

# Panopto: Classroom Recording

Last Modified on 03/05/2024 2:14 pm HKT

## I. Get ready the classroom/LT AV Equipment

- Make sure you have the password to access AV equipment cabinet in the classroom / lecture theatre (LT).
  - Access to AV Equipment Cabinet: <http://www.avsu.cuhk.edu.hk/ci/aec.html>
- If there is no lectern mic in the classroom/LT, you need to use the wireless mic / wired hand-held mic.
  - Equipment List: <http://www.avsu.cuhk.edu.hk/ci/el.html>
- Turn on the built-in computer in the classroom/LT and connect to the internet.
  - Run the "Internet Login" icon on desktop. Log in with your Computing ID and OnePass password.
  - Please note that **2FA (DUO Two Factor Authentication)** (<https://www.itsc.cuhk.edu.hk/all-it/information-security/two-factor-authentication-2fa/>) is needed for connecting **VPN** (<https://www.itsc.cuhk.edu.hk/all-it/wifi-and-network/cuhk-vpn/>) (network), and accessing Blackboard and Panopto.

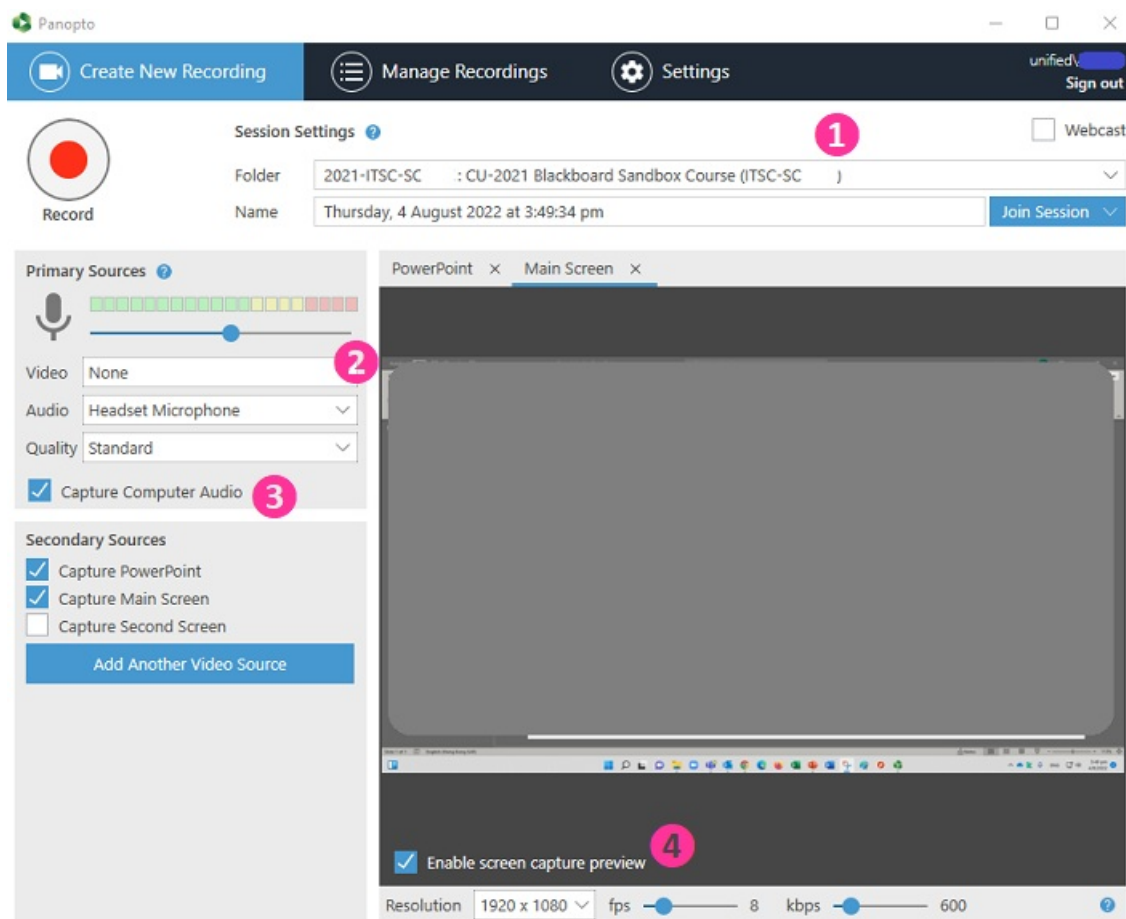
## II. Launch Panopto Recorder

- You are advised to access Panopto Recorder via your Blackboard Course.
  - To learn more about Blackboard, please refer to CUHK EdTech Help Center: [Blackboard Instructor Guide \(Original Course View\)](https://help.edtech.cuhk.edu.hk/docs/blackboard-instructor-guide-original-course-view) (<https://help.edtech.cuhk.edu.hk/docs/blackboard-instructor-guide-original-course-view>)

The image shows a screenshot of the Panopto Content interface. On the left is a navigation sidebar with a 'Panopto Video' button highlighted. The main content area shows a folder named '2021-ITSC-SCC' with a search bar and a 'Create' dropdown menu. The 'Create' menu is open, showing options: 'Panopto for Windows' (Record in application), 'Upload media' (Create new sessions by uploading video or audio), 'Playlist' (Create a new video playlist), and 'New Folder' (In 2021-ITSC-SC0076: CU-2021 Blackboard ...). Below this, a dialog box titled 'Record a new session' is open, with an 'Open Panopto' button highlighted.

## III. Record using the Panopto Recorder application.

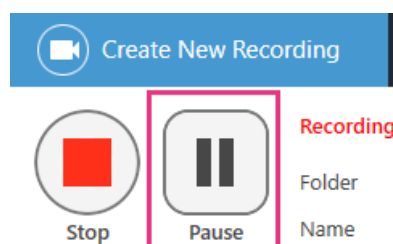
Questions: [learning@cuhk.edu.hk](mailto:learning@cuhk.edu.hk)



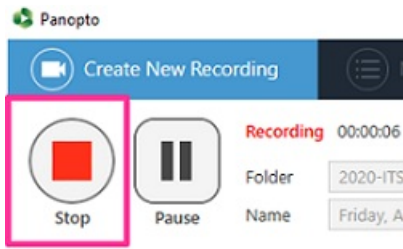
1. Make sure you have selected the correct course video folder (if necessary, expand 'Blackboard (private)' under 'All folders' to search for the course).
2. Use a microphone and check the volume level:
  - Choose audio source. Check that the volume bar moves when you speak into the lectern mic / wireless mic. Move the blue dot to adjust the recording volume.
  - If “Failed to Start Devices” error is prompted when choosing audio source, please refer to CUHK EdTech Help Center: [Panopto Recorder shows "Failed to Start Devices"](https://help.edtech.cuhk.edu.hk/docs/panopto-recorder-shows-failed-to-start-devices) (<https://help.edtech.cuhk.edu.hk/docs/panopto-recorder-shows-failed-to-start-devices>)
3. Select “Capture Computer Audio” if you will play video and/or audio.
4. Before clicking the record button, enable screen capture preview to preview the recording being captured.

#### IV. Pause, stop and upload the recording

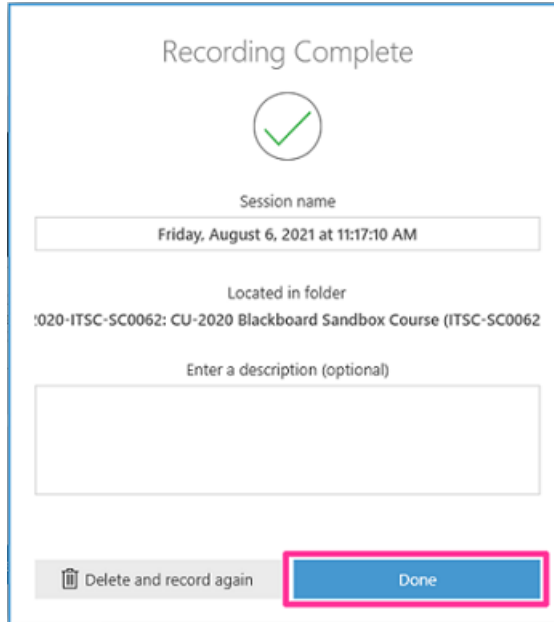
1. You could click "Pause" to pause the recording if needed. **When the recording is paused, Panopto will continue to record, but that section will be edited out of the final version.** You can always get this content back by using the editor.



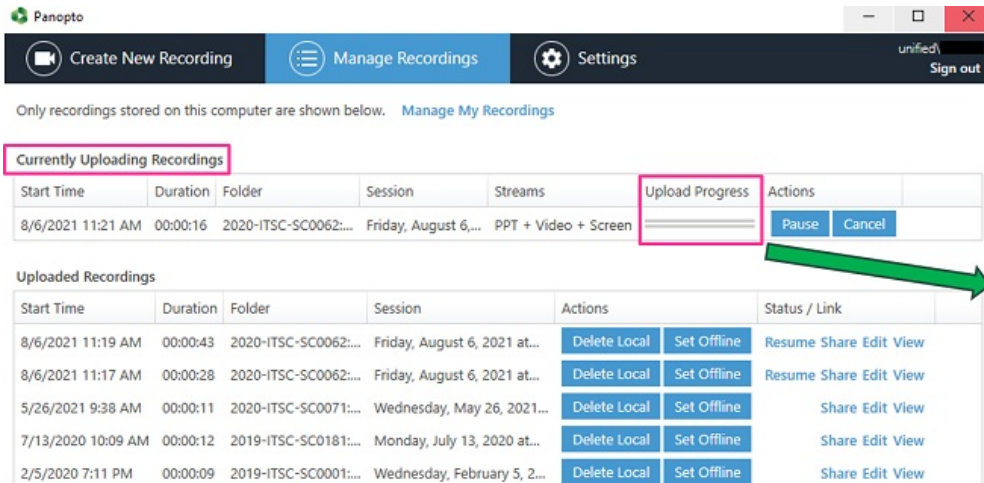
2. Click “Stop” when it is time to stop the recording.



3. On the "Recording Complete" pop-up window, click "Done."



4. **IMPORTANT:** Wait until the two "Upload Progress" bars indicate that the upload is complete. Do NOT close the Panopto Recorder when the upload is in progress.



**Important!**  
Upload in progress,  
DO NOT turn off  
the computer.

5. You can close the Panopto Recorder application when you see the status of "Uploaded Recordings" is "Processing". It will take some time for the system to process your recording.

Panopto

Create New Recording Manage Recordings Settings

Only recordings stored on this computer are shown below. Manage My Recordings

Uploaded Recordings

Start Time	Duration	Folder	Session	Actions	Status / Link
8/6/2021 11:19 AM	00:00:43	2020-ITSC-SC0062:...	Friday, August 6, 2021 at...	Delete Local Set Offline	Resume Share Processing Edit View
8/6/2021 11:17 AM	00:00:28	2020-ITSC-SC0062:...	Friday, August 6, 2021 at...	Delete Local Set Offline	Resume Share Edit View
5/26/2021 9:38 AM	00:00:11	2020-ITSC-SC0071:...	Wednesday, May 26, 2021...	Delete Local Set Offline	Share Edit View
7/13/2020 10:09 AM	00:00:12	2019-ITSC-SC0181:...	Monday, July 13, 2020 at...	Delete Local Set Offline	Share Edit View
2/5/2020 7:11 PM	00:00:09	2019-ITSC-SC0001:...	Wednesday, February 5, 2...	Delete Local Set Offline	Share Edit View

Upload complete. You can turn off the computer now.

## V. Back up the local recording files

- A set of local recording files of your recording will be stored on the classroom computer supported by AVSU for **ONE day**.
- For most of the built-in computers in the classrooms/LT, the location is D:\PanoptoRecorder.
- We highly recommend backing up the local recording files of your recording. You may check the “Date modified” to see which folder(s) are related to your recordings, and copy & paste the folder(s) to your own USB drive or OneDrive. Then contact us ([elarning@cuhk.edu.hk](mailto:elarning@cuhk.edu.hk)) for the follow-up.

D:\PanoptoRecorder

Name	Date modified	Type
6ad9a6d7-5872-4ea7-8e7b-abf7002381db	7/13/2020 10:10 AM	File folder
9e020191-62e9-4878-8197-ad34001ab53c	5/26/2021 9:38 AM	File folder
42cc6543-3ad1-4acb-92ee-ab5800b8787c	2/5/2020 7:12 PM	File folder

Contact us ([elarning@cuhk.edu.hk](mailto:elarning@cuhk.edu.hk) / ITSC Service Desk: <https://servicedesk.itsc.cuhk.edu.hk> (<https://servicedesk.itsc.cuhk.edu.hk/>)).