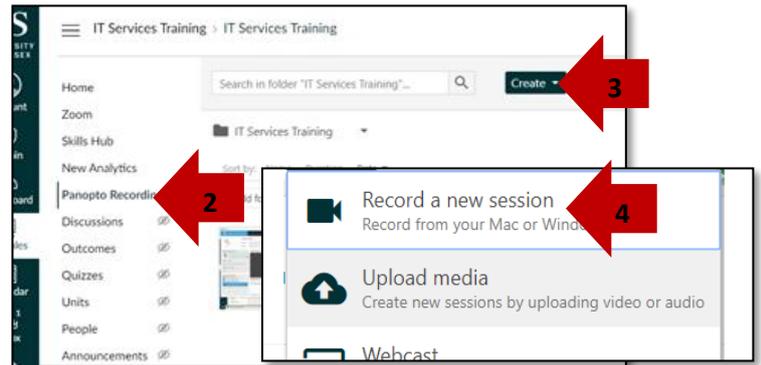
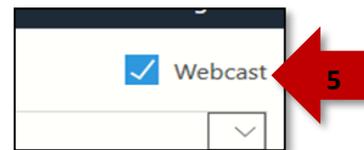


Webcast and Record a Panopto session

1. Log into Canvas on the teaching podium PC and go to the relevant module.
2. Click the link to 'Panopto Recordings' in the module menu on the left of the screen.
3. Click the 'Create' button.
4. Select 'Record a new session' and Follow any prompts or popups to open Panopto.

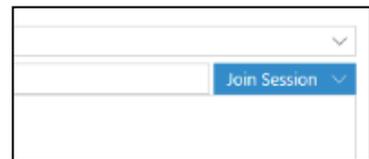


5. **From Panopto** on the recording screen tick the Webcast box in the top right corner.



If you have already set up a webcast session in Panopto

If the Panopto session has already been created and advertised, use the blue **'Join Session'** button and select your previously created session.



To Create New Webcast Session at time of lecture

Enter a name for your recording - you can change this later.

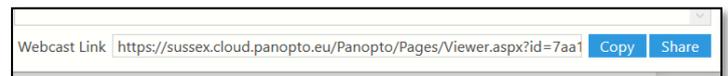
(Panopto will pick the correct folder for your module.

However, this may take a moment to load, so check that the folder name is correct.)



6. Click 'Record' to start recording.
You can 'Pause' and 'Resume' the recording at any point.
Keyboard shortcuts: F8 start recording, F9 pause/resume recording, F10 stop recording.

7. **Share the link** A Webcast Link is added to the bottom of the dialog box. Click on Copy and circulate the link using Canvas Announcements (Return to module, click Canvas Announcements, Add Announcement, Add title and link and Save).

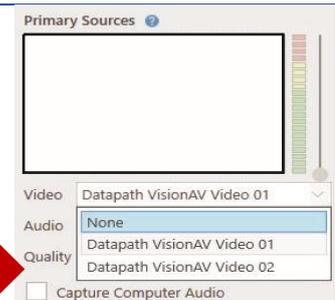


8. Click 'Stop' to end the recording, check the name and click 'Done'.

Turning on your camera for your recording

If you want to turn on the camera go to the 'Primary sources' panel, click on the 'Video' drop-down menu and change this to Datapath VisionAV Video 02.

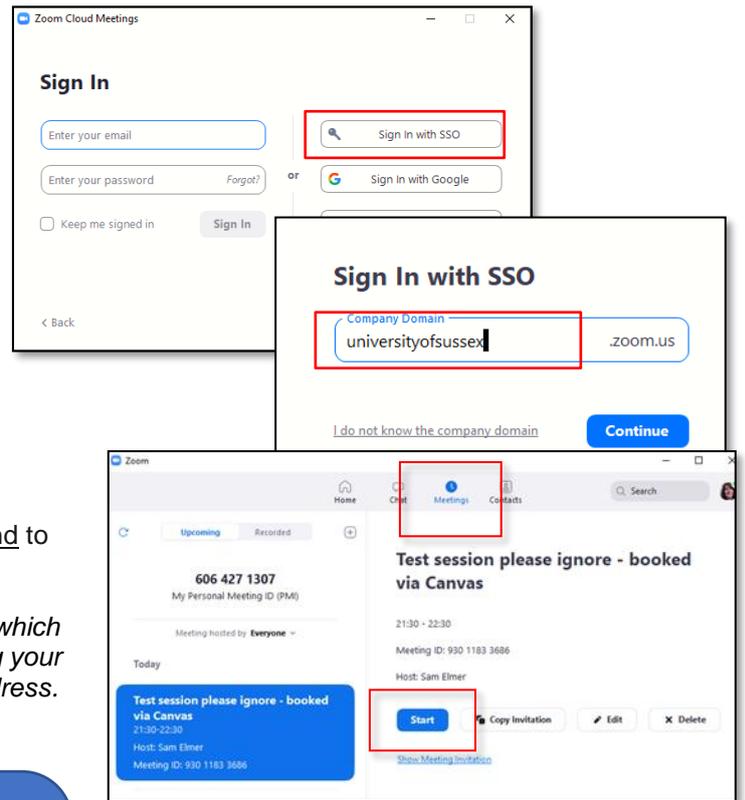
Please do not change any other settings in this panel.



Start a Zoom session

Access your Zoom meetings

1. Open the Zoom App.
2. Ensure you click on **Sign In with SSO***
3. Enter a domain name of universityofsussex and Continue.
4. A web browser will open to complete the Sussex login. Sign in with username@sussex.ac.uk if necessary and accept any prompts to return to the Zoom app.
5. On the Zoom screen click on Meetings to view your scheduled meetings.
6. Click Start to open the meeting
 - a. Join with Computer Audio
 - b. Check video & audio are set to "Same as System (see below)"
 - c. Click Record if required
 - d. Click Share screen & tick include computer sound to share with Zoom audience



**If you also have a private Zoom account and are not sure which account you are using click on your initials top right. If using your Sussex account, you will see part of your Sussex email address. Otherwise, choose Sign Out and return to step 2.*

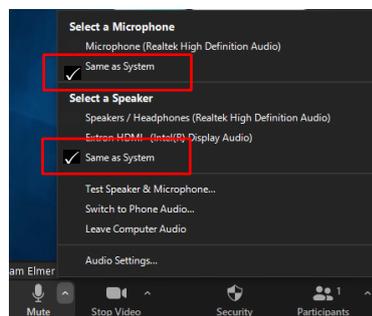
If you created your Zoom session in Canvas

1. Open Canvas
2. Go to the Module
3. Click on Zoom in the module menu
4. Click on the start button
5. Accept any prompts to open the Zoom app, then follow steps 6a – d above

Zoom settings must be adjusted to correctly use the camera and audio devices in the room. If you have used the room previously with Zoom, your settings will be remembered.

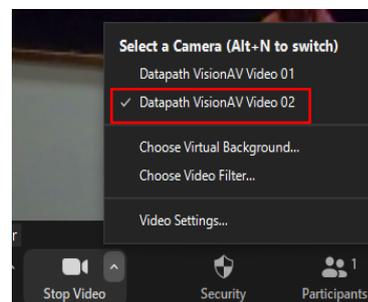
Zoom Audio settings

From the Zoom Toolbar click on and ensure you have a tick against "Same as System" for both the Microphone and Speaker areas.



Zoom Video settings

Select Datapath VisionAV Video 02



Anyone wishing to use their own laptop to run sessions should note that the laptop will not be able to use the room's camera and microphone and, while the sound will be available to those signed into the session, it will not be shared through the speakers in the room.

This is the case for both Panopto and Zoom.

Further information:

Set up a meeting via the Zoom App - <http://www.sussex.ac.uk/its/help/guide225>
Technology Enhanced Learning – How to use Zoom <https://canvas.sussex.ac.uk/courses/14993>

For technical support call extension 8022 using the internal phone.
For Panopto training, or ideas to integrate Panopto into your teaching, contact TEL tel@sussex.ac.uk