HOW TO RECORD CLASS VIDEOS ON PANOPTO

STEP 1:

M BLOCK, C BLOCK & D BLOCK

First turn the projector ON, then turn the computer ON.

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If the computer is on but the projector is off,

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shut the computer down.

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First turn the projector ON,
then turn the computer ON.

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E BLOCK

If there is a *listening* part of the exam, please check that the switch next to the whiteboard is switched ON.

Check that both cables are plugged in.

STEP 2: Login to Blackboard ([ieu.blackboard.com](http://ieu.blackboard.com)). Use your OASIS username and password to login.
STEP 3: From “MY COURSES” panel select the COURSE which you will create a video recording for.

STEP 4: Click on the Panopto Video link in your course menu.

STEP 5: Click on ‘Create’ and then ‘Record a new session’.
STEP 6: Click on ‘Launch Panopto’.

Click on ‘OK’ on the dialog box.

STEP 7: Check the CORRECT course from the FOLDER panel. If you see the false course name as a default, change it from the arrow sign on the right side. Then check the audio and video settings.
STEP 8: Uncheck ‘Capture PowerPoint’ box if you do not have a powerpoint in that class. Then, click on ‘Add Another Video Source’ option.

You can add **StudentCAM** as the secondary capture source.
**STEP 9:** Click on **Record** button and start your recording.

**STEP 10:** When finished, **STOP** recording. Then click on **UPLOAD** option. If you want to check the status of your video recording, click on **Manage Recordings** panel.
STEP 11: Please **do NOT** Shutdown the computer, but **Sign out**.