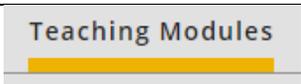
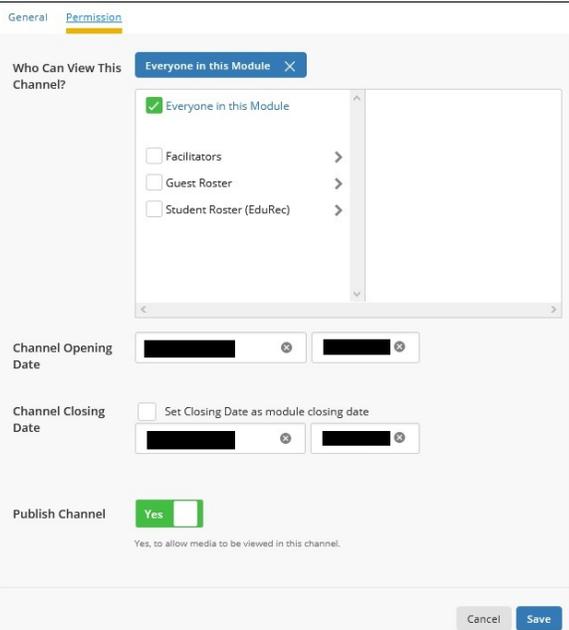
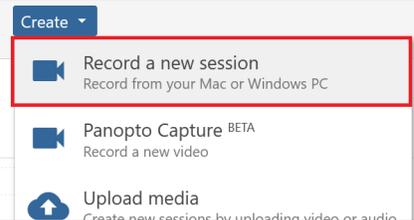
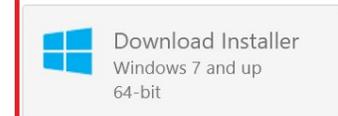
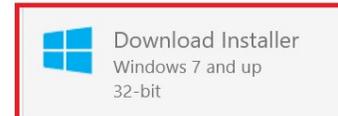
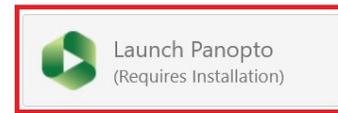


## Quick self-recording guide to Panopto

<b>Create Channel</b>		
Create Mediaweb Channel	In LumiNUS, search for your module on <i>My Modules &gt; Teaching Modules</i> .	
	Scroll down on the left-hand sidebar. Click <b>Multimedia</b> .	
	Click the blue <b>+ Create A Channel</b> button on the right-hand sidebar. (If this is missing, please set your module permission access to either owner/co-owner/manager)	
	Fill in the form. Set <i>Use MediaWeb</i> to <b>Yes</b> .	
	Click the <b>Permissions</b> tab. Set the following: <ol style="list-style-type: none"> <li>a. <b>Who can view this channel?</b> If you want to grant access to everyone, check <b>Everyone in this Module</b>.</li> <li>b. <b>Channel Opening and Closing Date</b>.</li> <li>c. <b>Publish Channel</b>.</li> </ol>	
	Click <b>Save</b> .	
<b>Recording</b>		
Record content in Mediaweb Channel	Click <b>Create</b> , then select <b>Record a new session</b>	

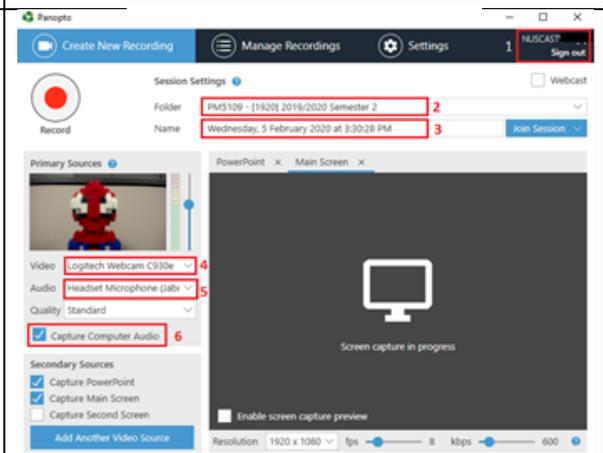
If this is your first MediaWeb (Panopto) recording, click **Download Installer** for the respective Operating System to install Panopto.

If you already have Panopto installed, click **Launch Panopto**

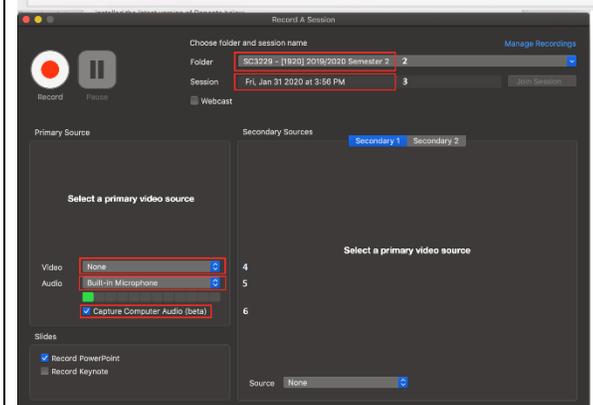
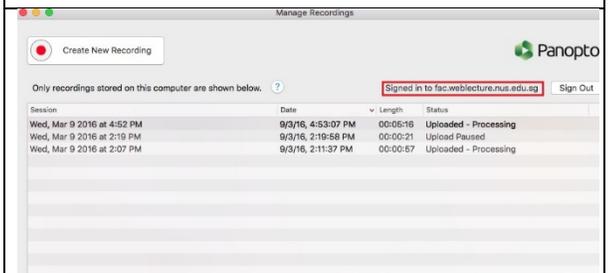


Ensure that:

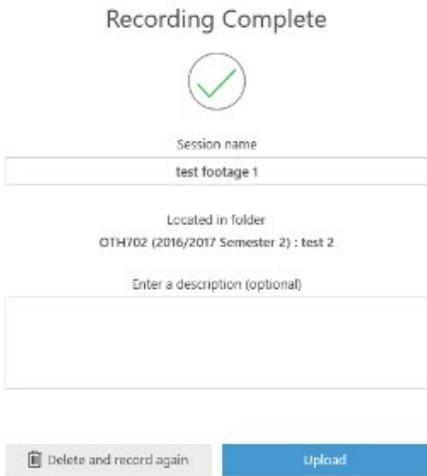
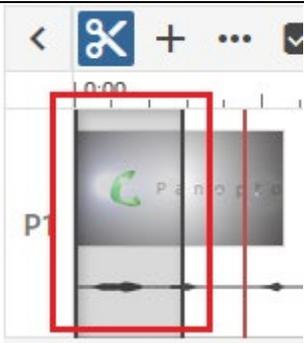
1. You are signed in to your account
2. You select the correct folder
3. Rename the "name" accordingly
4. Use the Video drop-down menu to turn on/off your webcam.
5. Audio is set to the correct microphone source. If it is correct, the audio levels (green to red) should fluctuate while you are speaking.
6. Check option for "Capture Computer Audio"

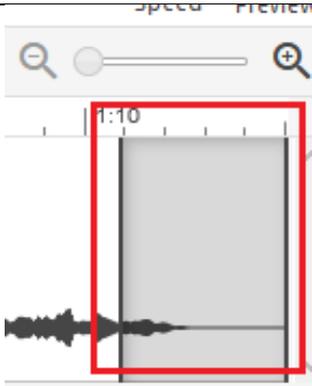
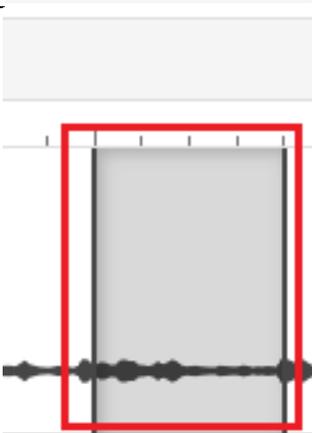
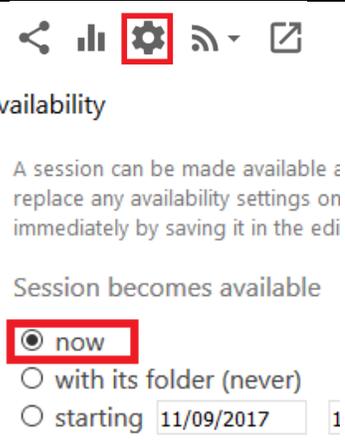


Windows



Mac

	<p>You may open the presentation that you wish to record.</p> <ol style="list-style-type: none"> <li>Click <b>Record</b> to start recording (F8 for Windows, ⌘+Option+S for Mac.)</li> <li>Click <b>Pause</b> to take a break. (F9 for Windows, ⌘+Option+P for Mac.)</li> <li>To stop recording, click <b>Stop</b> (F10 for Windows, ⌘+Option+S for Mac.)</li> </ol>	
	<p>Click <b>Upload</b> to upload the content. To re-record, click <b>Delete and record again</b></p> <p>Uploaded video takes time to process. After processing, it will be ready for viewing in the folder</p>	
<b>Editing</b>		
Edit my recording	Click on edit	
Watch my recording	Click on the play button	
Shorten my recording	Click on the scissors tool	
Shorten the start of my recording	Drag the grey edit handle from left to right to delete the start of the recording	

Shorten the end of my recording	Drag the grey edit handle from right to left	
Remove a section from the middle of my recording	Click and drag to select the section of the recording. The highlighted grey section will be removed.	
Undo all my edits	Click on the revert button	
Save and preview my edit	<ol style="list-style-type: none"> <li>1. Click on preview and click play.</li> <li>2. Click on Apply button to save all edits.</li> </ol>	
Make my video viewable by all	<ol style="list-style-type: none"> <li>1. Click on Settings under each video</li> <li>2. Under Overview&gt;Availability, change the setting to "now"</li> <li>3. The video will now be available for all.</li> </ol>	

Still facing issues? Refer to the wiki guide here:

<https://wiki.nus.edu.sg/display/cit/Using+Panopto+for+Self-Recording>