

Operating Panopto Recorder in Baker B 52

Use the computer in the back control room to record lectures given in the room.

PART 1 - OPEN PANOPTO RECORDER

1. Log on to the computer.
2. Launch the Panopto Focus Recorder application on the desktop.
3. Login to Panopto using --
Server Address: "lectures.bradley.edu"
Login: "ad.bradley.edu\username" (where "username" is your BUnetID)
Password: your regular BUnetID password

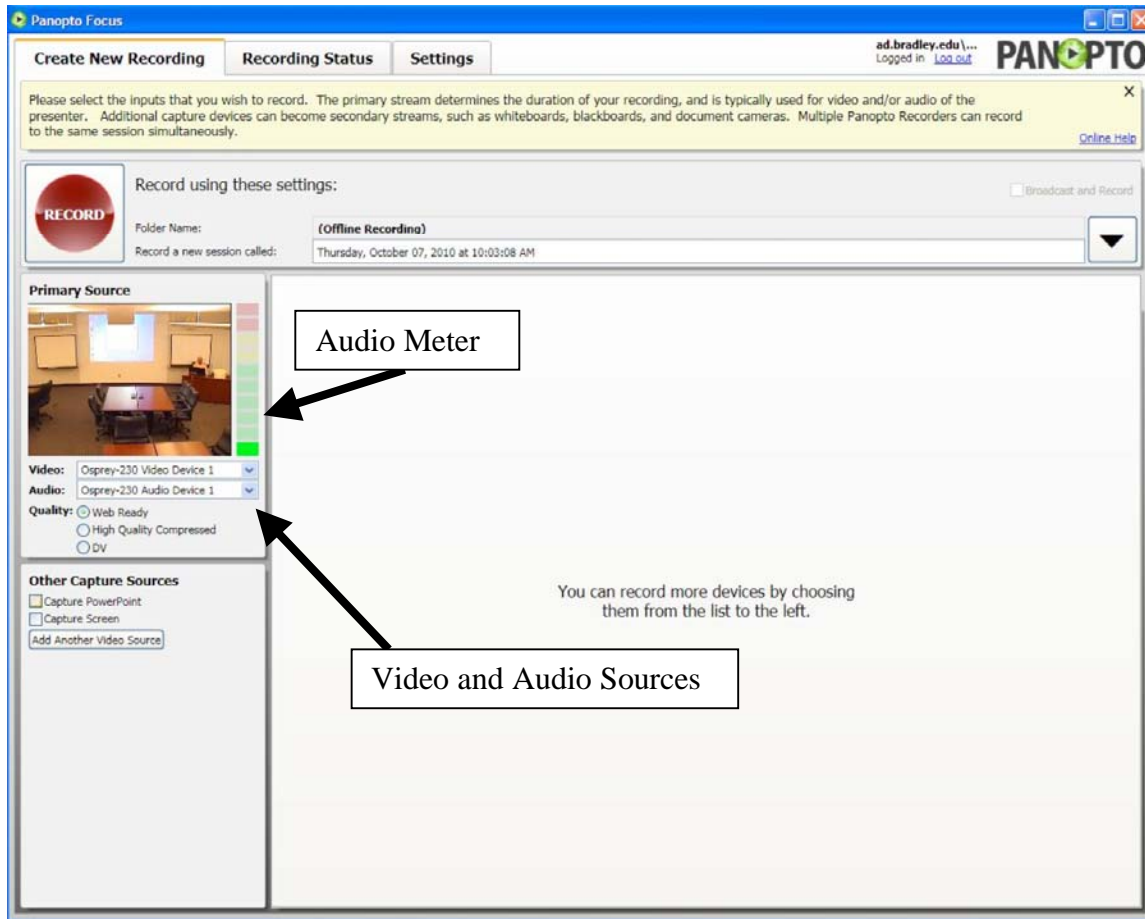


The screenshot shows the Panopto login window. At the top is the Panopto logo, which consists of the word "PANOPTO" in a bold, sans-serif font, with a green play button icon replacing the letter 'O'. Below the logo are three input fields: "Server Address" with the text "lectures.bradley.edu", "Login" with the text "ad.bradley.edu\username", and "Password" which is empty. Below the password field is a checkbox labeled "Remember Me" and a note "(required for offline recording)". At the bottom left, it says "Login not verified." and at the bottom right, there is a "Log In" button.

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PART 2 - CHECK YOUR SETTINGS

Once you log in to the Recorder, you are taken to a screen that looks like this:



4. On the left, check the Primary Source settings. By default they should be set to:

Video: Osprey-230 Video Device 1

Audio: Osprey-230 Audio Device 1

You will see the video from the room camera in the small inset window and you will see the audio meter next to the room camera video.

5. To test that the audio is working, make sure the room system at the presenter's desk is on and have someone speak from the presenter's area. The colored bars running green [low audio level] to red [high audio level] should indicate about three green bars lighting up when the person is talking. A smaller or larger number of bars lighting up is also okay. If no bars light up, then the system may need to be serviced.

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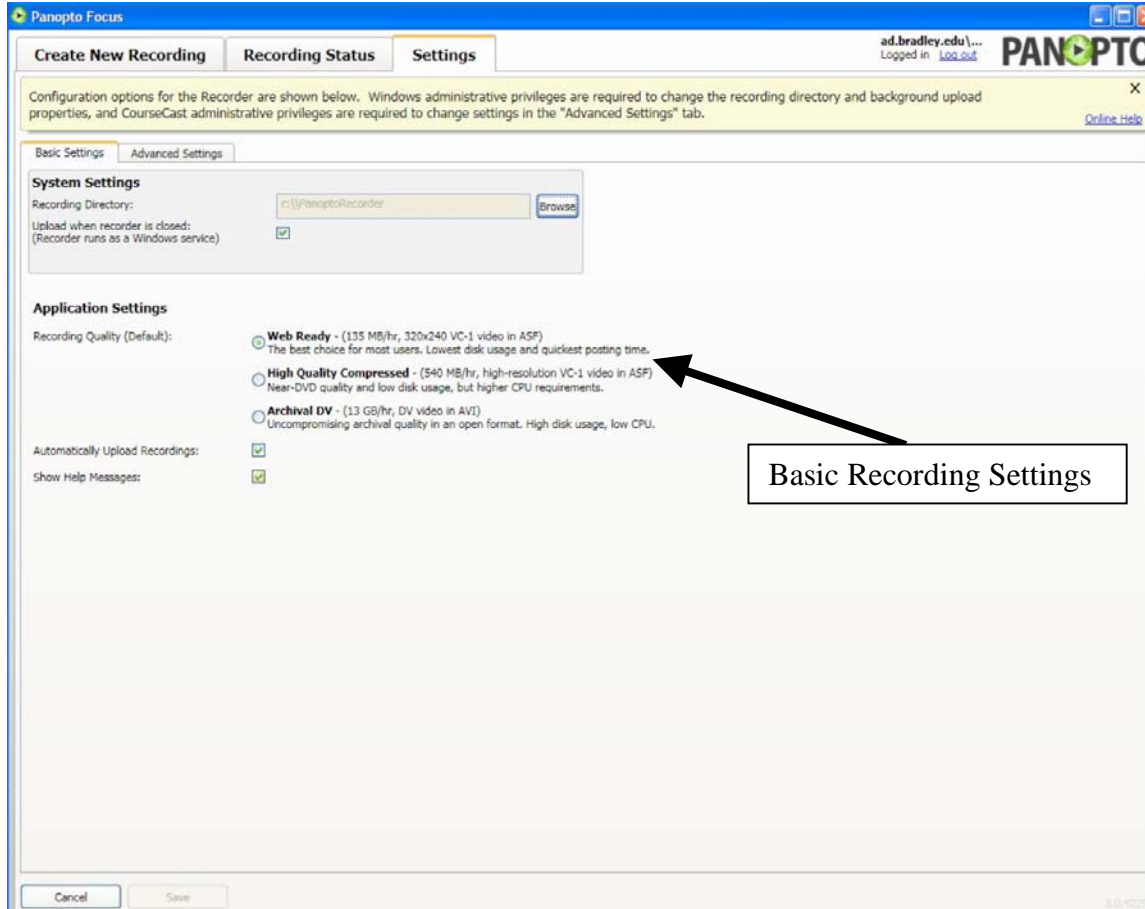
6. Next, add the source to capture the presenter's computer display. On the lower left, click the "Add Another Video Source" button, and a drop-down menu will appear.



Choose "Vision RGB-PRO 01"

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7. Next, check the Settings. Click the "Settings" tab at the top of the window.



Check the Basic Settings first.

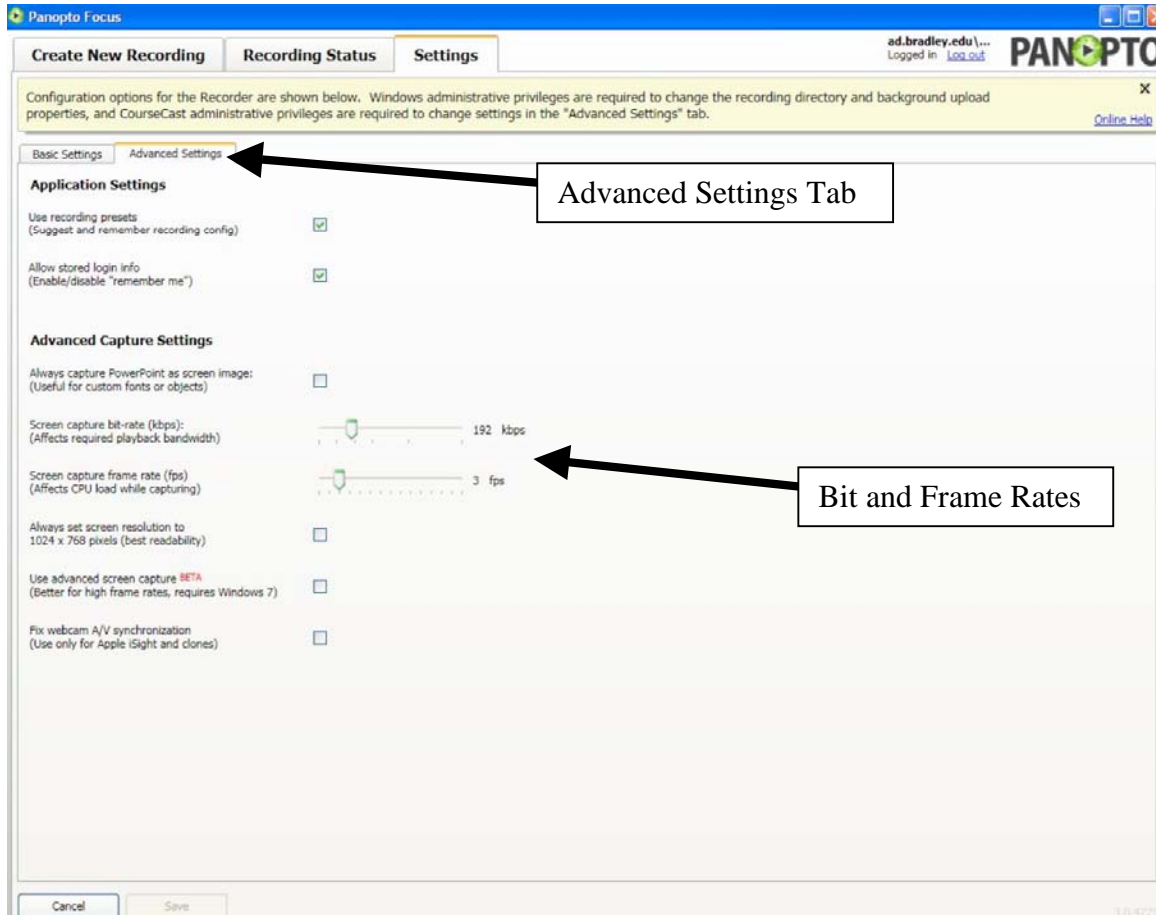
- The basic Recording Quality setting is "Web Ready" - this will create a smaller file size that downloads easily when the participants access the recording.
- If you record a session with your presentation materials and find that the quality has a low resolution, you can increase the setting to "High Quality Compressed" for the next recording. This will create a much larger file, but will be higher quality.
- The highest quality "Archival DV" would not be practical for long presentations.

If you make a change, click "Save" at the bottom of the page.

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8. If the quality is a little too low or a little too high according to the Basic Settings, you can make finer adjustments using the Advanced Settings tab.

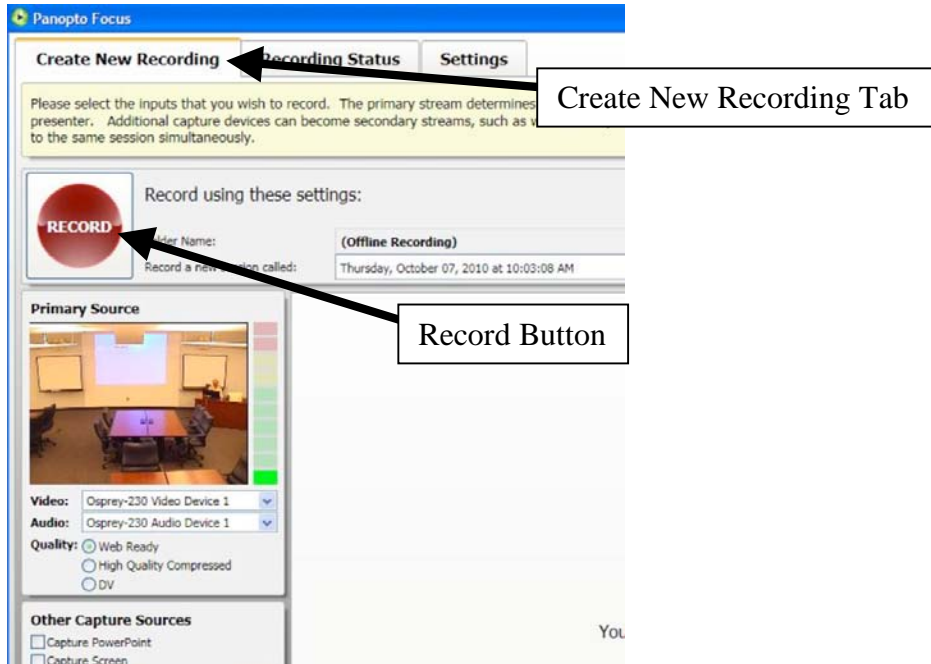
Here you can increase the "Screen capture bit-rate" if the image is pixilated and the "Screen capture frame rate" if there is blurred motion. Click "Save" at the bottom of the screen if changes are made.



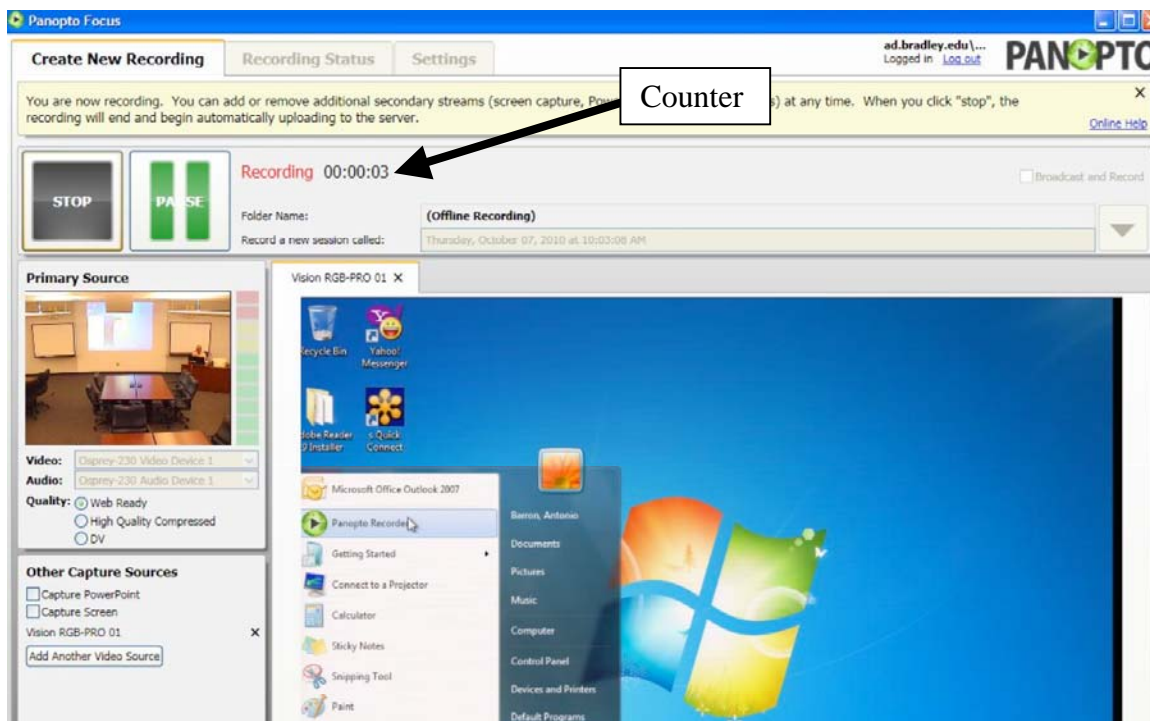
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PART 3 - MAKE YOUR RECORDING

9. Once you have your sources and settings in place, click back to the "Create New Recording" tab. You click the big red "RECORD" circle to start recording.



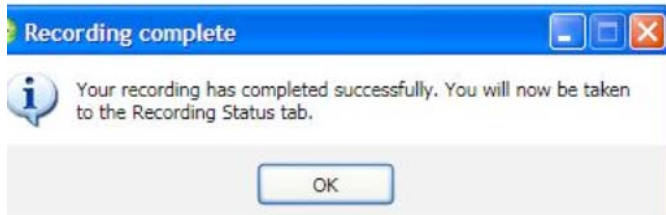
10. After you have started the recording, you will see a counter for the hours: minutes: seconds of the recording. You can click the "Pause" button to temporarily pause the recording. You can click the "Stop" button to stop the recording session so that it can be uploaded.



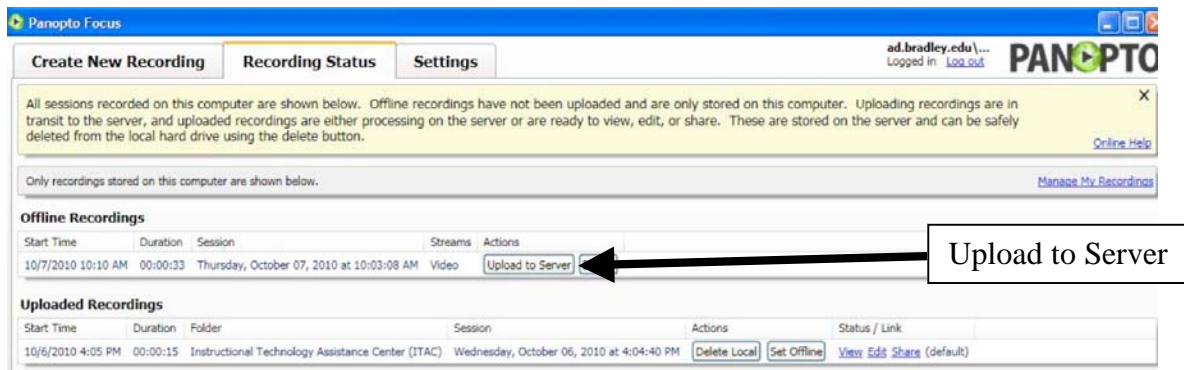
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PART 4 - UPLOAD YOUR RECORDING

11. Once you stop a recording, you will see the following message:

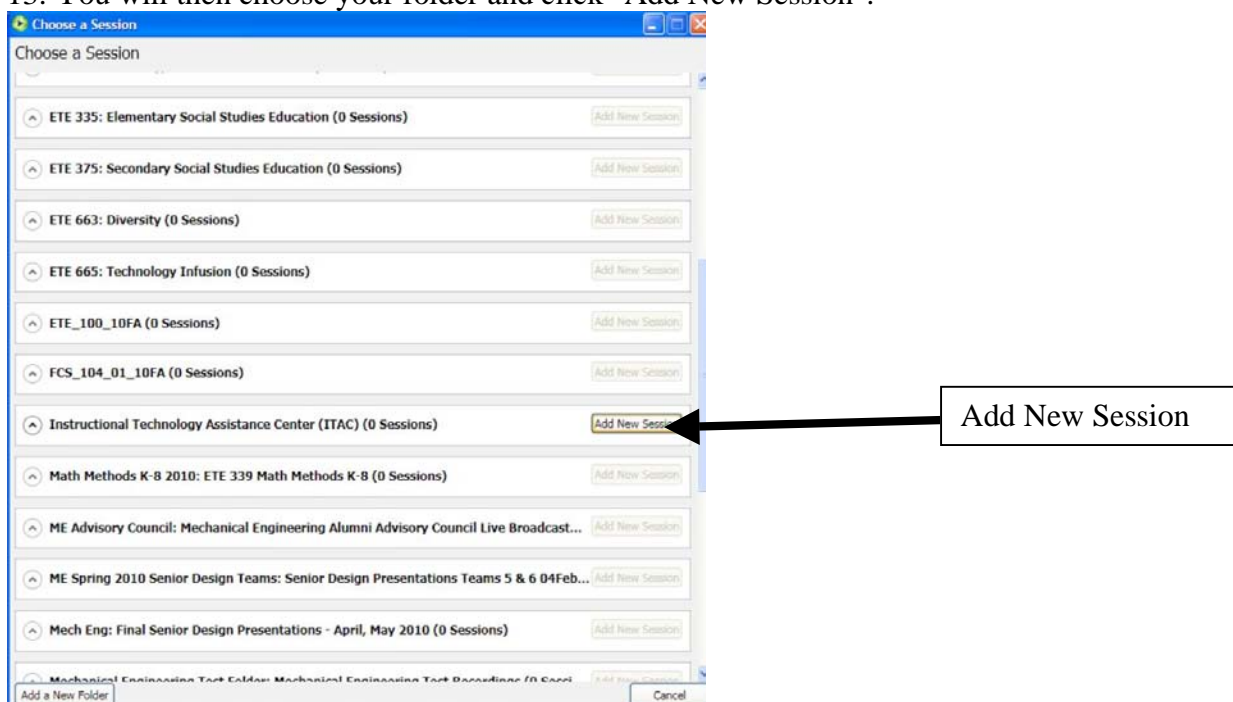


Click OK. Then you will see:



12. When you are ready to upload the recording to the server to make it accessible to other participants, click the "Upload to Server" button.

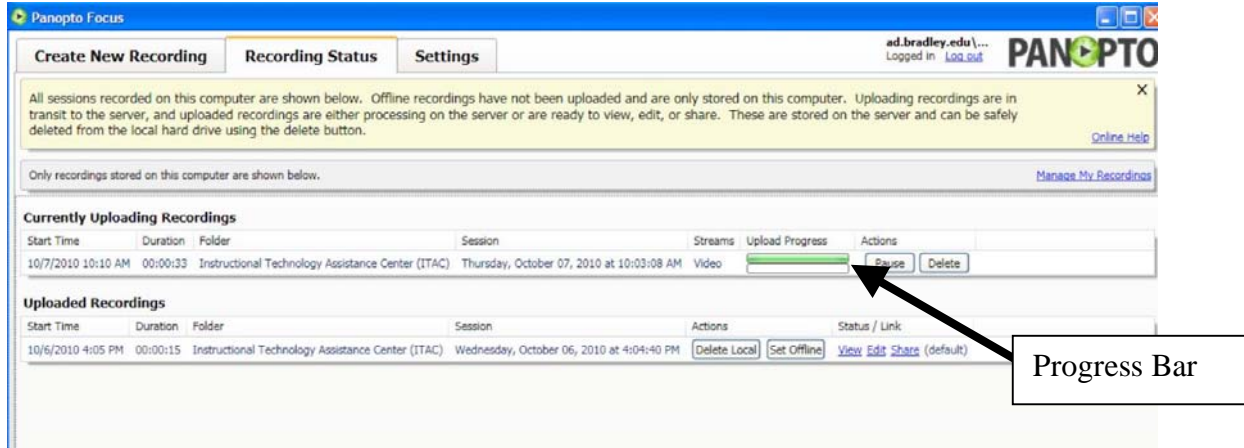
13. You will then choose your folder and click "Add New Session".



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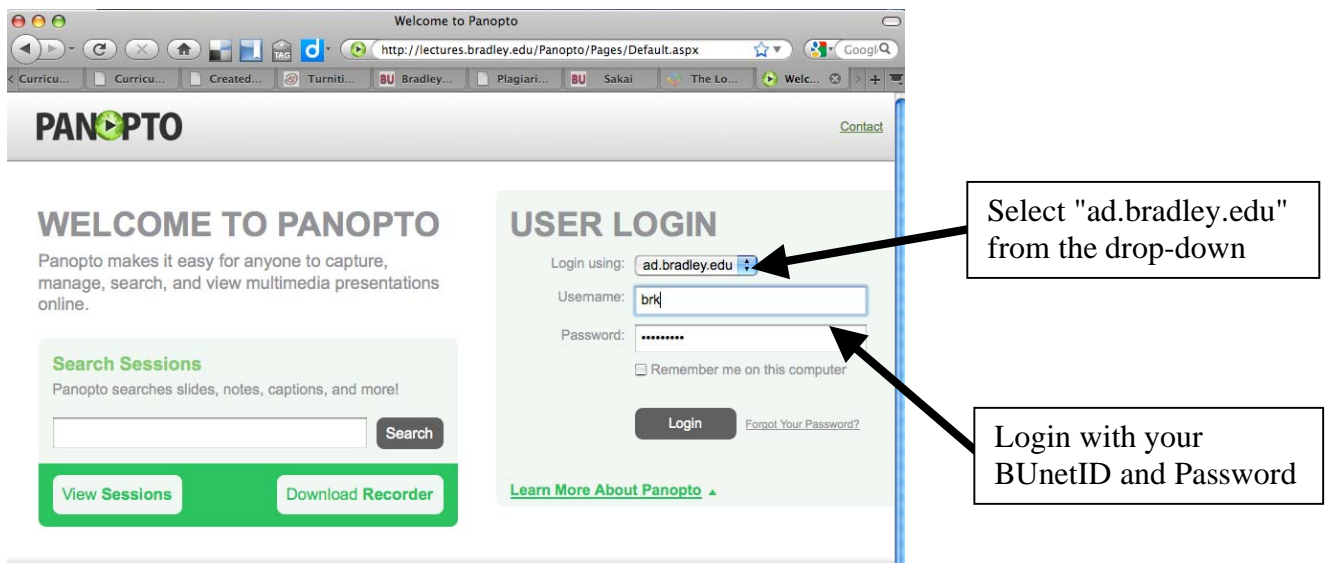
14. If you want to personalize the session name (file name), type a new name. Otherwise, just click "Upload to New Session".

15. You will see a progress bar as the file is uploading.



PART 5 - VIEW YOUR RECORDING

16. When you are ready to view the file and give access to your participants, open a web browser (Internet Explorer, Firefox, Safari) and go to the web page -- <http://lectures.bradley.edu>.



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17. Navigate to the folder with your materials and click the title of the session.

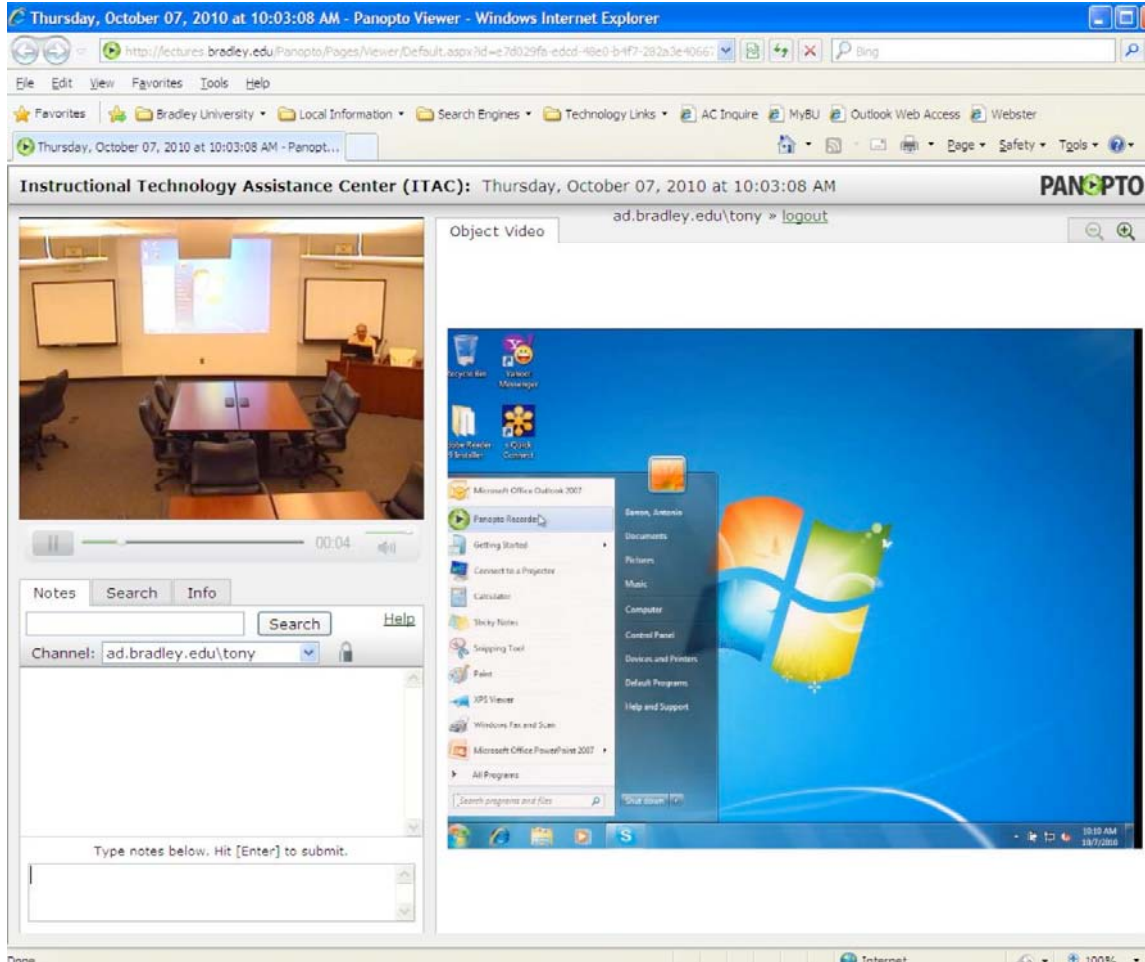
The screenshot shows the Panopto Web Management Interface. The browser address bar displays <http://lectures.bradley.edu/Panopto/Pages/Folders/List.aspx#>. The interface includes a search bar, navigation tabs for 'All Sessions' (64), 'Processing' (1), 'Scheduled' (1), 'All Folders' (30), 'My Folders', 'Other Folders', and 'System'. The 'All Folders' section is active, showing a list of folders with columns for 'Name' and 'Sessions'. The folders listed are:

Name	Sessions
Ameren CILCO Endowed Lecture Wednesday Feb. 17 2010: Arr	1
Australia 2010: Australia	
Dr. Jean Grant: Advising Presenter: ad.bradley.edu/jeanmar	5
EE 301 10FA Presenter: ad.bradley.edu/lisa	2
EE 531 10FA Presenter: ad.bradley.edu/lisa	2
EE 568 10FA Presenter: ad.bradley.edu/lylu2	
EHS 100: Intro To Education SP10 Section 02: EHS 100: Intro To	
EMBA Presenters: ad.bradley.edu/lstuffle, ad.bradley.edu/russellj	
ETE 100: Technology Applications Presenter: ad.bradley.edu/dcantu	13

An arrow points to the 'EMBA' folder title. A callout box contains the text: "Click Your Folder Title, then click the Session". The interface also shows 'Viewing 1 - 25 of 30' and navigation buttons for 'Previous', '1', '2', and 'Next'.

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The session will open in a new browser window and look something like this:



You can also add the link to this session to Sakai and the participants will not need to log in to Panopto at all if you have set your folder permissions to "Public". ITAC can help you get started -- Call 677-2332.