

1.1 Open the IFT Moodle website and login

<https://iftmoodle.ift.edu.mo/moodle/login/index.php>

IFT Moodle

Log in using your account on:

IFT Single Sign-On 單一登入

Username / email

Password

Remember username

Log in

Change Password

Cookies must be enabled in your browser

1.2 Select Course

IFT Moodle

Welcome to IFT Moodle.

My courses

ACCT111 - 會計學I (2019E2A)
Lecturer: [REDACTED]

MGMT212 - 財務管理 (2019E1A)
Lecturer: [REDACTED]

MGMT212 - 財務管理 (2019E1B)
Lecturer: [REDACTED]

ACCT111 - 會計學I (2018E2A)
Lecturer: Alice Sou

1.3 Click Course Setting and redirect to Panopto website

- Here will show the Course Completed Recordings.

ACCT111 - 會計學I (2019E2A)

Home / Courses / Tourism College / Chinese Bachelor Degree Programmes / 2019-2020 / Semester 2 / ACCT111_2019_E2A

Announcements

會計 1 (ACCT 111)

課程大綱

停課 替代教法指引

第 1 課 (FEB 5)

習題 1 (2月7日 22:00 pm 前提交)

Panopto

Live Sessions
No Live Sessions

Completed Recordings
Module 3: CSS Common Properties and Tags
Module 4: CSS Selector Types, Values, Properties
Module 5: Links and Images d_Images_default_...
[Show All]

Podcast Feeds
Audio Podcast(RSS)
Video Podcast(RSS)

Links
Course Settings
Download Recorder(Windows | Mac)

If the Setting page can't be shown, please click course settings again.

Close setting page

Panopto

Search in folder "ACCT111_2019_E2A: A..."

ACCT111_2019_E2A: ACCT111 - 會計學I (2019E2A)

Overview

Share

Settings

Order

Manage

Enable podcast feed

Allow viewers to make notes public

Email users when sessions are ready to view

Downloads

Download enabled

Use site default (No one)

iTunesU Category

Category

(None)

If you publish this folder's RSS feed to iTunesU, it will appear in this category.

Availability

Folders can be made available after a start date and before an end date. The availability for a single session may override the availability for its parent folder.

To prevent new sessions from being published to viewers before approval, set folder availability to "never". Sessions can then be made available by editing them or by setting availability for each individual session.

Sessions become available

when approved by a publisher

immediately

never (unless set on the session)

starting on 02/03/2020 10:52am Beijing, Chongqing, Hong Kong, Urumqi

Sessions remain available

forever

until 02/09/2020 10:52am Beijing, Chongqing, Hong Kong, Urumqi

1.4 Create New Recording or Upload media

The screenshot shows a software interface with a search bar at the top containing the text "Search in folder 'ACCT111_2019_E2A: A...". Below the search bar is a folder icon and the text "ACCT111_2019_E2A: ACCT111 - 會計學I (2019...". To the right of the folder name is a red label "1.4.1.". Below the folder name are several icons: a refresh icon, a grid icon, a list icon, and a filter icon. To the right of the filter icon is a red label "1.4.2.". Below the icons is a "Sort by:" dropdown menu with options "Name", "Duration", "Date", and "Rating". Below the sort menu is an "Add folder" button. The main content area displays "Nothing to watch here". A "Create" dropdown menu is open, showing several options: "Record a new session" (with a red box around it), "Upload media" (with a red box around it), "Webcast", "Scheduled recording", "Build a session", "Playlist", and "New Folder".

1.4.1. Record a new session
Record from your Mac or Windows PC

1.4.2. Upload media
Create new sessions by uploading video or audio

Webcast
Prepare a webcast and share a link to it

Scheduled recording
Schedule once or create recurring recordings

Build a session
Combine your slides, video, and audio

Playlist
Create a new video playlist

New Folder
In ACCT111_2019_E2A: ACCT111 - 會計學I (2019...

1.4.1 Create New Recording and basic setting

Click **Open Panopto** (If you have Panopto installed, else download and install Panopto.)

↓ Record a new session ×

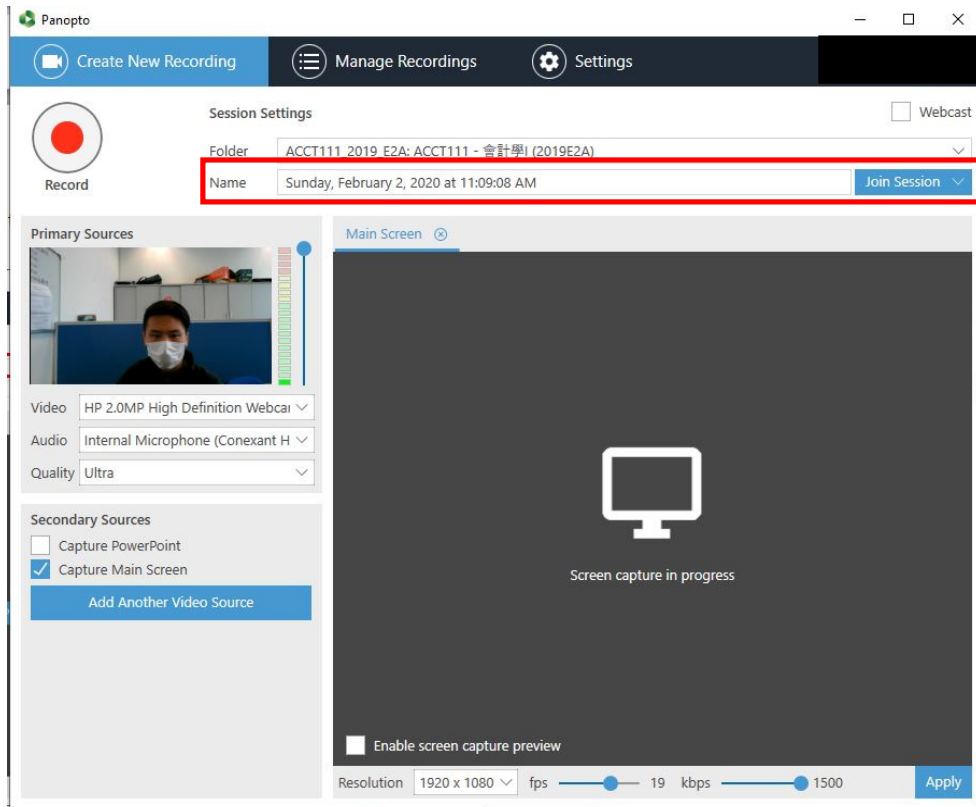
Open Panopto
If you have Panopto installed, you can open it from here. If Panopto didn't open, check that you've downloaded and installed the latest version of Panopto below.

Open Panopto

Download Panopto
Record PowerPoint, video, and audio presentations. Upload recordings to your Panopto site to share with students and coworkers.

Download Panopto
For Windows 10/8.1/8/7 64-bit
[Click here for other download options](#)

Users can name their video here under **Session Settings**. If unnamed by the user, Panopto will automatically assign the date and time the video was recorded as its name.



Confirm your camera and microphone setting.

The screenshot shows the Panopto recording settings window. At the top, there are navigation buttons: 'Create New Recording', 'Manage Recordings', and 'Settings'. Below this is the 'Session Settings' section, which includes a 'Record' button, a 'Webcast' checkbox, and fields for 'Folder' (ACCT111_2019_E2A: ACCT111 - 會計學I (2019E2A)) and 'Name' (Sunday, February 2, 2020 at 11:09:08 AM). A 'Join Session' button is also present.

The 'Primary Sources' section is highlighted with a red box and contains the following settings:

- Video: HP 2.0MP High Definition Webcam
- Audio: Internal Microphone (Conexant H)
- Quality: Ultra

Below this, the 'Secondary Sources' section has checkboxes for 'Capture PowerPoint' (unchecked) and 'Capture Main Screen' (checked). An 'Add Another Video Source' button is located below these options.

The main area of the window is labeled 'Main Screen' and shows a large monitor icon with the text 'Screen capture in progress'. At the bottom, there is an 'Enable screen capture preview' checkbox, a 'Resolution' dropdown set to '1920 x 1080', a 'fps' slider set to '19', a 'kbps' slider set to '1500', and an 'Apply' button.

Confirm your capture source setting. Choose **PowerPoint**, **Main Screen** or both.

The screenshot displays the Panopto software interface. At the top, there is a navigation bar with three main sections: "Create New Recording" (with a red circle icon), "Manage Recordings" (with a list icon), and "Settings" (with a gear icon). Below this, the "Session Settings" panel is visible, showing a "Record" button with a red circle icon, a "Folder" dropdown menu set to "ACCT111_2019_E2A: ACCT111 - 會計學I (2019E2A)", and a "Name" field set to "Sunday, February 2, 2020 at 11:09:08 AM". A "Join Session" button is also present.

The main area is divided into two sections: "Primary Sources" and "Secondary Sources". The "Primary Sources" section includes a video preview window showing a person wearing a face mask, and settings for "Video" (HP 2.0MP High Definition Webcam), "Audio" (Internal Microphone (Conexant H)), and "Quality" (Ultra). The "Secondary Sources" section has two checkboxes: "Capture PowerPoint" (unchecked) and "Capture Main Screen" (checked). A red box highlights these two checkboxes. Below the checkboxes is a blue button labeled "Add Another Video Source".

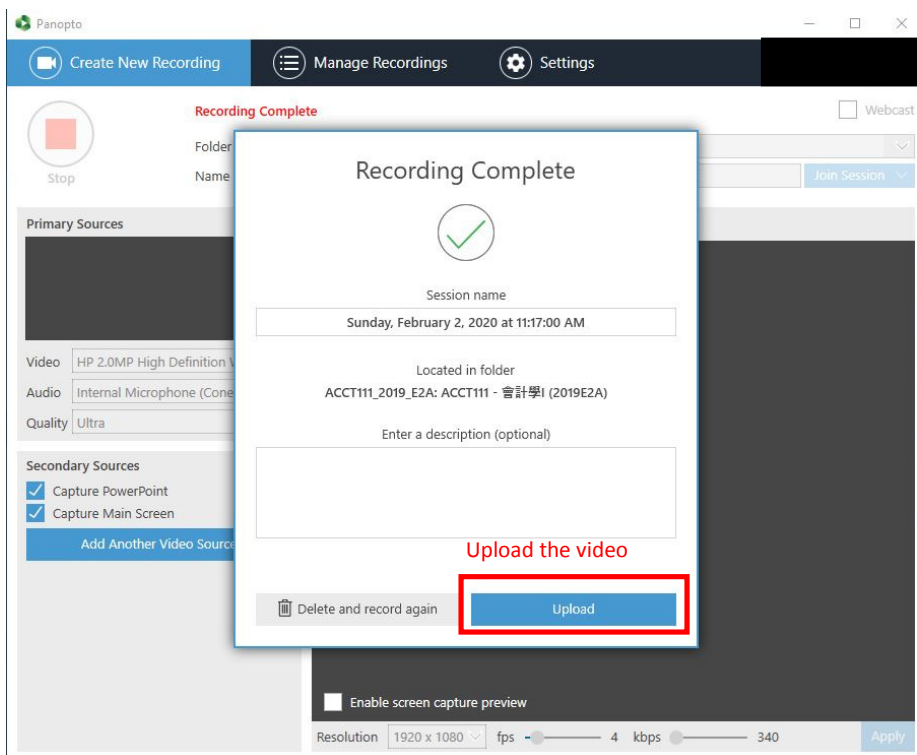
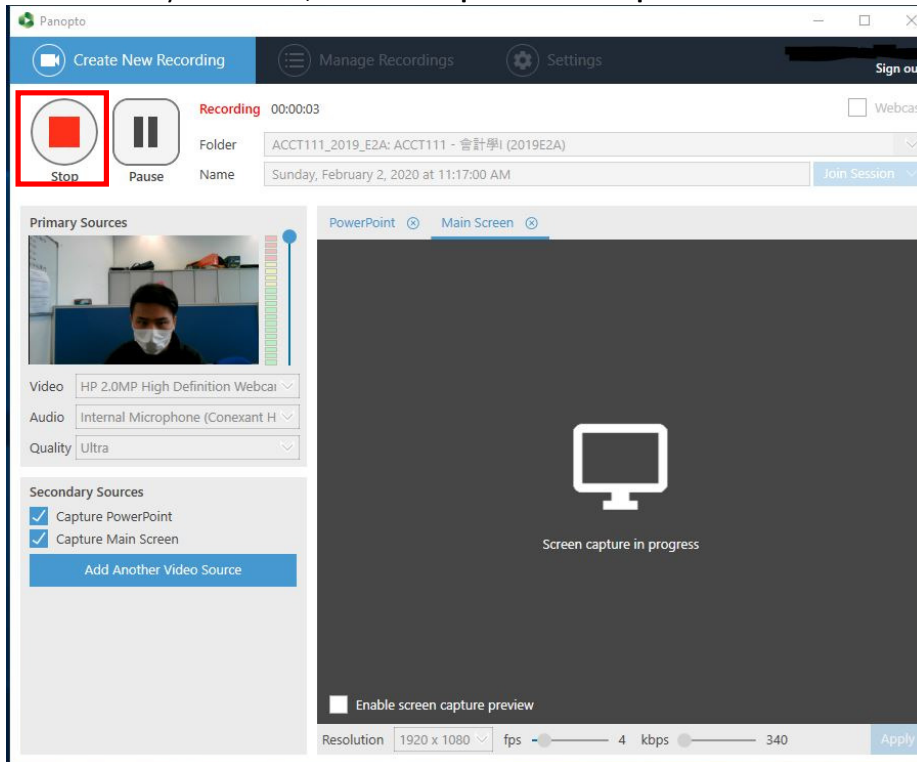
The "Main Screen" section shows a large dark area with a white monitor icon and the text "Screen capture in progress". At the bottom of this section, there is a checkbox for "Enable screen capture preview" and a resolution dropdown menu set to "1920 x 1080". Below the resolution dropdown are sliders for "fps" (set to 19) and "kbps" (set to 1500), followed by an "Apply" button.

Click the **Record** button for teaching.

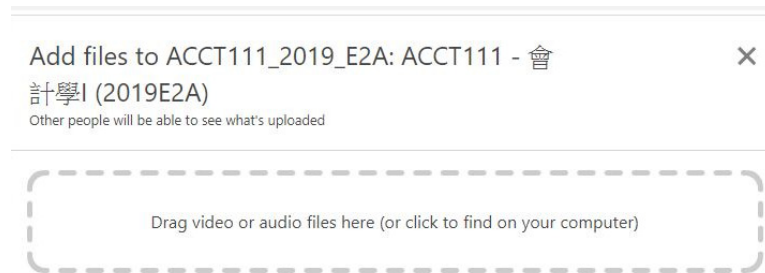
The screenshot displays the Panopto software interface. At the top, there is a navigation bar with three main options: "Create New Recording", "Manage Recordings", and "Settings". Below this, the "Record" button is prominently displayed and highlighted with a red rectangular box. To the right of the "Record" button, the "Session Settings" section is visible, including fields for "Folder" (ACCT111_2019_E2A: ACCT111 - 會計學I (2019E2A)) and "Name" (Sunday, February 2, 2020 at 11:09:08 AM), along with a "Join Session" button and a "Webcast" checkbox.

The main interface is divided into two primary sections. On the left, the "Primary Sources" section shows a video preview window with a person wearing a face mask. Below the preview, there are dropdown menus for "Video" (HP 2.0MP High Definition Webca), "Audio" (Internal Microphone (Conexant H)), and "Quality" (Ultra). The "Secondary Sources" section includes checkboxes for "Capture PowerPoint" (unchecked) and "Capture Main Screen" (checked), with an "Add Another Video Source" button below. At the bottom of the interface, there are settings for "Resolution" (1920 x 1080), "fps" (19), and "kbps" (1500), with an "Apply" button.

At the end of your lecture, click the **Stop** button and **Upload** button to finish recording.



1.4.2 Upload media



2.1 share the video to Webcast (if necessary)

Check the Webcast checkbox.

