

# Set-up & Record in the TEC Classroom with Panopto

You can record your lecture, a special guest presentation, or student presentations in any classroom that is equipped with a classroom computer and a Hover Cam. The Hover Cam is the video camera and microphone for your recording. You can also choose to use any video camera or audio recording device that has a USB plug and connect it to the computer, then select that device in the application to record. Be sure to test that device prior to recording day.

## Beginning Semester Set-up

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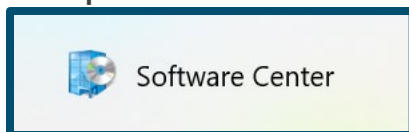
These are the recommended steps prior to recording day in the space or classroom you wish to record in.

### Install Panopto for Windows

Installing Panopto for Windows will need to take place on each computer you use to record with and may have to be reinstalled at the beginning of each semester. If the software has already been installed on this computer, you may skip this step.

**Step One: Log into the room PC with your Tri-C credentials**

**Step Two: Open the Software Center**



**Step Three: Select Panopto Recorder**



**Step Four: Select Install**



### Selecting the Correct Settings in the Recorder

Once you have installed the Recorder, please open the application and select the Settings tab at the top. Please be sure the below settings are selected in the Basic and Advanced setting sections to ensure the best outcome for your recordings. Be sure to Save your changes.

### Step One: Select Settings



### Step Two: Choose the Basic Settings below



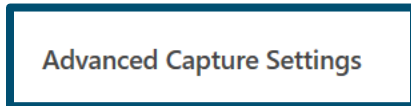
- Upload when Panopto is Closed
- Delete recordings once they are uploaded
- Progressively upload while recording

### Step Three: Choose the Advanced Setting below for MP4 format

- **Select Advanced Settings**

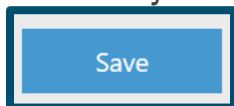


- **Find Advanced Capture Settings**



- **Set to Capture in MP4 format**

### Step Four: Save your changes



## Recording with Panopto in the Classroom

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Providing you have activated Panopto in your course, and you have followed the steps in the Semester Set-up to have Panopto Recorder (Panopto for Windows) installed on the classroom computer, you are ready to record in the classroom.

This allows you to log into your Brightspace course, create a subfolder for the day's recording(s), launch the recorder, close Brightspace, and have your students record from the recorder while each recording is uploaded directly to the subfolder you created for the day's recordings. All students in that course will then have access to those videos in the course folder. They will not need to be moved to or organized in your Panopto My Folder. They will stay with that Panopto Course Folder.

## Recording Set Up

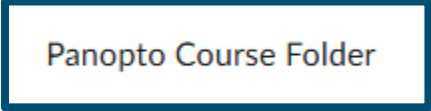
Step One: Log into your Brightspace course

Step Two: Select Course Tools



Course Tools ▾

Step Three: Select Panopto Course Folder



Panopto Course Folder

Step Four: Select, or add then select, the subfolder for today's recordings

(You can preemptively create the subfolders at the beginning of the semester, so they are there and ready to go if you would like.)



+ Add folder



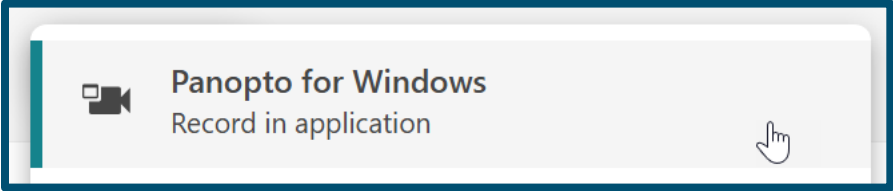
Lectures


Step Five: Select Create while in the subfolder and choose Panopto for Windows and follow the prompts.

Once the recording application opens, if you don't see the folder you wish the recording to go into, close out of the recording app and try again.



+ Create



 Panopto for Windows  
Record in application

Step Six: **IMPORTANT!** Once Panopto for Windows opens, close Brightspace.

*While your students are up at the podium, you do not want them to have access to your Brightspace course. You only want the Panopto for Windows program open!!! This is an important step!*

Step Seven: Set up the Hover Cam as the video camera and microphone to record the speaker.

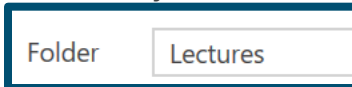
## Speaker

Step One: Step up to the podium

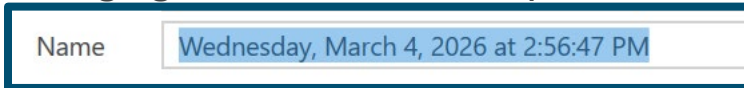
Step Two: Select Create New Recording tab (if it is on another tab)



Step Three: Verify the folder name for the recording destination

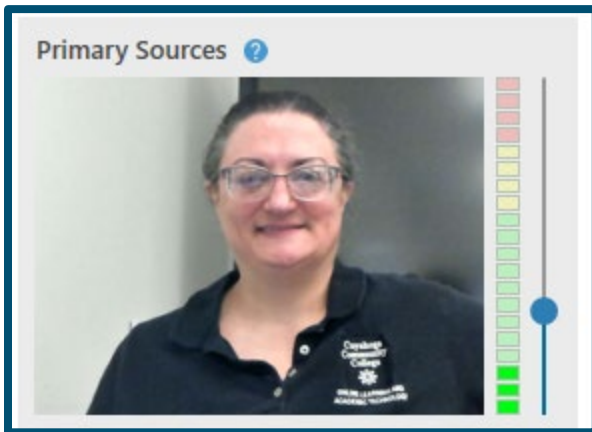


Step Four: Highlight the name field and replace it with the title of the recording

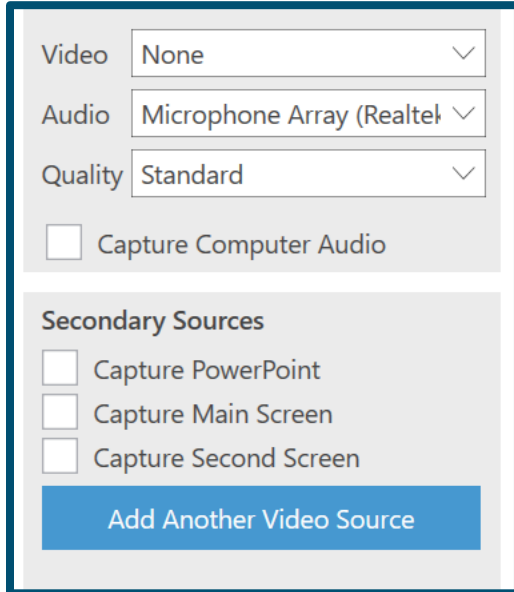


Step Five: Check for the video and audio to display and any additional settings.

**Audio is required but video and other sources are optional.**



## Source Options



The screenshot shows a 'Source Options' dialog box with the following settings:

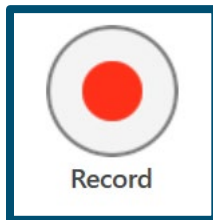
- Video: None
- Audio: Microphone Array (Realtek)
- Quality: Standard
- Capture Computer Audio

Under the 'Secondary Sources' section:

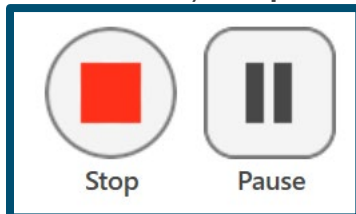
- Capture PowerPoint
- Capture Main Screen
- Capture Second Screen

At the bottom is a blue button labeled 'Add Another Video Source'.

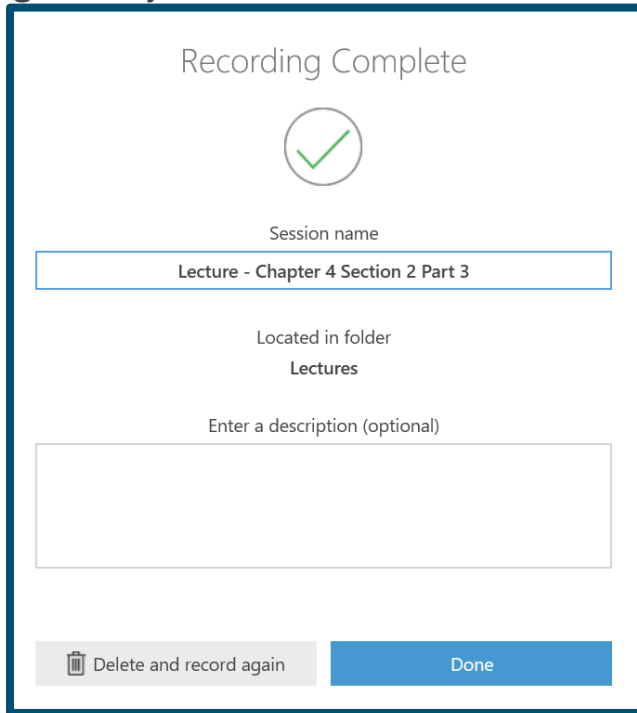
## Step Six: Select Record




## Step Seven: Pause / Stop the Recording



## Step Eight: Verify name and folder destination



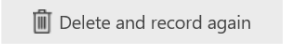

Recording Complete



Session name  
Lecture - Chapter 4 Section 2 Part 3

Located in folder  
Lectures

Enter a description (optional)

## Step Nine: Select done



## Step Ten: To begin the next recording, select Create New Recording



Note: To locate your recordings, return to your Brightspace course and navigate to the Panopto Course Folder. You will see the subfolder you created that contains all the recordings from the day. The students in the course will have access to all the recordings immediately for peer evaluations. No need to request any type of transfer.