To enable your blackboard course to use lecture capture:

In Blackboard Learn, on the left-hand navigation bar select:
• Customization, Tool Availability

• Ensure Panopto Course Tool is checked

• Turn on Edit mode in the top right-hand corner
• Select Course Information
• Select Panopto Video Link on the Tools menu
• Click Add Course to Panopto
• Click Add Course to Panopto
• Result should read: Successfully provisioned, click OK

For more tips stop by Founders Hall, room 122, Visit http://www.untdallas.edu/dlit/tips

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Using lecture capture in the classroom:

**Turn on/connect hardware to be used.** Make sure equipment you are going to use is turned on before starting Panopto (microphone, document camera (if applicable), web cam.)

**Launch TurningPoint (if applicable).** If you are using TurningPoint, make sure you launch TurningPoint before launching Panopto. Otherwise, the TurningPoint plug-in for PowerPoint will not load and you will not be able to use clickers.

**Launch Panopto.** Find Panopto from the programs menu and launch it. You should login to Panopto account using the Log in with Blackboard button.

**Select your course folder and add a new session.** Click the dropdown arrow to find course folder to which you have access.) Hover over the grayed-out option Add New Session and click to add the session to that folder.

**Select primary audio source.** If you are using a classroom wireless microphone system, check to make sure the audio source selected is **Rear Input Soundmax Integrated**. If you are using audio from a webcam, make sure the appropriate selection is made. Test the audio and be sure the bars are moving within the green—to—red range.

**Set secondary capture sources.** Under most circumstances you will want both screen capture and PowerPoint selected. If there are additional video sources such as the document camera, add these video sources. Anything connected to the computer will be available as another video source.

**Begin recording.** Click **Record** to start the recording. If at any point during class you wants to pause recording, click **Pause** and then click **Resume** to begin again.

**Stop recording.** When class has finished, click **Stop**. You will see an alert box indicating the recording is finished and you will be taken to the recording status tab. Click UPLOAD to send your recording to our secure hosted space. You will receive a confirmation email when your recording has been fully processed.

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