Demonstration/Collaboration Lab – 118L

Using the Panopto Recorder:

- Touch the **Crestron** panel.
- Select **Office of Academic Resources** to start the **Crestron** panel.
- Select **Presentation**.
- Select **Mondopad** on the **Crestron** panel.
- Hit **Control-Alt-Delete** and log in to the on-screen **Mondopad.**
- Turn on the computer and log in.
- Go to **All Programs** on the computer.
- Click on the **Finder** window and search through your applications for the Panopto Recorder software.
- Select the **Panopto Recorder** and log in with the Haverford College Moodle site.
- Select the Moodle account and enter your user name and password.
- Configure Ideal Presets if not already set:
    - For Video: VDO 360VPTZH
    - For Audio: Audio Echo Cancelling Speakerphone
    - For Quality: High
    - For Capture: Choose primary screen (In 118L, this is the Mondopad)
- Once signed in, select **Create New Recording**.
- In the folder, select a Moodle course name. It is already set to a default time and tab.
- You will notice a red **Record** button and a Green **Pause** button.
- Before you click on **Record** to begin your recording, adjust the camera to fully capture your screen; use the remote to zoom in and zoom out.
- Adjust lights on **Crestron** – Scene 2 and Scene 3 are most commonly used, but choose the one that best meets your presentation requirements.
- Then select **Record** to begin your recording; hit **Stop** to finish your recording.
- Select **Upload** to server.
- Select **OAR Panopto Recording**.

- Select **Add to New Session**.
- Select **Upload to New Session**.
- Visit http://hc.hosted.panopto.com
- Go to the Haverford College Moodle site and then log in.
- You will see most recent videos captured in descending order.
- Scroll and select the **Settings** wheel.
- Select **Outputs**.
- Select **Video Podcasts** and download your recording.
- Your recording can then be saved on a USB drive.