HOW TO RECORD PANOPTO VIDEOS IN THE CLASSROOMS ON CAMPUS

M BLOCK, C BLOCK & D BLOCK

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

1

2

If the computer is on but the projector is off,

shut the computer down.

First turn the projector ON,

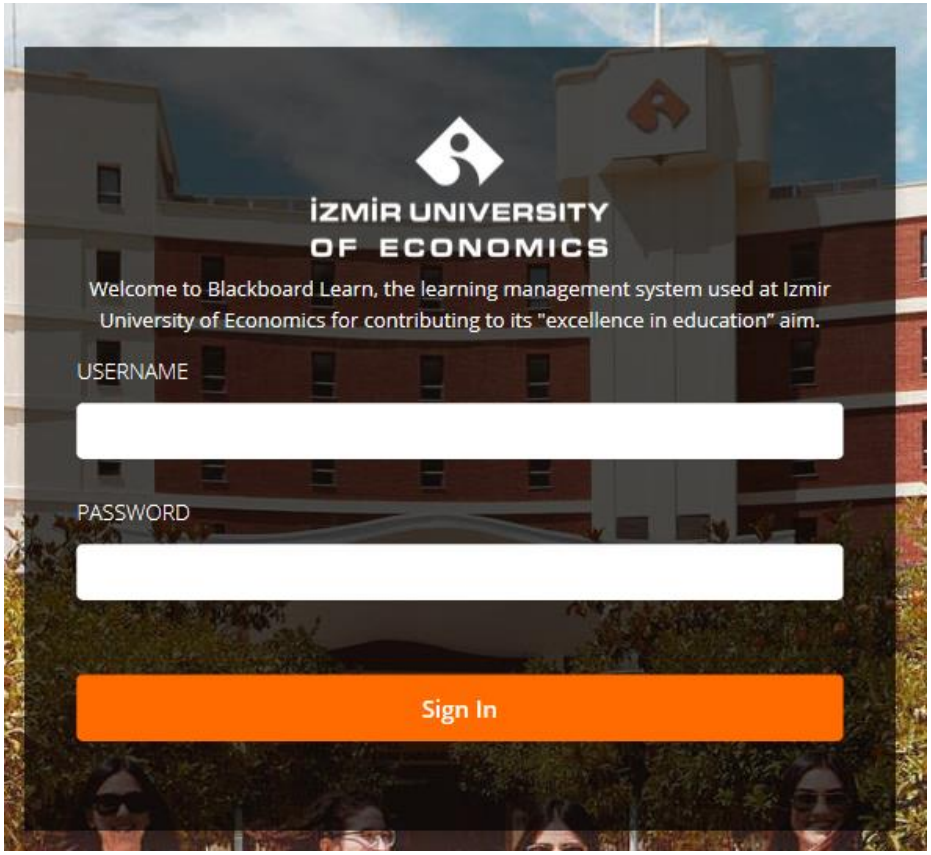
then turn the computer ON.

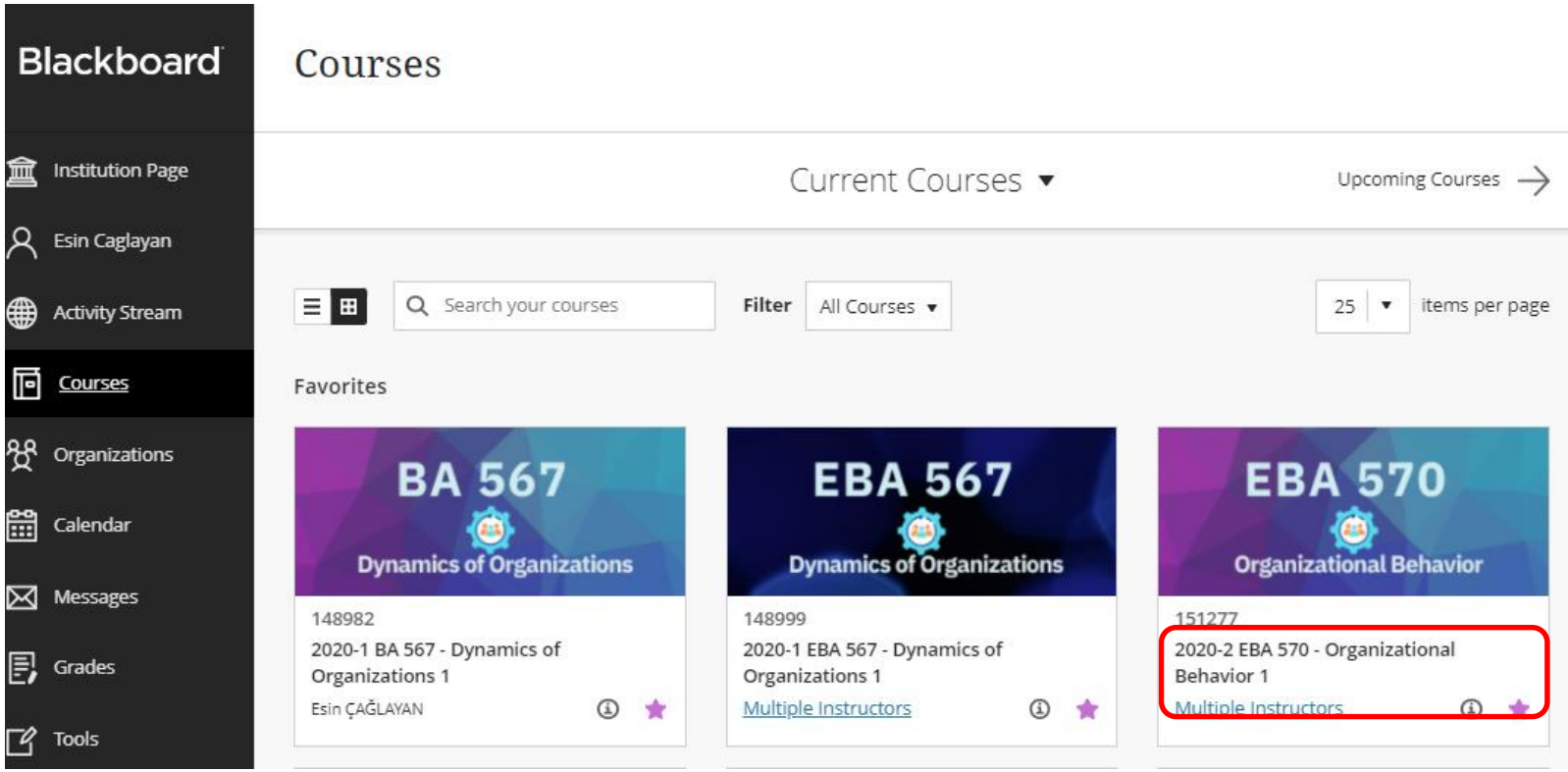
E BLOCK

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.

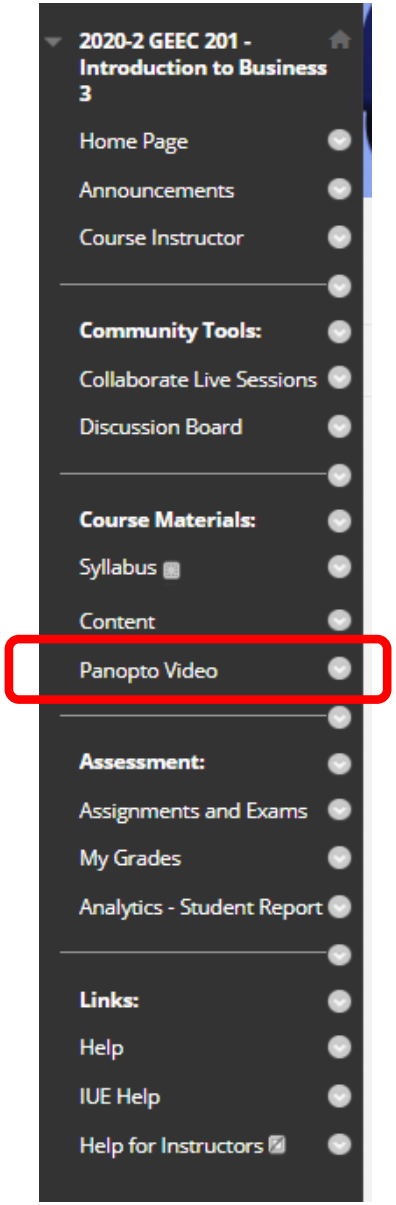
Login to Blackboard. (ieu.blackboard.com) Use your OASIS username and password to log in.



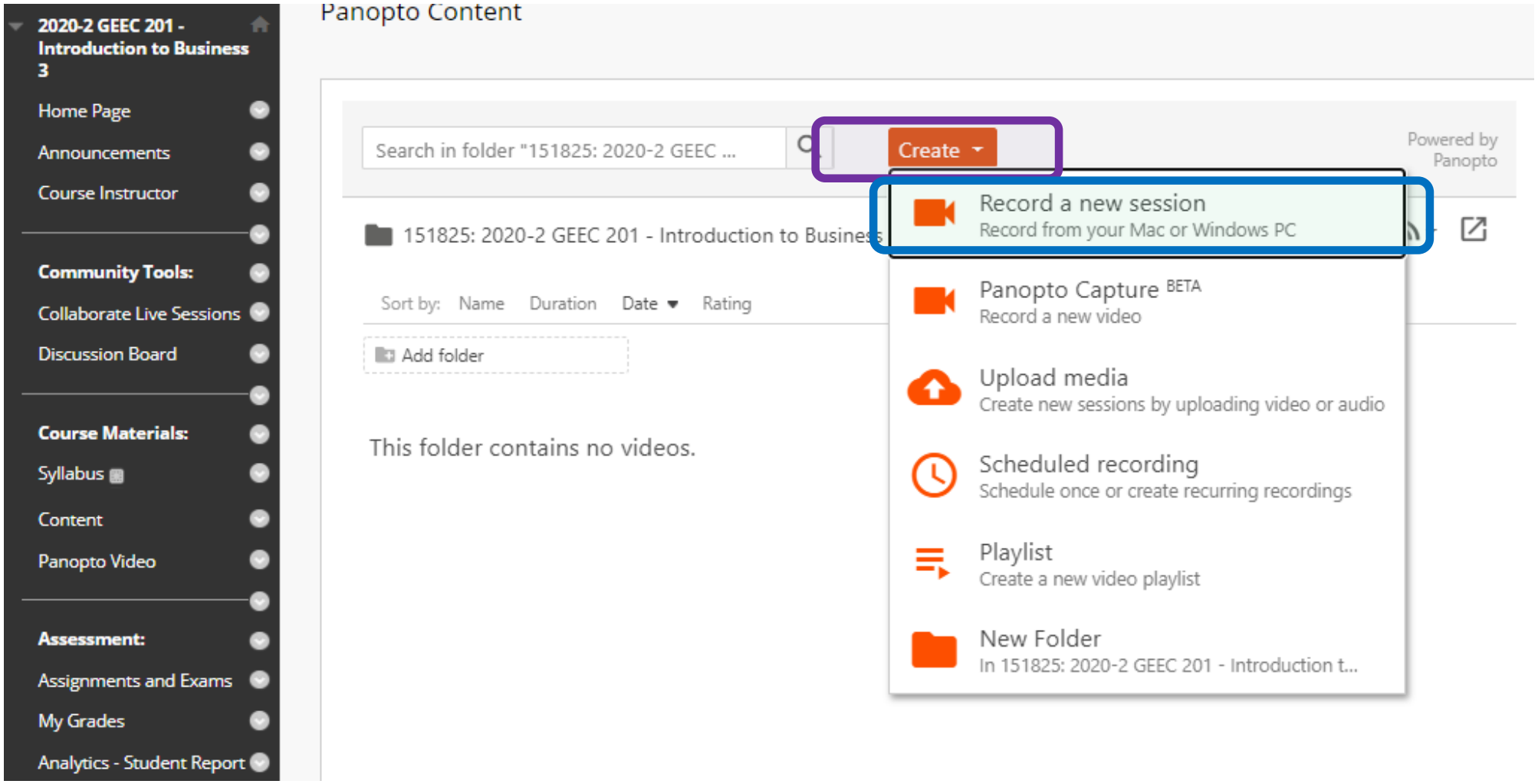


Select the course which you will create a video recording for.

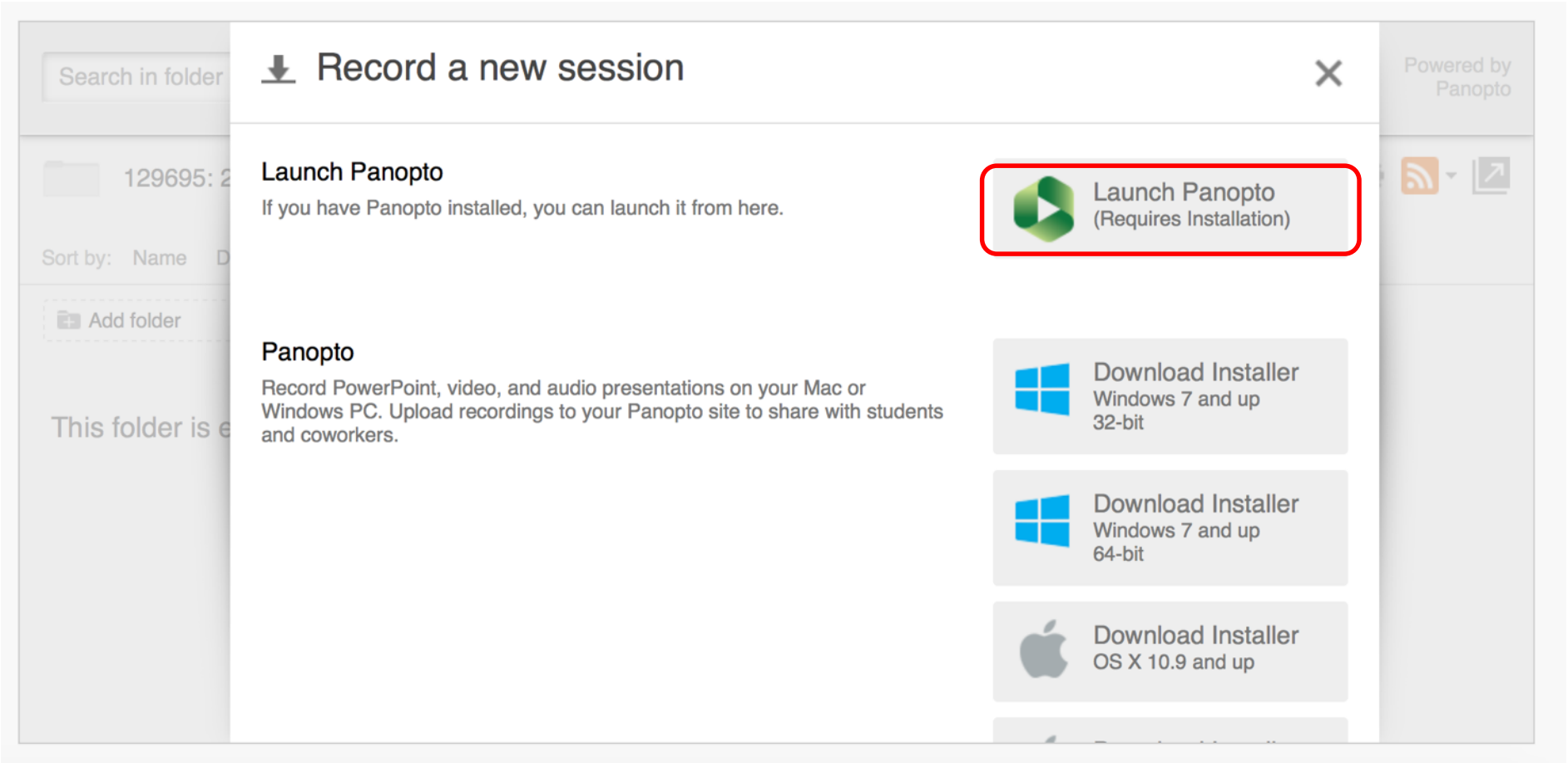
Click on the Panopto video link in your course menu.



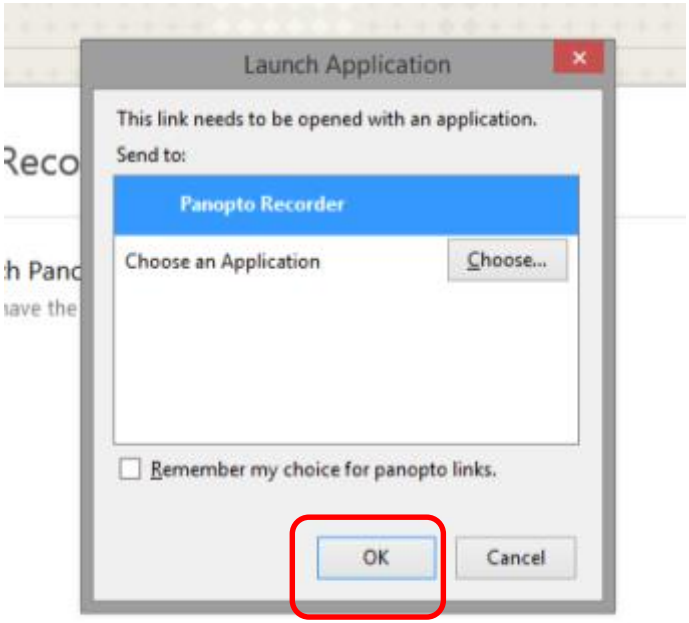
Click on ‘Create’ and then ‘Record a new session’.



Click on ‘Launch Panopto’.



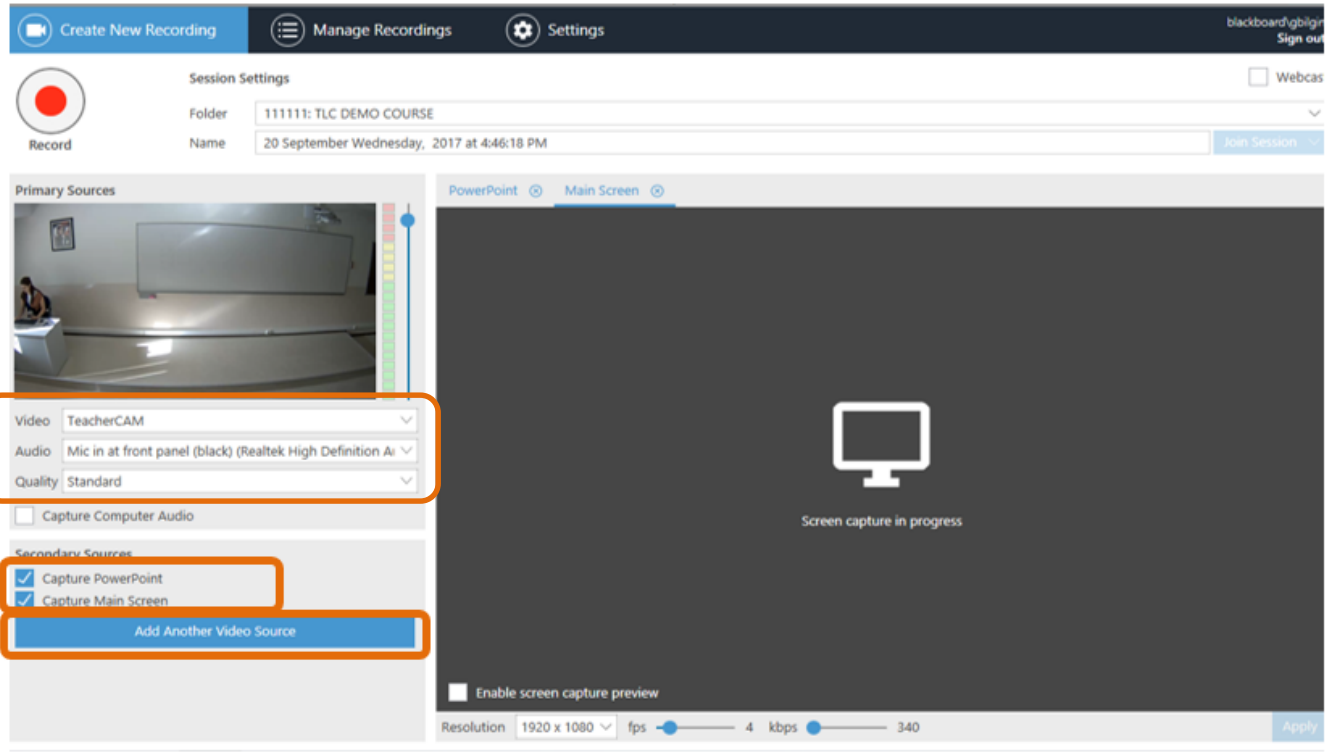
Click on ‘OK’ on the dialog box.



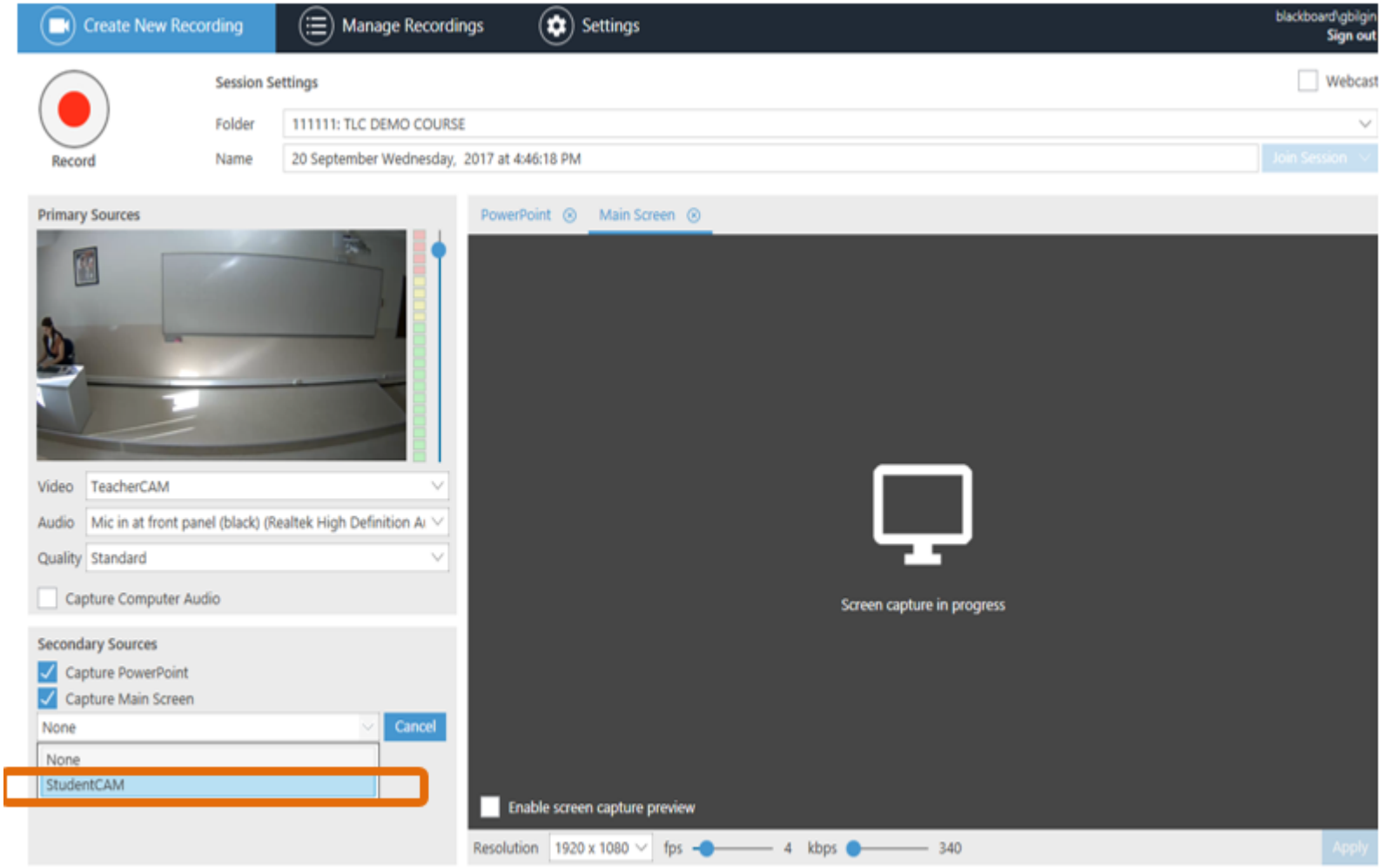
Check the audio and video settings.

<u>Uncheck</u> ‘Capture PowerPoint’ box if you do not have a powerpoint in that class.

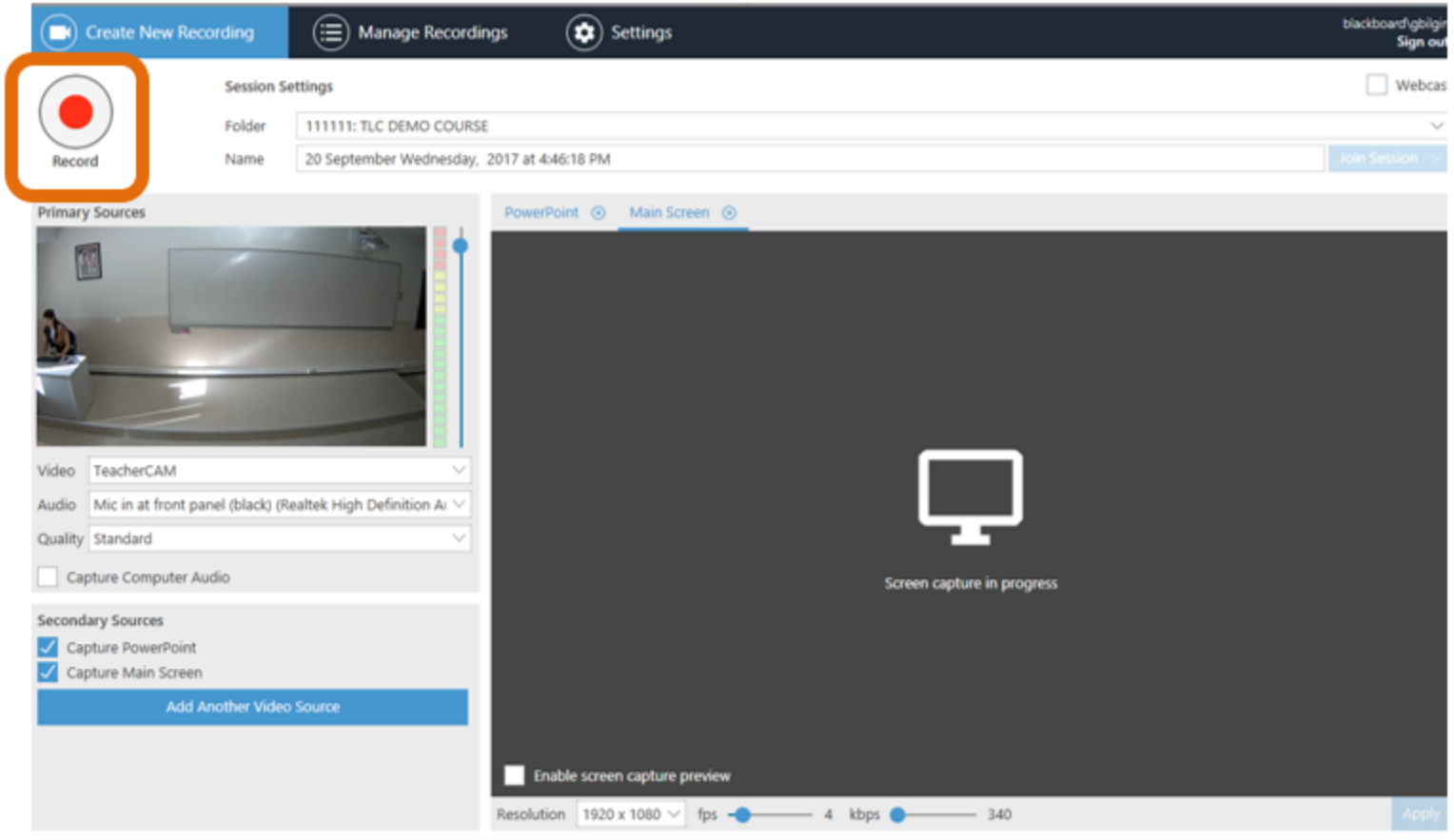
Then, click on ‘Add Another Video Source’.



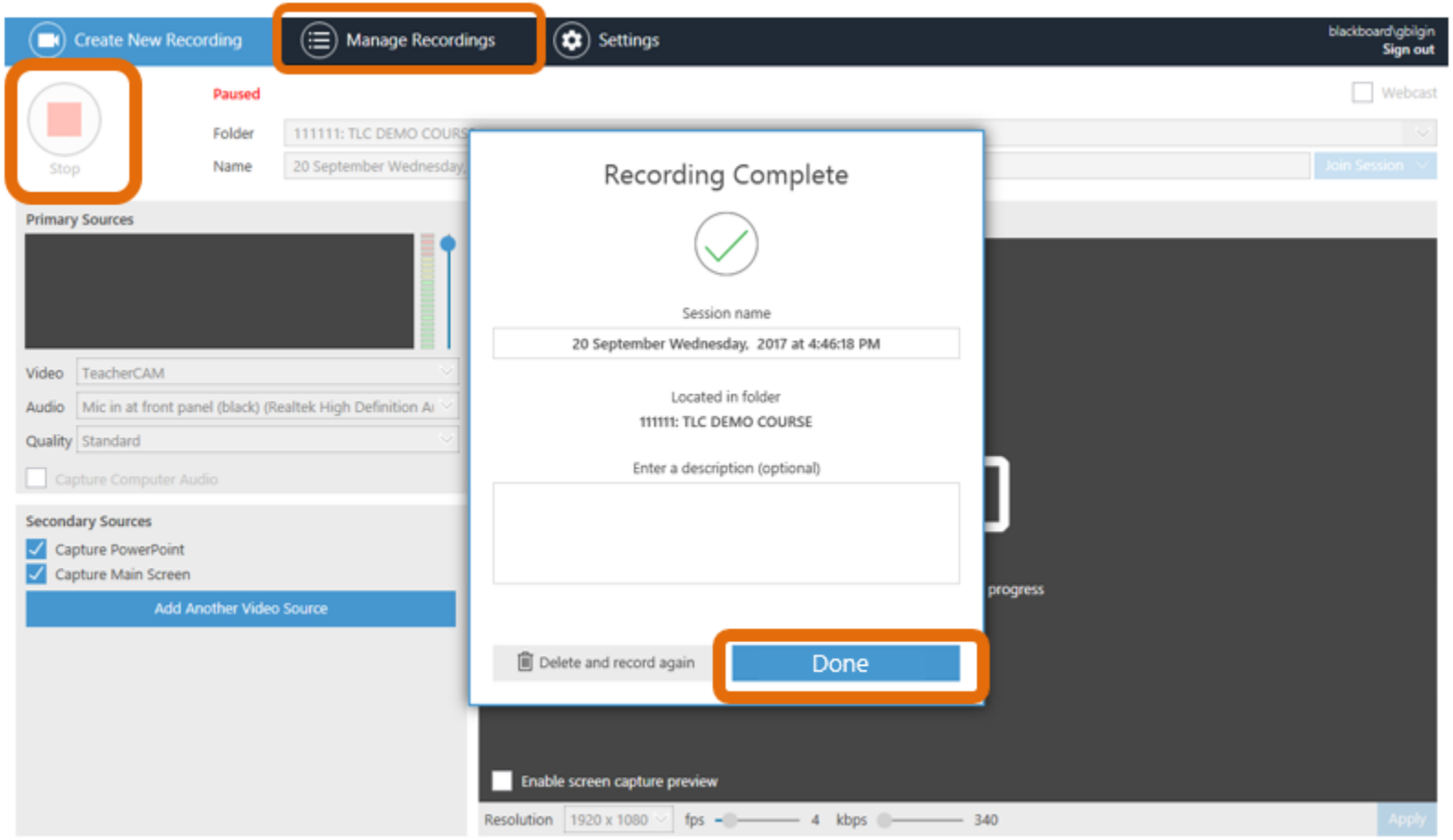
Add StudentCAM as secondary capture source.



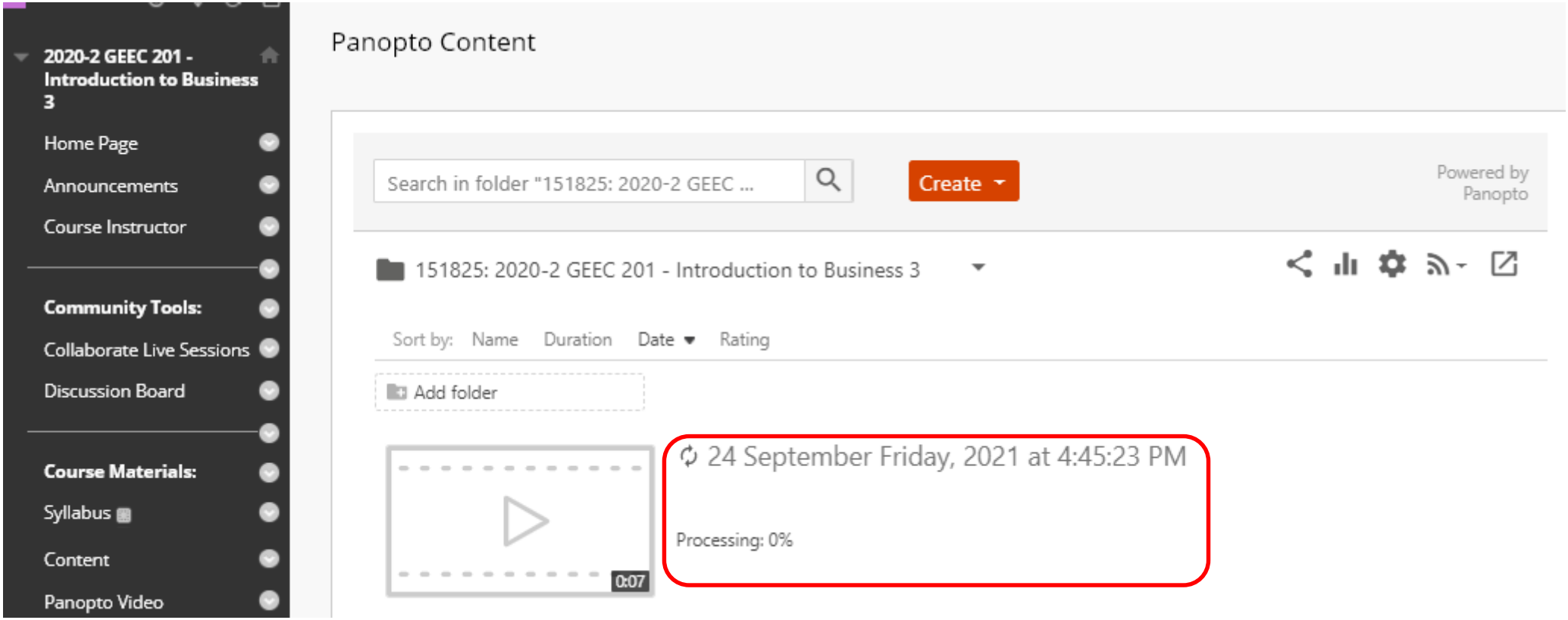
Click on **Record** button and start your recording.



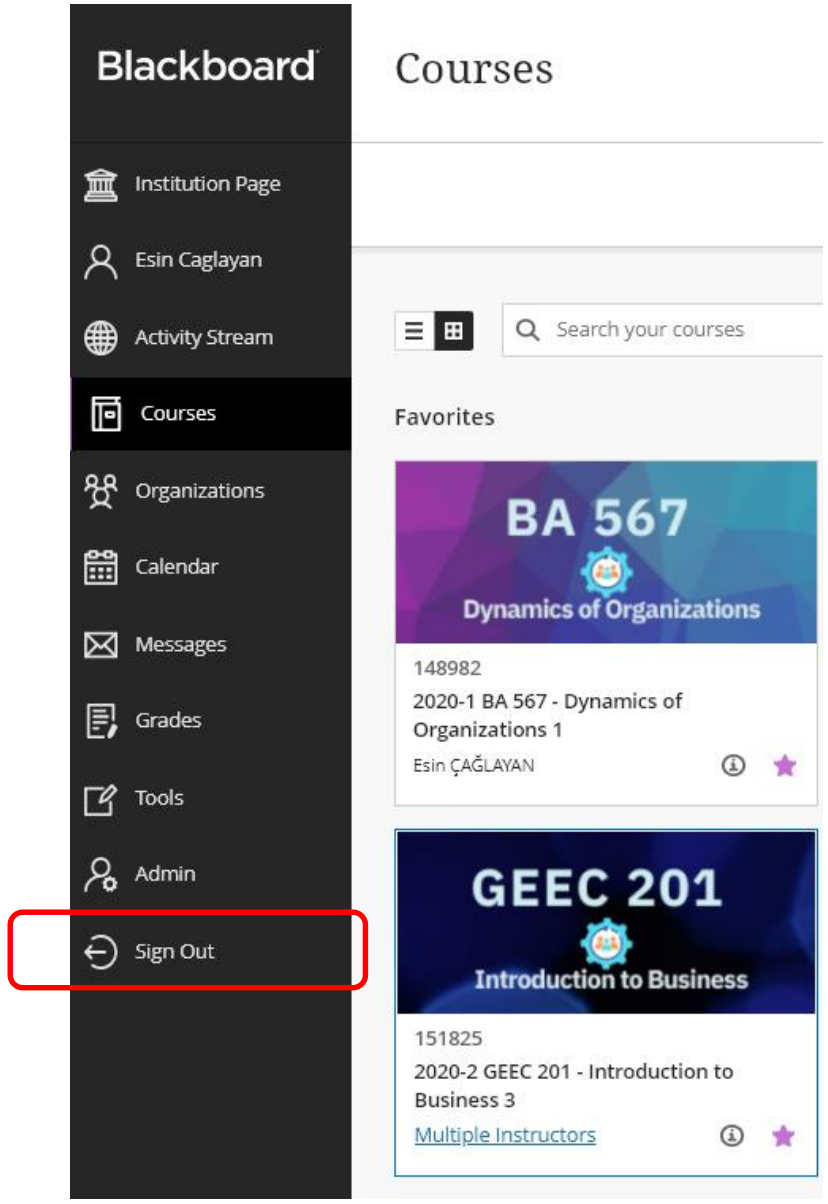
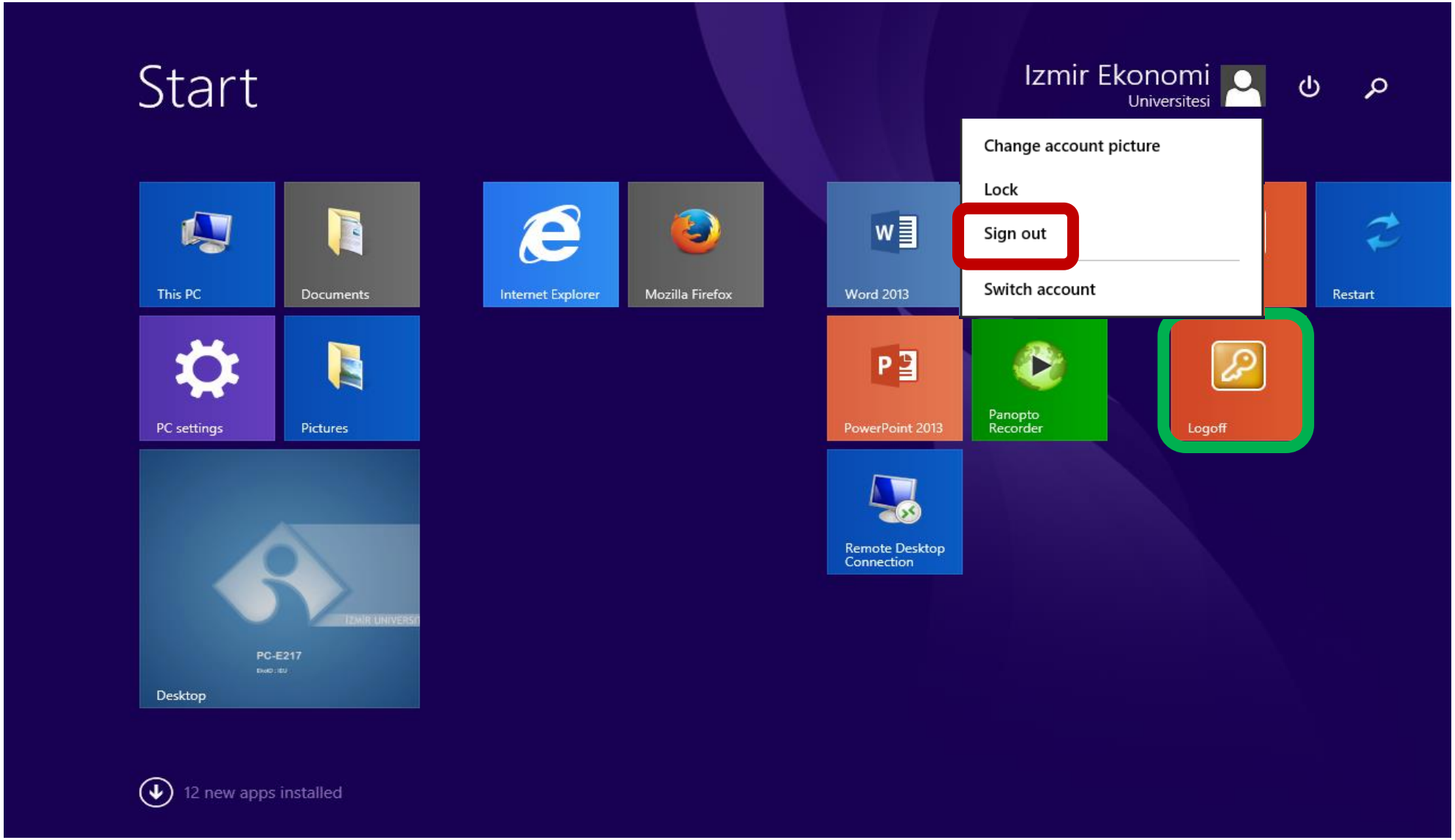
When finished, **STOP** recording. Then click on **DONE** option. If you want to check the status of your video recording, click on **Manage Recordings** panel.



When you go back to your Blackboard course page, you will see the processing status of the recording.



<u>Sign out</u> of Blackboard.



Please **do NOT Shutdown** the computer, but **Sign out.**