



Faculty Tutorial: Use HotKeys with Panopto

Purpose: To show instructors how to use HotKeys to toggle the **start**, **pause**, and **stop** functions on the Panopto Recorder.

When to use HotKeys? HotKeys are critical when you are recording from a single screen. You can minimize Panopto, and then use the HotKeys to start, pause, and stop the recording.

When recording with multiple screens, you can also use HotKeys if Panopto is not the currently active window.

Steps:

1. Minimize Panopto or move it to another screen.
2. Use the HotKeys to start, pause, and stop the recording.

Drake ITS Knowledge Base: Panopto HotKeys:

<https://drake.teamdynamix.com/TDClient/2025/Portal/KB/ArticleDet?!ID=56079&SIDs=5957>

You may want to print the next page to use as a quick reference.

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HotKeys and Panopto

Windows

Start recording: F8

Pause recording: F9

Stop recording: F10

Mac

Start recording: Option + Command + R

Pause recording: Option + Command + P

Stop recording: Option + Command + R

Congratulations! You now know how to use HotKeys when recording with Panopto.

Drake Online and Continuing Education

Looking for more faculty tutorials? Please visit: www.drake.edu/doce.

For further help with Blackboard and other technical assistance, visit the [Knowledge Base](#).

For general technical issues, contact [Information Technology Services](#).