

### Overview of Lecture Capturing

The department is using Panopto software to capture lectures for a offsite audience. Unless a alternative has been agreed by yourself and the Academic Office in person Lectures in RHTH are setup to automatically record so you do not need to start or stop the recording yourself.

### What will Panopto record?

Panopto will record the below by default, if there is anything else you wish to record you should contact the Academic Office.

1. Presentations which are shown on the projector/s via the PC in the room.
2. Audio captured by the fixed microphones on the lectern or the lapel microphone supplied by IT Support.
3. Video via the camera fixed to the ceiling to the right of the room.
4. The Whiteboard behind the lectern via a specialist camera mounted over the board.

### What do Lecturers need to do?

In order for Panopto to effectively record all aspects of your lecture for a offsite audience the below will need to be done by yourself. If you would like a onsite demo on this please contact IT Support.

#### Presentations

No action needed. Use the PC on the Lectern as this is setup to record your lecture automatically by the Academic Office. Panopto will then record anything which is visible on the projection screen and the monitor if applicable.

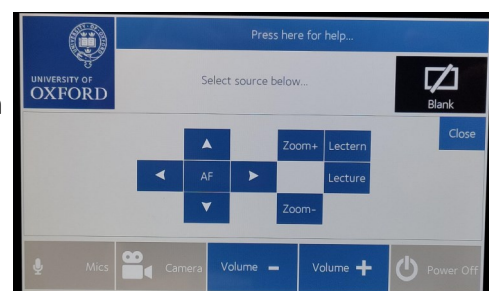
#### Microphone

No action needed. The microphones are designed to pick up the lecturer only. There are microphone on the lectern and microphones in the ceiling at the front of the room for those who regularly walk across the front while presenting.

#### Video

No action needed. No action is needed unless you have a personal preference for what you wish the camera to capture then a manual change to where the camera is pointing is required. The camera has 2 pre-sets which you can change to what you are presenting at that time by selecting *Camera* on the touch panel on the lectern. These are:

1. Lectern—Shows the Lectern and the Lecturer behind the lectern.
2. Lecture—Shows the whole front area (but wont show the whiteboards at a quality that can be viewed).



#### Whiteboard

The whiteboard behind the lectern can be captured by Panopto, if you want this to happen please press the Kaptivo button next to the whiteboard . The specialist camera above the board will then capture this.



### Need IT Support?

Should you have any IT-related question or request, please email [support@cs.ox.ac.uk](mailto:support@cs.ox.ac.uk), call 10810 (or 01865 610810 if you are calling from an external phone), or come and visit IT support in room 147 of the Wolfson Building.