

# Lecture Theatre Recording Guide

Version 25/07/2022

## How to check if lecture capture has started

A scheduled lecture will automatically start recording at the session start time. Open the Lecture Theatre shortcut on Desktop to check the recording status.

Click on the **LTR icon** to view the Lecture Theatre Recording scheduler

The LTR schedule will show the current session and recording status, plus upcoming sessions in the room

The lecture recording can be stopped if finished early.  
Note: there is no PAUSE option with lecture recordings. The [recording can be trimmed](#) after the session if required.

Room ClockTower 012 (105-012)		06/05/2022 14:33
Current Session	EDUC 200 L01C	
Time	14:00 - 16:00	
Presenter	Auto Scheduled	
Recordings	14:00 - 16:00 - started	
RECORDING		
<span>Stop Recording</span> <span>Add Presenter</span>		
Next Session	EDUC 200 T01C	
Time	16:00 - 17:00	

## Check recording inputs on the touch panel

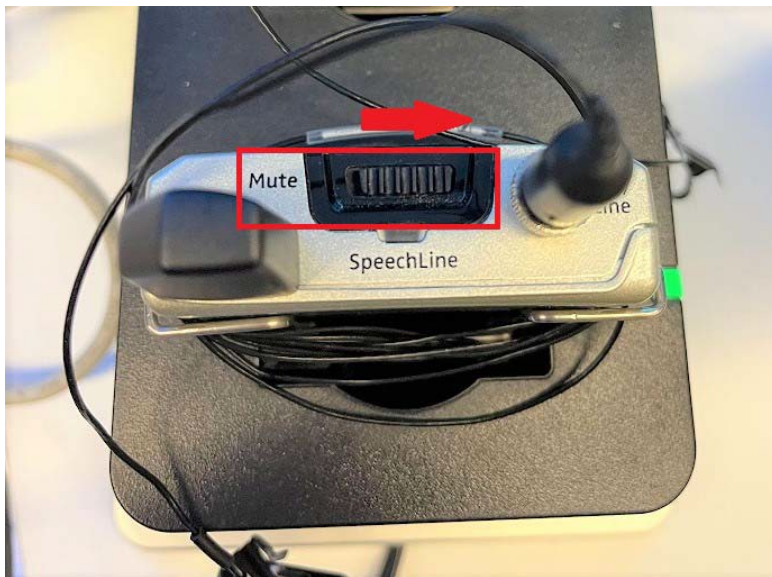
Only the "Recordable projector" will be the captured in on the recorder

The audio meter shows the audio being captured by the recorder

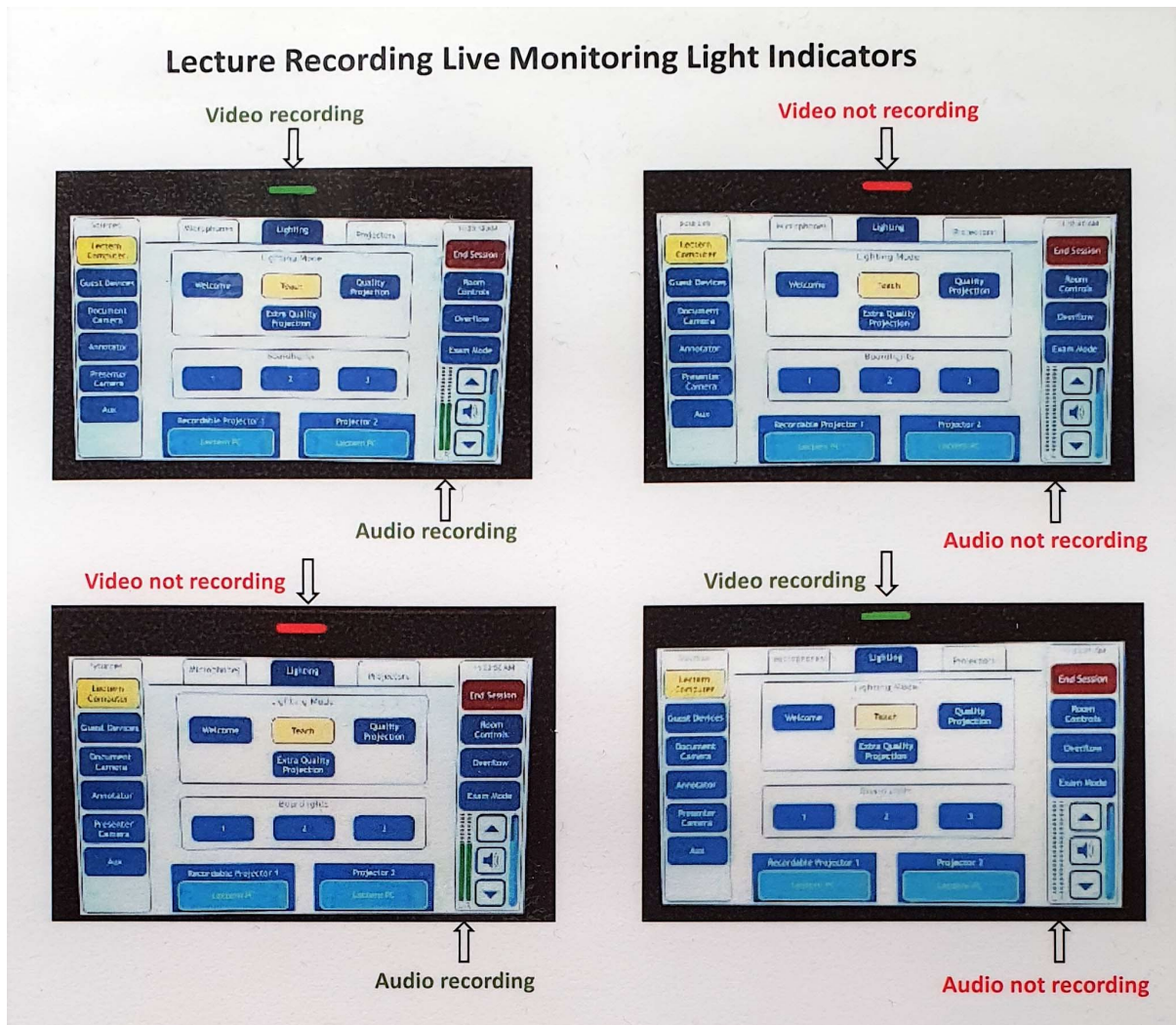
Please use Keyboard and Mouse to control.

Sources	Lectern Computer	12:13:11 PM
Lectern Computer		End Session
Guest Devices		Room Controls
Document Camera		Overflow
Annotator		Exam Mode
Presenter Camera		Audio Meter
Aux		LR
Recordable Projector 1	Projector 2	
Lectern PC	Lectern PC	

If no audio levels are showing, check that the microphone is **not muted**. There is a switch at the top of the device.

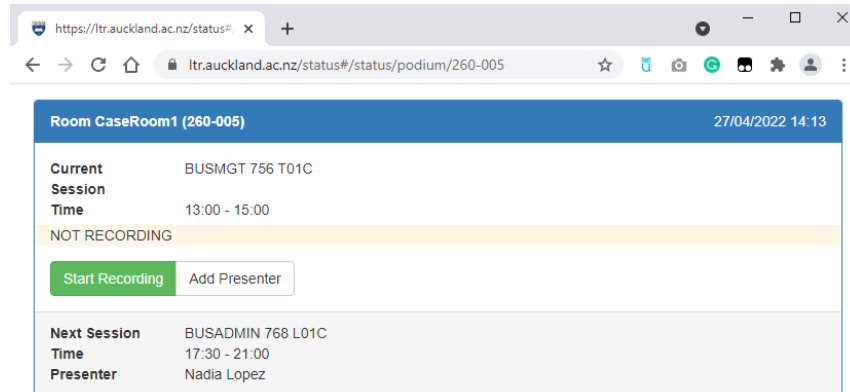


Check the presentation is being captured on the Monitoring Light Indicators:



## Are all teaching activities automatically recorded?

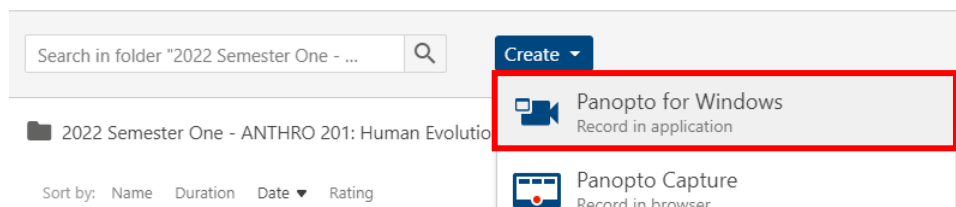
Only lectures are automatically recorded. Seminars, Workshops, Tutorials, Studios or Labs can be recorded by clicking Start Recording on the Lecture Recording Schedule app:



## How do I start a recording if there's an issue with the lecture capture system? (Notify LESU team on Ext 84800)

To record via Panopto: Login to Canvas course and click on **Panopto Video** tab.

Login to your Canvas course and click **Panopto Video**. Click **Create** to launch **Panopto for Windows**, which opens **Panopto Recorder** (already installed)



The screenshot shows the Panopto web interface. At the top, there are navigation buttons for 'Create New Recording', 'Manage Recordings', and 'Settings'. The user is logged in as 'unified\gsin751' and can 'Sign out'. The 'Session Settings' section shows the recording folder as '2022 Semester One - ANTHRO 201: Human Evolution (1-000061-1223-1)' and the name as 'Friday, 6 May 2022 at 11:49:35 AM'. A 'Record' button is prominently displayed. The 'Primary Sources' section includes a microphone level indicator, video settings (set to 'None'), audio settings (set to 'Headset Microphone (Plantrc)'), and quality settings (set to 'Standard'). The 'Secondary Sources' section has 'Capture PowerPoint' checked and 'Capture Main Screen' unchecked. A 'PowerPoint' window is visible in the background. At the bottom, there are 'Resolution' and 'fps' settings.

**Record**

Session Settings

Folder: 2022 Semester One - ANTHRO 201: Human Evolution (1-000061-1223-1)

Name: Friday, 6 May 2022 at 11:49:35 AM

Webcast

Primary Sources

Video: None

Audio: Headset Microphone (Plantrc)

Quality: Standard

Capture Computer Audio

Secondary Sources

Capture PowerPoint

Capture Main Screen

Add Another Video Source

PowerPoint

Click Record to Start

Once complete click Stop

Stop Pause

Capture PowerPoint to record slides. If doing a demonstration select Capture Main Screen

Resolution: 1920 x 1080

fps

To capture the document camera, select 'Add Another Video Source' then select Capture Device e.g., Logitech Screen Share

Recording will go to the course folder

Once the video is stopped, click Done to upload the video. Do not log off until the upload is complete

Note: video/webcam is optional for lecture recordings.