Lecture Theatre Recording Guide

**How to check if lecture capture has started**

A scheduled lecture will automatically start recording at the session start time.

**Click on the LTR icon to view the Lecture Theatre Recording scheduler**

The LTR schedule will show the current session and recording status, plus upcoming sessions in the room.

The lecture recording can be stopped if finished early.

Note: there is no PAUSE option with lecture recordings. The recording can be trimmed after the session if required.

**Check recording inputs on the touch panel**

Only the “Recordable projector” will be the captured in on the recorder.

The audio meter shows the audio being captured by the recorder.

Note: If no audio levels are showing, check that the microphone is not muted.
**Are all teaching activities automatically recorded?**

Non-lecture teaching activities such as tutorials, workshops, studios, labs etc. are not automatically scheduled to be recorded.

**How do I start a recording if there’s an issue with the lecture capture system?** (After notifying LESU team on Ext 84800)

Login to your Canvas course and click **Panopto Video**. Click **Create** to launch **Panopto for Windows**, which opens **Panopto Recorder** (already installed).

1. **Capture PowerPoint** to record slides. If doing a demonstration select **Capture Main Screen**.
2. Click **Record** to Start.
3. Once complete click **Stop**.
4. Click **Done** to upload the video.

**Note:** video/webcam is optional for lecture recordings.