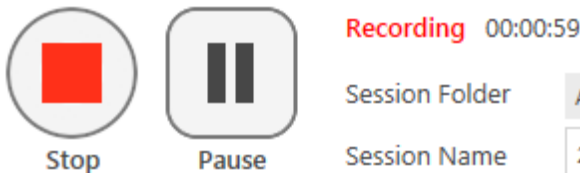# Making Panopto ReView recordings

1) With the Panopto Recorder open, please click the large 'Record' icon in the top left-hand corner of the page.

2) You will be able to tell when you are recording as the 'Record' button becomes a 'Stop' button and the 'Pause' icon appears. The 'Recording' timer will tell you how long you have been recording.

3) Press the 'Pause' button if you want to take a break - or if your lecture has aspects that you wish to omit (such as more interactive parts or sensitive material). This will change into a 'Resume' button which you should press to continue recording.

4) Simply press the 'Stop' button to end your recordings.

You can use the following hot keys instead of using the mouse for a more efficient start and a cleaner cut at the end. It is worth checking that you have started recording, however.
F8 – Record
F9 – Pause / Resume
F10 – Stop

5) Once your recording has stopped, you'll be prompted to either upload the recording for processing, or delete it if you wish to make a new recording