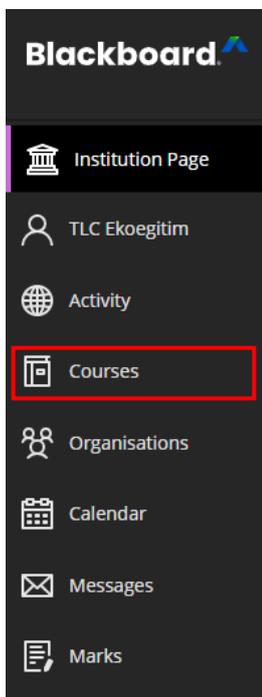
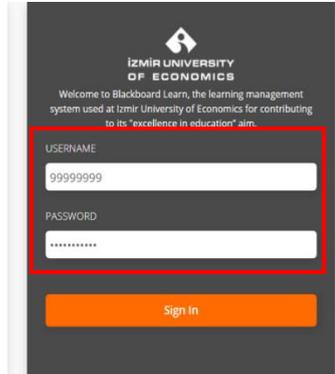


## Recording Panopto Videos in Online Courses

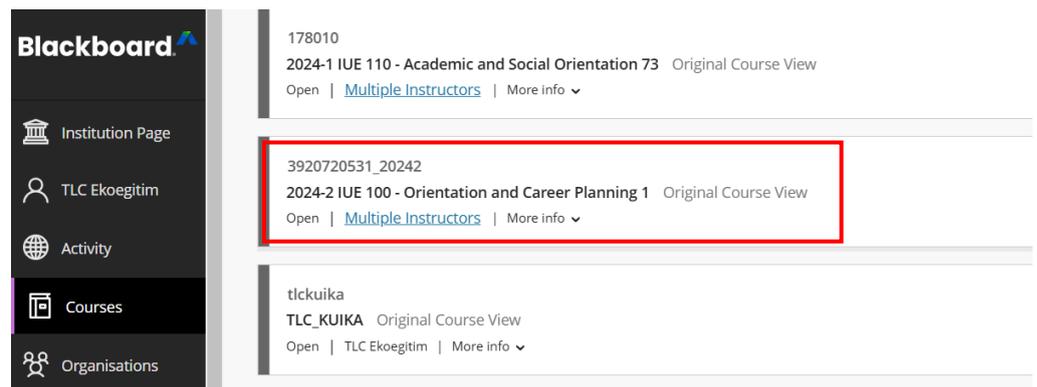
The courses designated as "remote/hybrid" in the curriculum are intended for instructors who have been assigned a Zoom license.

1. Log in to the Blackboard system using your username and password (<https://ieu.blackboard.com>).

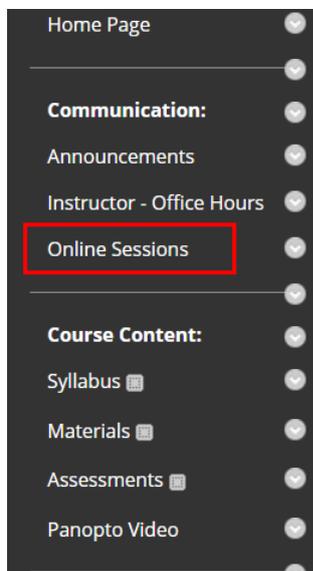


2. Click on the "Courses".

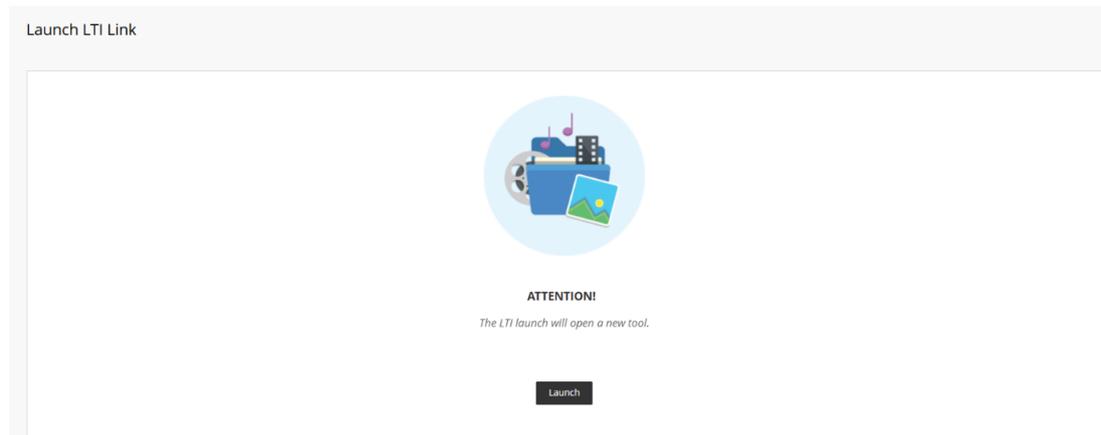
3. Click on the name of the online course.



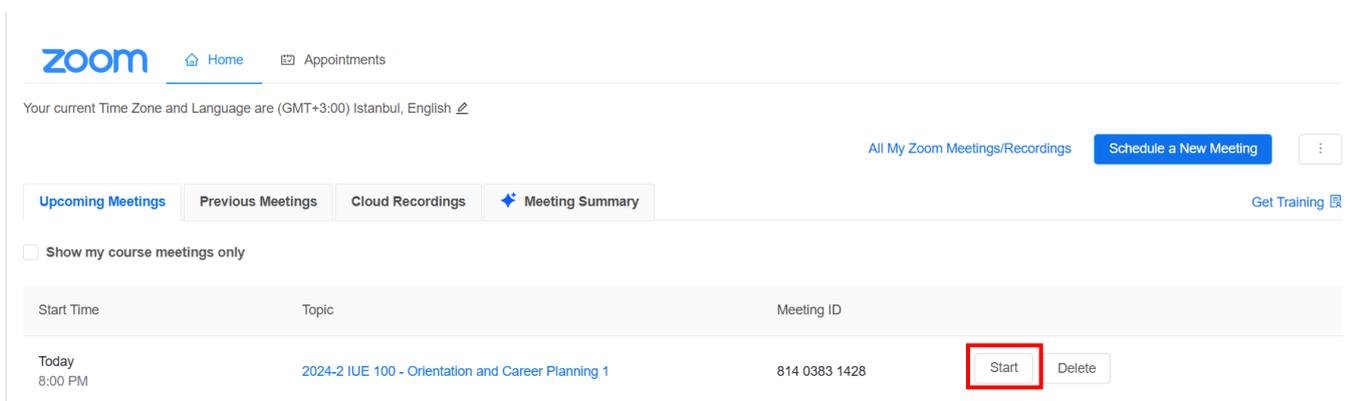
4. Click on the "Online Sessions" in the course menu.



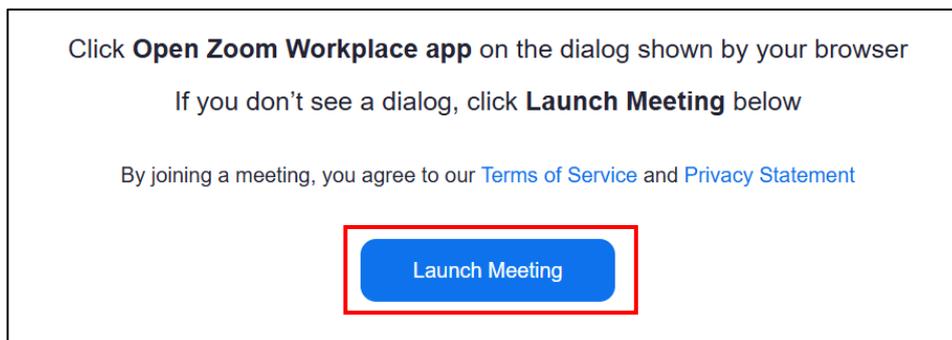
5. On the opened page, click the **“Launch”** button.



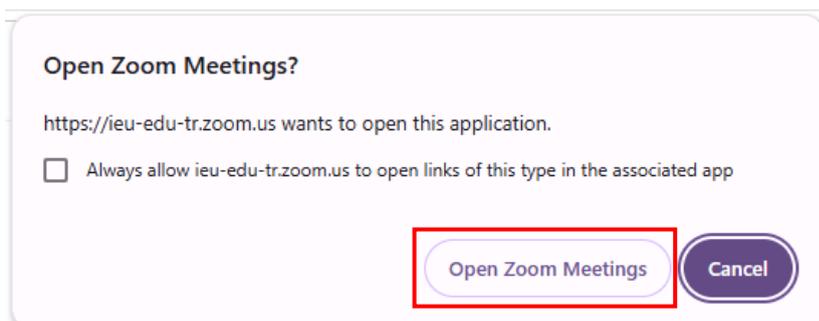
6. Then click the **“Start”** button to begin your course session.



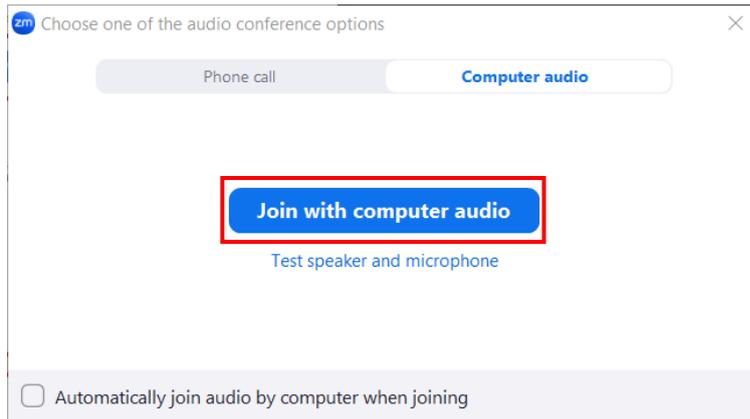
7. On the screen that appears, click the **“Launch Meeting”** option.



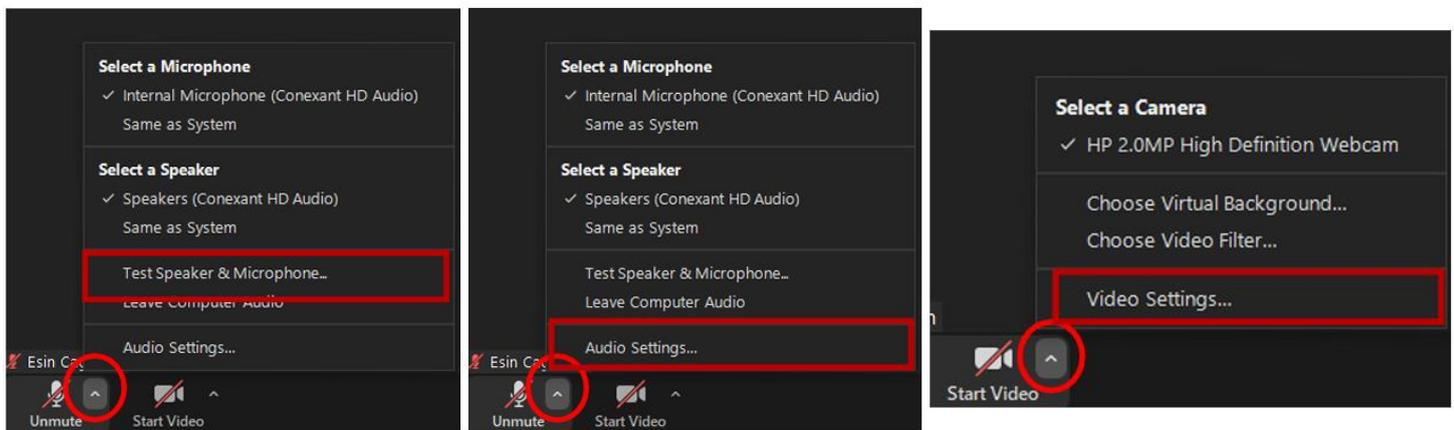
8. Depending on the browser you're using, the following pop-up screens may appear. Please grant the necessary permissions on these screens.



9. Click on the **"Join with computer audio"** option to enter the session.



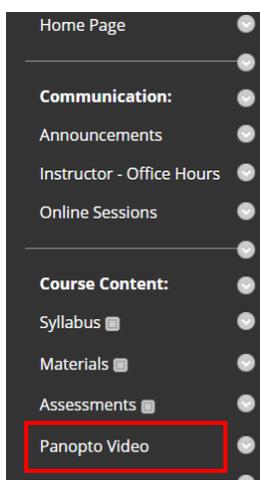
10. After joining the session, configure your audio, microphone, and camera settings.



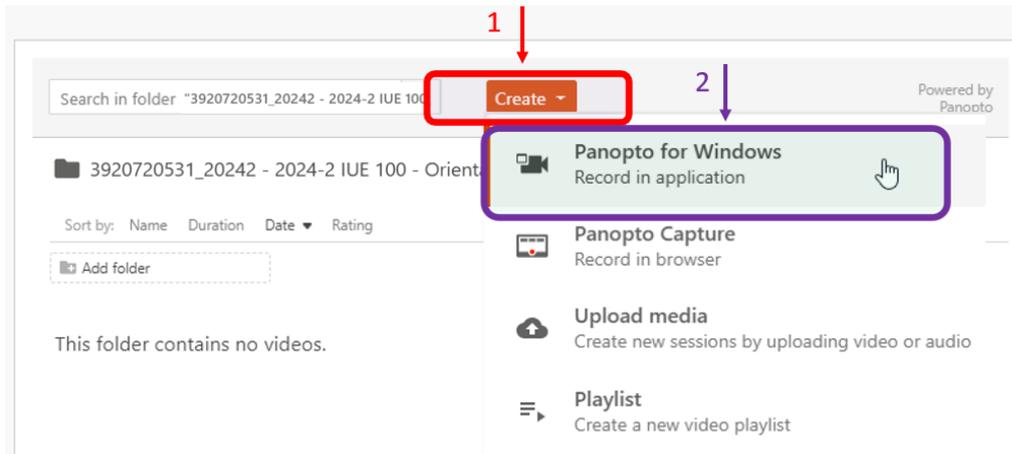
**NOT:** Keep your microphone and camera on throughout the session.



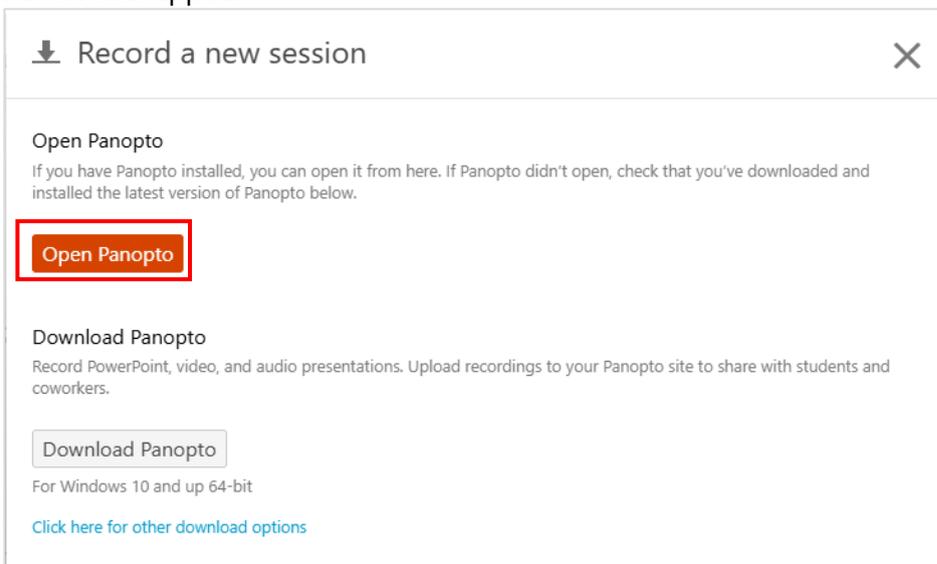
11. Once the session has started smoothly, navigate to the Blackboard page and click on the **"Panopto Video"** in the course menu to record your class using Panopto.



12. On the opened screen, click the **"Create"** button, then select the **"Panopto for Windows"** option.



13. After selecting the "Panopto for Windows" option, click on the **"Open Panopto"** on the screen that appears.



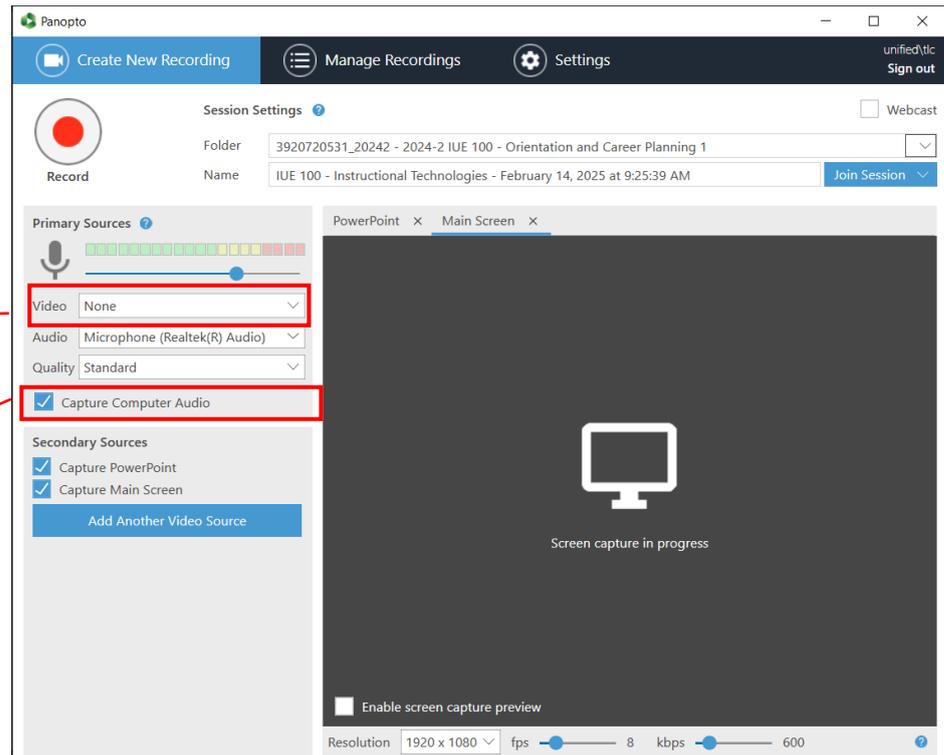
14. When the dialog window shown in the image appears, click on the **"Open Panopto Recorder"** button to proceed to the next step.



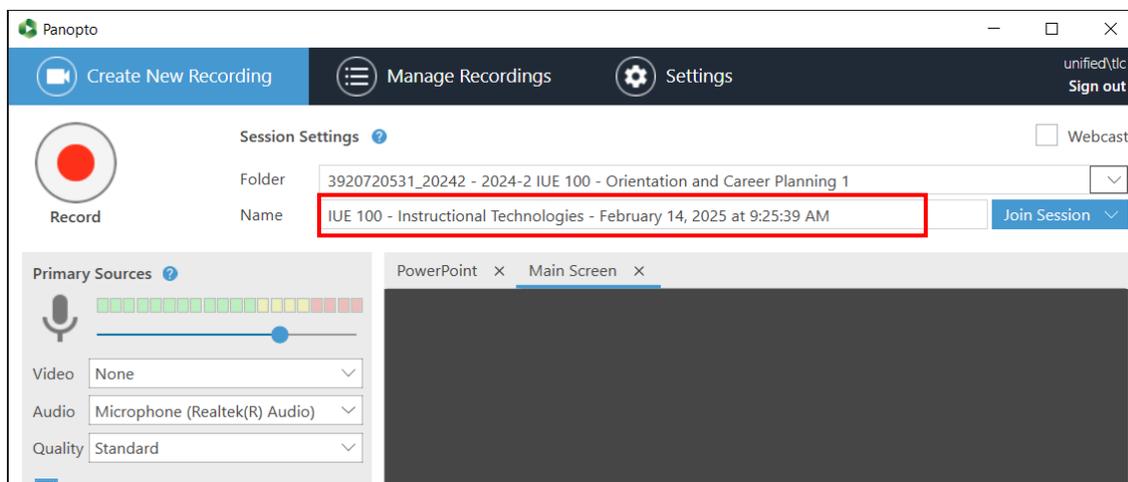
15. Check your video and audio settings on the opened page.

In the Zoom application, to keep your camera active, select "**None**" as the camera option here.

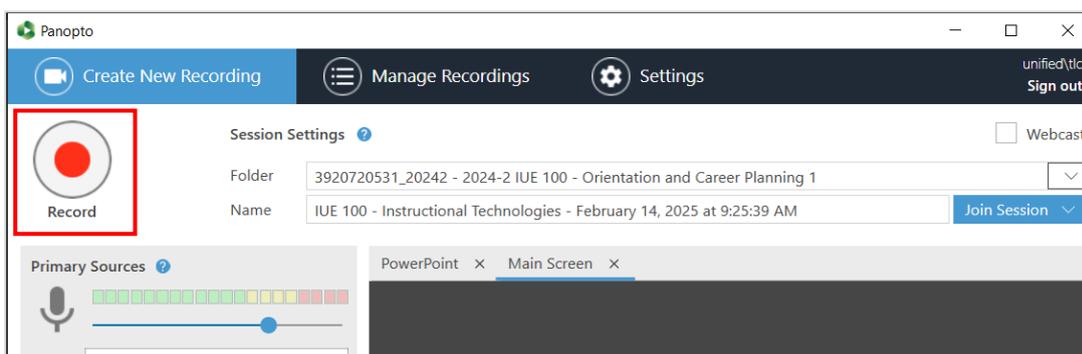
To record audio coming from your computer (for example, the sound from videos being played or your students' voices in a live session), check the "**Capture Computer Audio**" option.



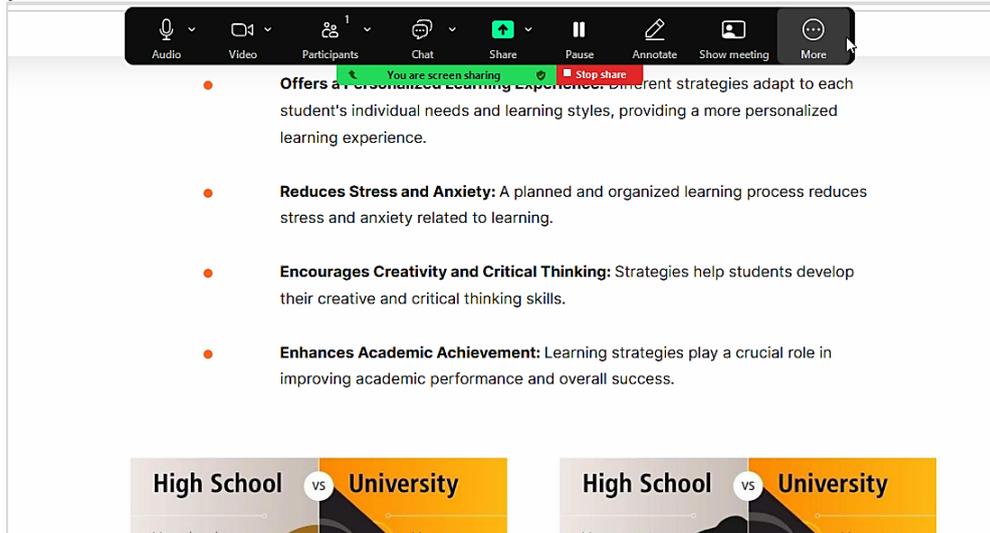
16. Name your video recording. When naming it, be sure to include **the course code, the course's short topic title, and the date.**



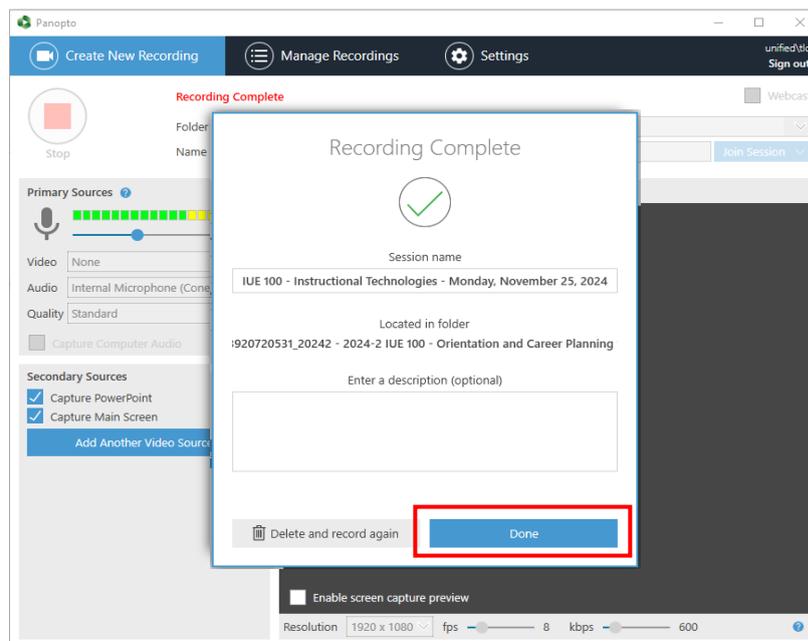
17. Click the "**Record**" button to start your video recording.



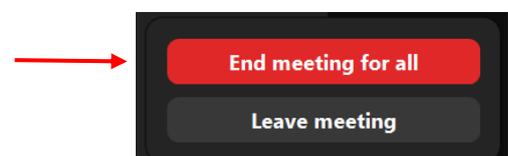
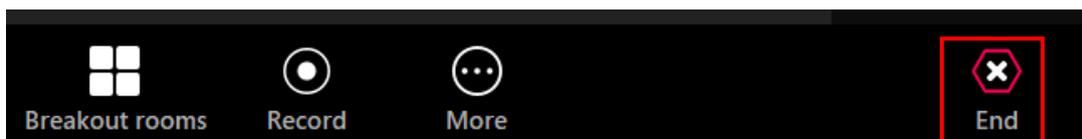
18. After starting your lesson recording on Panopto, switch to the Zoom application and deliver your lecture.



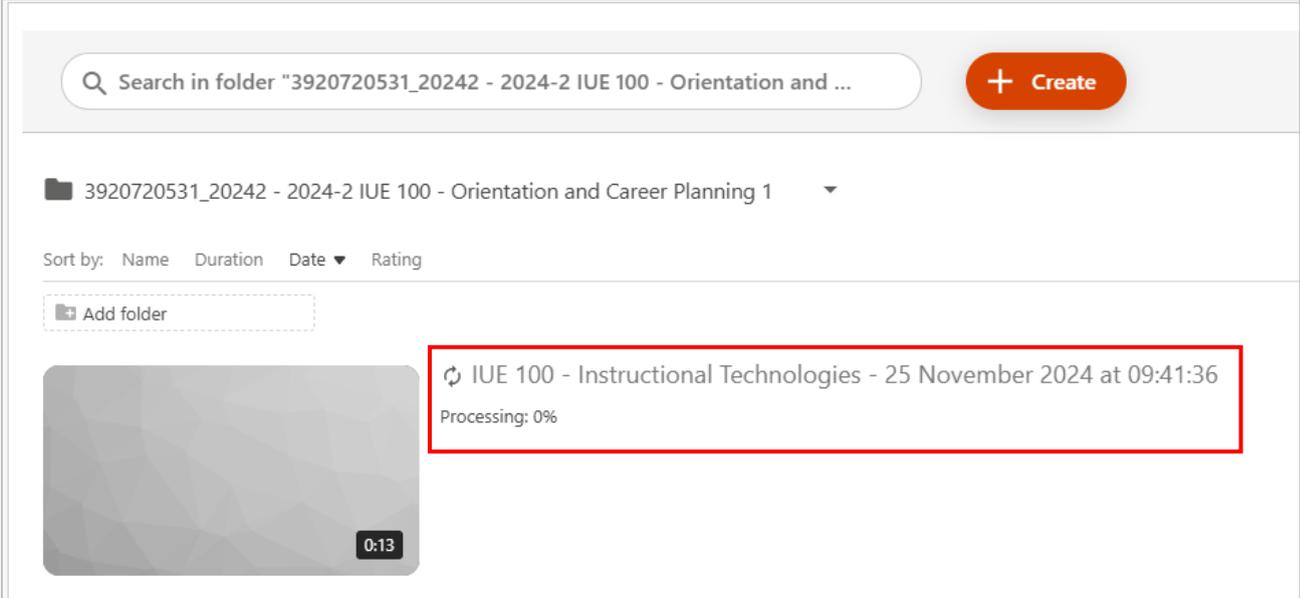
19. Once you have finished your lesson, return to the Panopto application, click the “Stop” button to end the recording, and then click the “DONE” option in the Recording Complete window.



20. After stopping your recording on Panopto, end your class session on Zoom.



21. Return to your Blackboard page to check the upload status of your video.



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