

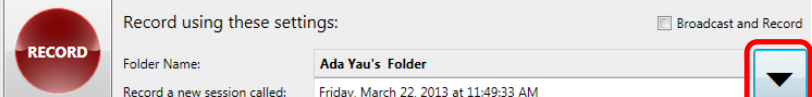
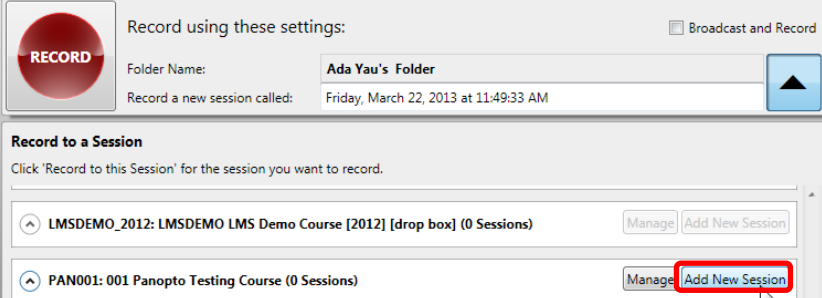
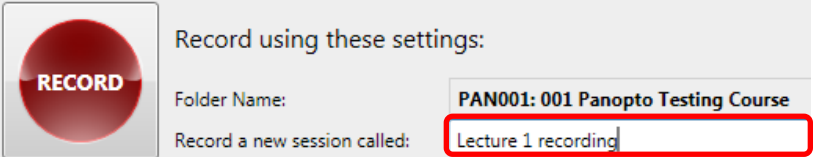
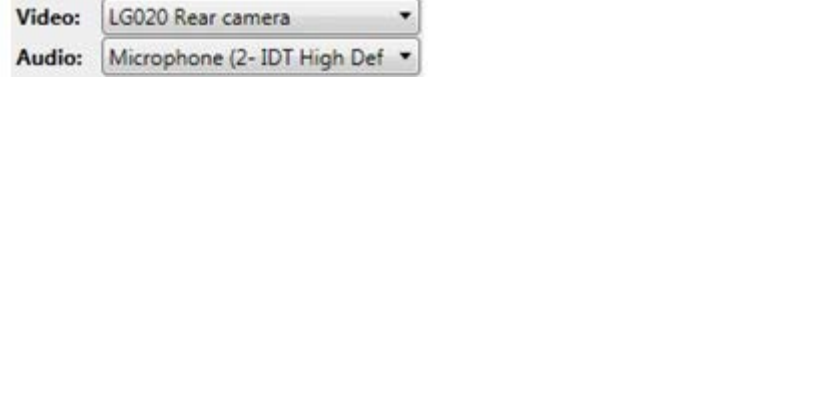

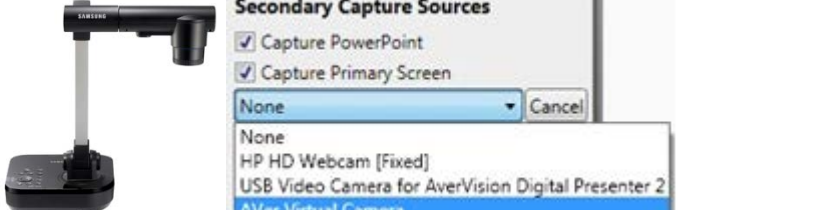




To start Panopto recording in the classroom

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.

No.	Step	Screen Capture
1.	Click on “Panopto Recorder” icon on the desktop.	
2.	Login Panopto recorder by using your own UID and PIN .	
3.	Click on the “Drop down” icon to select the Moodle course.	

<p>4.</p>	<p>Click “Add New Session” next to the Moodle course.</p>	 <p>Record using these settings: <input type="checkbox"/> Broadcast and Record</p> <p>Folder Name: <input type="text" value="Ada Yau's Folder"/></p> <p>Record a new session called: <input type="text" value="Friday, March 22, 2013 at 11:49:33 AM"/></p> <p>Record to a Session</p> <p>Click 'Record to this Session' for the session you want to record.</p> <p> <input type="button" value="Manage"/> <input type="button" value="Add New Session"/> </p> <p> <input type="button" value="Manage"/> <input type="button" value="Add New Session"/> </p>
<p>5.</p>	<p>You can enter the recording name under “Record a new session called”.</p>	 <p>Record using these settings:</p> <p>Folder Name: <input type="text" value="PAN001: 001 Panopto Testing Course"/></p> <p>Record a new session called: <input type="text" value="Lecture 1 recording"/></p>
<p>6.</p>	<p>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) <i>**You can select “None” under “Video” if you do not wish to record your face.</i></p>	 <p>Video: <input type="text" value="LG020 Rear camera"/></p> <p>Audio: <input type="text" value="Microphone (2- IDT High Def)"/></p>
<p>7.</p>	<p>You can also add other capture sources by clicking “Add Another Video Source” button under “Second Capture Sources” Section.</p>	 <p>Secondary Capture Sources</p> <p><input checked="" type="checkbox"/> Capture PowerPoint</p> <p><input checked="" type="checkbox"/> Capture Primary Screen</p> <p><input type="button" value="Add Another Video Source"/></p>
<p>7a.</p>	<p>For example, if you would like to add visualizer as a video source in the recording, you can select “Aver Virtual Camera”.</p>	 <p>Secondary Capture Sources</p> <p><input checked="" type="checkbox"/> Capture PowerPoint</p> <p><input checked="" type="checkbox"/> Capture Primary Screen</p> <p><input type="text" value="None"/></p> <p>None</p> <p>HP HD Webcam [Fixed]</p> <p>USB Video Camera for AverVision Digital Presenter 2</p> <p>Aver Virtual Camera</p>
<p>8.</p>	<p>You can click “Record” button or “F8” button to start the recording.</p>	 <p>RECORD</p>
<p>9.</p>	<p>You can click “Pause” / “Resume” button or “F9” button to pause/resume the recording.</p>	 <p>PAUSE</p> <p>RESUME</p>

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.	<p>Currently Uploading Recordings</p> <table border="1"> <thead> <tr> <th>Start Time</th> <th>Duration</th> <th>Folder</th> <th>Session</th> <th>Streams</th> <th>Upload Progress</th> </tr> </thead> <tbody> <tr> <td>27/3/2013 10:01</td> <td>00:00:08</td> <td>Ada Yau's Folder</td> <td>PAN001 Lesson 1</td> <td>PPT + Video + Screen</td> <td></td> </tr> </tbody> </table>	Start Time	Duration	Folder	Session	Streams	Upload Progress	27/3/2013 10:01	00:00:08	Ada Yau's Folder	PAN001 Lesson 1	PPT + Video + Screen	
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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.	<p>Uploaded Recordings</p> <table border="1"> <thead> <tr> <th>Start Time</th> <th>Duration</th> <th>Folder</th> <th>Session</th> <th>Actions</th> <th>Status / Link</th> </tr> </thead> <tbody> <tr> <td>27/3/2013 10:01</td> <td>00:00:08</td> <td>Ada Yau's Folder</td> <td>PAN001 Lesson 1</td> <td> <input type="button" value="Delete Local"/> <input type="button" value="Set Offline"/> </td> <td>View Edit Share (default)</td> </tr> </tbody> </table>	Start Time	Duration	Folder	Session	Actions	Status / Link	27/3/2013 10:01	00:00:08	Ada Yau's Folder	PAN001 Lesson 1	<input type="button" value="Delete Local"/> <input type="button" value="Set Offline"/>	View Edit Share (default)
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