

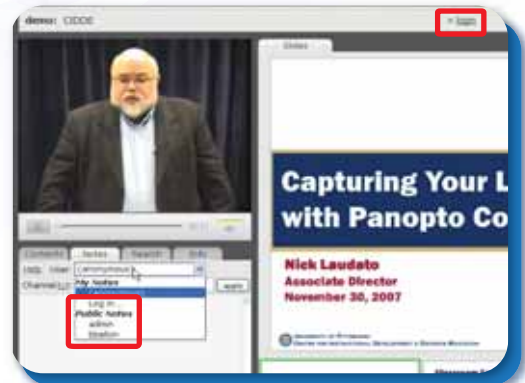


4.2 Take Notes

Notes can be text or hyperlinks. They are time stamped, searchable, editable and can be deleted. Both anonymous and authenticated users can add private or public notes to the recordings which are open to the public. To see more potential applications of notes, please refer to 4.2.1 Making Use of Notes.

Anonymous Users

- 1 To view public notes, viewers can click on the **User:** dropdown menu to see **Public Notes** that are available.
- 2 Type in a **Channel** name. Notes will be saved back on the Panopto@HKBU server under this channel name.
- 3 To enter a note, simply type text / hyperlinks into the text box and hit **Enter**.

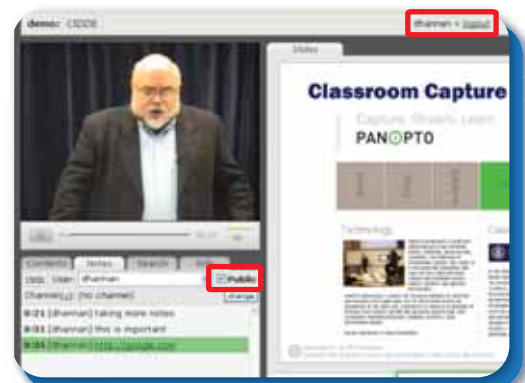


Note: The timestamp for a note is the time you begin typing. Clearing the text box will reset the timestamp.

Authenticated Users

View and Take Public Notes

- 1 To enter a public note, check the **Public** checkbox.
- 2 Type text / hyperlinks into the text box and hit **Enter**.
- 3 To view public notes, viewers can click on the dropdown menu to see **Public Notes** that are available.



View and Take Private Notes

- 1 Click **login** in the Panopto Viewer if the recording is open to public. Or, login to the Panopto program to watch recordings authenticated to you.
- 2 After logged in, you are in your private channel by default, with the username shown in the **Users** dropdown menu. Selecting **My Notes** under the Channel dropdown menu will show your private notes.
- 3 Type text / hyperlinks into the text box and hit **Enter** to make private notes.

