

This guide is for seminar rooms that have a document camera.

1

Turn on the **Document Camera**. Power light should be blue.



2 Open Edge. Make sure Outlook is closed.



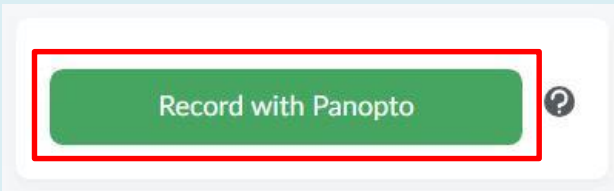
3

Go to **Brightspace**, log in and navigate to your unit.



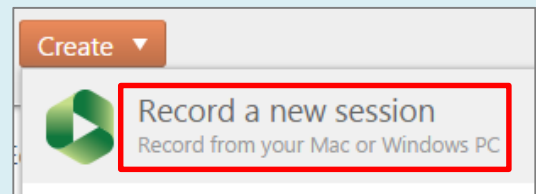
brightspace.bournemouth.ac.uk

4 Click on **Record with Panopto** (right hand menu)



5

Click on the orange **Create*** button, click **Record new session**, if prompted click **Open Panopto**.



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

7. **Audio** – Select 'Microphone (ELMO UVC Camera)'. Set the slider to about 50%.

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 of the computer whilst it is uploading but leave the computer turned on, the recording will continue uploading in the background after you have logged out. When the recording has been processed you will be sent an email.

Recordings will need to be embedded in Brightspace to be visible to your students. Please see the step-by-step video 'Embedding Panopto videos in Brightspace content'. Login to Brightspace, click on **Help**, then **Brightspace Staff Resources**. Under **Unit Functionality** choose **Panopto (Lecture Capture and flipped classroom video)**.

- 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.