

Recording a lecture in Panopto while live broadcasting it via Zoom without recording students.

Panopto walk-through:

<https://arizona.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=4f8d796b-5290-4614-a972-ac140151c0d1>

- 1) Set up a laptop with an external monitor. Have them function as separate displays (no mirrored).
- 2) Open up your PowerPoint on one of those displays (I like to use the display with the camera so that I'm looking at the students most of the time I am lecturing).
- 3) Open Zoom and Panopto and place on the other display.
- 4) Check that PowerPoint is set to "Browse by an Individual" (Window mode) under Slideshow > Set up show
- 5) Set up Panopto to record your PowerPoint monitor as the Primary Source and your webcam as the "secondary 1" source. Make sure you don't have your Zoom/Panopto monitor set as a source (otherwise you'll be recording students).
- 6) Start your Zoom meeting as usual. When you are ready to lecture, share screen and share your powerpoint monitor. Open Zoom windows for participant list and chat.
- 7) Start your Panopto recording when you start your lecture and stop when finished. Post the Panopto recording to D2L when its uploaded and processed.
- 8) If you want to be sure no student voices are recorded in your Panopto recording, have students ask questions through the Zoom chat feature rather than over voice.