

# 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](http://ieu.blackboard.com))



**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**

The background of the login page features a photograph of a modern university building with a prominent tower and a clock tower, set against a clear blue sky. At the bottom of the image, there is a row of four small, square portrait photos of students wearing sunglasses.

Current Courses ▾

Upcoming Courses →

Search your courses

Filter All Courses ▾

25 items per page

Favorites

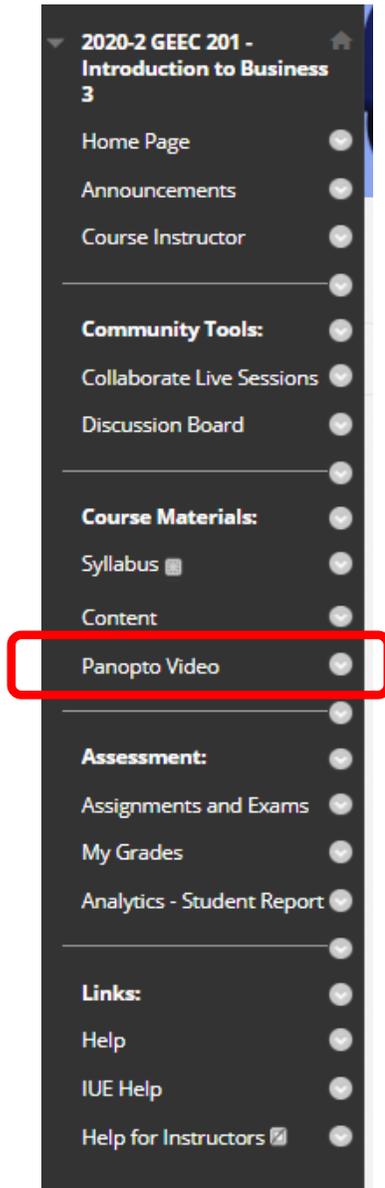
**BA 567**  
Dynamics of Organizations  
148982  
2020-1 BA 567 - Dynamics of Organizations 1  
Esin ÇAĞLAYAN

**EBA 567**  
Dynamics of Organizations  
148999  
2020-1 EBA 567 - Dynamics of Organizations 1  
[Multiple Instructors](#)

**EBA 570**  
Organizational Behavior  
151277  
2020-2 EBA 570 - Organizational Behavior 1  
[Multiple Instructors](#)

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'.

The screenshot displays the Panopto Content interface. On the left is a dark sidebar with navigation options: '2020-2 GEEC 201 - Introduction to Business 3', 'Home Page', 'Announcements', 'Course Instructor', 'Community Tools', 'Collaborate Live Sessions', 'Discussion Board', 'Course Materials', 'Syllabus', 'Content', 'Panopto Video', 'Assessment', 'Assignments and Exams', 'My Grades', and 'Analytics - Student Report'. The main content area is titled 'Panopto Content' and shows a search bar for folder '151825: 2020-2 GEEC ...'. A red box highlights the 'Create' button, with a red arrow labeled '1' pointing to it. A purple box highlights the 'Panopto for Windows' option in the dropdown menu, with a purple arrow labeled '2' pointing to it. Other options in the menu include 'Panopto Capture', 'Upload media', 'Playlist', and 'New Folder'. The main content area also shows a folder '151825: 2020-2 GEEC 201 - Introduction to Business' and a message 'This folder contains no videos.'

# Click on 'Open Panopto'.

Search in folder

## Record a new session

129695:

Sort by: Name

Add folder

This folder is

**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.

**Download Panopto**

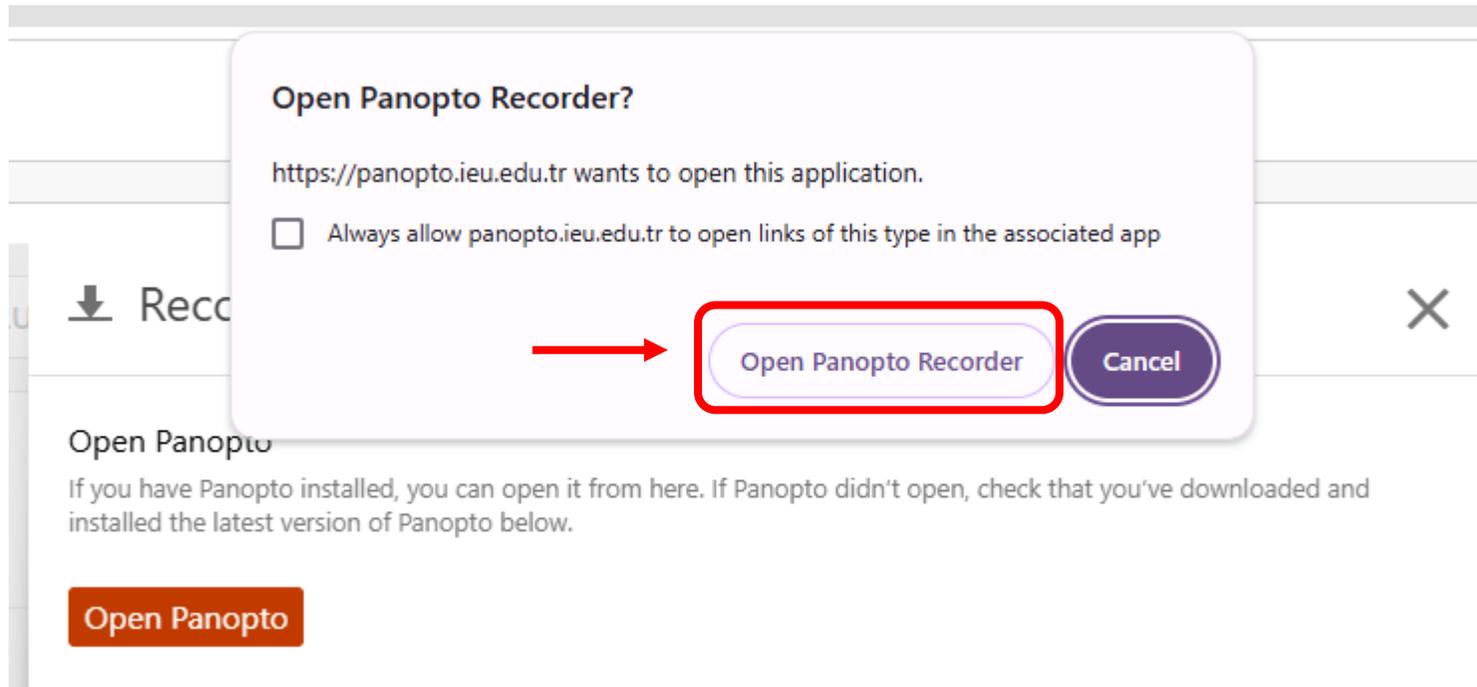
Record PowerPoint, video, and audio presentations. Upload recordings to your Panopto site to share with students and coworkers.

Download Panopto

For Windows 10 and up 64-bit

[Click here for other download options](#)

Click on 'Open Panopto Recorder' on the dialog box.



Check the audio and video settings.

Uncheck 'Capture PowerPoint' box if you do not have a powerpoint in that class.

Then, click on 'Add Another Video Source'.

The screenshot displays the Blackboard recording interface. At the top, there are navigation buttons: 'Create New Recording', 'Manage Recordings', and 'Settings'. The user is logged in as 'blackboard/gblgr' and can 'Sign out'. A 'Record' button is visible on the left. The 'Session Settings' section shows the folder '11111: TLC DEMO COURSE' and the name '20 September Wednesday, 2017 at 4:46:18 PM'. A 'Join Session' button is on the right. Below this, the 'Primary Sources' section shows a video preview of a classroom. The 'Video' dropdown is set to 'TeacherCAM', 'Audio' to 'Mic in at front panel (black) (Realtek High Definition A...', and 'Quality' to 'Standard'. There is an unchecked checkbox for 'Capture Computer Audio'. The 'Secondary Sources' section has two checked checkboxes: 'Capture PowerPoint' and 'Capture Main Screen'. A blue button labeled 'Add Another Video Source' is highlighted with an orange box. The main recording area shows 'PowerPoint' and 'Main Screen' tabs, a monitor icon, and the text 'Screen capture in progress'. At the bottom, there are settings for 'Resolution' (1920 x 1080), 'fps' (4), and 'kbps' (340), along with an 'Apply' button.

blackboard/gbilgin  
Sign out

Create New Recording Manage Recordings Settings

Record

Session Settings

Folder 111111: TLC DEMO COURSE

Name 20 September Wednesday, 2017 at 4:46:18 PM

Webcast

Join Session

Primary Sources



Video TeacherCAM

Audio Mic in at front panel (black) (Realtek High Definition Au

Quality Standard

Capture Computer Audio

Secondary Sources

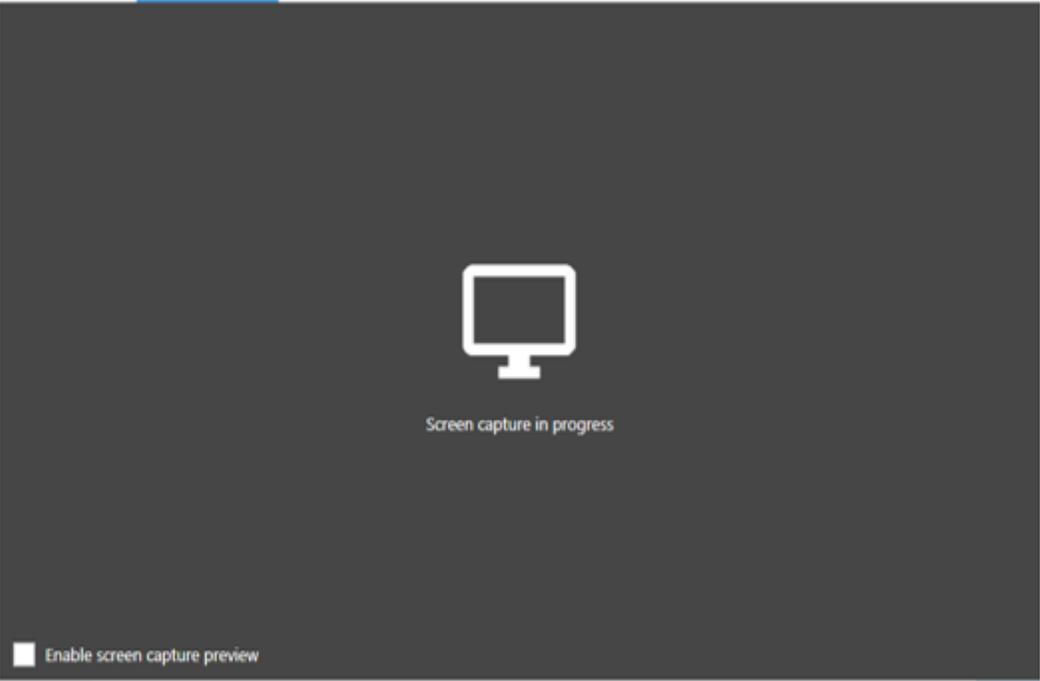
- Capture PowerPoint
- Capture Main Screen

None Cancel

None

StudentCAM

PowerPoint Main Screen



Screen capture in progress

Enable screen capture preview

Resolution 1920 x 1080 fps 4 kbps 340

Apply

**Add StudentCAM as secondary capture source.**

**It is very important to name your Panopto videos. They must include the COURSE CODE (for example, HIST 100, PRA 203, PSY 307) and a brief description of the topic discussed in the video.**

blackboard/gblgin  
Sign out

Create New Recording Manage Recordings Settings

Session Settings  Webcast

Folder 111111: TLC DEMO COURSE

Name 20 September Wednesday, 2017 at 4:46:18 PM [Join Session](#)

Record

Primary Sources

Video TeacherCAM

Audio Mic in front panel (black) (Realtek High Definition Ai

Quality Standard

## Video Naming Examples

**GEHU 209 (6):SESSION III: THE STORY OF TROY AND ILIAD OF HOMEROS, OCTOBER 20, 2024**  
□ 176725: 2024-1 GEHU 209 - History of Civilization I 6

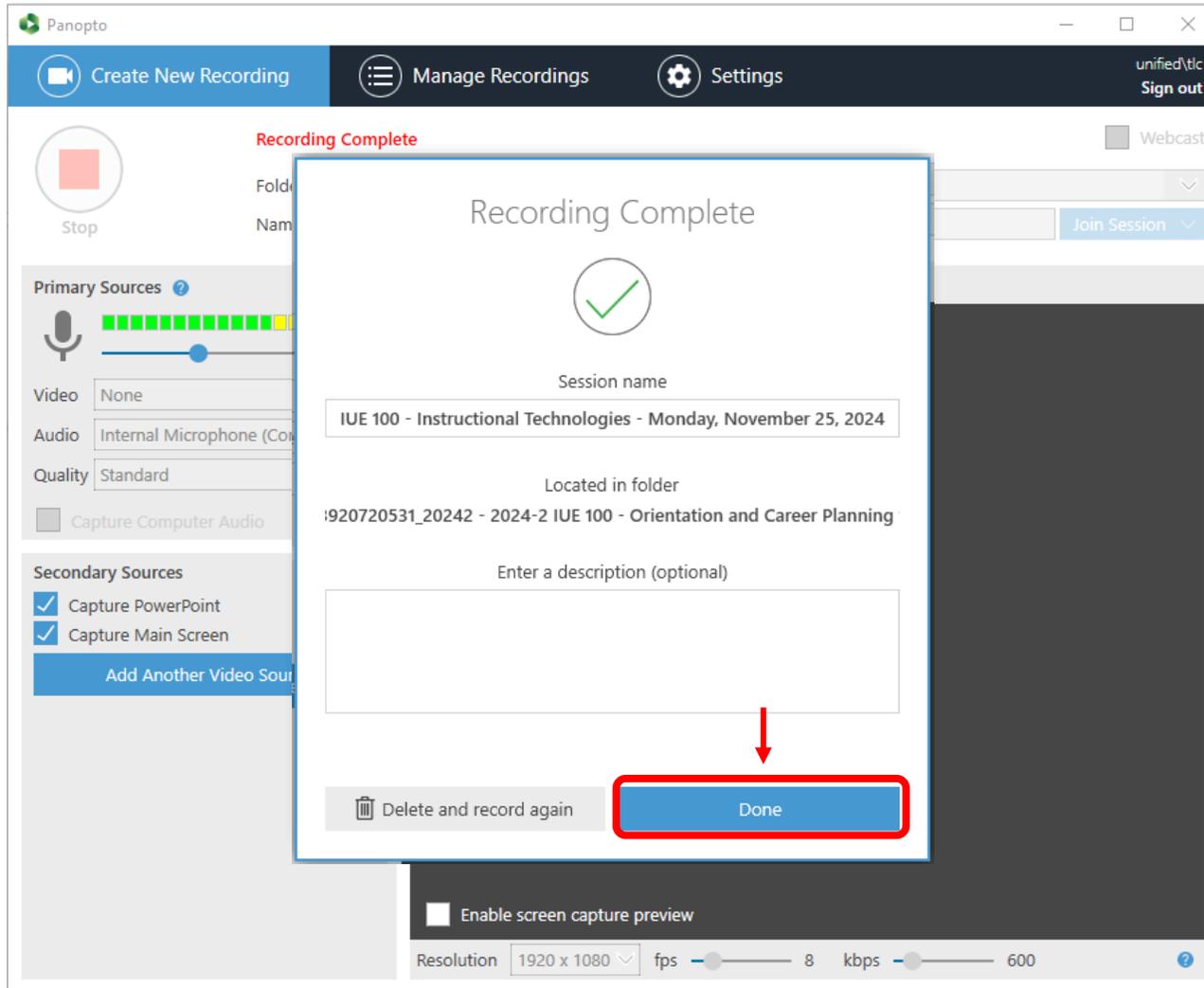
**BA 255 Section 2 Lecture 13 Thursday, December 19, 2024 at 1:06:15 PM**  
□ 37290\_20241: 2024-1 BA 255 - Management Sciences 1

**HSP 202-Healthcare Law(1)-Zeynep Şişli Thursday, March 14, 2024 at 3:48:41 PM**

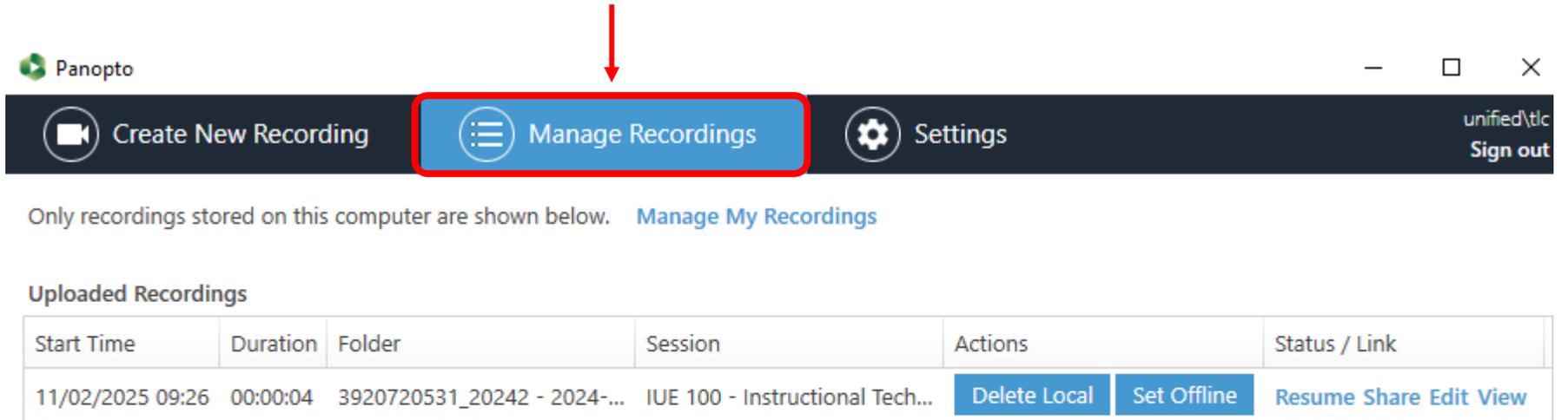
Click on **Record** button and start your recording.

The screenshot displays the Blackboard recording interface. At the top, there is a navigation bar with three main sections: "Create New Recording" (highlighted in blue), "Manage Recordings", and "Settings". On the far right of this bar, the user's name "blackboard/gblgr" and a "Sign out" link are visible. Below the navigation bar, the "Record" button is prominently displayed as a red circle with a white center, enclosed in an orange square highlight. To the right of the "Record" button, the "Session Settings" section includes a "Webcam" checkbox, a "Folder" dropdown menu set to "111111: TLC DEMO COURSE", and a "Name" field containing "20 September Wednesday, 2017 at 4:46:18 PM". A "Join Session" button is located to the right of the name field. The main interface is divided into two primary areas. On the left, the "Primary Sources" section features a video preview window showing a classroom scene with a whiteboard and a person at a desk. Below the preview are dropdown menus for "Video" (TeacherCAM), "Audio" (Mic in at front panel (black) (Realtek High Definition A)), and "Quality" (Standard). There is also a checkbox for "Capture Computer Audio". The "Secondary Sources" section below has checkboxes for "Capture PowerPoint" and "Capture Main Screen", both of which are checked. A blue button labeled "Add Another Video Source" is positioned below these options. The right side of the interface is a large dark gray area representing the screen capture. It features a white monitor icon in the center with the text "Screen capture in progress" below it. At the bottom of this area, there is a checkbox for "Enable screen capture preview" and a status bar showing "Resolution 1920 x 1080", "fps" (with a slider), "4 kbps" (with a slider), and "340". An "Apply" button is located at the bottom right of the screen capture area.

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.



If you want to check the status of your video recording, click on **Manage Recordings** panel.



The screenshot shows the Panopto application window. The title bar includes the Panopto logo, the text 'Panopto', and window control buttons (minimize, maximize, close). The main navigation bar is dark blue and contains three buttons: 'Create New Recording' (with a video camera icon), 'Manage Recordings' (with a list icon, highlighted with a red box and a red arrow pointing to it), and 'Settings' (with a gear icon). On the right side of the navigation bar, the user's name 'unified\tlc' and 'Sign out' are visible. Below the navigation bar, a message states 'Only recordings stored on this computer are shown below.' followed by a link 'Manage My Recordings'. Underneath, the section 'Uploaded Recordings' is displayed, containing a table with recording details.

Start Time	Duration	Folder	Session	Actions	Status / Link
11/02/2025 09:26	00:00:04	3920720531_20242 - 2024-...	IUE 100 - Instructional Tech...	<a href="#">Delete Local</a> <a href="#">Set Offline</a>	<a href="#">Resume</a> <a href="#">Share</a> <a href="#">Edit</a> <a href="#">View</a>

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

The screenshot displays a Blackboard course interface. At the top, there is a search bar with the text "Search in folder '3920720531\_20242 - 2024-2 IUE 100 - Orientation and ...'" and a red "Create" button. Below this, a folder icon is followed by the text "3920720531\_20242 - 2024-2 IUE 100 - Orientation and Career Planning 1". Underneath, sorting options are listed: "Sort by: Name Duration Date Rating". A dashed box labeled "Add folder" is visible. The main content area shows a recording card with a grey background and a "0:13" duration indicator. To the right of the card, the recording title "IUE 100 - Instructional Technologies - 25 November 2024 at 09:41:36" and its status "Processing: 0%" are displayed. A red rounded rectangle highlights the title and status text, with a red arrow pointing upwards to the "Processing: 0%" text.

Search in folder "3920720531\_20242 - 2024-2 IUE 100 - Orientation and ..."

+ Create

3920720531\_20242 - 2024-2 IUE 100 - Orientation and Career Planning 1

Sort by: Name Duration Date Rating

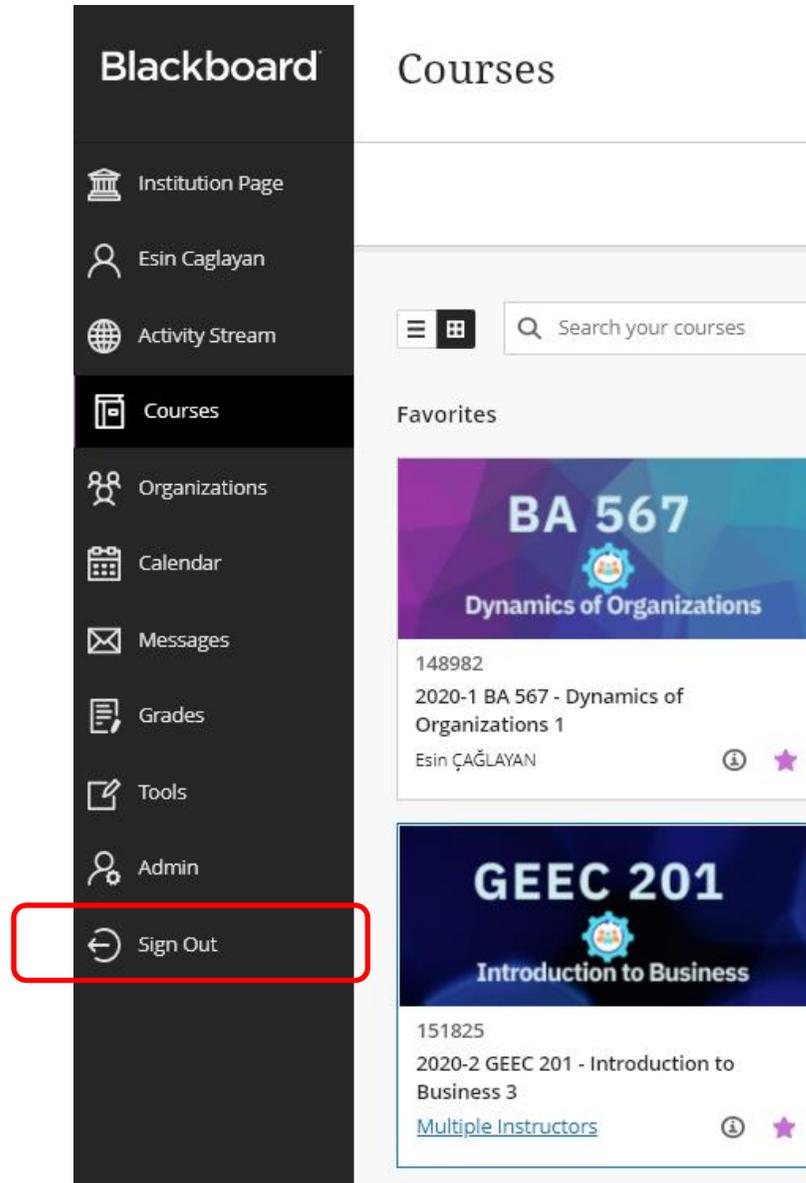
Add folder

IUE 100 - Instructional Technologies - 25 November 2024 at 09:41:36

Processing: 0%

0:13

## Sign out of Blackboard.



The image shows a screenshot of the Blackboard user interface. On the left is a dark sidebar with a white 'Blackboard' logo at the top. Below the logo are several menu items, each with an icon and text: 'Institution Page' (building icon), 'Esin Caglayan' (person icon), 'Activity Stream' (globe icon), 'Courses' (book icon), 'Organizations' (group of people icon), 'Calendar' (calendar icon), 'Messages' (envelope icon), 'Grades' (document icon), 'Tools' (pencil icon), 'Admin' (person icon), and 'Sign Out' (logout icon). The 'Sign Out' option is highlighted with a red rectangular box. The main content area on the right is titled 'Courses' and features a search bar with the text 'Search your courses'. Below the search bar is a 'Favorites' section containing two course cards. The first card is for 'BA 567 Dynamics of Organizations' with ID 148982, taught by 'Esin ÇAĞLAYAN'. The second card is for 'GEEC 201 Introduction to Business' with ID 151825, taught by 'Multiple Instructors'. Both cards include an information icon and a star icon.

**Blackboard**

**Courses**

Institution Page

Esin Caglayan

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**.

