

Courtroom Recording Instructions for Panopto

Students can record courtroom practice sessions for playback, review and critique.

Launch and Login into Panopto

1. On the resident desktop PC, run Panopto Recorder (there should be an icon on the desktop)
2. Click login with Blackboard (make sure the Remember Me checkbox is unchecked)
3. Enter in your Duquesne *MultiPass* credentials (you may be required to do this twice)

Configure the Settings you desire

4. Select the sources you wish to capture. This can include the screen of the resident computer, a PowerPoint presentation (or anything on the computer screen) and any cameras in the room
Note: Multiple cameras are found in Courtroom 302 and Clinic/ Tribone 201
5. Set the Quality to *High* or *Ultra*

Name and select where to store to the Recording

6. Enter in a descriptive title for the recording. We recommend including your name, date and location
7. For Folder Name, select "Courtroom Recordings [drop box]" and click "Add New Session"
8. Click the Red Record button to **start Recording**.
Note: You can pause the recording at any time
9. Click Stop to finish the video.

The recordings are then uploaded to the Panopto server and then processed for viewing. Generally, the videos will take about as long to process as the length of the video (example- a 1 hour recording should be available 1 hour after you click *Stop*).

Signout when complete. Do not turn off or restart the computer.

Accessing the Video Recording(s)

You can login to Panopto from the School of Law website in the under right side under *Logins*. Once logged in you should see you video as a "newest" video. You may receive an email from the system once the video has processed and is available. The email will include links to the video for playback.

Default Permissions for your video(s)

By default, only you have access to view and playback your video online. You have the ability to share it with other students or Trial/Appellate Advocacy coaches/ instructors/ faculty. To do this, hover over the video link and select "Share" to access the sharing menu and options.

Please report concerns, questions, or problems to: lawit@duq.edu or visit www.law.duq.edu/help