DL Classroom Guidelines for Presenters:
PLEASE READ CAREFULLY

1. IF YOU ARE RECORDING YOUR CLASS **WITH PANOPTO,** YOU MUST:
   a. HAVE INSTALLED THE NUGGET INTO YOUR ANGEL COURSE.
   b. LAUNCH THE PANOPTO SOFTWARE FROM THE DESKTOP.
   c. NAME YOUR SESSION (YOU MAY USE THE DEFAULT NAME OF THE CURRENT DATE & TIME).
   d. SELECT A COURSE TO PUBLISH TO.
   e. START YOUR RECORDING WHEN READY TO BEGIN.
   f. STOP YOUR RECORDING WHEN READY TO STOP THE RECORDING, AND PUBLISH THE RECORDING.
   g. MAKE SURE TO LOG OUT OF YOUR PANOPTO SOFTWARE AFTER EACH CLASS COMPLETES, AND ALWAYS VERIFY YOU ARE LOGGING INTO YOUR PANOPTO ACCOUNT.
2.
3. **SAVE** YOUR SMARTBOARD/PPT **PRESENTATIONS** INTO THE CLASS FOLDERS PROVIDED UNDER ON THE DESKTOP AT THE END OF EACH LESSON FOR BACK UP PURPOSES.

4. USE THE **DEFAULT** SMARTBOARD **PEN COLORS AND LINE STYLES**—DO NOT CHANGE THESE DEFAULTS SO THAT OTHER FACULTY MAY TEACH WITHOUT ADDITIONAL SET UP TIME NEEDED.

5. **USE THE** 100-SLIDE WHITE-ON-BLUE TEMPLATES IN SMARTBOARD OR PPT FORMAT PROVIDED ON EACH COMPUTER STATION'S DESKTOP WHEN LECTURING WITH WRITING FOR ILLUSTRATION— THESE ARE FORMATTED FOR BEST VIEWING WHEN RECORDING. YOU MAY DOWNLOAD THESE FROM OUR DL WEBSITE.

6. **ALERT** *DR. SHERRI RESTAURI* (SHERRI.RESTAURI@UAH.EDU) IF YOU HAVE QUESTIONS OR DIFFICULTIES WITH RECORDING DURING YOUR COURSE. DL TECHNICAL ASSISTANTS WILL ALSO BE PERIODICALLY MONITORING DURING ALL CLASSES.

Need additional assistance, training, or to reserve e a room/recording for a non-scheduled academic class? Please contact **Dr. Sherri Restauri** (*sherri.restauri@uah.edu or 256-824-7391*)