University of Hertfordshire UH

Panopto: Opting out of automatic recordings

Introduction

At present, only sessions timetabled as **Lectures (Lec)**, **Lectorials (Lct)** and **Academic Support Sessions (Aca)** are automatically recorded in selected teaching rooms. To see an up-to-date list of these rooms, please visit the page on the Guided Learner Journey Module "List of rooms with Panopto capture facilities".

If some or all of your teaching sessions are not suitable for recording, or there are other reasons why you wish to opt out, you should first discuss it with your Dean of School or nominee (see UPR TL04). If approve, there are three simple ways in which you can opt out of an automatic recording. These are explained below.

Option 1: Stop the recording using the lectern keyboard

If your teaching room has an 'indicator light' on the lectern, you can opt out by stopping the recording when it glows **RED**. To stop the recording follow **steps 1- 4**. If the indicator light is missing, broken, or inaccessible, see option 2.

Step 1: Log in to the lectern PC

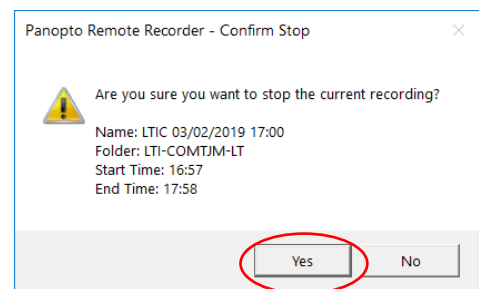Log in to the lectern PC. If the PC is switched on but not logged in, a recording will still take place.

Step 2: Check that recordings has started

The indicator light will automatically glow **RED** when recordings has started.

Step 3: Stop Recording and Confirm

To stop recording press **F10** on the lectern keyboard. You will then be prompted to confirm that you wish to stop the recording. To do this select "Yes".

Step 4: Confirm

Once the recording has stopped, the indicator light will glow **BLUE**.

*Note: If you decide to **start** a new recording via the options in the taskbar, this recording will not be associated with your module.*

Option 2: Stop the recording using the lectern taskbar

If your teaching room does <u>not</u> have an 'indicator light', or you think the light might be broken, or it's simply not accessible, you can stop the recording via the taskbar by following steps 1- 4 below:

Step 1: Log in to the lectern PC

Log in to the lectern PC. If the PC is switched on but not logged in, a recording will still take place.

Step 2: Locate the Panopto icon in the taskbar

Left-click on the **up arrow** in the taskbar. The taskbar is located in the bottom-right-hand corner of the desktop.

Clicking the **up arrow** will expand the taskbar to reveal a selection if icons including the **Panopto icon** as follows:

If the Panopto icon is displayed with a red circle overlaying it, this indicates that a recording is taking place.
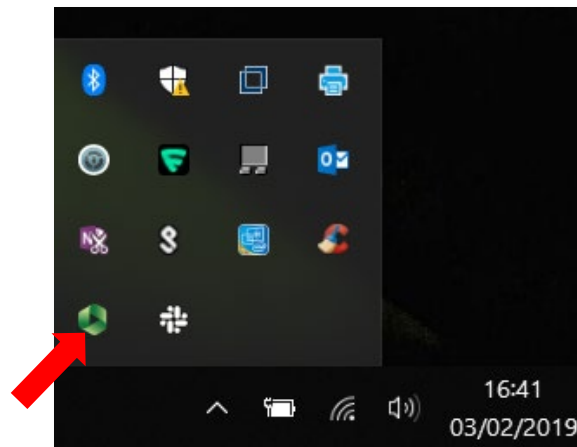
Step 3: Stop the recording

Only after the start time of your teaching session has passed, and the recording has started, will you be able to **stop the recording**. There are two ways you can do this:
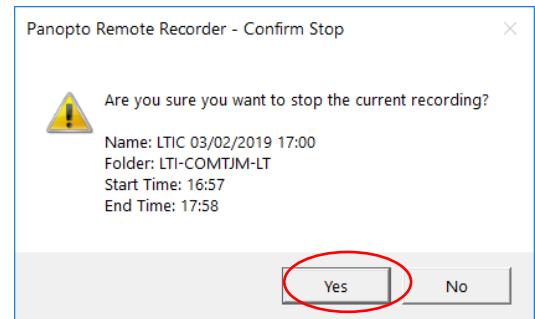
1. Left click the Panopto icon in the taskbar and select "**Stop**".

2. Alternatively Press "**F10**" on the lectern keyboard.
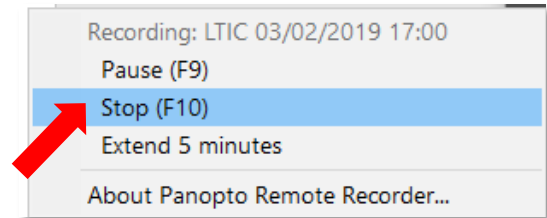
Step 4: Confirm

You will then be prompted to confirm that you wish to stop the recording. To do this select "**Yes**".

*Note: If you decide to **start** a new recording via the options in the taskbar, this recording will not be associated with your module.*

Option 3: Delete the recording before it is published

If a recording has already taken place, you may still opt out by deleting it before it is published to students. However, this can't be done right away, instead you will need to wait until the following day when the recording has been uploaded to Panopto. Recordings remain hidden from students for a period of three working days before finally being published on the associated StudyNet module.

Step 1: Access the module folder in Panopto

In the relevant StudyNet module, navigate to the module's Panopto folder by clicking on **StudyNet Tools** > **Panopto.**
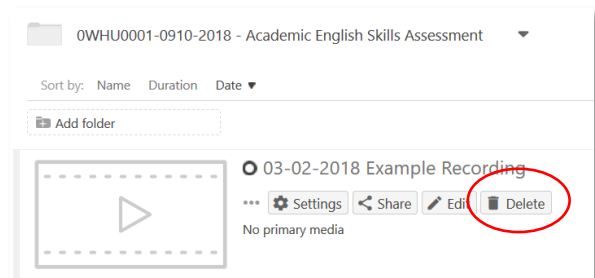
This opens the Panopto folder in StudyNet. Any recordings associated with the module will be listed here.
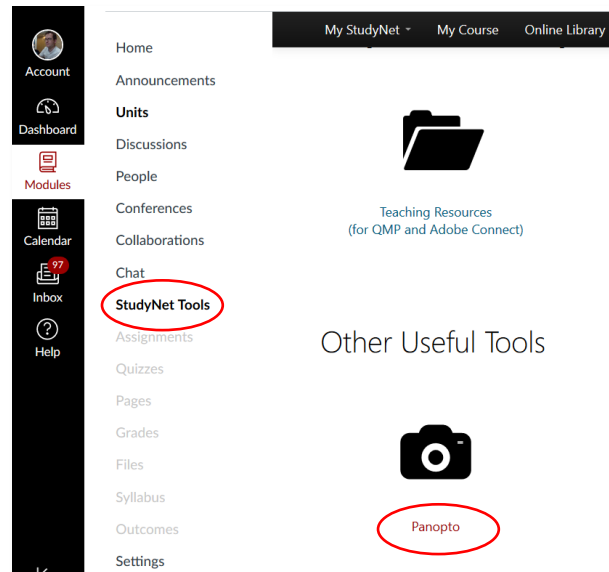
Step 2: Select the video you wish to delete

Hover the cursor over the recording you wish to delete. The delete button will then appear along side a number of other options.
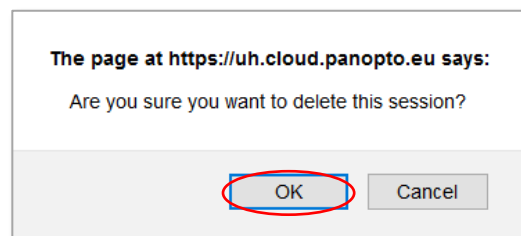
Click the '**Delete**' button.

Step 3: Confirm

Next, you will be prompted to confirm you wish to delete the recorded session. To do this select "**OK**".

Your recording has now been deleted.

Please note that deleting a link to a recording in the module units area is not sufficient to prevent students from accessing recordings on Panopto. Recordings must be deleted in Panopto as described in Option 3 above.

Support and Guidance

- For more information about Panopto at UH including, instructional guides please see:
  - [Automatic recording of taught sessions on campus](#)
  - [Manual recording of taught sessions on campus](#)

- For support with using the Creston panel, the lectern PC, lectern microphones, indicator lights please contact the helpdesk by emailing helpdesk@herts.ac.uk or call 4678.

- For help and guidance on using Panopto, please contact the Technology Enhanced Learning Team by emailing TELSupport@herts.ac.uk

- For information about the timetable please visit the Herts Hub page:
  https://herts365.sharepoint.com/sites/Students-Academic-Research/SitePages/Timetable.aspx

Note: The guidance given in this document may be updated from time to time to reflect changes in the Panopto application and the integration with UH systems.