

What recording technology is available?

- You can record into the system with Canvas, using the integrated Zoom feature.
- This requires you to log into Canvas and schedule your cloud recording with Zoom.

What types of recording systems are available in the Central Pool Classrooms?

- These rooms have a camera and microphone to record lectures.
- The rooms are only capable of recording from **Canvas/Zoom/Panopto** by using a laptop and podium pc.

Non- SEAS Central Pool locations in use by SEAS faculty:

- **ANNS 111**
- **BENN 231**
- **BENN 419**
- **DRLB A2**
- **DRLB A4**
- **DRLB A8**
- **FAGN 218**
- **FAGN AUD**
- **GLAB 101**
- **LLAB 10**
- **MCNB 286-7**
- **MEYH B1**
- **STIT B6**

- **DRLB 3C8 (no camera/microphone in this location)**

How to activate the Zoom feature in Canvas

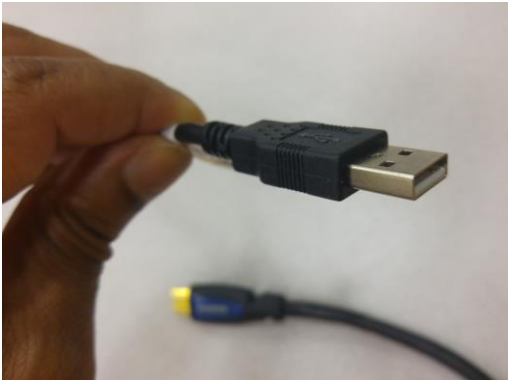
1. Open a web browser and visit <https://canvas.upenn.edu>
2. Select **Dashboard** from the left navigation and select the desired course.
3. Click **Settings** in the left course menu and click the **Navigation** tab.
4. If necessary, drag **Zoom** from the disabled list at the bottom to the desired position in the course navigation list at the top, then click **Save**

Scheduling Zoom Recordings to Panopto

1. In your Canvas Course, select the **Zoom** Tab.
2. Click **Schedule a New Meeting**.
3. Adjust the setting for your meeting.
4. Under **Meeting Options**, select Record the meeting automatically to the Cloud.
5. Click **Save** to complete the scheduling.

How to get my course materials captured into the Panopto System in the Non- SEAS Central Pool?

- If you have PowerPoint Slides, the Zoom Screen Sharing option will capture that material.
- Lapel mics are located on the podium.
- If you use the blackboards, there are cameras in the back of the room framed and focused to capture information written on the blackboards.



- For the **Zoom integrated Canvas** option.
- The camera and microphone are fed to the Podium PC and can be fed to a laptop using the USB cable located on the podium.

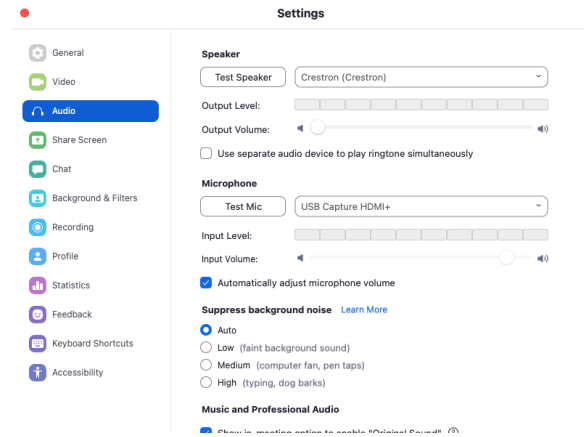


- A USB adapter will be attached to the USB cable.
- This adapter is needed for laptops that only have USB-C ports.

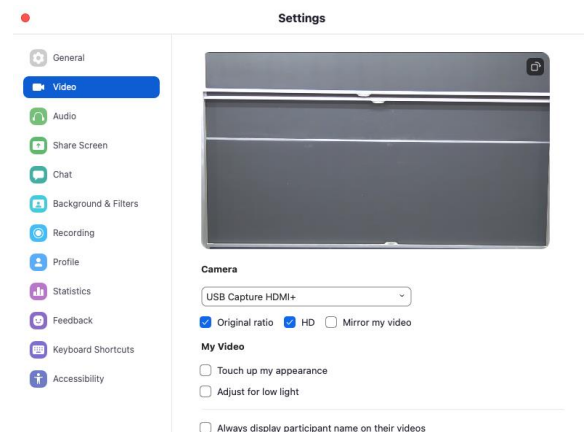


Audio and Video Setting for Zoom

When using your laptop, choose **Crestron** for the speaker option, and **USB Capture HDMI+** for the microphone option.



With your laptop, choose **USB Capture HDMI+** for the camera option.



These are Central Pool classrooms. For assistance with classroom technology in non-SEAS buildings, use the Penn Classroom Finder web page to find the building support contact: <https://www.isc-cts.upenn.edu/>