Guide to optimal configurations and settings for PowerPoint presentations and Panopto recordings in Lecture Hall 4
August 2018

This is based largely on recent experience in LH-4, but is also applicable to settings and set-up in LH-2 (although the absolute levels for audio inputs noted on slides 5 & 6 may need tweaking in LH-2, just as in LH4).

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Screen / Monitors – Key settings to optimally project & record PPTs

The monitors can be finicky. They have to be on “Mirror Displays”. If there are problems, try unchecking that button then re-checking it to re-set mirroring. Do this first. *(Under Mac Systems Prefs → Displays)*

1. [Image of System Preferences]
2. [Image of Displays]
3. [Image of Mirror Displays checkbox]
4. [Image of Optimal settings LH4 screen & Panopto]
5. [Image of Ideal LH screen appearance]

Be sure to set monitors for “VGA Display”. For best resolution and maximum real estate on screen and optimal Panopto capture in LH2 and LH4 use “scaled 1280 x 1024” and a refresh rate of 75 Hz (this sometimes defaults back to 60 Hz, which at a glance looks OK but it is not! 60 Hz @ 1280 x 1024 will chop off the bottom of the slides!)

PPT is high-res, not bit-mapped and fills almost all of the LH screen.
The PowerPoint should be projected using “play” so that the lecture hall screen mirrors the computer.

Do **NOT** use Presenter View – this will **not** record the PPT stream on Panopto!!

**Mac screen ≠ projector screen**

**Mac screen = projector screen**
USE THIS AS A **TEST SLIDE**
Project it and and look at it on screen!

18 point Arial plain, **bold**, **underline** & **symbol fonts** $\rightarrow \alpha \beta \chi \delta \varepsilon$

When projected, this should be a **perfect circle**. If not (e.g., if slightly ovoid), the aspect ratio is wrong – set it to 1280 x 1024, 75 Hz

When projected, these should be 2 **perfect equilateral triangles**

This is an embedded video clip that should play as soon as the slide is projected and it will repeat until the next slide

This pic has a green LH border with a small white border outside that

When projected, this should be a blue square with small white borders above and at the LHS

When projected, this should be a blue square with small white borders below and at the RHS
Sound – Key settings to record PPTs on Panopto and have good PA sound from mics

1) Mac **sound out** on ATR2USB. This will ensure that everything goes out to the PA system.

2) Mac **sound in** – this is critical for Panopto – set on ATR2USB; check levels in Panopto, but below is a good setting and should not need to be changed. If in doubt, reset to this level and try it – review Panopto monitor levels in the app and adjust the Mac input if necessary.

A caveat here is that YouTube videos or other computer sound has a “ceiling” during playback – it’s OK to increase the Mac volume (to max if needs be) to maximize this, but the computer sound will always be a little low. The system is optimized for Panopto and the microphone feed, so the computer sound output is a compromise.

Nonetheless, we have found that with good quality online or embedded audio/video (YouTube and other) it works just fine in LH4. The compromise works very well!

i.e, Don’t mess with the outputs, levels, and connections – this is the optimal configuration!

Set the input volume below the middle, around the second marker. Any higher you’ll likely get “over modulation” in Panopto with most lecturers, which sounds really awful. (If the lecturer talks very softly, you may need it a bit higher, but that’s unusual; if in doubt, check the levels within the Panopto app.)
Sound – Key settings for mics & podium volume to have good PA sound and good Panopto levels

1) Podium sound level should be adjusted for the lecturer, but is usually around 25% to 35% of max in LH4.

IMPORTANT:
Cranking up the podium microphone level will NOT make YouTube videos or other computer sound play louder – it will just generate lots of FEEDBACK!!
Use this control only for the microphone/PA volume, not videos or other computer sound!

2) Lavalier microphones should be on “Mic” setting (not 0 and not -10 dB) and should never be changed. If in doubt, or if there are problems, ask Howard or Robert!
Panopto – Settings to record PPTs

- Secondary 1 ➔ “VGA display” - this will give a “slide” option (snapshot of PPT) and a recording of what’s on the screen (VGA feed) = “screen” in playback, probably the most commonly used option for playback.
- Audio – use ATR2USB – this is the mic/PA feed – make sure it’s NOT set on “Built-in-Microphone”.
- Slides – make sure “Record PowerPoint” and “Record Keynote” are checked so you’ll get the “slide” option in playback.

SEQUENCE:
1) PowerPoint app and file can be open, but do not put PPT file in “Slide Show” mode
2) Open Panopto
3) Sign-in, so that the Panopto file will upload while recording – this saves time, especially if you have a video feed
4) Check destination folder, name of new file etc.
5) Check settings (at left), then click record
6) Then go to PowerPoint app and click on “Slide Show” mode
7) At the end, exit the PPT file (i.e., go out of “Slide Show” mode); then stop Panopto, verify upload is OK etc.

You need to have the projector on to get the VGA option – if it’s not there, make sure projector is on, wait a few mins then quit and re-start Panopto
At the moment, most faculty do not use a video stream along with the PowerPoint, so this option is rarely used. Nonetheless, you can record a simultaneous video stream from the built-in Mac camera (but this is not good for capturing lecturers; there is really no reason to ever use it) or from a USB camera (e.g., a Logitech USB cam) to capture the lecturer or audience – we have used it with success to capture the audience in Unit 1 for several years, but there are limitations.

If using an external USB camera – plug it in BEFORE you launch the Panopto app (Panopto often crashes if you plug in a cam once the app is running)

Set Primary video quality on “high” NOT “basic” or “standard” (they are too low res if you want to capture motion)

Select the correct video input under Primary Source (in this case a Logitech USB cam)

TROUBLE SHOOTING – SEE: https://www.panopto.com
Speed @ 1 notch below the middle works well

Blackout works well, but is a bit temperamental – don’t push-and-hold, just a brief push

Cursor, pen, magnifier work OK but take over the mouse – not recommended – very awkward to exit the functions

WHEN USING THE REMOTE TO CONTROL A POWERPOINT:

- The pointer will **always** start in the middle of the screen.
- If the “Blackout” function or other buttons are **mis-behaving**, switch the remote OFF and then BACK ON, then click the button that you need.
- The “cursor”, “pen” & “magnifier” are very finicky, and should be avoided.

Be sure to use “Extended” setting in the LH with mirrored monitors!