

# For Invigilators: Carry out manual recording at Zoom Gallery View with Panopto

e-Learning Team

Office of the Chief Information Officer

Please start the zoom meeting for exam, and adjust to the gallery view

# Enter the Panopto Recording

The screenshot shows the Canvas LMS interface for a course named 'c\_cio\_wttim'. On the left is a vertical navigation menu with icons and labels for various course features. The 'Panopto Recordings' item is highlighted with a red rectangular box, and a red arrow points to it from the right. The main content area is titled 'Recent Activity in c\_cio\_wttim' and shows '1 Assignment Notification' with a 'SHOW MORE' link. On the right side, there are several utility buttons such as 'Import from Commons', 'Choose Home Page', 'Course Setup Checklist', 'New Announcement', 'Student View', and 'View Course Analytics'. Below these is a 'Coming Up' section with a 'View Calendar' link and the text 'Nothing for the next week'.

CityU  
canvas

c\_cio\_wttim

Home

Announcements

Files

Assignments

Grades

Quizzes

People

Discussions

Class List (AIMS)

LockDown  
Browser

uReply

**Panopto  
Recordings**

Conferences

Collaborations

Outcomes

Recent Activity in c\_cio\_wttim

1 Assignment Notification [SHOW MORE](#)

[Import from Commons](#)

[Choose Home Page](#)

[Course Setup Checklist](#)

[New Announcement](#)

[Student View](#)

[View Course Analytics](#)

**Coming Up** [View Calendar](#)

Nothing for the next week

# Create New Recording Session

Windows

Mac

The screenshot shows the Canvas LMS interface for a course titled "c\_cio\_wttim > Tim's Test Course". The left sidebar contains navigation options: Home, Announcements, Files, Assignments, Attendance, Grades, Quizzes, People, Discussions, Modules, Class List (AIMS), LockDown Browser, uReply, Panopto Recordings, Conferences, TLQ, Badges, Zoom, Office 365, and Collaborations. The main content area features a search bar and a "Create" button. A dropdown menu is open from the "Create" button, with a red box highlighting the "Panopto for Windows" option. Other options in the menu include "Panopto Capture", "Upload media", "Playlist", and "New Folder". The main content area displays a list of recordings with thumbnails and titles such as "Mon Mar 01 2021 1" and "AB1234 Exam (23 Oct 2020)".

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# Download and Install Panopto (if not installed)

The screenshot shows the Canvas LMS interface for a course titled "Tim's Test Course". On the left is a navigation sidebar with icons for Home, Announcements, Files, Assignments, Grades, Quizzes, People, Discussions, Class List (AIMS), LockDown Browser, and uReply. A blue button labeled "Panopto Recordings" is at the bottom of the sidebar. The main content area is partially obscured by a "Record a new session" dialog box. The dialog box has a title bar with a download icon and a close button. It contains the following text:

**Record a new session**

**Open Panopto**  
If you have Panopto installed, you can open it from here. If Panopto didn't open, check that you've downloaded and installed the latest version of Panopto below.

**Open Panopto**

**Download Panopto**  
Record PowerPoint, video, and audio presentations. Upload recordings to your Panopto site to share with students and coworkers.

**Download Panopto** ← (highlighted with a red box and a red arrow pointing to it)

For Windows 10/8.1/8/7 64-bit

[Click here for other download options](#)

# Open Panopto



c\_cio\_wttim > Tim's Test Course



Home



Announcements



Files



Assignments



Grades



Quizzes



People



Discussions



Class List (AIMS)



LockDown  
Browser



uReply

**Panopto  
Recordings**



Conferences



Collaborations






Outcomes

Search in folder

Default Te

Sort by: Name

Add folder



## Record a new session

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Download Panopto

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For Windows: 10/8.1/8/7 64-bit

[Click here for other download options](#)

# Panopto Settings

The screenshot shows the Panopto Settings window. At the top, there are navigation buttons: 'Create New Recording', 'Manage Recordings', and 'Settings'. The user is logged in as 'unified\wtim' and can 'Sign out'. The 'Session Settings' section includes a 'Record' button, a 'Folder' dropdown set to 'Default Term - Tim's Test Course', and a 'Name' field containing 'AB1234 Exam (23 Oct 2020)'. A 'Webcast' checkbox is also present. Below this, the 'Primary Sources' section shows 'Video' set to 'None', 'Audio' set to 'External Microphone (Synaptics H)', and 'Quality' set to 'Standard'. The 'Capture Computer Audio' checkbox is checked. Under 'Secondary Sources', 'Capture PowerPoint' is unchecked, 'Capture Main Screen' is checked, and 'Capture Second Screen' is unchecked. A 'Main Screen' preview window shows a computer monitor icon. At the bottom, there are settings for 'Resolution' (1920 x 1080), 'fps' (4), and 'kbps' (340). Annotations with red boxes and arrows point to the 'Name' field (labeled '3'), the 'Video' dropdown (labeled '1'), and the 'Capture Main Screen' checkbox (labeled '2').

Specify the name of recording

Make sure the video is disabled and capture audio is ON

Tick the appropriate computer screen to record (if you have two or more computer monitors)

# Panopto Settings

**Session Settings** Webcast

Folder: Default Term - Tim's Test Course

Name: AB1234 Exam (23 Oct 2020) Join Session

**Primary Sources**

- Video: None
- Audio: External Microphone (Synaptics H)
- Quality: Standard
- Capture Computer Audio

**Secondary Sources**

- Capture PowerPoint
- Capture Main Screen
- Capture Second Screen

Add Another Video Source

**Main Screen**

2

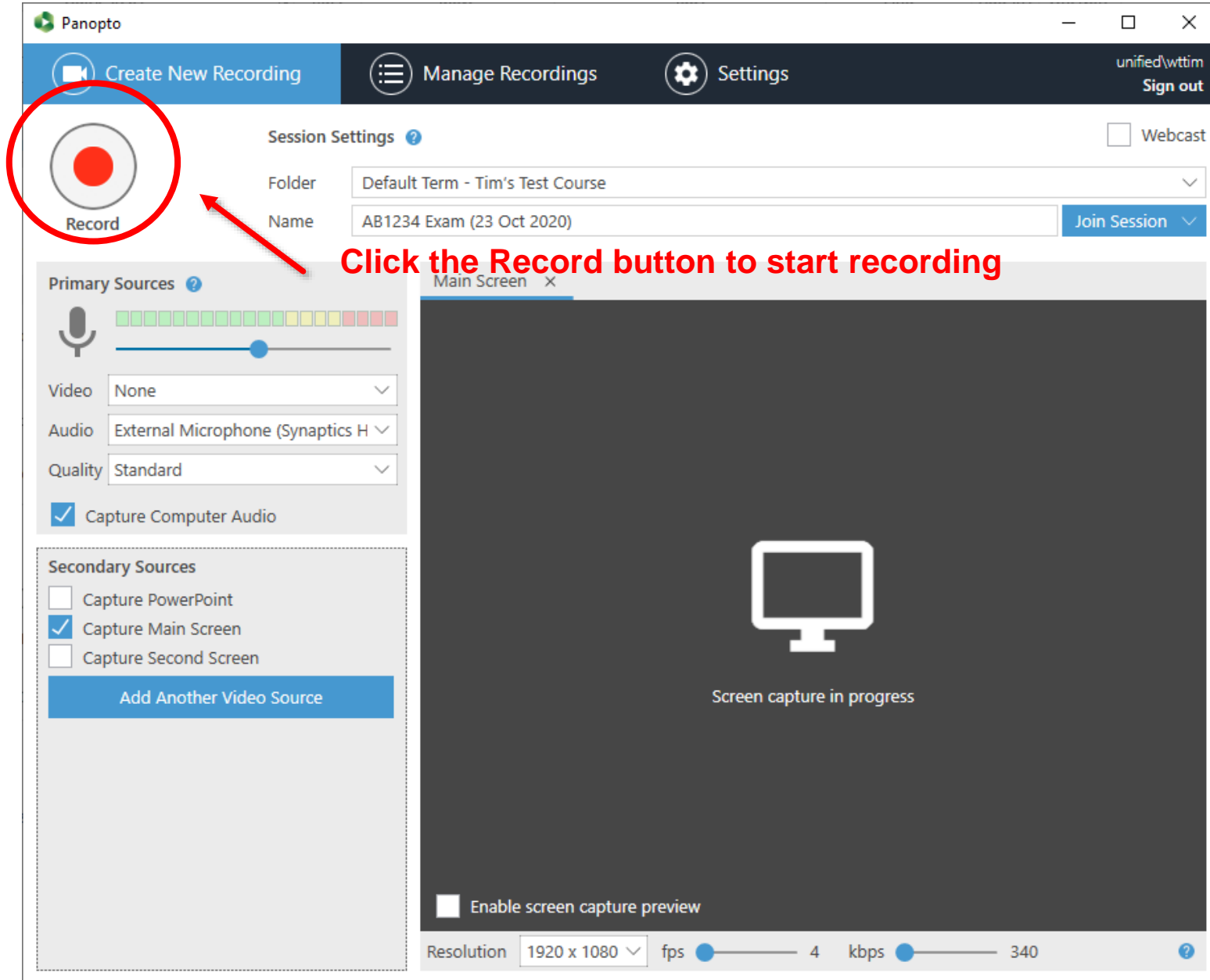
Enable screen capture preview

Resolution: 1920 x 1080 | fps: 4 | kbps: 340

**Enable screen capture preview to see if the Zoom gallery view is selected for recording**



# Record



The screenshot shows the Panopto recording interface. At the top, there are navigation buttons: "Create New Recording", "Manage Recordings", and "Settings". The user is logged in as "unified\wtim" and can "Sign out". The "Record" button, represented by a red circle icon, is circled in red. A red arrow points from the text "Click the Record button to start recording" to this button. The "Session Settings" section includes a "Folder" dropdown set to "Default Term - Tim's Test Course" and a "Name" field containing "AB1234 Exam (23 Oct 2020)". There is a "Join Session" button and a "Webcast" checkbox. The "Primary Sources" section features a microphone icon, a volume slider, and dropdown menus for "Video" (set to "None"), "Audio" (set to "External Microphone (Synaptics H)", and "Quality" (set to "Standard"). A checkbox for "Capture Computer Audio" is checked. The "Secondary Sources" section has checkboxes for "Capture PowerPoint" (unchecked), "Capture Main Screen" (checked), and "Capture Second Screen" (unchecked). Below this is a blue button labeled "Add Another Video Source". The main recording area shows a "Main Screen" tab with a monitor icon and the text "Screen capture in progress". At the bottom, there is a checkbox for "Enable screen capture preview" and a status bar showing "Resolution 1920 x 1080", "fps 4", and "kbps 340".

**Click the Record button to start recording**

The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. These shapes are primarily located on the left and right sides of the frame, leaving a large white central area.

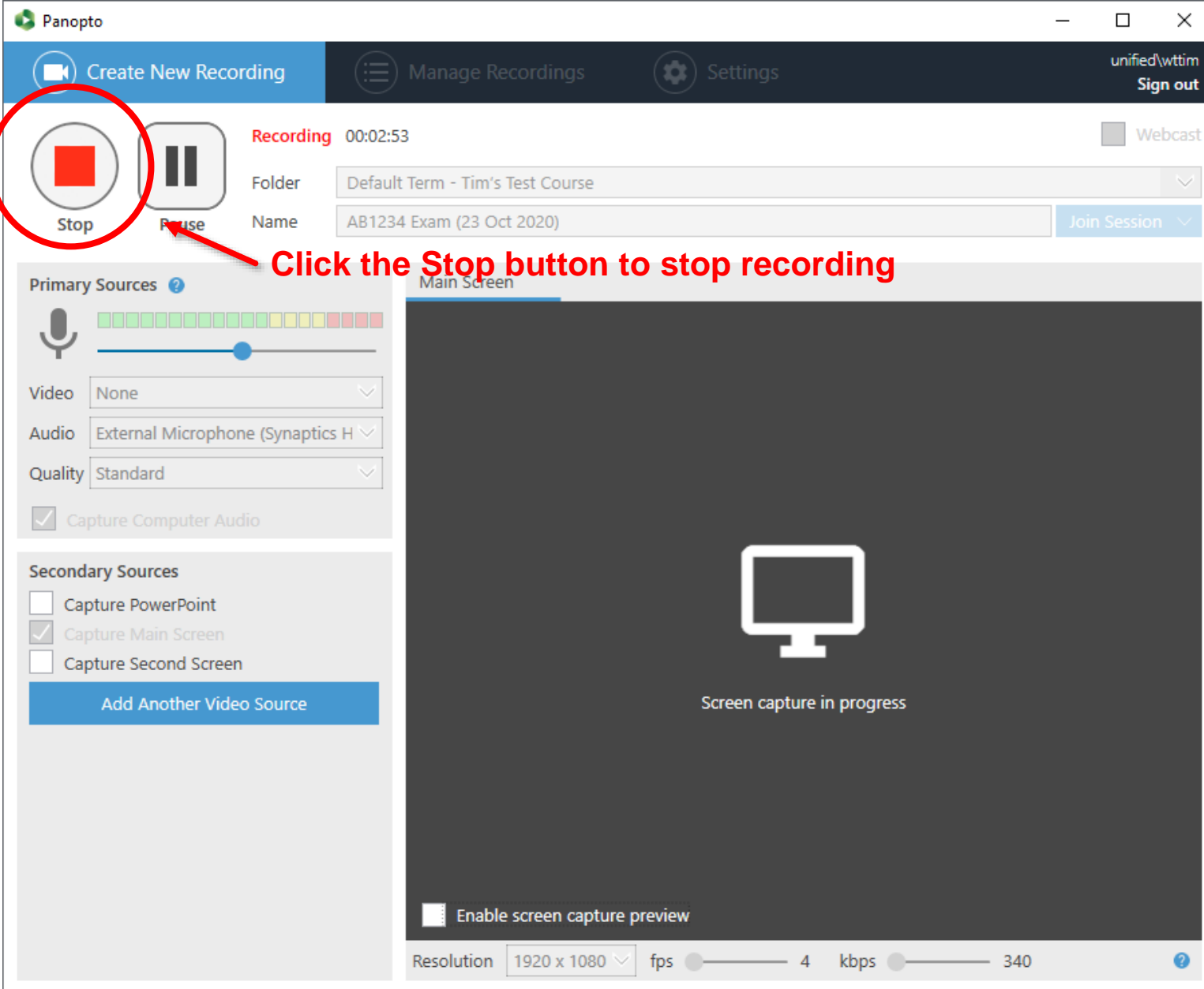
Exam begins...

When the exam session  
and the zoom meeting  
are ended ...



**Look for the Panopto  
app and click on it**

# Stop (at the end of session)



The screenshot shows the Panopto recording interface. At the top, there are navigation buttons: "Create New Recording", "Manage Recordings", and "Settings". The user's name "unified\wtim" and "Sign out" option are visible in the top right. The main recording area shows a "Recording" timer at "00:02:53". Below this, there are fields for "Folder" (Default Term - Tim's Test Course) and "Name" (AB1234 Exam (23 Oct 2020)), along with a "Join Session" button. A "Webcast" toggle is also present. In the center, there are two large buttons: "Stop" (a red square) and "Pause" (two vertical bars). The "Stop" button is circled in red, and a red arrow points from the text "Click the Stop button to stop recording" to it. Below the recording controls, there are sections for "Primary Sources" and "Secondary Sources". The "Primary Sources" section includes a microphone icon, a volume slider, and dropdown menus for "Video" (None), "Audio" (External Microphone (Synaptics H)), and "Quality" (Standard). There is a checkbox for "Capture Computer Audio" which is checked. The "Secondary Sources" section has checkboxes for "Capture PowerPoint" (unchecked), "Capture Main Screen" (checked), and "Capture Second Screen" (unchecked), along with a blue button "Add Another Video Source". The main recording area is a large dark rectangle with a white monitor icon and the text "Screen capture in progress". At the bottom, there is a checkbox for "Enable screen capture preview" and a status bar showing "Resolution 1920 x 1080", "fps 4", and "kbps 340".

**Click the Stop button to stop recording**

# Upload Recording

Panopto

Create New Recording Manage Recordings Settings unified\wtim Sign out

Recording Complete

Folder Name

Webcast

Join Session

Recording Complete

Session name

AB1234 Exam (23 Oct 2020)

Located in folder

Default Term - Tim's Test Course

Enter a description (optional)

Delete and record again Done

Primary Sources

Video None

Audio External Microphone (Syna

Quality Standard

Capture Computer Audio

Secondary Sources

Capture PowerPoint

Capture Main Screen

Capture Second Screen

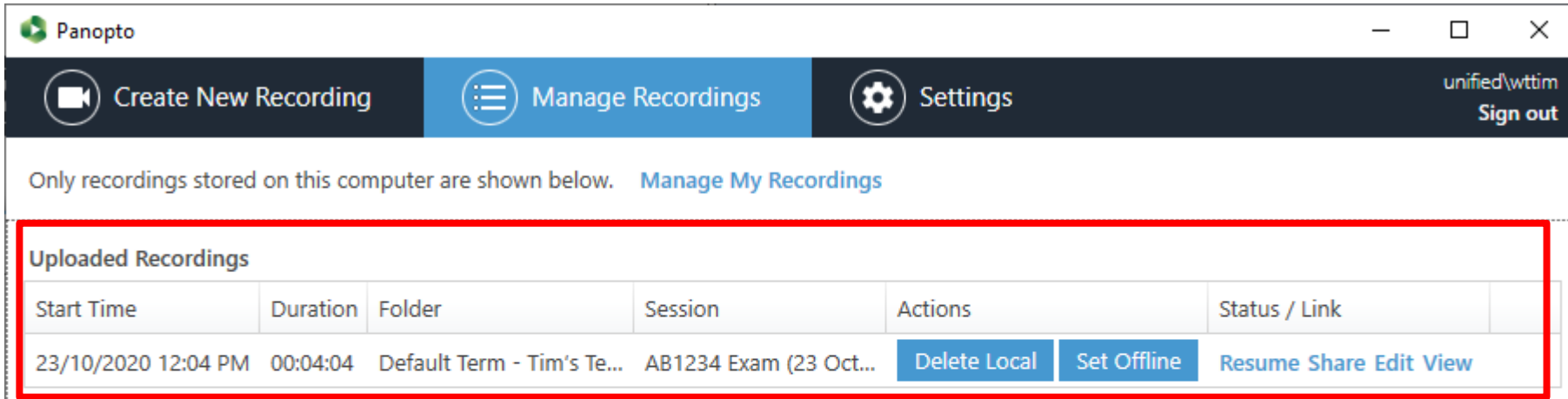
Add Another Video Source

Enable screen capture preview

Resolution 1920 x 1080 fps 4 kbps 340

**Click Done to do the video uploading.**

# Check Upload Status



Panopto

Create New Recording Manage Recordings Settings unified\wtim Sign out

Only recordings stored on this computer are shown below. [Manage My Recordings](#)

**Uploaded Recordings**

Start Time	Duration	Folder	Session	Actions	Status / Link
23/10/2020 12:04 PM	00:04:04	Default Term - Tim's Te...	AB1234 Exam (23 Oct...	Delete Local Set Offline	Resume Share Edit View

Uploaded

**Make sure the recording is uploaded before shutdown your computer**

# Set the recording not available to students

The screenshot shows the Canvas LMS interface for a course named "Tim's Test Course". The left sidebar contains a navigation menu with the following items: Home, Announcements, Files, Assignments, Attendance, Grades, Quizzes, People, Discussions, Modules, Class List (AIMS), LockDown Browser, uReply, **Panopto Recordings**, Conferences, TLQ, Badges, Zoom, and Office 365. The "Panopto Recordings" item is highlighted with a red box and a red arrow points to it from the left. The main content area shows a list of recordings under the folder "Default Term - Tim's Test Course". The first recording is titled "AB1234 Exam (23 Oct 2020)" and has a duration of 4:04. Below the video thumbnail, there are several action buttons: "Settings", "Share", "Edit", "Stats", and "Delete". The "Settings" button is highlighted with a red box and a red arrow points to it from the right. Below this recording, there is a recording in progress titled "Friday, 23 October 2020 at 10:32:11 AM" with a duration of 1:50:19. Below that, there are two more recordings: "video-1603079102762.mp44840092750787743839" (4 days ago, 0:06) and "62476871099\_4EC48C27-3261-4F5A-BA9E-EE969C8817E7" (4 days ago).

# Set the recording not available to students

AB1234 Exam (23 Oct 2020) ✕

**Overview**

- [View](#) Open this session in the viewer
- [Share](#) Share this session with other users
- [Edit](#) Open this session in the Panopto Editor to edit video and presentation files
- [Resume](#) Launch Panopto and resume this session

Scheduled Recording

No recording scheduled.

Quality Settings

These are the settings for this scheduled recording.

Primary Video Quality  Target Resolution: fps Bitrate:

Secondary Video Quality  Optimized for  Motion  Resolution Target Resolution: fps Bitrate:

**Availability**

A session can be made available after a start date and before an end date. These settings replace any availability settings on the parent folder. A session can also be made available immediately by saving it in the editor.

Session becomes available

with its folder (immediately)

starting   Beijing, Chongqing, Hong Kong, Urumqi

Session remains available

forever

with its folder (forever)

until   Beijing, Chongqing, Hong Kong, Urumqi

**Set the until earlier than the exam end date and time.**



# Set the recording not available to students

The screenshot shows the Canvas LMS interface for a course named "Tim's Test Course". The left sidebar contains navigation options: Home, Announcements, Files, Assignments, Attendance, Grades, Quizzes (with a notification badge for 110), People, Discussions, Modules, Class List (AIMS), LockDown Browser, uReply, Panopto Recordings, Conferences, and TLQ. The main content area displays a list of Panopto recordings. The first recording is titled "AB1234 Exam (23 Oct 2020)" and is 4:04 long. A red box highlights the text "Not available to viewers" in the bottom right corner of the video thumbnail. A red arrow points to this text, and a red text overlay reads: "Make sure the 'Not available to viewers' is shown". The second recording is titled "Friday, 23 October 2020 at 10:32:11 AM" and is 1:56:56 long. The third recording is titled "video-1603079102762.mp44840092750787743839" and is 0:06 long. The interface also includes a search bar, a "Create" button, and a "Powered by Panopto Help" link.