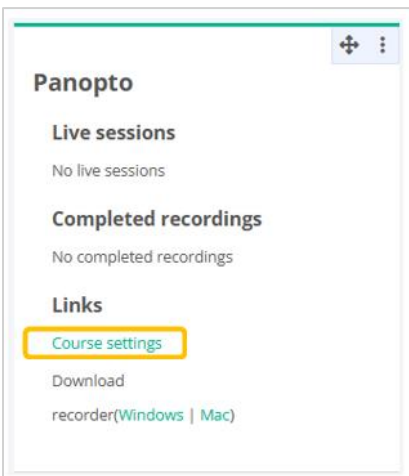
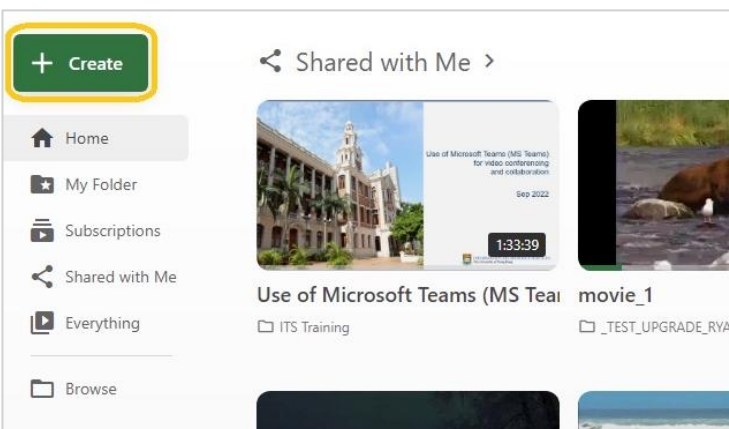


# Record an Instructional Video in Classroom

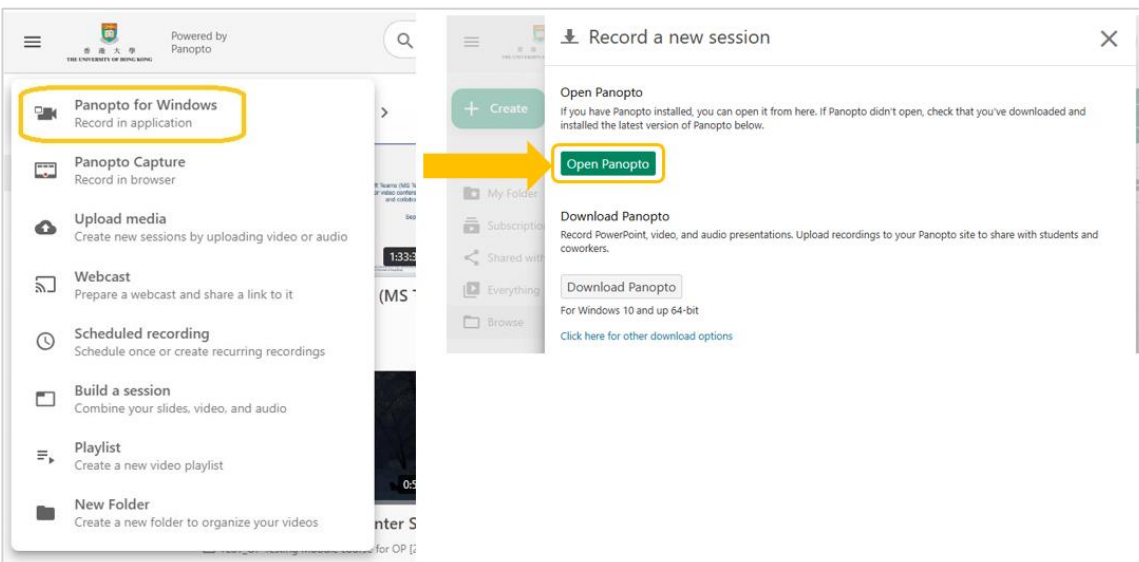
1. From your Moodle Course, locate the Panopto Block on the right, and click “Course settings” to access the Panopto platform.



2. Click the “+ Create” icon on the top left to open a menu of options.



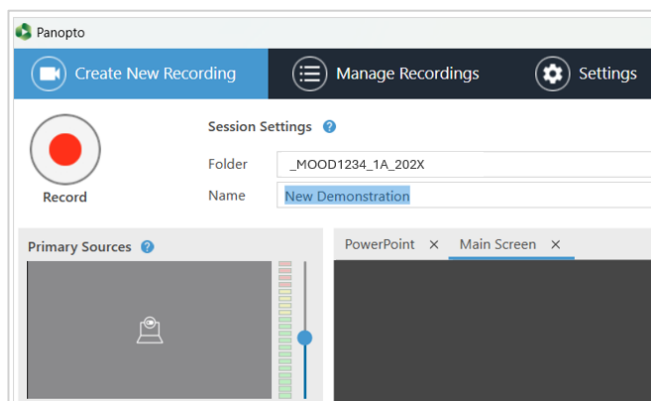
3. Select “Panopto for Windows”. Then, click *Open Panopto* to launch the Recorder.



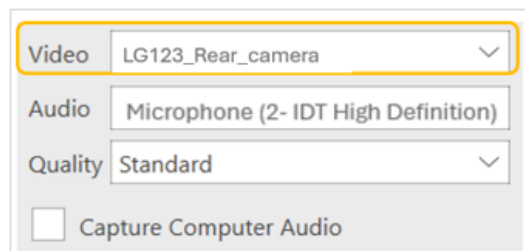
NB: Another way to launch the Panopto Recorder is from searching “Panopto” on the classroom desktop or locate the icon from the task bar. Then, log int with your HKU Portal ID.



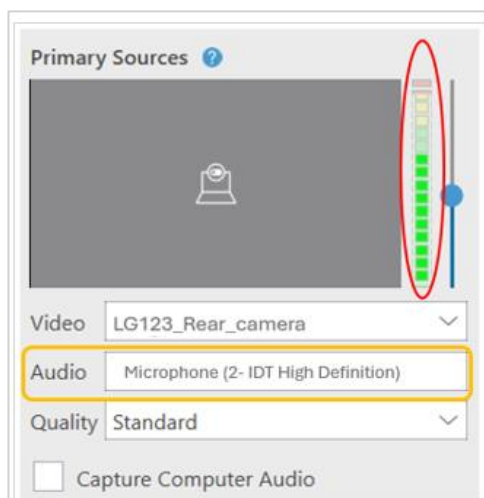
4. Once the “Create New Recording” session is opened, check whether the Folder is your Course Folder, and then *Name* your video if necessary.



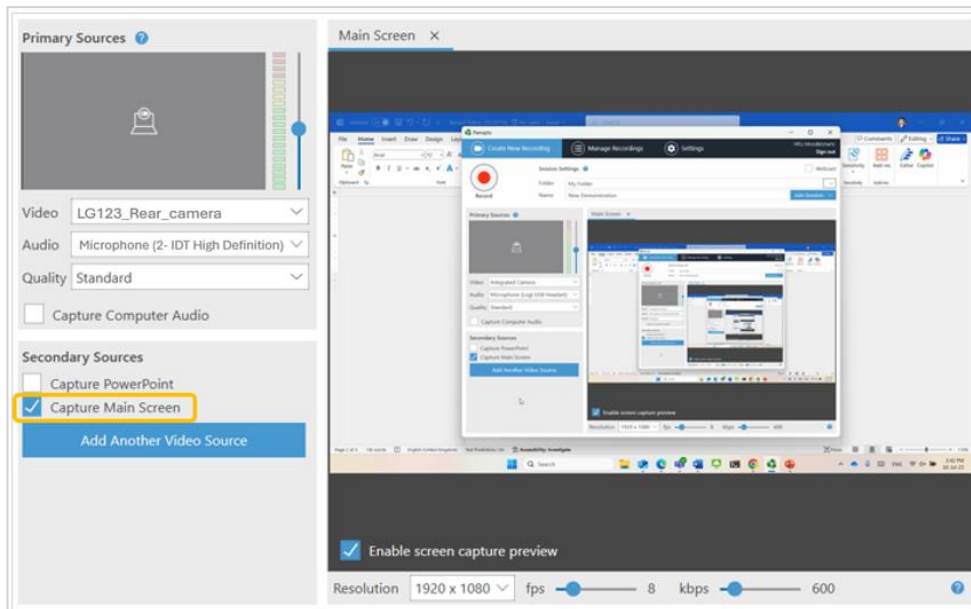
5. Check the **Video** source of the Classroom Camera under "Primary Source".



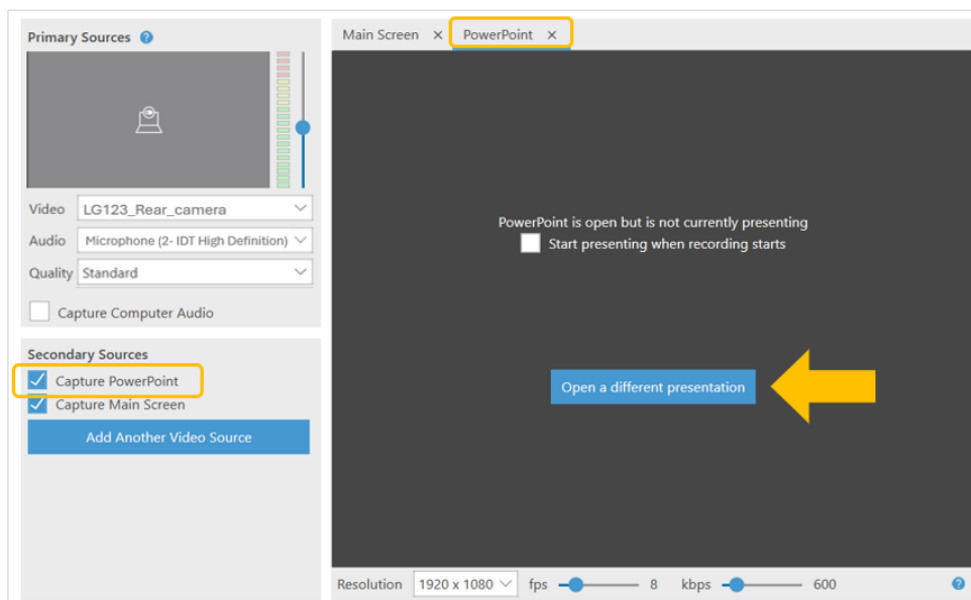
6. Then, check the **Audio** source and its volume. **Remember to turn on the system sound on the Lectern Panel first if using a handheld microphone.** Test speaking to see if the sound bar indicator is moving. If the indicator light of the soundbar does not move, you need to cross check if the device is well plugged as the source; otherwise, the video will have no sound.



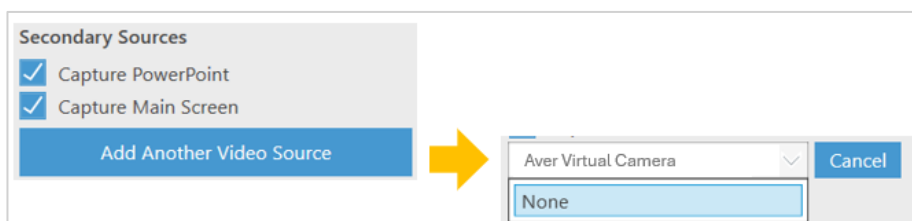
7. If you also want to record the computer desktop, we can enable “Capture Main Screen” under Secondary Sources.



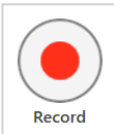
8. If necessary, you may also wish to enable “Capture PowerPoint” to share both the video-camera’s view and the PowerPoint material. Remember to select the PowerPoint file via “Open a different presentation”.



9. If needed as well, you may wish to add “Another Video Source”, such as a classroom visualiser.



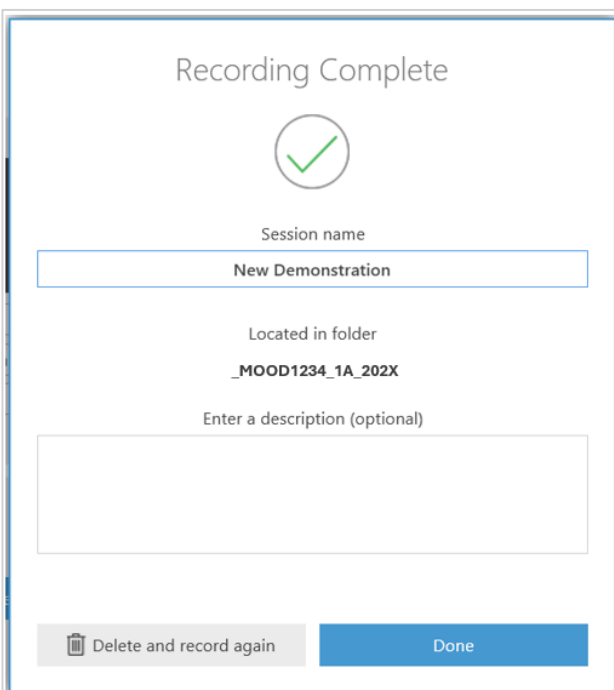
10. Once you are ready, click the **Record** icon to start recording.



11. Click the **Stop** icon to stop recording.



12. Confirm the recording name in the pop-up window, and then click the **Done** button.



Recording Complete

✓

Session name

New Demonstration

Located in folder

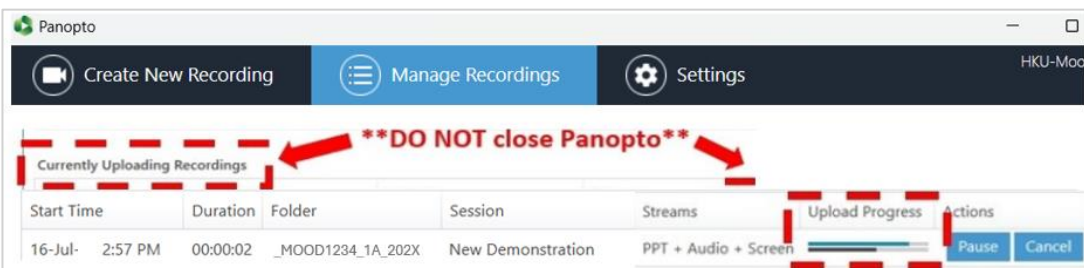
\_MOOD1234\_1A\_202X

Enter a description (optional)

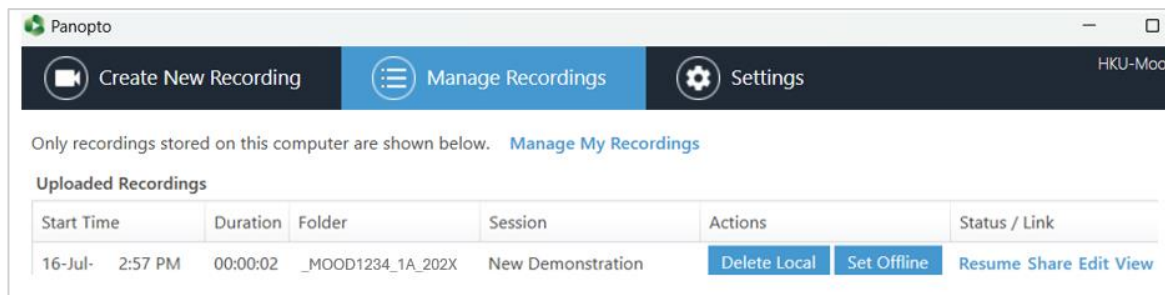
Delete and record again Done

13. You will then be brought to the “Manage Recordings” page. Wait until the two “Upload Progress” bars indicate that the upload is complete. It may take some minutes.

**DO NOT close the Panopto Recorder application at this moment.**



14. When the status of the recording is **Completed**, we can then see the video under the "Uploaded Recordings". Then, we can close the "Manage Recordings" windows.



15. Under the "Panopto Block" on your Moodle course, the recorded video is shown.

