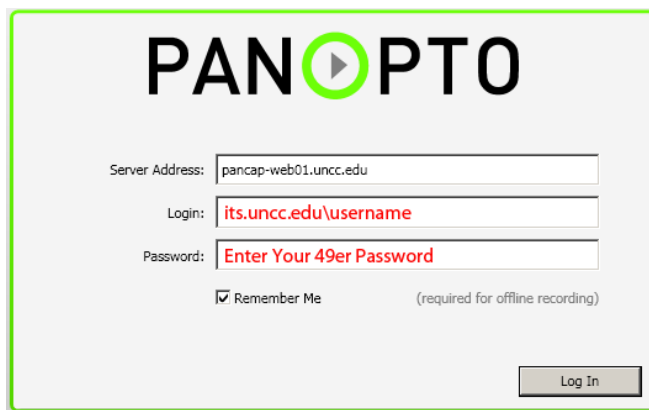


**Quick Start Guide: Panopto Lecture Capture System**  
**For the College of Engineering**  
(for CourseCast version 2.1)  
**Assistance contact:**  
**PCS – x73335**  
**Classroom Support – x73100**

Please note – this document and other useful documents are available from the Mosaic Windows menu - **Start > Mosaic XP> Lecture Capture > Panopto > Help Documentation** or from a web browser at <http://www.coe.uncc.edu/mosaic/lecture-capture.html>

- 1) Touch the screen to start up the Creston controller and tap **Begin Class** button on the touch panel.
- 2) Select **Yes** or **No** to “Would you like to use the projectors?”
- 3) Tap the **Wake Up Camera** button
- 4) Check if the microphone is on – The button should say: **Microphone is ON.**
- 5) Log in to the Mosaic System
- 6) Start up the UF-80 Viewer software to use the Doc Cam.  
Click **Start -> All Programs -> MOSAIC XP -> Lecture Capture -> UF-80 Digital Presenter (Podiums Only) -> UF-80 USB Viewer**
- 7) Start up the Panopto Recorder  
Click **Start -> All Programs -> MOSAIC XP -> Lecture Capture -> Panopto -> Panopto Recorder (Podiums Only)**

- 8) At the Panopto login screen:
  - i. The server name will already be entered **pancap-web01.uncc.edu**
  - ii. Check the box for “Remember me”. Enter your **username** (its.uncc.edu\username) and your **49er password** and click the **Login** button.



- 9) Under the **Create New Recording** tab:
  - a. In the **Record Using These Settings** section, the following options will need input from the instructor:
    - i. **Folder Name** – By default, this will read as “(Offline Recording)”. Click the down arrow to the right, find your course and click **Add New Session**
    - ii. **Record a New Session Called** – You may leave the default date and time in the field or type in the name of your choosing.
  - b. In the **Primary Source** section, the following options will need input from the instructor:  
**In Smith 202 only:**
    - i. **Video** – If you are going to instruct primarily from the podium, choose the **Hauppauge WinTV USB Pro Live** option from the drop-down menu – this is the Polycom camera in the back of the room. If you are going to instruct primarily from the whiteboards, choose the **AVC Compliant DV Device** option – these are the ceiling cameras that switch when you move from one part of the white board to another.
    - ii. **Audio** – Choose **SoundMAX HD Audio** from the drop-down menu.

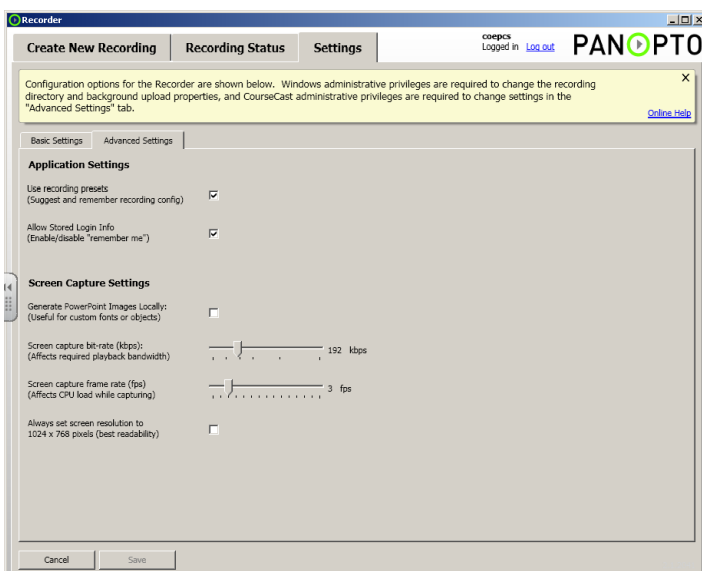
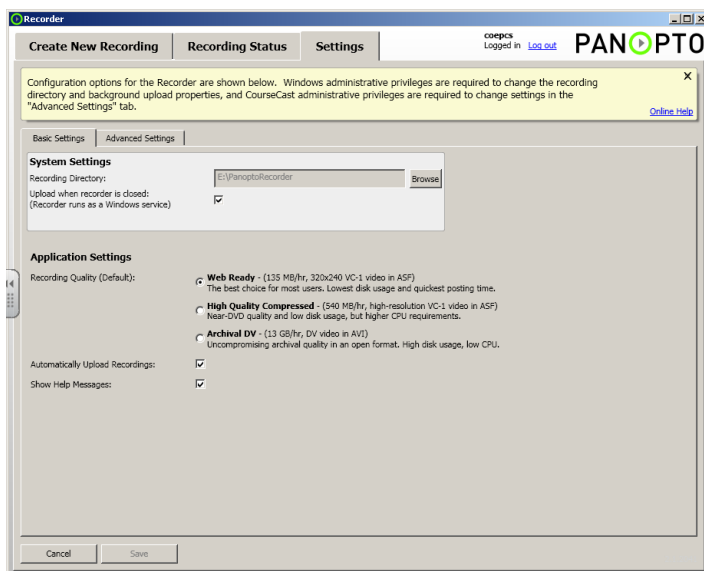
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## In Smith 203, 204, 218, 219, 331 only:

- i. **Video** – You only have one video choice – the ceiling cameras which will switch when you move from one part of the board to another.
- ii. **Audio** – The default option is **AVC Compliant DV Device**.
- c. In the **Other Capture Sources** section, the following options will need input from the instructor:
  - i. Check the box for **Capture PowerPoint** if using a PowerPoint presentation during the class
  - ii. Check the box for **Capture Screen** if using the doc cam (UF-80 Viewer software), Internet Explorer, a PDF, the Desktop, other program, ETC.
  - iii. In **Smith 202** only - Click the **Add Another Video Source** button and choose a secondary video capture as either **Hauppauge WinTV USB Live Capture** or **AVC Compliant DV Device**. Only one option will be available depending on which video device you chose under the **Primary Source** section.

10) Under the **Settings** tab: We recommend these settings not be change.



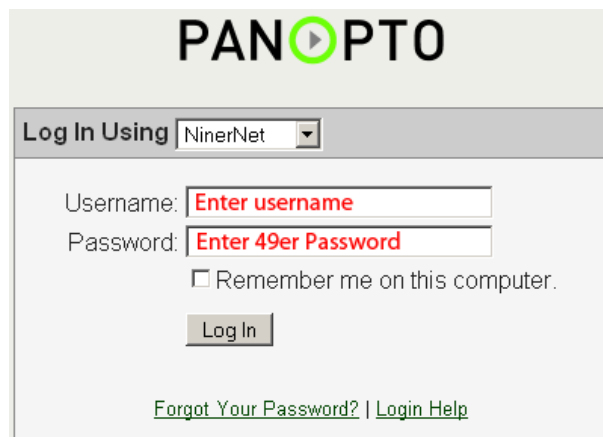
11) When you are ready, you click **Record** in the upper left corner of the window. When the lecture is over, click **Stop**.

12) Click **Ok** when prompted about proceeding to the 'Upload Tab'.

13) Your lecture will get uploaded and processed. A link for viewing the lecture from a browser will be emailed to you. If you don't receive this email, please contact the PCS group at 7-3335 ([coepcs@uncc.edu](mailto:coepcs@uncc.edu)) or the Mosaic helpdesk at 7-3150 ([mlc@uncc.edu](mailto:mlc@uncc.edu)).

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- 14) Click on the link in your email and login as shown in the screen here.
- 15) Upon successful login, the lecture will automatically begin playing.



**Tips:**

**Board/Ceiling Cams**

- Large, clearly printed letters will be more easily seen on recordings; Please bring good markers with you; ink from old markers will not be easily seen on the recordings. Using white chalk is best for rooms with blackboards.
- Repeating questions posed by students will help viewers to hear the questions also
- Speaking a bit louder when farther away from the microphone will help capture audio better; microphone is very sensitive up close
- The boards are divided into parts via blue painter's tape to outline the viewing area for the board cams. Write in these areas. Avoid accidental camera switching when using the board-cams by stepping away from the board and then to the side when you are finished writing on the board
- **Do not** select inputs that you won't need for the lecture
- Review your recording when you are done and report any problems that you may have experienced during the lecture or noted during the review
- Tell us of improvements – we can get these addressed by sending them back to Panopto to be worked on or developed as an update for the next release

**Polycom/Podium Camera**

- When you end the class it sleeps the Polycom camera.
- When you wake the Polycom camera it resets itself and reframes to the podium. Even if the podium is not properly shut down, pressing the wake camera button (in Crestron or in PC) it will reframe back to the podium.
- Wide angle shot vs. Podium Shot (default) – feature can be changed before or during the recording – this is only available with the Polycom camera in Smith 202. To do this, interface with the podium touch panel is required:
  1. Tap the button marked **Wide** to zoom out from the podium
  2. Tap the button marked **Podium** to zoom in to the podium

**Podium Touch Panel (Crestron Controller)**

- If, during your lecture, you do not need the projectors, go to **System Tools** on the touch panel and choose **Off** for both projectors and then choose **Screen Up**
- Tap **End Class** on the touch panel when done, this will let the next professor/instructor setup their recording preferences.

**Screen Capture**

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- Use of the document camera is a practical alternative to writing on the board (please have paper and a pen)
- Laptop Remote process available for XP and Vista (Instructions are available – contact the PCS technical support staff for assistance)