VideoWorks
RECORDING YOUR VIDEO

INITIAL CHECK & SETUP

Check mains power.
Mains power should be on.

Check computer.
Computer should already be turned on. If not press button.

Turn on TV.
Use the *Sony TV* handset (found on desk) to turn on TV. Camera will move.

Log into computer.
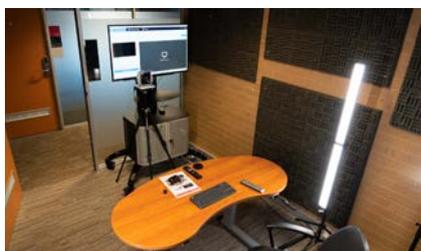Use keyboard/track pad to click on icon and sign in.

Open Panopto.
Double-click on *Panopto* icon on the desktop and sign in.

POSITION YOURSELF

Sit or Stand
Choose if you will sit or stand to camera for your video. If you choose to stand you may need to adjust the tripod

Position the lights.
Position the side lights to remove facial shadows. Use the small rear light to fill in your side.

Set the camera.
Use the camera remote to align the camera, set the focus exposure by pressing the Focus button.

CREATE A NEW RECORDING

1.

Turn on microphone.
Open flap (press buttons on either side). Press and hold the on/off button. Clip microphone to clothing (optional) and leave device on desk in front of you.

2.

Adjust camera position.
You should see yourself on the screen. Use the Aver remote to move camera to the desired position (up, down, left and right arrows). Press the Focus button to set exposure.
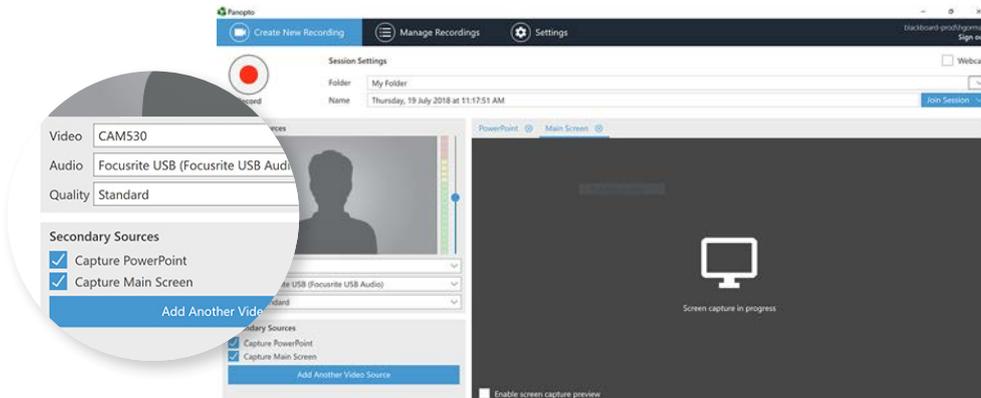
3.

Check voice level.
Look at the LED bar and adjust the volume if required. If it reaches the red area (when talking) then adjust; within yellow/green area is OK.

4.

Load up your Content
If you're presenting slides or other content on screen get it cued up and ready to play. The preview screen will let you see what you will be capturing.
**Or talking head**
If you're just recording a talking head then you can load a script or prompts on the screen and they won't be viewable by students.

Add Secodary Sources
☑ Capture PowerPoint (*if you have a PowerPoint file you want to show*).
☑ Capture Main Screen (*for any other external application*).
Tick to either or both options above and follow the prompts.

For a talking head deselect both boxes.

5.
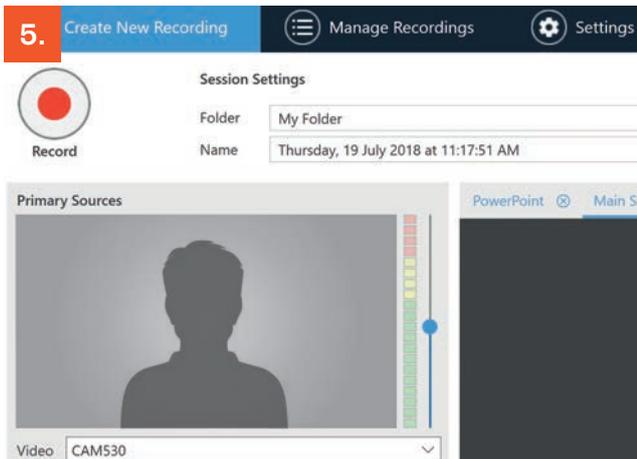
Record your video.
Within *Create New Recording* tab press *Record*. The *Record* button will then change to a *Stop* button. When finished press *Stop*.


6.
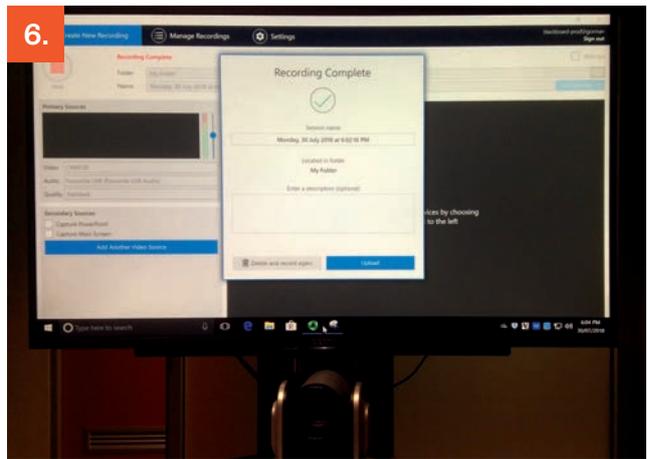
Recording complete!
A '*Recording Complete*' dialogue box will appear. Click on Upload. This then opens *Manage Recordings* tab.

MANAGE RECORDINGS

Once you have completed recording it wll upload into Panopto for you to edit. At this point you can also:
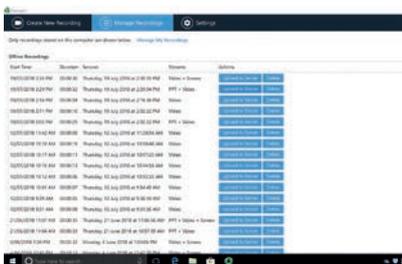
Retrieve from existing list.
Retrieve your video from the list provided. From here you can also *Upload to Server, Edit, Delete*, etc. (Hint: It may take a few minutes to upload).
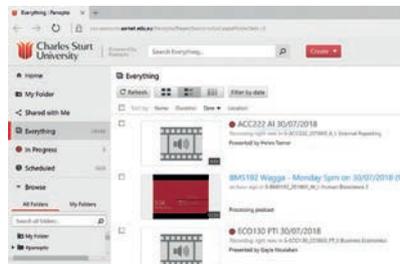
Manage my recordings.
By clicking on the *Manage My Recordings* link directly beneath the *Manage Recordings* tab in the app. In the browser you will come to this screen where you can access your videos.
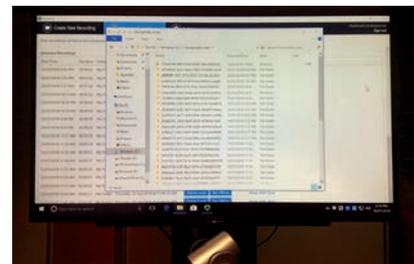
Download & make a copy
File will be auto emailed. To download the file go to *File Explorer*. Click on This PC. Select *Windows C: > Panopto Recorder* and find your file. (Hint: Find file(s) check date/time). Open folder and retrieve .mp4 file. S: & P: drives are available or you can copy to USB (F: drive).

FINISH UP

Close Panopto and Log Off
Sign out of Panopto and close the application. Then log out of the PC (*Start > User Profile Icon > Sign Out*).

Turn off the Microphote and TV
Open the flap of the lapel mic. Press and hold the on/off button. Leave device on desk. Use the remote to turn off the television.

Grab your stuff
Gather your belongings, particularly any USB drives and documents.

ADDITIONAL SUPPORT

Help is at hand.
Additional support is provided by the Learning Resources Unit staff if required.