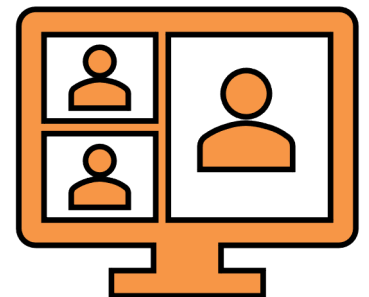


HOW TO RECORD EXAM INVIGILATION SESSIONS IN CLASSROOMS



**TEACHING
LEARNING
CENTER**



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

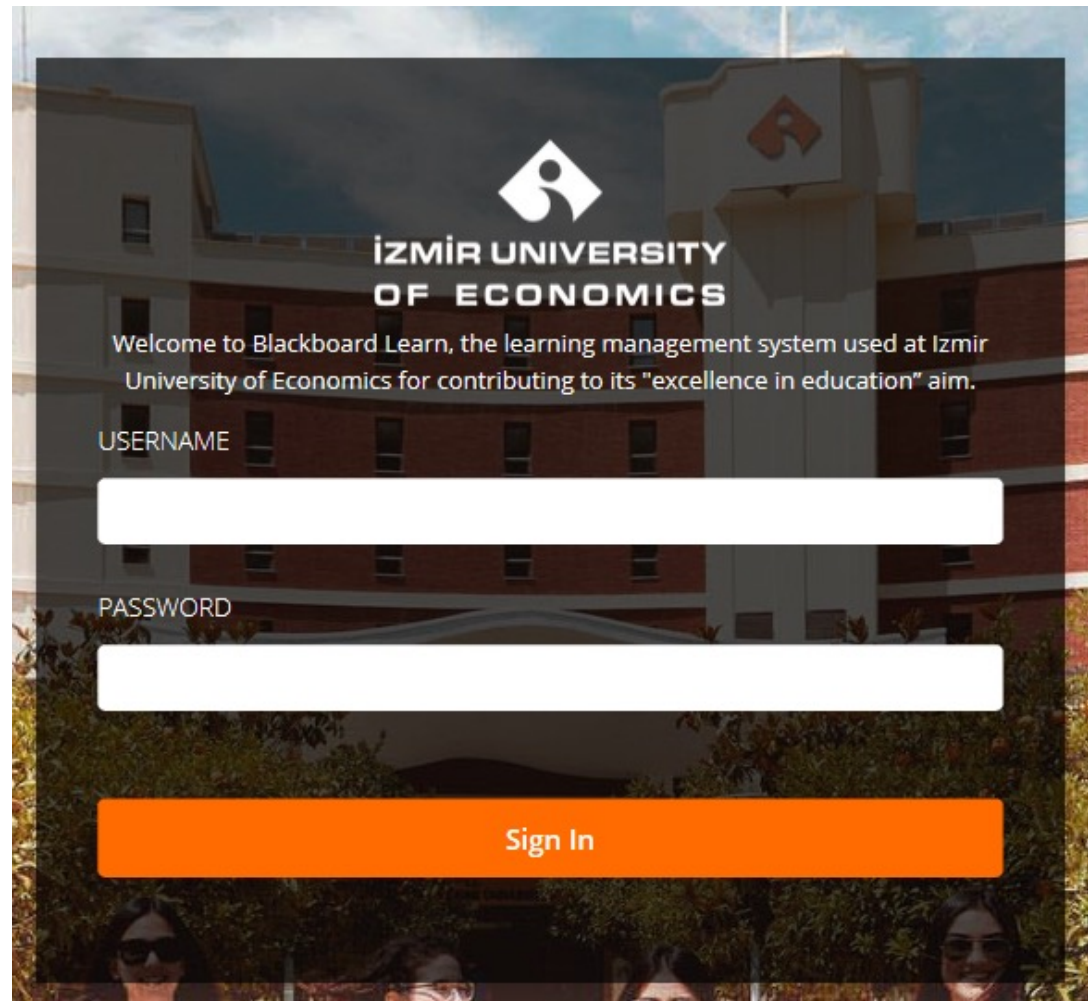
If there is a *listening* part of the exam, please
check that the switch next to the whiteboard
is switched ON



Check that both cables
are plugged in.



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



The image shows the Blackboard login interface for Izmir University of Economics. The background is a photograph of a university building. Overlaid on this is a dark grey semi-transparent box containing the university's logo (a white diamond shape with a stylized figure inside) and the text "İZMİR UNIVERSITY OF ECONOMICS". Below the logo, a welcome message reads: "Welcome to Blackboard Learn, the learning management system used at Izmir University of Economics for contributing to its 'excellence in education' aim." The login form consists of two white input fields: the top one is labeled "USERNAME" and the bottom one is labeled "PASSWORD". Below these fields is a large orange button with the text "Sign In" in white.

**İZMİR UNIVERSITY
OF ECONOMICS**

Welcome to Blackboard Learn, the learning management system used at Izmir University of Economics for contributing to its "excellence in education" aim.

USERNAME

PASSWORD

Sign In

Blackboard

Courses

Institution Page

Activity Stream

Courses

Organisations

Calendar

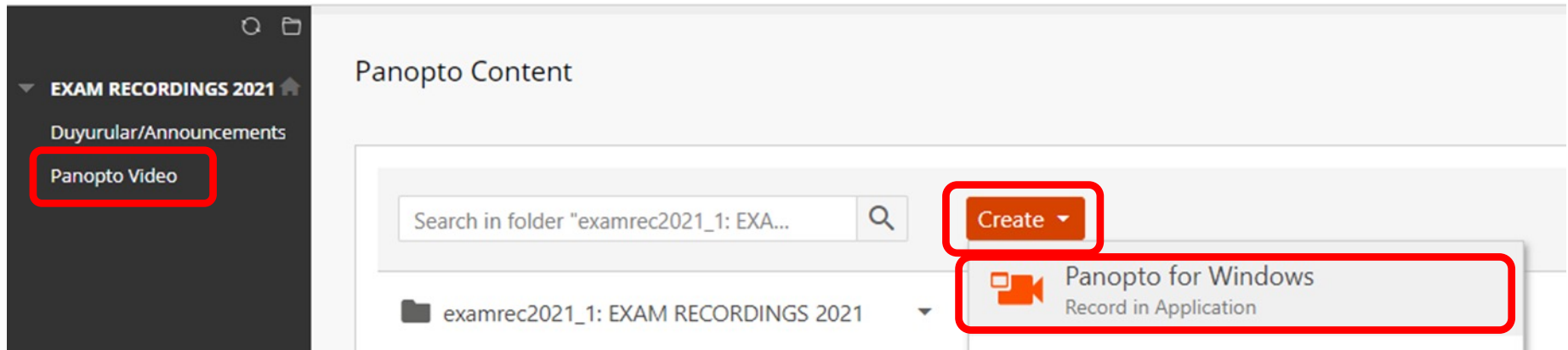
Filter All Courses ▼

Favourites

examrec2021_1
EXAM RECORDINGS 2021 Original Course View
[Multiple Instructors](#) | More info ▼

From the "**Courses**" tab, select the **EXAM RECORDINGS** course.

Click on the **“Panopto Video”** link on the menu.



Click on **“Create”** and then **“Panopto for Windows”**.

Click on **"Open Panopto"**.

↓ Record a new session



Open Panopto

If you have Panopto installed, you can open it from here. If Panopto didn't open, check that you've downloaded and installed the latest version of Panopto below.

Open Panopto

Download Panopto

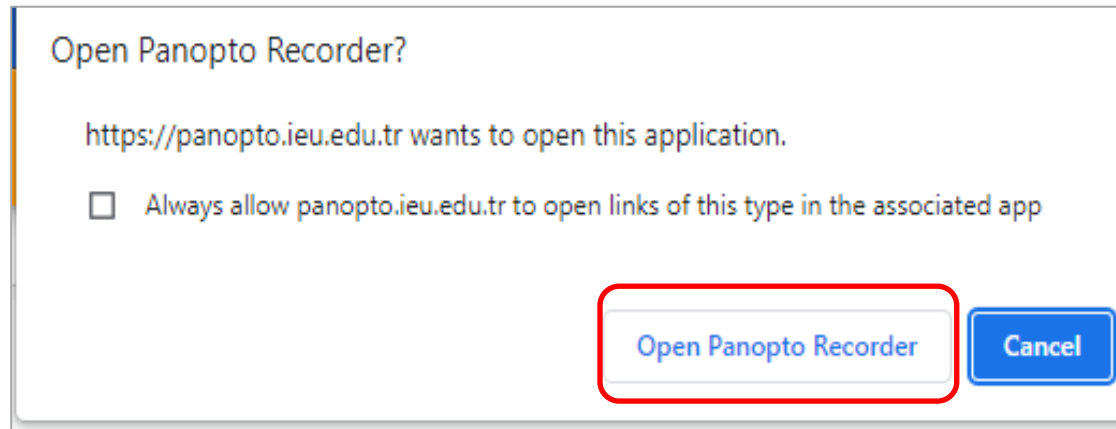
Record PowerPoint, video, and audio presentations. Upload recordings to your Panopto site to share with students and coworkers.

Download Panopto

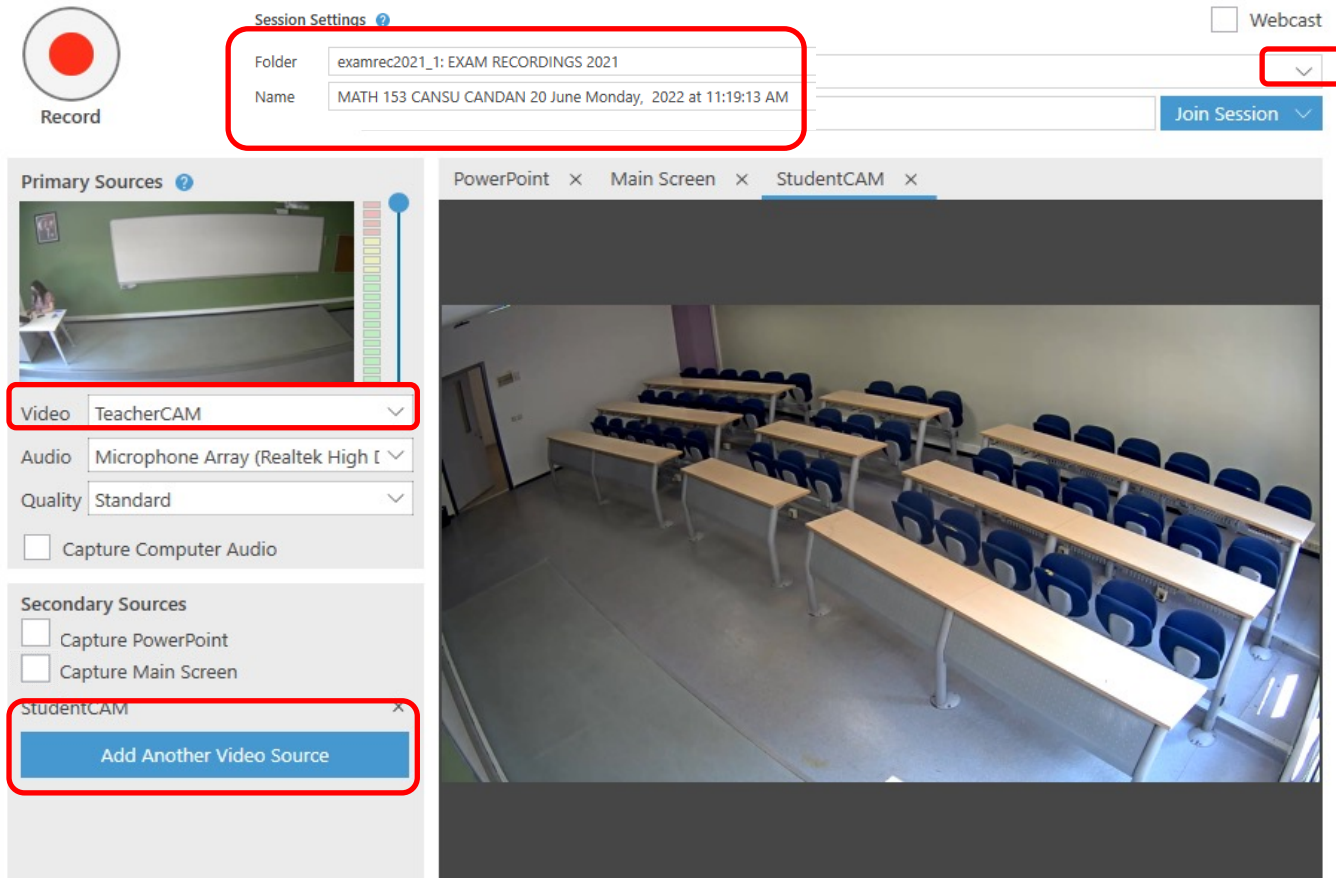
For Windows 10/8.1 64-bit

[Click here for other download options](#)

Click on **"Open Panopto Recorder"** on the dialog box.



- When the Panopto recorder screen appears, check that the folder name is set to “**EXAM RECORDINGS**”
- If not, click on the down arrow and select the EXAM RECORDINGS folder.
- Make sure you add the **COURSE CODE** (e.g., HIST 100, PRA 203, PSY 307) and **YOUR NAME** and then start recording.



Note: Please do **not** edit, delete, share public or any other way, or change settings in the Exam Recordings folder.


Check the audio and video settings.


Uncheck "Capture PowerPoint" and "Capture Main Screen" boxes. Then, click on **"Add Another Video Source"**.

Add **StudentCAM** as secondary capture source.


The screenshot shows the Zoom settings window. At the top, there's a 'Record' button with a red circle icon. To the right, the 'Session Settings' section includes a 'Folder' field with 'examrec2021_1: EXAM RECORDINGS 2021' and a 'Name' field with 'MATH 153 CANSU CANDAN 20 June Monday, 2022 at 11:19:13 AM'. A 'Join Session' button is on the far right. Below this, the 'Primary Sources' section shows a video preview of a classroom and a volume slider. The 'Video' dropdown is set to 'TeacherCAM', 'Audio' to 'Microphone Array (Realtek High I', and 'Quality' to 'Standard'. There's an unchecked checkbox for 'Capture Computer Audio'. The 'Secondary Sources' section has unchecked checkboxes for 'Capture PowerPoint' and 'Capture Main Screen'. A red rectangle highlights the 'StudentCAM' entry and the 'Add Another Video Source' button. The main window shows a preview of the 'StudentCAM' source, displaying a classroom with rows of desks and blue chairs.


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



Record


Session Settings 


☐ Webcast


Folder examrec2021_1: EXAM RECORDINGS 2021 


Name MATH 153 CANSU CANDAN 20 June Monday, 2022 at 11:19:13 AM 


Join Session 

Primary Sources 



Video TeacherCAM 

Audio Microphone Array (Realtek High I 


Quality Standard 

☐ Capture Computer Audio

Secondary Sources

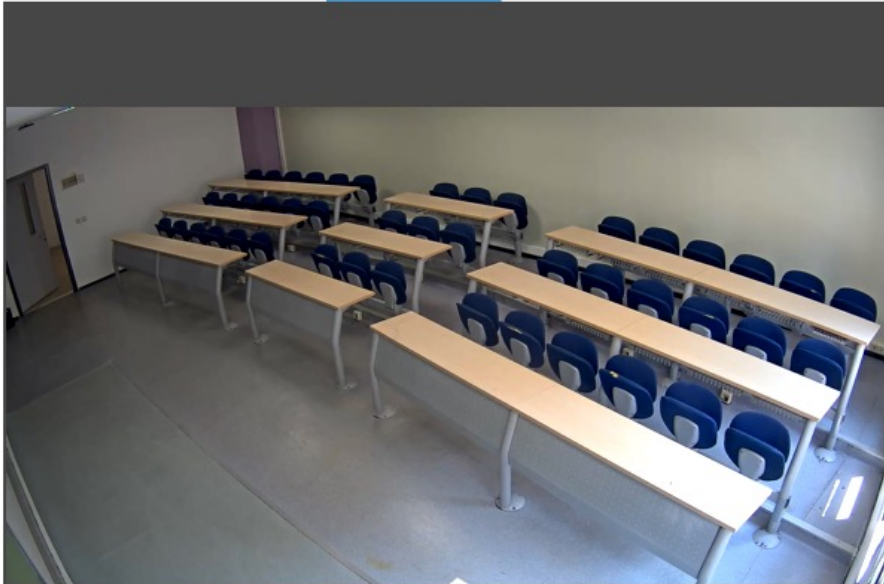
☐ Capture PowerPoint

☐ Capture Main Screen

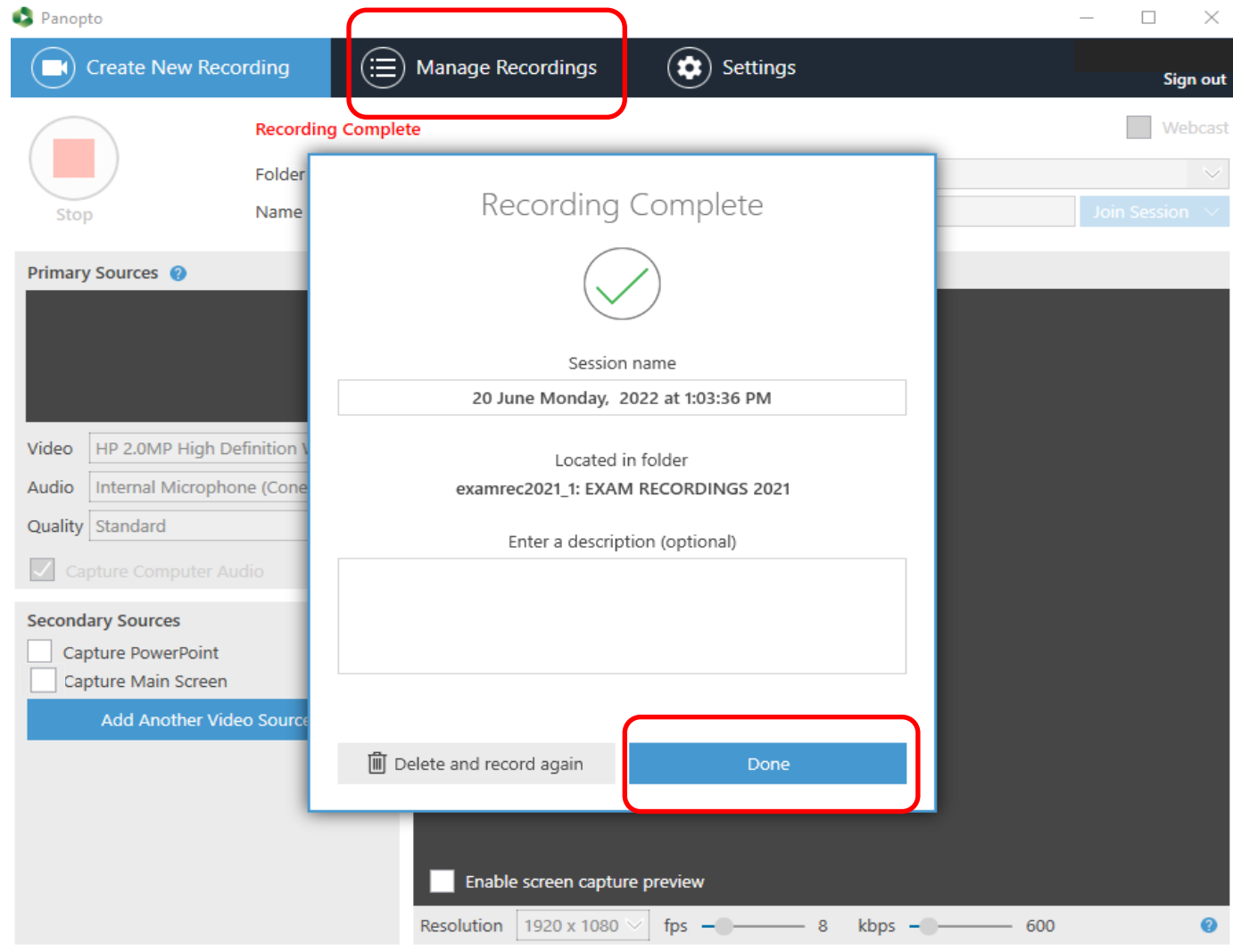
StudentCAM 

Add Another Video Source

PowerPoint x Main Screen x StudentCAM x



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.

The screenshot displays the Blackboard interface for a course page. On the left is a dark sidebar with navigation options: 'EXAM RECORDINGS 2021' (with a home icon), 'Duyurular/Announcements', and 'Panopto Video' (which is highlighted with a red rectangular box). The main content area is titled 'Panopto Content'. It features a search bar with the text 'Search in folder "examrec2021_1: EXA...', a magnifying glass icon, and an orange 'Create' button with a dropdown arrow. Below the search bar is a folder icon and the text 'examrec2021_1: EXAM RECORDINGS 2021' with a dropdown arrow. A sorting section shows 'Sort by: Name Duration Date ▼ Rating'. The main content area displays a video player thumbnail showing a desktop screen with a video recording interface, with a duration of '8:16' in the bottom right corner. To the right of the video player, the text '20 June Monday, 2022 at 10:17:26' is displayed. Below this, a red rectangular box highlights the text 'Processing podcast: 83%'.

EXAM RECORDINGS 2021

Duyurular/Announcements

Panopto Video

Panopto Content

Search in folder "examrec2021_1: EXA...

Create ▼

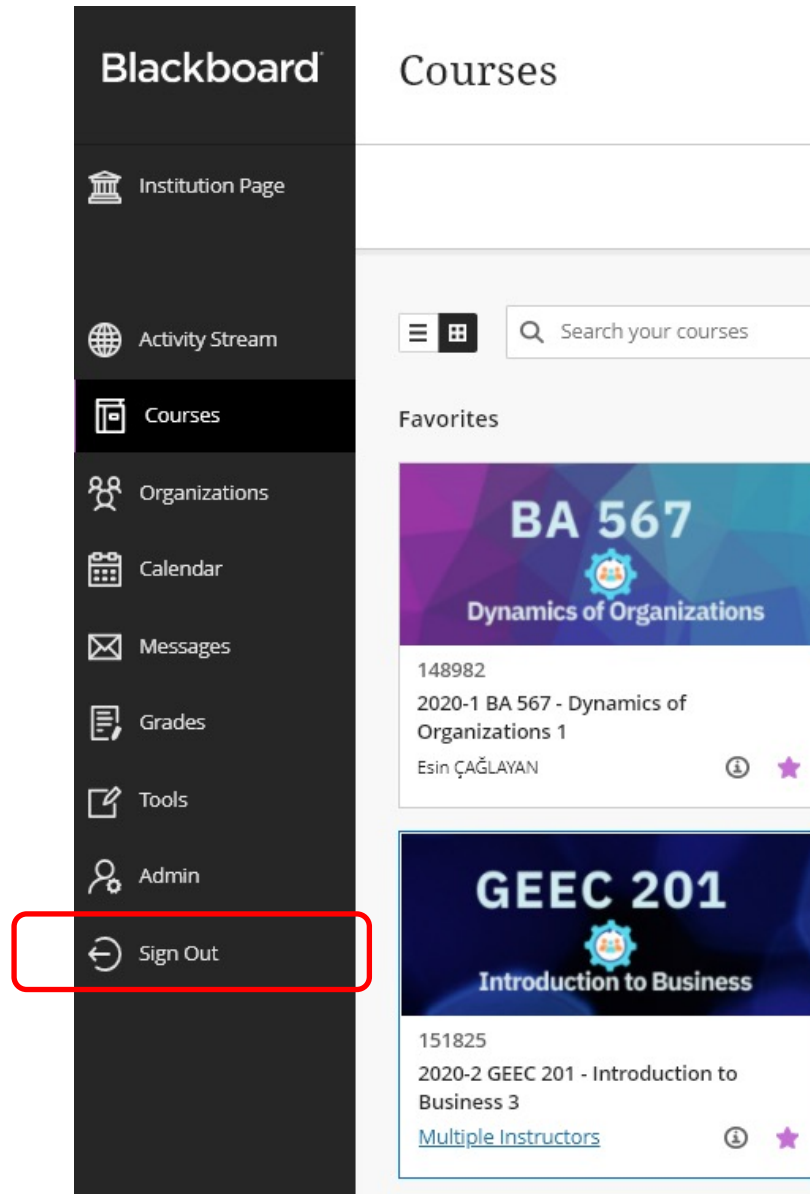
examrec2021_1: EXAM RECORDINGS 2021 ▼

Sort by: Name Duration Date ▼ Rating

20 June Monday, 2022 at 10:17:26

Processing podcast: 83%

Sign out of Blackboard.



The image shows the Blackboard user interface. On the left is a dark sidebar with a list of navigation items. The 'Sign Out' item, represented by a circular arrow icon, is highlighted with a red rectangular box. The main content area on the right is titled 'Courses' and features a search bar, a 'Favorites' section, and two course cards. The first card is for 'BA 567 Dynamics of Organizations' and the second is for 'GEEC 201 Introduction to Business'.

Blackboard Courses

Institution Page

Activity Stream

Courses

Organizations

Calendar

Messages

Grades

Tools

Admin

Sign Out

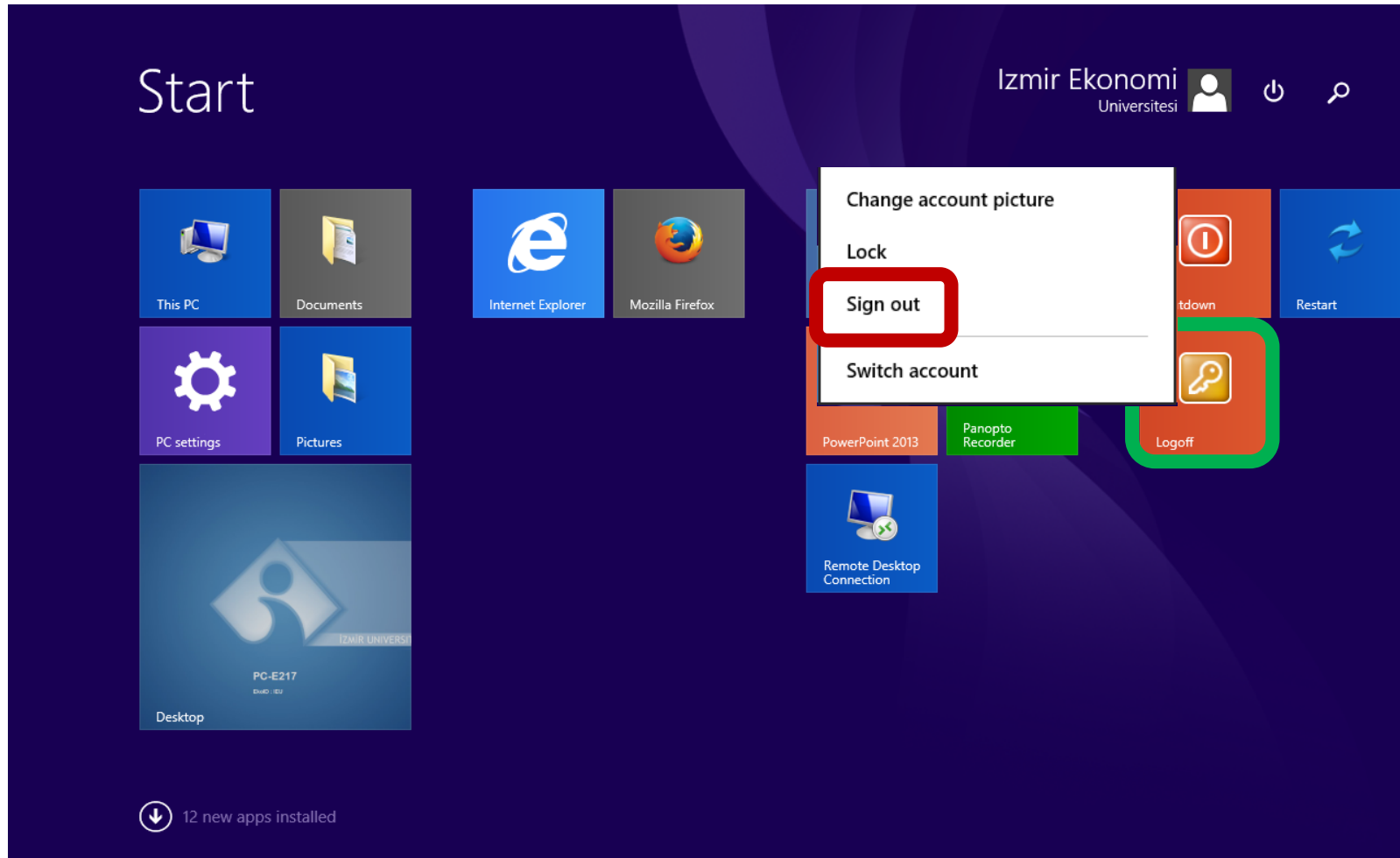
Search your courses

Favorites

BA 567
Dynamics of Organizations
148982
2020-1 BA 567 - Dynamics of Organizations 1
Esin ÇAĞLAYAN

GEEC 201
Introduction to Business
151825
2020-2 GEEC 201 - Introduction to Business 3
[Multiple Instructors](#)

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



If you need any further assistance, please contact the tlc@ieu.edu.tr

If you have technical problems with the equipment and software in the classroom, please send an email to itsupport@ieu.edu.tr