

LAB ASSISTANT GUIDE TO PANOPTO

What do Lab Assistants need to know?

Understanding the situation:

The Panopto system allows students to easily record (group or individual) video presentations complete with multiple video sources, audio, screen recording and integrated PowerPoint. **Students can reserve Demo Lab F only.**

Panopto is configured through D2L, **only students in a class that is specifically configured to do so can use the Panopto system.** Therefore any student wishing to use the system must make a reservation through the "Reserve A Demo Lab" link on the Lab homepage. (See page 3 for screenshot.)

If the student's reservation is approved, Angie will email both of the LA's scheduled to be on duty at the time of the reservation to let them know to setup the camera during their shift.

Switching Shifts:

If someone else is working your shift for you, make sure you communicate any Panopto information you have received along with that exchange so everyone knows what to expect.

Before Students Arrive:

- Make sure the Panopto reservation is included on the **RESERVED** sign visible outside the room.
- **15 minutes before the reservation time**, inform any students in the F room of the approaching reservation.
- Retrieve the camera. It is located in front of the window to Carlos' office, **bottom left drawer** labeled "Parts & Hardware" in a black laptop bag.
- Set up the camera on a tripod in the F room.

When Students Arrive:

- Make sure the F room is clear. If any other students remain, inform them to please save their work and move to another computer.
- Briefly show how to use the Panopto software – See "**STUDENT GUIDE TO PANOPTO CAMERA**" located in the camera bag for detailed instructions.
- Answer any questions they may have.
- Offer your assistance if they have further questions and ask them to please let you or another LA know when they are finished so that the equipment can be properly put away.

When Students Are Ready To Leave:

- Make sure the camera equipment is undamaged and accounted for.
- Unhook camera from computer.
- Place camera and tripod into bag.
- Close the Panopto software and logout of the computer.
- Place the bag back in the "Parts & Hardware" drawer in front of the window to Carlos' office.

HOW TO SET UP THE PANOPTO SYSTEM

The camera is quite easy to setup as it is connected using a USB cable that is extended with an Ethernet cable and two adapters; one converting USB to Ethernet and the other converting Ethernet back to USB.

1. Carefully remove it from the bag.
2. Plug in the Ethernet cable to the USB adapter attached to the tripod.
3. Attach the other end of the Ethernet cable to the other USB adapter, then loop it around the cabinet (shown in the picture below) and attach it to the computer using a front USB port. See how the cable is looped around the cabinet? This keeps the USB adapter from coming disconnected during use.



Tips:

- The Ethernet cable is long enough so that the camera can be moved around the room a bit to set-up better angles for recording.
- You may want to lower the shades and use its gray background to shoot against or just aim the camera against the right wall and shoot against it.
- To control the shades and lights, use the classroom AMX panel on the teacher's station. Simply press the black button on its face and follow the prompts. If you have questions ask a Lab Assistant.
- For detailed instructions on how to use the Panopto software, please refer to the "Student Guide to Panopto Camera" located in the camera bag.

How to Make a Reservation & Additional Resources:

The screenshot shows the MTSU Business Lab website. The header includes the MTSU logo and navigation links: EXPLORE, LEARN, BELONG, APPLY, QUICK LINKS. A search bar is also present. The main content area features a large image of a Dell monitor with the text "Integrating Technology in Teaching & Research". Below this, there are two sections for the "University Computer Lab at BAS". The first section is titled "JCB Information Technology Services" and includes a "I AM true BLUE" logo and a description of their mission. The second section is titled "University Computer Lab at BAS" and includes a photo of the lab and a description of the services provided. On the right side, there is a "Quick Links" section with several links: Reserve a Demo Lab, Reserve Team Study Room, Checkout a Device, iPad Class Program, Clickers Checkout Program, BizTV Request, JCBSurvey (Qualtrics), Panopto Resources, Top Hat Resources, and Lynda.com. A red arrow points from the "Integrating Technology in Teaching & Research" banner to the "Reserve a Demo Lab" link. A green arrow points from the "University Computer Lab at BAS" section to the "Panopto Resources" link.

To make a reservation:

1. Go to www.mtsu.edu/businesslab.
2. Click "Reserve a Demo Lab" (Red Arrow).
3. Fill out the information on the next page. **Make sure to reserve the "F" room as it is the only room available for Panopto recording for students.**

Additional Information:

If anyone wants additional information on the Panopto system, go to the "Panopto Resources" link on the same page (Green Arrow). Additional guides, instructions, teacher and student resources can be found there.

TROUBLESHOOTING

Problems happen. It's unavoidable. When trouble does arise, apologize to the students involved and assist them with the situation to the best of your ability.

Technical Issues:

1. Read the **Common Issues starting on the next page**.
2. Ask the other Lab Assistant on duty.
3. Ask a Graduate Assistant for assistance.
4. Ask Carlos or Phil, but only after other options have been exhausted.

Reservation Issues:

For reservation questions, ask Angie.

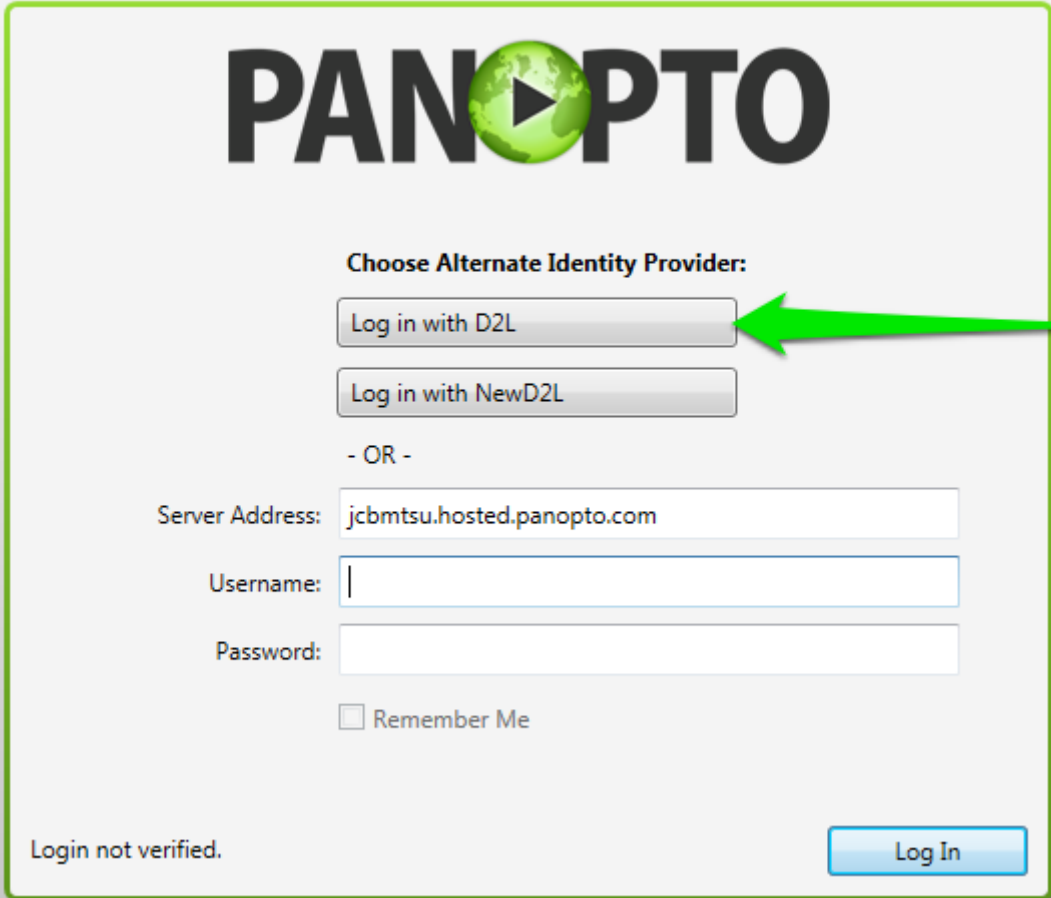
If she's not here, refer the students to her via her email – jcblab@mtsu.edu

If the students need to make a reservation, refer to Page 3 of this guide.

Common Issues:

This page will be updated as common issues arise and are solved.

Login not transferred from D2L to desktop application. If the student logs into Panopto through D2L and tries to start a session but this screen pops up instead:



PANOPTO

Choose Alternate Identity Provider:

Log in with D2L

Log in with NewD2L

- OR -

Server Address: jcbmtsu.hosted.panopto.com

Username: |

Password:

Remember Me

Login not verified.

Log In

1. Click "Log in with D2L".
2. Enter the student's login information.
3. Close the window.
4. Reload Chrome and go back through BLTI and the links should correctly pull the desktop application.

Do you have an issue with the system that you often run into? Send it to jcblab@mtsu.edu and I'll include it in the next edit of this guide.