# Classroom “Start-up” checklist to facilitate an easy session recording experience

This checklist outlines recommended ‘start-up’ activities which should take place upon entry to the teaching space, before starting to deliver a session, for the purpose of facilitating the easy and efficient delivery of a recorded on-campus session.

* Log on to Lectern PC
* Switch on Projector / screen using control panel on lectern
* Power up visualiser if being used
* Check Boundary Mic isn’t covered by books, papers, etc., or fallen off lectern
* If using Panopto to record, log in to Blackboard and open the module for class being taught
* Open Panopto either via  
   - [Panopto Folder Embed] (if you have one) -> [Panopto Capture]  
   - Or via [+] -> [Integrated Tools] -> [Panopto Video Embed] -> [Record]) -> [Launch Capture]
* If not using Panopto, open other tool, such as Teams, Collaborate or ScreenPal
* Check Camera & Mic
* Test classroom audio if required
* Open any / all presentation(s) and other materials, including web pages in individual tabs, to be shown on screen / recorded [so as to be able to rapidly switch between them whilst recording, rather than having long delays whilst finding / launching]
* Close any applications that may cause ‘pop-up’ notifications that could reveal confidential information (e.g. Outlook)
* Launch any other tools to be used in session (e.g. Jisc attendance)
* When ready, start recording, switch to teaching materials and deliver sessions as usual

## End of Session

* Switch back to recording tool and stop recording.
* If using Panopto, Teams, or Collaborate you can then shut down and leave the room, but if using ScreenPal you’ll need to save the recording and upload it to Panopto or OneDrive for later access, editing, etc.