

Using the Panopto Manual Recorder to create a presentation from your Windows computer (for Canvas users)

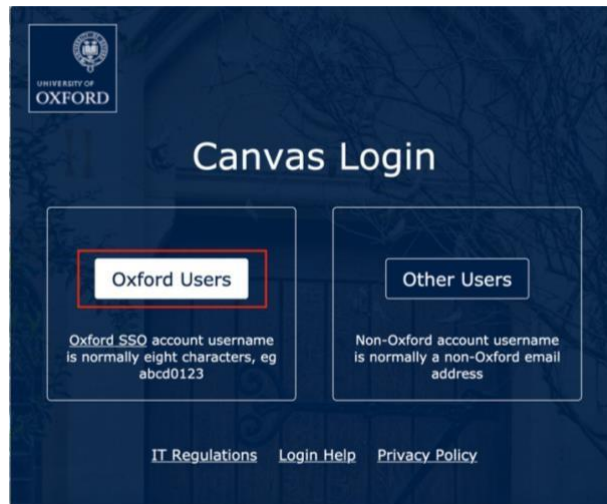
- *This guide is for University staff and students who want to record a presentation from their Windows computer. The presentation can include audio, video, a Powerpoint or Keynote slide deck and other screen capture.*
- *You are strongly advised to make a test recording in order to explore the recording options.*
- *You will require:*
 - *a Windows computer running Windows 7, 8, 8.1 or 10 (32 or 64 bit),*
 - *a web connection,*
 - *an Oxford SSO account with Canvas access, ◦ Computer administrator name and password or an IT support officer ◦ and a microphone and/or webcam (these can be ones built into the computer).*
 - *The Replay team recommend using Google Chrome for all Panopto activity. Safari can be problematic. If you prefer to use Safari, ensure it conforms to the following guidance*
<https://support.panopto.com/s/article/How-to-Enable-Third-Party-Cookies-in-Supported-Browsers>
- *To simplify the recording process you are advised to disconnect external or additional displays.*

This guide is designed to assist with:

- *Downloading the Panopto installer from Canvas.*
- *Installing Panopto and making required changes to system settings (in Windows there are multiple settings to approve).*
- *Recording options and creating a test recording.*

1. Go to <https://canvas.ox.ac.uk/>

2. Click on '**Oxford Users**':



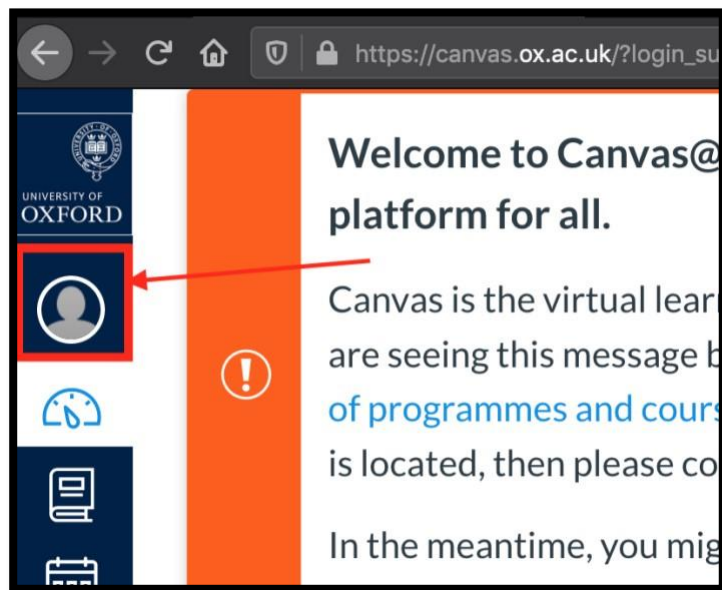
3. Enter your SSO username and password and click the '**Login**' button:

The image shows a login form titled 'Log in' with a 'Help' button in the top right corner. Below the title is a message: 'This service is accessed via the University of Oxford Single Sign-On system.' The main instruction is: 'Please enter your **Oxford username** and password then click the "Login" button.' The form contains two input fields: 'Username' and 'Password'. The 'Username' field has the text 'ouit0822' and an example 'e.g. abcd0123'. The 'Password' field is masked with dots. A green 'Login' button is located below the password field. At the bottom of the form are links for 'Having trouble logging in?' and 'Not yet activated? Activate a new account'. The footer text is 'University of Oxford Computer Usage Rules and Etiquette'.

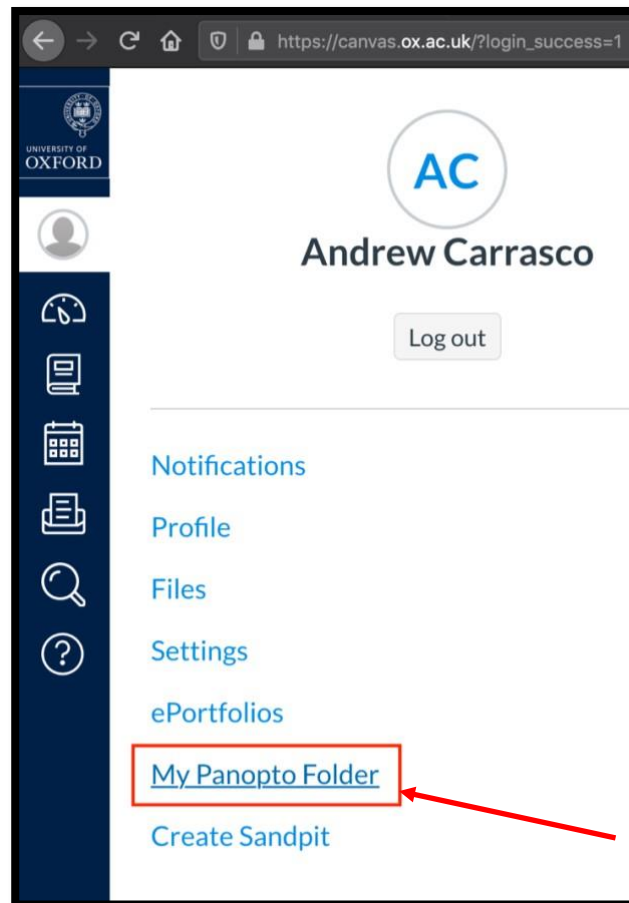
4. Click the '**Continue to Shibboleth Identity Provider**' button:



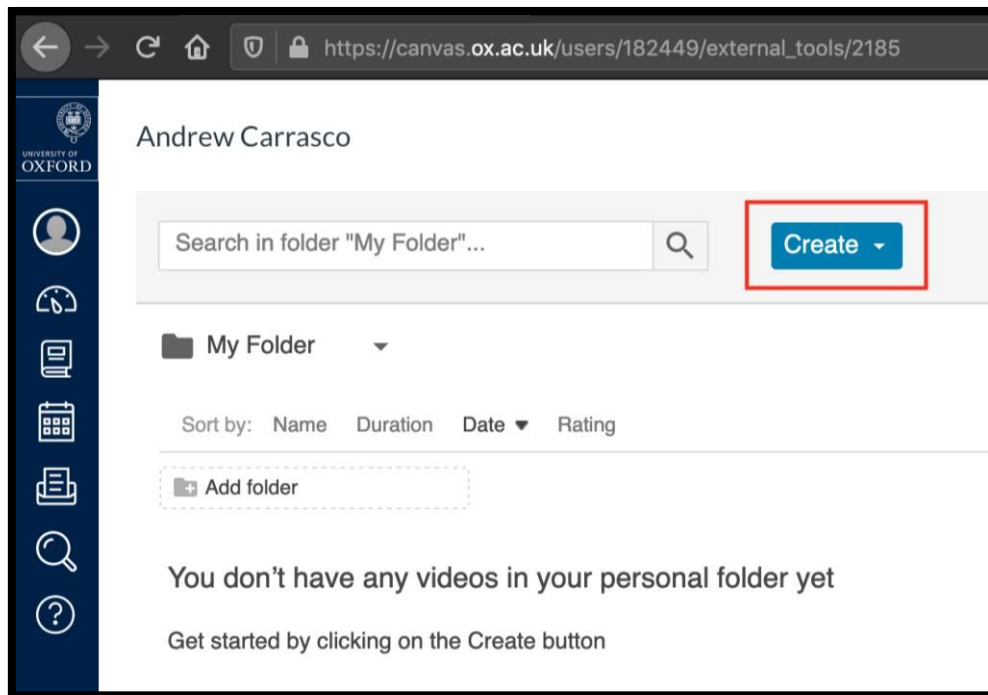
5. You should now be logged into Canvas. Click on the account icon or username in the top left corner of the screen:



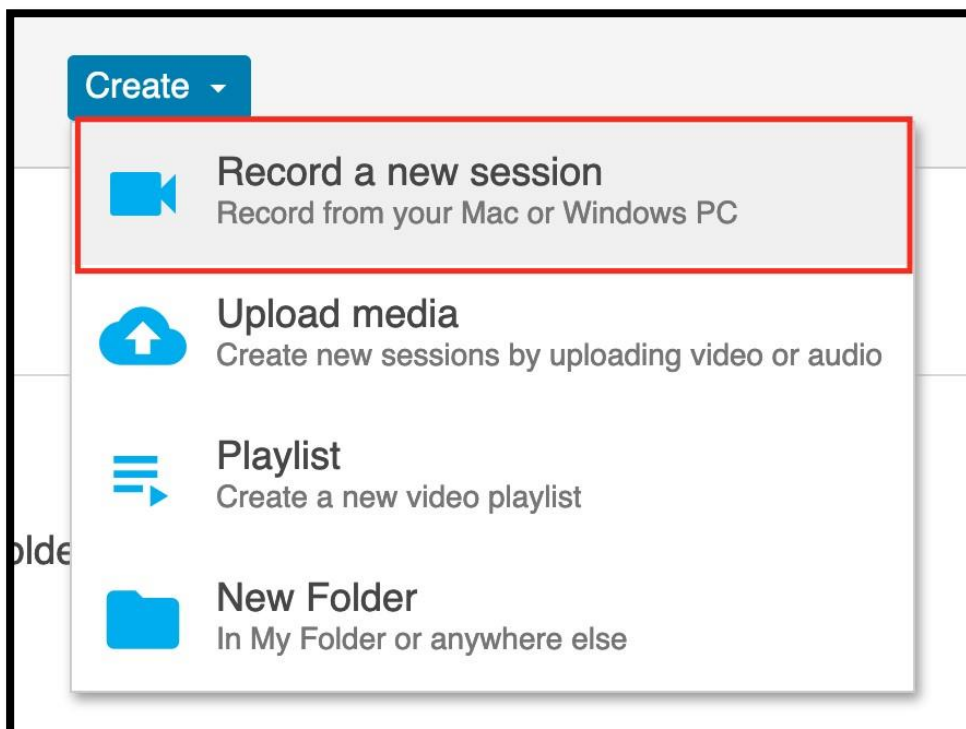
6. Select 'My Panopto Folder' from the pop-out menu:



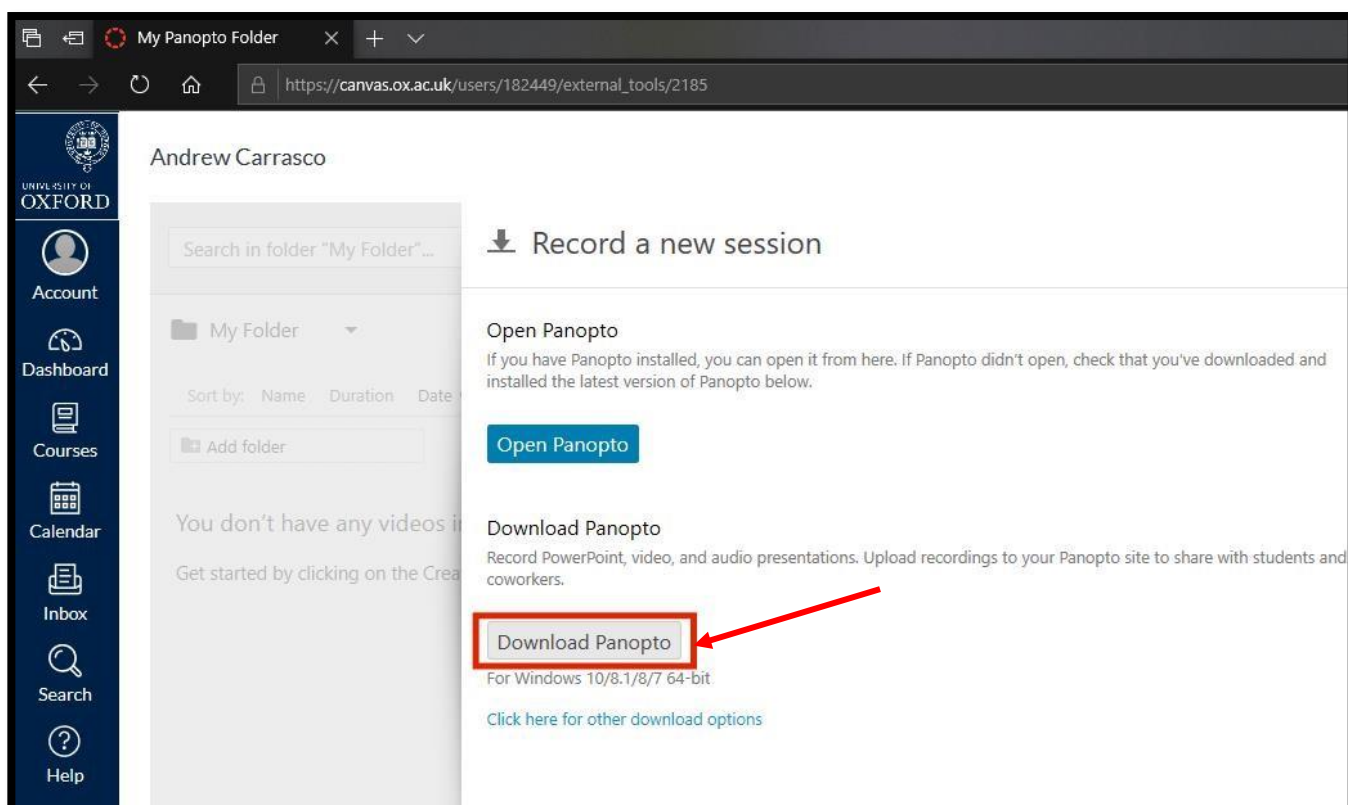
7. Your personal Replay/Panopto folder should open in a new tab.
8. You should now be in your Replay/Panopto folder, where your personal recordings can be accessed.
9. Click on the blue '**Create**' button near the middle of the page:



10. Select '**Record a New Session**' from the drop-down menu:



11. Click on the '**Download Panopto**' button and leave the page open:



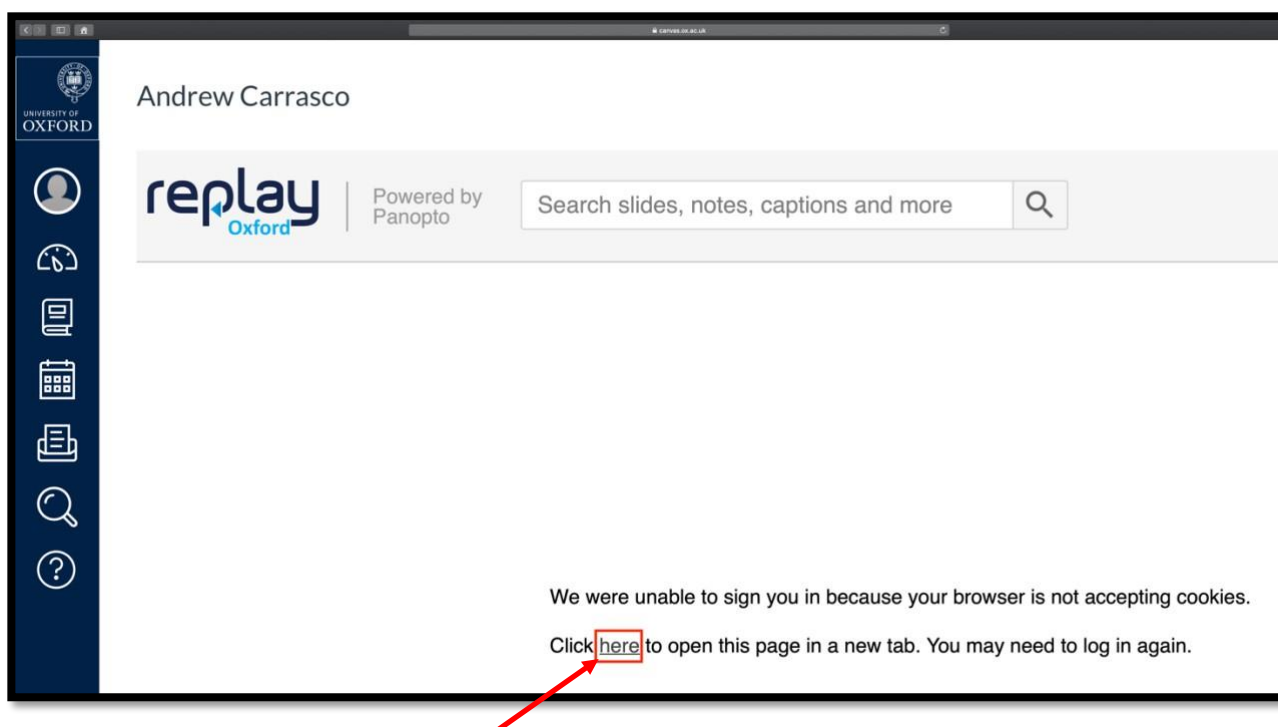
*NB. Usually Panopto detects your operating system (Panopto recorder is only available on Windows 7, 8, 8.1 and 10 in 32 or 64 bit and macOS 10.13 and up) and automatically selects the appropriate installer but you can also click the '**Click here for other download options**' link, below the download button, to locate alternative operating system installers.*

11a. **Firefox users:** Click the '**OK**' button, on the pop-up, to allow the installer to download the manual recorder onto your computer.

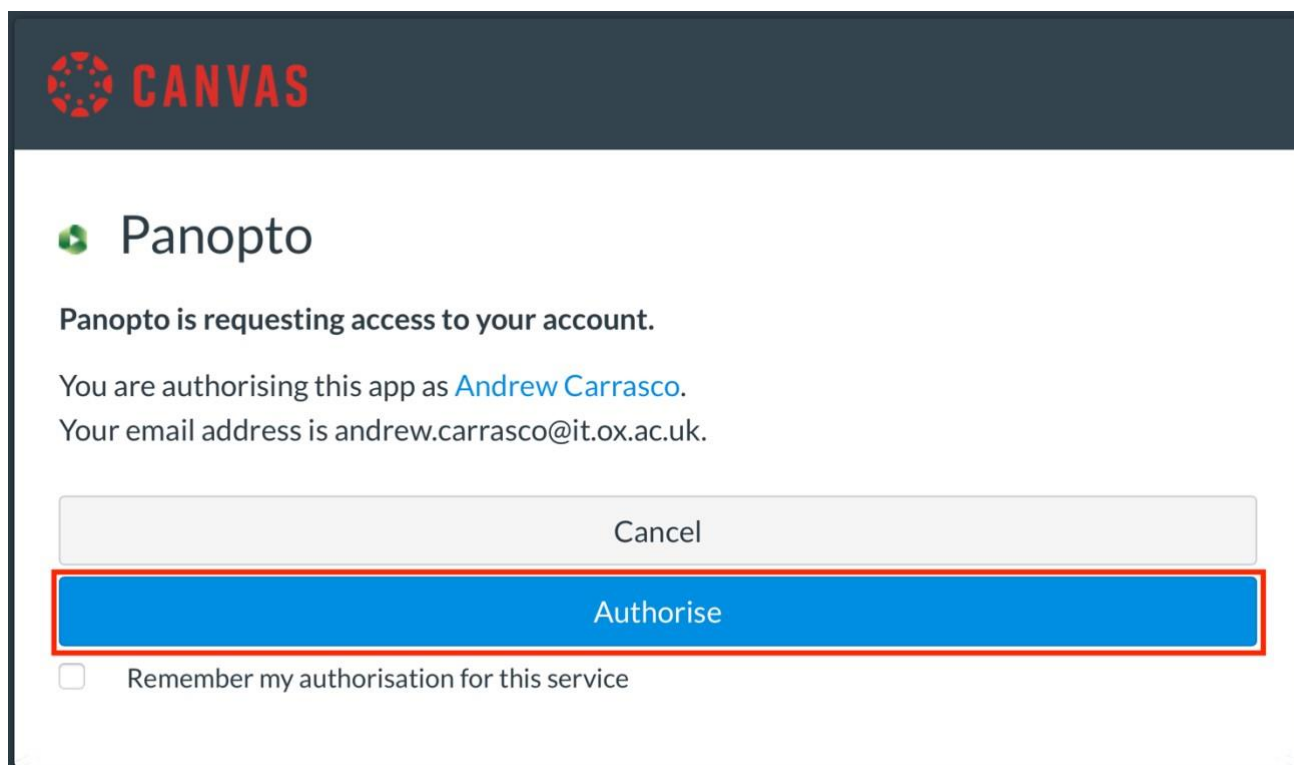
11b. **Google Chrome users:** Installer downloads instantly to your computer.

11c. **Microsoft Edge users:** Installer downloads instantly to your computer.

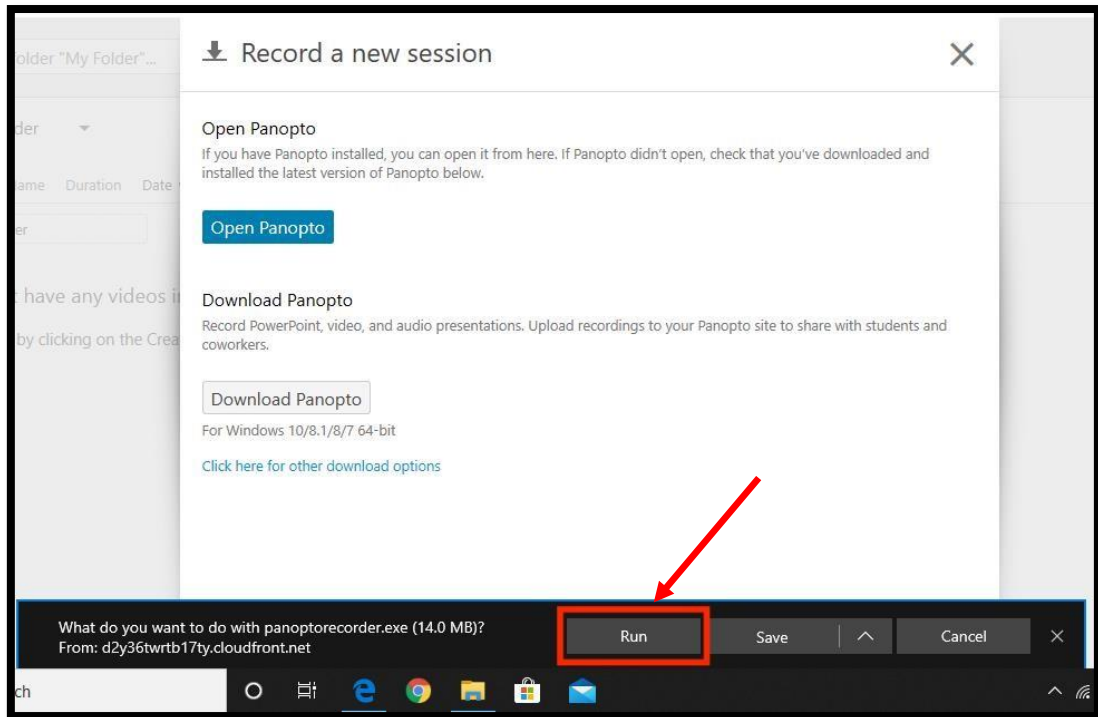
*NB. Depending on your internet security settings, e.g. cookies, you may need to follow the below '**Click here** to open this page in a new tab' – if the message does not appear then you can skip the steps on this page:*



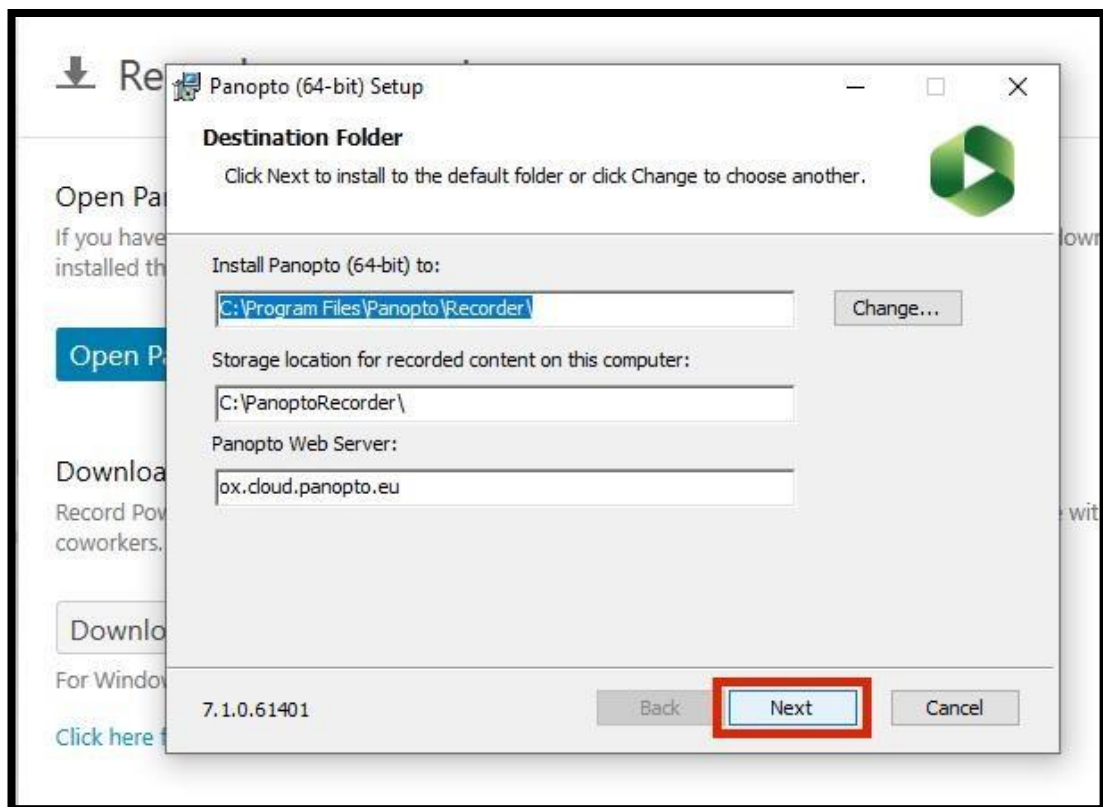
In the new page that opens, click the blue '**Authorise**' button:



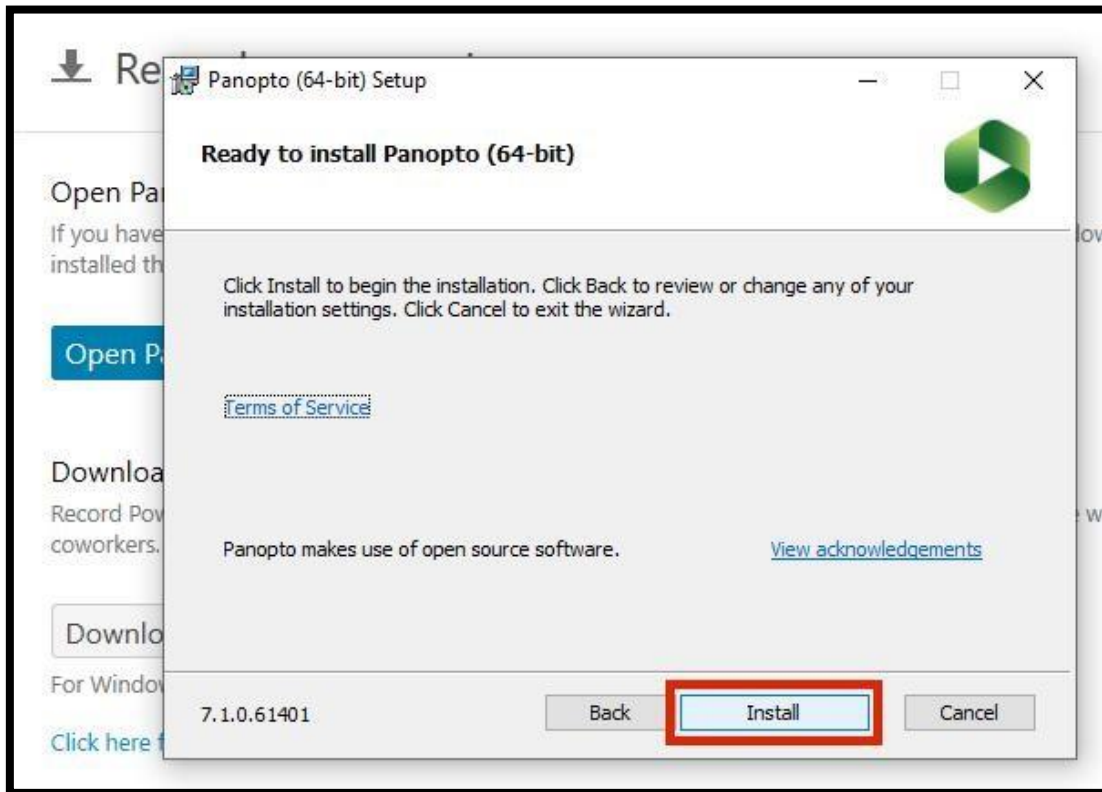
12. To allow the installer to launch, click '**Run**':



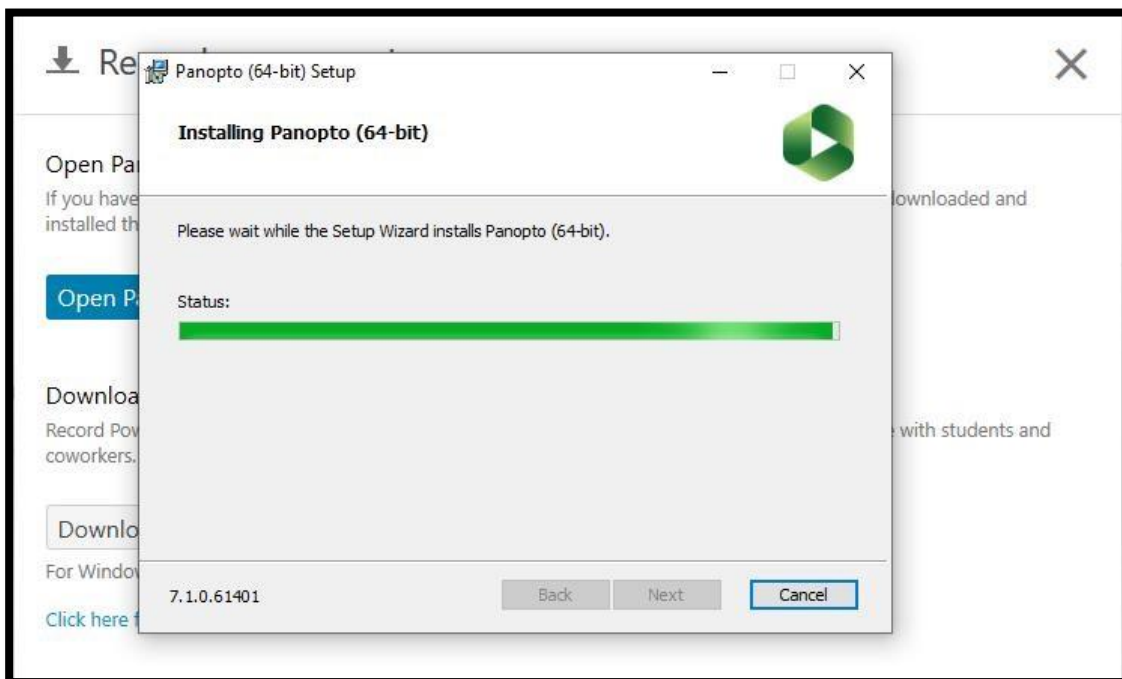
13. Confirm the destination where the software is to be installed (usually 'C:\Program Files\Panopto\Recorder') and click 'Next':



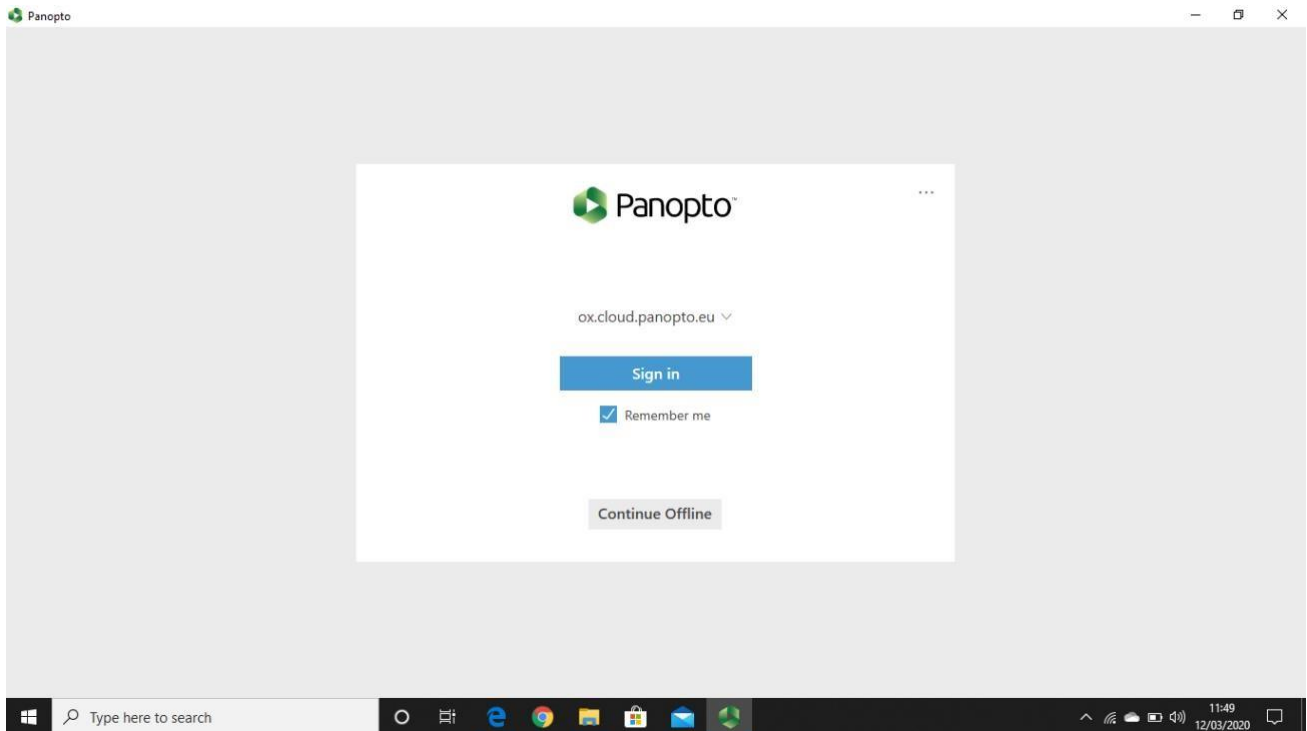
14. Click the **'Install'** button (if you get the pop-up message 'Do you want to allow this app to make changes to your device?' – click **'Yes'** and/or fill in admin credentials if prompted to do so):



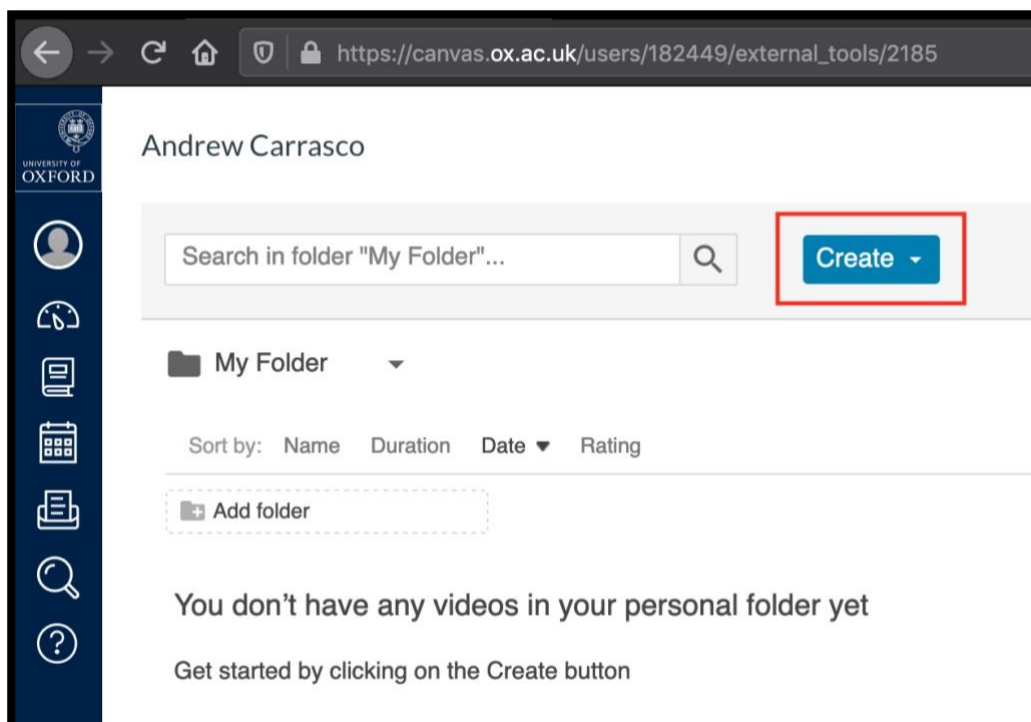
15. Panopto should be installing. Please wait while the Setup wizard installs:



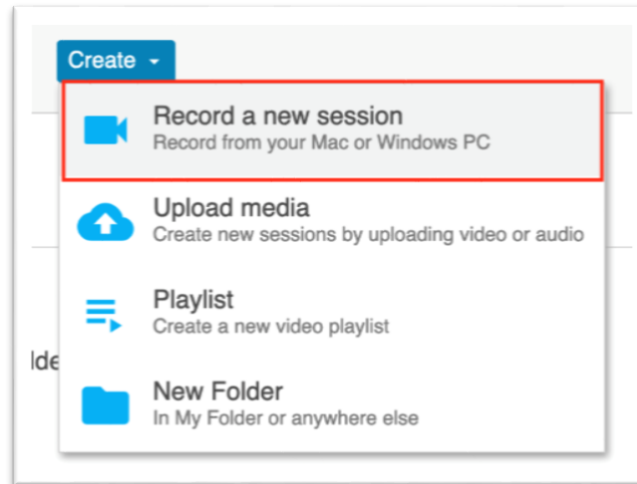
16. When the installation finishes, you should see the below page – please close this window. Return to the browser and your Canvas Panopto folder:



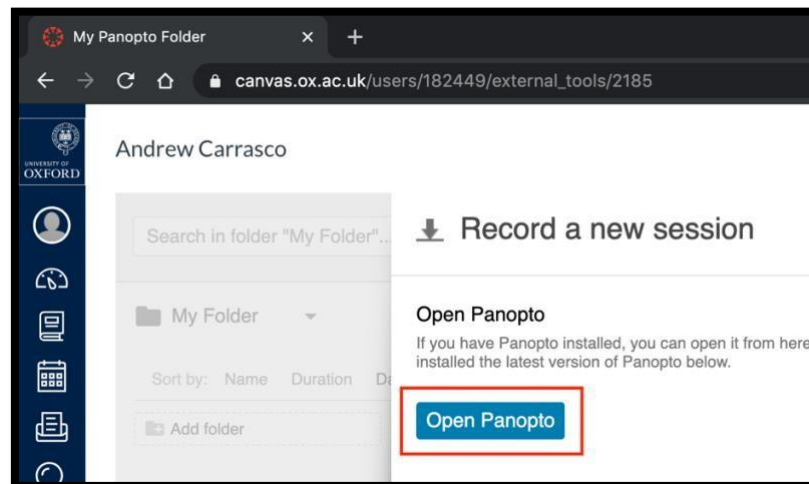
17. Click the blue 'Create' button:



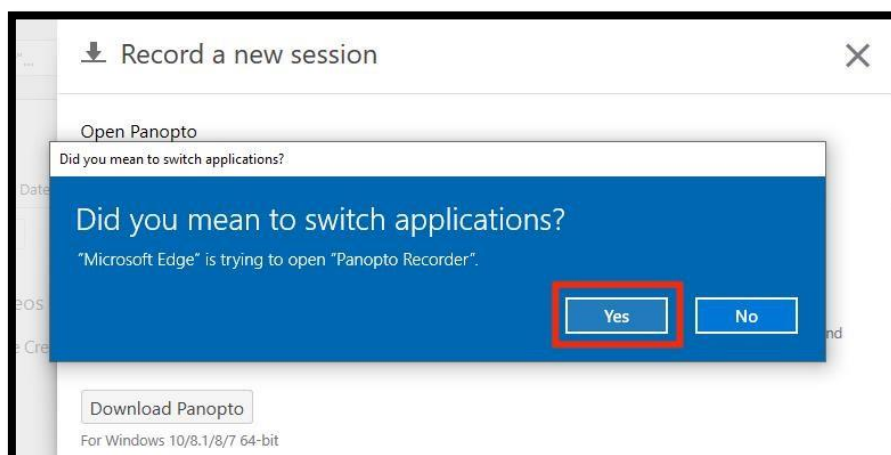
18. Select 'Record a New Session' from the drop-down menu:



19. Click on the blue **'Open Panopto'** button:

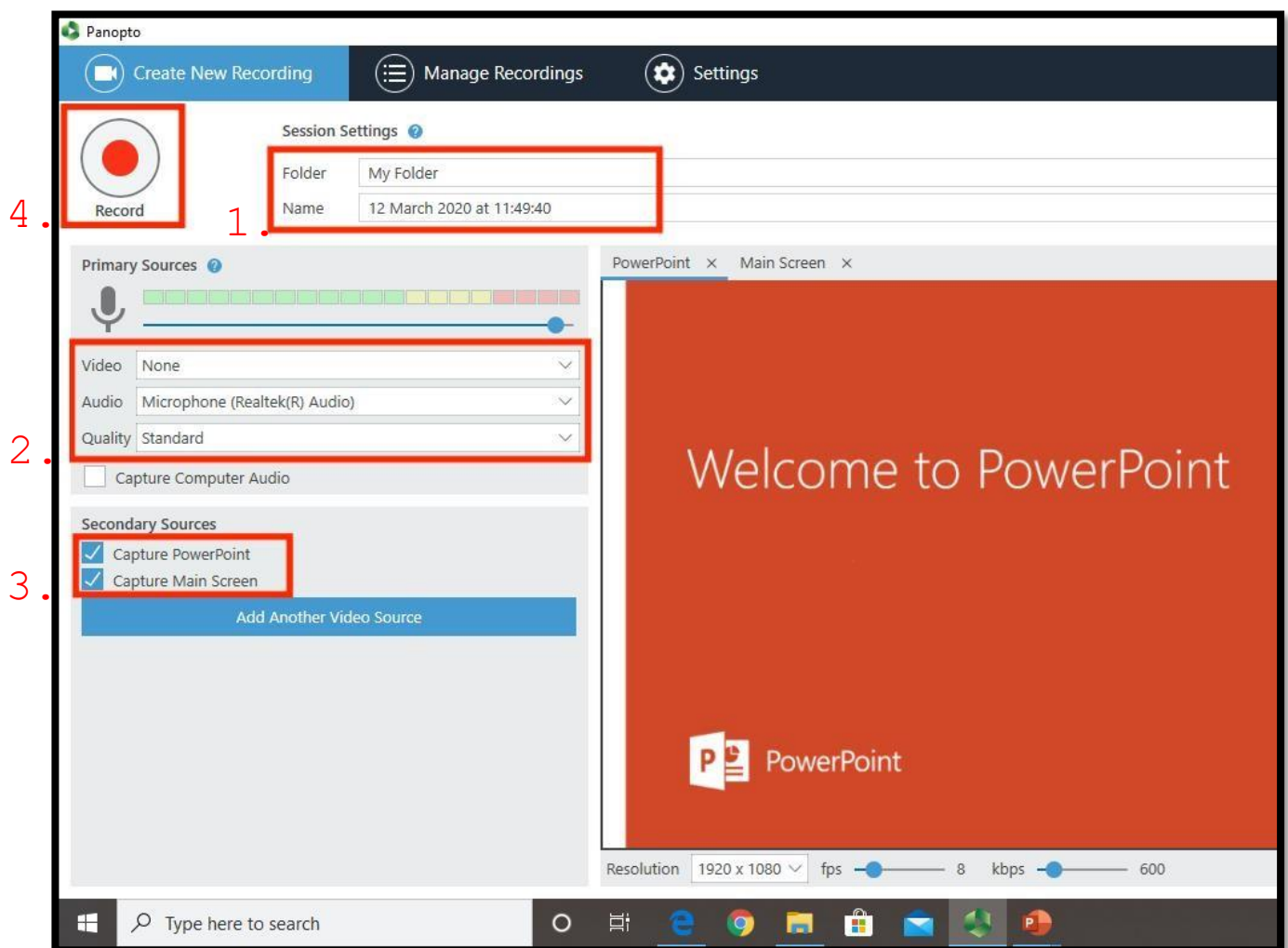


20. If you get the 'Did you mean to switch applications?' pop-up – Click **'Yes'**:



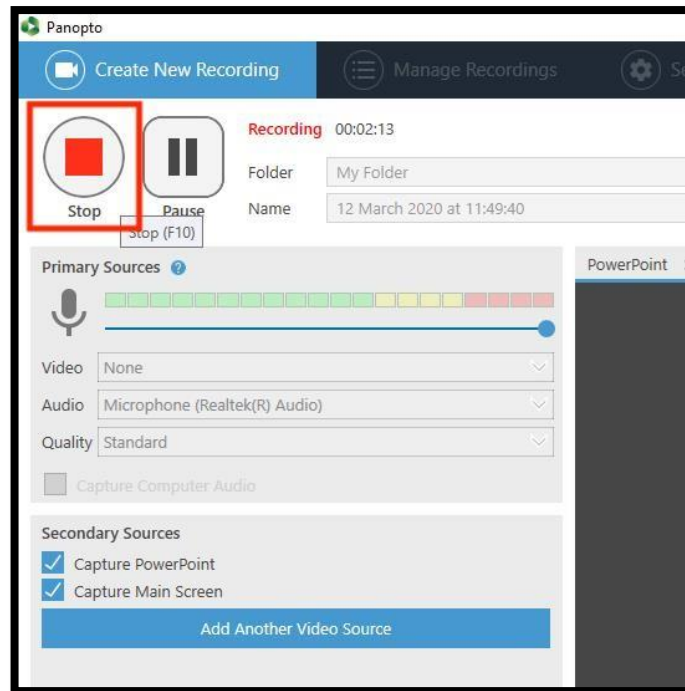
21. Once the Panopto manual recorder has opened, follow the below sequence:

1. Ensure the correct folder has been selected for uploading the finished recording and name the session.
2. Check the correct microphone has been selected – you should see green LEDs in response to any sound/spoken word. Set the 'Video' drop-down to '**None**' unless you wish to capture footage from a webcam or video camera.
3. Check the '**Capture PowerPoint**' and '**Capture Screen**' are selected..
 - 3a. Open your PowerPoint presentation and put into presentation/full-screen slides view then return to Panopto.
4. Click on the BIG red '**Record**' button.

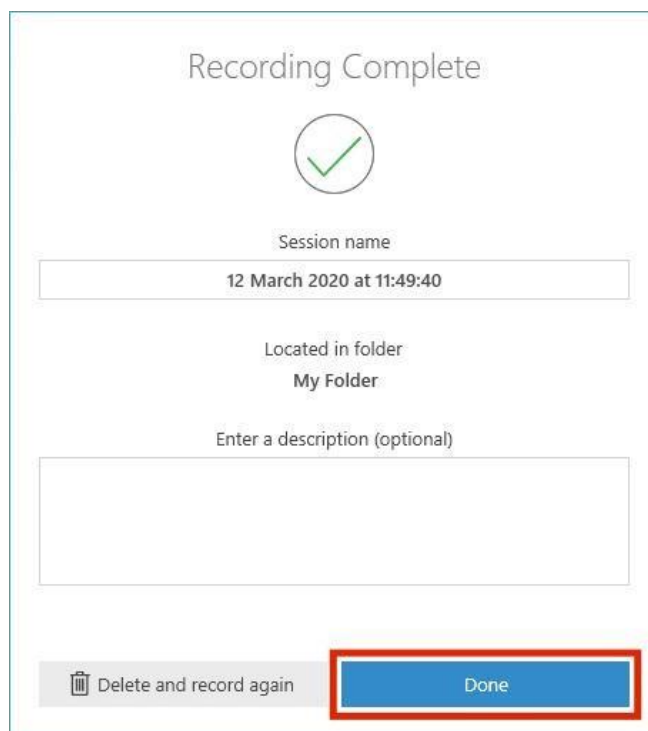


22. You can now return to your PowerPoint presentation and go through the slides as you normally would and any speech will be recorded along with the

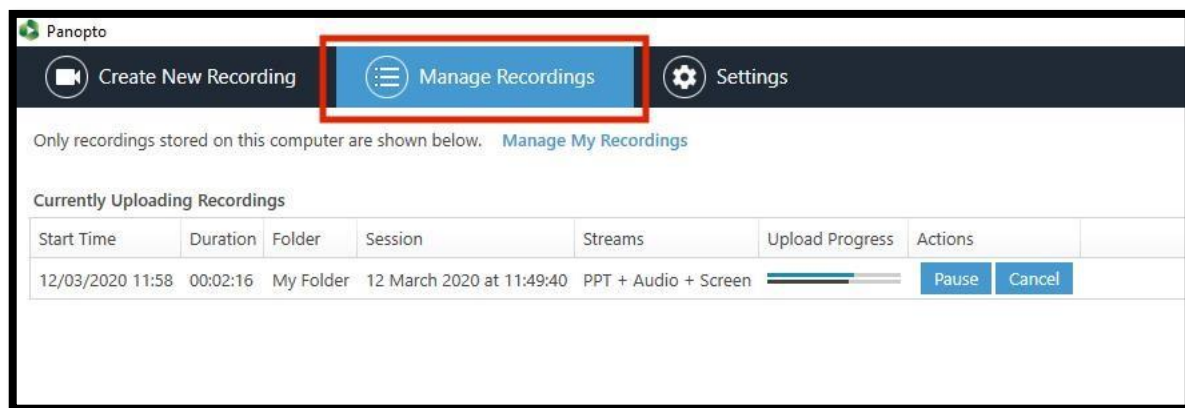
presentation. When finished, exit the full-screen presentation and return to the Panopto manual recorder. Click the BIG red '**Stop**' button:



23. Click '**Done**' to send/upload the recording to the designated folder in Canvas:



24. Click the '**Manage Recordings**' button at the top of the screen to view the upload progress of the recording:



25. Return to your 'My Panopto Folder' in the browser and you should now be able to see your recording and view it:

