

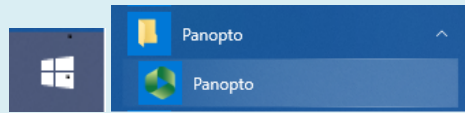
1 Make sure Outlook is closed.



This is to prevent email notifications being recorded during the session.

2 Open the Panopto recorder:

Start Menu → Scroll through the applications to Panopto.



3 Click on **Sign in with Brightspace Login.**



4 Enter your BU IT credentials.*



*** Note:**

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If you are unable to login to the Panopto recorder then you will need to contact:

learningtechnology@bournemouth.ac.uk

The screenshot shows the Panopto 'Create New Recording' window. Callout 5 points to the 'Folder' dropdown menu. Callout 6 points to the 'Video' dropdown menu. Callout 7 points to the 'Audio' dropdown menu and the volume slider. Callout 8 points to the 'Resolution' dropdown menu. Callout 9 points to the 'Record' button. Callout 10 points to the 'Stop' button.

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

6. Video – Choose a camera from the list or select 'None'.

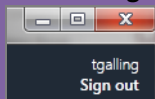
7. Audio – Select 'Microphone (1 or 2 USB Audio Device)'. Set the slider to 100%.

8. Resolution – Set to 1920 x1080

9. Record - To start, click 'Record' and minimise the window.

10. Stop - Press **F10** or click **Stop**, then click **Upload**.

11. 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 uploading 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.