To use Truman's course capture or “CourseCast” system instructors will need to:

1. “Provision” each Blackboard course in which you want to use CourseCast technology prior to your 1st recording session (this takes only minutes)
2. “Record” class sessions
3. “Stop” your recording
4. Let your students know where to access the recorded content in Blackboard

The Panopto recording system is set up in each of the C-Level Smart Classrooms here at Truman. Once your courses are provisioned, you can start recording right away.

The Panopto system will upload and process your captured content when there is bandwidth and processor time available – whether or not you remain logged into the system. So, no worries about leaving the classroom immediately after your session is done. Uploads are usually completed within two hours time.

Panopto also provides personal recorders which can be downloaded (from your Blackboard course) and installed on your office/home computer. With an inexpensive webcam and mic, you can record supplementary videos, such as pre-class introductions or post-class follow-ups, and upload those to your course just like you do the recordings from the C-Level classrooms.

1. **Provision Your Course**
   1. Log into Blackboard
   2. Select a course from the list of courses you are teaching
   3. From the course home page, choose “Tools” from the left-hand menu

   ![Panopto logo](Panopto CourseCast)

   4. Next, look for the Panopto logo
If your course has not yet been provisioned, the next screen offers you the “Configure” button which will link or “provision” your Blackboard course with the Panopto system, making them ready to work together.

5. Click the link to begin the provisioning process.

6. Click the Configure button

On the configuration page, where it says...

1. Select CourseCast Server
   -- Leave the default

2. Select CourseCast Course
   -- Click the button that says “Add Course to Panopto CourseCast”

Your next screen will be a receipt for successful provisioning.

7. Click OK to complete the process and return to the Panopto CourseCast Content area.
Once provisioned, clicking on the Panopto CourseCast Content link in the Tools section of your course will give you a constantly updated list of the recordings available for that course. The instructor and the students may go here to view individual recorded sessions; or they may, from this page, subscribe to RSS feeds of the downloadable vodcast (video+audio) or podcast (audio only) versions of the course capture.

(The instructor may disable the download option if desired in the “Settings” area.)

Note that you may, from this page in your Blackboard course, download the Panopto recorder tool to any system on which you work (which has a microphone or webcam + microphone). You are no longer limited to making recorded course materials in the C-Level Smart Classrooms! Please make an appointment with the Instructional Design Team to learn more about this exciting option.

You are now ready to begin making recordings!

---

### 2. Record Class Sessions

Whether you are working in a C-Level Smart Classroom or on your own system, look on the desktop for the familiar Panopto logo.

1. **Double-click the desktop shortcut to launch the Panopto Recorder**

   No special passwords are needed, you’ll use your Truman domain credentials and log in via a Blackboard/Panopto authentication gateway.

2. **Select the “Log in with Blackboard” option and enter your credentials when prompted.**

   **Note:** Due to quirk/bug in the Panopto system, you may have to enter your credentials twice. This issue has been reported to Panopto and they are working on a solution.
3. Select your recording options.

A. Folder Name

(IMPORTANT – skipping this step means your session will not upload automatically to Blackboard!!!)
• Drop the arrow down and choose a course you have previously provisioned. All your options will be listed here. Mouse over the desired course and click “Add New Session”

B. Video
• Choose none; or accept the default video camera to capture the room/instructor

C. Audio
• Accept the default room audio in the C-Level Smart Classrooms; select the appropriate mic for your system if using the recorder elsewhere. **Note:** There is no need for a lapel or handheld mic in the C-Level Smart Classrooms. The enhanced room mics will pick up the instructor and most elevated student input.

D. Quality
• Set to “High Quality Compressed” for best results (this can be set as default on the “settings” tab.)

E. Other Capture Sources
• Capture PowerPoint - If using MS PowerPoint slides, you MAY upload those to the Panopto system to provide extra note/search functionality. Select the “Capture PowerPoint” option if doing this, otherwise DESELECT this option.
• Capture Screen - Select this option for most general use – this captures whatever is being shown/presented on the computer, including PowerPoint.
• Add Another Video Source – Essentially any device that can be connected to the host computer can be captured – just select that device here IF necessary.

4. Press the big, red RECORD button to begin!

Do NOT close the recording window during recording, but you can reduce it or open other applications on top of it. Compute normally till you are ready to end your recording. Press PAUSE to temporarily suspend recording, or STOP to end the recording and upload to the server. After clicking STOP, you MAY close the window and log off the computer immediately – even before the upload is done.