

Recording a Video Using the Video Rigs

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Recording a Video Using the Video Rigs

Video Rigs Equipment Breakdown



1. Tripod
2. Microphone Kit (contains Wireless Lapels and Shotgun Mic.)
3. iPad mount (attached with Tripod plate, Wide Lens & Lens Cap)
4. Storage bag for connectors
5. VGA to Lightning Adapter
6. Apple 12W USB Power Adapter
7. HDMI to Lightning Adapter
8. Lightning to USB Cable
9. iPad Air 2
10. Podcaster backpack (contains an elastic rain cover)

Opening the Panopto App

1. Press and hold the Power button on the iPad (top-right edge of the iPad)

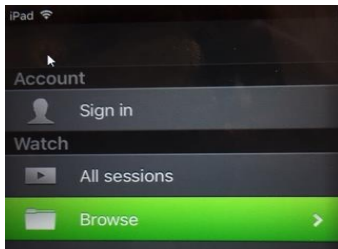


2. Click on the Panopto icon (shown below)



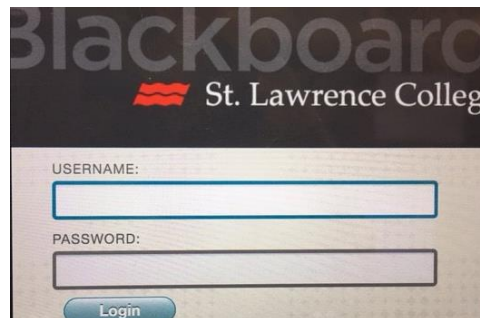
Sign In

1. Click Sign In



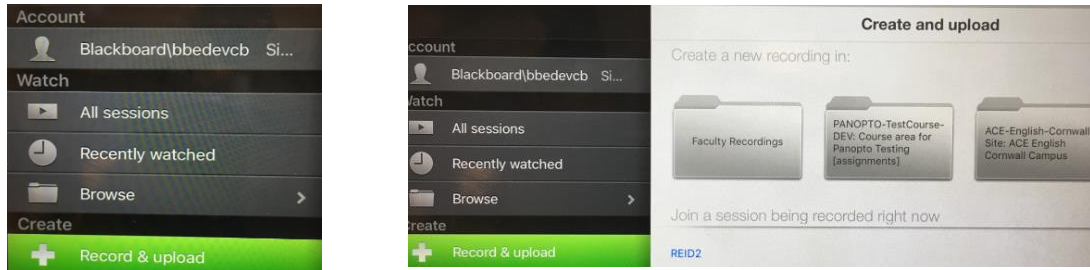
Note: If it is the first time you are signing into the Panopto App, you will need to enter the Panopto Server URL (slcme.hosted.panopto.com) under the **Your Panopto Site** option.

2. You may also have to sign in through Blackboard using your regular Blackboard credentials.



Create Recordings

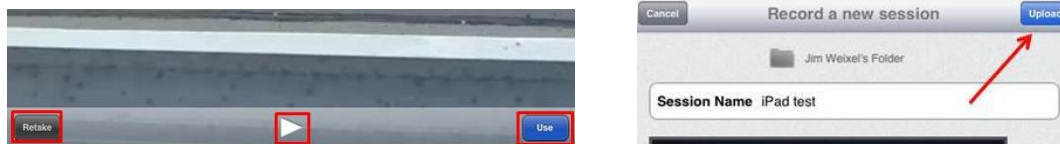
1. To create a recording, tap Record and Upload, and identify the folder that you want to store your recording in once completed.



2. Enter a title for the session you are about to record and click Start Recording
3. Tap the Red Button to start/stop recording.



4. Once you are finished recording, you have the options to **Play, Retake** or **Use**



5. After you click Use, will have the option to upload your video.

Note: Videos can take a substantial amount of time (10+ minutes) to upload to Panopto from the iPhone/iPad. The amount of time is dependent on the size of the video and the internet connection being used. **Use WIFI** connections rather than mobile data wherever possible. Uploading video uses a great deal of data.

Log Out

Make sure you log out of Panopto when you are done. If you have recorded any videos directly on to the iPad (located in the **Photos** section of the iPad), please delete these as well.

Note: All data will be deleted off the iPads when they are returned. Please ensure that all videos have been completely uploaded to Panopto before returning the Video Rig.

