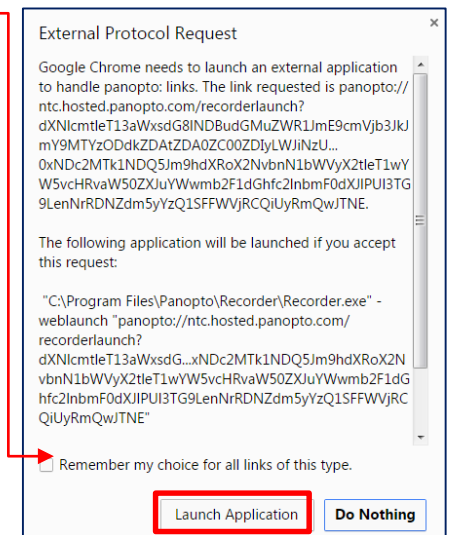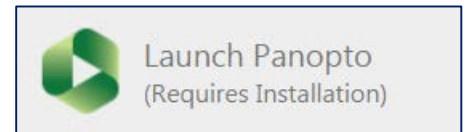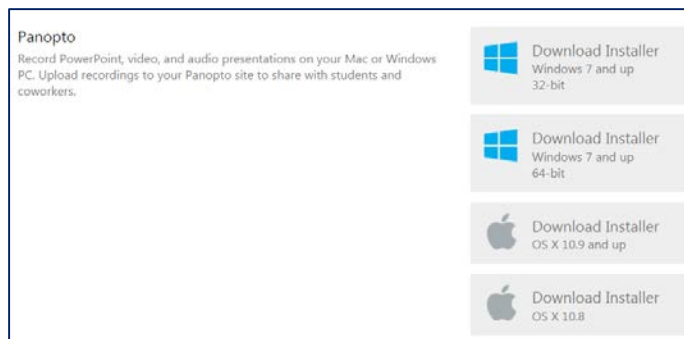

3. To record a video, click on the **Create** button and select **Record a new session**.

4. The **Record a new session** window will appear. If the Panopto Recorder is already installed, click the **Launch Panopto** button.
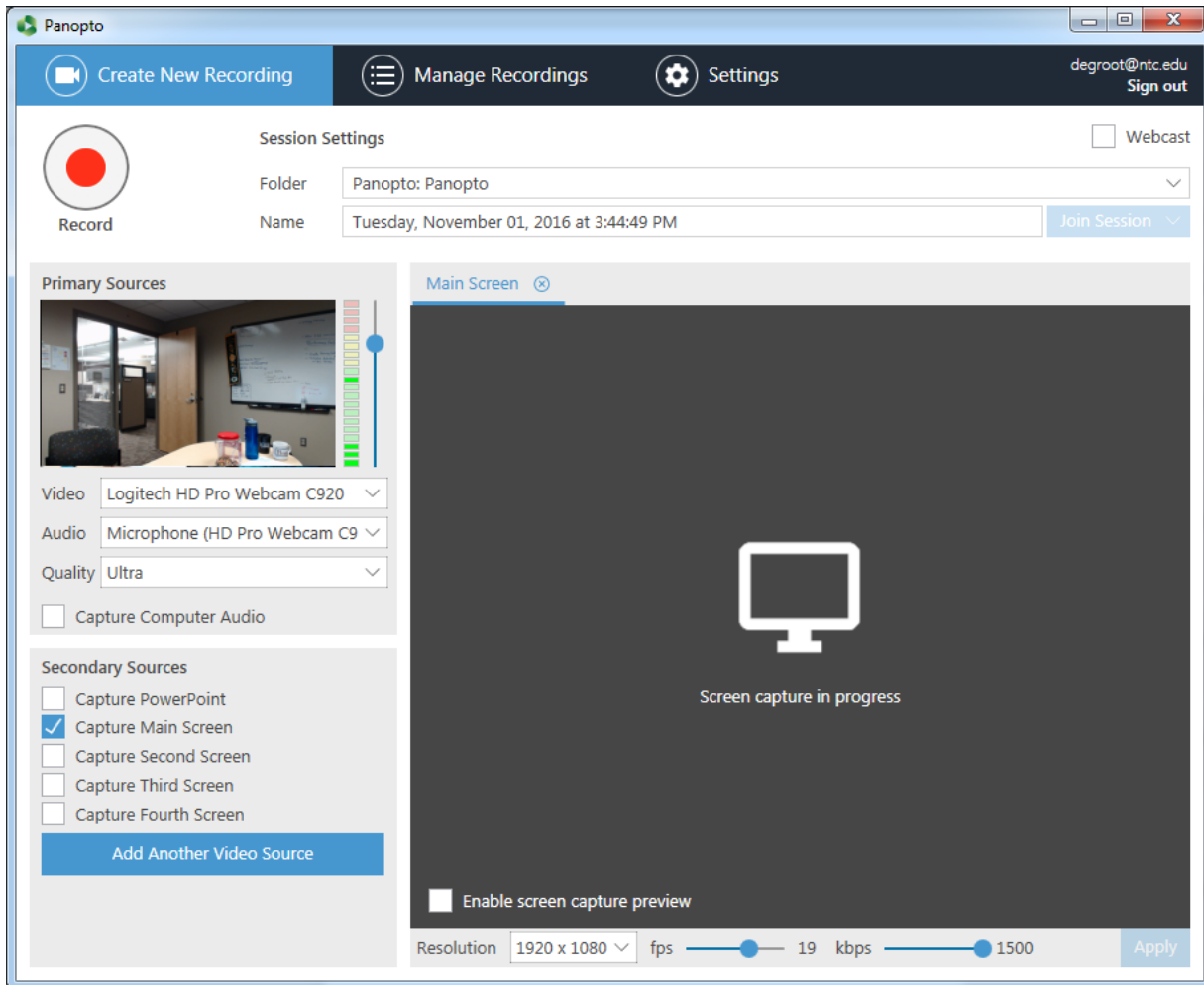
5. You will receive an **External Protocol Request** popup. Check Remember my choice for all links of this type. Then click **Launch Application**.
If the Panopto Recorder is not installed, click on the button for the appropriate installer to download it. (Contact IT if trying to install on an NTC computer.)

6. After a few moments the **Panopto Recorder** will display.
   a. Click the Video drop down to choose if you want to record the web cam or without the web cam.
   b. If in an IVC room, you can select INOGENI from the drop down and it will record whatever is displayed through the IVC System.
   c. Make sure the audio bar is lighting up. If it's not contact the help desk at x1160.

7. Select **Ultra** from the quality dropdown to create the best quality video.

8. In Secondary Sources, only have checked the screen you want to record from. Uncheck Capture PowerPoint as your PowerPoint will be displayed on the screen you're capturing.

9. In the bottom right, slide the FPS as far as it will go right and click apply.

10. Click the Record button to begin recording. Panopto will start recording immediately. You will need to minimize the recorder. Panopto allows users to pause for breaks and resume as necessary. The timer will continue going even when paused. This allows us to recover the video from when it was paused if it was paused in error.

11. When finished recording, bring up the recorder and hit the **Stop** button.

12. The **Recording Complete** screen will display. Enter a session name and a description if you would like. Click Upload to load it into Blackboard.

13. The uploading screen will appear. You can exit out if you are in a hurry and it will continue to upload. Just don't shut down the computer immediately or it will wait until it is back on to upload.

14. When it's finished uploading it will appear in your Blackboard course when you click the Class Recordings menu item. All new recordings will appear at the top of the page.