

Lecture Capture with Panopto in UNC General Purpose Classrooms

This article will guide you through recording a class session with Panopto in General Purpose Classrooms. For help getting started with Panopto, or managing your recordings, please visit panopto.unc.edu. For further help with either classroom technology or Panopto, please contact the Classroom Hotline by picking up the Hotline phone in your room, dialing 919-962-6702, or emailing hotline@unc.edu.

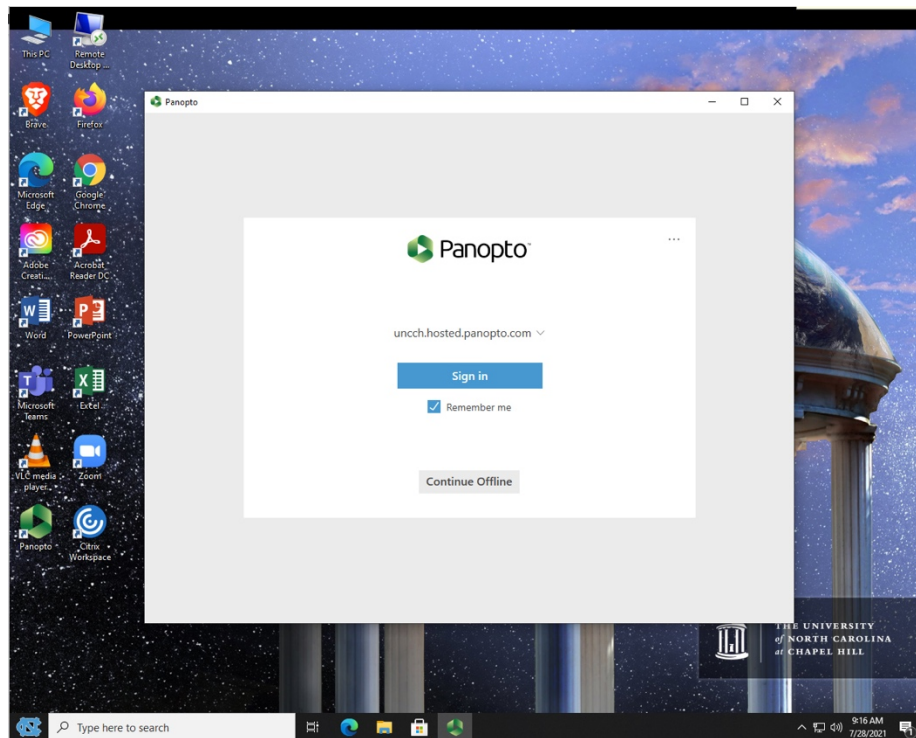
Information:

Steps to get started:

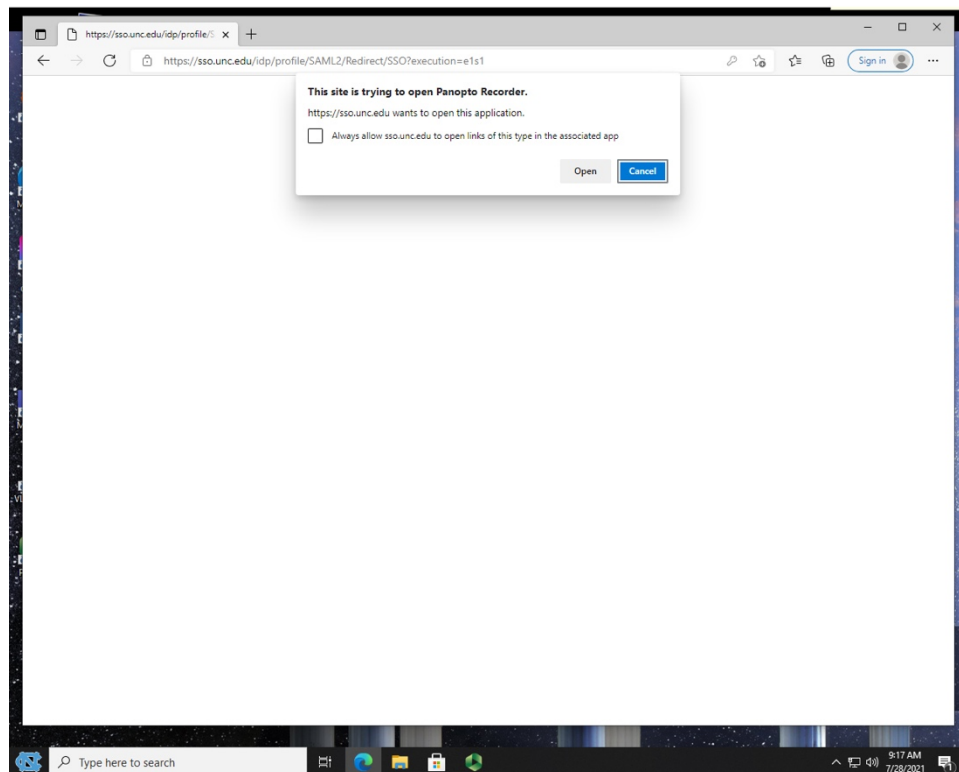
1. Start up the AV system by selecting “Computer” as your input on the touch panel.
2. Press ctrl+alt+delete to log in, and log in with your onyen and password.
3. Send the computer to the projector or displays in your room:



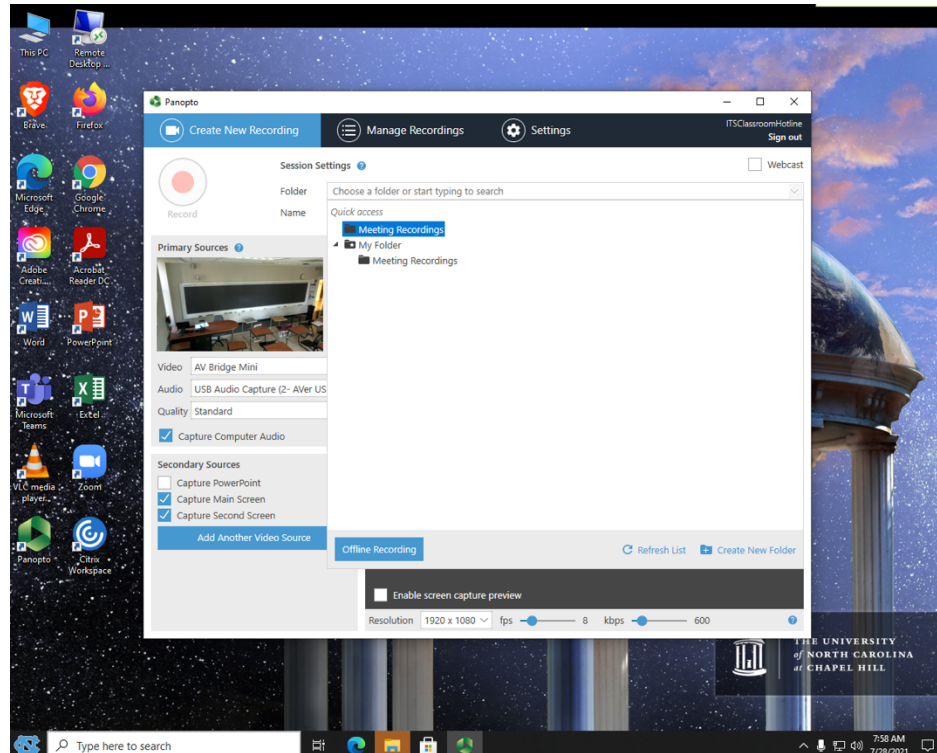
- Once the computer is logged in, open any presentation materials you plan on using. Then, open “Panopto” from the desktop icon or start menu. If this is your first time signing in to Panopto for the semester, click “Sign in” to sign in to Panopto:



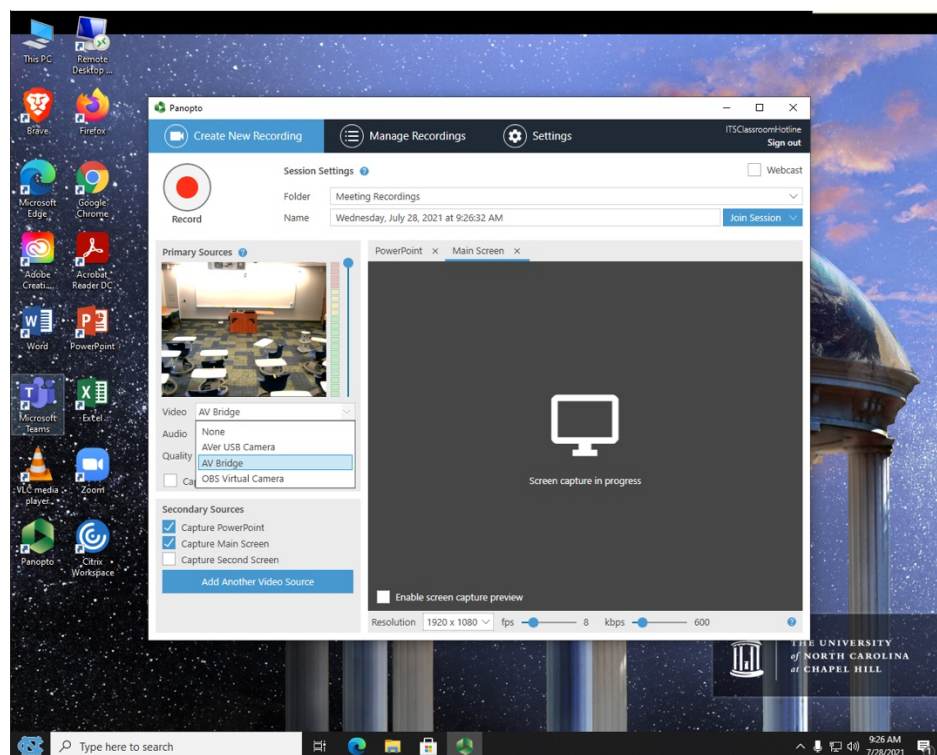
- A browser window will open to the Single Sign-On page. Enter your onyen and password to sign in. Click “Open” to allow the browser to open Panopto Recorder. You should be signed in automatically to Panopto for all future uses, as the login will be tied to your onyen and password that you initially entered to log in to the computer:



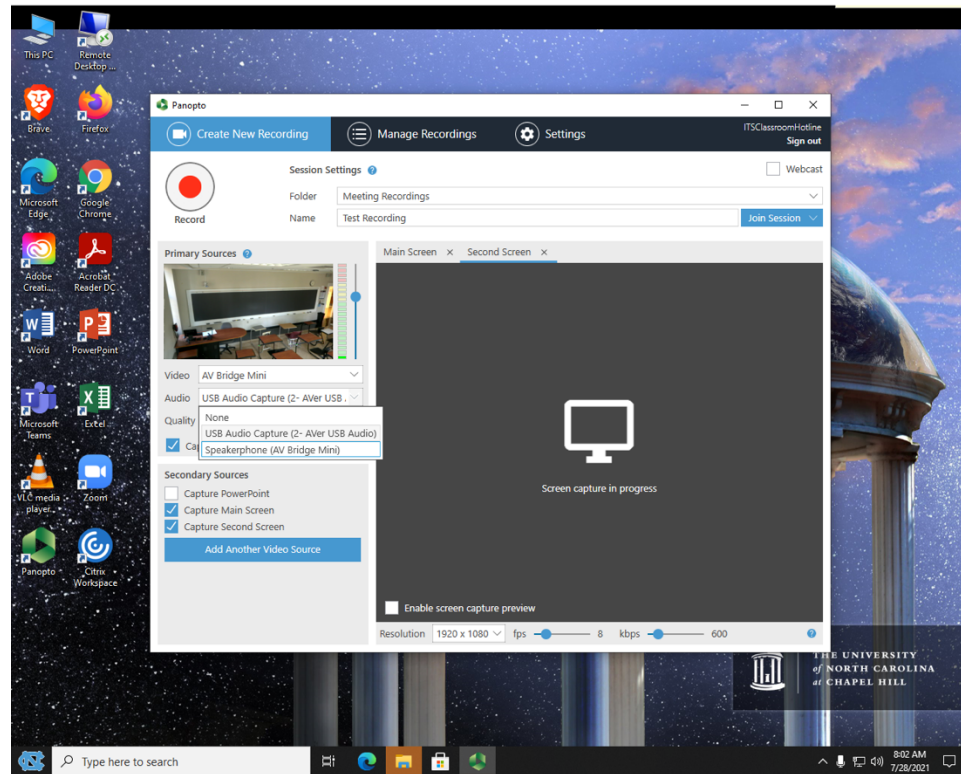
6. Panopto Recorder will now be open and logged in. Select the folder to which you'd like the recording to be saved using the drop-down menu at the top. You should be able to see all folders to which you have access:



7. Give your recording an easily identifiable name.
8. Look at the “Primary Sources” menu on the left, and use the video dropdown menu to select “AV Bridge” to use the wall-mounted web conferencing cameras in the room, if available. (See instructions for adjusting the camera views at the bottom of this page.)

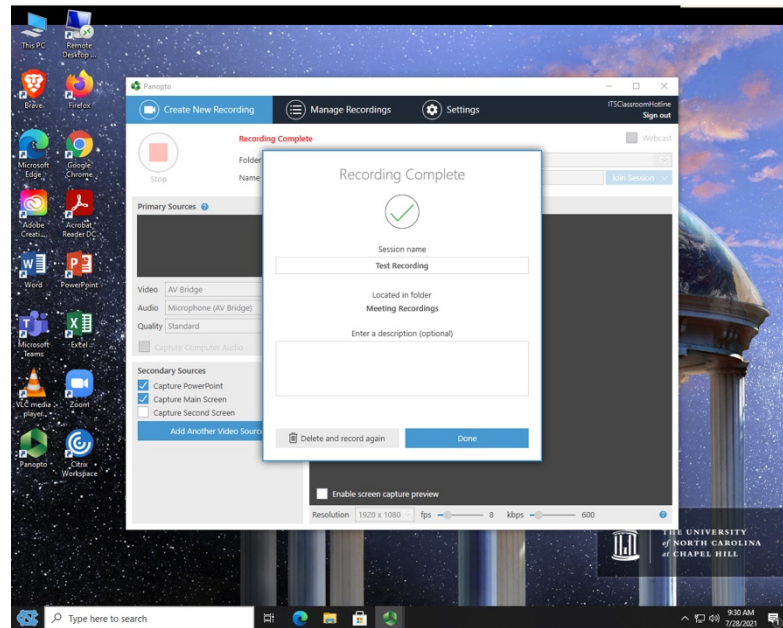


9. If you don't see "AV Bridge" as an option, you can use the document camera as a camera source. Ensure the document camera is turned on (indicated by a green light on the unit,) and select "AVer USB Camera" as your camera source. Aim the document camera as needed.
10. Select your audio source from the dropdown menu. If this room has ceiling, handheld, or lapel microphones, it will either be "AV Bridge", "HDL300", or "BiAmp." If the room does not have these inputs, use "USB Audio Capture (AVer USB Audio)" to use the microphone embedded in the document camera:



11. If needed, test multiple different microphone sources to see which gives you the best quality audio on the volume meter on the right of the primary sources menu.
12. On the "Secondary Sources" menu on the bottom left, select which screen(s) you'd like to record. This can include both the primary and secondary monitors, as well PowerPoint presentations, if applicable.
13. Start your recording by clicking the record button in the upper left. Present your class materials as needed.

14. When finished, click “Stop Recording” in the upper left. A pop-up window will remind you of the session’s title and file location. If needed, enter description notes in the box. Click “Done” when finished:



15. When finished with recording for the day, close Panopto, and log out of the computer. Panopto will continue to upload to the cloud, even if the computer is logged out. Your recording will be accessible shortly by going to panopto.unc.edu, logging in, and navigating to the folder to which you saved the recording.
16. When finished using the classroom technology, press “System Power” in the lower left of the AV Main Menu to reset the AV system for the next class.

Adjusting Your Camera Views:

On the full screen computer preview page, press “Select Camera” in the lower left. Or, from the AV Main Menu, with the computer input selected, press “Select Camera” in the left of the screen:



This will open a page from which you can select which camera you'd like to use; adjust the pan, tilt, and zoom of each camera; adjust the speeds at which the pan, tilt, and zoom move; and establish presets for different camera positions by pressing and holding the numbers under "Camera Presets" until a green screen appears reading "Preset Stored":



From this menu, you may switch in between camera views, or adjust the cameras without stopping or pausing your Panopto recording, as all cameras are fed into a single input into the computer.

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