

BEFORE YOU RECORD

The Environment

- Mute every other device that isn't necessary for the webinar.
- Inspect your room for anything that produces noise.
- Make sure your area is inaccessible to pets and children.

Check for distractions such as:

- moving ceiling fan
- cluttered background
- stopped clock
- Your face should be well lit with sun or artificial light – **See Tips below**

The Technology

- Turn on Focus Assist (PC) or Do Not Disturb (MAC)
- Close applications running in the background of your computer
- Use an external microphone

Panopto Setup

- **Session settings**

- Folder: Panopto Recordings” found on the first day of instruction each semester (ex. July 20)

- Name: “Event Name/Title of Lecture/Date to be delivered”

- **Primary Sources**

- Video: Select **Integrated Webcam** from the drop-down menu

- Audio: Select **Microphone** from the drop-down menu

*If using an external microphone (recommended) select it from the drop-down menu

Quality: Select Ultra from the drop-down menu

Capture Computer Audio: Use the check box to enable this setting **only if** there are videos in your presentation

- **Secondary Sources**

Capture PowerPoint: Check this box to capture the slides in your presentation

Capture Main Screen: Check this box to record annotations/laser pointer when used in PowerPoint

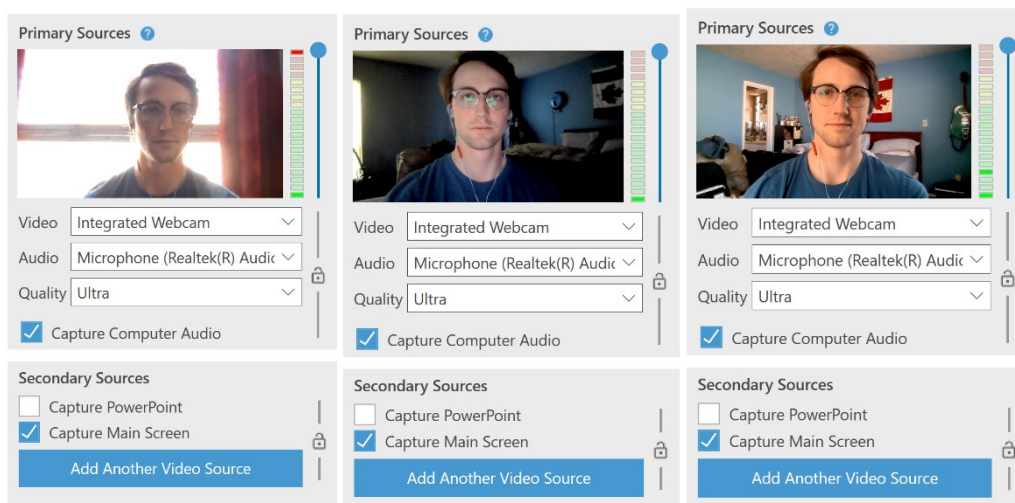
Resolution: Set to 1920x1080

FPS: Set to ≥ 15

KBPS: Set to ≥ 1500

Tips

- If videos are embedded in your PowerPoint presentation, set the FPS and KBPS to their highest setting (30fps, 2500kbps)
- Prior to clicking record, test the levels of your audio using the audio level indicator beneath **Primary Sources** and above **Video**
 - If the bar is in the green/yellow region your audio is at a good level
 - If the bar is in the red region, move the slider to the left to lower the gain and perform another test
- If you are using dual monitors check the **Enable screen capture preview** option to see what screen will be recorded
 - If the wrong screen is displayed in the preview, deselect your current selection from the secondary sources (Capture Main Screen) and check Capture Second Screen or Capture Third Screen (if applicable)
- If you are using the laser pointer in PowerPoint to highlight key elements in a slide be sure to select Capture Main Screen (Capture Second/Third Screen if applicable) from the secondary sources menu. The laser pointer will not be captured if this setting is not enabled
- Lighting can drastically improve the quality of your recording. It is best to avoid backlit situations (photo on the left) and dark rooms without a source of light (middle photo). Try to setup your recording in a well-lit room for the best results.



Hot Keys for Panopto (Windows)

- F8: Start Recording
- F9: Pause Recording
- F10: Stop Recording

Note: Some keyboards require that you use the Fn key in addition to the F8, F9, F10 keys

Hot Keys for Panopto (Mac)

- Option + Command + R: Start Recording
- Option + Command + P: Pause Recording
- Option + Command + S: Stop Recording

Frequently Used Hot Keys for PowerPoint

- Start the laser pointer: Ctrl + L
- Start the pen (annotation): Ctrl + P
- Start the eraser: Ctrl + E
- Go back to cursor: Ctrl + A