

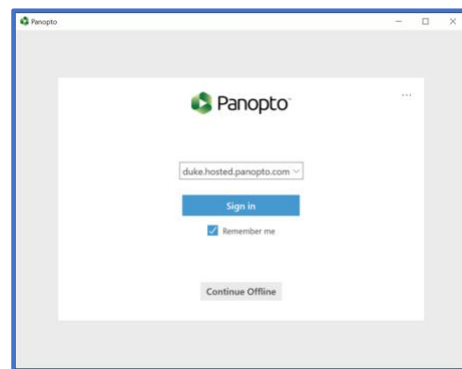
## AD-HOC PANOPTO RECORDINGS

*The Panopto application is installed on all Duke Law classroom computers.*

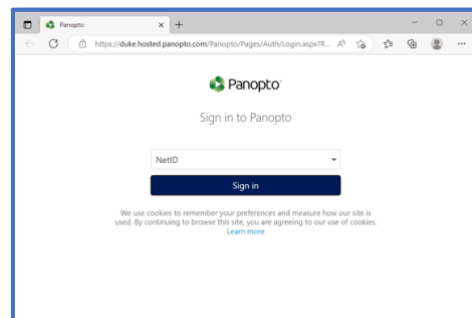
1. Double-click the **Panopto icon** to get started.



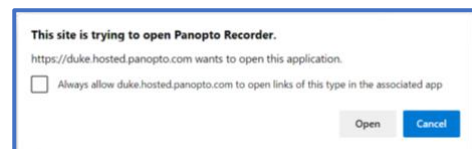
2. Make sure **duke.hosted.panopto.com** is listed.
3. Click **Sign in**.



4. Click to **Sign in** with your Duke NetID & password.



5. Click to **Open** the Panopto Recorder.



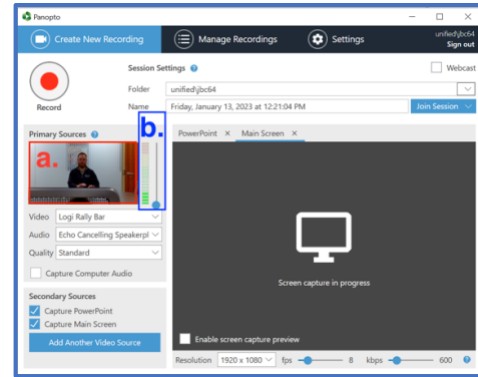
Questions? Need Help?

Email [itc@law.duke.edu](mailto:itc@law.duke.edu) | Call 919.613.7249

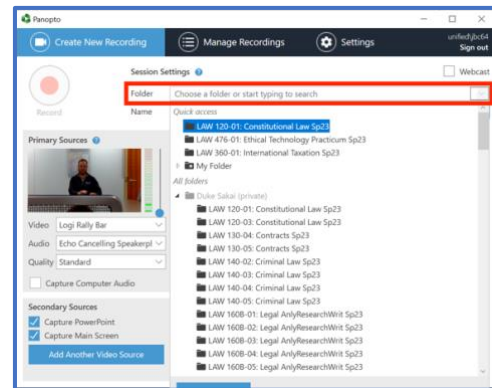
## 6. Panopto Recorder Home Screen

**Note the live feeds in the left column:**

- a. The *live camera* feed
- b. The *live microphone* feed/levels



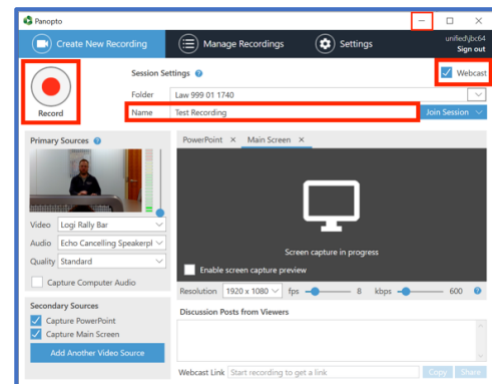
## 7. Select the corresponding **course folder** for the class using the drop-down menu.



## 8. **Name** the class session or leave the Date/Time stamp as the session title.

*Note: **Check the box** beside **Webcast** to make the session live for students to view the session remotely in real-time.*

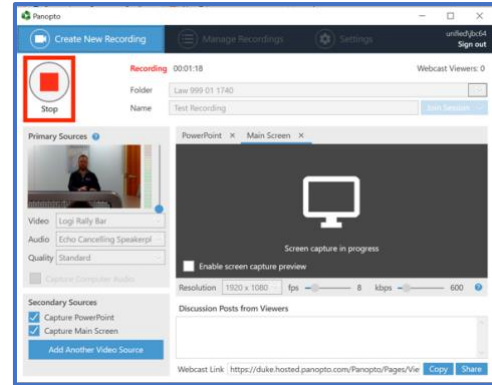
9. Click **Record** to begin your session.
10. Click to **minimize** the Panopto Recorder window.



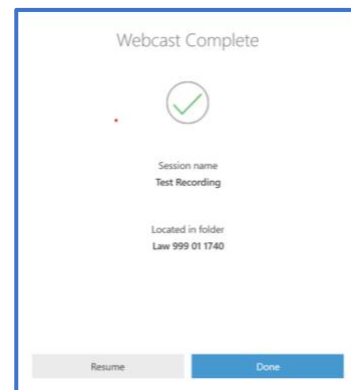
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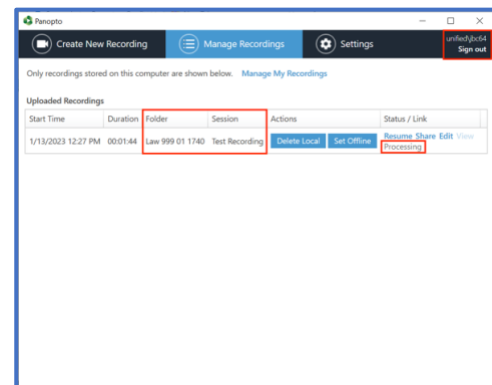
11. When finished, **maximize** the Panopto Recorder window.
12. Click **Stop**.



13. The Webcast/Recording window will then open.
14. Click **Done**.



15. Make sure to verify that the recording with your **session name** is being uploaded to your corresponding **course folder**.
16. Verify that the Status/Link of the recording says, **"Processing."**
17. Click to **Sign out** in the upper right corner.
18. **Exit** out of the Panopto Recorder window.



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