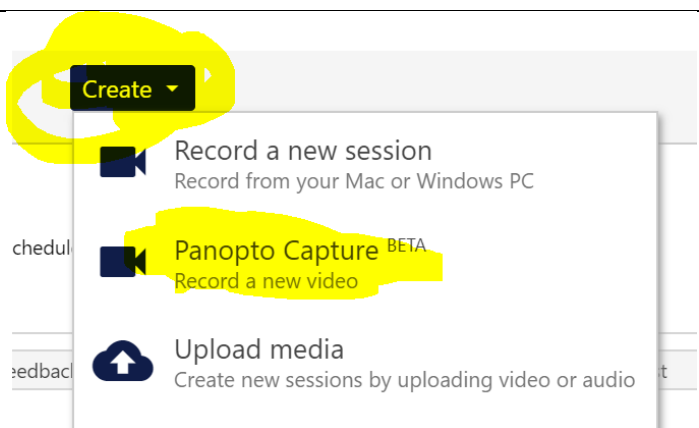
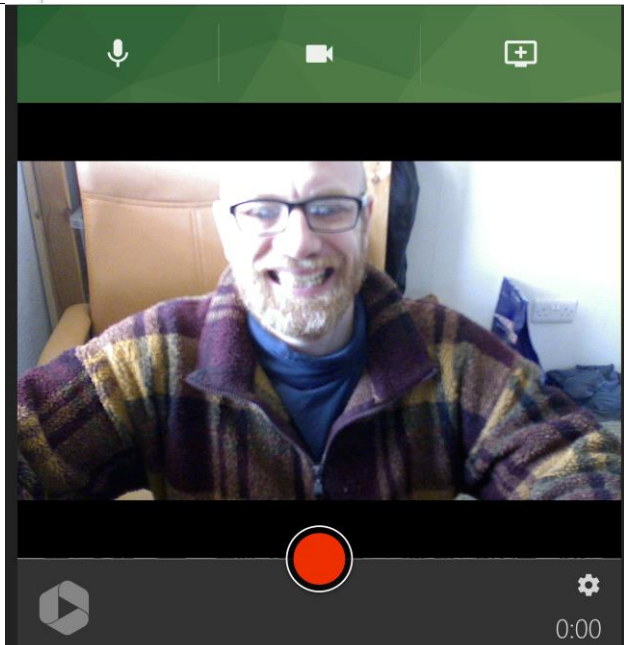


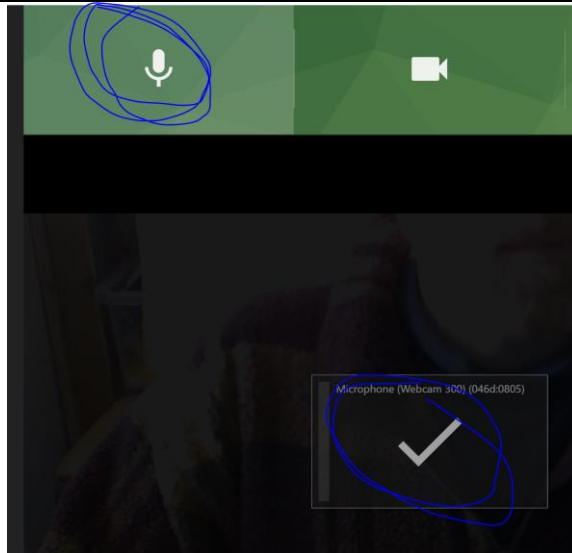
Recording in the web browser with Panopto

You can record the screen, camera, audio and only specific applications using Panopto. This feature doesn't process the Powerpoint file like the desktop Panopto recorder does, so the slide text will not be searchable.

This feature is useful if you want to quickly record something and haven't installed the Panopto desktop recorder.

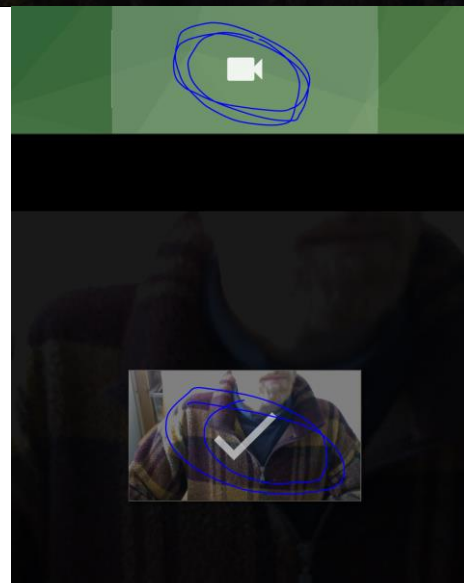
1 Navigate to your Course Resources module > Lecture Recording	https://courseresources.derby.ac.uk/
2 Click on Create > Panopto Capture	 A screenshot of the Panopto web interface. A yellow circle highlights the 'Create' button. A dropdown menu is open, showing three options: 'Record a new session' (with a video camera icon), 'Panopto Capture BETA' (with a video camera icon and the text 'Record a new video'), and 'Upload media' (with an upload icon and the text 'Create new sessions by uploading video or audio').
3 The control screen will appear showing you audio, video and screen capture options.	 A screenshot of the Panopto recording control screen. At the top, there is a green bar with three icons: a microphone, a video camera, and a screen capture icon. Below this is a large video feed showing a man with glasses and a beard, wearing a plaid jacket, smiling. At the bottom, there is a red circular recording button and a settings gear icon. The time '0:00' is displayed in the bottom right corner.

4 Choose mic inputs by clicking on the Mic icon. If you only have one mic input then it will automatically be selected and you can't deselect it (you must have audio).

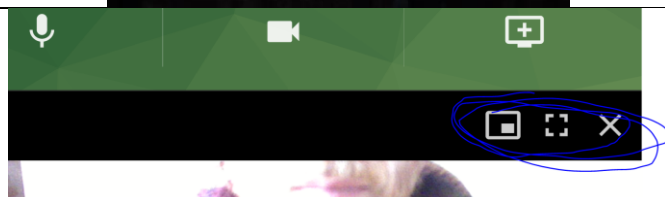


5a Choose camera, or switch it off. Click the camera icon. The selected camera preview will show. You can switch the camera off by clicking the ticked box.

To switch it on, click the camera icon again, then click the preview box so a tick appears.



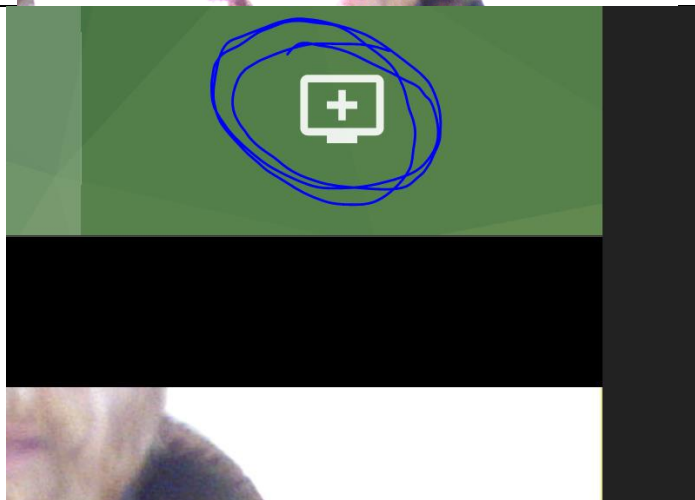
5b Three optional camera controls appear on the page. Choose picture in picture, full screen or X to turn off the camera.



6a Add whole desktop screen capture, or single application window capture.

This enables you to also record what appears on your screen or in a particular application.

It's recommended that you only capture application windows and not desktop screens to reduce the chance of unintended data sharing.

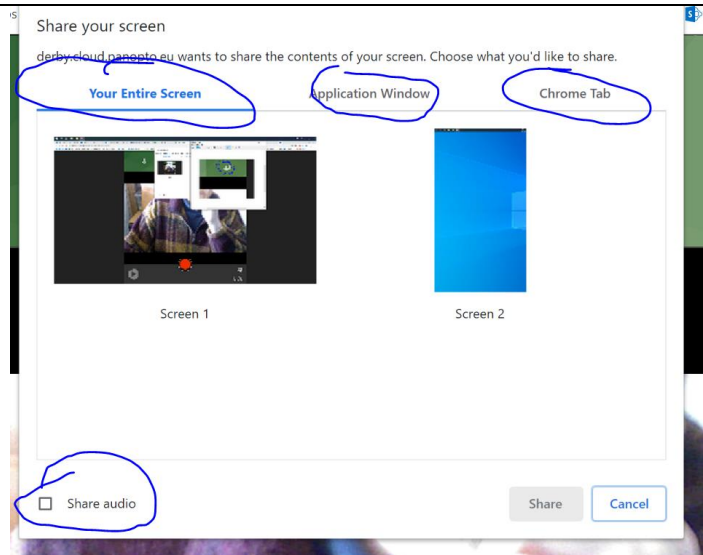


6b The screen sharing picker appears. Choose which screens or applications you want to share. Click on the tabs at the top to choose your screens, applications or chrome tabs.

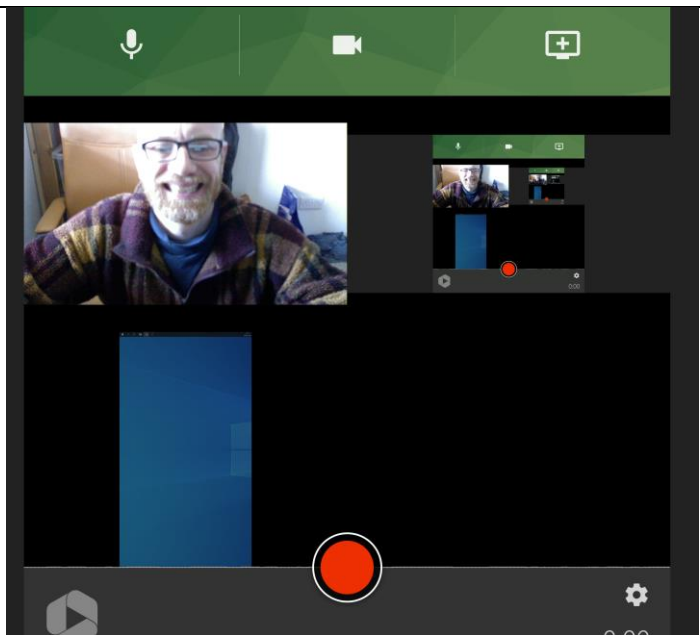
Choose a screen by clicking on it, then click Share.

Additionally, you can share any audio that comes from these screens (i.e. it will also capture a video's audio or skype audio etc if you tick the share audio box).

Share audio is not available for application screens only desktop or chrome tabs.



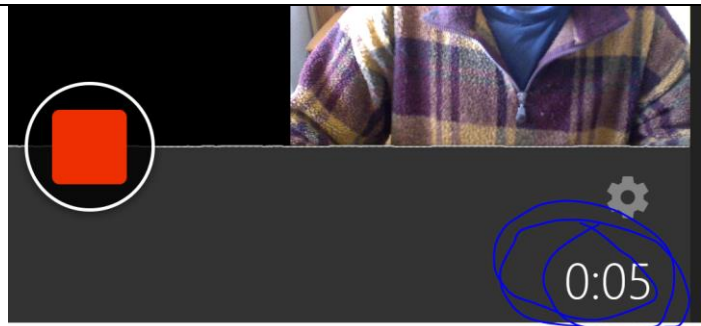
6c You can share multiple screens by repeatedly adding screens (step 6b). Here is an example of a shared desktop, camera and Chrome tab.



7 Record. When ready, click the red record button.



8 A countdown timer starts giving you a few seconds to prepare. Once recording starts, a timer appears and counts up in the bottom right.



9 Stop recording, click the red square

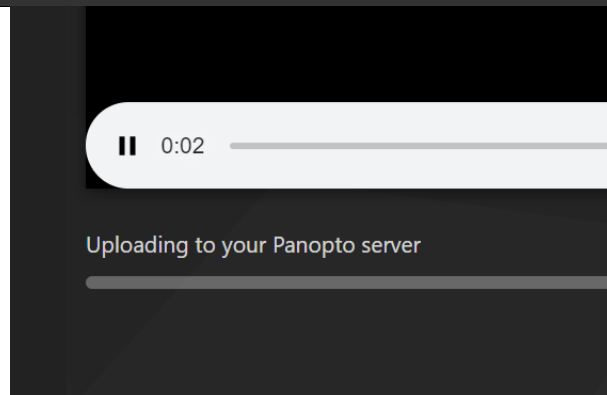


10 IMPORTANT! Do not close the web browser while the Uploading to your Panopto server notification is visible.

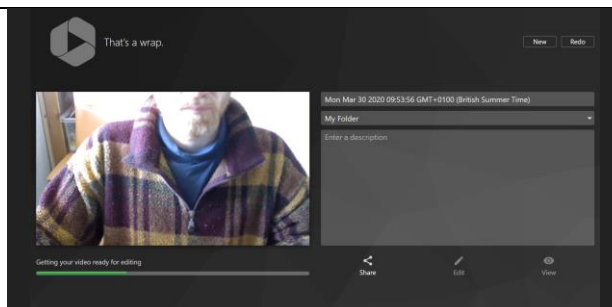
If you close the tab before it's uploaded, you will lose your recording.

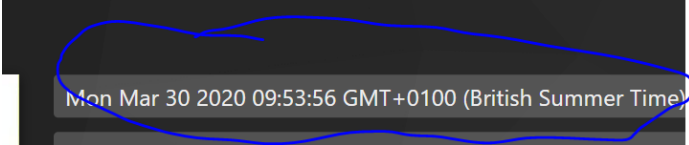
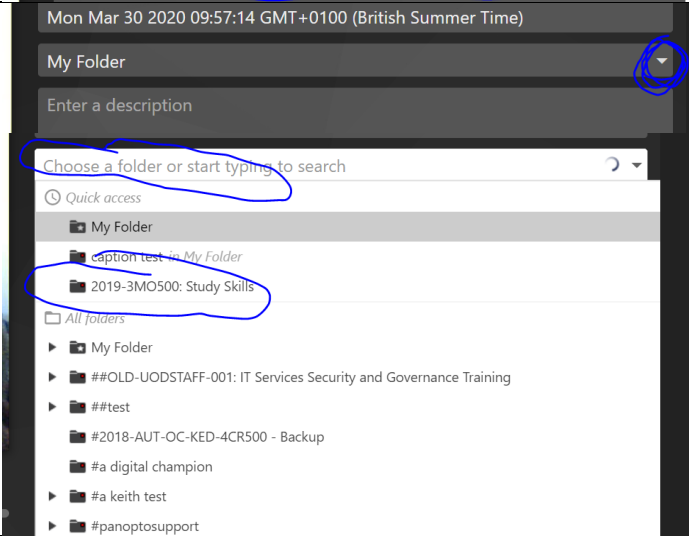
Once the message has changed to processing, you can then close the tab. Your video will be available in the folder you choose (see 14 below).

You will also get an email with a link to the recording once it has processed.



11 Recording preview screen gives you some more options.



<p>12 Enter a name.</p>	
<p>13 Choose a folder. This always defaults to My Folder so if you want it to go into the Course Resource's module Lecture Recording you need to choose the folder here.</p> <p>Click on the down arrow, then search or select the Course Resource's module from the list.</p>	
<p>15 If you want to edit the video then wait for the email saying your video is complete. There is a link to the edit function in the email.</p>	