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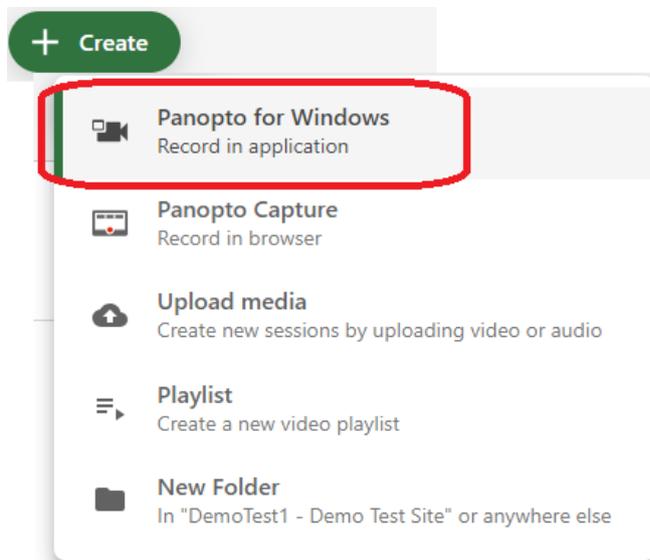
## *Panopto – Recording Off Campus*

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To record a session from off-campus you will need to install the Panopto recorder and then launch it to begin recording your session.

Open Brightspace and then navigate to the site where you wish to create a video and then select –

- **Course Tools > Panopto.**
- Select the **Create**.
- To create a video, select the option **Panopto for Windows**, Record an application.



- To start recording simply select the **Open Panopto** button to start recording

### ↓ Record a new session

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#### Open Panopto

If you have Panopto installed, you can open it from here. If Panopto did not install the latest version of Panopto below.

[Open Panopto](#)

#### **Recording from home.**

Minimise background noise when recording

Make sure your webcam is at eye level

Ensure your light source is in front of you rather than above or behind

Do a short test recording where you can assess the quality of your audio and your camera angle

- If Panopto is not installed, you will need to download and install the latest version.
- Please Note: the first time you use this programme you will be asked to **Download Panopto** and install the Panopto recorder. Once this is completed you will be able to start your recording.