1. Turn on the Document Camera. Power light should be blue. Press the input button to select USB.

2. Make sure Outlook is closed. This is to prevent email notifications being recorded during the session.

3. Click on Sign in with Brightspace Login.

4. Enter your BU IT credentials.*

5. Open the Panopto recorder: Start Menu → Scroll through the applications to Panopto.

6. Select a folder – You can choose your personal ‘My Folder’ or another folder that has been setup for your project or team.

7. Video – Choose a camera from the list or select ‘None’.

8. Audio – Select ‘Microphone (MO-1 Audio Device)’. Set the mic level slider to 100%.

9. Resolution – Set to 1920 x1080

10. Record - To start, click ‘Record’ and minimise the window.

11. Stop - Press F10 or click Stop, then click Upload.

12. Click Sign Out.

You can close Panopto and log out whilst it is uploading but leave the computer turned on, the recording will continue being uploaded in the background after you have logged out.

When the recording has been processed you will be sent an email.

- Further resources and support are available in the TEL Toolkit: www.bournemouth.ac.uk/TEL-toolkit Search ‘Panopto’
- For technical support contact to the IT Service Desk. (01202 9) 65515.