

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

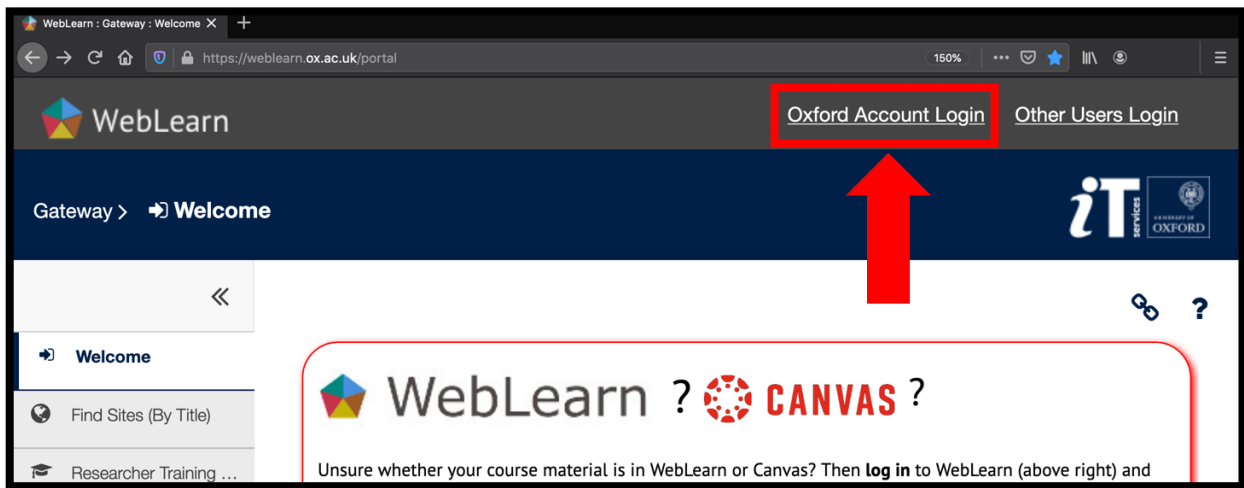
- *This guide is for University staff and students who want to record a presentation from their Mac computer. The presentation can include audio, video, a PowerPoint or Keynote slide deck and other screen capture.*
- *You are strongly advised to make a test recording into your personal Panopto folder, in order to explore the recording options.*
- *You will require:*
 - *a computer running macOS 10.13 High Sierra or later,*
 - *a web connection,*
 - *an Oxford SSO account with WebLearn 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 WebLearn.*
- *Installing Panopto and making required changes to system settings.*
- *Recording options and creating a test recording.*

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

2. Click on '**Oxford Account Login**':



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

Log in [Help](#)

This service is accessed via the University of Oxford Single Sign-On system.

Please enter your **Oxford username** and password then click the "Login" button.

Username
ouit0822 e.g. abcd0123

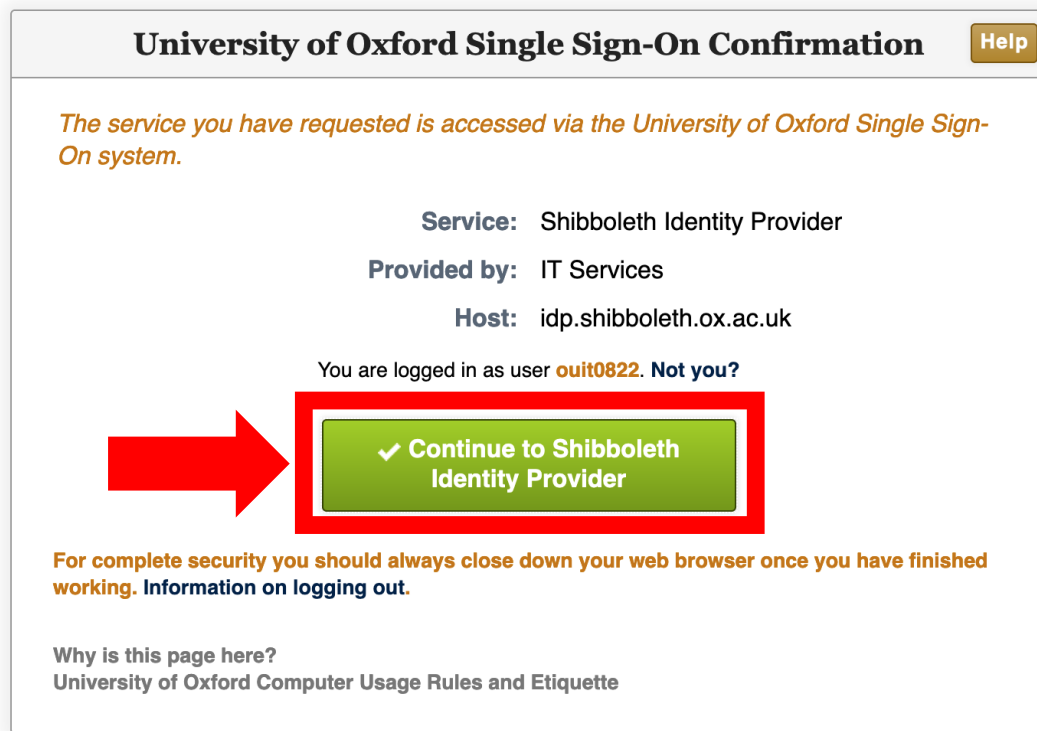
Password
.....

Login

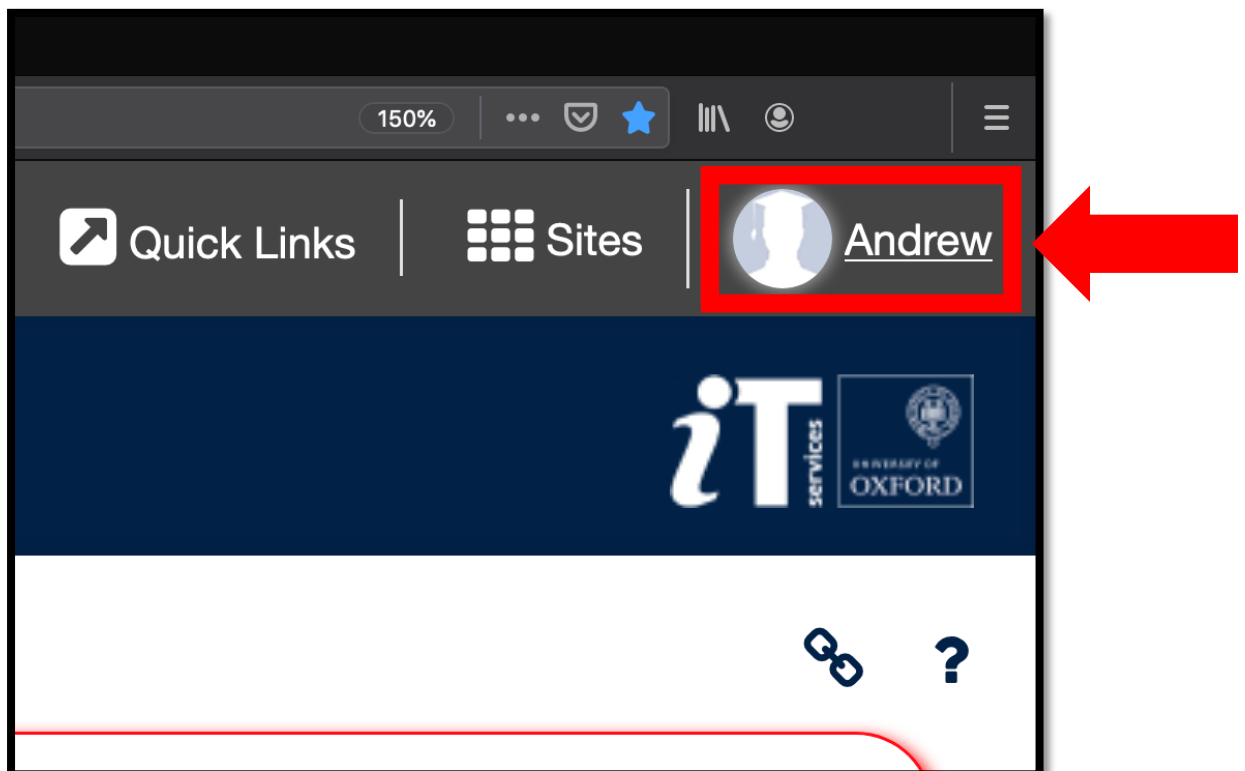
[Having trouble logging in?](#)
[Not yet activated? Activate a new account](#)

University of Oxford Computer Usage Rules and Etiquette

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



5. Click on the account icon or username at the top right corner of the screen:



6. Select '**Recorded Lectures**' from the drop-down menu:

The screenshot shows the WebLearn Gateway interface. The browser address bar displays 'https://weblearn.ox.ac.uk/portal'. The top navigation bar includes 'WebLearn', 'My Home', and a 'Gateway' dropdown menu. On the right, there are links for 'Quick Links', 'Sites', and a user profile for 'Andrew Carrasco' (ouit082). The user profile dropdown menu is open, showing options: 'Profile', 'Calendar', 'Preferences', 'Recorded Lectures' (highlighted with a red box), 'Tutorial', and 'Logout'. A large red arrow points from the 'Recorded Lectures' link to the main content area. The main content area features a 'Welcome to WebLearn' message and a sidebar with links like 'Search My Sites', 'Find Sites (By Title)', 'Researcher Training ...', 'Contact Us', 'Help', and 'Activity Browser'.

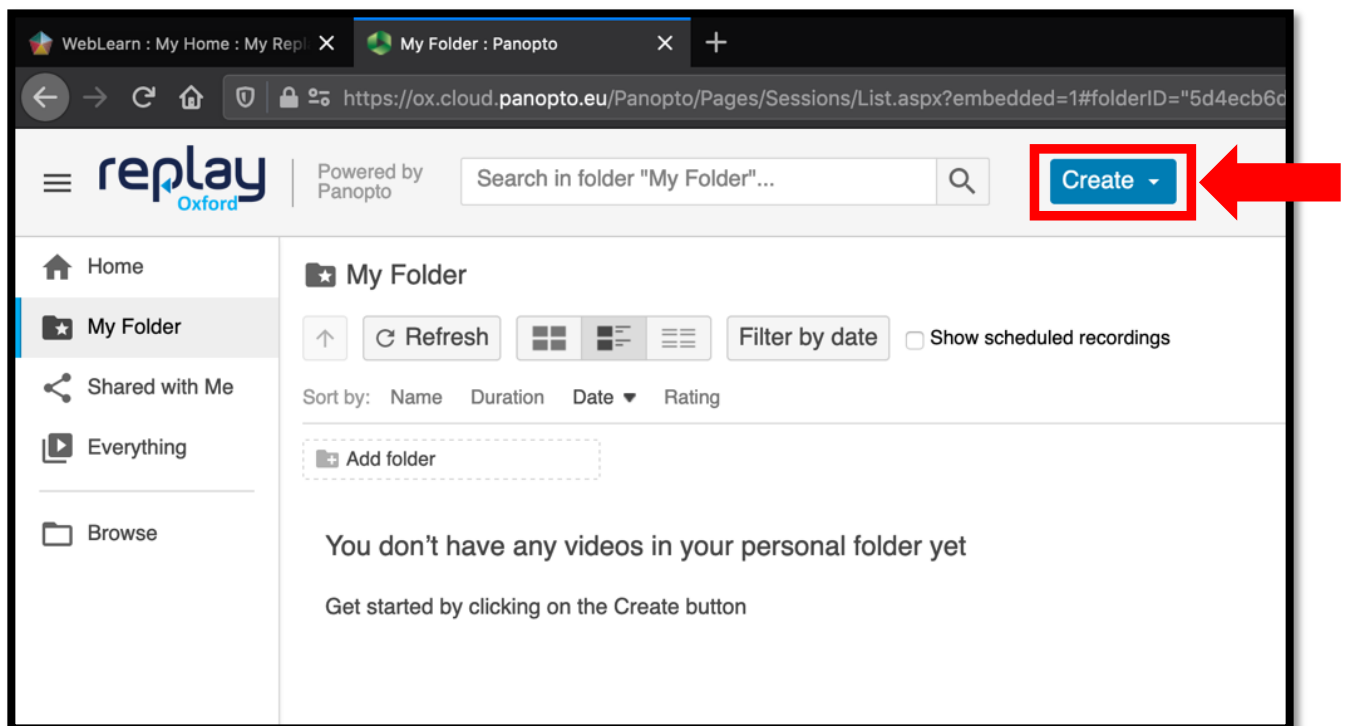
7. You'll be taken to your Replay/Panopto site, where you can access your recordings and your own personal Replay folder – click on '**My Replay Folder**':

The screenshot shows the 'WebLearn: My Home' interface. On the left is a sidebar menu with options: Profile, Membership, Calendar, Resources, Announcements, Preferences, Search, Wiki, Trusted Applications, Recorded Lectures (highlighted), Worksite Setup, and My Replay Folder. The main content area features the 'replay Oxford' logo. Below it, the 'Replay' section explains that it lists sites with 'Replay' audio and video recordings. The 'Personal Replay Folder' section contains a link to 'My Replay Folder', which is highlighted with a red box and a red arrow. Below this is the 'Recorded Lectures' section, listing 'IT Service Manager Talks' and 'IT Services', each with a sub-link for 'Recorded Lectures'.

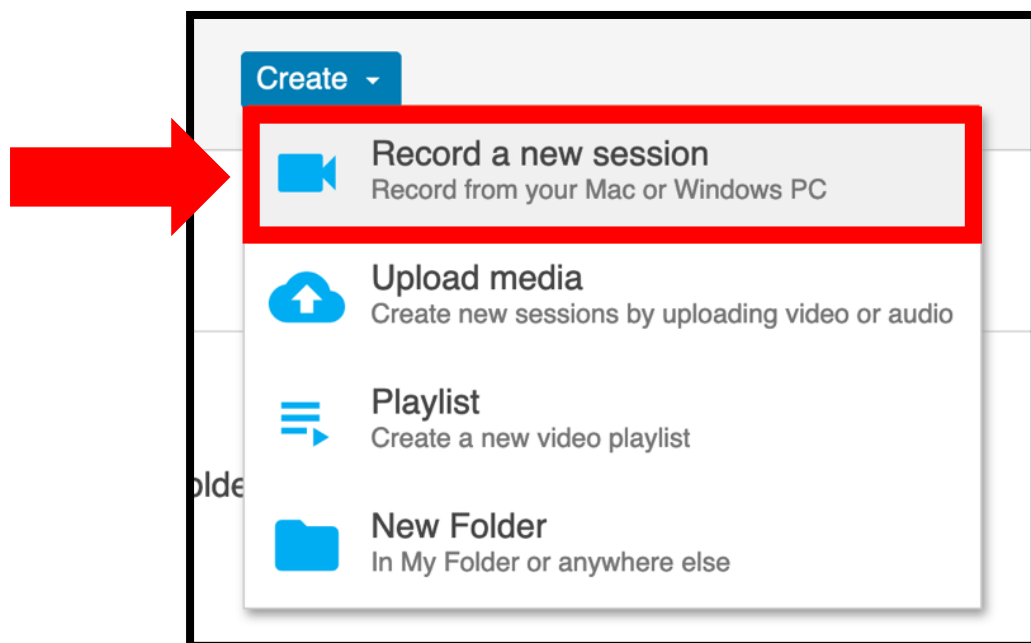
8. A new tab/webpage should open. Click on the 'Press to re-launch page.'

The screenshot shows the 'WebLearn: My Home' interface with the 'My Replay Folder' section active. The breadcrumb trail reads 'My Home > My Replay Folder'. The main content area displays the text 'Page opened in new window.' followed by a link 'Press to re-launch page.', which is highlighted with a red box and a red arrow. The footer contains links for 'Terms & Conditions', 'Accessibility Help', 'Acknowledgements', and 'Privacy', along with a note about being powered by Sakai IT Services for the University of Oxford.

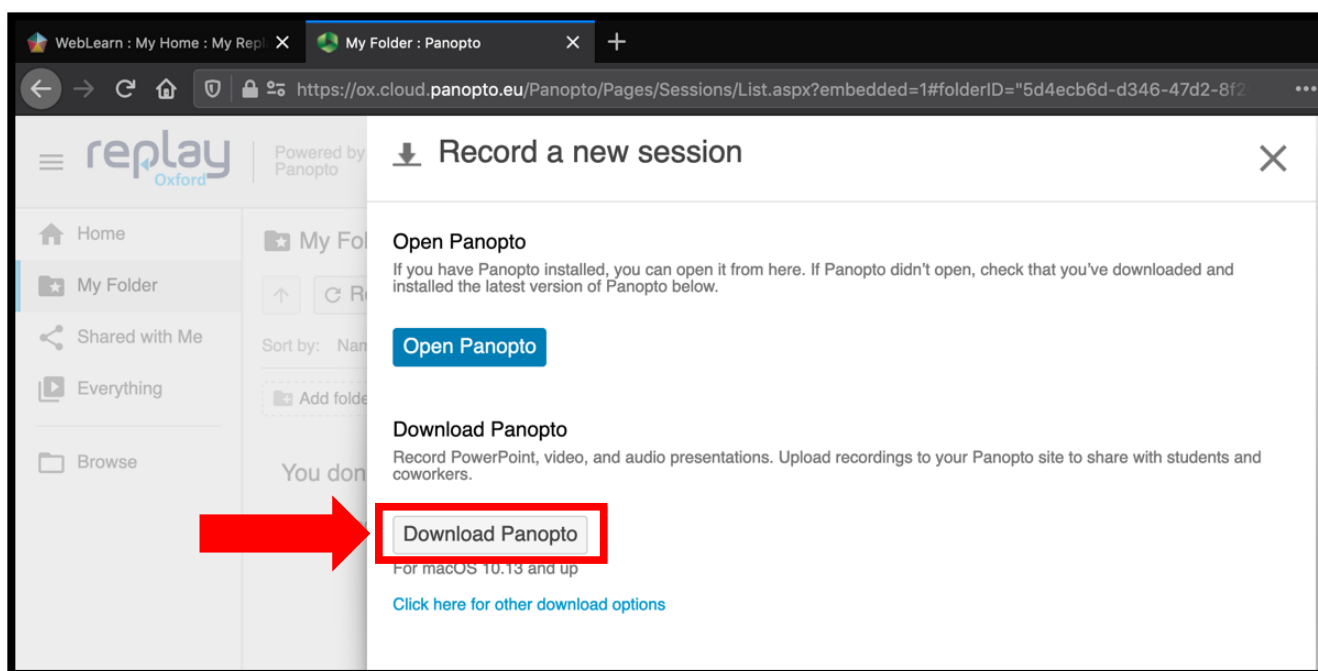
9. You should now be in your Replay/Panopto folder, where your personal recordings can be accessed. Click on the blue 'Create' button located at the top centre of screen:



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, 8.1 and 10 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.

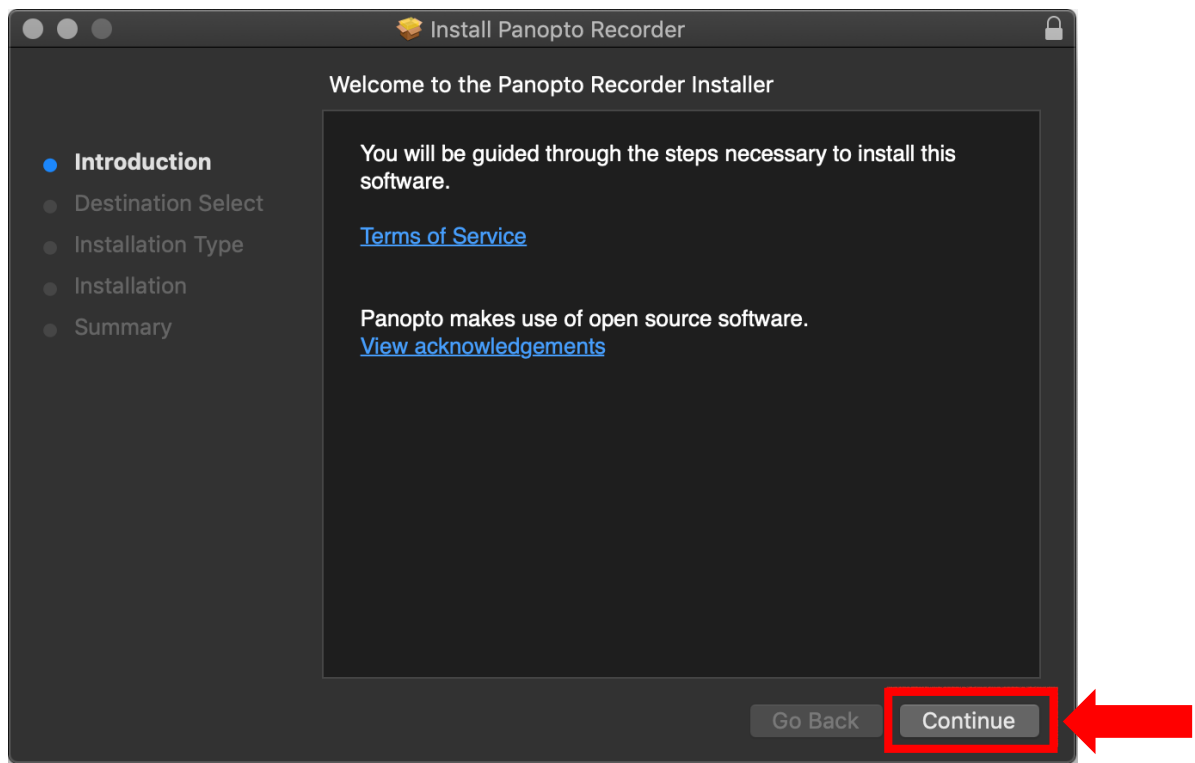
11c. **Microsoft Edge users:** Installer downloads instantly to your computer.

11d. **Apple Safari users:** Click '**Allow**' in the pop-up window (installer then downloads to your computer).

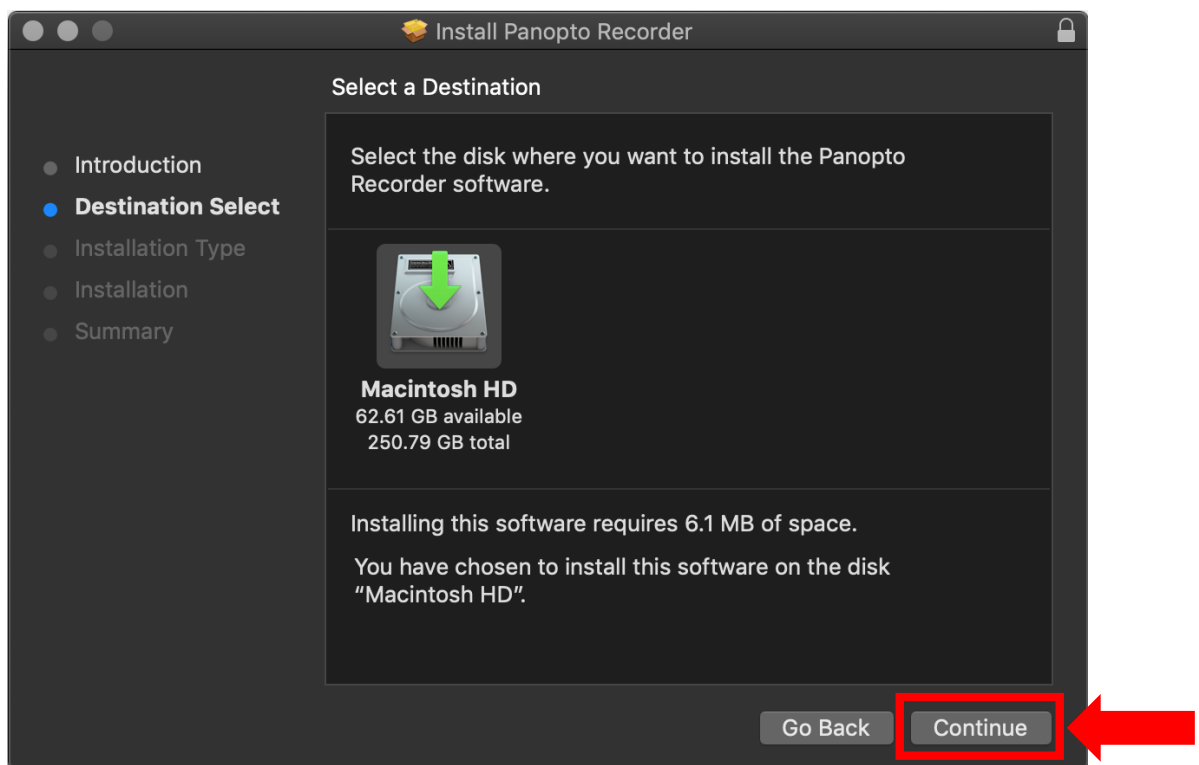
NB. The following screenshots are for the Apple Mac installer of the Panopto manual recorder but the process is similar on Windows.

Follow the on-screen instructions...

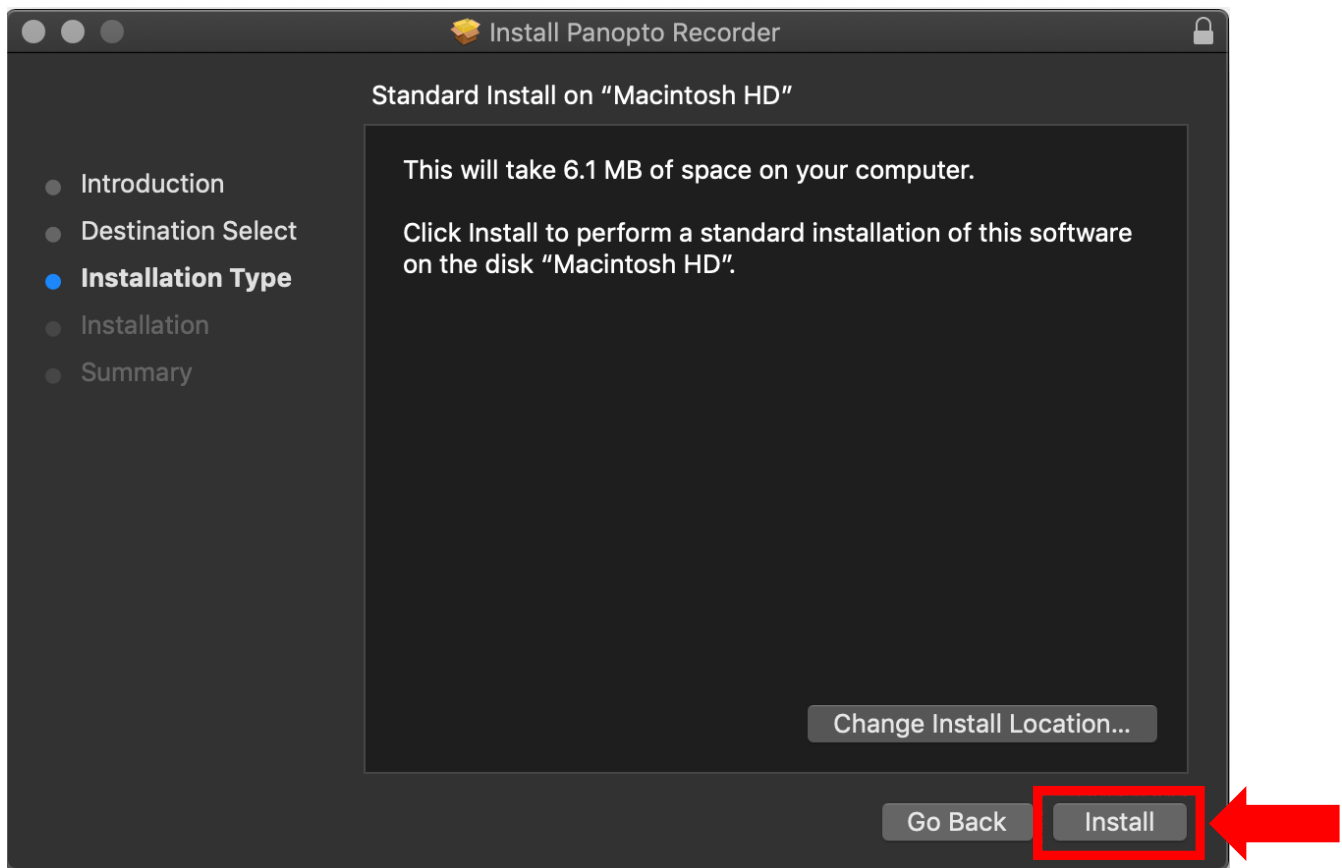
12. Locate the Panopto installer - usually within your downloads folder - and double click the file to launch the manual recorder installer. Click '**Continue**':



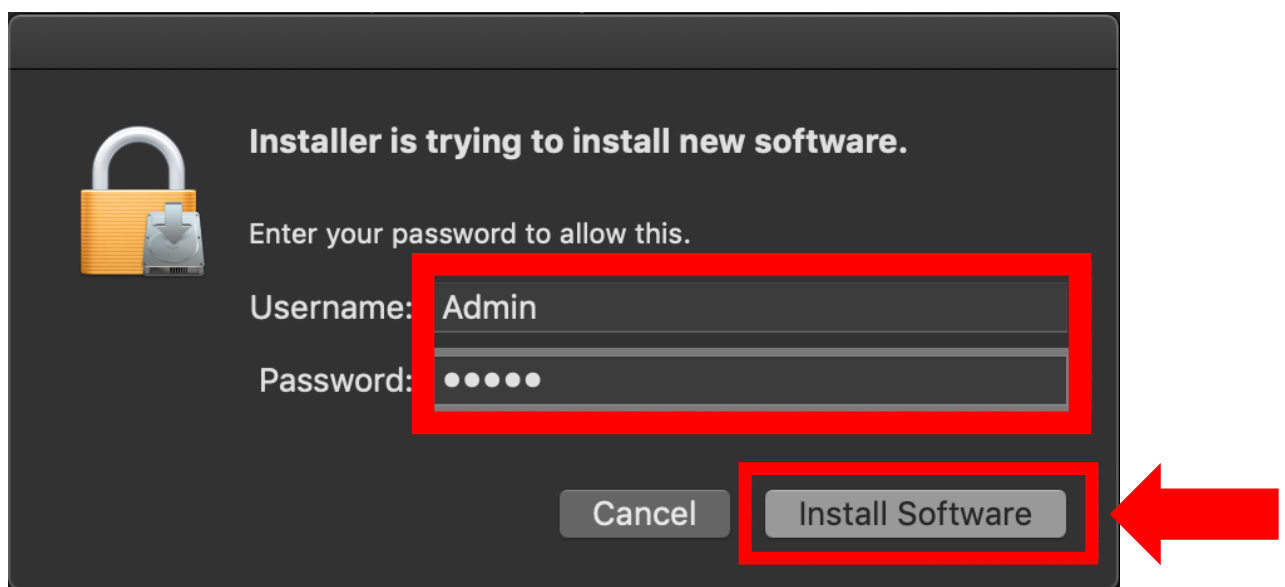
13. Confirm the destination where the software is to be installed (usually 'Macintosh HD' on a Mac or 'Program Files' in Windows) and click '**Continue**':



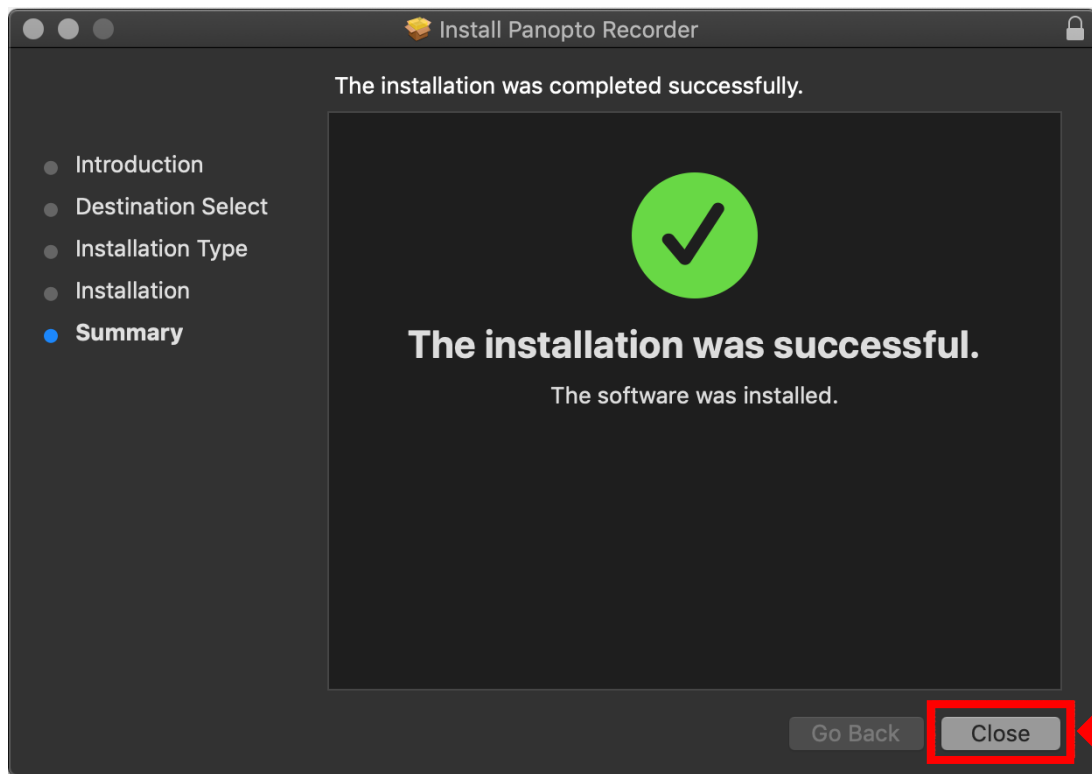
14. Click on the '**Install**' button:



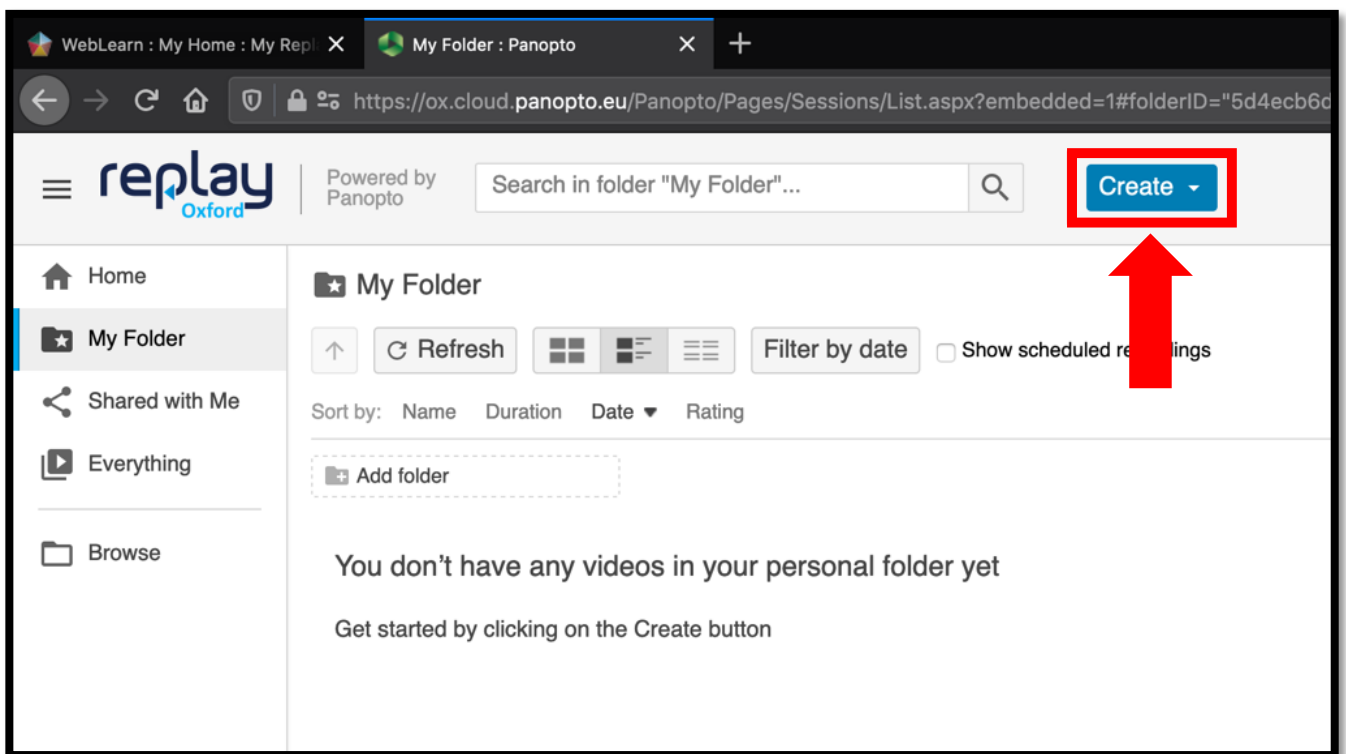
15. If prompted, enter your admin name and password and click '**Install Software**':



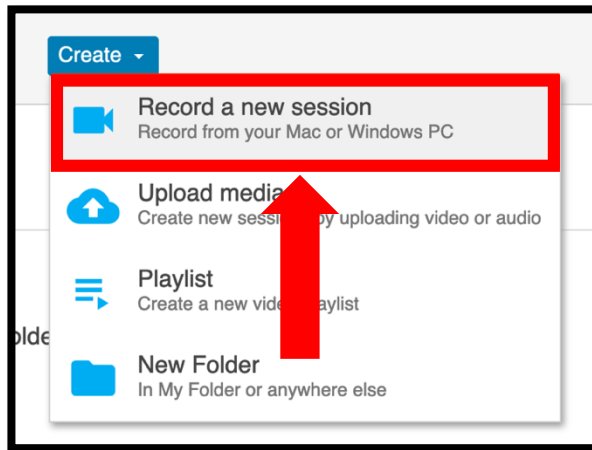
16. The installation should finish with '**The installation was successful**' message. Click '**Close**'



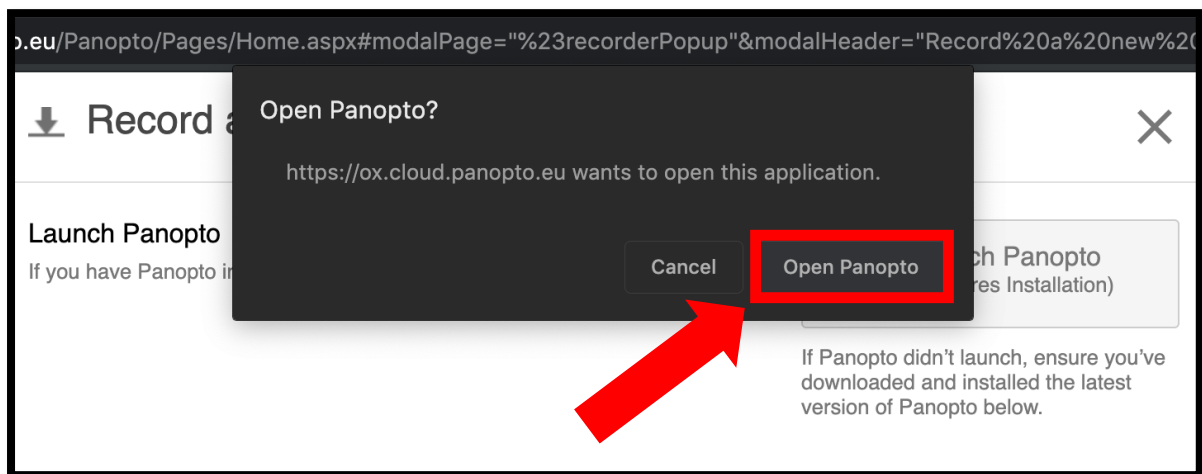
17. Return to your WebLearn Replay/Panopto Folder webpage in the browser and click the '**Create**' button:



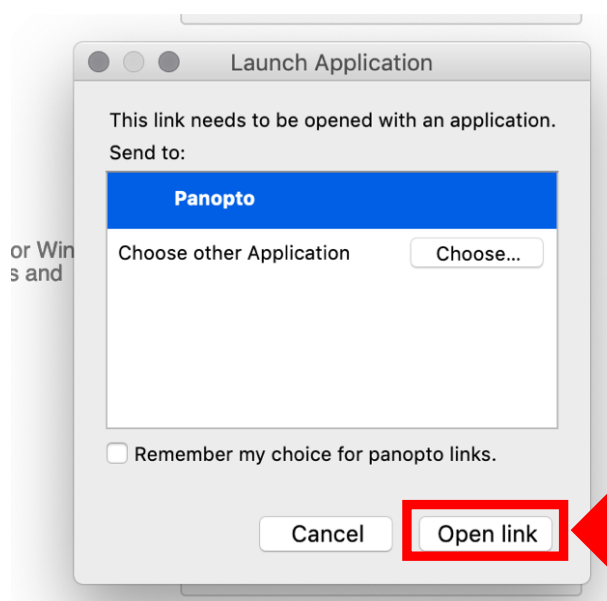
18. Select '**Record a New Session**' from the drop-down menu:



19. In the pop-up window, click the **'Open Panopto'** or **'Open link'** button:



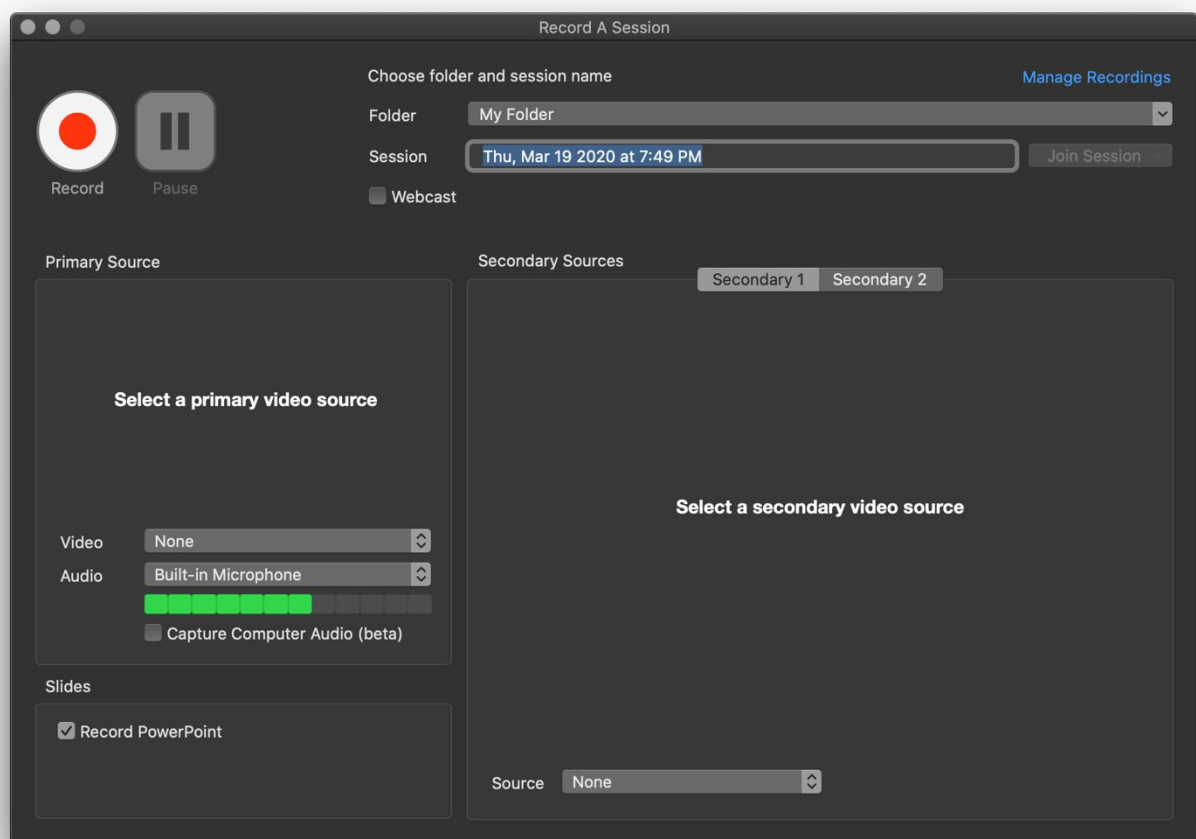
OR



20. The Panopto manual recorder should open on your computer. Click '**Create New Recording**':



21. You should now be in the main recorder:



NB. The above screenshot is of the Manual Recorder on macOS 10.15 with dark mode enabled.

22. Staying on the manual recorder page, follow this sequence to make a test recording in your personal Panopto folder:

1. Check 'My Folder' as the destination for the uploaded recording and name the session:

Record A Session

Choose folder and session name [Manage Recordings](#)

Folder

Session

☐ Webcast

*NB. Ensure '**Webcast**' is unchecked.*

2. On the left-hand side Primary Source section, check the correct microphone has been selected – you should see green LEDs in response to any sound/spoken word. Leave the 'Video' drop-down on '**None**' unless you wish to capture a webcam or video camera:

Primary Source

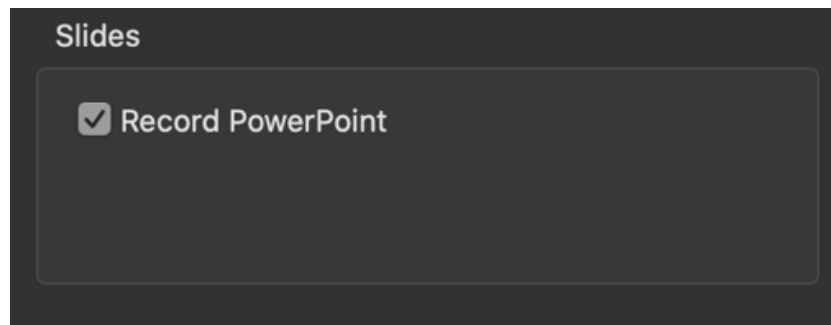
Select a primary video source

Video

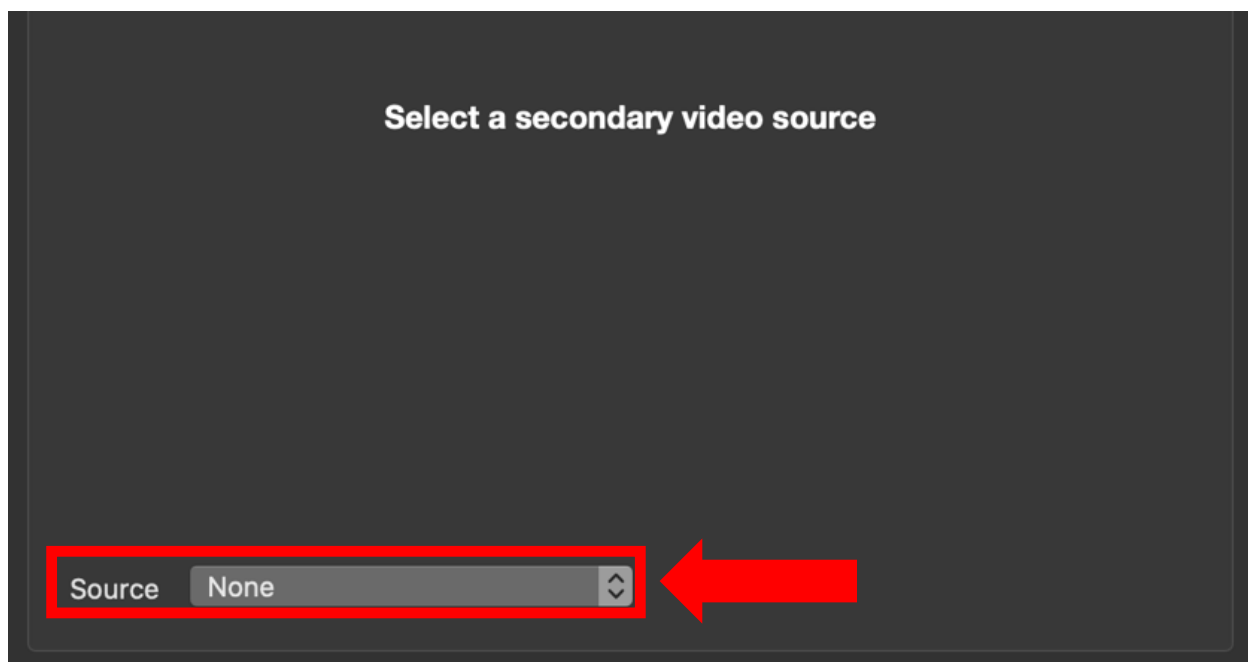
Audio

☐ Capture Computer Audio (beta)

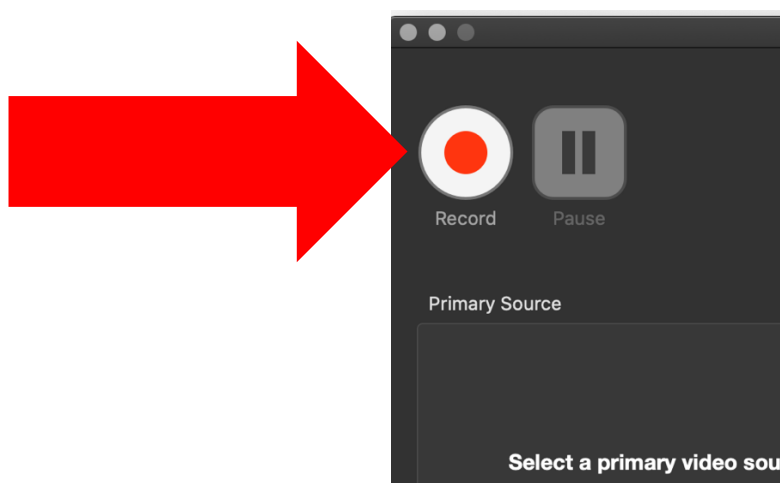
3. On the bottom left of the screen, check '**Record PowerPoint**' to capture your presentation slides:



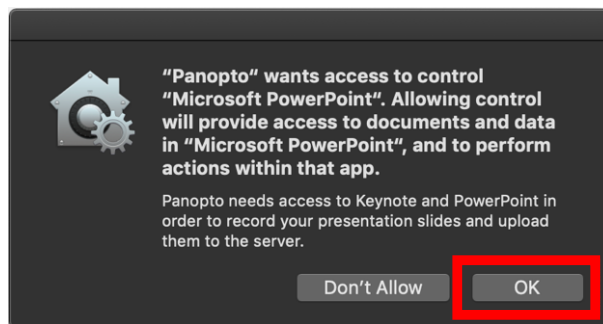
4. Check Secondary source is set to '**None**'.



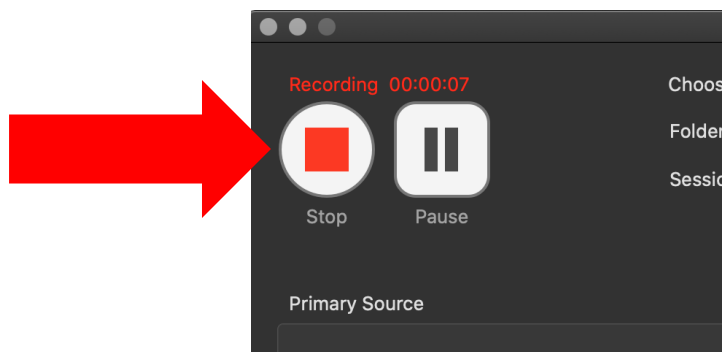
5. Click on the BIG red '**Record**' button on the top left corner of the screen:



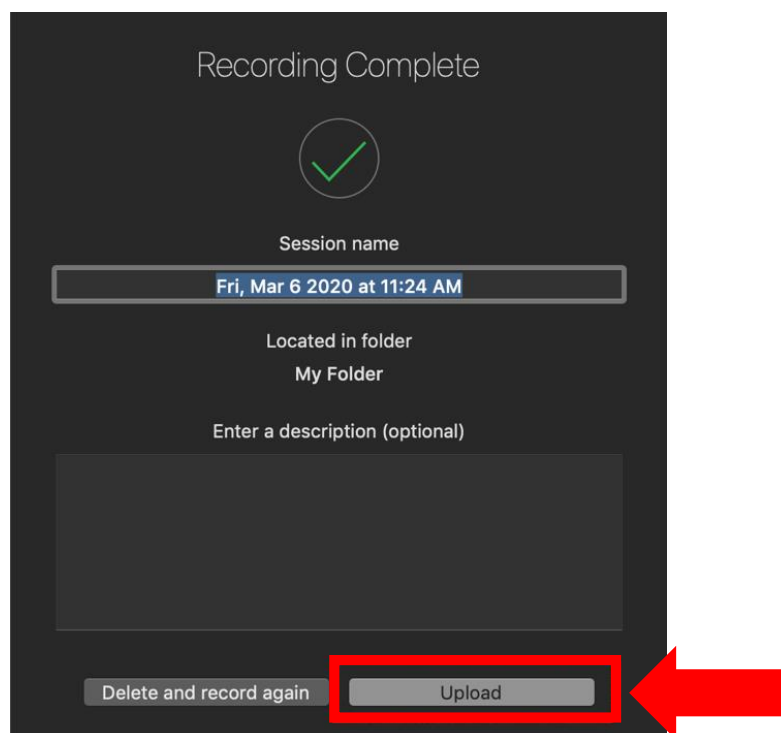
23. If prompted, click '**OK**' to allow Panopto to record PowerPoint:



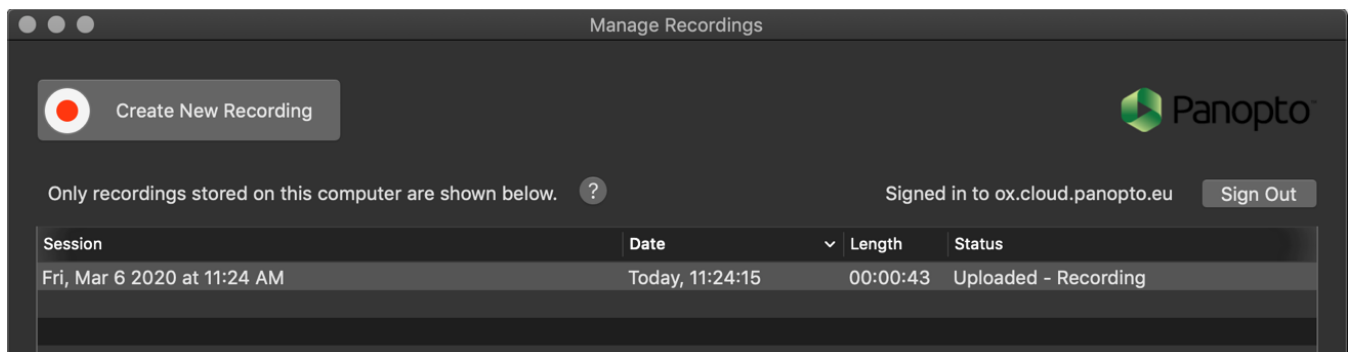
24. You can now launch your PowerPoint in full screen/slideshow and any spoken word will be captured/recorded, along with the slides. Once complete, exit PowerPoint and navigate back to the manual recorder and click '**Stop**':



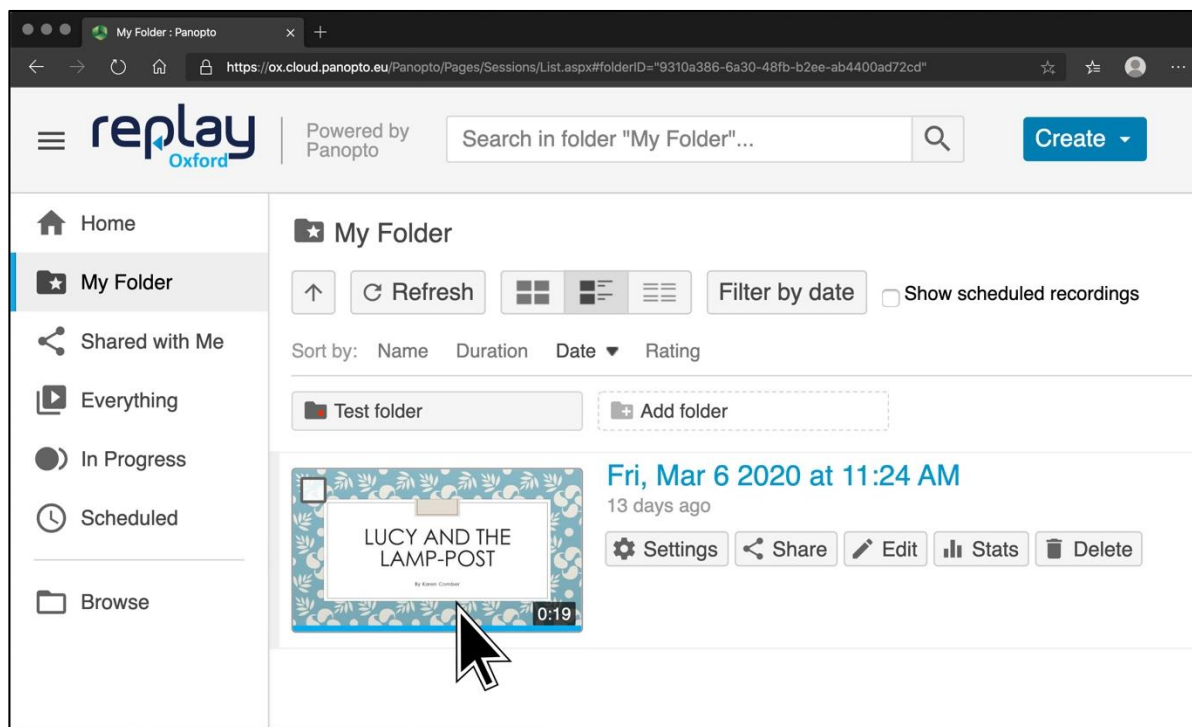
25. Click '**Upload**' to send the recording to your 'My Replay Folder':



26. You should now see something similar to the below, indicating the status of your recording(s). In this example, the upload has completed and it is now available to share, edit or view online:



27. Once the upload has completed and processed, return to your 'My Replay Folder' in the browser and refresh the page. You should now see your recording and can click it to view it (the recording launches in a new tab) but you can also locate other settings by hovering the cursor over the thumbnail of the recording to show the options:



Replay/Panopto help links and training videos: <https://help.it.ox.ac.uk/replay/trainingmaterial>

Email the Replay team: replay@it.ox.ac.uk