

Recording your class with Panopto

Panopto can help you easily record your class session, and easily share the video with your students.

While it is considered best practice to create short and customized videos for your learners, you may choose to record your in-class session for a number of valuable reasons. With Lecture Capture notice posted on your classrooms entrance(s), you will be able to share your lecture across the College, but will not be permitted to publicize the video.

If you would like to record your class session, the following steps must be followed:

1. Students must receive notice of your intent to record the session, in advance of their scheduled class time (a sample communication is included below).
2. You must establish an “off-camera” zone for students who do not wish to have their images captured. An “off-camera” zone is a designated area within the classroom that the camera is not pointed towards.
3. Before each recorded class, you must fill out and place the Lecture-Enabled Class Notice in front of all classroom entrances.

Consider the following:

- It is highly recommended that you photograph the notice that you have placed up on the day of your recording, so that you can keep a record of the notice that has been provided to your students.
- You may wish to advise your students that all material captured is designed to support their studies, and is not a substitute for regular attendance.

If a student opts out:

Students may wish to opt-out of appearing on camera, or having their voice captured, without academic penalty. If they choose to do so, you will need to make sure that you do not mention their name during the recording.

You may consider the following alternative methods of participation for the student(s) who have opted out:

- You can work out a method with your student where they can sit in the off-camera zone, and raise their hand if they have a question. This will provide you with an opportunity to pause the recording or turn off the microphone for their question.
- The student(s) can ask questions via e-mail, during office hours, or by written note.

Also consider using technology or a “backchannel” to interact with those students:

- o [Kahoot!](#): gamified polling software; students can answer questions or polls
- o [Mentimeter](#): polling software; students can answer questions or polls; includes a Q&A tool where students can ask questions live
- o [Slack](#): a chat-based collaboration tool; students can send messages, answer polls, download/upload multimedia files

- [Padlet](#): a bulletin-board style collaboration software; students can write messages or comments, post and download multimedia files
- [Blackboard Collaborate Ultra](#): webinar software available inside your Blackboard course page; student can interact in private chat and download/upload multimedia files

Sample email to students

When notifying students about your upcoming lecture capture session, consider using the following template:

“Our next class will be recorded and published online to the Humber community, using Humber’s new streaming platform – Panopto. The recordings will be made available to you and other students for academic purposes. If you do not wish to appear on camera, please let me know and we can make alternate arrangements prior to the class. There will be designated “off-camera” zones for you to sit in. Panopto is currently hosted on servers located within the United States of America, but the video will only be accessible by the Humber community.”

For support or instructions on how to record your class using Panopto, contact Humber’s Panopto Support Team by e-mail at panopto@humber.ca.