

## Recording student presentations using Panopto (Aston Replay)

Ideally, you will run Panopto (Aston Replay) on the PC that the students use to show their presentation, so that Panopto can record the screen (slides) as well as the webcam audio/video.

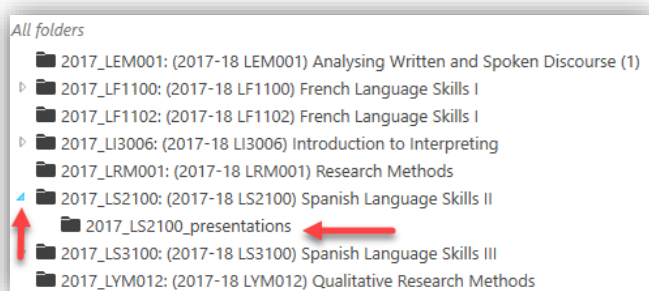
- You should check in advance that Panopto is installed on the PC in the room.
- Bookable Learning Spaces have a Panopto icon on the desktop.
- We recommend that you also take that opportunity to test the camera set-up.
- The person responsible for recording the presentations using the process below **must be an instructor on the Blackboard module** to be able to record them using Panopto.
- Copy all of the student presentations to the PC before you start. **They should not be run from USB drives or cloud storage (e.g. DropBox).**

### Set up the equipment

1. **Position the webcam on its tripod** about 3m away from the students.
2. **Connect the webcam to the PC** using the USB extension cable.  
**Take care not to create a trip hazard and use gaffer tape to secure the USB cable if needed.**
3. Log in to the PC, **open Panopto** and log in using your Aston username and password.

### Record the presentation

4. The following steps are repeated for each student presentation:
5. **The students should open their presentation**, but not start presenting yet.
6. **Choose the folder to record to** – unless all students are allowed to see the recordings, this **MUST BE** the sub-folder you created in advance. You will need to click the little arrow to the left of the module's name to see and then select the sub-folder e.g. *presentations* in the example below.



7. **Edit the recording's name** so that it includes the student name(s) or group name and date.
8. **Check that the video and audio sources are the webcam** and that the quality is Standard.
9. **Make sure the camera is positioned correctly** so that the students are all in-shot.
10. **Check that the sound level is good** by asking the students to say a few words as if they were presenting. *Adjust the sound level if required – it often needs to be near maximum.*
11. The **Secondary Sources** should be **Capture PowerPoint** and **Capture Main Screen**.
12. Select the option to **Start presenting when recording starts**.
13. When the students are ready, click the red **Record** button and their presentation will start automatically.

### Finish one recording and start the next

14. When they have finished, close their presentation, **stop recording** and click **Upload**.  
*Note that you have the option to **Delete and record again**, so if they make a mistake then it is easy to start again – but you will need to edit the recording's name again.*
15. You are now ready to open the next presentation and to set up the recording.  
Click the **Create New Recording** button at the top left of the Panopto screen.  
*Panopto will 'remember' the folder and other settings, so it should just be a matter of editing the recording's name and clicking Record.*

## Presentation recording checklist

- Open the students' presentation in PowerPoint

### In Panopto:

- Recording to the correct folder?
- Good descriptive name + date?
- All students in view?
- Recording level OK?
- Start presenting when recording starts?
- Students ready to start?
- Click **Record**

When they have finished presenting:

- Close their presentation
- Stop recording and upload
- Create New Recording** for the next presentation

The screenshot shows the Panopto 'Create New Recording' interface. The top navigation bar includes 'Create New Recording', 'Manage Recordings', and 'Settings'. The user is logged in as 'blackboard/warrena' and can 'Sign out'. The 'Session Settings' section shows a 'Folder' of '2017\_LS2100\_presentations' (annotated as 'correct folder') and a 'Name' of 'Jean Renard, Sunil Chowdhury, Paul Ellis - 28 March 2018'. A 'Record' button is visible. The 'Primary Sources' section includes a video preview (annotated as 'all students in view'), a volume slider (annotated as 'drag to adjust volume'), and dropdown menus for 'Video' (HD Pro Webcam C920), 'Audio' (Microphone (HD Pro Webcam C9)), and 'Quality' (Standard). A checkbox for 'Start presenting when recording starts' is checked (annotated as 'tick this option'). The 'Secondary Sources' section has checkboxes for 'Capture PowerPoint', 'Capture Main Screen', and 'Capture Second Screen', all of which are checked. A 'PowerPoint is open but is not currently presenting' message is displayed. At the bottom, there are settings for 'Resolution' (1920 x 1080), 'fps' (4), and 'kbps' (340), with an 'Apply' button.