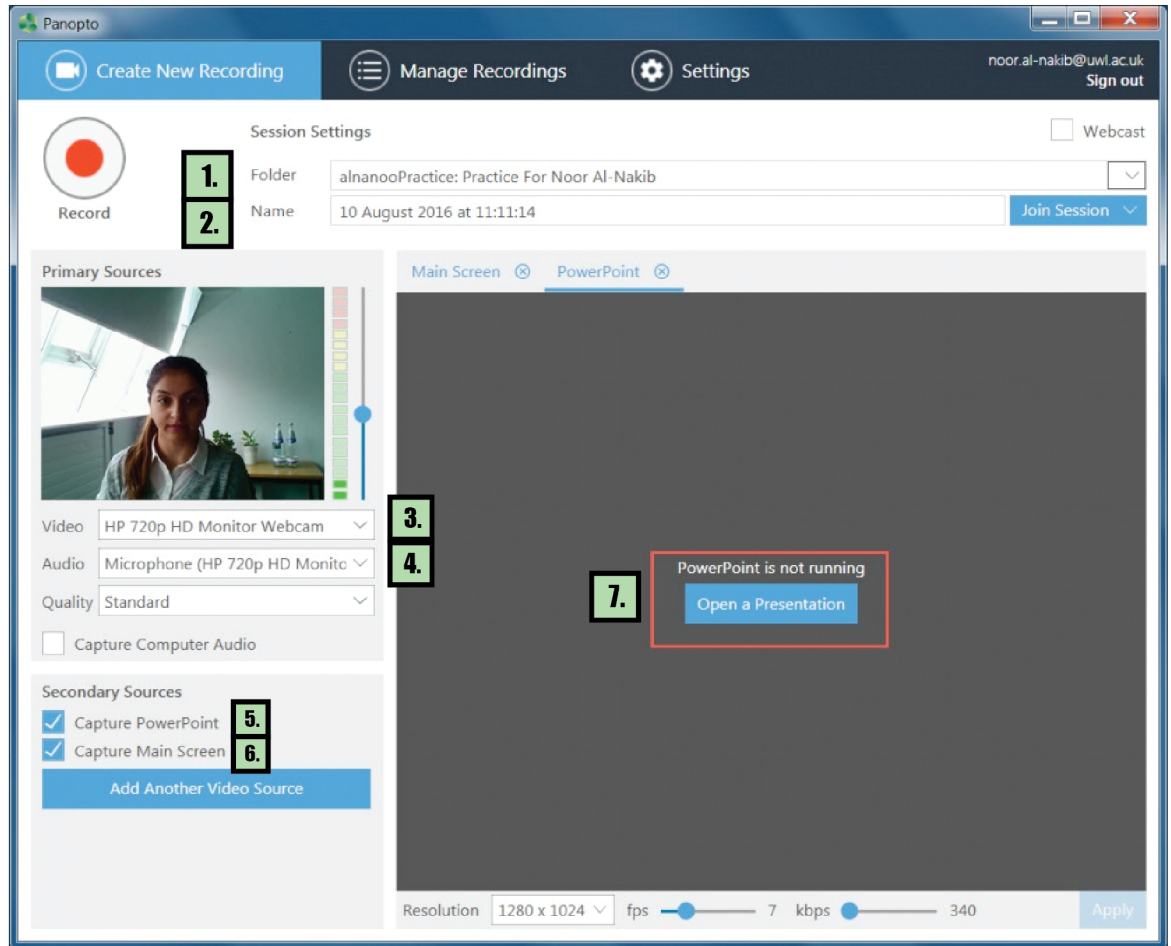


Using Panopto Recorder on a Teacher Workstation

If you are experiencing issues in the classroom, please contact Technology Services (x555). If you are looking for a consultation on Panopto and out-of-classroom use, contact the Office of Ed Tech (x5305)



1. Choose your Session Folder: the Session Folder is the Course Folder. *This is where you select which course you want to record to.* To change the folder, click the blue folder icon on the right and select the course folder you would like to record to.

NOTE: If the course does appear in the folder list, you may need to provision your course in Moodle.

2. Choose your Session Name: the Session Folder is the name of the recording.. This the name you and your students will see in the Panopto block in Moodle.

3. Video Device: If a Panopto camera is installed in the classroom, you can choose to record video. Select none, if you do not.

4. Audio Device: In classrooms, the audio device will default to "Blue Yeti Stereo Microphone."

NOTE: Test you audio settings before you record by speaking and watching the audio levels. Ideally the level is about 2/3 full when you are speaking loudly. To adjust the volume, drag the blue dot up or down.

5. Capture Powerpoint: Check this box to record a PPT presentation

6. Capture Main Screen: Check this box to record the computer screen if you will presenting anything other than a PPT, such as a website or an Excel document.

7. Open a Presentation: When clicked, the dialog box that opens ask if you want to begin recording once the PPT opens. Click "Yes" Your PPT will open in full screen mode, and you are ready to being