To start Panopto recording in the classroom

Note:

1. Only teachers or teaching support staff with “Teacher” or “Course Admin” role of a HKU Moodle course can use Panopto recorder software to create video recordings.
2. You can follow the steps outlined below to make your recording in a classroom/theatre.
3. Your recording will be automatically be inserted into your Moodle course if (1) you have selected a Moodle course in step 4 and (2) that Moodle course had already been added with the Panopto block.
4. Once you have finished a recording by pressing the “Stop” button, it normally requires another 2-5 mins for complete uploading your recording to the Panopto server. You are recommended to wait until the video is completely uploaded before leaving the classroom or lecture theatre.

<table>
<thead>
<tr>
<th>No.</th>
<th>Step</th>
<th>Screen Capture</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click on “Panopto Recorder” icon on the desktop.</td>
<td><img src="image1" alt="Panopto Recorder" /></td>
</tr>
<tr>
<td>2.</td>
<td>Login Panopto recorder by using your own <strong>UID</strong> and <strong>PIN</strong>.</td>
<td><img src="image2" alt="Login" /></td>
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<tr>
<td>3.</td>
<td>Click on the “Drop down” icon to select the Moodle course.</td>
<td><img src="image3" alt="Dropdown" /></td>
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4. Click “Add New Session” next to the Moodle course.

5. You can enter the recording name under “Record a new session called”.

6. Select the video source and audio source under “Video” and audio. For classroom settings, you are recommended to use the following settings in the classroom:
   - Ceiling Camera: (Room number)_Rear_camera
   - Wireless microphone: Microphone (2- IDT High Definition)
   **You can select “None” under “Video” if you do not wish to record your face.

7. You can also add other capture sources by clicking “Add Another Video Source” button under “Second Capture Sources” Section.

7a. For example, if you would like to add visualizer as a video source in the recording, you can select “Aver Virtual Camera”.

8. You can click “Record” button or “F8” button to start the recording.

9. You can click “Pause”/ “Resume” button or “F9” button to pause/resume the recording.
10. You can click “Stop” button or “F10” button to pause the recording. The screen will lead you to “Recording status” tab.

11. You are suggested to wait until the upload progress finished. It takes about 2-5 mins.

12. After the upload progress finished, the recorded video will be moved to “Uploaded Recordings” section. You can switch off the computer, a notification email will be sent to you after the video finished encoding.