# Panopto Recording in a GTA room

These are the standard instructions for recording your session in a GTA room. You will find detailed instructions with the correct selections for a particular room on the top of the lectern in the room.

1. Navigate to the Panopto Recorder from the Windows menu on the in-room computer and login if you are not automatically taken into the recorder screen.
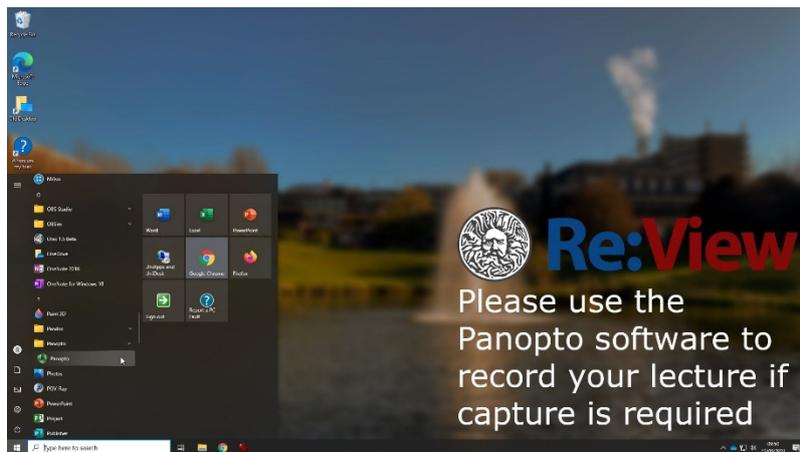
2. Once the Panopto Recorder has been opened, choose a folder from the drop-down menu to save your recording to – this should normally be the appropriate MOODLE-LINKED course folder for the session.

3. Give the session an appropriate name – by default you get a Date and Time Stamp.

4. In the Primary Sources section, choose a camera from the 'Video dropdown' menu and an audio source. The blue slider on the right of the source image is the volume control for the capture – please put on a microphone (if there is a wearable one in the room) and select a level that is near the top of the green indicators next to it.

5. Any other sources being used need to be added as secondary sources. These will need to match the number of projectors or displays in the room – up to a maximum of 2, either a single or a LEFT-RIGHT combination. You can select additional camera and capture sources by choosing any options that are not already select as a Primary source.

   NOTE: If a source displays a BLACK image, then there is no input on that channel, please select another.
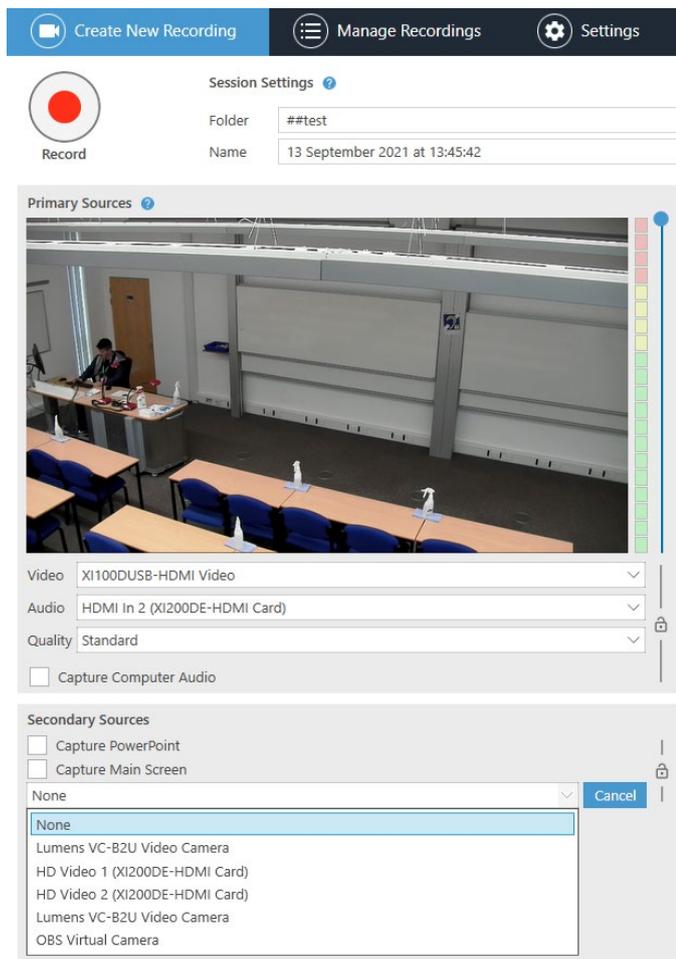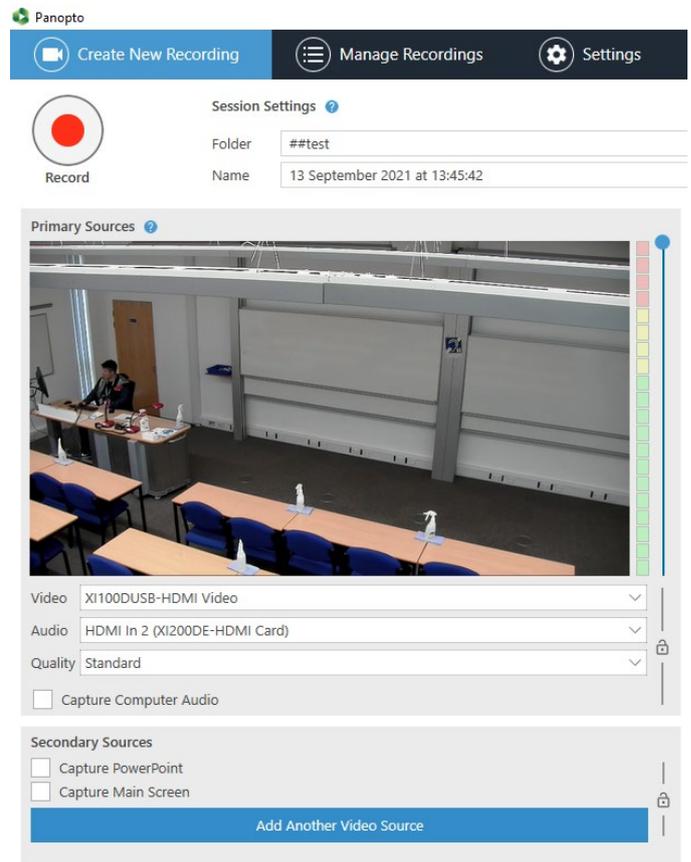
Remember to click RECORD.

6. At any stage during the session you can pause a recording and remember, at the end of the session to press again to **STOP** recording.