Screen Recording

If you are requested to do screen recording during the exam, follow the steps for the screen recording software of your choice.

> ⚠️
> 1. If you run into any issues with screen recording using **Panopto** or **Ink2Go**, please open a ticket with us.
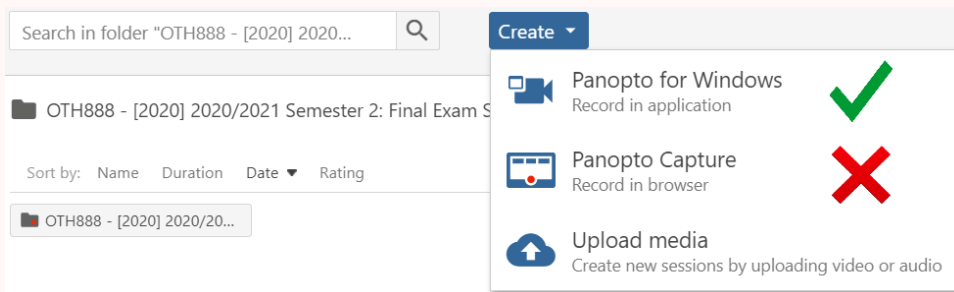> 2. If you are using other screen recording software, please direct your questions to the relevant support team.

> ⚠️ Please ensure you have at least 4GB or higher available hard disk space.

1. **Panopto (Recommended)**

> ⓘ Use the **Panopto application** for better stability.
>
> **DO NOT** record using Panopto Capture (browser-based recording).
>
>

Click on the steps to expand them.

> ⚠️ Please download and install Panopto as early as possible before the exam to prevent any last minute technical error.

a. In LumiNUS, click your module on *My Modules* > *Enrolled Modules*.

b. Scroll down on the left-hand sidebar. Click **Multimedia**.

c. Look for the MediaWeb channel for video submission created by your lecturer. If you do not see the MediaWeb channel, approach your lecturer.

d. Click to access the channel. You will see that the MediaWeb interface is loaded into the page.

e. Click on the **Create** button at the top of your page. Select "**Panopto for Windows**" or "**Panopto for Mac**". A popup window appears.
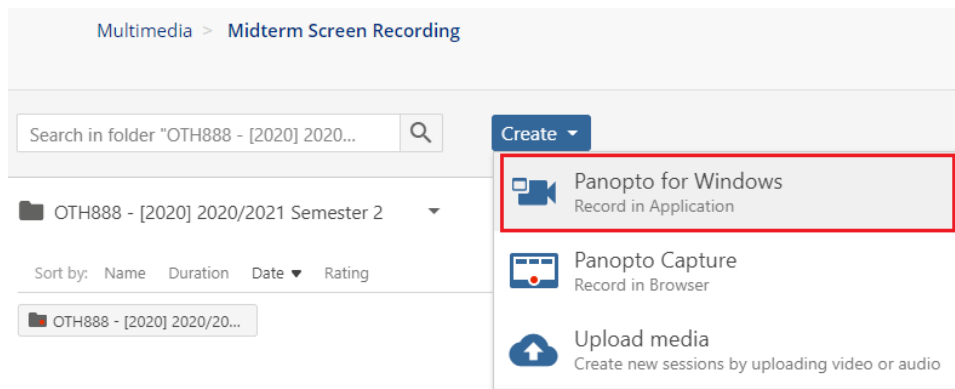
f. In the popup window, click on the **Download Panopto** button. Wait for the installer to be downloaded.

↓ Record a new session ✕

Open Panopto
If you have Panopto installed, you can open it from here. If Panopto didn't open, check that you've downloaded and installed the latest version of Panopto below.

[Open Panopto]

Download Panopto
Record PowerPoint, video, and audio presentations. Upload recordings to your Panopto site to share with students and coworkers.

[Download Panopto]

For Windows 10/8.1/8/7 64-bit

Click here for other download options

g. Install Panopto. Close Panopto after installation.

h. **For Windows users only.** We now need to launch Panopto and configure a few settings.

    i. Repeat steps a to e.

    ii. In the popup window, click on the **Open Panopto** button. Panopto will launch.

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    iii. Now configure the settings for exam screen recording.

        1. Click **Settings**.

        2. Under *Basic Settings*, ensure that the option "**Progressively upload while recording**" is unchecked.
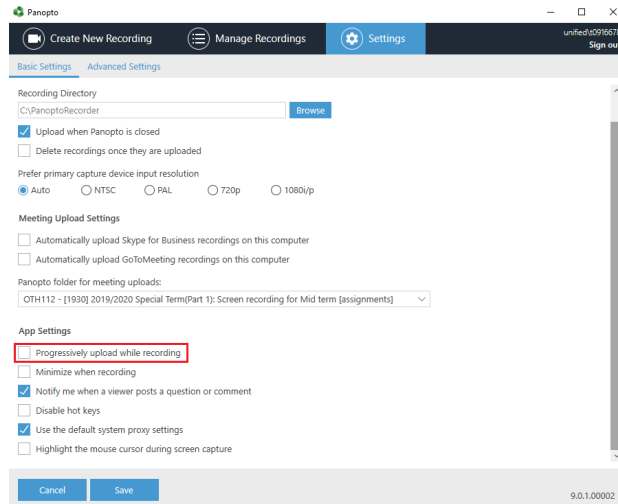
3. Under *Advance settings,*
   a. ensure that the option "**Enable no audio detected alerts**" is unchecked.
   b. ensure that the option "**Capture in MP4 format**" is checked.
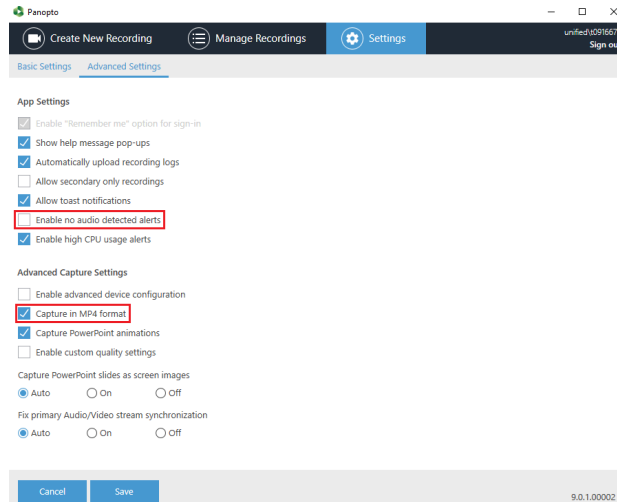
4. Click **Save**.

iv. Close Panopto.

a. In LumiNUS, click your module on *My Modules* > *Enrolled Modules*.

b. Scroll down on the left-hand sidebar. Click **Multimedia**.

c. Look for the MediaWeb channel for video submission created by your lecturer.

d. Click to access the channel. You will see that the MediaWeb interface is loaded into the page.

e. Click on the **Create** button at the top of your page. Select "**Panopto for Windows"** or **"Panopto for Mac"**. A popup window appears.

f. In the popup window, click on the **Open Panopto** button. Panopto will launch.

⬇ Record a new session   ✕

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Click here for other download options

g. Ensure that the following is set:
1) You are connected to your own account.
2) The folder shown is the correct assignment folder.
3) Rename your video to **Module Code_Student Number** (e.g. OTH888_A0123456X).
4) Ensure that your audio is on.

> ⊙ **IMPORTANT:** Please select your audio source. At least one primary source is required for proper recording.

5) Ensure that the "**Capture Main Screen**" option is checked.

h. You may begin the recording by clicking the "**Record**" button or **F8** on your keyboard. You may proceed with your exam once the recording starts.

i. Once you are done with your exam, remember to click on the "**Stop**" button or **F10** on your keyboard.
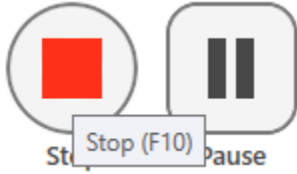
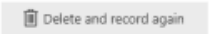j. Once done you will see a notification. Click on "**Done**".

Recording Complete

Session name
OTH888_A0123456X

Located in folder
OTH888 - [2020] 2020/2021 Semester 2 [assignments]

Enter a description (optional)

🗑 Delete and record again   Done

a. Panopto will attempt to upload your recording, please wait patiently.
Please do not close your Panopto during this process. Wait for the status to change from "**Currently Uploading Recordings**" to "**Uploaded Recordings**".

ⓘ

ℹ️ If you experience difficulty in uploading (e.g. uploading progress never respond at all) after more than 15minutes, please follow the following steps:
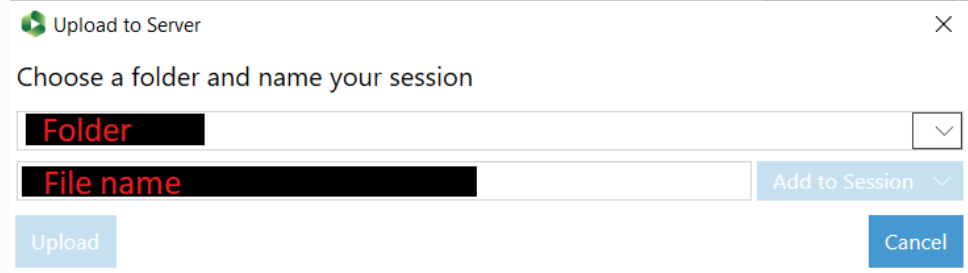
- Click on "**Cancel**".
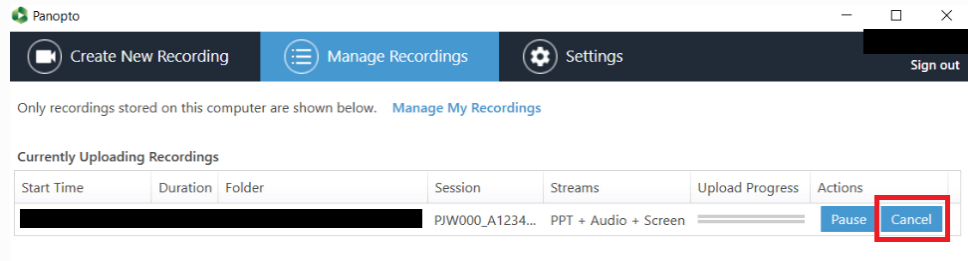
- You may try to re-upload again at a later time by clicking on "**Upload to server**".
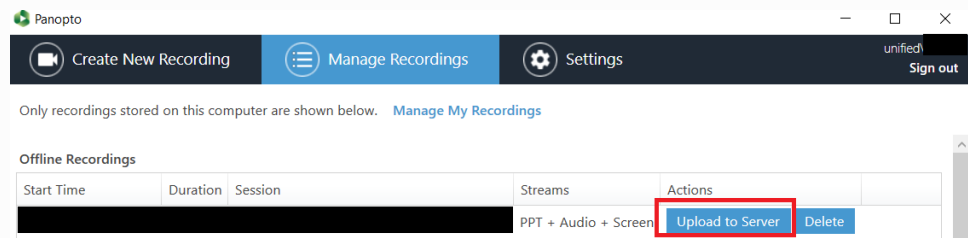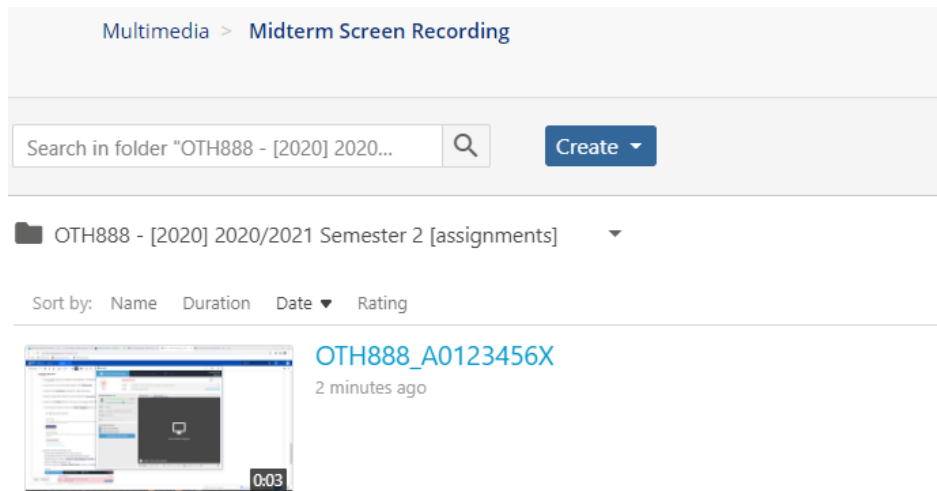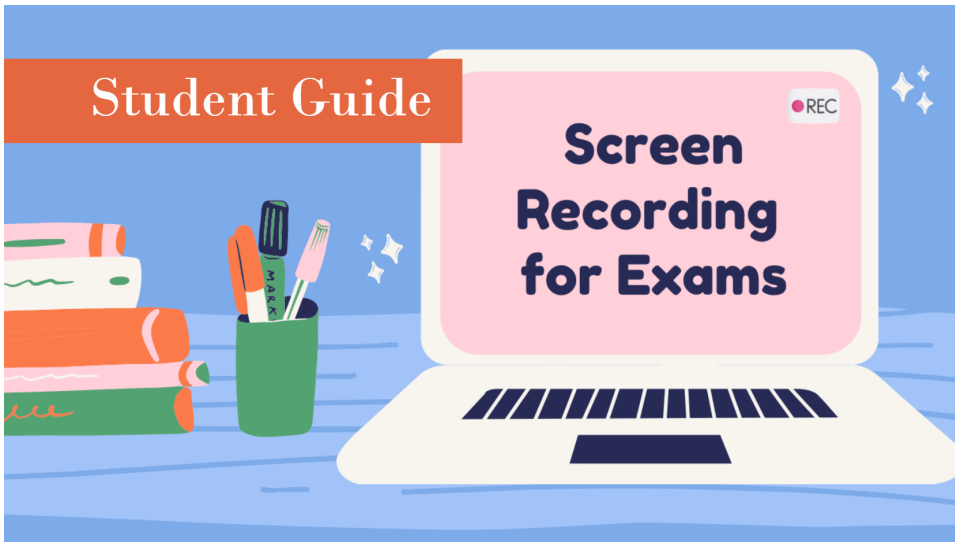

- Please ensure that you choose the correct folder and your file name is rename as **Module Code_Student Number** (e.g. OTH888_A0123456X).

- Click on "**Upload**".

b. You may navigate back to LumiNUS to check that your video is uploaded. It may take some time before the video is ready.

2. **Other screen recording software**

   Click on the steps to expand them.

   > ⚠️ Please download and install the screen recording software as early as possible before the exam to prevent any last minute technical error.

   a. **Ink2Go**
      i. Windows Installer
   ii. Mac Installer

   a. Screen recording

      i. **Ink2Go**
         1. User Guide

   b. Upload the recording

      i. In LumiNUS, click your module on *My Modules > Enrolled Modules*.

      ii. Scroll down on the left-hand sidebar. Click **Multimedia**.

      iii. Look for the MediaWeb channel for video submission created by your lecturer.

      iv. Click to access the channel. You will see that the MediaWeb interface is loaded into the page.

      v. Click on the **Create** button at the top of your page. Select "**Upload media**". A popup window appears.
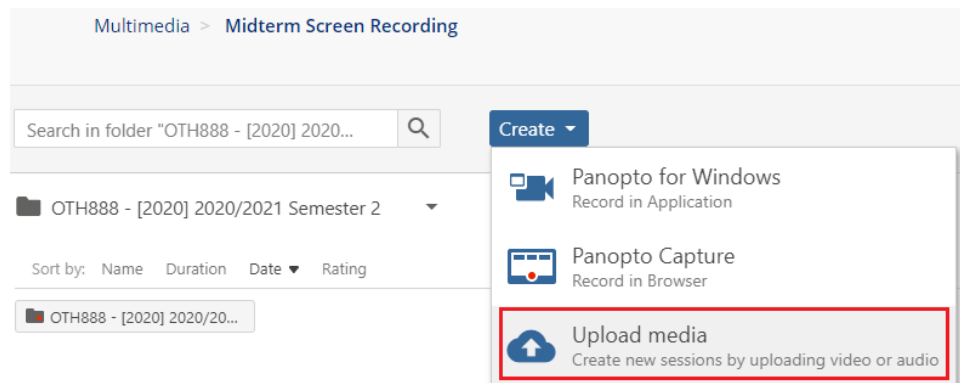
   vi. Select the correct assignment folder from the drop down list.

Add files to Choose a folder ▾   ✕

I am declaring that I own all copyright for materials to be displayed or have obtained the necessary copyright clearance for these materials.

vii. Drag your video into the box or click to find the video on your computer.

viii. Wait until the upload is complete. You may now close the window.

Add files to OTH888 - [2020] 2020/2021   ✕
Semester 2 [assignments]

I am declaring that I own all copyright for materials to be displayed or have obtained the necessary copyright clearance for these materials.

Drag video or audio files here (or click to find
on your computer)
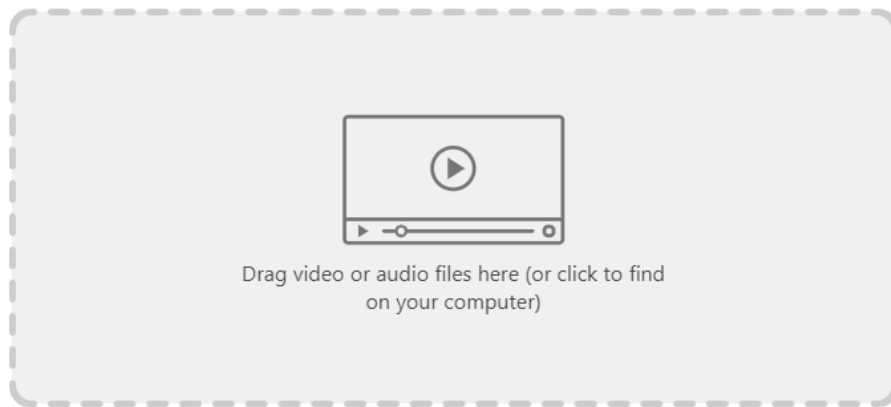
✔ Upload complete. You can close this window now.

↻ WMV **Wildlife**   ⚙ < 🗑
          Processing