

Set-up & Record with Panopto in the Speech or Presenter Enabled ATC Classroom

You can record your lecture, a special guest presentation, or student presentations in any classroom that is equipped with a classroom computer and a camera installed at the back of the room. The Hover Cam will be the microphone source for your audio in these rooms unless you bring your own USB audio source. 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.

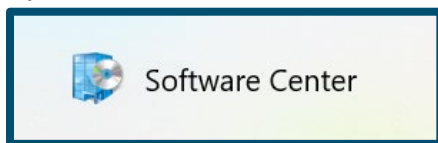
Part 1: Beginning Semester Set-up

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

Step 1: Install Panopto for Windows

Installing Panopto for Windows will need to take place on each computer you use to record. It 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.

- Log into the room PC with your Tri-C credentials
- Open the Software Center



- Select Panopto Recorder



- Select Install



Step 2: 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 settings listed below are selected in the Basic and Advanced setting sections to ensure the best outcome for your recordings. Save your changes.



Basic Settings

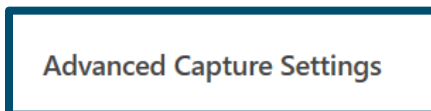
Choose the basic settings listed below:



- Upload when Panopto is Closed
- Delete recordings once they are uploaded
- Progressively upload while recording
- Minimize when recording
- Highlight the mouse cursor during screen capture

Advanced Settings > Advanced Capture Settings

Choose the advanced capture settings listed below:



- Enable “Remember me” options for sign-in
- Enable no audio detected alerts
- Capture in MP4 format
- Capture PowerPoint animations as unique slides

Save your changes.

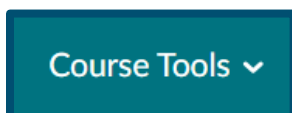


Part 2: Recording with Panopto in the Classroom

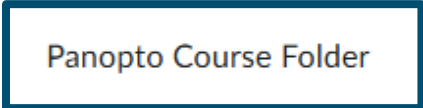
Providing you have activated Panopto in your course and you have followed the steps in the Semester Set-up to have Panopto Recorder (Panopto for Windows) installed on the classroom computer, you are ready to record in the classroom. You can now log into your Brightspace course, create a subfolder for the day’s speeches/recording(s), launch the recorder, close Brightspace, and record (or have your students record) from the recorder. Each recording is uploaded directly to the subfolder you created. 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 and will stay with that Panopto Course Folder.

Step 1: Recording Set Up

- Log into your Brightspace course
- Select Course Tools



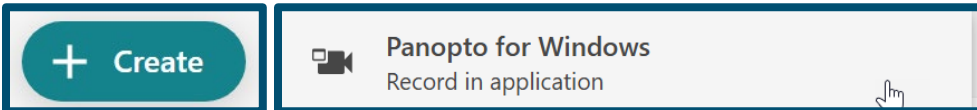
- Select Panopto Course Folder



- Select a folder to place your recording in. or add a subfolder then select the subfolder for today's recordings. If desired, you can preemptively create the subfolders at the beginning of the semester, so they are ready to go. You can also choose any folder location to place the recording by selecting the folder drop-down menu. You do not need to place it in the course folder.



- Select Create while in the subfolder, choose Panopto for Windows, and follow the prompts. If you don't see the folder where you would like the recording to be placed, close out of the recording app and try again.



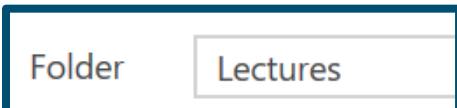
- **IMPORTANT! Once Panopto for Windows opens, close Brightspace.** While your students are up at the podium, you do not want them to have access to your Brightspace course. You only want the Panopto for Windows program open!!! This is an important step!
- Select your sources:
 - Video: AJA U-TAP Video 797148
 - Audio: Microphone (Hovercam Solo8+ Audio)

Step 2: Recording the Speaker

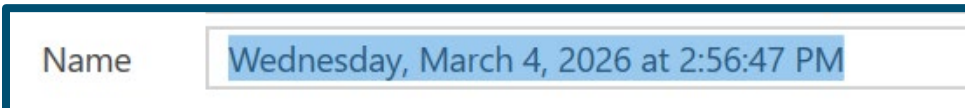
- Step up and set up your materials to speak
- Select Create New Recording tab (if another tab is showing)



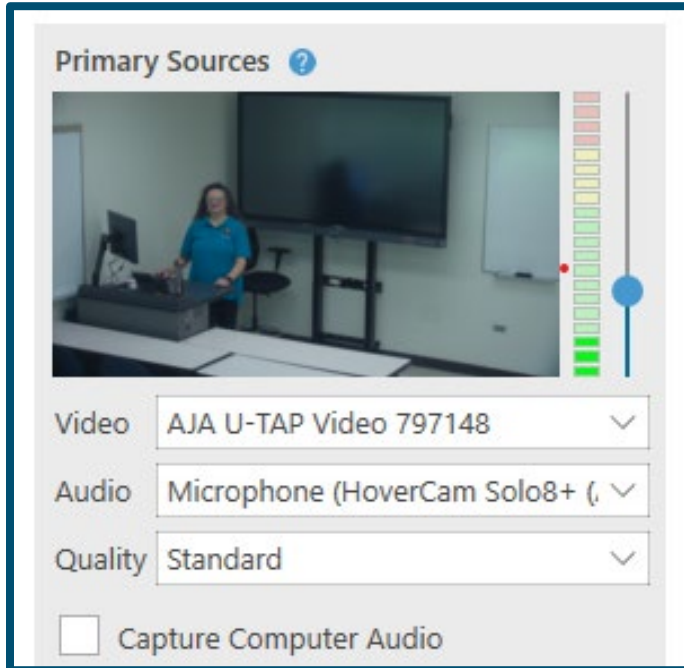
- Verify the folder name for the recording destination



- Highlight the name field and replace it with the title of the recording



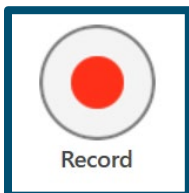
- Check the display for video and audio sources and any additional settings. Audio is required but video and other sources are optional. You can also toggle on to Capture Computer Audio if you are using artifacts that will have audio on the computer.



- You may adjust the AJA camera with the remote on the lectern



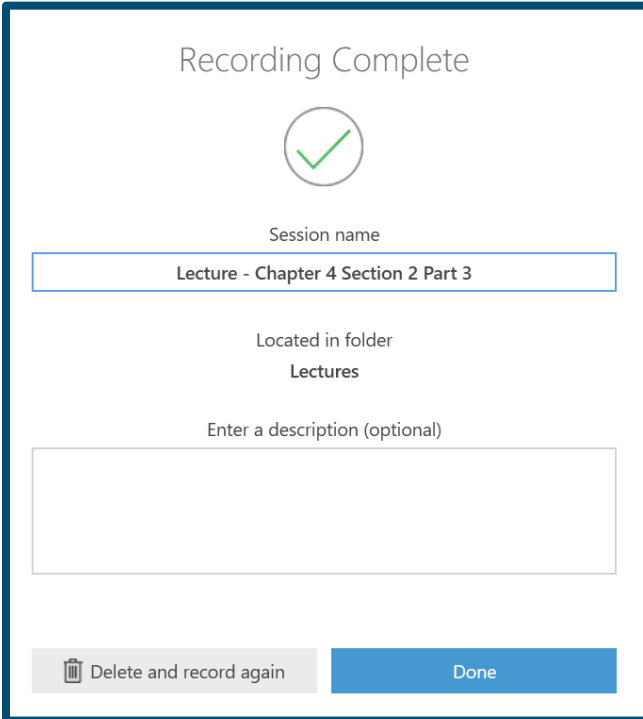
- Select Record



- Pause / Stop the Recording when ready.



- Verify name and folder destination



- Select done



- Select Create New Recording if there will be another recording.



Need Help?

If you need assistance with recording with Panopto in a speech- or presenter- enabled ATC Classroom, please contact olat@tri-c.edu.