

## ***Using the Panopto Manual Recorder to create a presentation from your Windows computer (for WebLearn 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 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 computer running Windows 7, 8, 8.1 or 10 (32 or 64 bit),*
  - *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.*

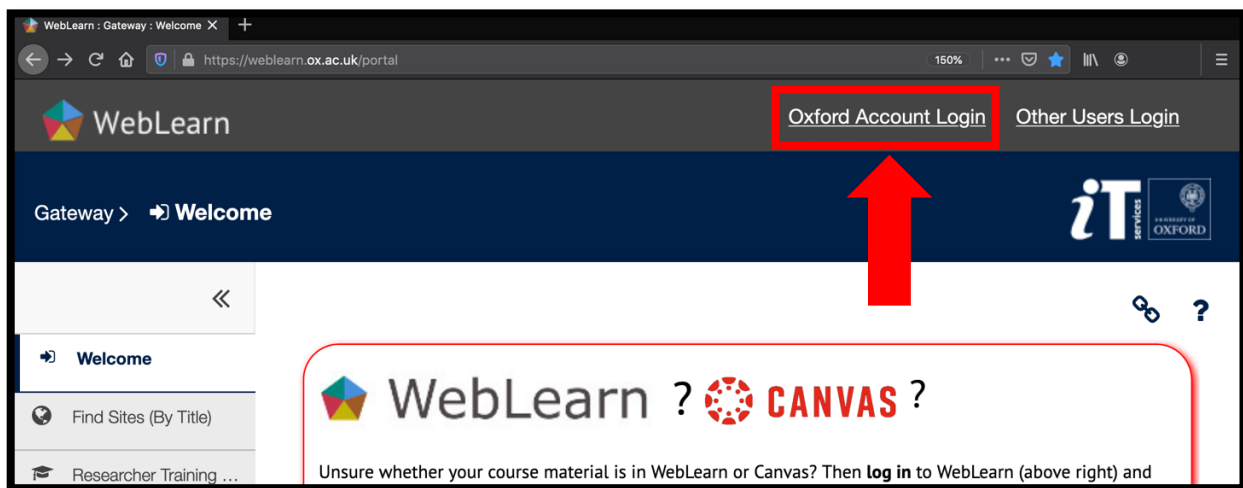
*This guide is designed to assist with:*

- *Downloading the Panopto installer from WebLearn.*
- *Installing Panopto and making required changes to system settings.*
- *Recording options and creating a test recording.*

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

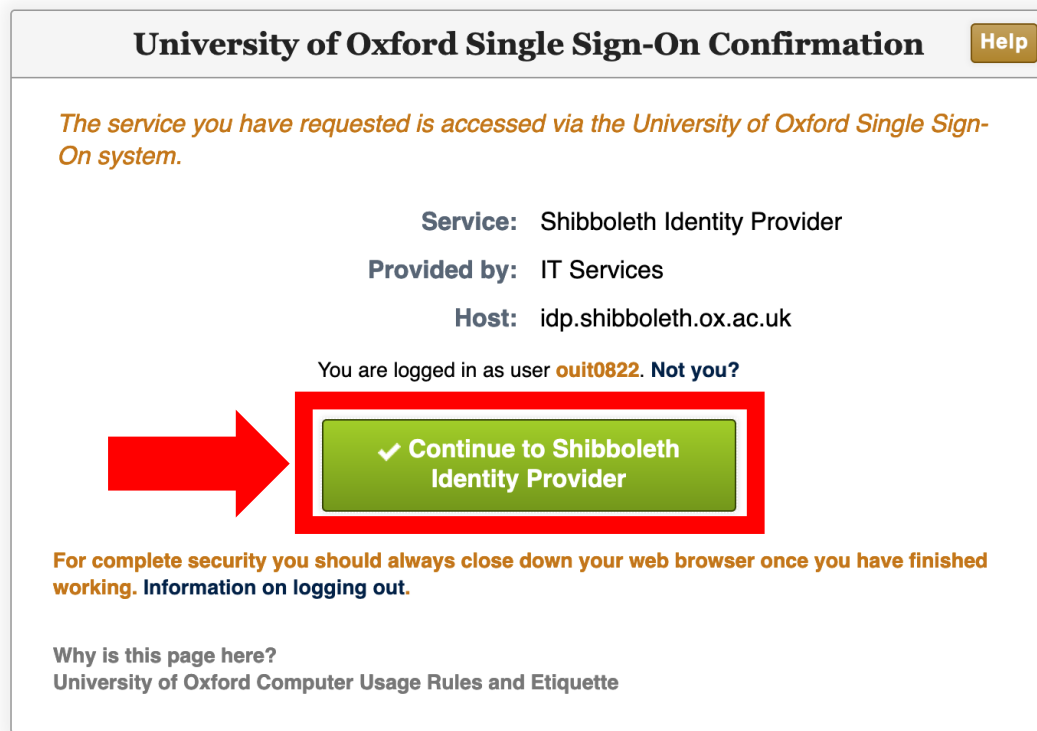
2. Click on '**Oxford Account Login**':



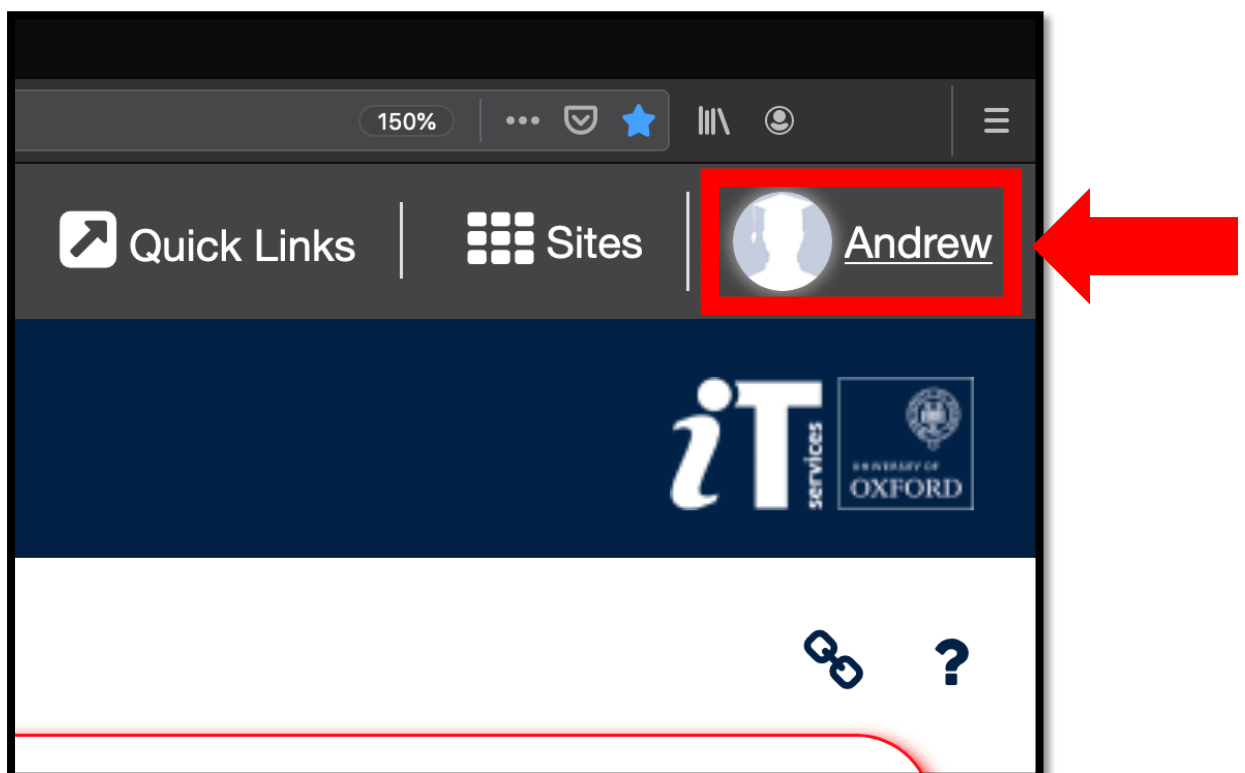
3. Enter your SSO username and password and click the '**Login**' button:

The screenshot shows the 'Log in' form. At the top, there's a 'Log in' header and a 'Help' button. Below the header, there's a message: 'This service is accessed via the University of Oxford Single Sign-On system.' The form asks the user to enter their 'Oxford username' and password, then click the 'Login' button. The 'Username' and 'Password' fields are highlighted with a red box, and a red arrow points to the 'Username' field from the left. Below the form, there are links for 'Having trouble logging in?' and 'Not yet activated? Activate a new account'. At the bottom, there's a link to '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:

WebLearn : Gateway : Welcome X +

https://weblearn.ox.ac.uk/portal

150%

WebLearn My Home Gateway

Quick Links Sites Andrew

Gateway > Welcome

Welcome

Search My Sites

Find Sites (By Title)

Researcher Training ...

Contact Us

Help

Activity Browser

WebLearn ? CAN

Unsure whether your course material is in WebLearn or Canvas? To navigate to the home page of your department, faculty or school. If material in WebLearn, then [log in to Canvas](#) and see the courses there (note you can [view all programmes and courses available in Canvas](#)). If you still cannot find your course materials, then contact your course coordinator.

Welcome to WebLearn

Andrew  
ouit082

Profile

Calendar

Preferences

[Recorded Lectures](#)

Tutorial

Logout

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

WebLearn : My Home : Recordings X +

https://weblearn.ox.ac.uk/portal/site/~265022/page/85fe8e09-d6ae-4832-a2e6-314d5122430b

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replay  
Oxford

**Replay**

This is a list of your sites which contain 'Replay' audio and video recordings. You also have your own personal Replay folder which you can use to store material.

**Personal Replay Folder**

[My Replay Folder](#)

**Recorded Lectures**

- IT Service Manager Talks
  - [Recorded Lectures](#)
- IT Services
  - [Recorded Lectures](#)

Profile

Membership

Calendar

Resources

Announcements

Preferences

Search

Wiki

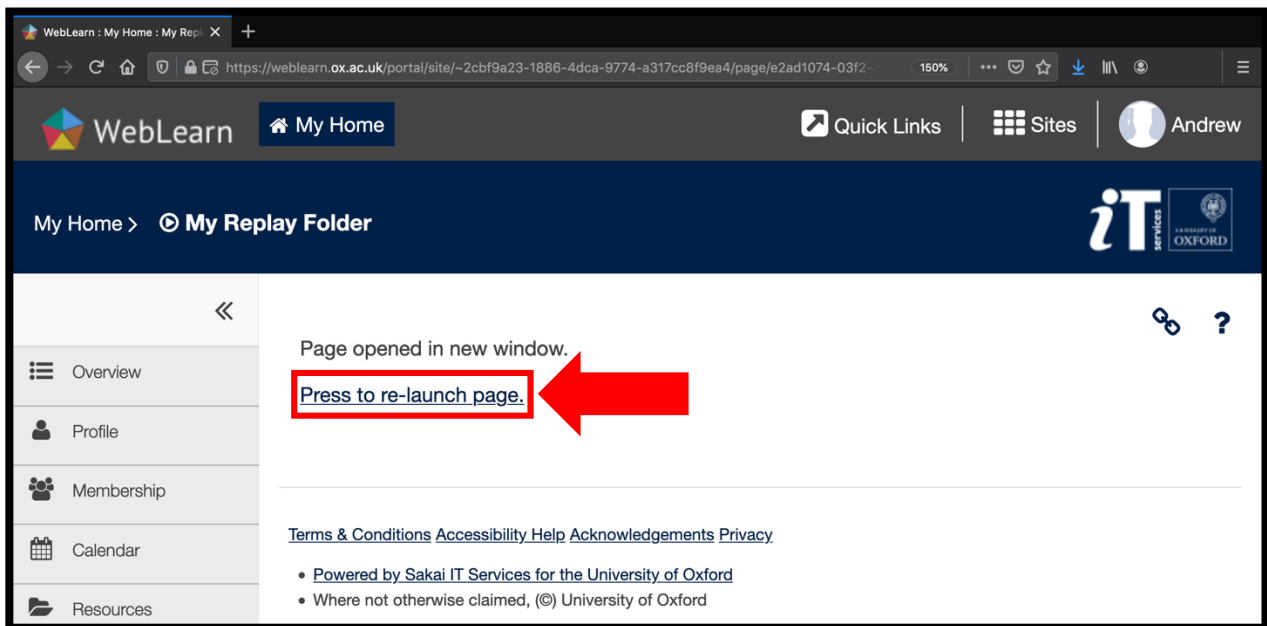
Trusted Applications

**Recorded Lectures**

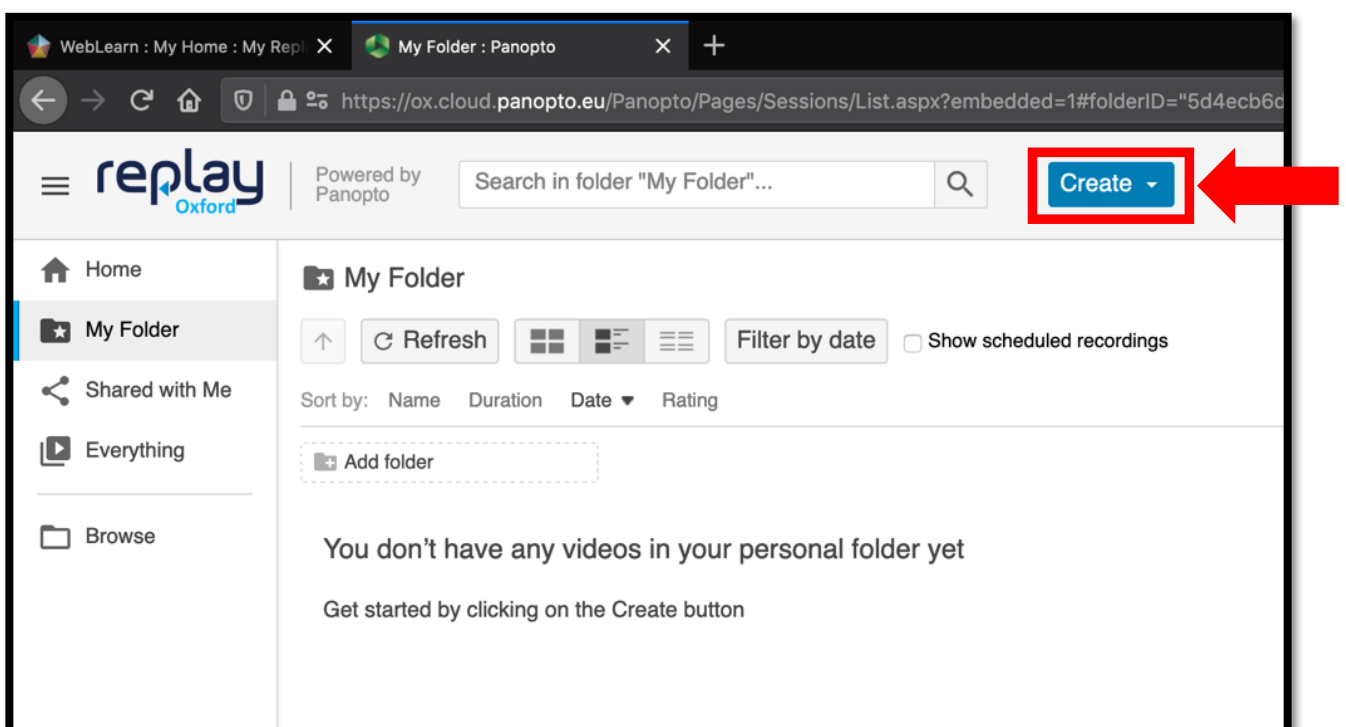
Workspace Setup

My Replay Folder

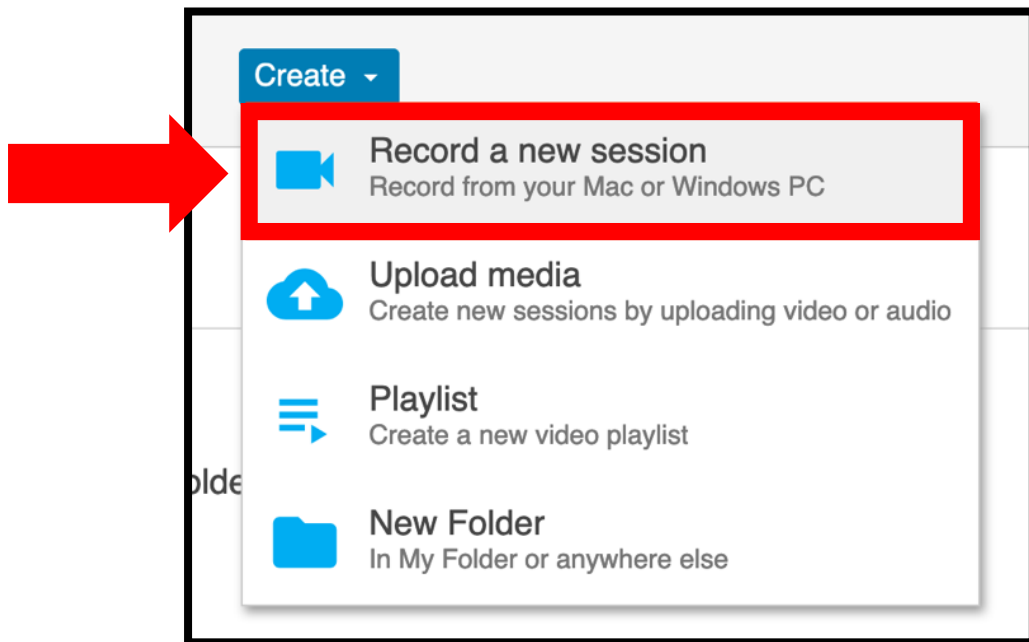
8. A new tab or webpage should open. Click on 'Press to re-launch page.'



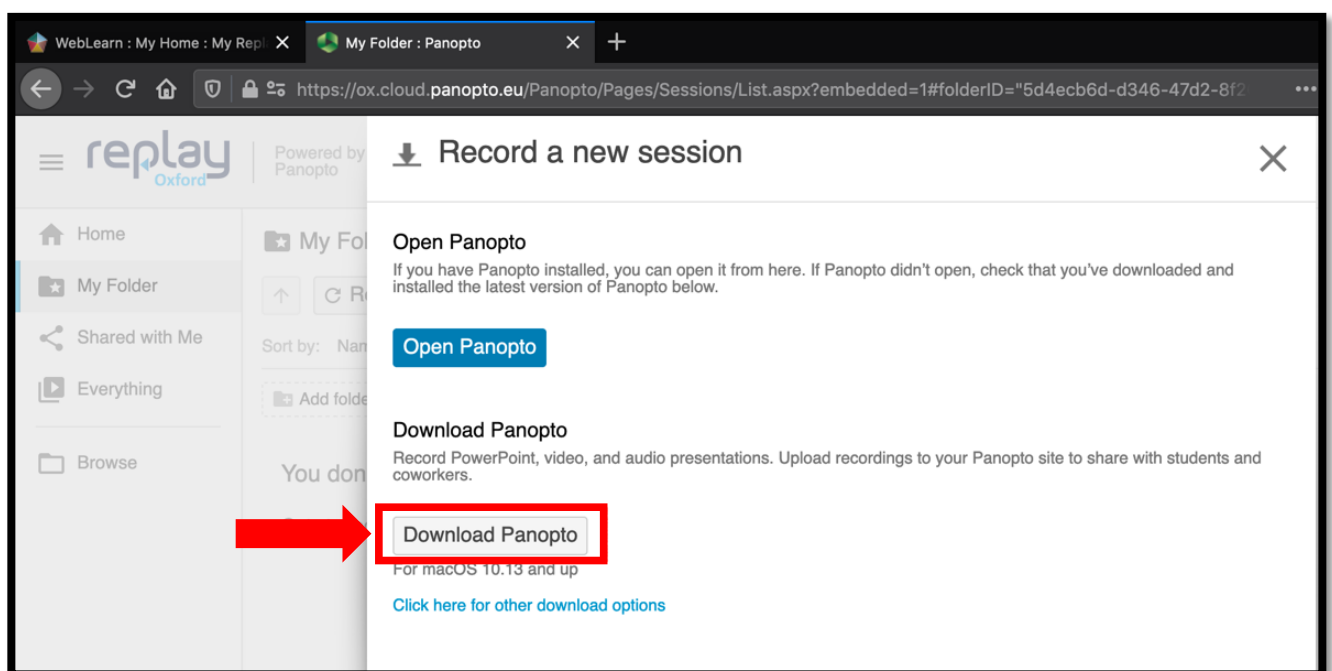
9. You should now be in your Replay/Panopto folder (opens in a new tab), where your personal recordings can be accessed. Click on the blue 'Create' button located at the top centre of screen:



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

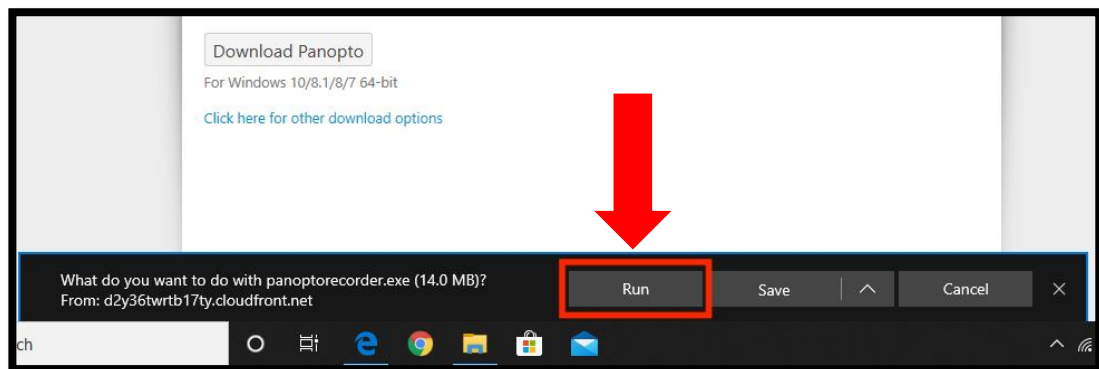


11. Click on the 'Download Panopto' button and leave the page open:



*NB. Usually Panopto detects your operating system (Panopto recorder is available for Windows 7 / 8 / 8.1 and 10 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 32/64 bit and alternative operating system installers.*

11a. **Microsoft Edge users:** Installer will automatically download to your computer *OR* to allow the Panopto installer to launch, click '**Run**' if prompted:

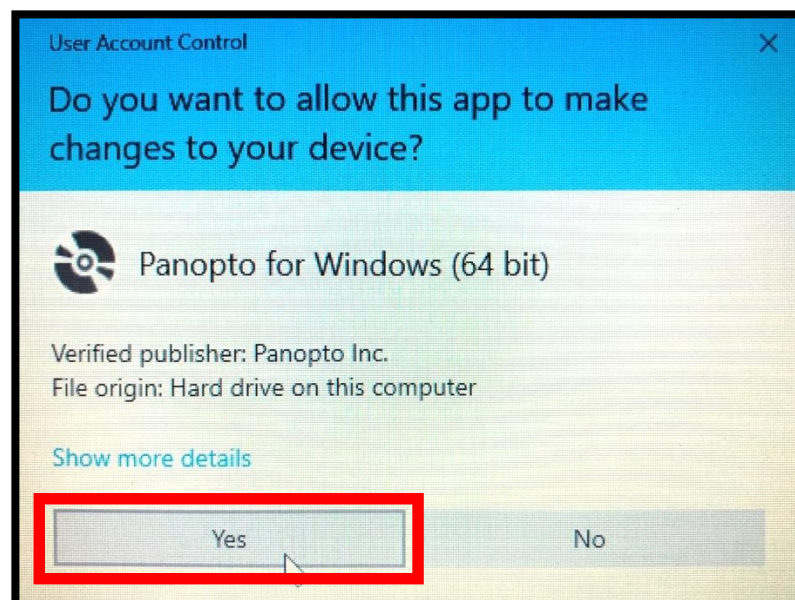


11b. **Firefox users:** Click the '**OK**' button, on the pop-up, to allow the installer to download the manual recorder onto your computer.

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

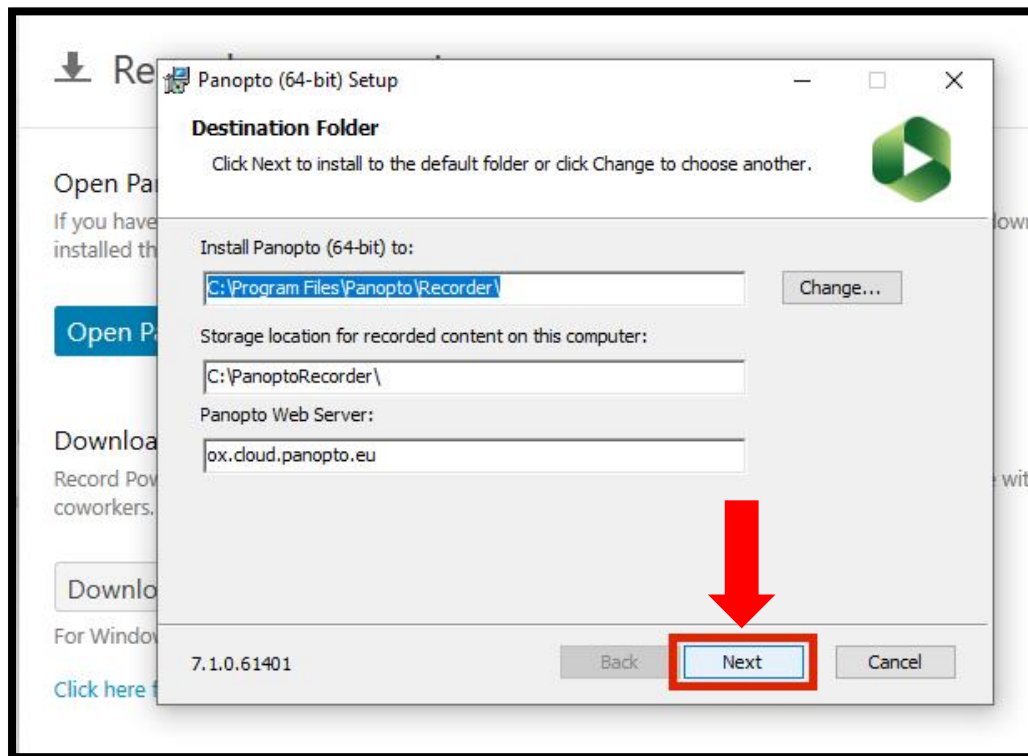
12. If the installer downloaded but did not auto-run then locate (usually in your downloads folder) and double-click the file 'panoptorecorder.exe' to begin install.

13. If you get the User Account Control pop-up, Click '**Yes**':

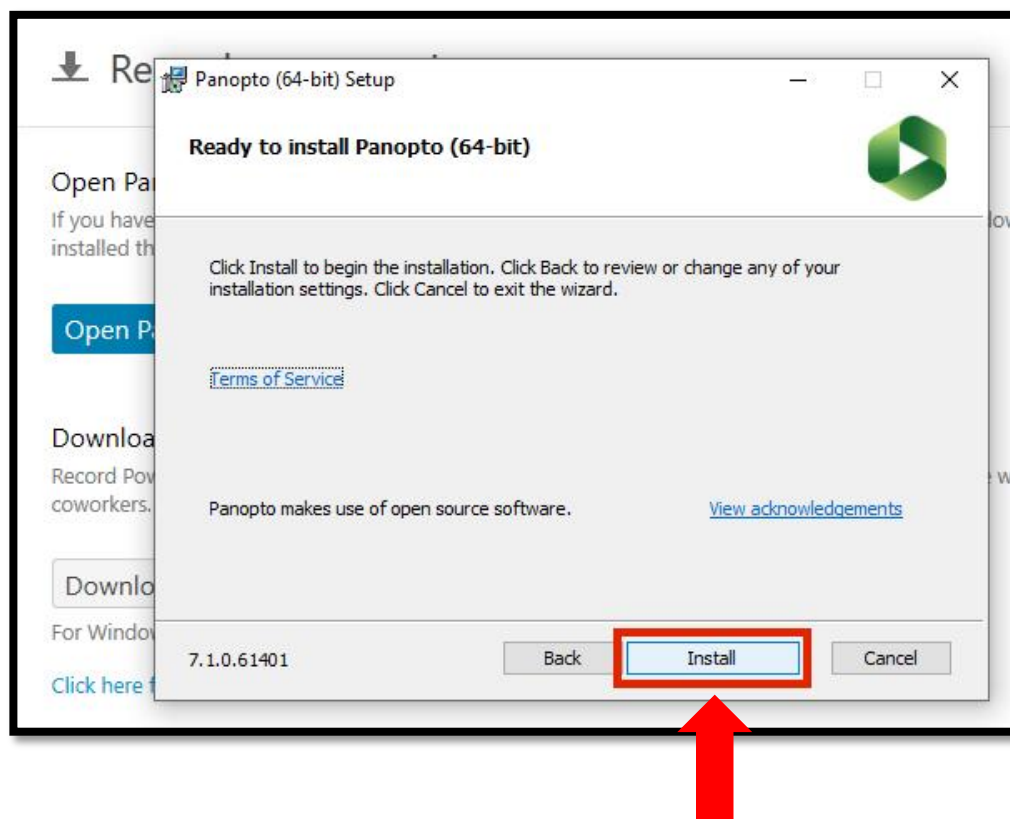


14. Confirm the destination where the software is to be installed (usually 'C:\Program Files\Panopto\Recorder') and click '**Next**':



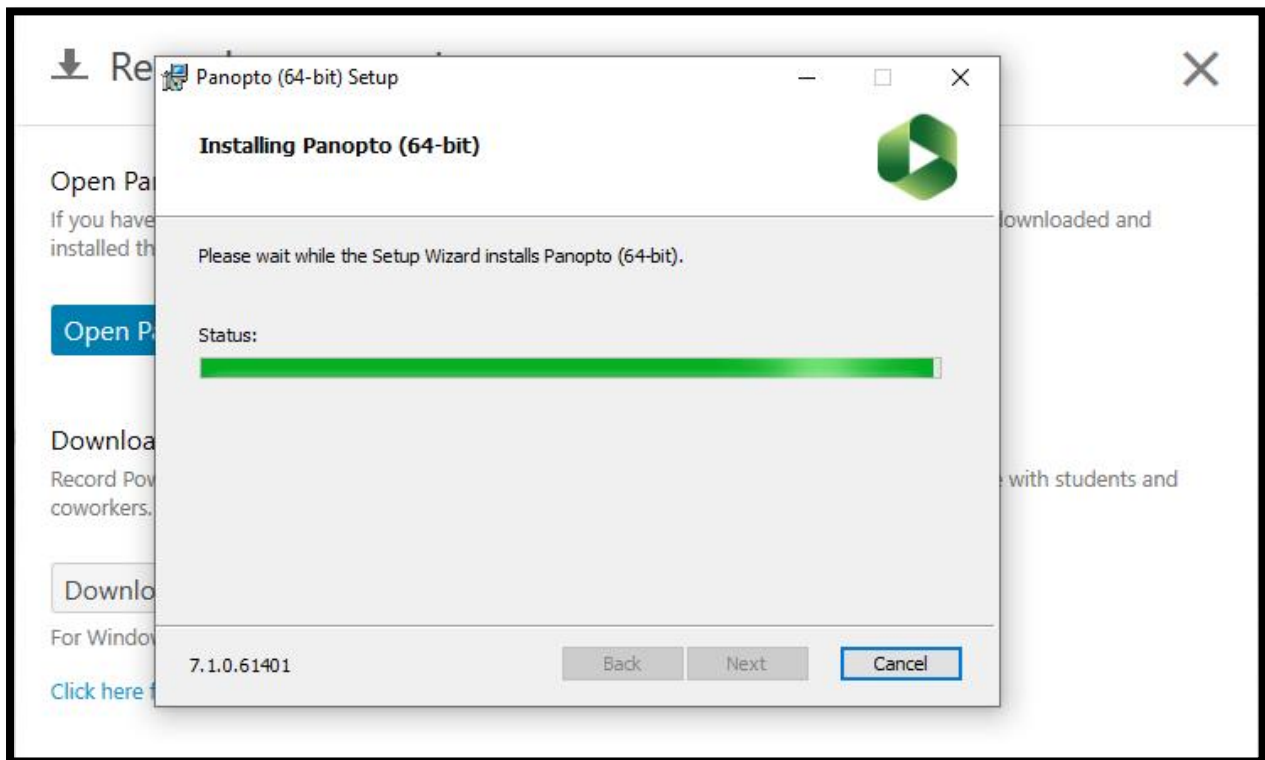


15. Click on the 'Install' button:

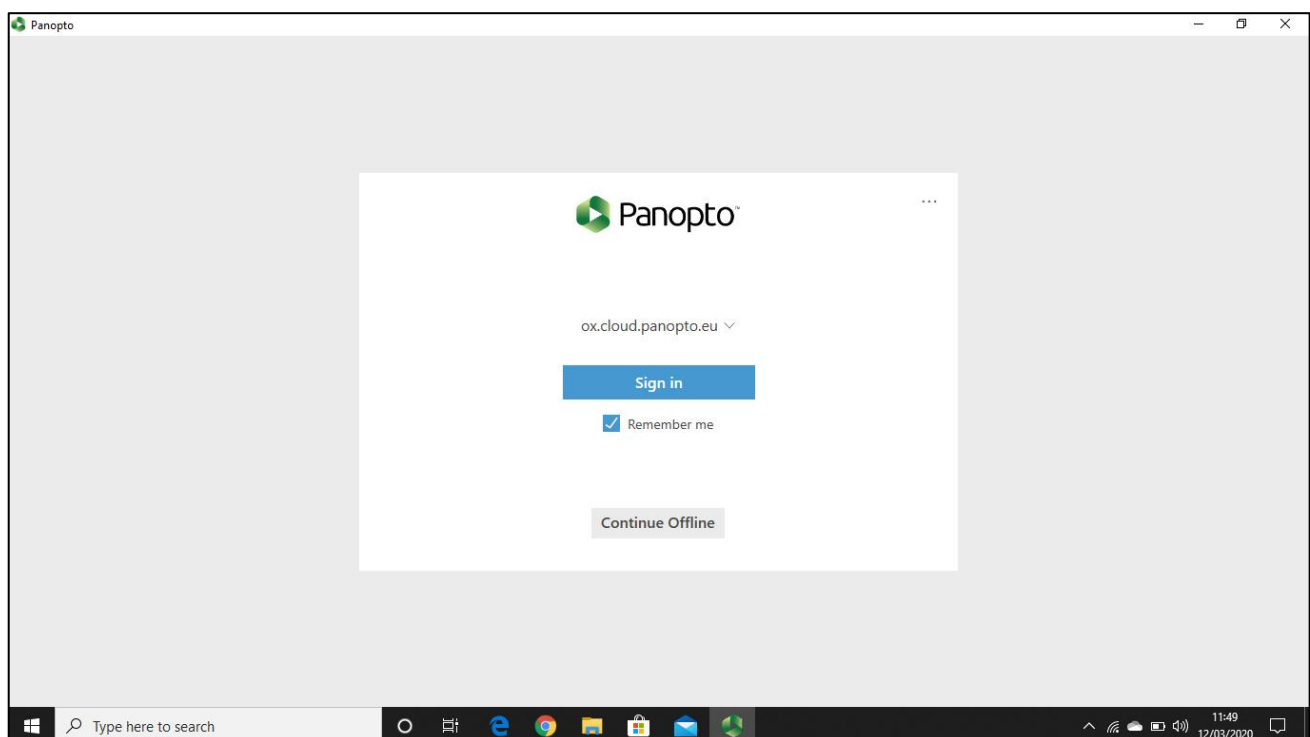


16. Panopto should be installing. Please wait while the Setup wizard installs:

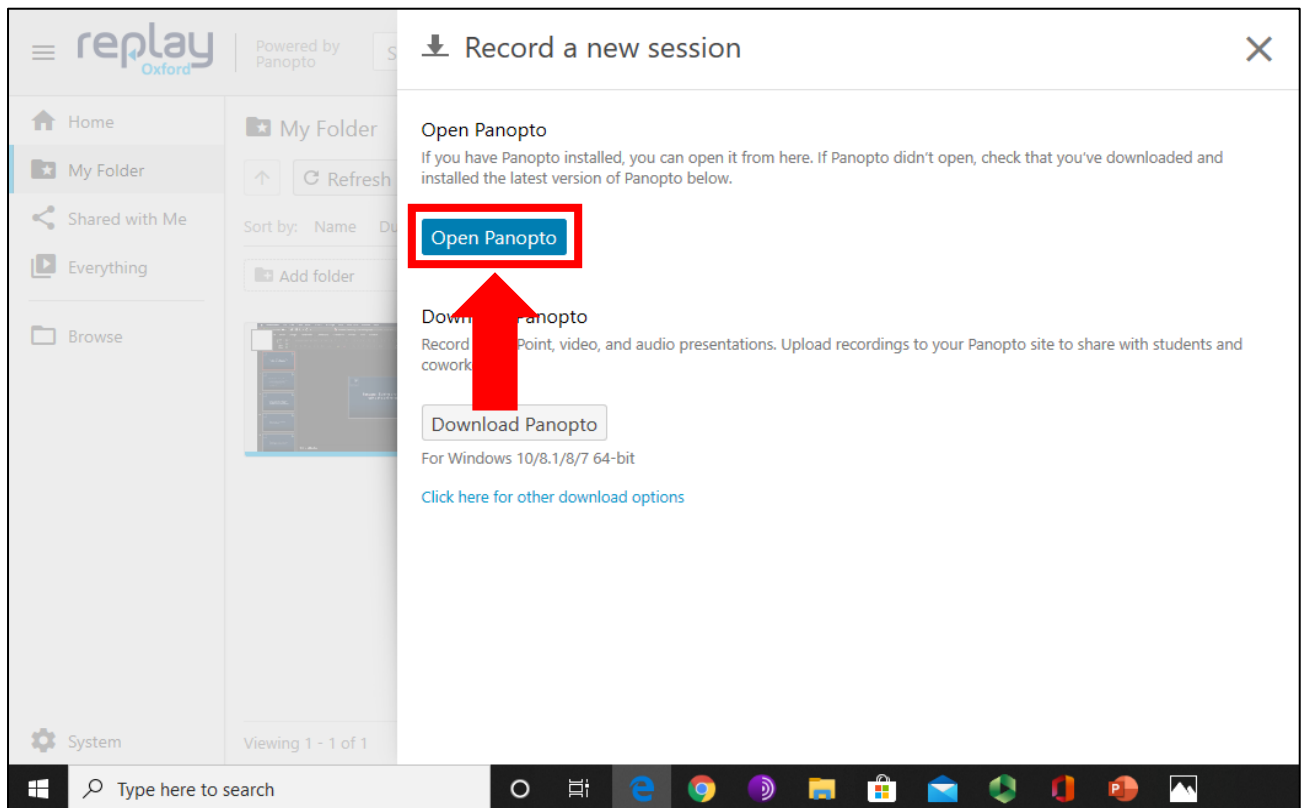




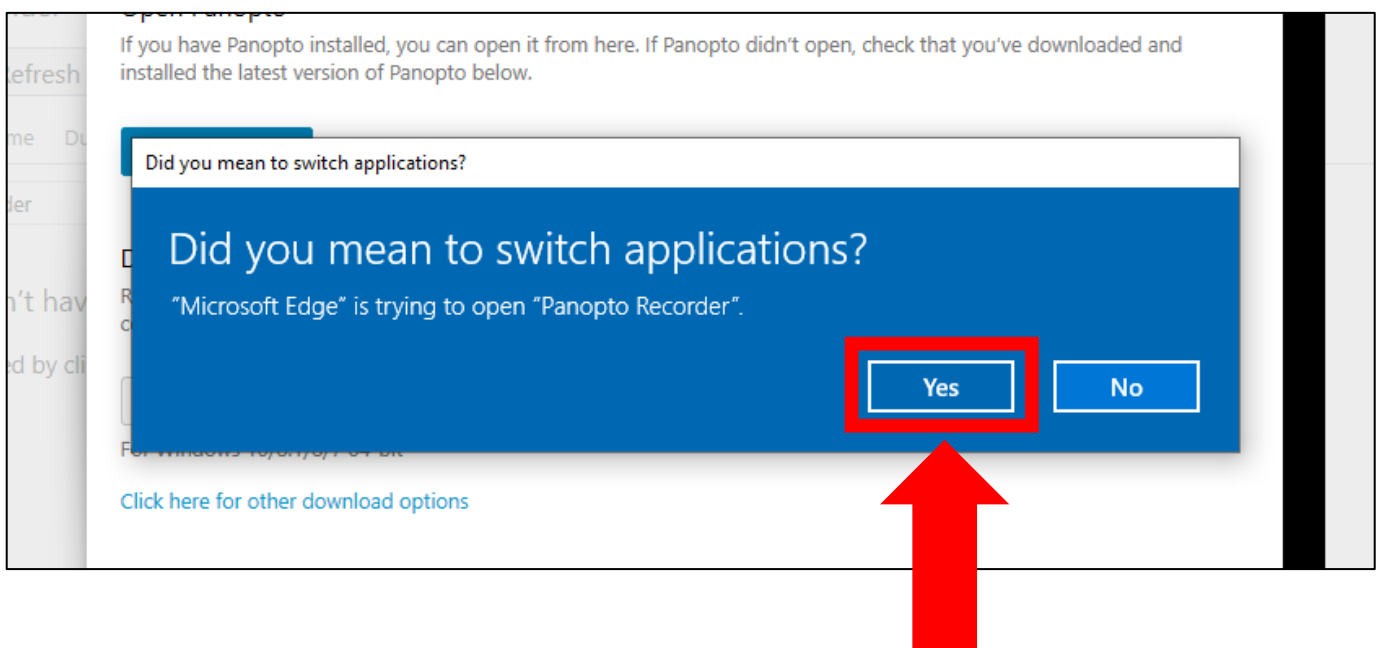
17. When the installation finishes, you might see the below page – please close this window. Return to the browser and to your online WebLearn Replay folder:



18. In the browser, click the '**Open Panopto**' button:



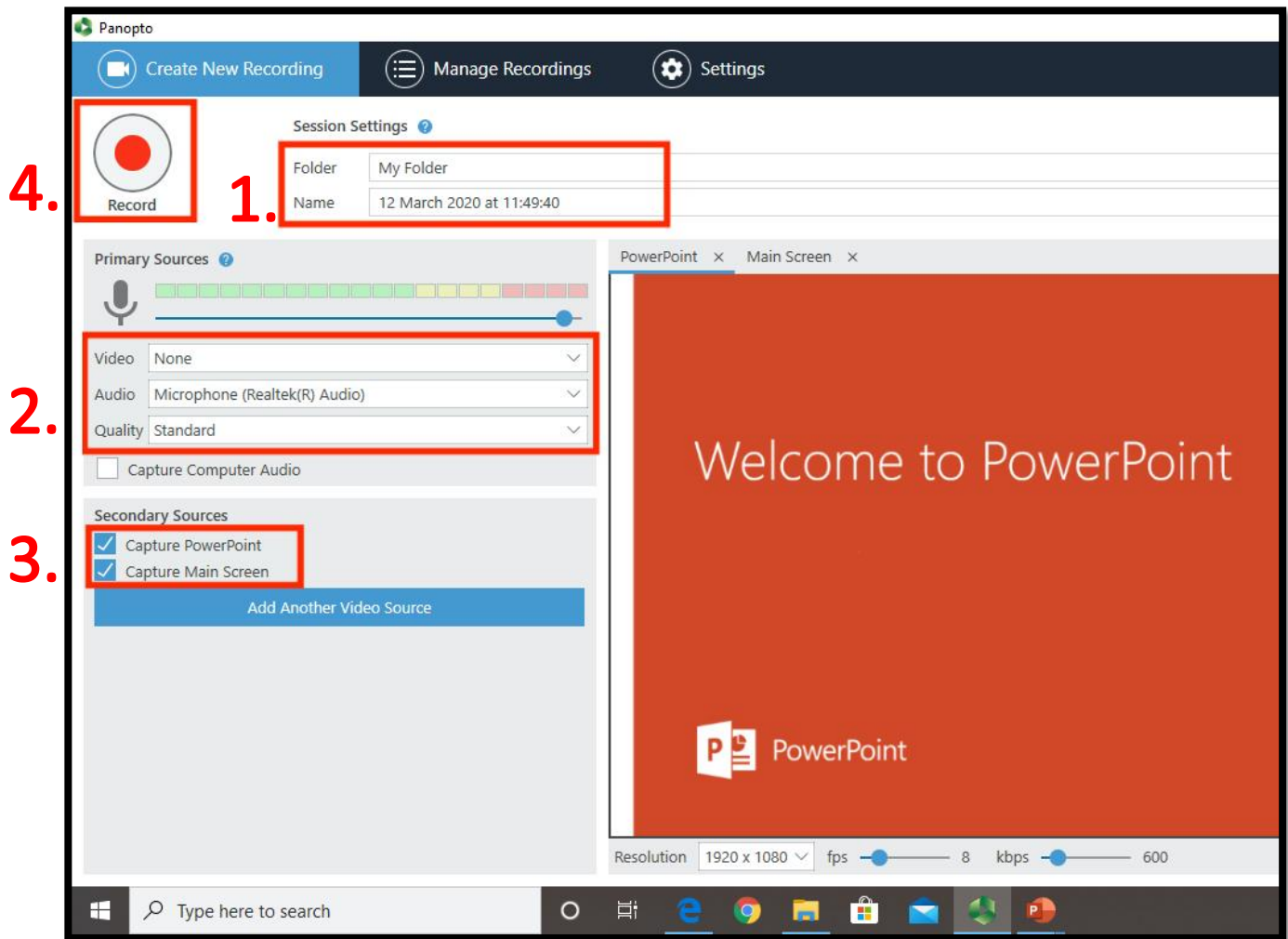
19. Click **'Yes'** to switch applications and allow your browser to open the Panopto Manual Recorder:



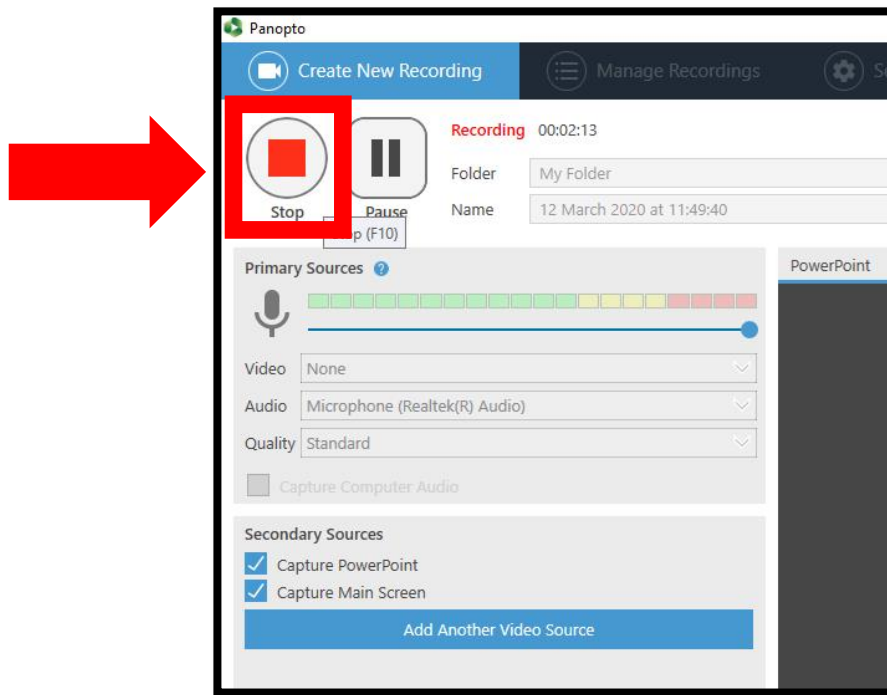
20. Once the Panopto manual recorder has opened, follow the sequence on the next page (scroll down to continue)...

20. Follow this sequence to make a test recording and upload to your online Replay folder:

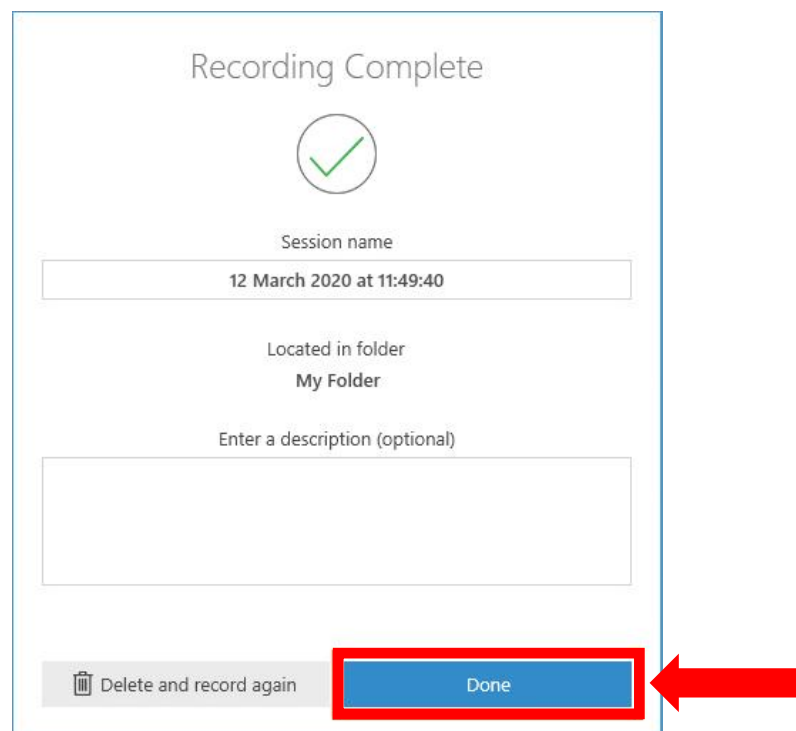
1. Ensure the correct folder has been selected for uploading the finished recording and name the session.
2. Check the correct microphone has been selected – you should see green LEDs in response to any sound/spoken word. Set the 'Video' drop-down to '**None**' unless you wish to capture footage from 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.



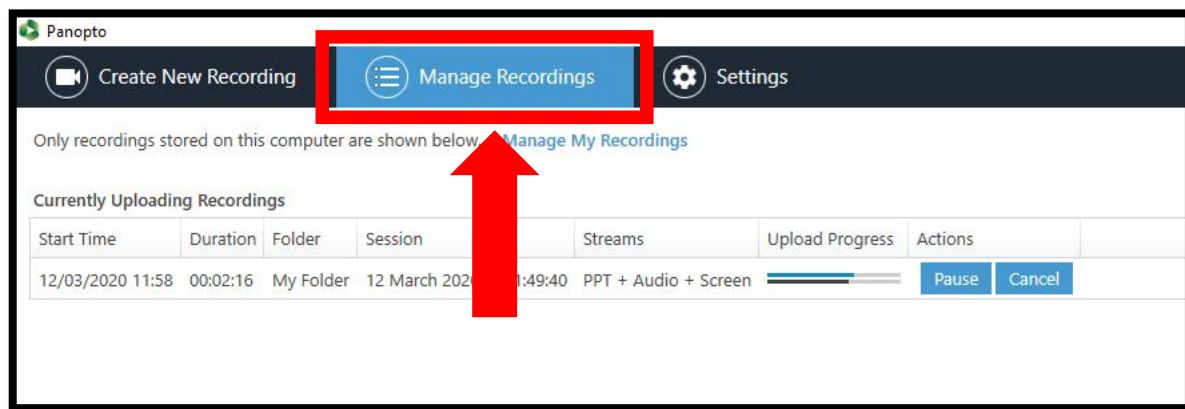
21. You can now return to your PowerPoint presentation and go through the slides as you normally would and any speech will be recorded, along with the presentation. When finished, exit the full-screen presentation and return to the Panopto manual recorder. Click the BIG red '**Stop**' button:



22. Click '**Done**' to send/upload the recording to your on-line Replay folder:



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



24. Return to your 'My Panopto Folder' in the browser and once the file has finished uploading, you should see your recording and be able to view it (the recording launches in a new tab):

