Using Panopto Checklist

Panopto is available classrooms 208, 213, 303 and 307
The "Panopto Videos" link must be added prior to use

☐ Power on and login to lectern PC

☐ Power on presentation system by touching control screen

☐ Select "with" or "without" projection

☐ Use the desktop shortcut to get to Westlaw/TWEN (login required)

☐ Open the "Panopto Videos" link in the "NAVIGATION" panel. Please note this folder should be added prior to using Panopto

☐ Panopto should open the course folder, otherwise follow screen directions

☐ Select the "Create" button, mouse down to "Record a new session"

☐ Select "Open Panopto" if the recorder does not open automatically

☐ Check "Primary Sources" dropdown menu for the video camera, mic array, and "Ultra" video quality

☐ Check the audio recording level by speaking aloud, the green-yellow-red volume indicator should peak just below red

☐ Check "Secondary Sources" for "Capture PowerPoint" and "Capture Main Screen"

☐ Note the "Resolution" (1024x768) and "fps" (24), first time users click apply

☐ Note the "PowerPoint" tab on the upper left of the main screen, click here and follow prompts to set up PowerPoint recording (trust recording will start automatically)

☐ If not using PowerPoint, minimize Panopto and open the files you want to capture. This way you can easily go from one app to another, for example, Word, YouTube, etc

☐ Restore the recorder, click the "Record" button, then minimize the recorder to see the desktop and apps you have setup

☐ When complete using PowerPoint, hit escape to get to recorder and click stop

☐ When complete using the main screen, restore the recorder and click stop

☐ Follow prompts to upload the file, log off the PC, but do not turn the PC off. The file will be processed and the link will appear in the "Panopto Videos" folder on your TWEN course page.