

Genetics G06

Using the AV equipment to record educational videos with Panopto

The Panopto lecture recording station can be used to record lectures for later publication on Moodle. A single presentation can be captured, in addition to a camera feed and audio.

The recording is configured and controlled using the Windows PC and ATEM Mini AV switcher.

The left Monitor displays the main desktop of the MCS Windows PC. Users can log in with their CRSID.

The right monitor displays the output of the ATEM Mini. This output is also connected to Panopto as a secondary stream.

The tripod mounted webcam captures the person presenting. It is connected to Panopto as the primary stream.

The image below shows the default configuration of the ATEM Mini. If the equipment does not behave as expected please set the buttons on the ATEM mini to match the image.

Microphone Options

There is a boundary microphone on the desktop by the capture PC. It will effectively capture speech from the immediate vicinity of the capture station but the quality will drop off quickly as the person speaking moves further away.

The arrows adjust the audio level.

The "ON" button should be highlighted red.



Input Selects

Select the different presentation sources here.

MCS PC is the extended display of the MCS windows workstation.

Laptop is the trailing HDMI connection on the desk.

The arrow buttons above each input button adjust the audio levels.

NOTE: If you simply want to use the projector (and do not want to use the desktop PC to access Panopto):

- switch the projector on using the remote
- connect you laptop via the HDMI cable
- select "2" on the ATEM Mini control box

It is not necessary to use the controls on the right side of the ATEM Mini but please check the following:

"CUT" is highlighted.

"PICTURE IN PICTURE" and "KEY" are off.

See overleaf for guidance on using Panopto Recorder

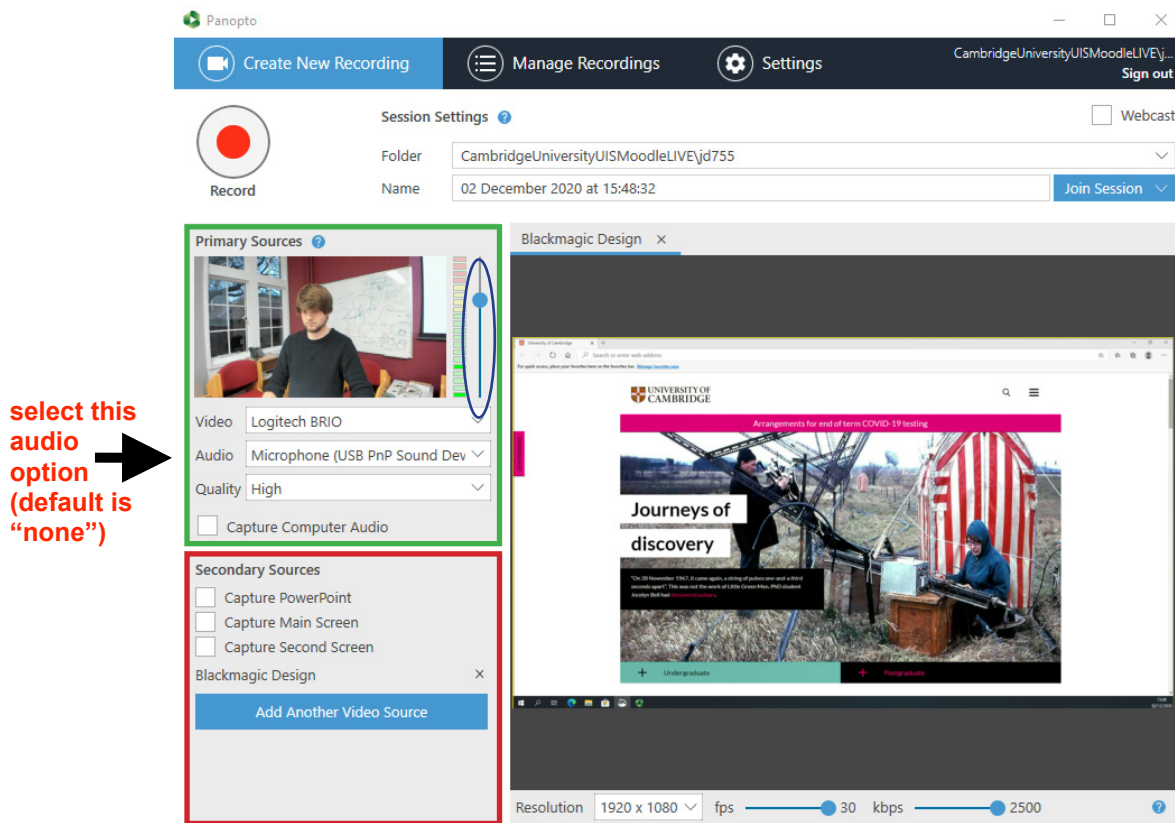
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Some knowledge of Panopto Recorder is necessary to record lectures in this room. Detailed guidance on recording, managing and publishing content with Panopto is available on the Moodle Panopto Educational Video Support pages.

After opening Panopto Recorder on the MCS workstation and logging in with your CRSID via Moodle you will be presented with a window like the one below.

Setting up and recording content in this room is much the same as when recording on your own laptop or desktop PC. The highlighted areas and associated notes below indicate differences you need to be aware of.



Primary Sources

The primary video source will default to "Logitech BRIO". This is the camera on the tripod, it can be disabled if you do not want to capture a camera feed. The camera can be positioned to capture the whiteboard.

The primary audio source will default to "Microphone (Blackmagic Design)", this is the audio output of the ATEM Mini and captures a mix of any content sound and the desktop microphone.

Please do not adjust the audio level (highlighted with the blue ellipse) as this can negatively affect the recording. There are volume buttons on the ATEM Mini for individual inputs which can be adjusted.

"Capture Computer Audio" should remain unchecked (with the exception of the use described in the Secondary Sources section below).

Secondary Sources

"Capture Powerpoint" is unchecked by default. This can be checked if you want to import slides directly from PowerPoint when presenting directly from the MCS PC.

"Capture Main Screen" should remain unchecked - this is the Panopto setup screen.

"Capture Second Screen" is unchecked by default. It can be checked if you want to capture content from the PC as well as another source selected on the ATEM Mini (eg, laptop). In this case you will need to check "Capture Computer Audio" - the ATEM Mini only routes audio from the selected source.

The "Blackmagic Design" secondary source is the output from the ATEM Mini.

See overleaf for guidance on using the AV equipment

What to expect in the lecture room...

The tripod-mounted camera captures a very slanted field of view

Although each room configuration is different (and designed to meet the functional needs of the department as well as the physical requirements of the lecture space) they have all been built around the principle of minimal impact on the lecturer.

Most rooms have a scheduled recording timetable so all that you need to do is **present in the normal way** and the presentation will be recorded and uploaded to the folder for the Moodle course.

There are some **tips and hints overleaf** for presenting with lecture capture.

For some courses you will need to approve your recording before it is published to the course folder and you will receive an e-mail if this is the case.

Some departments are recording audio and materials only. Some will also record wide angle video or zoomed video to capture writing surfaces. A few rooms will also be set up to capture visualiser content. If you look around you may therefore see:

Cameras: If video is being recorded this could be on a tripod or mounted on the ceiling or both



Text



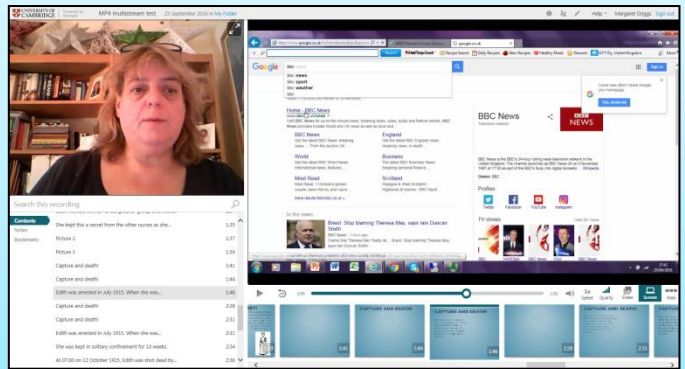
Visualisers: everything you do will be recorded even if the projector is blank. If there is more than one, each will be recorded as a separate set of images in a separate stream in the recording



Microphones: these could be lavalier microphones or a boundary microphone that picks up noise from a wider but limited area

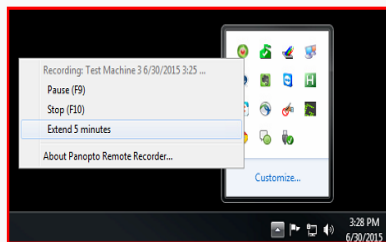


PowerPoint and desktop capture: The presenter PC/Mac at the front of the room will usually have been configured to capture your presentation application and also the desktop



Pausing a recording: In some rooms you can pause a recording from a device at the front of the room.

From the Remote Recorder desktop, simply right click the Panopto icon on the task bar and click 'Extend 5 minutes' or 'Stop.' You can also 'Pause' the session from here as well.



A note on camera use: The cameras in the room are purely for lecture capture recording and no other purpose. Access is restricted to Moodle Co-ordinators, System Administrators and AV support staff (for the purpose of ensuring that recording is functioning correctly).

Thanks to Amazon, Ebay, Axis, Mxl and Interactive Education for the images



Your local AV support staff can advise about room configuration. More information can be found on: [the Lecture Capture help pages](#) For support you can also contact your Moodle Co-ordinator

