

Panopto Preflight Recording Checklist

This preflight recording checklist is meant to help you produce video content that requires little to no post production editing time. It is a useful tool to help you focus on lecture content by removing technical decision points from the video recording workflow. To begin, have the [Panopto recorder](#) open and check the following:



1 Prepare your Screen

- Close all sensitive content
- Open slides in full screen (F12)
- Use alt-tab keys to discreetly switch applications



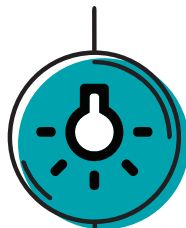
2 Verify Panopto Settings

- Verify that you are recording in **HD**
- Ensure that you are recording on **separate streams**



3 Check Your Audio Levels

- Listen to your space, silence distracting/intermittent noises
- Ensure levels are full, peaking at **-0 dB**



4 Check your Lighting

- Have a stable light source in **front** of you
- Preview your face for shadows and adjust accordingly



5 Stage your Set

- Ensure you are comfortable with your background
- Make your recording environment consistent with past recordings



6 Frame your Video

- Be at eye level with your audience (elevate your laptop)
- **“Over the shoulders”** framing for all of your videos



Pro tip:

If you'd like to do a trial run and test out these settings before you record video content, record in Panopto and use the 'try again' feature when it is time to record your content.



Notes

(Lighting conditions, settings, recording environment continuity details,...)
