Recording oral exams and presentations

For LSS oral exams and presentations you will need to record directly to Aston Replay (Panopto) rather than through the Blackboard log-in.
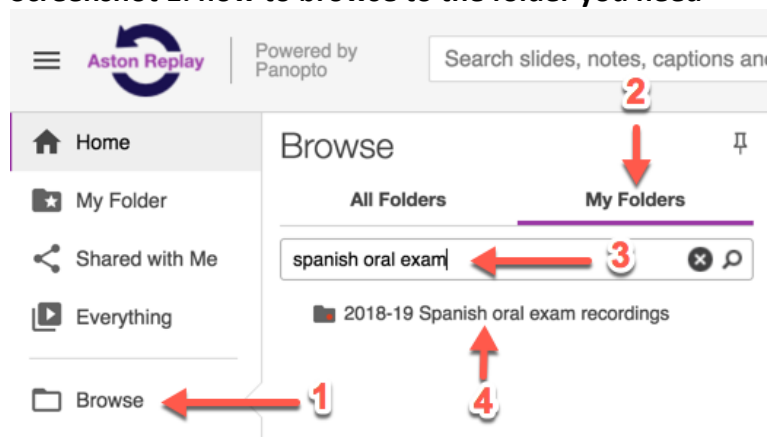
LSS uses special Blackboard courses to store all oral exam recordings, so they can be easily shared with external examiners without any risk of students viewing them.

Please contact the **LSS Assessment team** if you need to record any oral exams; they will make you an instructor on the correct Blackboard course.
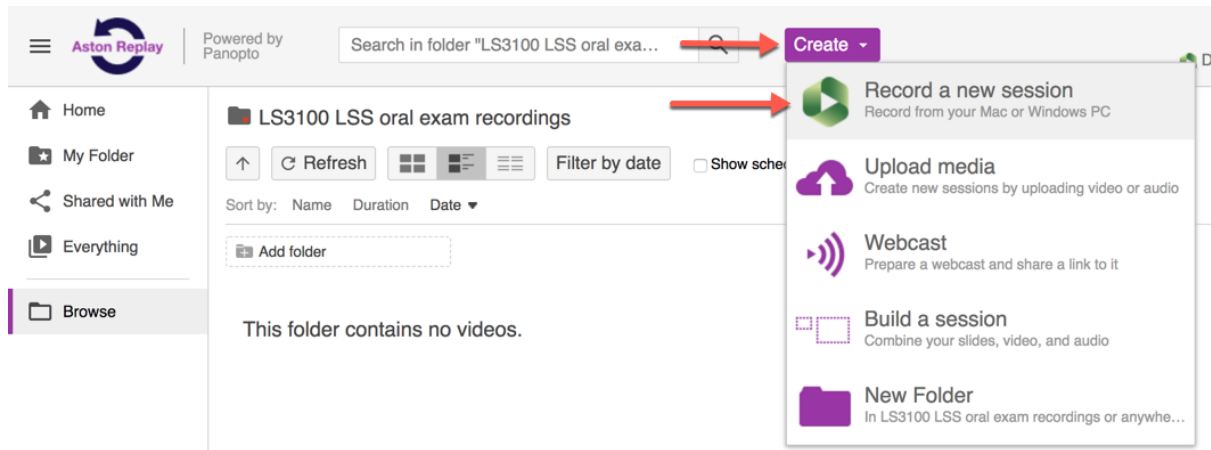
Please contact telsupport@aston.ac.uk to get any technical training your need and arrange to borrow the webcam kits.

1. Start by selecting **Panopto** from **Aston Apps** and logging in. This will make the recorder available at step 10

2. Open a web browser (Chrome preferred, and not Microsoft Edge)

3. Access https://astonreplay.cloud.panopto.eu

4. Click **Browse** in the left-hand navigation pane (see screenshot 1 step 1 below)

5. Make sure that **My folders** is selected and not **All folders** (step 2)

6. Type your search term (e.g. *spanish oral exam* – step 3)

7. Select the correct folder (e.g. *2018-19 Spanish oral exam recordings* – step 4)

8. Select a sub-folder if necessary (e.g. *LS3100 LSS oral examinations*)

9. Select the purple **Create** button near the top of the screen and select **Record a new session** (see screenshot 2 below)

10. Select **Open Panopto** to open the recorder, choose the inputs (microphone, webcam, screen) and give the recording a name.

Screenshot 1: how to browse to the folder you need

Screenshot 2: click Create to Record a new session

Practical Tips
- Check that all the students are visible in the webcam preview
- Switch on the room lights, especially if the students are standing in front of their projected slides.
- Double-check that the audio level is acceptable - this usually means setting it to maximum.