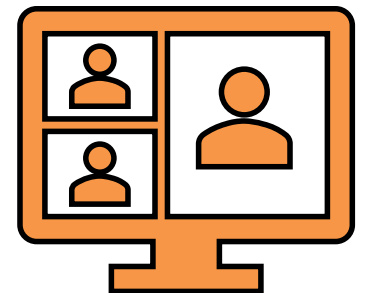


HOW TO RECORD EXAM INVIGILATION SESSIONS IN CLASSROOMS



**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.



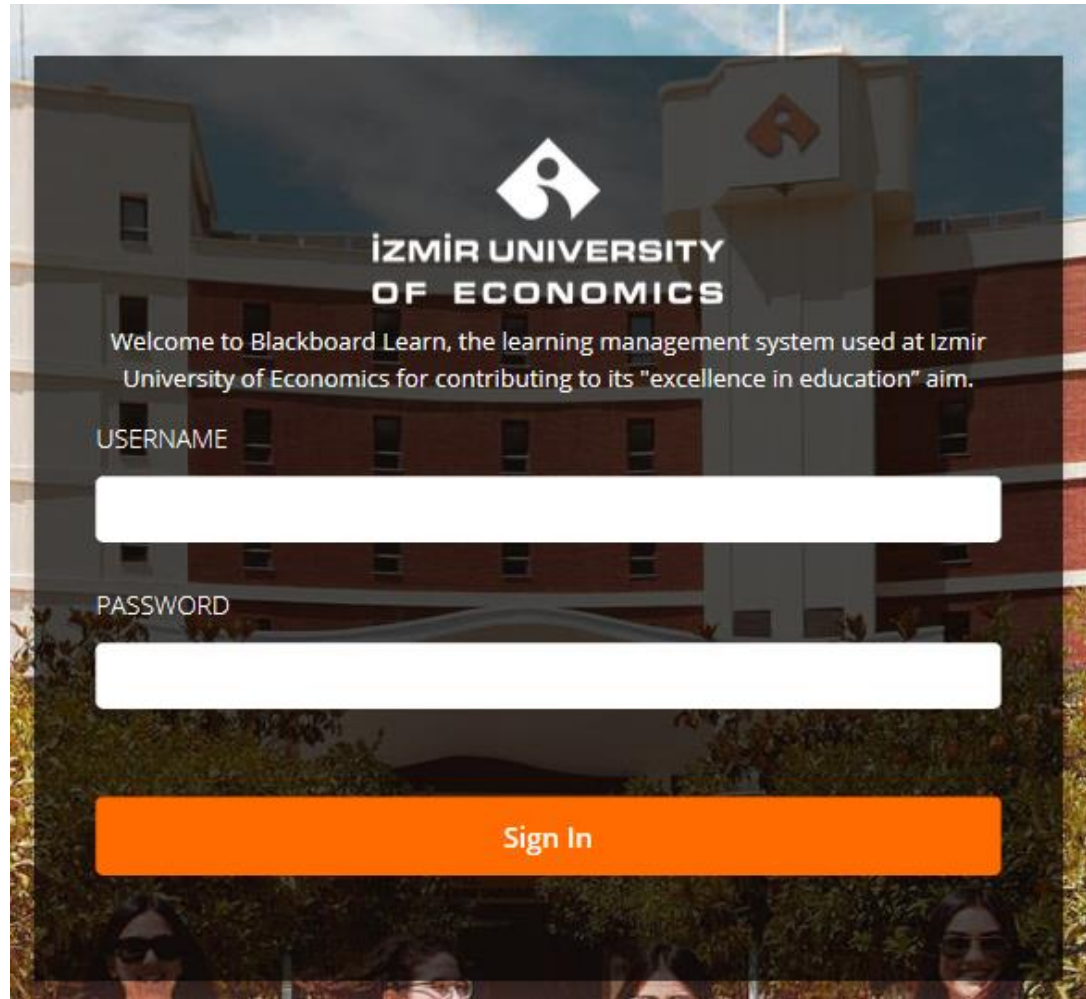
E BLOCK

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 username and password to log in.



The image shows the login page for Blackboard Learn at Izmir University of Economics. The page features a dark background with a white logo at the top center, consisting of a stylized 'i' and 'e' inside a diamond shape. Below the logo, the text 'İZMİR UNIVERSITY OF ECONOMICS' is displayed in white. A welcome message follows: 'Welcome to Blackboard Learn, the learning management system used at Izmir University of Economics for contributing to its "excellence in education" aim.' Below this, there are two white input fields: the first is labeled 'USERNAME' and the second is labeled 'PASSWORD'. At the bottom, there is a prominent orange button with the text 'Sign In' in white. The background of the page is a photograph of a modern university building with a clock tower, and a group of students is visible at the bottom.

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

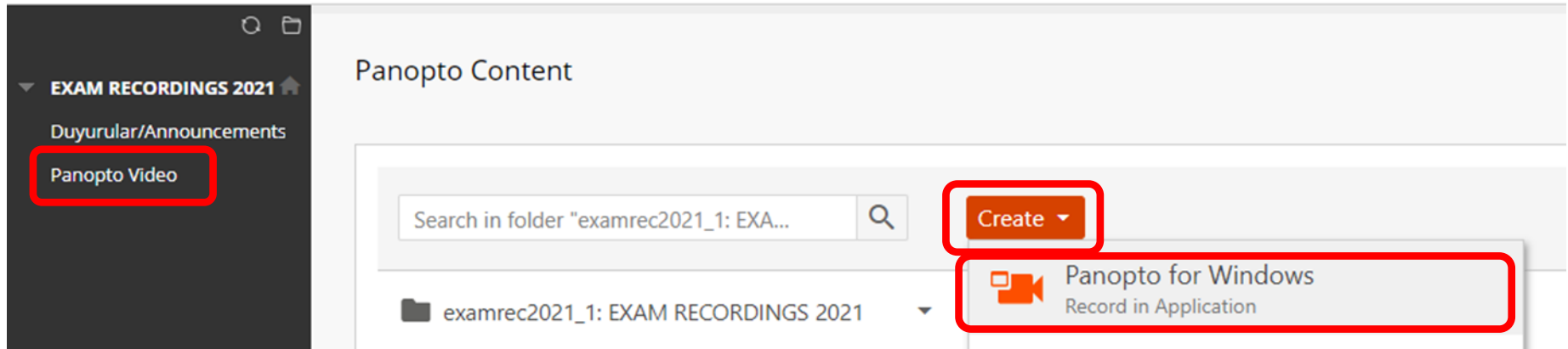
PASSWORD

Sign In

The image shows a Blackboard interface. On the left is a dark sidebar with the Blackboard logo at the top. Below the logo are several menu items: 'Institution Page' (with a building icon), a person icon, 'Activity Stream' (with a globe icon), 'Courses' (with a book icon and a red box around it), 'Organisations' (with a group of people icon), and 'Calendar' (with a calendar icon). The main content area is titled 'Courses'. It features a search bar with a magnifying glass icon and a close button (X). To the right of the search bar is a 'Filter' dropdown menu currently set to 'All Courses'. Below the search bar is a 'Favourites' section. A red box highlights a course entry in this section: 'examrec2021_1' followed by 'EXAM RECORDINGS 2021 Original Course View'. Below the course name are two links: 'Multiple Instructors' (in blue) and 'More info' (with a downward arrow).

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

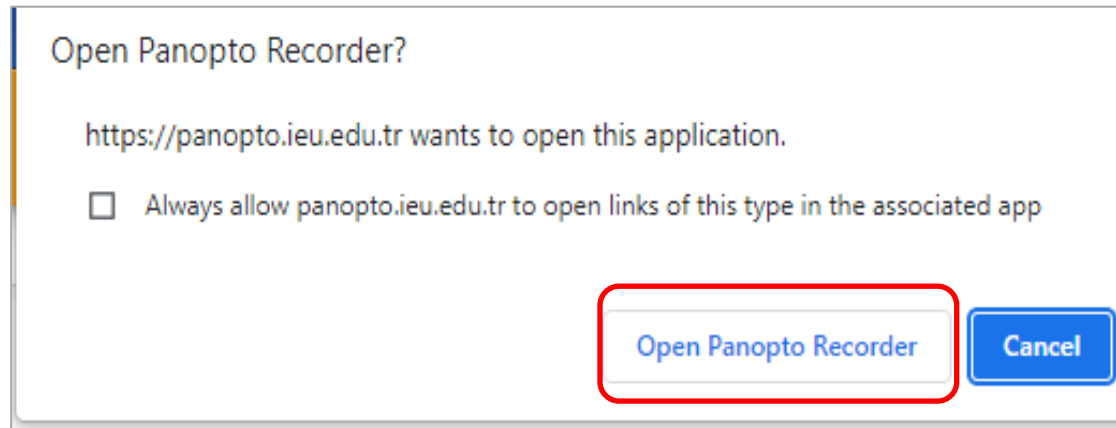
Record PowerPoint, video, and audio presentations. Upload recordings to your Panopto site to share with students and coworkers.

Download Panopto

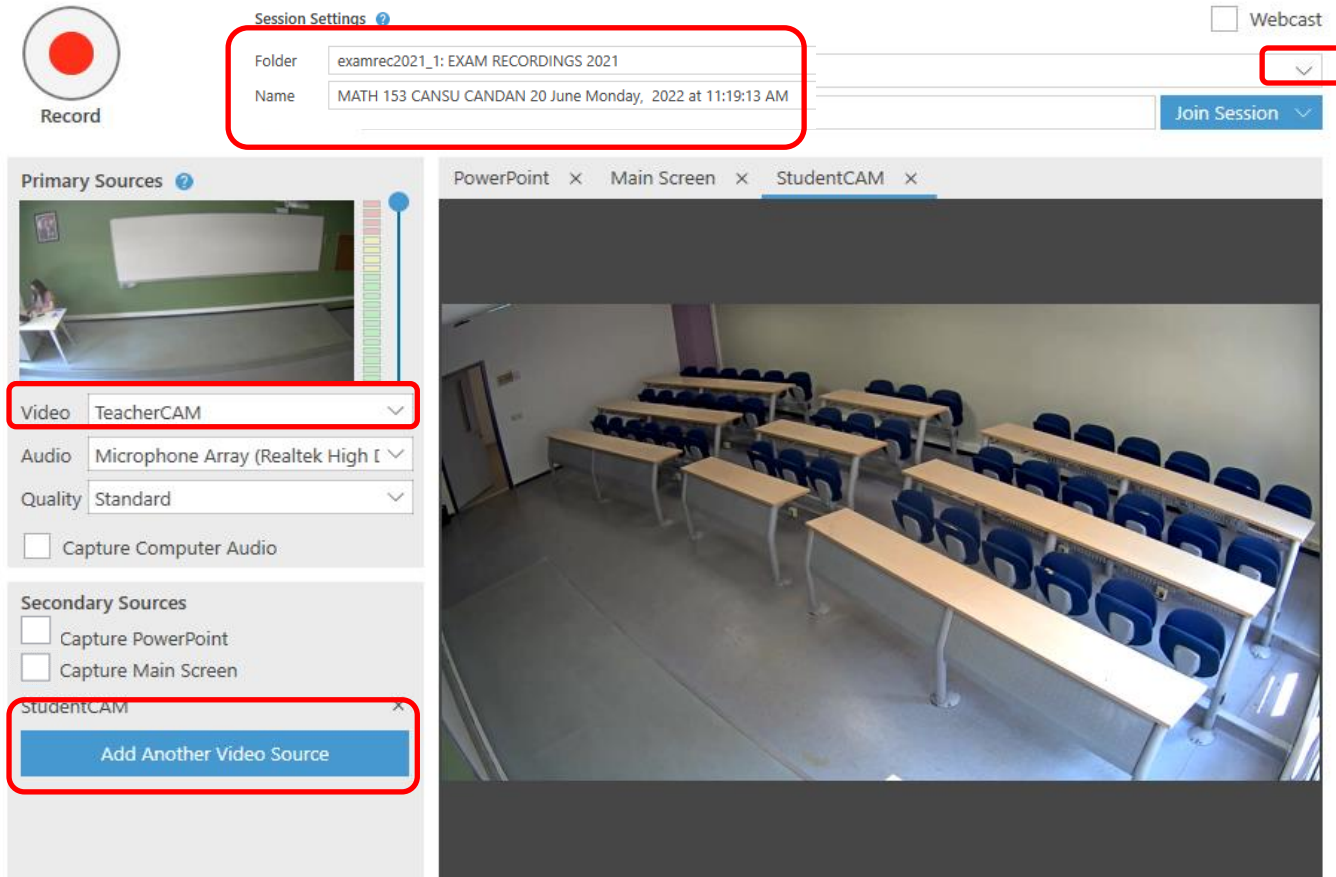
For Windows 10/8.1 64-bit

[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.

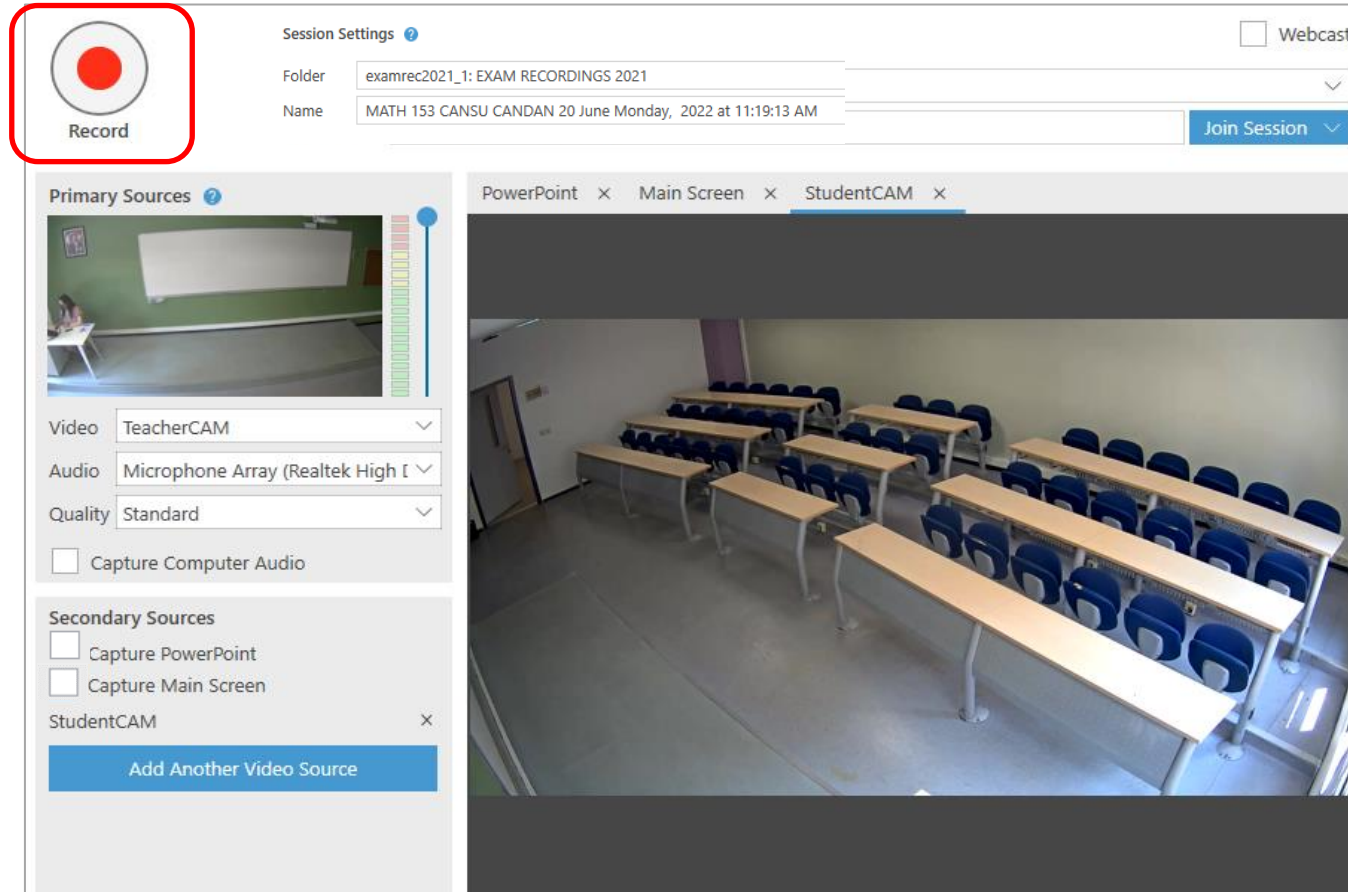
The screenshot displays the 'Session Settings' window of a recording application. At the top left is a red circular 'Record' button. The 'Session Settings' section includes a 'Folder' field with the value 'examrec2021_1: EXAM RECORDINGS 2021' and a 'Name' field with the value 'MATH 153 CANSU CANDAN 20 June Monday, 2022 at 11:19:13 AM'. A 'Webcast' checkbox is present and unchecked. A 'Join Session' button is located at the bottom right of the settings area.

Below the settings is a 'Primary Sources' section. It features a video preview window showing a classroom scene. The 'Video' dropdown is set to 'TeacherCAM', 'Audio' to 'Microphone Array (Realtek High I', and 'Quality' to 'Standard'. There is an unchecked checkbox for 'Capture Computer Audio'.

The 'Secondary Sources' section contains two unchecked checkboxes: 'Capture PowerPoint' and 'Capture Main Screen'. Below these, a 'StudentCAM' source is listed with a close button (X). A blue button labeled 'Add Another Video Source' is highlighted with a red rectangular box.

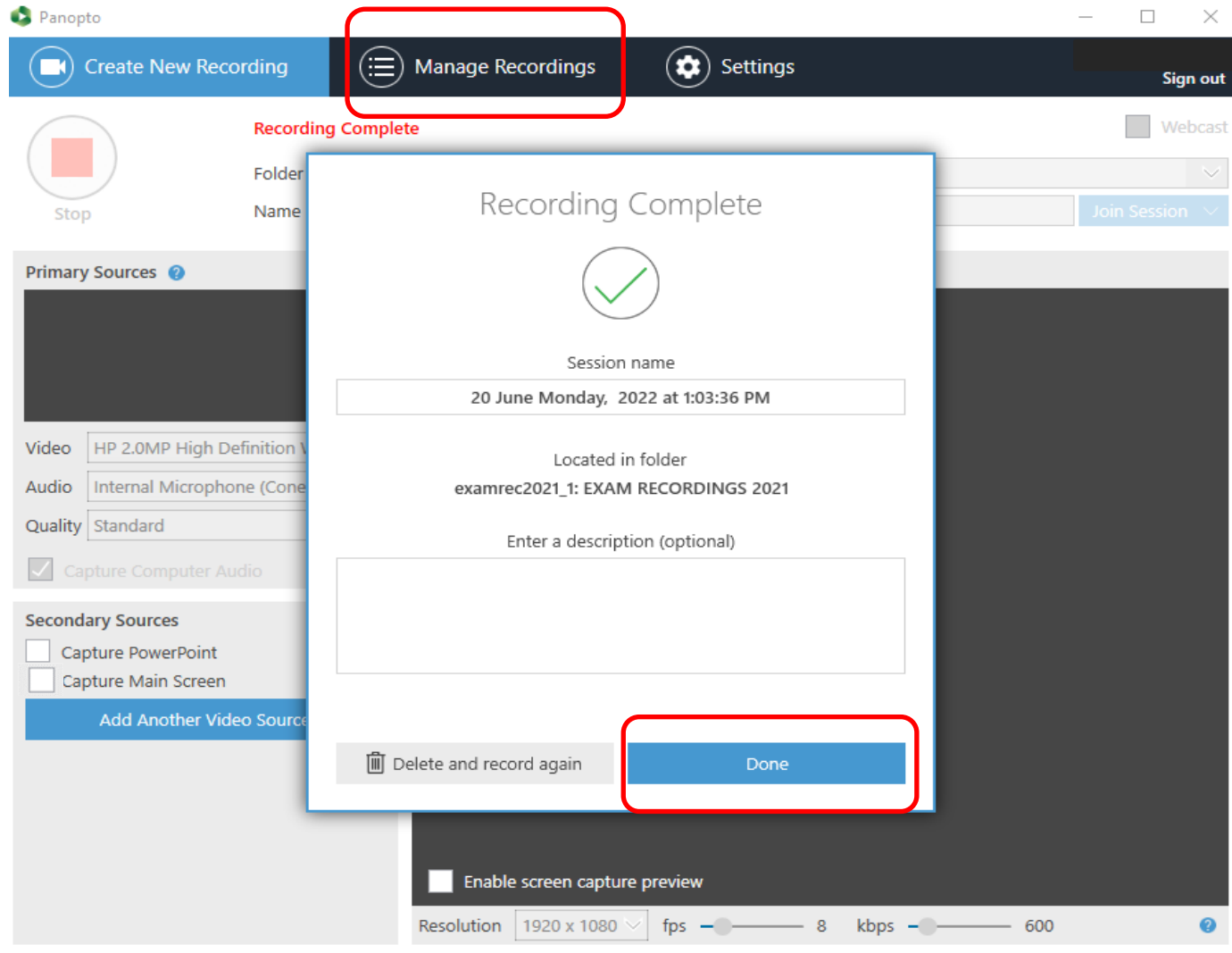
On the right side of the interface, there are three tabs: 'PowerPoint', 'Main Screen', and 'StudentCAM'. The 'StudentCAM' tab is active, displaying a large video preview window showing a classroom with rows of desks and blue chairs.

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



The screenshot shows a recording software interface. At the top left, a red circle highlights a button with a red dot in the center and the word "Record" below it. To the right of this button is the "Session Settings" section, which includes a "Webcast" checkbox, a "Folder" dropdown menu set to "examrec2021_1: EXAM RECORDINGS 2021", and a "Name" dropdown menu set to "MATH 153 CANSU CANDAN 20 June Monday, 2022 at 11:19:13 AM". A "Join Session" button is located to the right of the name field. Below the session settings is the "Primary Sources" panel, which features a video preview window showing a classroom scene, a volume slider, and dropdown menus for "Video" (TeacherCAM), "Audio" (Microphone Array (Realtek High I...)), and "Quality" (Standard). There is also a checkbox for "Capture Computer Audio". Below the primary sources is the "Secondary Sources" section, which includes checkboxes for "Capture PowerPoint" and "Capture Main Screen", and a "StudentCAM" section with a close button (x) and an "Add Another Video Source" button. The main recording area on the right shows a preview of the "StudentCAM" source, displaying a classroom with rows of desks and blue chairs. The top of the main area has tabs for "PowerPoint", "Main Screen", and "StudentCAM".

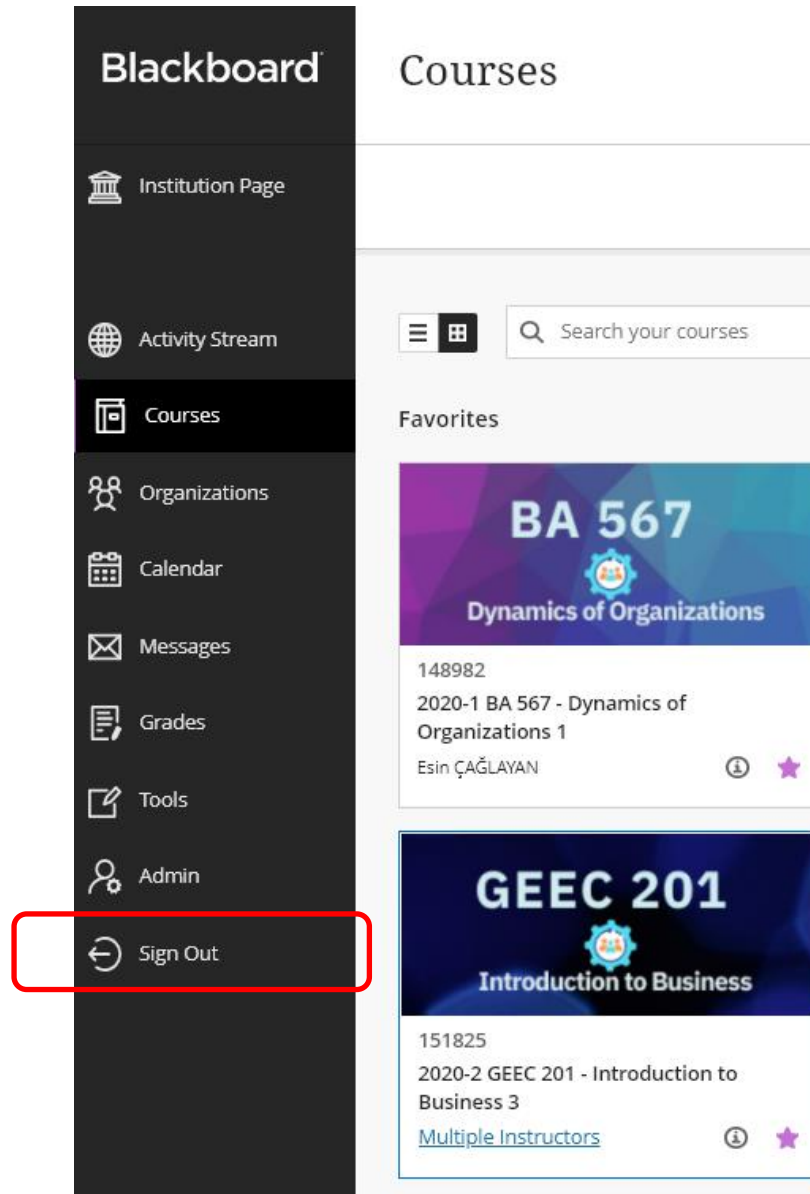
When finished, **STOP** recording. Then click on **DONE** option. If you want to check the status of your video recording, click on **Manage Recordings** panel.



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

The screenshot displays the Blackboard Panopto Content interface. On the left is a dark sidebar with navigation options: 'EXAM RECORDINGS 2021' (with a home icon), 'Duyurular/Announcements', and 'Panopto Video' (highlighted with a red box). The main content area is titled 'Panopto Content' and 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'. A sorting menu shows 'Sort by: Name Duration Date Rating'. The video content area shows a thumbnail of a desktop recording with a duration of '8:16' and a timestamp '20 June Monday, 2022 at 10:17:26'. A red box highlights the text 'Processing podcast: 83%' next to the video thumbnail.

Sign out of Blackboard.



The image shows a screenshot of the Blackboard user interface. On the left is a dark sidebar with a list of navigation options. The 'Sign Out' option, represented by a circular arrow icon, is highlighted with a red rectangular box. The main content area on the right is titled 'Courses' and displays a search bar and a list of favorite courses. The first course listed is 'BA 567 Dynamics of Organizations' by Esin ÇAĞLAYAN. The second course is 'GEEC 201 Introduction to Business' with multiple instructors.

Blackboard Courses

Institution Page

Activity Stream

Courses

Organizations

Calendar

Messages

Grades

Tools

Admin

Sign Out

Search your courses

Favorites

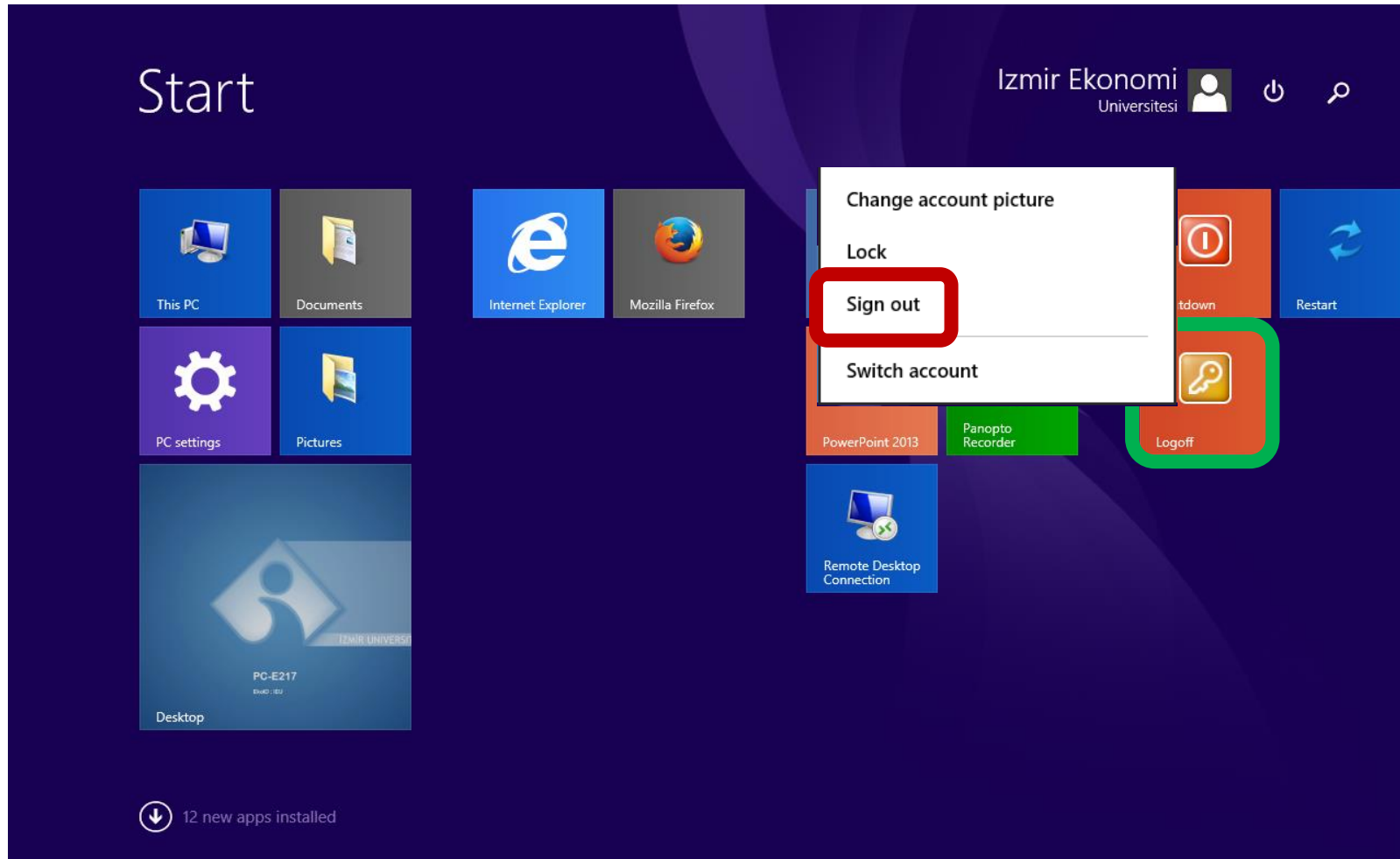
BA 567
Dynamics of Organizations

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