
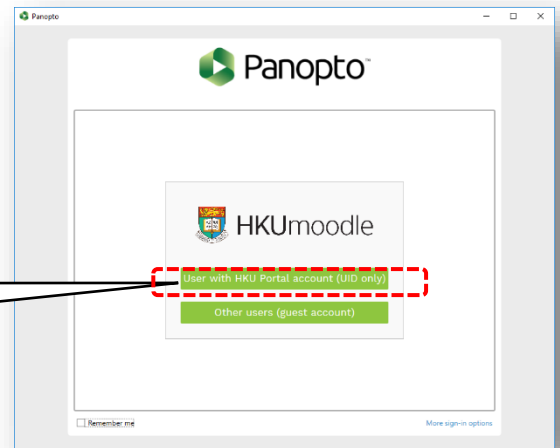


## Using Panopto Recorder for lecture capture

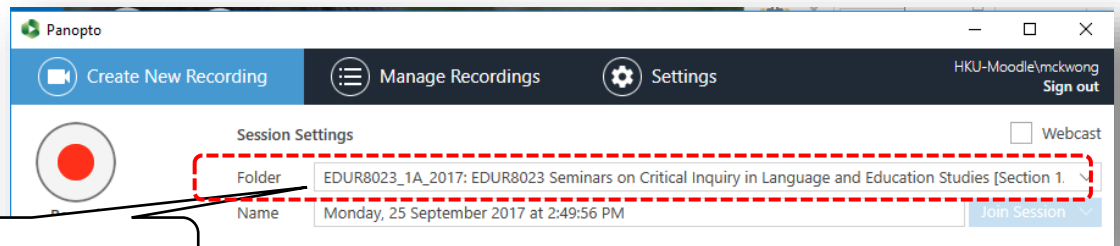
1. Click on the Panopto Recorder icon  on desktop.
2. Click on “User with HKU Portal account (UID only)” and login to the system.

2. Click “User with HKU Portal account”



3. Select your Moodle course in the Panopto “Folder”

3. Select “Moodle course”



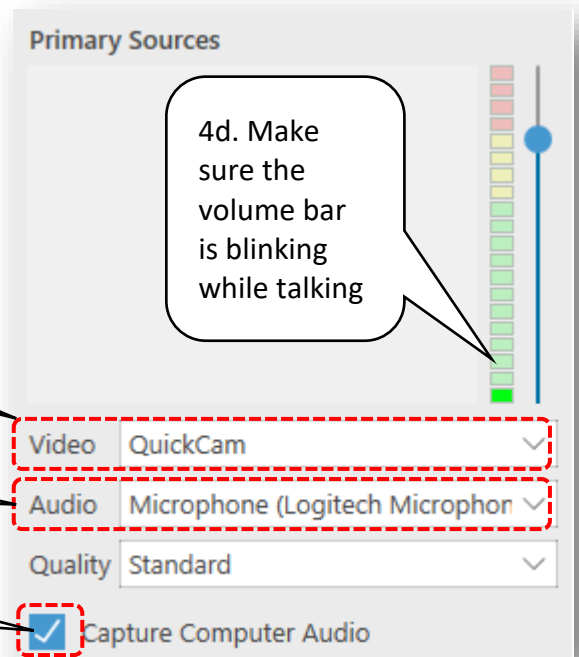
4. On the “Secondary Sources” box, select your video and audio source to be recorded and check on the “Capture Computer Audio” box. Make sure that the volume bar is blinking in green when you are talking.

4a. Select video source

4b. Select audio source

4c. Check on “Capture Computer Audio”

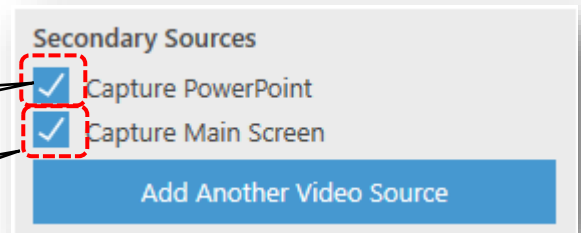
4d. Make sure the volume bar is blinking while talking





5. On the “Secondary Sources” box, check on “Capture PowerPoint” and “Capture Main Screen”.

5a. Check on “Capture PowerPoint”

5b. Check on “Capture Main Screen”




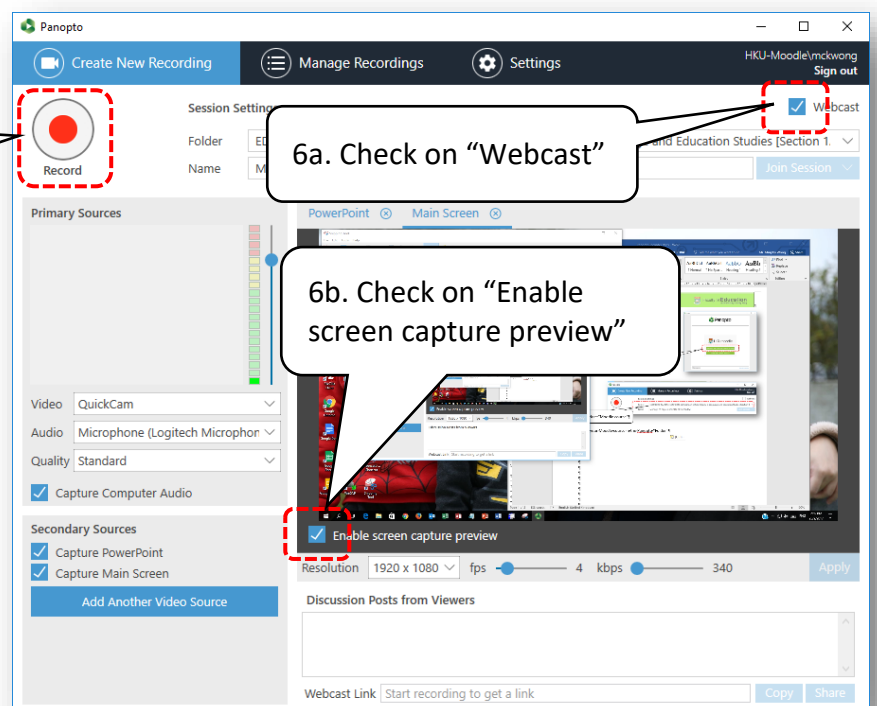
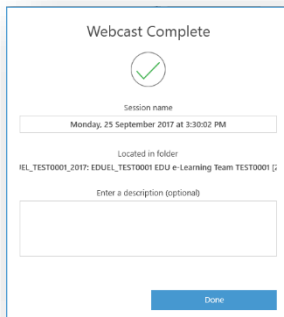
6. Check on the “Webcast” on the upper right, check on “Enable screen capture preview”, and finally press the red “Record” button  to start recording.

6c. Press “Record” 

6a. Check on “Webcast”

6b. Check on “Enable screen capture preview”

7. After finish, press the red “Stop” button  and a webcast complete dialogue box will be displayed.



8. Make sure the video upload process is completed before switching off the computer.

8b. Uploading completed

8a. Uploading in progress

