

PANOPTO Tips

1. **Find a comfy spot to record.** Have all of your materials in front of you that you need to use for reference.
2. **Square away any potential distractions** that may interrupt your taping. In other words, turn your phone off/on vibrate (Also, make sure your dog is settled and quiet ☺)
3. **If you wear make-up, you might want to apply it slightly more heavily than usual.** (Sometimes the camera makes people look paler than they are in real life.)
4. **Remember that once you open your PowerPoint, you cannot see yourself anymore,** so situate yourself before you start the PowerPoint.
5. Also keep in mind that everything on your screen will be part of the image, so **you should not have any sensitive or otherwise extraneous material on your screen.** It is also recording your mouse, so you can use it to point out things on the slides (but don't fidget with it because people can see that, too!).
6. While you are taping, **don't move around too much!** It becomes distracting/ disorienting for the viewer as the video feed may have difficulty keeping up with the movement.
7. **Look straight in the camera!** Imagine that your students are on the other side of the lens. It doesn't feel natural to do, but it's the only way to make the video feed look real. When you look away, to the viewer it looks like you are bored or distracted.
8. **Test out a quick recording** to make sure the lighting and other pieces are all working. Use this to test video to make whatever alterations you need to: distance from the camera, lighting, background, etc.
9. **Save files to a test (sub)folder,** until you are done reviewing it or making edits to it. Once finalized the recording can be moved to the appropriate folder.
10. **Keep in mind there is a slight delay in advancing the slides.**
11. **It's ok if you say something inarticulate or something comes out the wrong way** while you are taping. **Take a breath and then keep going.** If you take a breath in between missteps, you'll have enough room to make the edits.
12. At the end of the video, **hit escape to exit out of the PowerPoint slides, return to Panopto and hit "Stop."** You should make your final remarks before hitting escape, so that you can edit out the end of the recording where you are exiting the PowerPoint and stopping the recording.
13. **Even if you PAUSE while taping the recorder is still capturing data.** The pause is edited out automatically by Panopto during post production – but it can be re-integrated, if so desired.