

Panopto for Fuqua Student Groups

We are happy to have student groups utilize the Panopto classroom recording systems for student sponsored events. There is a learning process necessary to properly and effectively use this resource. If you would like to participate, please read the following notes;

*Be sure to obtain permission from your presenter(s) prior to requesting recording. If someone comes back to us and has an issue with their material being recorded and distributed, we will refer them to you.

*Remember to turn on the AV system in the room. If the AV system isn't on, the camera, microphones and data feed aren't on. You'll get a blank recording.

*Give us at least a full business day to get your recordings entered into the system. Even more advance notice is better.

* Let us know the group that the recording should be associated with. (General Management Club, Sailing Club, MBAA, etc.)

*Let us know who will need to have access to the recordings so that they can be entered into the system.

*Give us the necessary details to schedule recordings. --- Date, start time, end time, location, ... & give us a title for the recording (or we'll make one up)

*Please designate someone in your group to be the main contact for dealing with recordings. Delegation to multiple people for this process leads to confusion. We'd rather deal with you as a group, not a group of individuals.

If at any point a recording is no longer needed, please let us know & we'll delete it from the system. All recordings will automatically expire when they reach their fourth birthday.

If you have any questions, email or give us a call. We're happy to talk and help in any way we can.

multimedia@fuqua.duke.edu

(919) 660-7974

Instructions for Accessing Panopto recordings

*All users access via the same web-page. <http://fuqua.capture.duke.edu> Once in, you will see any content you are authorized to access.

*If you have questions, please contact multimedia@fuqua.duke.edu

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