Utilizing the Recording Feature in the ECF Classrooms

Starting a Recording
The ECF Classrooms have a built in recording feature that allows you to capture lectures in your classroom environment. The following documentation serves as a getting started guide with utilizing the classroom’s recording feature.

1. To begin, tap the **Instructor Cart Touch Panel** to turn on the instructor cart.
2. Tap your **preferred display** to project to. You have the option of projecting across **All Displays**, **Projector only**, **Projector/SMART Board only**, **Display only**, or **Recording only**.

![Selecting Display Options](image1)

3. Log onto the computer with your **NetID credentials**.
4. Upon logging into the computer, open the **Panopto recorder**.

![Panopto Recorder](image2)

5. Enter your **log in credentials (a)** and click **Log In (b)**.

![Panopto Credentials](image3)

**Note:** For more information on logging into Panopto, please visit our *Panopto: Capturing and Sharing a Lecture with the PC* documentation at [https://uits.kennesaw.edu/cdoc](https://uits.kennesaw.edu/cdoc)
6. The Panopto Recorder will open. Under Primary Source, verify that the video is set to AV Bridge.
7. If there is no video signal, tap the Recording button, located on the instructor cart touch panel.

8. Verify that either Camera 1 or Camera 2 are selected.

9. The Recording screen will be displayed. Here, you may:
   a. Select your preferred camera (See Figure 6).
   b. Select a Camera Preset (See Figure 6).
   c. Zoom In/Out (See Figure 6).
   d. Pan/Tilt (See Figure 6).

10. In the Panopto Recorder, verify that the audio is set to Microphone (AV Bridge).
11. If you wish to adjust the room’s microphone volume level:
   a. Tap **Mic Volume** on the **Instructor Cart** touch panel.

   ![Microphone Volume](image)

   **Figure 7 - Tap Mic Volume**

   b. You will be taken to the **Mic Volume** screen. Here, you may adjust the volume for the ceiling mounted microphone or the lavaliere microphone.

   ![Microphone Levels](image)

   **Figure 8 - Microphone Levels**

   c. Tap **Close** to exit the Microphone volume window.

12. When you are ready to record your session, click **Record** on the **Panopto Recorder**

   ![Record](image)

   **Figure 9 - Click Record**

   **Note:** For more information on recording and editing lectures, please visit our **Panopto: Capturing and Sharing a Lecture with the PC** documentation at [https://uits.kennesaw.edu/cdoc](https://uits.kennesaw.edu/cdoc)