Pre-recording checks

1) With the Panopto ReView recorder open, check that you're **clearly in shot** on the left-hand side of the recorder.

2) Check that the **Audio** is being picked up by speaking a few lines: the volume should peak into the yellow area of the bar. Use the slider to adjust if the sound is too quiet or too loud. (Often, in teaching rooms equipped with Panopto ReView, the slider needs to be almost at the top)

3) Choose 'High' for **Quality**.

4) Look at the top of the screen and ensure that your recording will go into the correct **folder**. You can either chose your 'My Folder' for non-Moodle recordings, or select the folder relating to the Moodle module where you'd like to use the recording. To access these folders, click the 'Moodle (private)' folder *** Please note, this can appear greyed-out, but you do have access to it!**
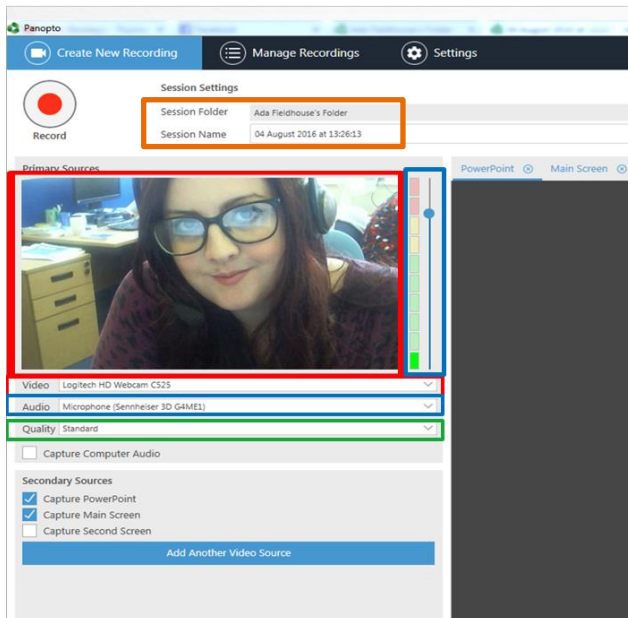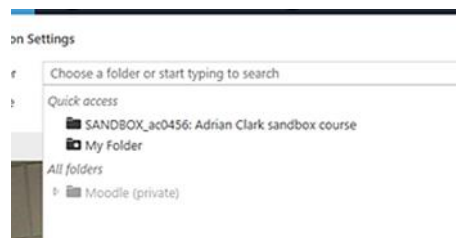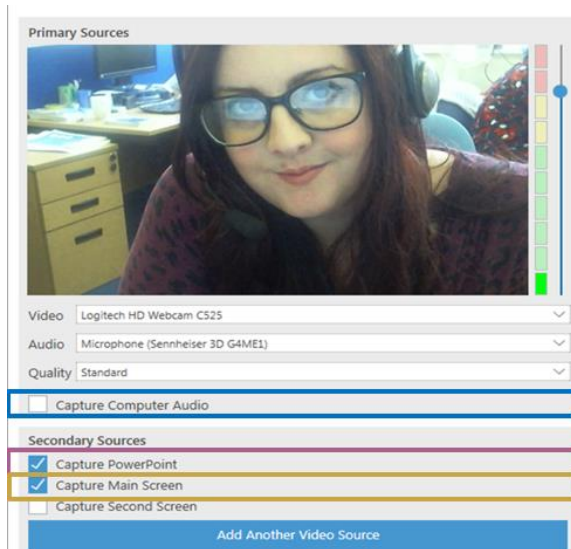

5) Directly underneath, you can type in a more meaningful **Name** for your recording
6) Ensure that '**Capture PowerPoint**' is ticked if you intend to present using PowerPoint.

If any aspect of your presentation involves exiting PowerPoint, such as to showcase a webpage or Word document, tick '**Capture Main Screen**' as well.

Beneath this is '**Capture Computer Audio**'. Tick this box if you intend to use any audio from your computer within your presentation, such as from video or audio clips. If this box is not visible, you'll need to go into the 'Settings' tab at the top of the screen and click 'Allow capturing computer audio'. The button will then appear as displayed in the image.

7) For a smooth beginning when using PowerPoint, select the PowerPoint tab, click 'Open a Presentation' and select 'Start presenting when recording starts'.