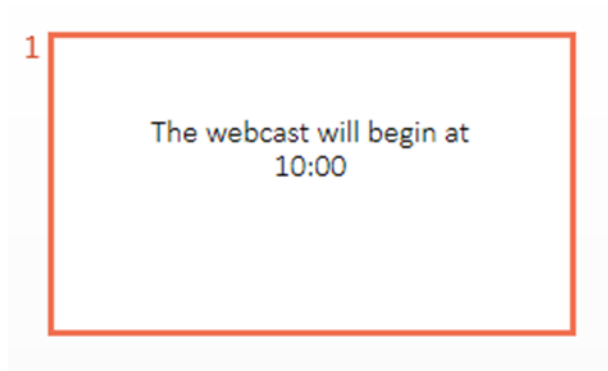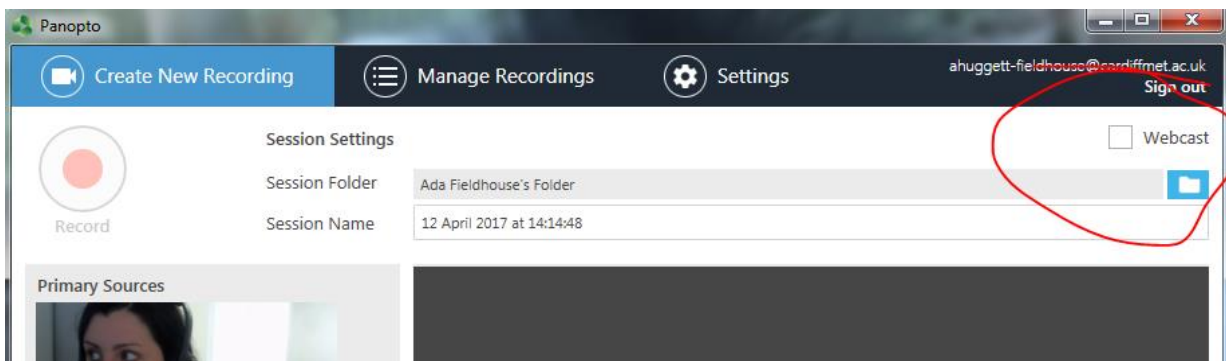# Live webcasting

1) With the Panopto ReView recorder open, complete your pre-recording checks by ensuring that your primary and secondary sources are correct and that the visuals and audio are of a sufficient quality.

2) The webcast needs to begin before you can send out a link. Therefore you may like to place a 'holding' PowerPoint slide at the start of your PowerPoint presentation with a reassuring message
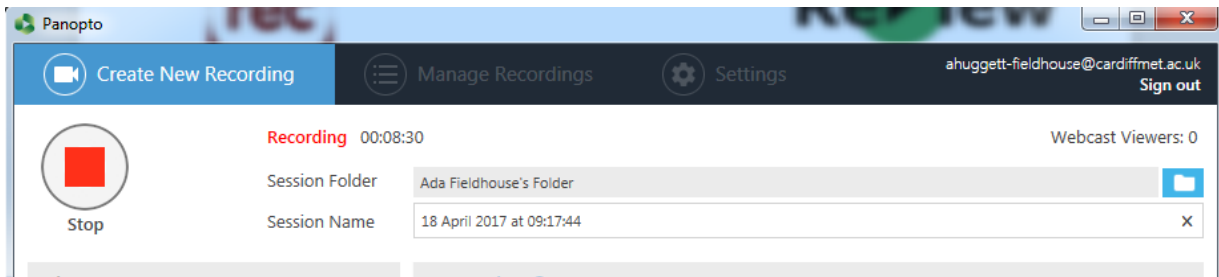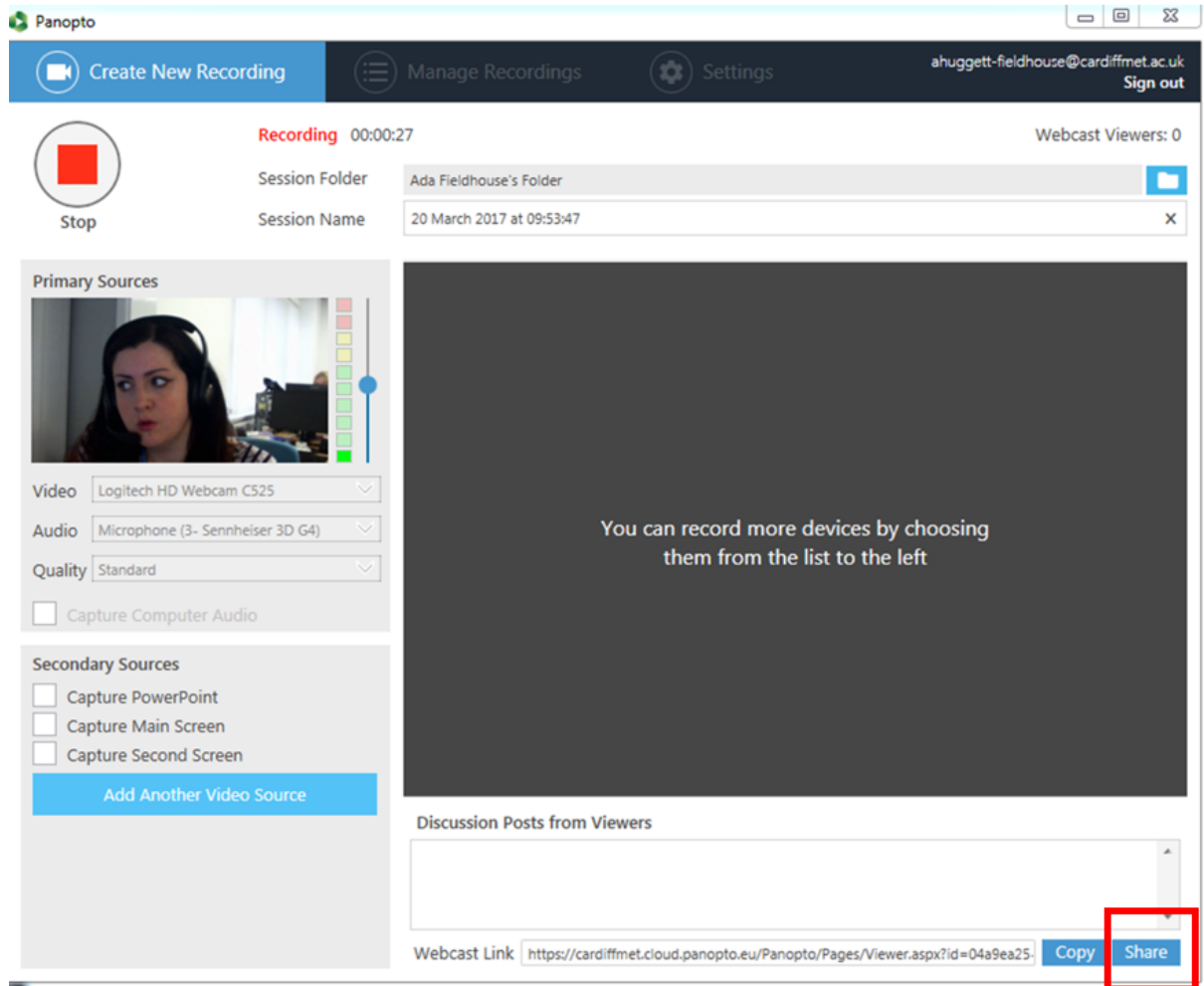
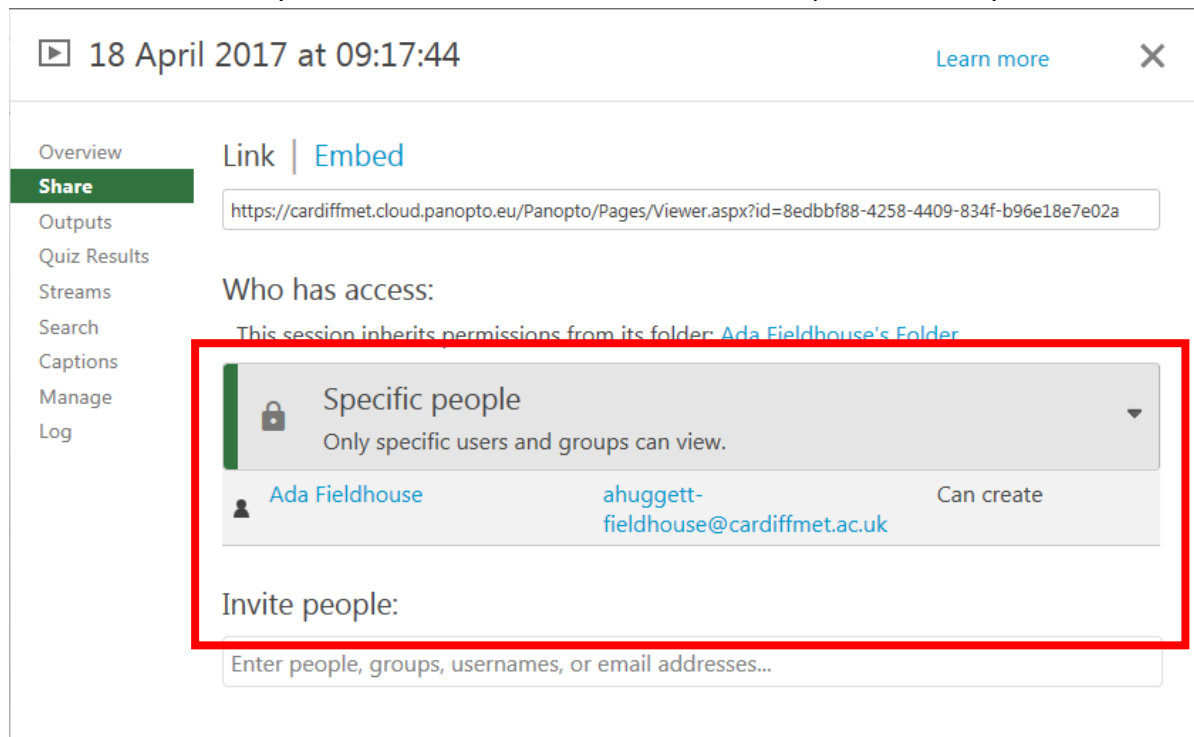

as people join the webcast.

3)   Tick 'Webcast'.

4) Press 'Record'.
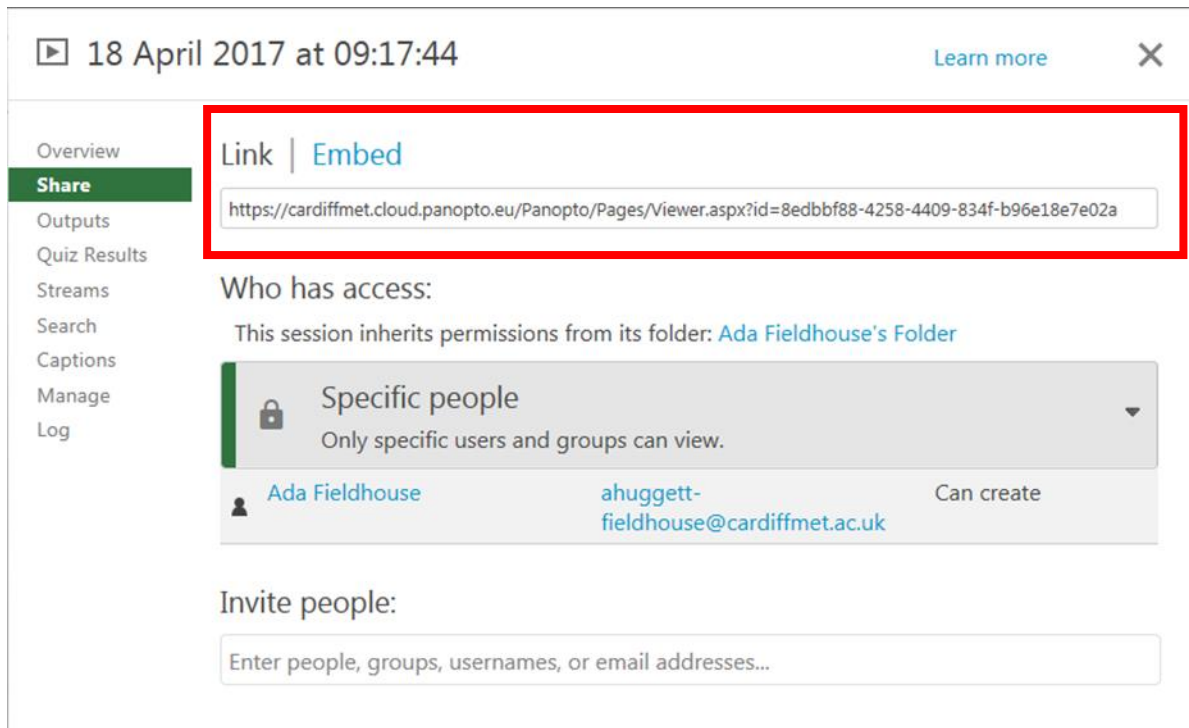
5) Press 'Share'.

6) You will be automatically taken to the 'Share' section of the Panopto site. Firstly, choose 'Public on

the Web' as your privacy setting. This will ensure that those who have been sent the link can see your presentation.

7) You can then distribute the link by copying and emailing it to those who you wish to take part in your webcast or embedding it in a page where your intended audience have access.

Good to Know…

- Whilst you are recording, you can see how many viewers you have by looking in the top right-hand corner of the recording screen (this only works when your PowerPoint presentation is minimised).
- Panopto ReView will automatically upload and process your webcast after you have finished recording. This means you can send the recording out to those who could not watch the webcast live, or you can edit and re-purpose the recording as you see fit.