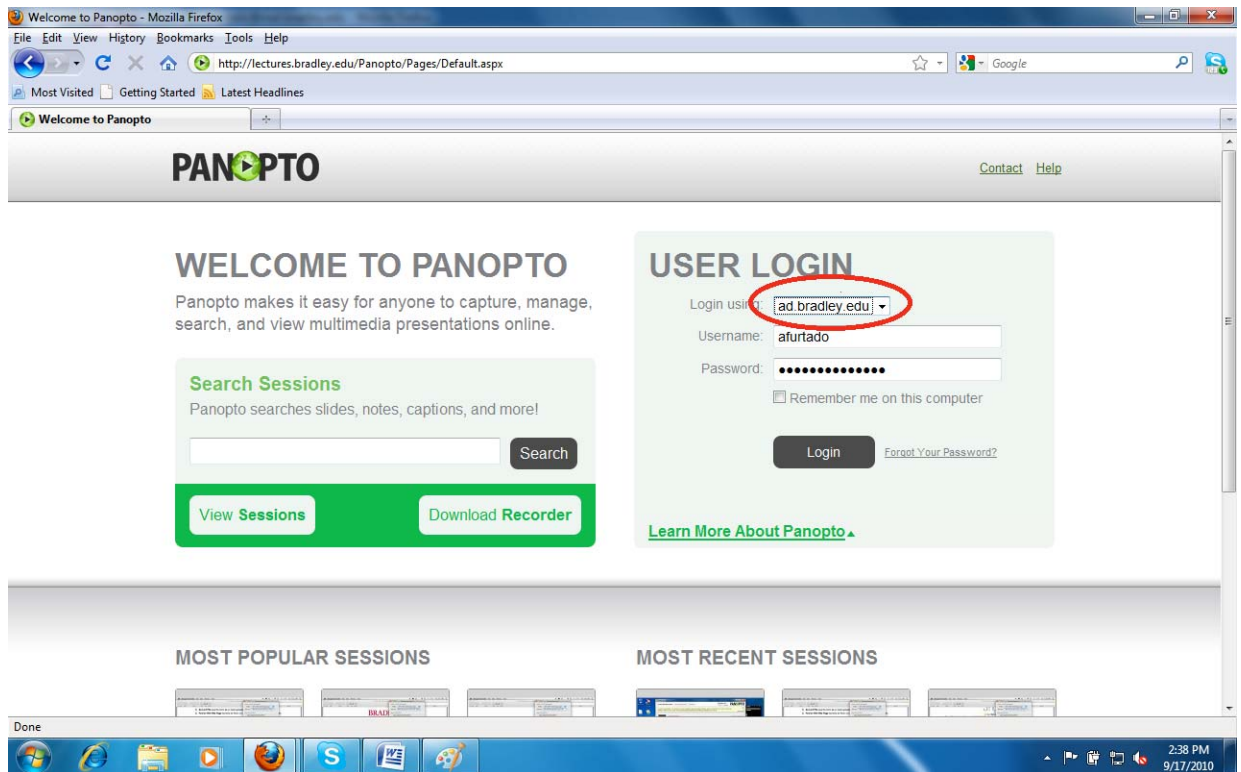


Panopto Recording Instructions - Windows XP

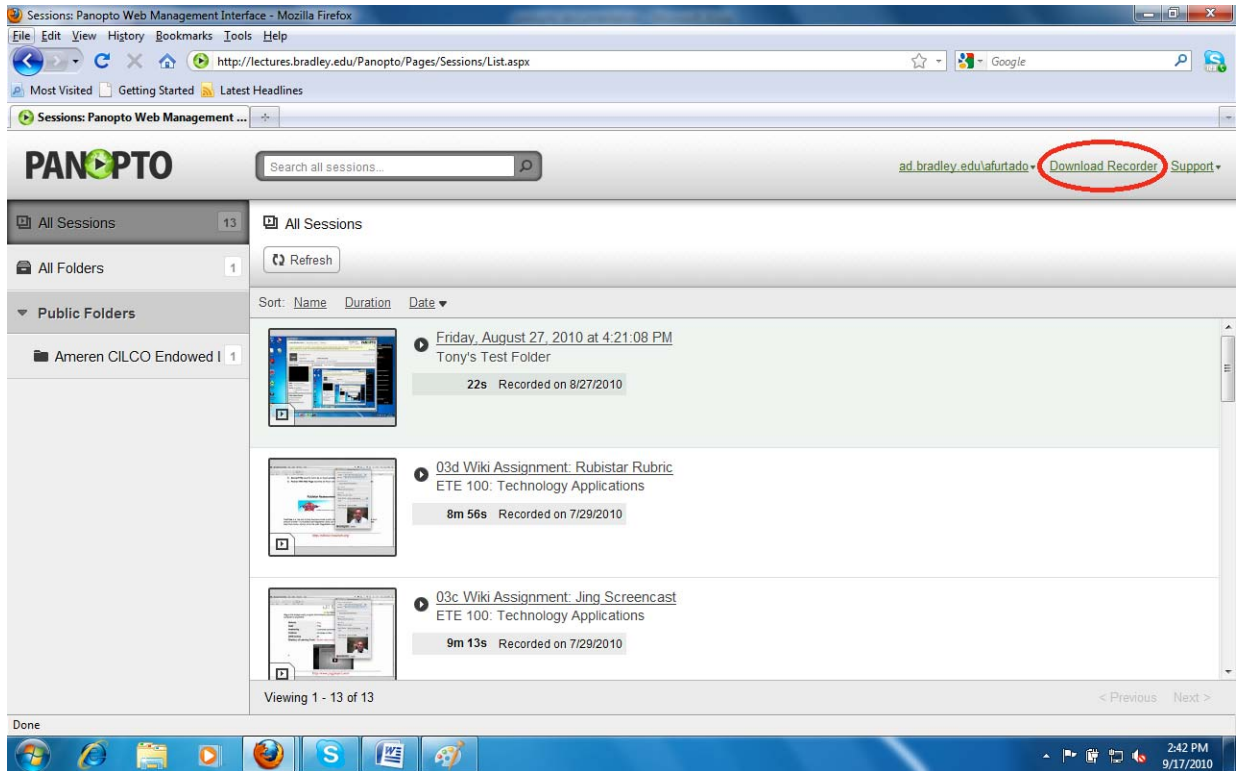
Go to <http://lectures.bradley.edu> <<http://lectures.bradley.edu>> with a web browser (Firefox or Internet Explorer).

1. Login with your BUNetID and password. Please make sure you choose 'ad.bradley.edu' instead of the 'Panopto' domain.

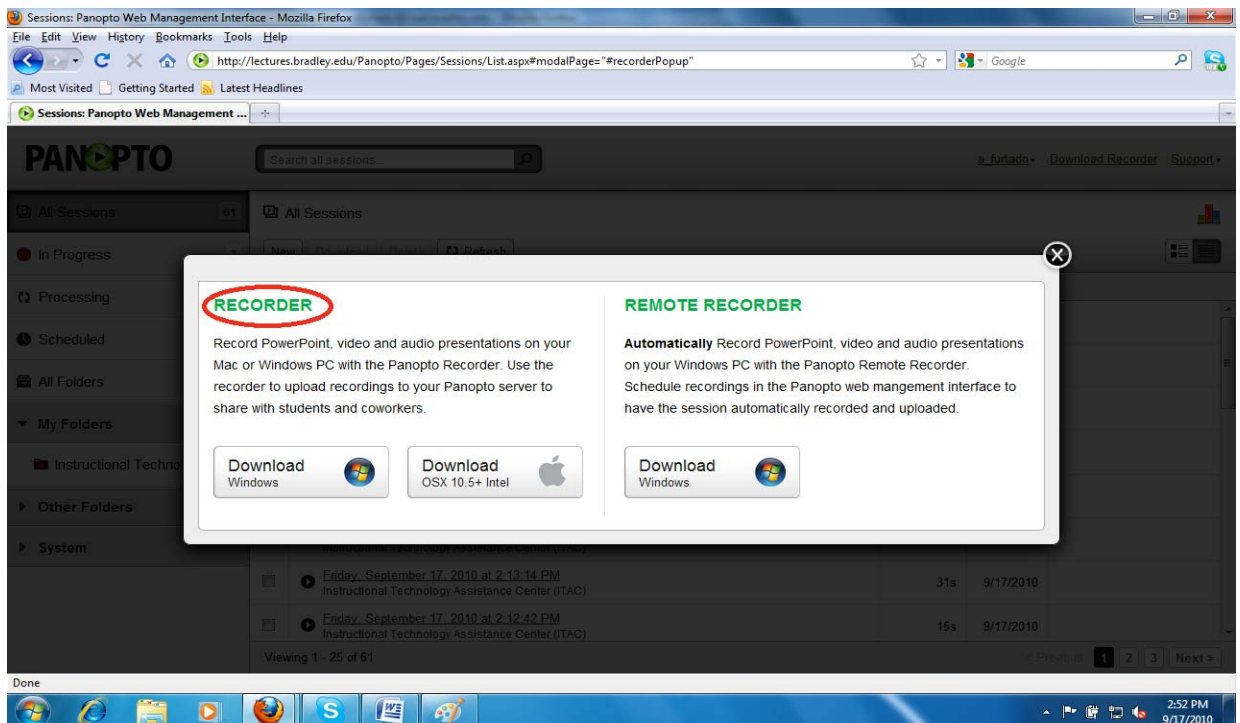


The screenshot shows a Mozilla Firefox browser window displaying the Panopto website. The address bar shows the URL <http://lectures.bradley.edu/Panopto/Pages/Default.aspx>. The page features the Panopto logo at the top left and navigation links for 'Contact' and 'Help' at the top right. The main content area is divided into two sections: 'WELCOME TO PANOPTO' and 'USER LOGIN'. The 'WELCOME TO PANOPTO' section includes a search bar for sessions and buttons for 'View Sessions' and 'Download Recorder'. The 'USER LOGIN' section contains a dropdown menu for the login user, which is currently set to 'ad.bradley.edu' and is circled in red. Below the dropdown are input fields for 'Username' (containing 'afurtado') and 'Password' (masked with dots). There is also a checkbox for 'Remember me on this computer' and a 'Login' button. A link for 'Forgot Your Password?' is located next to the login button. At the bottom of the page, there are sections for 'MOST POPULAR SESSIONS' and 'MOST RECENT SESSIONS'. The Windows XP taskbar is visible at the bottom of the screen, showing the system tray with the time 2:38 PM and date 9/17/2010.

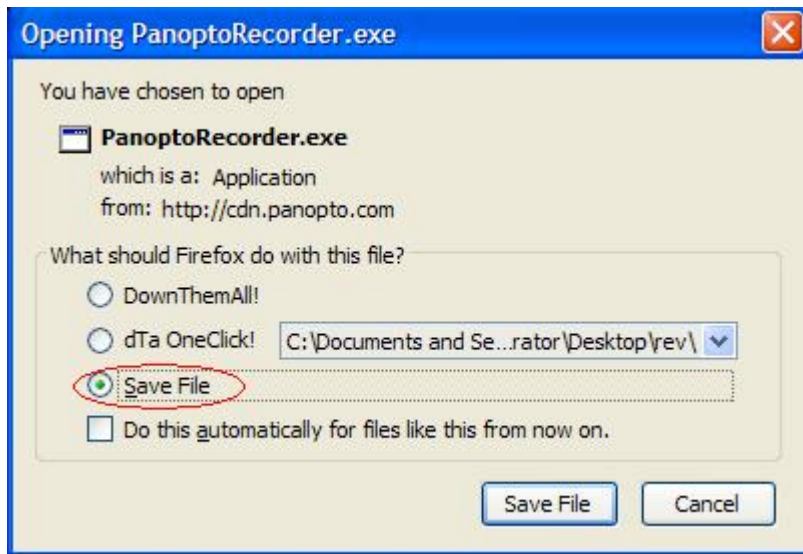
2. Click the Download Recorder link at top screen right.



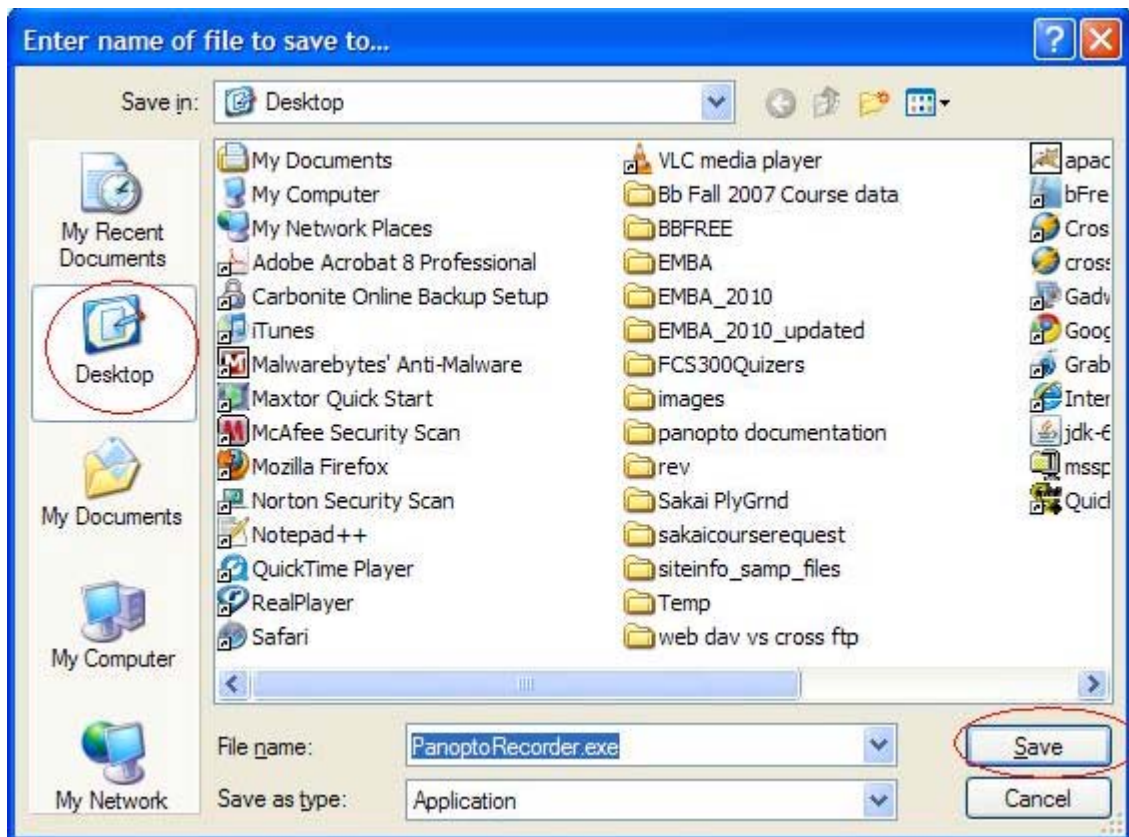
3. Select the option of either Recorder or Remote Recorder (recommended :- Recorder), and click the Download Windows button.



- In the succeeding popup box, click the Save button.

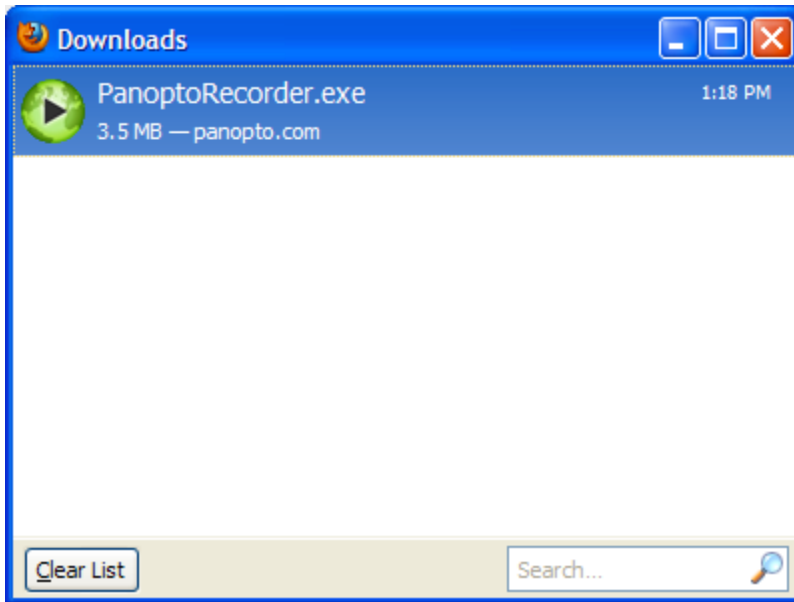


- In the succeeding popup box, click the Desktop icon on the left and then click the Save button.

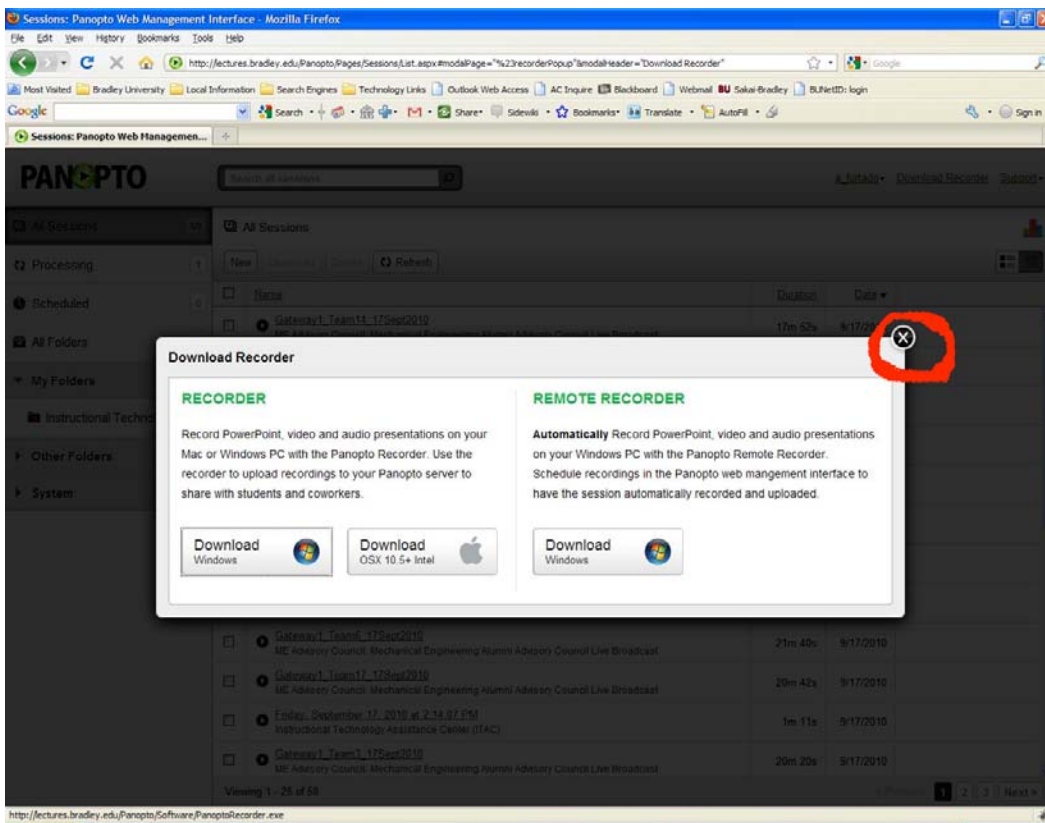


- The PanoptoRecorder.exe file will download to your Desktop.

- Click the Close button in the “Download complete” box.



- On the “lectures” server browser session, click the X to close the Download Recorder box.



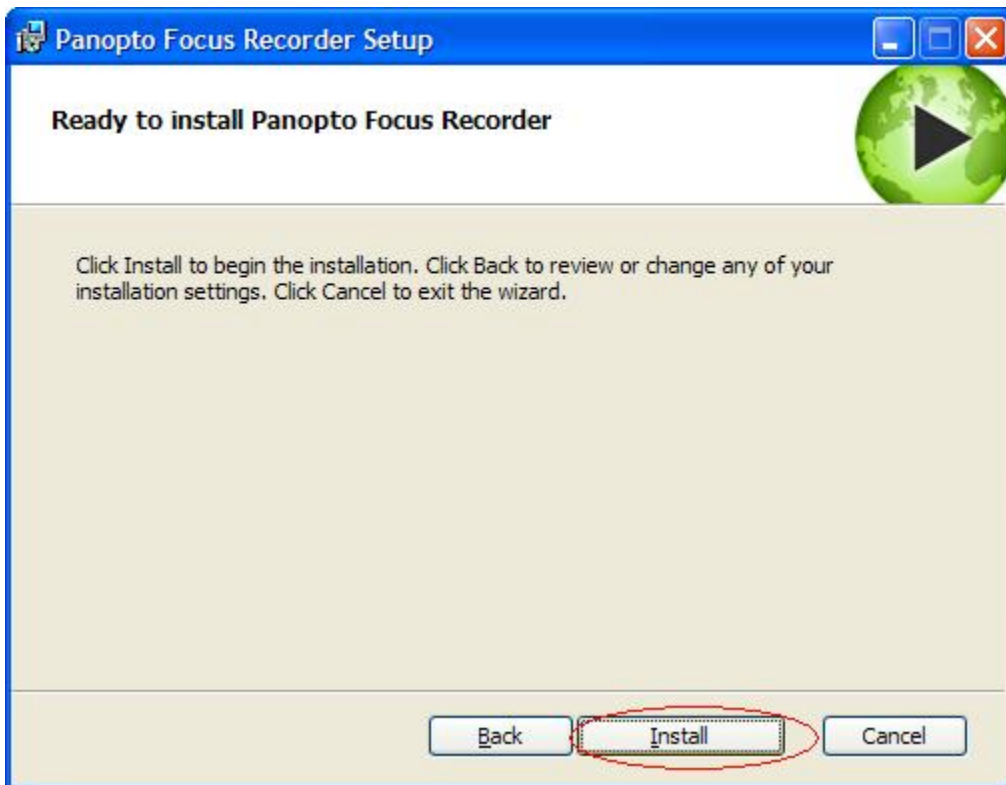
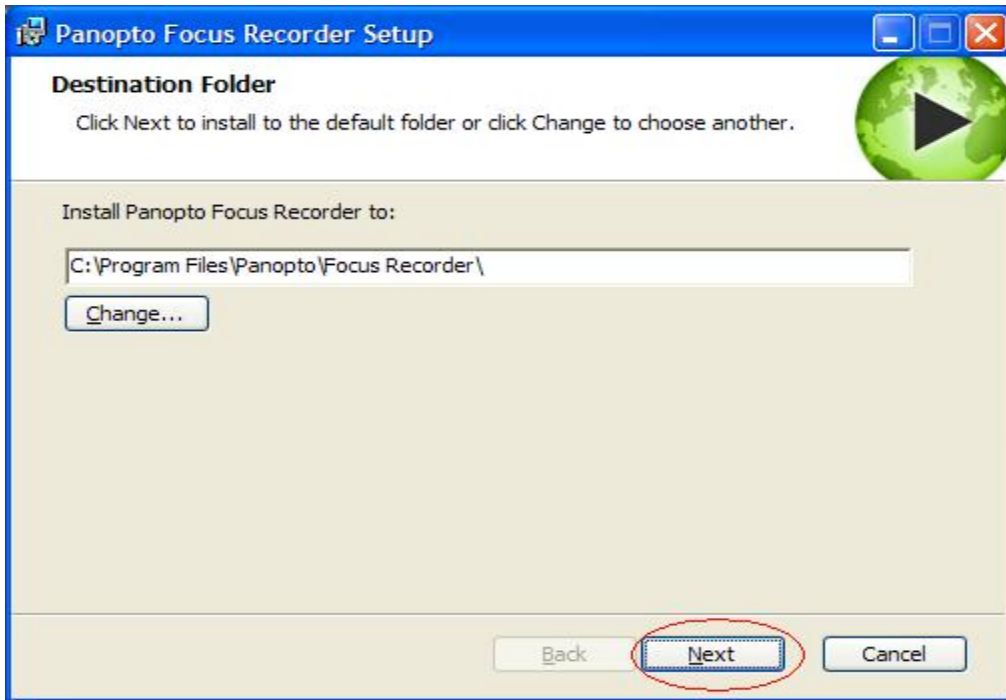
9. On the “lectures” server, click the “ad.bradley.edu/username” link and the Logout button to exit the Panopto server.

The screenshot shows the Panopto Web Management Interface in a Mozilla Firefox browser. The browser's address bar displays the URL <http://lectures.bradley.edu/Panopto/Pages/Sessions/List.aspx#>. The interface features a sidebar on the left with navigation options: All Sessions (58), Processing (1), Scheduled (0), All Folders (27), My Folders (New), Instructional Technology A (4), Other Folders, and System. The main content area displays a table of sessions with columns for Name, Duration, and Date. A 'USER LOGIN' modal is overlaid on the right, showing the current user as 'Atisha Furtado' with the role of 'Administrator'. The modal includes 'Logout' and 'User Settings' buttons, both of which are circled in red. The browser's status bar at the bottom indicates 'Viewing 1 - 25 of 58'.

Name	Duration	Date
Gateway1_Team14_17Sept2010 ME Advisory Council: Mechanical Engineering Alumni Advisory Council Live Broadcast		
Gateway1_Team1_17Sept2010 ME Advisory Council: Mechanical Engineering Alumni Advisory Council Live Broadcast		
Gateway1_Team10_17Sept2010 ME Advisory Council: Mechanical Engineering Alumni Advisory Council Live Broadcast		
Gateway1_Team9_17Sept2010 ME Advisory Council: Mechanical Engineering Alumni Advisory Council Live Broadcast		
Gateway1_Team16_17Sept2010 ME Advisory Council: Mechanical Engineering Alumni Advisory Council Live Broadcast	19m 48s	9/17/2010
Gateway1_Team2_17Sept2010 ME Advisory Council: Mechanical Engineering Alumni Advisory Council Live Broadcast	18m 14s	9/17/2010
Gateway1_Team15_17Sept2010 ME Advisory Council: Mechanical Engineering Alumni Advisory Council Live Broadcast	20m 54s	9/17/2010
Gateway1_Team8_17Sept2010 ME Advisory Council: Mechanical Engineering Alumni Advisory Council Live Broadcast	23m 14s	9/17/2010
Gateway1_Team6_17Sept2010 ME Advisory Council: Mechanical Engineering Alumni Advisory Council Live Broadcast	21m 40s	9/17/2010
Gateway1_Team17_17Sept2010 ME Advisory Council: Mechanical Engineering Alumni Advisory Council Live Broadcast	20m 42s	9/17/2010
Friday, September 17, 2010 at 2:14:07 PM Instructional Technology Assistance Center (ITAC)	1m 11s	9/17/2010
Gateway1_Team3_17Sept2010 ME Advisory Council: Mechanical Engineering Alumni Advisory Council Live Broadcast	20m 20s	9/17/2010

10. On your Windows XP Desktop, double-click the PanoptoRecorder.exe icon.
11. In the Open File – Security Warning popup box, click the Run button.

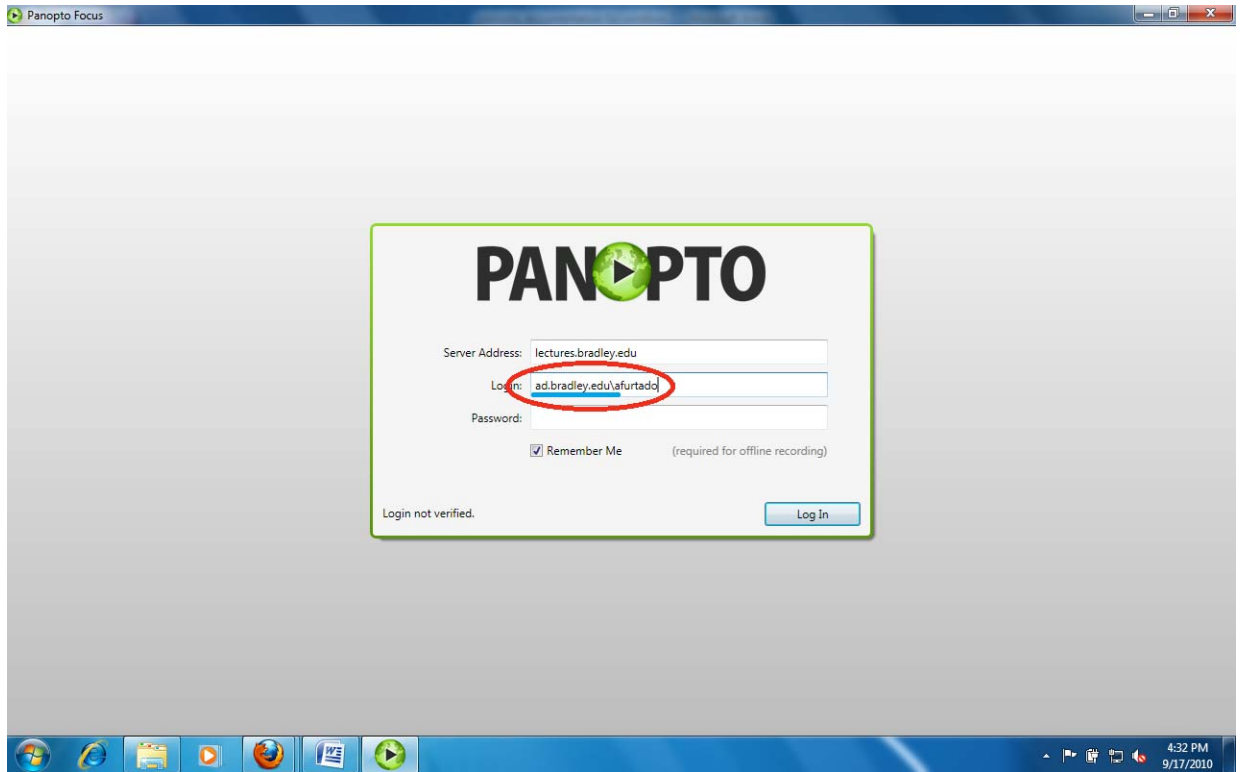
12. In the Panopto Focus Recorder Setup box, click through the options by selecting the Next and Install buttons.



13. When the install process finishes, delete the PanoptoRecorder.exe file from your Desktop.

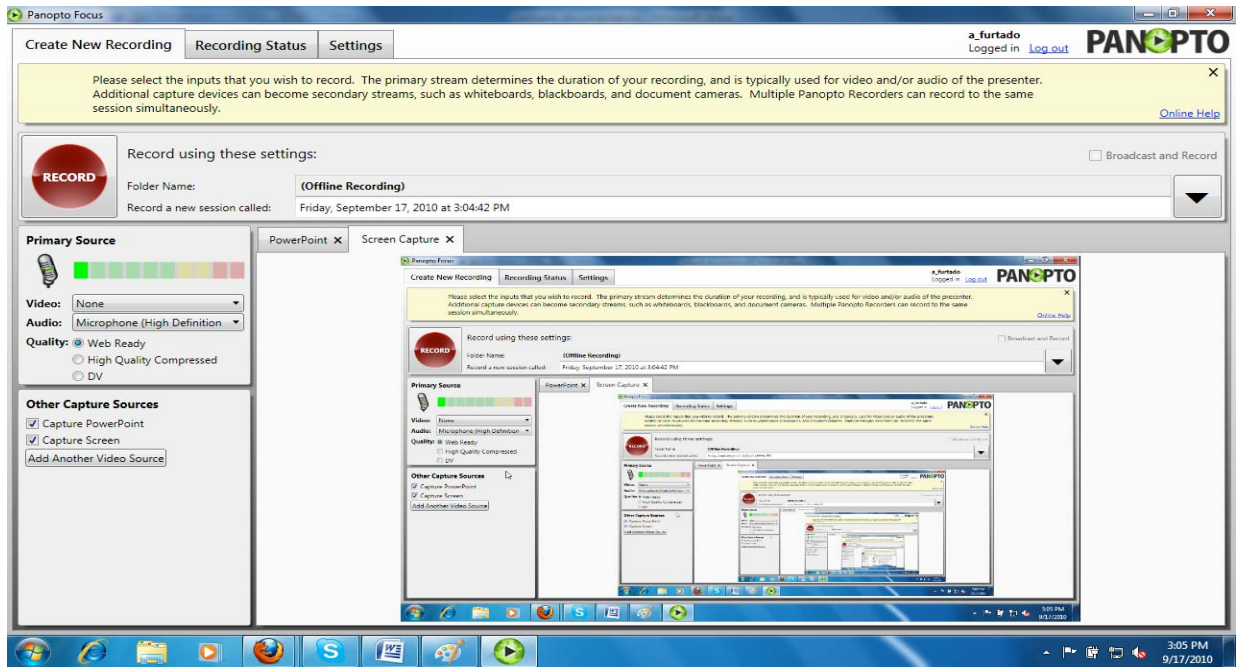
Using Panopto Focus to record lectures from a Windows XP computer

1. Double-click the Panopto Recorder icon on your Desktop.
2. A Panopto Focus popup box will appear. In the "Login" text box, type this: ad.bradley.edu\username [in which "username" = your BUnetID].

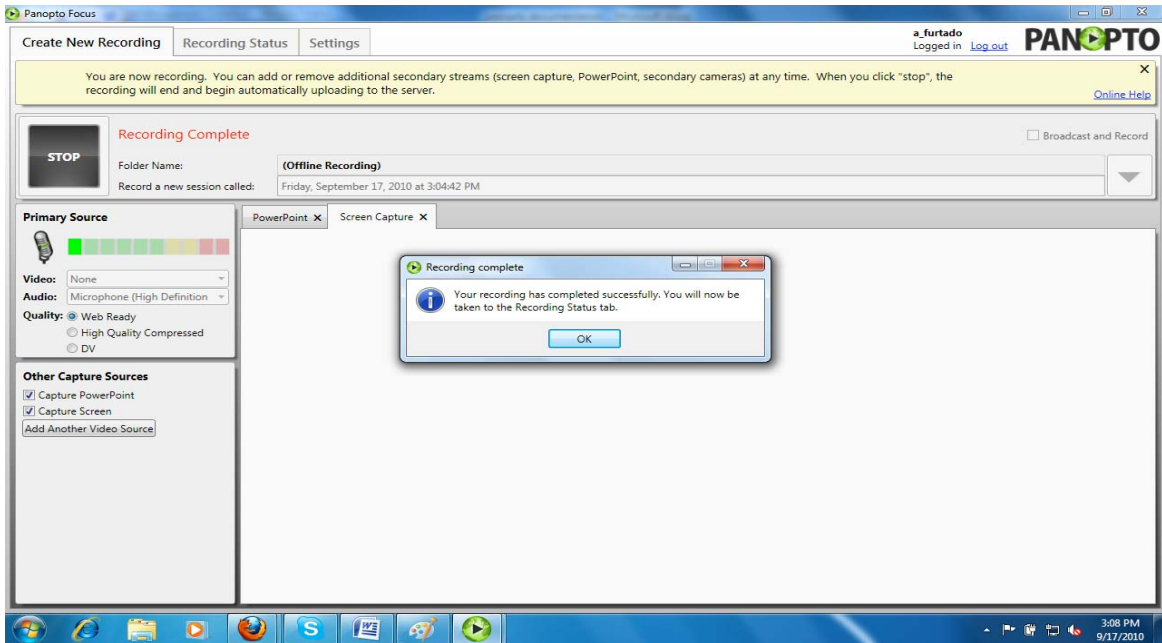


3. In the Password box, type your BUnetID password.
4. Click the "Log In" button.
5. A new Panopto Focus popup box will appear.

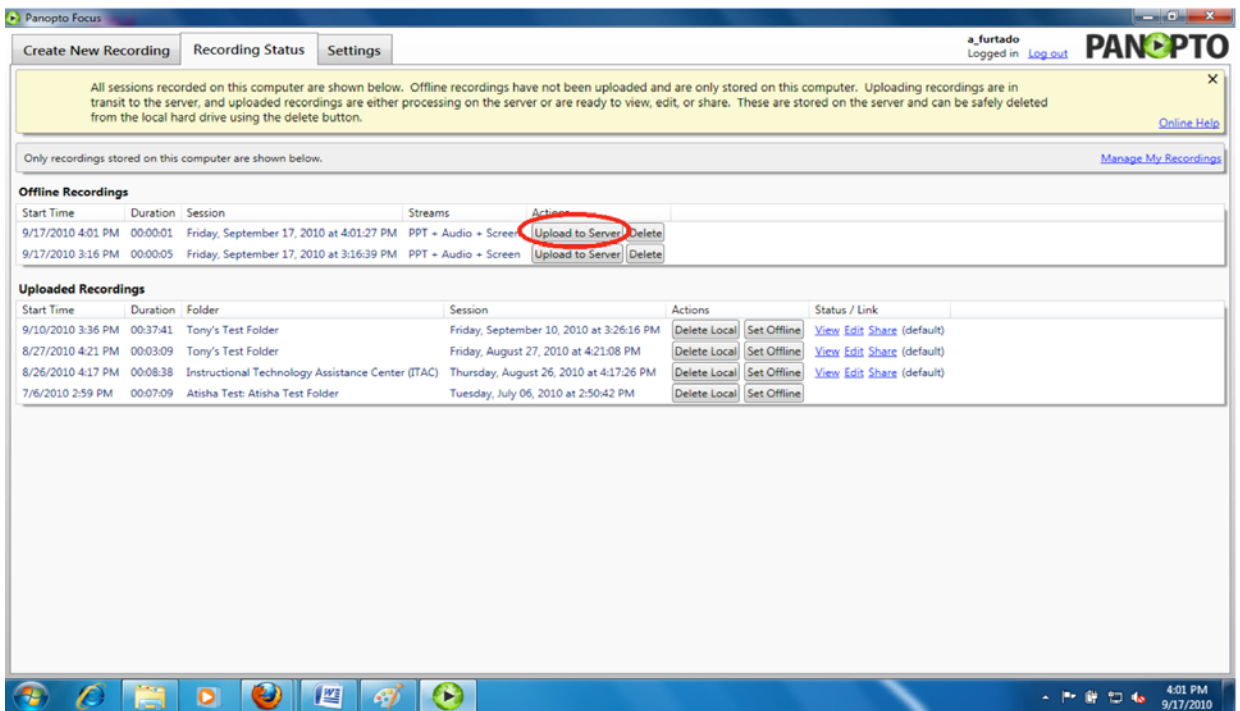
6. In the Primary Source box at screen left, note the Video, Audio and Quality settings, as well as the “Other Capture Sources” settings. You can record from a webcam, headset or other mic and PowerPoint or other screen capture sources.



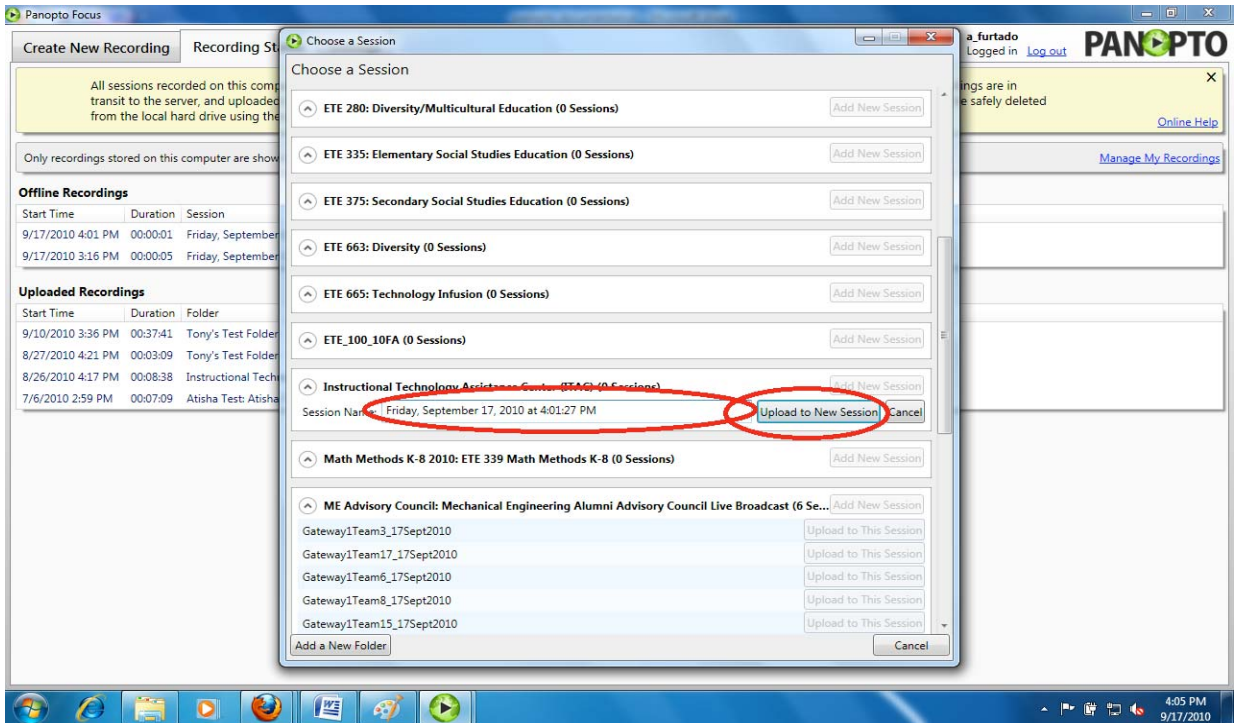
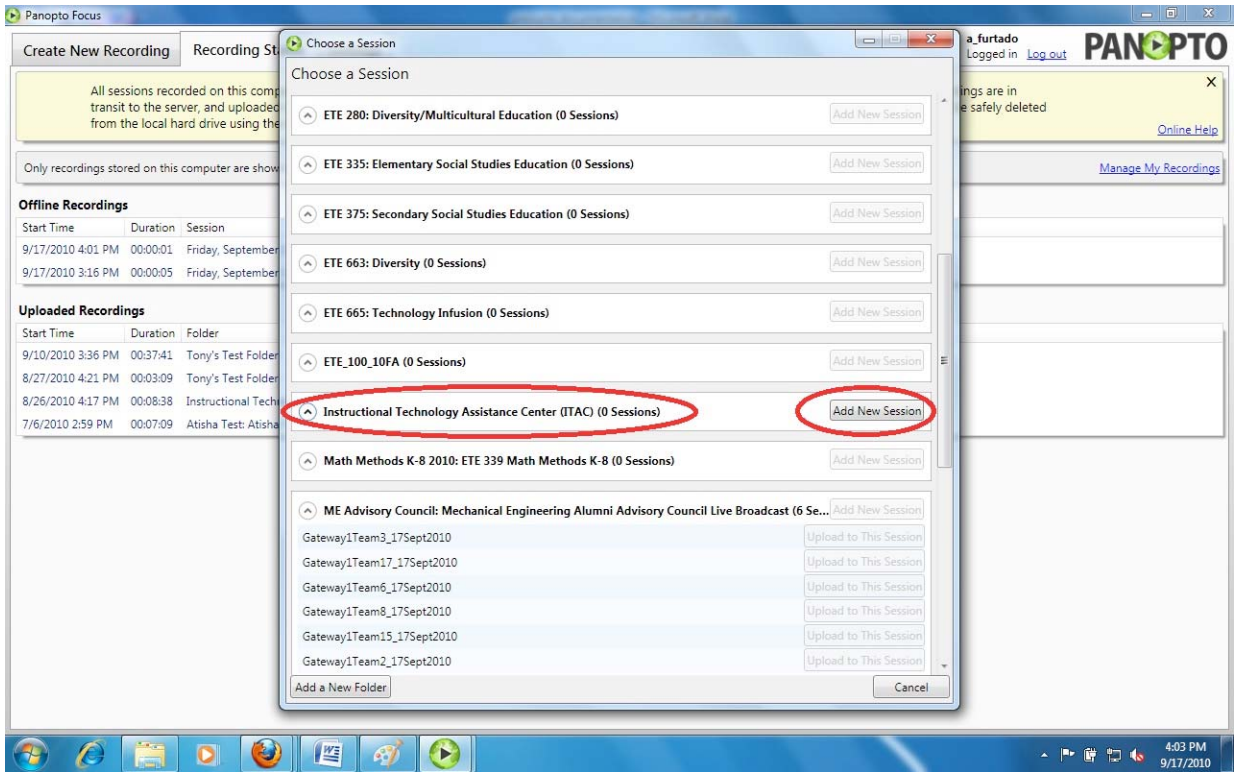
7. Click the red Record button to begin creating content.
8. Click the grey Stop button to end content creation.
9. A “recording complete” popup box will appear. Click the OK button.



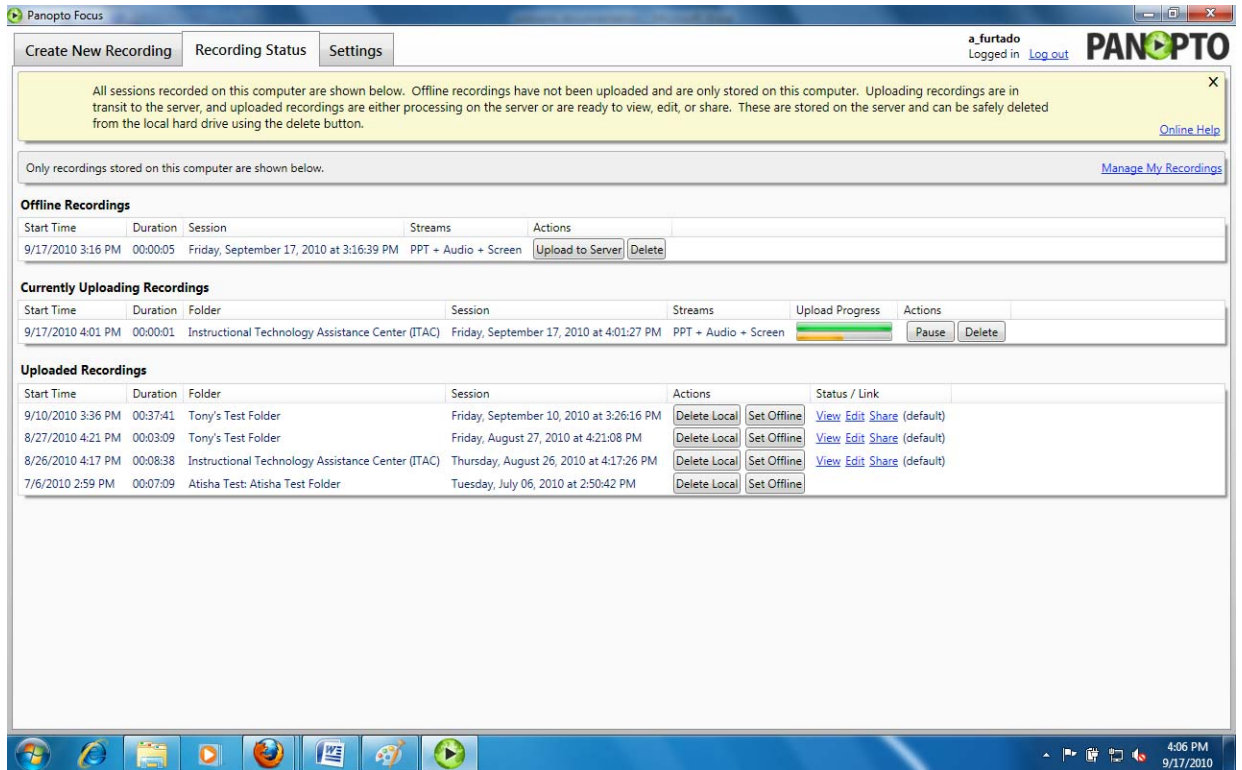
- In the Panopto Focus popup box, you will be taken to the Recording Status tab. Click the "Upload to Server" button.



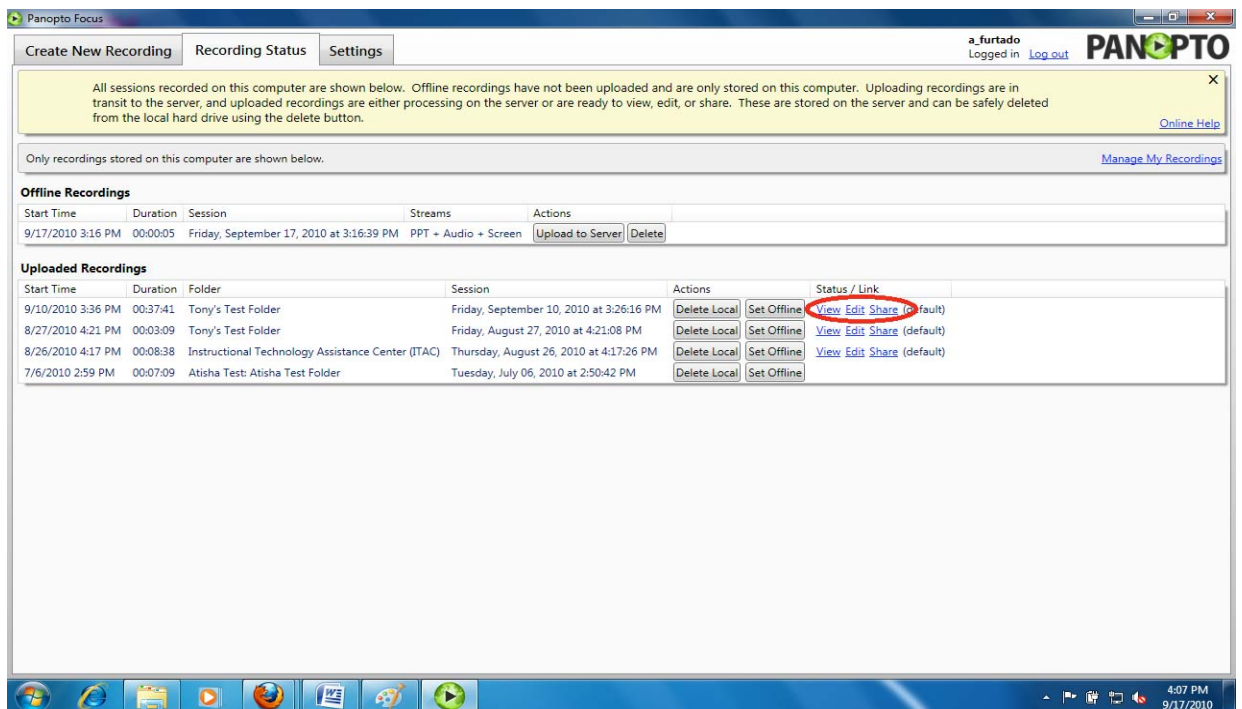
- A "Choose a Session" popup box will appear. Scroll down the folder list and choose your course folder by clicking on the associated "Add New Session" button. A Session Name text box will appear. Type in a session name, and click the "Upload to New Session" button.



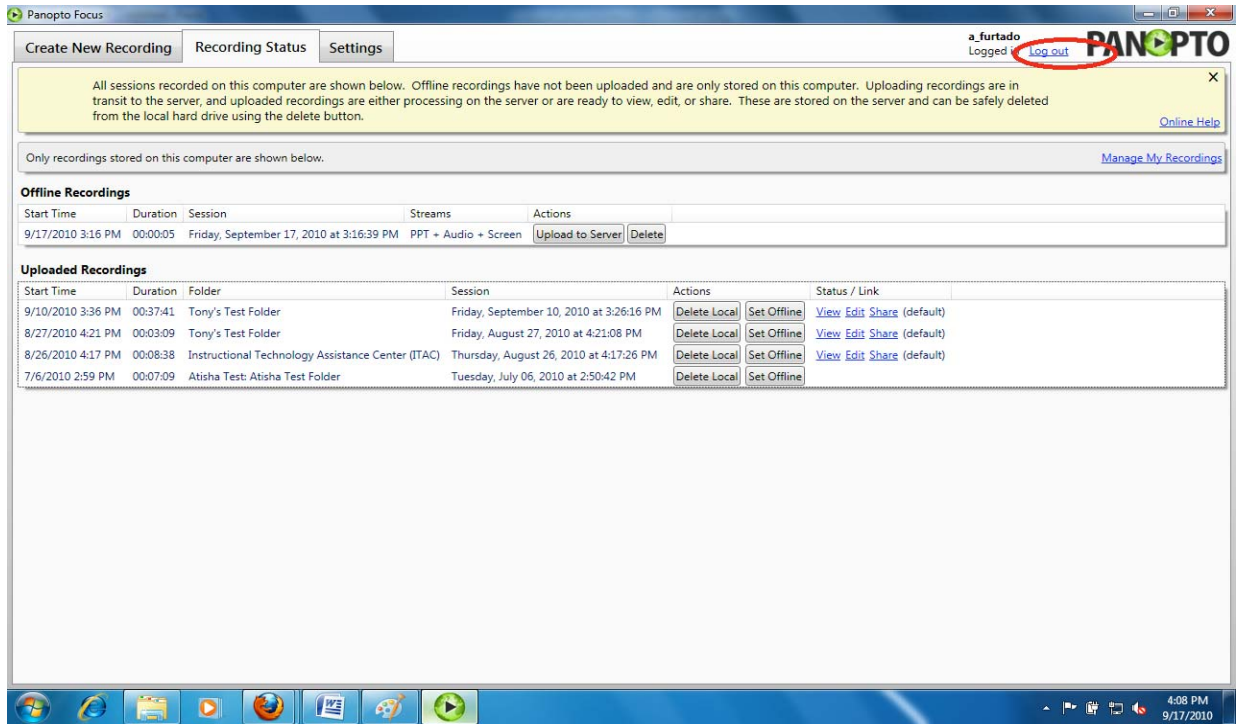
12. An Upload Progress indicator will appear.



13. Uploading and formatting processes will run for some time. When completed, you will see blue View-Edit-Share links appear in the Status / Link column on your screen.



14. Click the blue "Log out" link at top screen right.



15. Close the Panopto Focus popup box.