



## Capture

your voice in sync with your presentation slides



## Edit

your recording (optional)



## Share

with your students via Learning Edge (Blackboard)

## Record your session

### Starting off

Double-click **Panopto Recorder** on the desktop



Choose the option '**Log in with Learning Edge**', and then use your normal Edge Hill username/password.

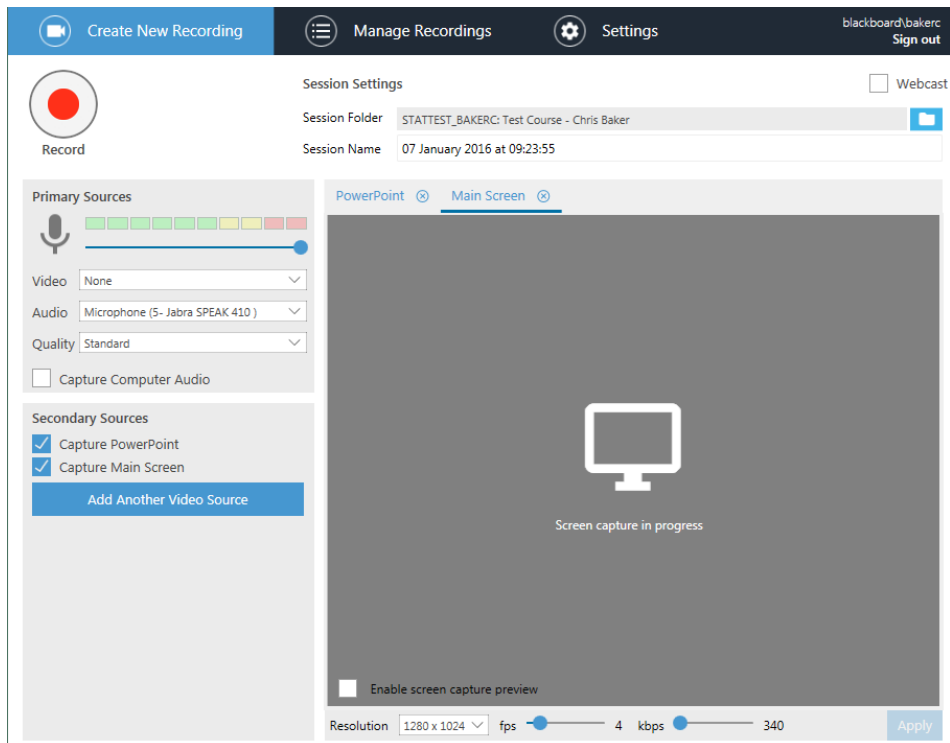
The image shows two screenshots of the Panopto Recorder login process. The left screenshot shows the main Panopto Recorder interface with the following elements:

- Panopto logo and "Choose how to sign in" text.
- A blue button labeled "Sign in with Learning Edge".
- A separator "- OR -".
- Input fields for "Server Address" (pre-filled with "edgehill.cloud.panopto.eu"), "Username", and "Password".
- A "Remember me" checkbox.
- A blue "Sign in" button at the bottom right.

The right screenshot shows a window titled "Blackboard learn+" with the following elements:

- Panopto logo.
- "Blackboard learn+" logo.
- Input fields for "USERNAME:" and "PASSWORD:".
- A blue "Login" button.
- A "Remember Me" checkbox at the bottom left.
- A blue "Cancel" button at the bottom right.

The following screen will appear:



## Record box

In the **Session Name** box next to the large **Record** button, you will see the last course that you assigned a recording to, so use the folder icon to select a different course if appropriate. Hover the mouse over the relevant course, and choose **Add New Session**. In the box entitled **Session Name**, type in what you would like this to be called.

## Primary Sources box

In the **Primary Sources** box, you will normally see **None** assigned to **video** (only audio is captured), and in the **Audio** box you will see **Jabra SPEAK 410** (this may be listed as **Microphone USB audio device**). Audio **must** be captured, however no other primary or secondary capture sources are necessary. The quality of the audio recording can also be changed. There is also an option to **Capture Computer Audio**, which will capture whatever audio the computer is playing at the time.

## Secondary Sources

In the **Secondary Sources** box, select whichever option you would like (**Capture PowerPoint** or **Capture Main Screen**, or both). The option **Capture Main Screen** will capture whatever the computer is currently showing (a web page, a video clip etc.).

If you would like to record a PowerPoint presentation, click on the PowerPoint tab near the middle of the screen, you can see **PowerPoint is not running**, with a prompt to **Open a Presentation**. Click on that, locate your presentation, select it and click **Open**.

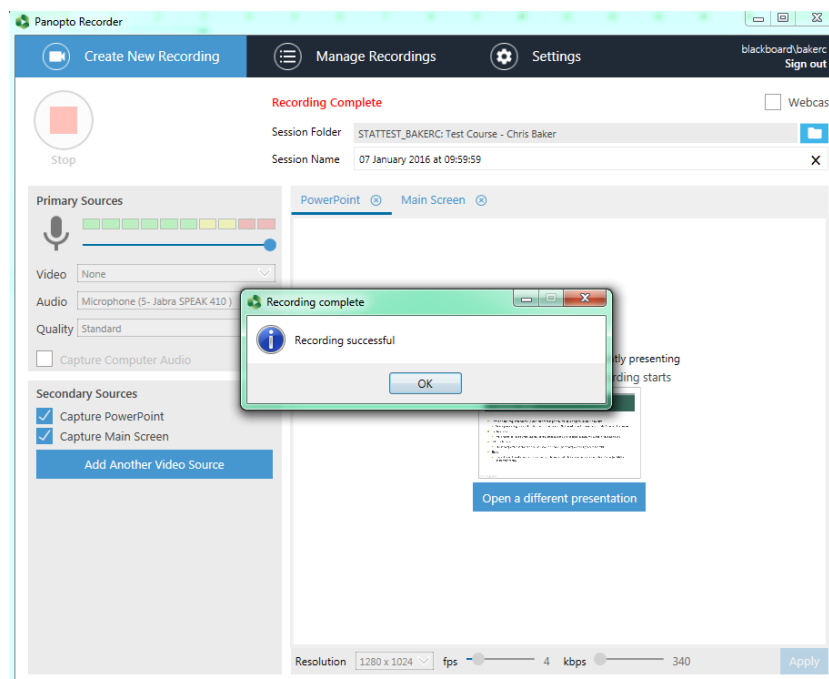
When the option **Begin recording after PowerPoint opens** appears, choose **No**. This will allow you to fully prepare for your session, and won't start recording until you are ready to do so. Another prompt appears, and this time select **Yes** when asked **Start presenting when recording starts**. When you press the **Record** button, this will automatically start the presentation in slide show mode, and Panopto Recorder will be minimized.

## During Recording

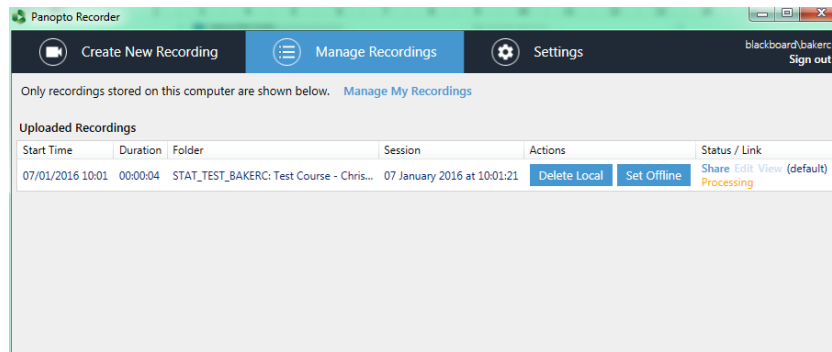
During recording, if you wish to pause at any stage, maximise the Panopto software again and select the **Pause** button (both Pause and Stop will appear after the Record button has been pressed).

## After Recording

When you have finished your presentation/what you wish to record, select **Panopto Recorder** from the taskbar, and press the **Stop** button. Click **OK** on the message that appears. This will take you to the **Recording Status** tab, where you can see the upload progress to the lecture capture server. At this stage, you can also choose to **Pause** or **Cancel** this process.



When the upload has finished, some more actions will appear, including the action to **Delete Local**. It is highly recommended that this is chosen, as the content is recorded to the computer on which you are capturing and this would be accessible to any other user of that computer.



## Handy Hints!

Once your recording session has been set up, the Panopto software can be minimised and shortcut keys can be used to start, pause and stop the recording, and they are as follows:

- Press **F8** to start a recording (this will start the PowerPoint presentation that has been setup in Panopto in Slide Show view)
- Press **F9** to pause/unpause a recording
- Press **F10** to stop a recording (this will end the Slide Show, and make Panopto the active window again)