World Public Health Nutrition Congress (Panopto) Cheat Sheet

by colel via cheatography.com/204367/cs/43559/

1) Prepare the computer

Turn on (Restart if already on)

Login

2) Download Presentation

Go to"tiny.cc/wphnc2024" and login

Go to "tiny.cc/wphnc2024" again (you should then see the "**WPHNC 2024** Content page")

Download presentation

3) Open Panopto

Click on link "**Load Panopto Recorder**"

Select "**Blackboard Ultra**" from dropdown menu

Click on "**Create**"

Click "**Panopto for Window**"

Click "**Open Panopto**"

Click "**Open Panopto Recorder**"

4) Setting up Panopto

Enter the following information into the Panopto window

Folder "**WPHNC 2024**"

Name "***-Copy title of presentation file and paste into here-***"

Video "***-Select the correct camera for the room-***"

Audio "***-Select the correct microphone for the room-***"

Quality "**Ultra**"

Tick "**Capture Computer Audio**"

Untick "**Capture PowerPoint**"

Tick "**Capture Main Screen**"

Resolution "**1920x1080**"

fps "**25**"

kbps "**2500**"

5) Setting Audio Levels

Make sure the **Microphone** is in the correct position (not covered)

Get the **Speaker** to speak as they would during the presentation

Adjust the level so there's no **Peeking** (no **Red**, only **Green** and **Yellow**)

6) Setting PowerPoint

Open the **Presentation** (in PowerPoint)

go to **Slideshow** (top tab)

Untick **Use Presenter View**

7) Start Panopto Recording

Go to **Panopto**

Click **Record** *(Red button)* Check recording counter has started

Go to PowerPoint

Open the presentation in **Full screen mode** or Press **F5**

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