Panopto Procedures using the SMART Podium:

(If your classroom does <u>not</u> have a SMART Podium, proceed to #6 below.)

1. At the podium, use the mini touch screen on the right. Touch the screen to begin.

2. Press the **Present** button in the middle of the screen. The projection screen will drop down into place on the wall.

3. Press the **PC** icon found on the top row on the mini touch screen.

4. Turn the computer monitor on (button on bottom left of computer screen) if needed.

5. Click the **Control + Alt + Delete** keys on the keyboard and login using your Goucher credentials. Continue with the directions below…

Basic Panopto Procedures:

(For complete details, see the *Panopto for Windows* tutorial.)

6. Click on the **Panopto icon** (green globe) on the screen to open Panopto. If the Panopto icon is not there, search for it in the Start Menu (lower left corner).

7. Click on **Log In with GL Production** to login with your Goucher credentials.

8. In the Panopto Recorder window, use the down arrow to select the **Folder Name** (your course name) so the finished recording will be posted in your course. When you find your course name, click the **Add New Session** button next to your course name.

9. Connect the microphone to the computer. In the **Primary Source** box on the left side of the Panopto window, use the **Audio: Microphone** dropdown menu to select: **C-Media USB Audio Device**. Speak into the Microphone and make sure the green volume indicator bars move to show that it is connected properly.

10. Open your PowerPoint or other documents that you wish to use during the lecture. Make sure the **Capture PowerPoint** and **Capture Screen** boxes are checked on the recording screen.

11. Click the **Record** button to begin recording. Minimize the Panopto recording screen so your PowerPoint or other documents can be seen.

12. Deliver your lecture and work through your PowerPoint/documents. Click on the **Pause** button if needed. When the lecture is complete, click on the Panopto icon at the bottom of the screen to restore the Panopto Recording window. Click the **Stop** button to end the recording.

13. You may close out of Panopto to allow time for the recording to process. (To close the SMART Podium, click the **System Off** button found on the border of the mini touch screen. Then select **Power Down** on the mini screen. The projection screen will close.)

Don't forget to return the microphone to the Grad Studies Office.

14. Later on, check inside your GoucherLearn course to see if the Recorded Lecture is posted in the **Completed Recordings** section of the Panopto block.

For Assistance...Call the Helpdesk to come to the classroom, 410-337-6322.