



Panopto Lecture Capture

Terms & Conditions & information

1. The Faculty of Education have assigned one classroom in the Donald McIntyre Building for the use of Panopto Lecture Capture for School use.
2. The Panopto Recording Studio is based on the Ground Floor in Classroom GS5.
3. To Book the Studio – please email Rooms@educ.cam.ac.uk the date and time of the recording and a member of the team will confirm via email the availability.
4. Bookings must be made between 9am and 4pm, Monday to Friday (excluding bank holidays).
5. Bookings should be made at least 2 working days in advance of the lecture capture recording.
6. Car Parking is available on request only.
7. Access to the Donald McIntyre Building is via the main entrance only.
8. There are washroom facilities available on the ground floor.
9. All visitors must sanitise their hands on arrival at the hand gel station opposite the Reception area.
10. Masks MUST be worn upon entering and exiting the building and can only be removed once inside the studio.
11. Please note that we are observing the 2M distancing rule.
12. Individuals can only enter the building at their allotted time and must leave straight after their session.

Support

1. There will be an AV technician on site on your arrival, who will show you to the Panopto Recording Studio.
2. We request that software and equipment questions are emailed to it-support@educ.cam.ac.uk prior to arrival. (this is technical support only and NOT for booking the room).
3. On entering GS5 the computer on the desk is the only PC that should be used for Lecture Capture.
4. USB sticks can be inserted into the desktop computer.
5. The room will be set up by the AV technician, this includes camera set-up, microphone positioning and LED light panels. Please do not move or touch this equipment.
6. At the end of the lecture Capture Recording, please exit the building via the rear door straight away.



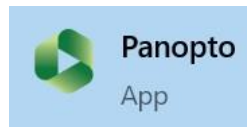
Additional advice for Philosophy users

1. It's crucial to bring your MCS, Raven and Panopto login details with you. For most users this will be the same password but if you have a different MCS password to Raven and cannot remember it then you will need to synchronise the passwords to a single UIS password via the following page (see 'Changing your password' section and 'Login using Raven'): <https://password.raven.cam.ac.uk>
2. It's also advisable to have downloaded and practiced with Panopto a little at home before turning up - see Philosophy using Panopto overview document section 2. recording with Panopto desktop: <https://www.phil.cam.ac.uk/aboutus/IT/philosophy-using-panopto-overview.pdf>
3. The process is much easier than the 17 steps would suggest: the first 6 concern logging in, which is straightforward as long as you have your login credentials to hand, and many of the rest are just checking the default settings which, in almost all cases, you won't want to change.
4. The Faculty of Education only want the recording, not the editing/ uploading, done on site. So when you've finished recording, log out and do the rest on your own computer - see Philosophy using Panopto overview document on how to review and edit recordings using Panopto desktop: <https://www.phil.cam.ac.uk/aboutus/IT/philosophy-using-panopto-overview.pdf>
5. There is no way to pause a recording. So, if you don't want to talk continuously for the whole time, you should make multiple recordings. If you do this, give them memorable names from the start to help you keep track, e.g. 'Formal Methods Lecture 3, Part 1/2', 'Formal Methods Lecture 3, Part 2/2'.

Owen Griffiths & Marie-France Moss

Using Panopto (Faculty of Education)

1. The Desktop machine is auto login.
2. Open PowerPoint presentation that will be shared.
3. Click on the Windows logo, type “Panopto” and click on the Panopto App.



4. Untick the “Remember me” box and click on “Sign in.”



cambridgelectures.cloud.panopto.eu ▾

Sign in

Remember me

5. Click on “Sign in” for CambridgeMoodle.

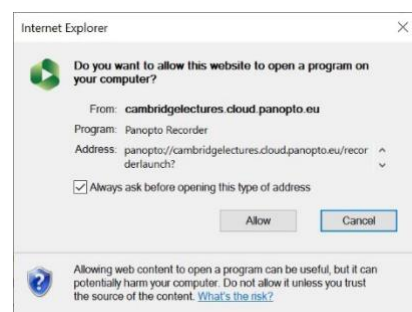


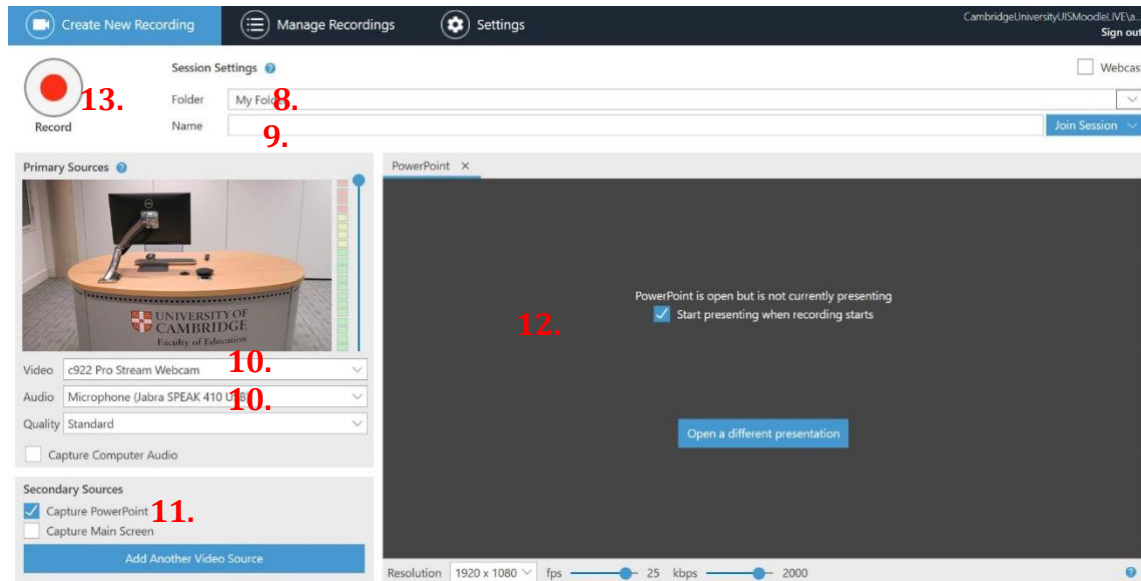
CambridgeMoodle ▾

Sign in

6. Sign into Moodle

7. Click on “Allow” to open up Panopto Recorder.





8. In the “Folder” section, select “My Folder.”
9. In the “Name” section, type a relevant name.
10. In the “Primary Sources” section, select the required camera and microphone.
11. In the “Secondary Sources” section, only select “Capture PowerPoint.”
12. In the “PowerPoint” section, tick the “Start presenting when recording starts” box and select 25 fps.
13. Click on “Record” when you are ready to start.
14. Present your PowerPoint presentation and then exit to the end.

15. Click on Panopto and press “Stop.”



16. Once the recording is complete, click on “Done” and then sign out.



17. After you have left the teaching room, you will need to publish the recording to the relevant subject/course on Moodle. The instructions for which can be found here: <https://www.vle.cam.ac.uk/mod/page/view.php?id=12019491>

