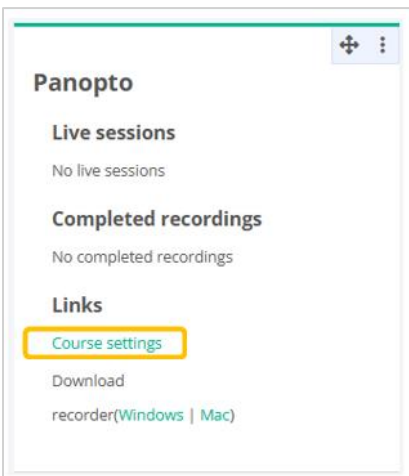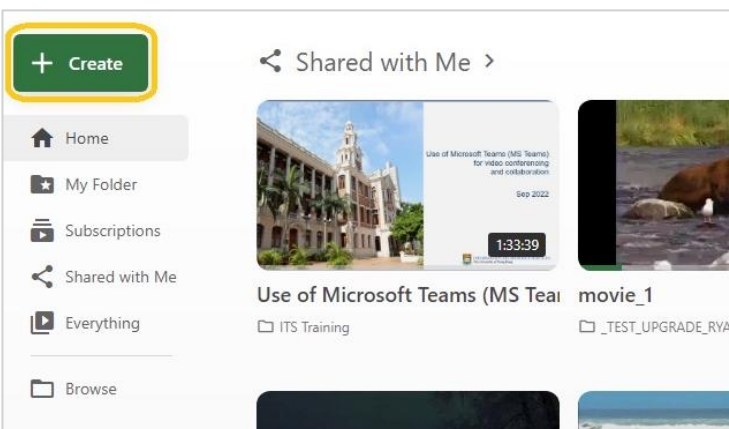# Record an Instructional Video
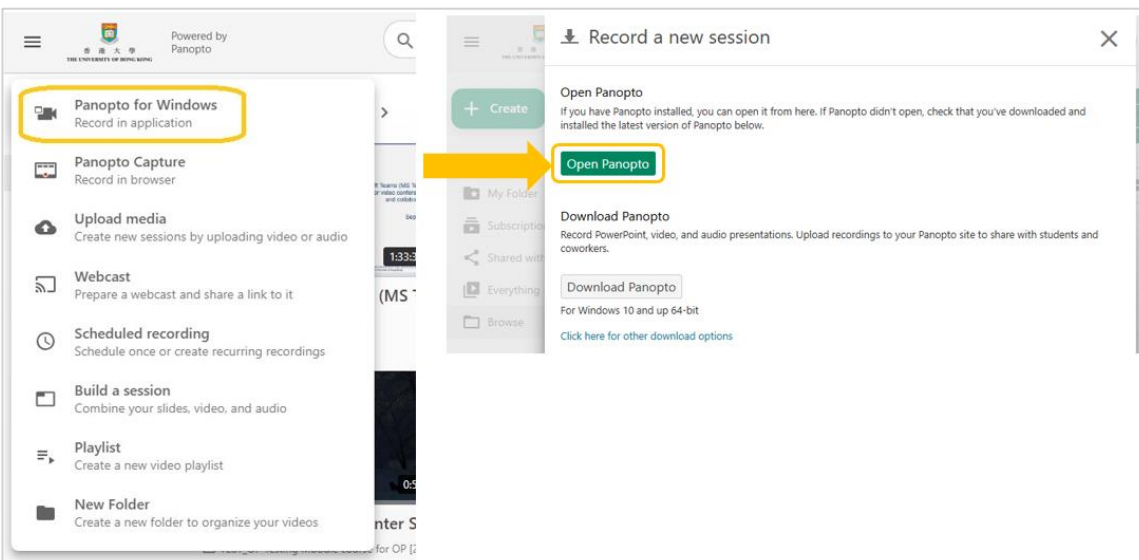
1. From the Panopto Block on the right of your Moodle Course, click "Course settings" to access the Panopto platform.
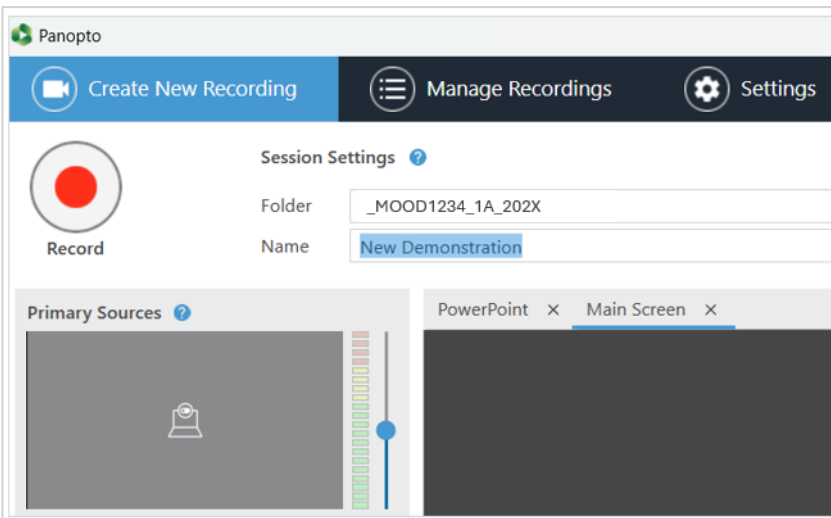

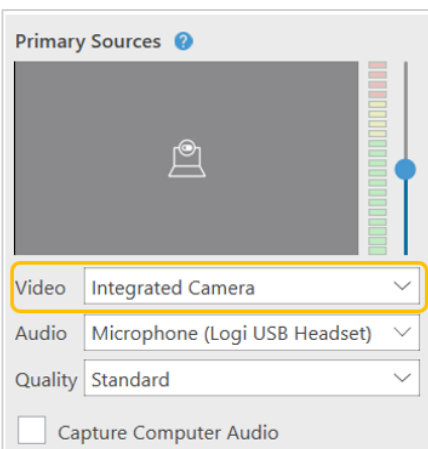2. Click the "+ Create" icon on the top left to open a menu of options.

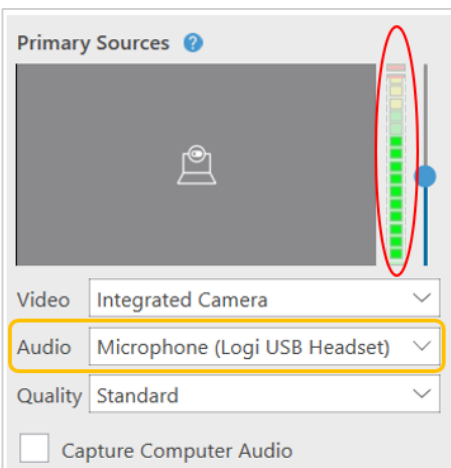3. Select "Panopto for Windows". Then, click *Open Panopto* to launch the Recorder.

4. Once the "Create New Recording" session is opened, check whether the Folder is your Course Folder or another destination of your wish, and then *Name* your video if necessary.
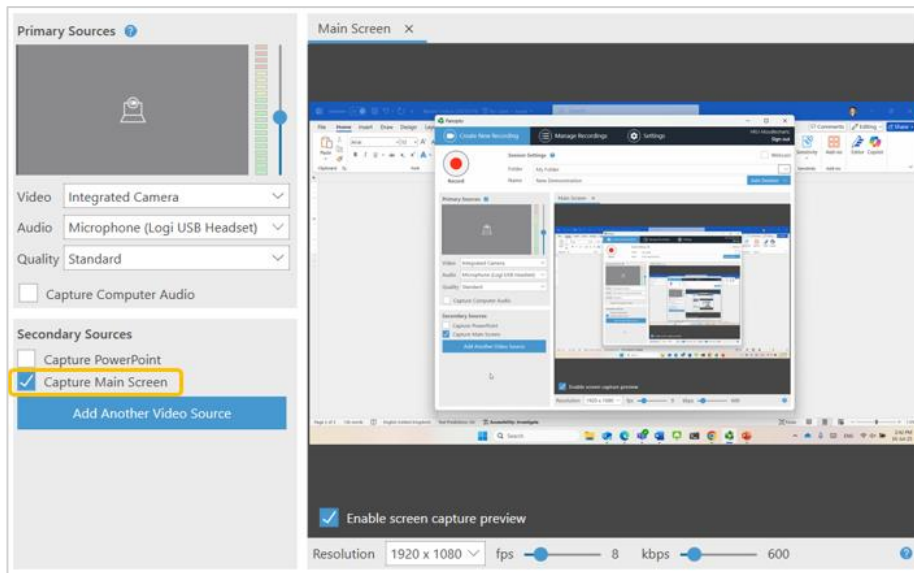

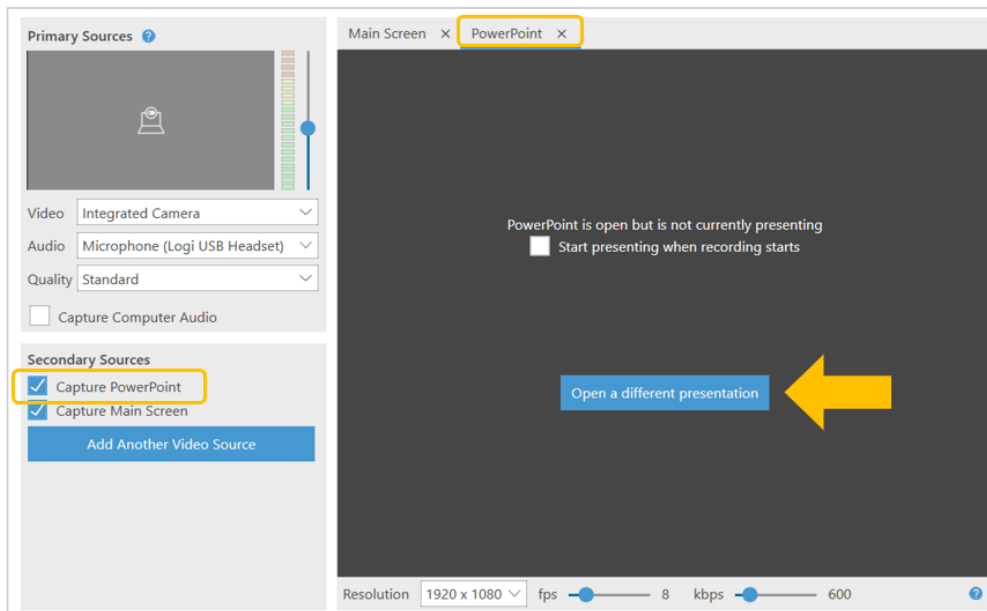5. Check the **Video** display of your webcam under "Primary Source".

6. Then, check the **Audio** volume of your intended microphone, and 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. Once you are ready, click the **Record** icon to start recording.

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

Stop

11. 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

12. 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.

🔄 Panopto — ▢

◉ Create New Recording | ☰ Manage Recordings | ⚙ Settings | HKU-Moo

Only recordings stored on this computer are shown below. Manage My Recordings

Uploaded Recordings

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

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

✛ ⋮

Panopto

Live sessions

No live sessions

Completed recordings

New Demonstration