Log in to the desktop computer as yourself
If you log in as a guest, Panopto won’t work.

Open your slides as you normally would

Open Panopto
Start menu > Search programs and files > “Panopto”

Sign in with Blackboard Live, and then EASE

Get the mic ready
Use the lapel mic. Other microphones are unlikely to work.
Turn on the mic. The on/off switch is under the flap on the battery pack. Check it’s not on mute.
You should see the green bars going up and down in Panopto

Check you’re recording into the right folder

Click Record
At the end of the lecture, click Stop and close everything down as normal.
Your recording will be uploaded to the Panopto RecEd website but will not be available to students.