SEAS Central Pool Recording Technology Guide

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 record from **Canvas/Zoom/Panopto** by using a laptop and podium pc.

SEAS Central Pool locations:
- **Moore 216**
- **LRSM Auditorium**
- **Towne 303**
- **Towne 311**
- **Towne 315**

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.
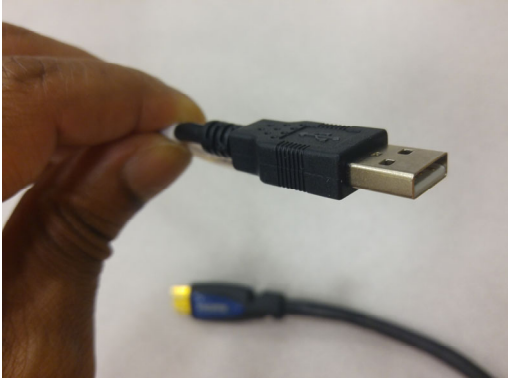3. Click **Settings** in the left course menu and click the **Navigation** tab.

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.

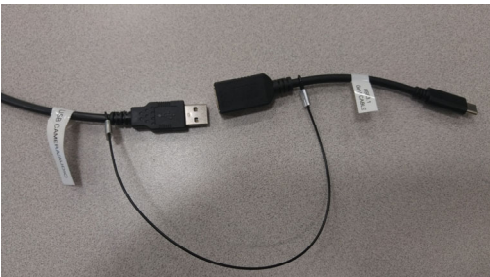## How to get my course materials captured into the Panopto System in the SEAS Central Pool?

- If you have PowerPoint Slides, the Zoom Screen Sharing option will capture that material.
- In the SEAS Classrooms, 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.
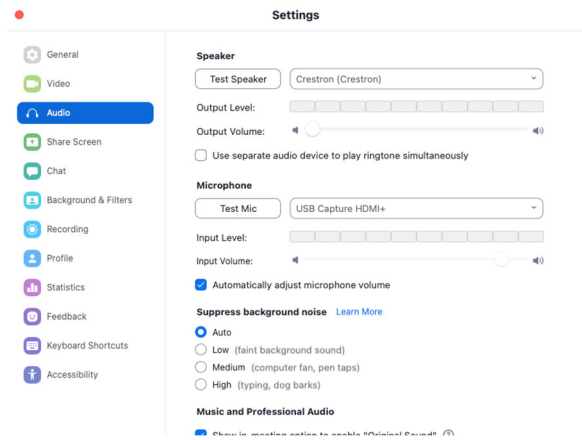

- A USB adapter will be attached to the USB cable.
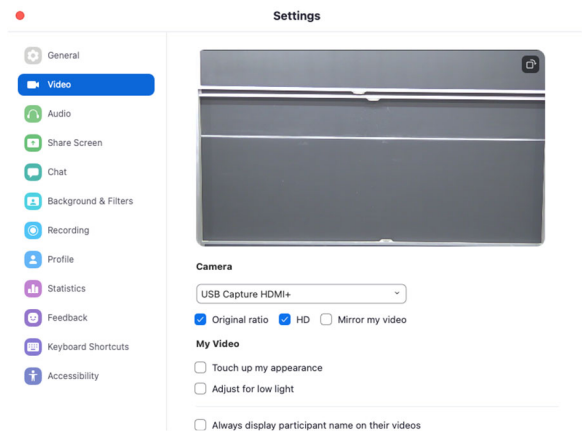- This adapter is needed for laptops that only have USB-C ports.

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.

This classroom is operated by Central Pool and supported by CETS staff. For assistance or question with the classroom technology please call CETS (215)-898-4707 or email cets@seas.upenn.edu. For additional information visit https://cets.seas.upenn.edu/answers/