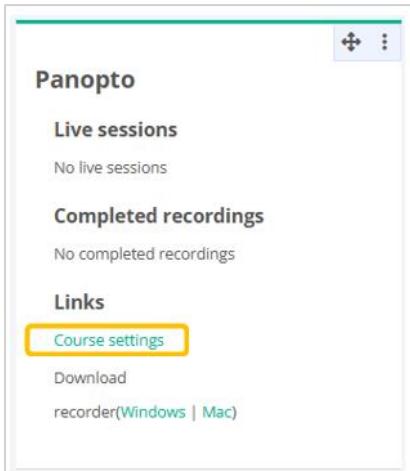


Record an Instructional Video in Classroom

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



Panopto

Live sessions

No live sessions

Completed recordings

No completed recordings

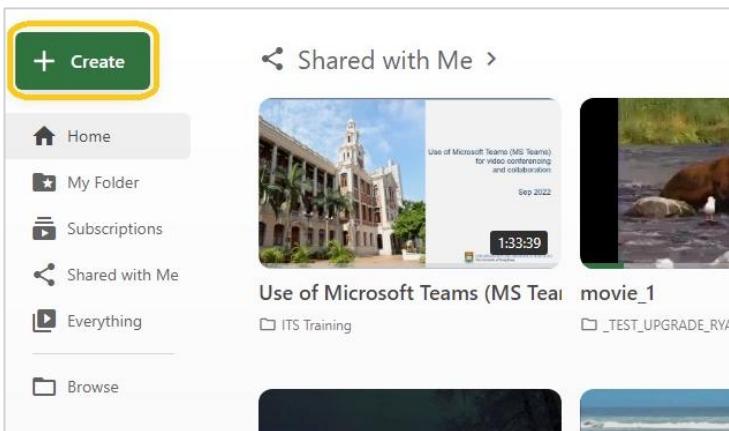
Links

Course settings

Download

recorder(Windows | Mac)

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



+ Create

Shared with Me >

Home

My Folder

Subscriptions

Shared with Me

Everything

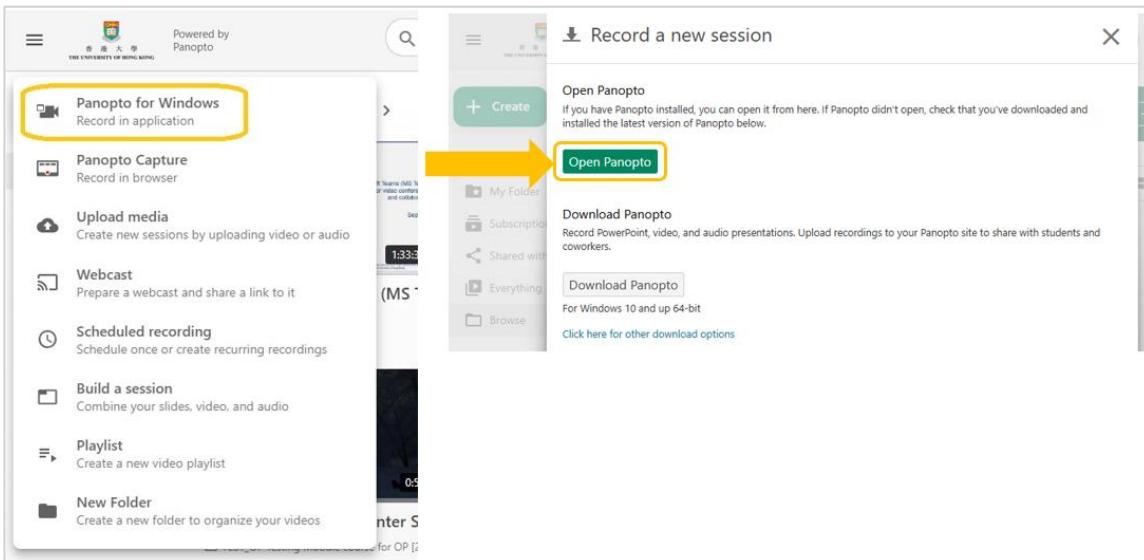
Browse

Use of Microsoft Teams (MS Team movie_1

ITS Training

_TEST_UPGRADE_RYAN

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



Panopto for Windows

Record in application

Panopto Capture

Record in browser

Upload media

Create new sessions by uploading video or audio

Webcast

Prepare a webcast and share a link to it

Scheduled recording

Schedule once or create recurring recordings

Build a session

Combine your slides, video, and audio

Playlist

Create a new video playlist

New Folder

Create a new folder to organize your videos.

+ Create

Record a new session

Open Panopto

Download Panopto

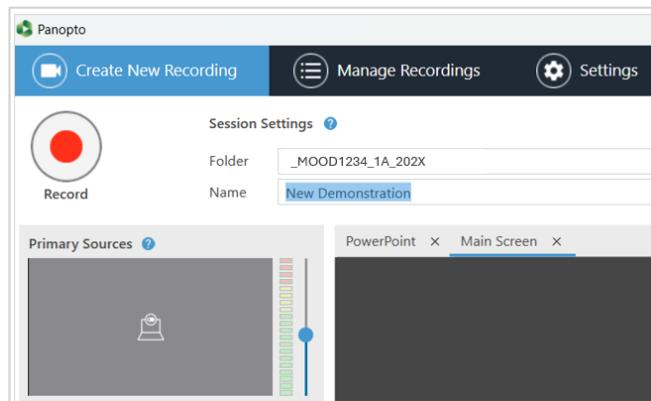
For Windows 10 and up 64-bit

Click here for other download options

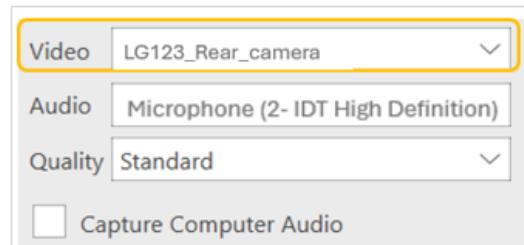
NB: Another way to launch the Panopto Recorder is from searching “Panopto” on the classroom desktop or locate the icon from the task bar. Then, log in with your HKU Portal ID.



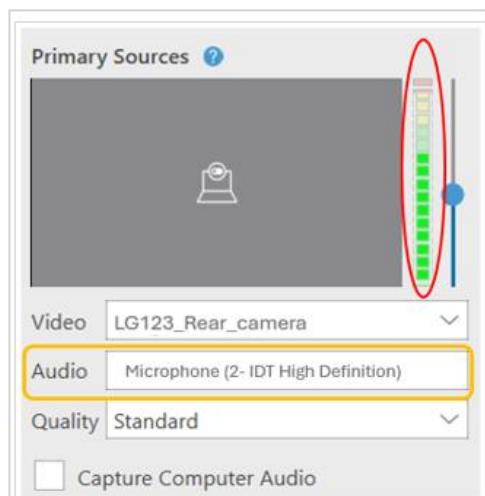
4. Once the “Create New Recording” session is opened, check whether the Folder is your Course Folder, and then *Name* your video if necessary.



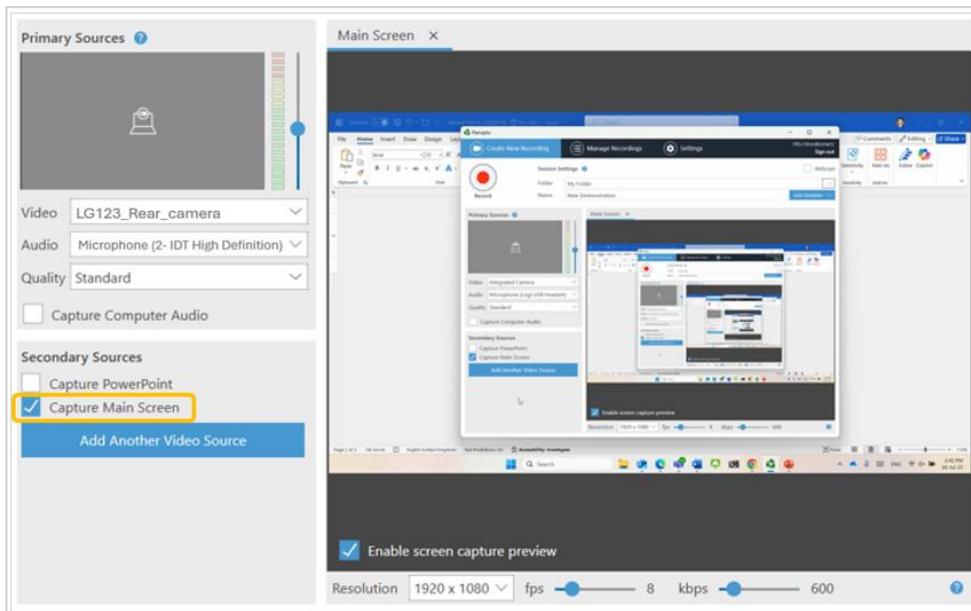
5. Check the **Video** source of the Classroom Camera under "Primary Source".



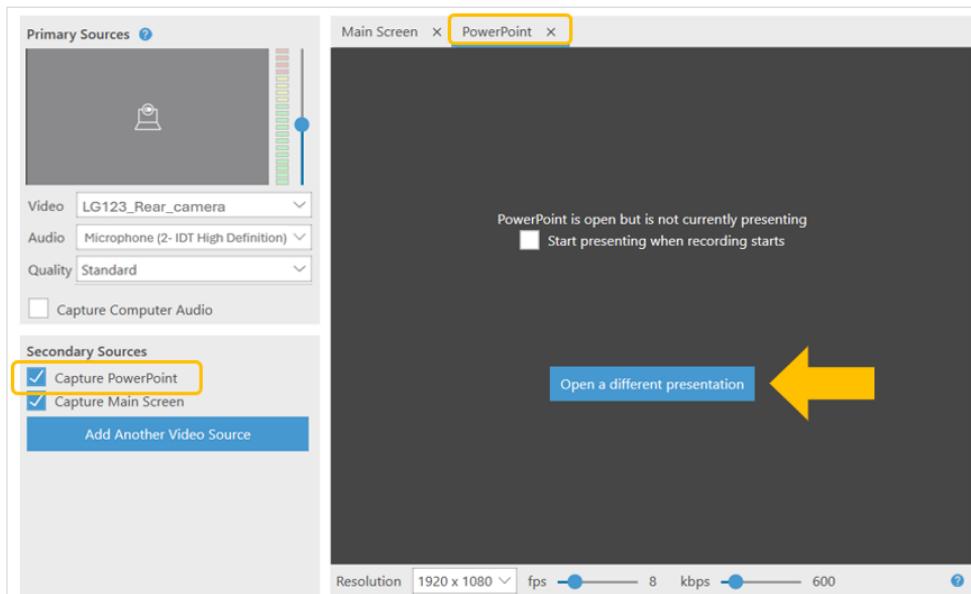
6. Then, check the **Audio** source and its volume. **Remember to turn on the system sound on the Lectern Panel first if using a handheld microphone.** Test speaking to see if the sound bar indicator is moving. If the indicator light of the soundbar does not move, you need to cross check if the device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



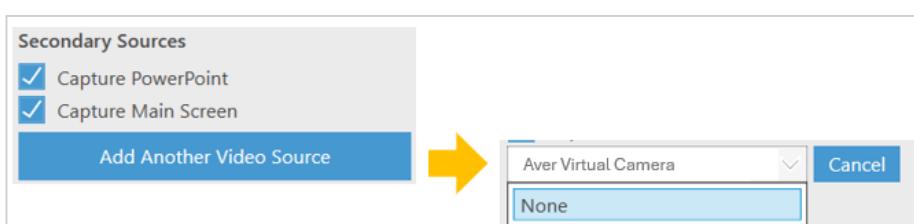
7. If you also want to record the computer desktop, we can enable “Capture Main Screen” under Secondary Sources.



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.



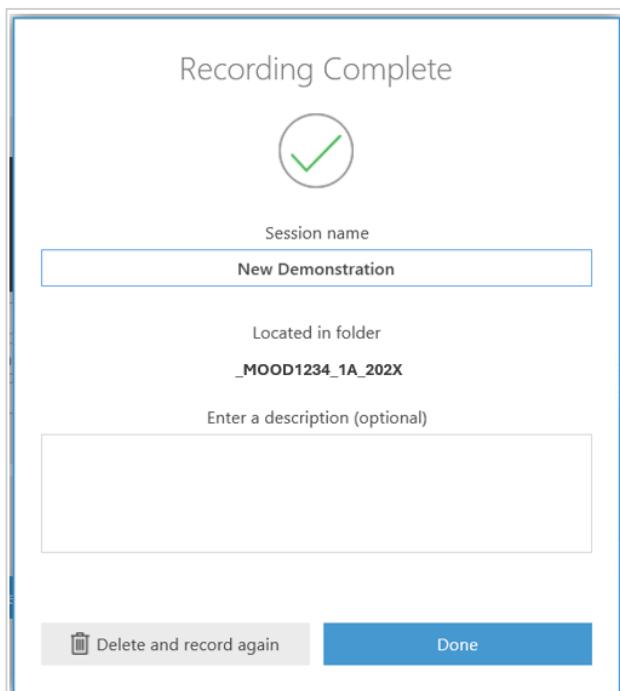
10. Once you are ready, click the **Record** icon to start recording.



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

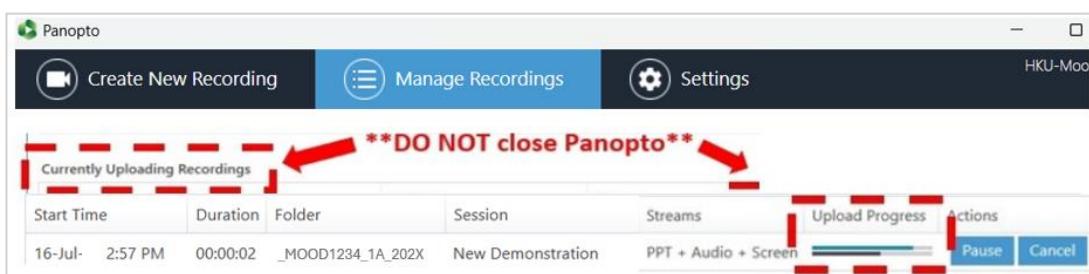


12. Confirm the recording name in the pop-up window, and then click the **Done** button.

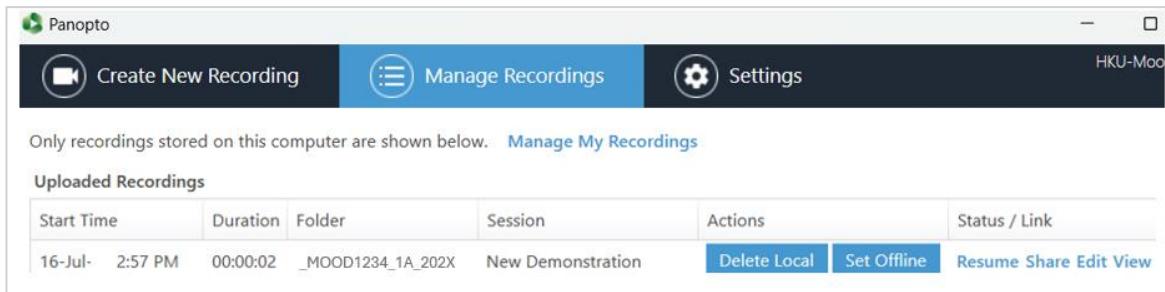


13. You will then be brought to the “Manage Recordings” page. Wait until the two “Upload Progress” bars indicate that the upload is complete. It may take some minutes.

DO NOT close the Panopto Recorder application at this moment.



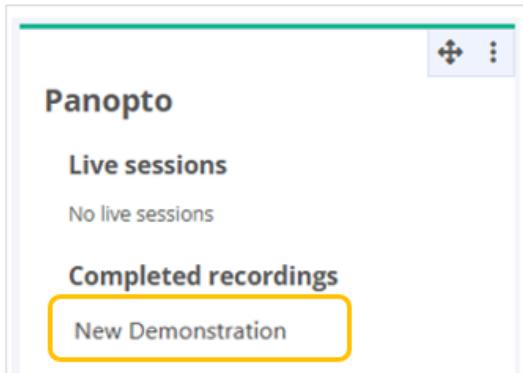
14. When the status of the recording is **Completed**, we can then see the video under the "Uploaded Recordings". Then, we can close the "Manage Recordings" windows.



The screenshot shows the Panopto software interface. At the top, there are three main buttons: 'Create New Recording' (with a video camera icon), 'Manage Recordings' (with a list icon), and 'Settings' (with a gear icon). The 'Manage Recordings' button is highlighted. In the top right corner, it says 'HKU-Moo'. Below the top bar, a message says 'Only recordings stored on this computer are shown below.' followed by a link 'Manage My Recordings'. The main area is titled 'Uploaded Recordings' and contains a table with the following data:

Start Time	Duration	Folder	Session	Actions	Status / Link
16-Jul- 2:57 PM	00:00:02	_MOOD1234_1A_202X	New Demonstration	Delete Local Set Offline	Resume Share Edit View

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



The screenshot shows a Moodle course page with a 'Panopto' block. The block has a title 'Panopto' and two sections: 'Live sessions' and 'Completed recordings'. The 'Completed recordings' section contains a single item: 'New Demonstration', which is highlighted with a yellow box. There are also three small icons at the top right of the block: a plus sign, a list icon, and a three-dot menu icon.