Panopto Lecture Recordings

There is video capture equipment installed in most of the classrooms at the College. Most undergraduate and some postgraduate lectures will now be recorded as standard. Lecture recordings will be scheduled but can also be managed by the tutor.

There may be some sections of the lecture that will not be recorded. This will be at the discretion of the tutor but examples could include:

- Group work or other discussions
- Sensitive questions or discussions
- Student presentations

In this case the tutor will pause the recording and restart it again at the relevant moment.

There is an indicator light situated on the AV cabinet in each classroom. The light will clearly show when the system is recording:

Off	Green	Amber
Ready to start recording	Recording	Paused

Expectations

If you need to enter/leave the classroom during the recording then please do so as quickly and quietly as possible.

Please bear in mind that although it will mainly be the back of your heads, you may be on camera during the course of the recording.

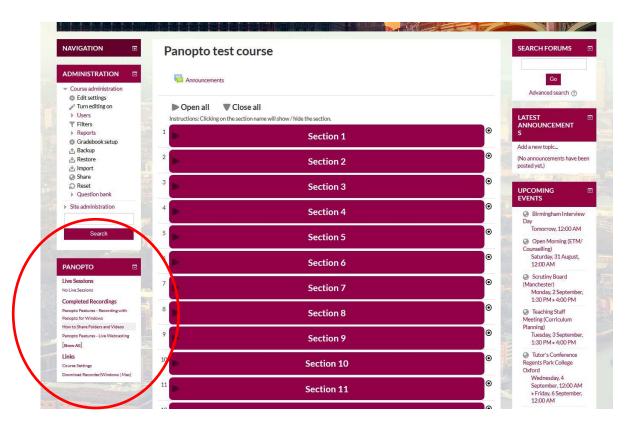
The main audio source will be from the tutor's microphone; however other noises may transmit at times. Therefore try not to talk amongst yourselves, especially whilst the tutor is talking.

For the same reason, the tutor will repeat any questions that are asked during the class so they're clearly audible on the recording.

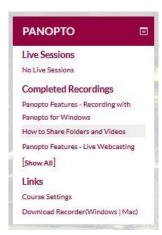
Please ensure that all mobile devices are on silent during lectures.

Completed recordings

On completion of the recording, it will automatically be released to the correct unit on Moodle. It will appear one of the blocks on the side of the screen (actual position may vary).



The Panopto block will contain links to recent recordings:

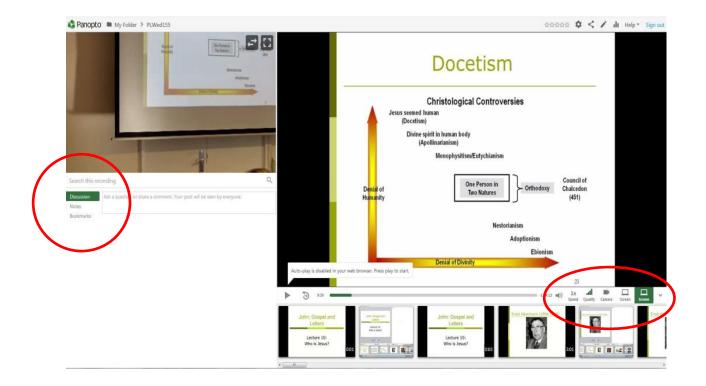


Automatic recordings will be given a standard name that is composed of <Event title> <Module code> <Room number> <Date and time>.

For example: Studying Theology 102 LR1 24-Sep-2016 09:00

Video playback and functionality

When you click on a link to a specific recording, you will be taken to the Panopto platform where a playback window will open.



You will be able to watch the video footage of the lecture, accompanied by any Powerpoint slides or multimedia that was used during the class. If you skip to a specific point in the video, then the corresponding slide will also appear.

You can adjust the playback speed, quality or screen orientation from the toolbar on the bottom right of the screen.

There are also a number of interactive functions available within the window on the left hand side (see above):

Discussion

Ask a question or share a comment. These posts will be seen by everyone.

Notes

Notes are synchronised to what you're watching when you type them.

Bookmarks

Bookmarks enable you to mark important moments.

We hope you will use these features to engage with the video content. Over time, we will introduce some other interactive features such as quizzes.

Once you have accessed a video for the first time, you will automatically be given a Panopto account with the same login details as Moodle. You will need to be logged in to Panopto in order to engage with the recording interactively.

There is also a Panopto app for use on mobiles phones and tablets. IOS/Android versions of the app can be found on the appropriate app stores. You will need to enter the site name the first time you login to the app: spurgeonscollege.cloud.panopto.eu and then proceed using your Moodle login details.

Please report any issues, such as broken links or access problems, to moodle@spurgeons.ac.uk