

Desktop Recording – step by step guide

1 If using PowerPoint, **copy the presentation to the desktop**

The screenshot shows the Panopto recording interface. A green arrow points to the 'Record' button. A green box highlights the 'Session Settings' section, with a red '2' and the text 'Select folder' next to the 'Folder' dropdown menu. Another green box highlights the video and audio settings, with a red '3' and the text 'Set up audio and video'. A third green box highlights the 'Secondary Sources' section, with a red '4' and the text 'Select what to record'. The interface includes a 'Record' button, 'Session Settings' (Folder: My Folder, Name: 12 August 2019 at 09:47:10), a video preview window, and a 'Secondary Sources' section with checkboxes for 'Capture PowerPoint', 'Capture Main Screen', and 'Capture Second Screen', along with an 'Add Another Video Source' button.

5 Start recording and click stop when finished

6 When finished, press upload and wait for the two blue bars to finish processing

Start Time	Duration	Folder	Session	Streams	Upload Progress	Actions
1/17/2018 11:10 AM	00:06:14	University Meetin...	New Policies Webcast	PPT + Video + Screen		Pause Cancel

7 Once processed, make the recording available on Blackboard

Data Protection

Always be aware of the information being recorded, avoiding all confidential information as well as sensitive and personal data.

For help with any hardware related issues call IT Online on 0117 32 83612

For best practice guidelines, please contact the Learning Innovation Unit (3Q64)