Using the Panopto Manual Recorder to create a presentation from your Mac computer (for Canvas 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 in order to explore the recording options.*
- *You will require:*
    - o *a Mac computer running macOS 10.13 High Sierra or later,* o *a web connection,*
    - o *an Oxford SSO account with Canvas access,* o *Computer administrator name and password or an IT support officer* o *and a microphone and/or webcam (these can be ones built into the computer).*
    - o *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*](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 (on recent versions of macOS 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**':

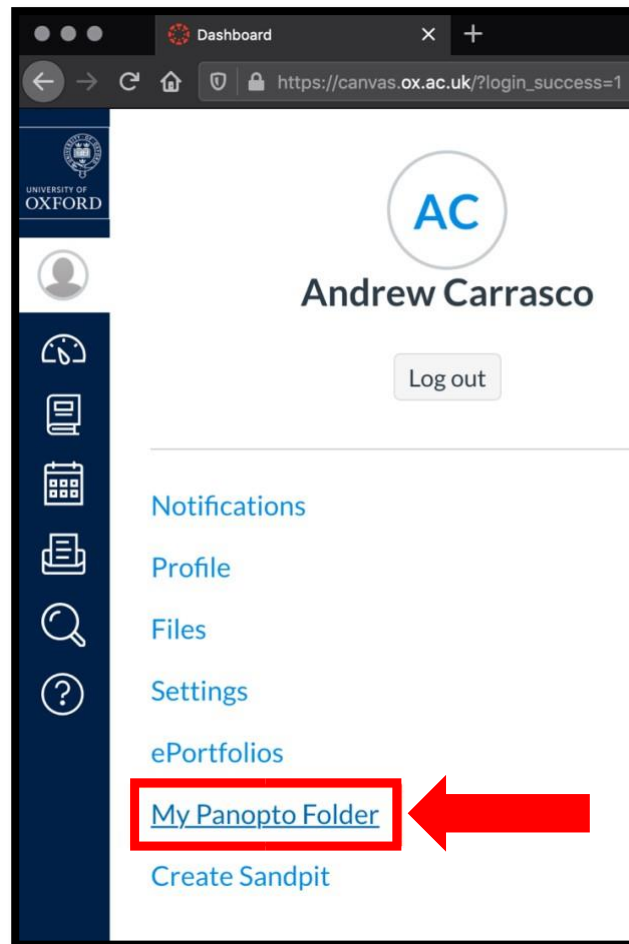3. Enter your SSO username and password and click the '**Login**' button:

4. Click the '**Continue to Shibboleth Identity Provider**' button:
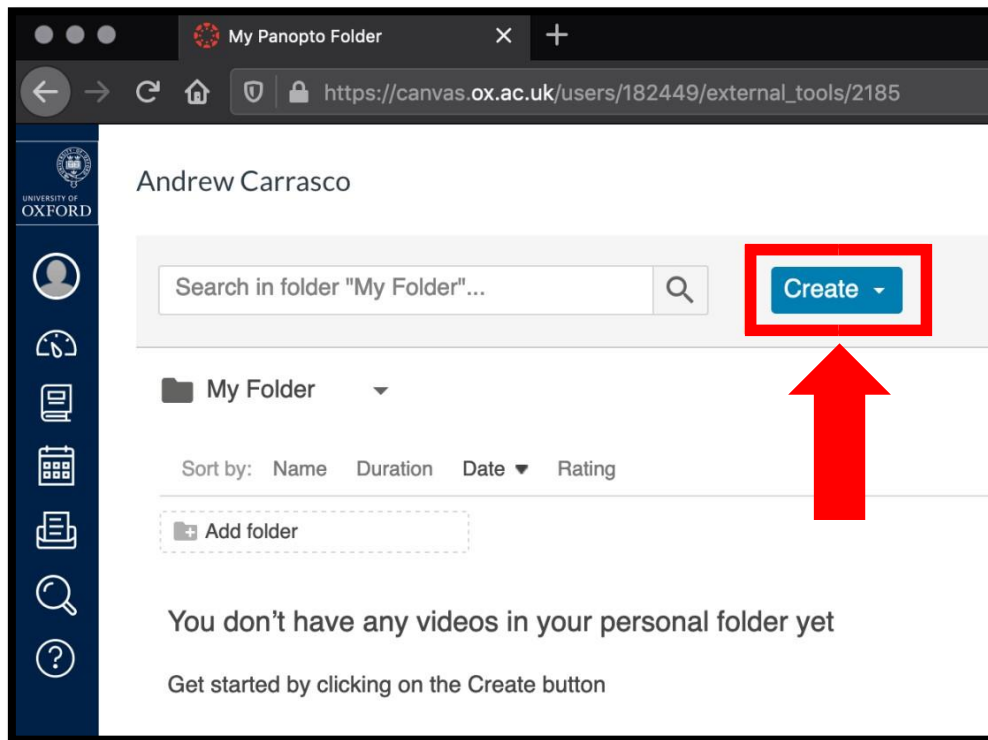
5. You should now be logged into Canvas. Click on the account icon at the top left corner of the screen:
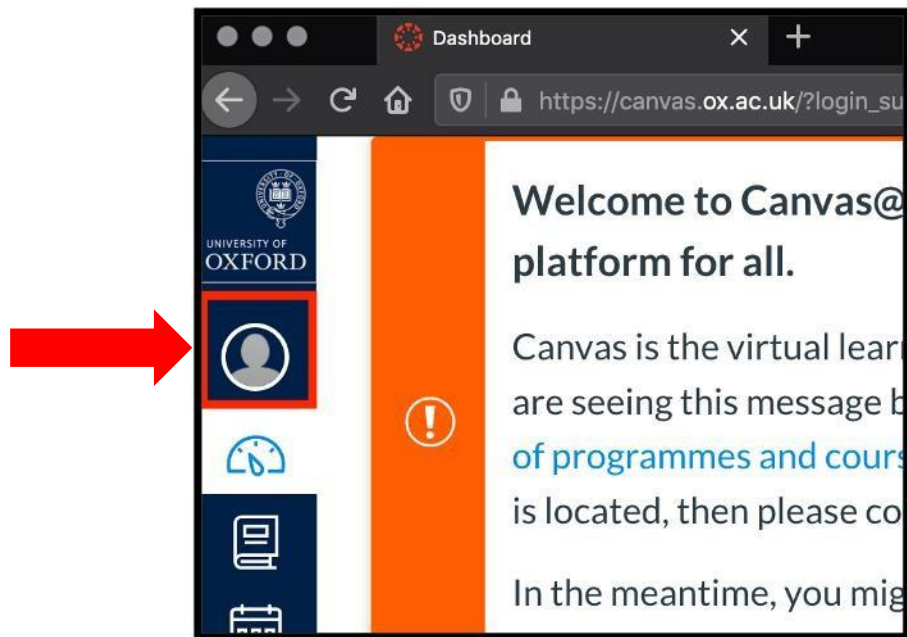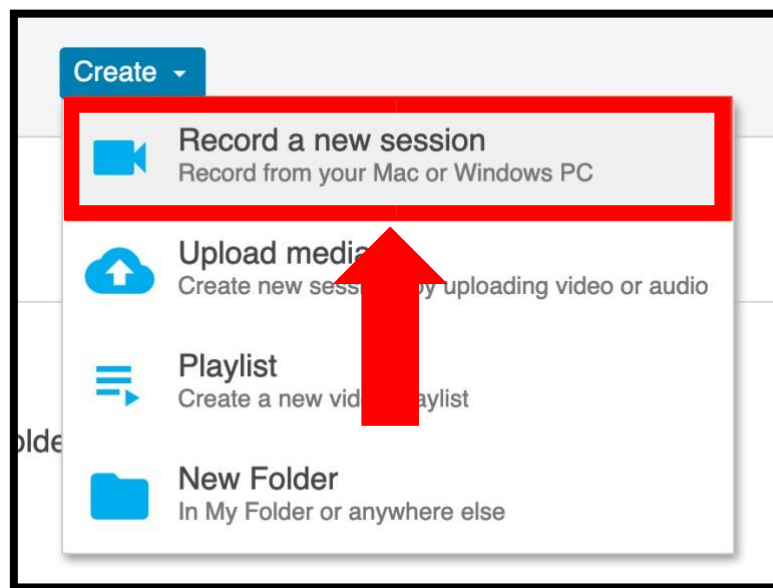

6. Select '**My Panopto Folder**' from the pop-out menu:

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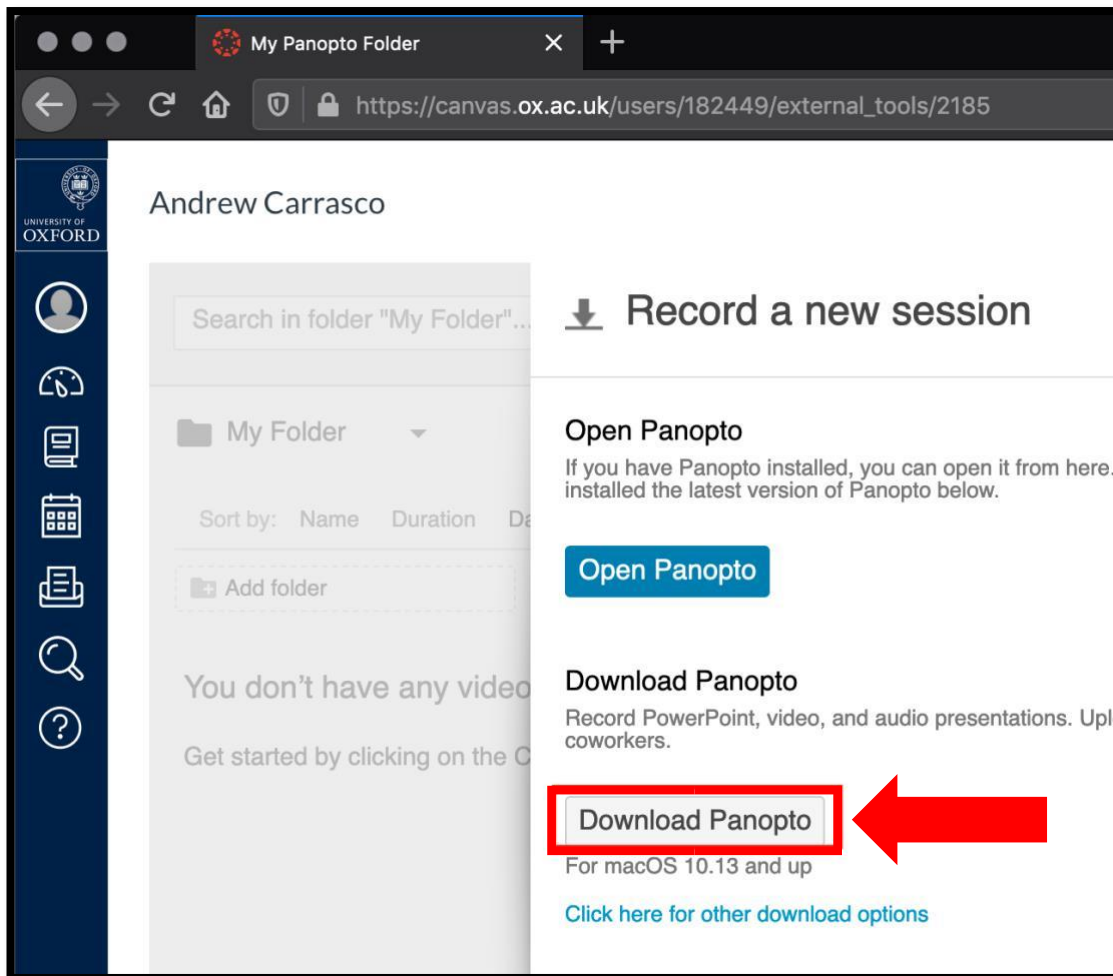
*NB. Usually Panopto detects your operating system (Panopto recorder is <u>only</u> available on Windows 7, 8, 8.1 and 10 in 32 or 64 bit and macOS 10.13 and up) and automatically selects the appropriate installer but you can also click the '**Click here for other download options**' link, below the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

11d. **Apple Safari users**: See next page for latest macOS Catalina/Safari instructions. For older versions, click '**Allow**' when prompted.

NB. Depending on your internet security settings, e.g. cookies, you may need to follow the below step 'Click **here** to open this page in a new tab' link as highlighted below to open the Panopto authorisation page:
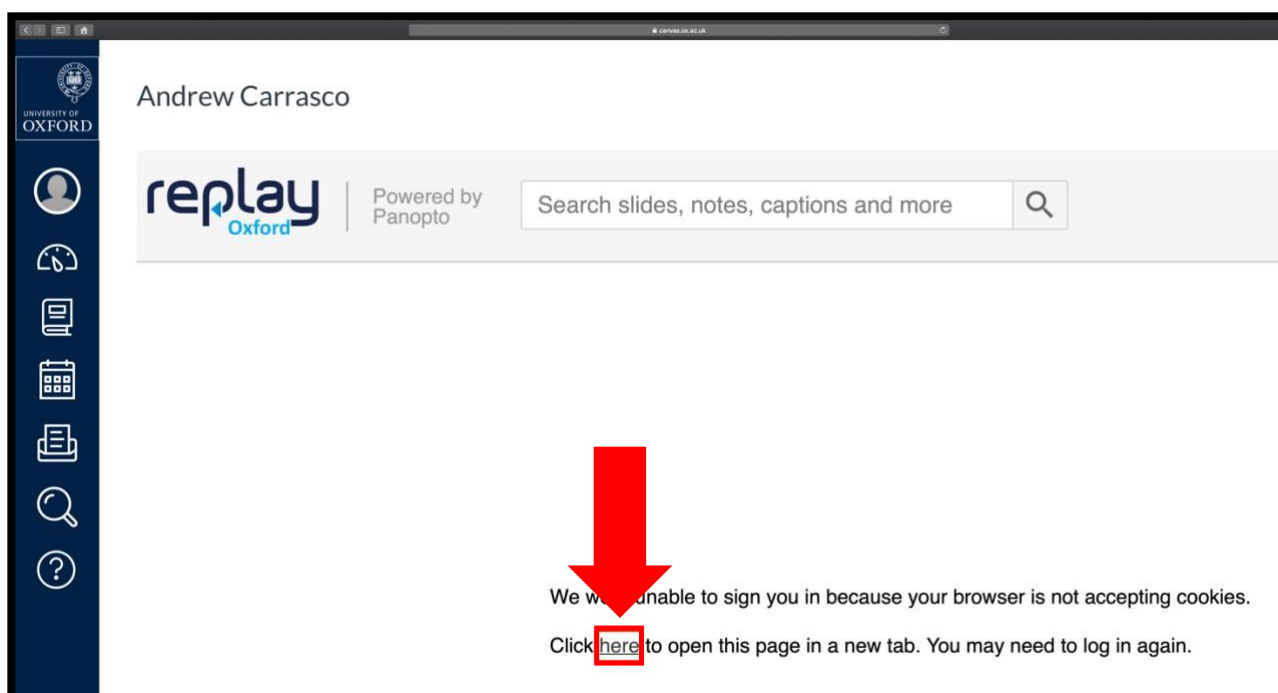
In the new page that opens, click the blue 'Authorise' button:
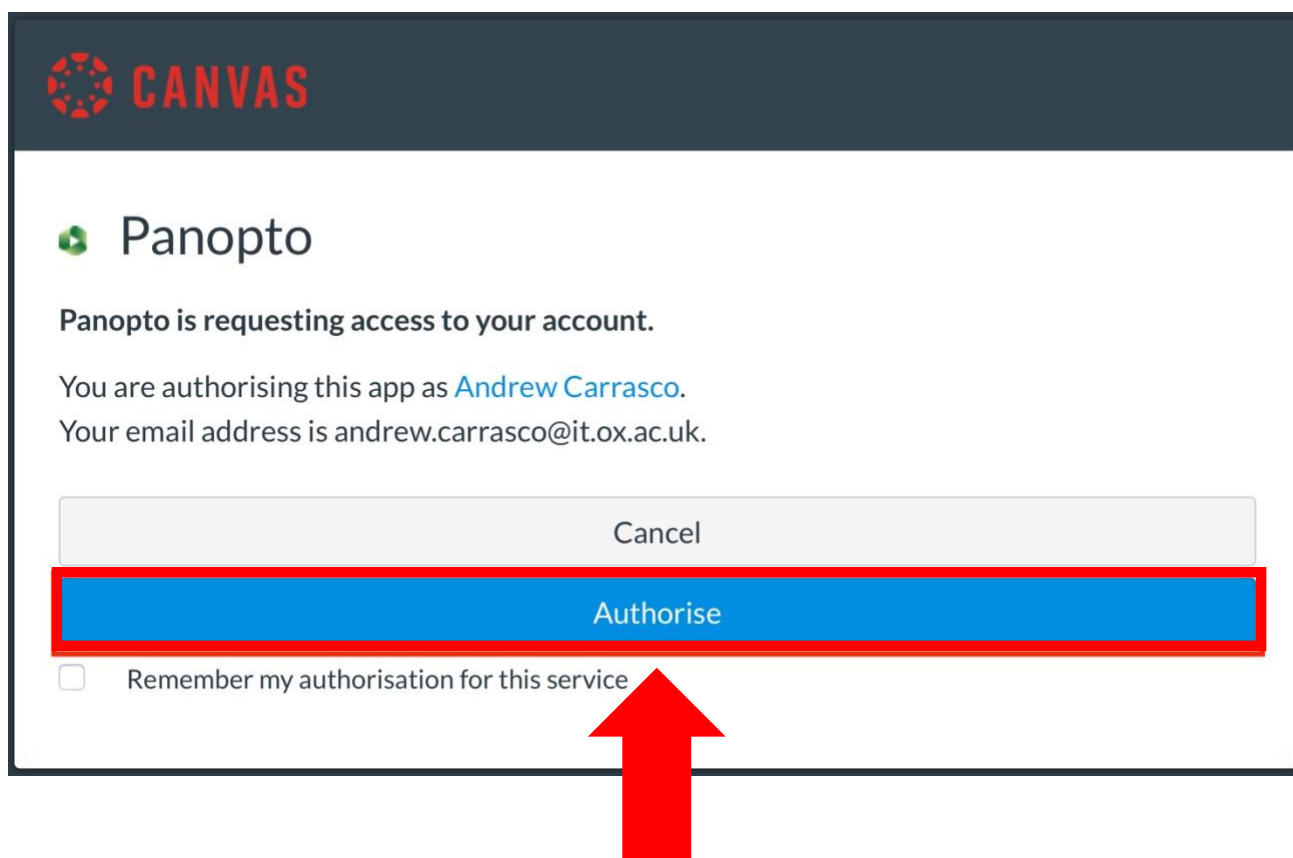
12. Once the download is complete, locate the Panopto installer – usually your downloads folder - and double click the file to launch the manual recorder installer. Click '**Continue**':
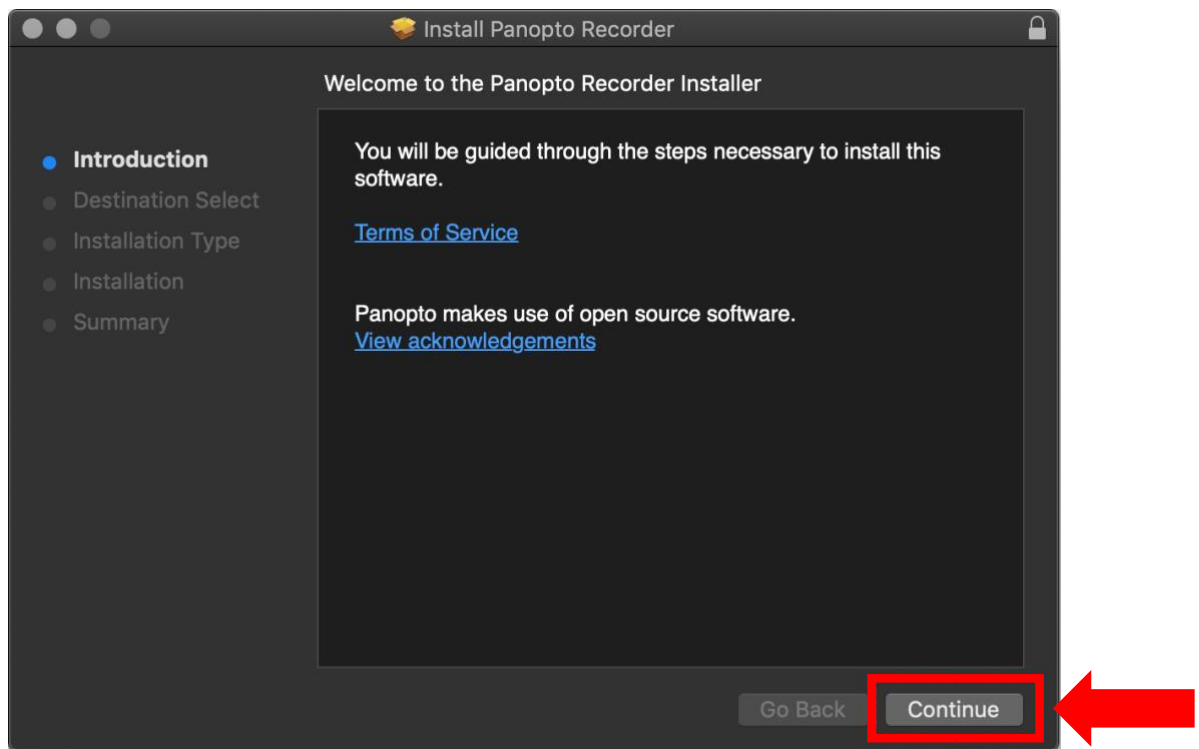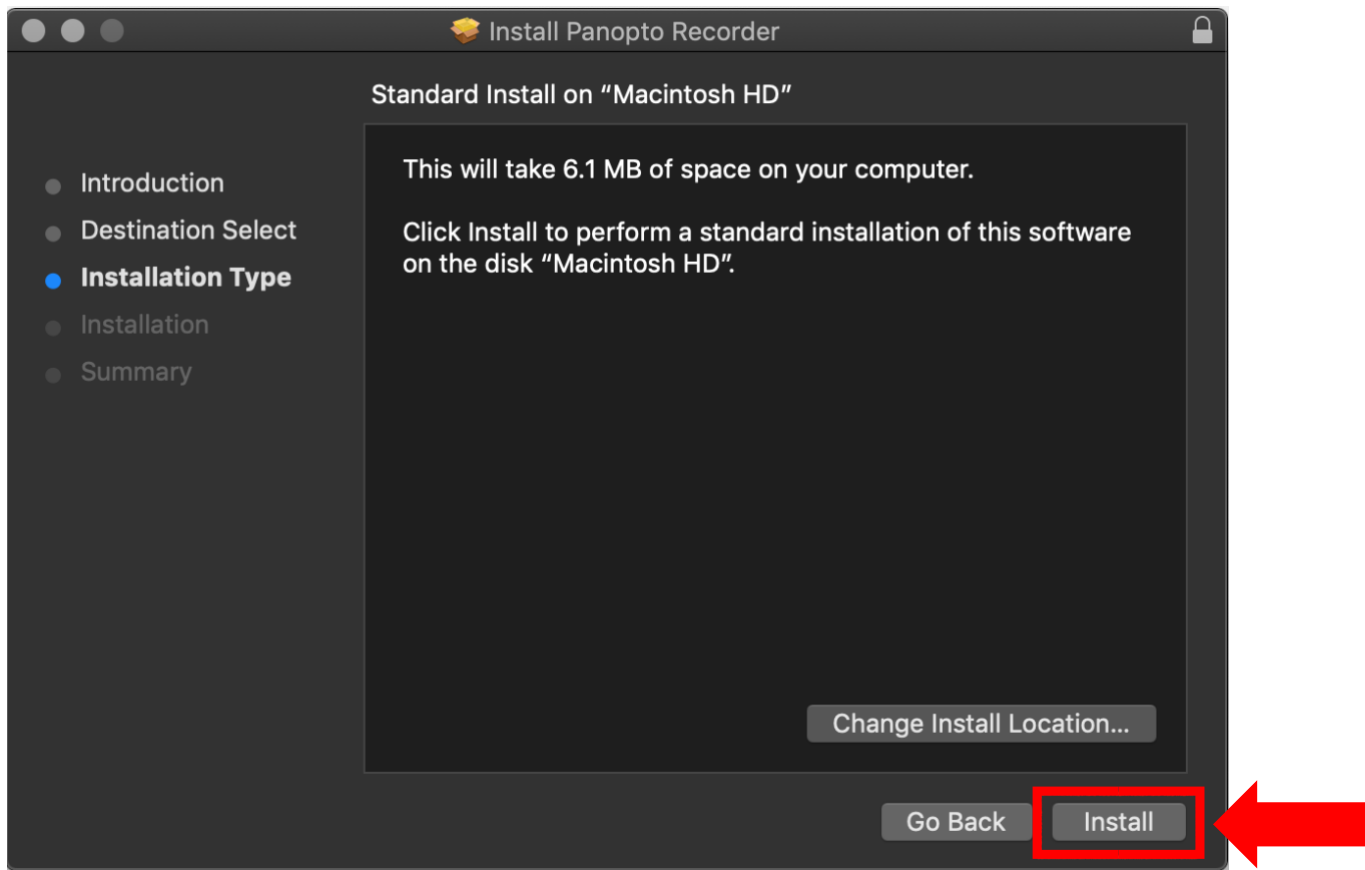

13. Confirm the destination where the software is to be installed (usually 'Macintosh HD' on a Mac or 'Program Files' in Windows) and click '**Continue**':
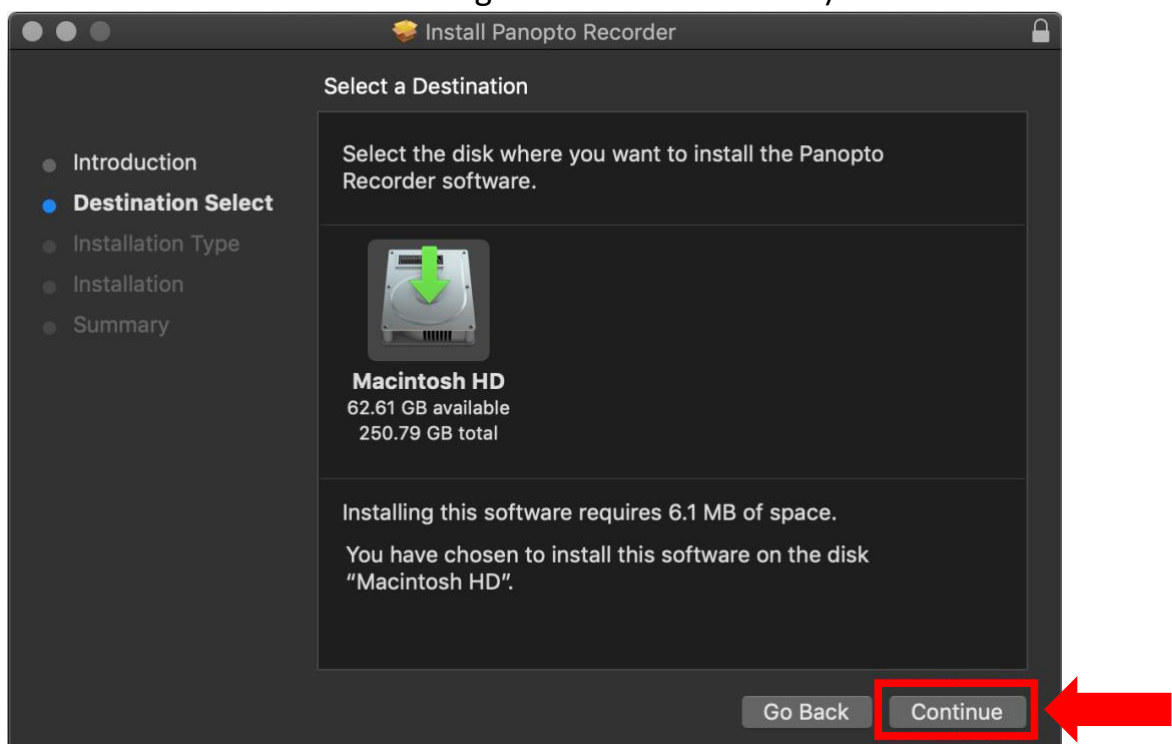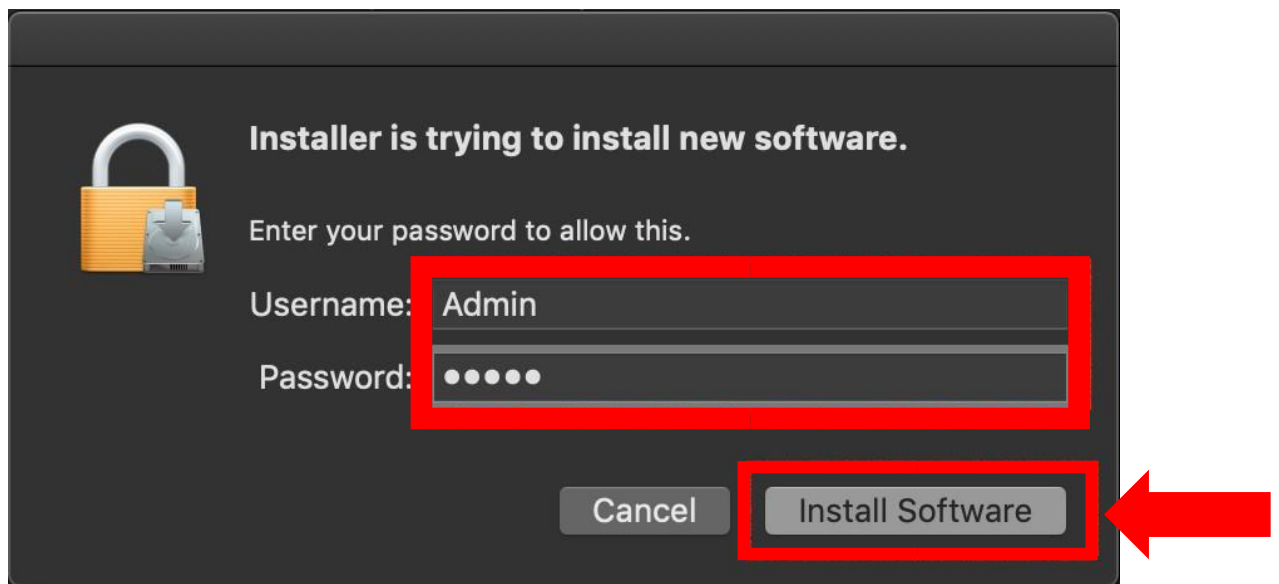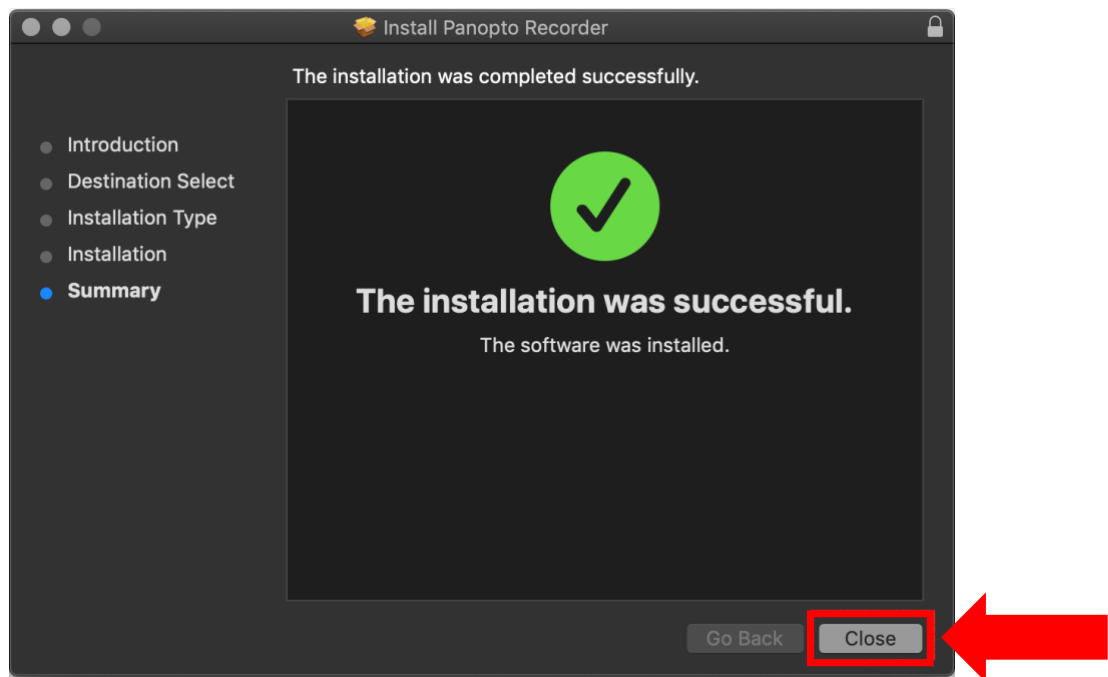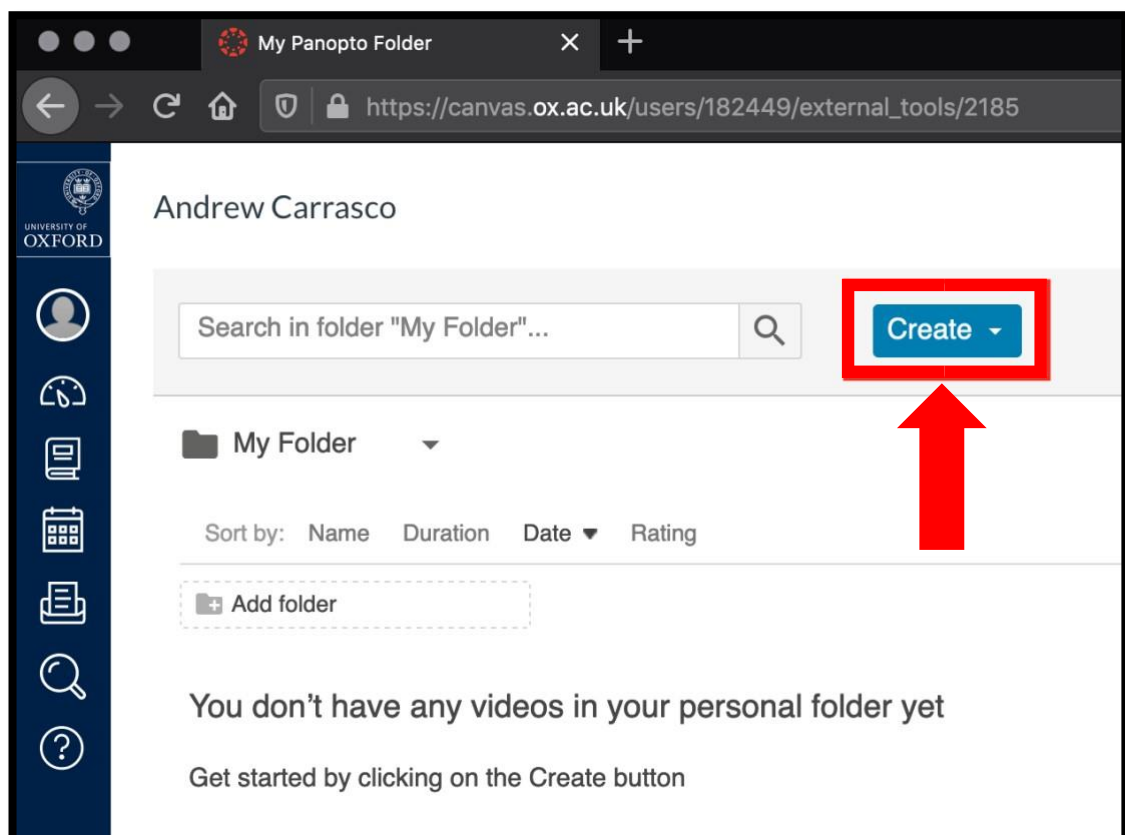

14. Click on the '**Install**' button:

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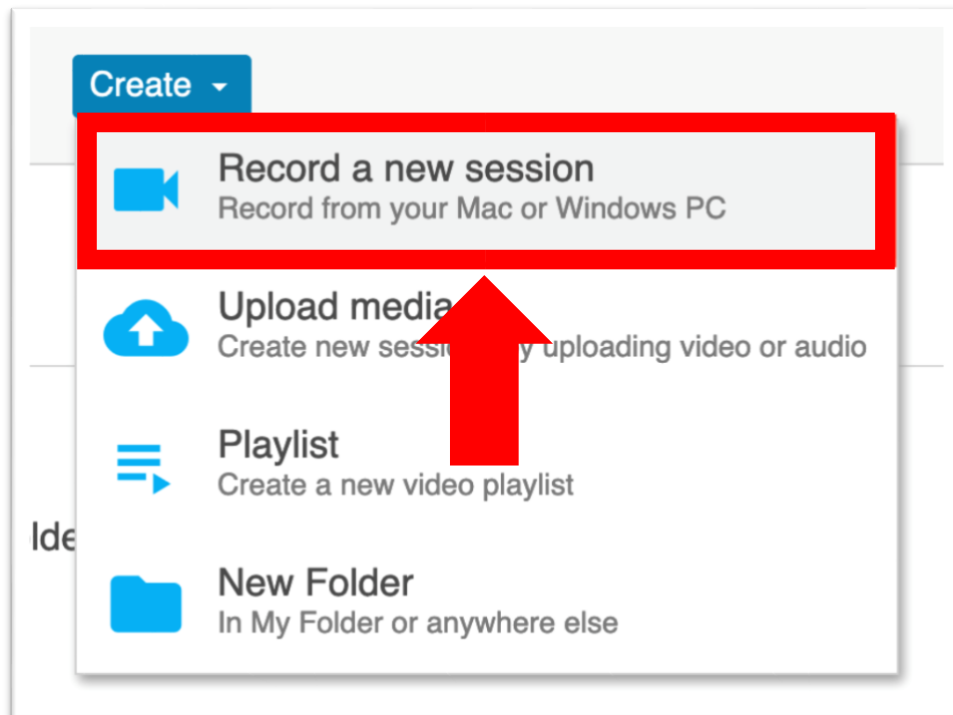

16. The installation should finish with '**The installation was successful**' message. Click '**Close**'
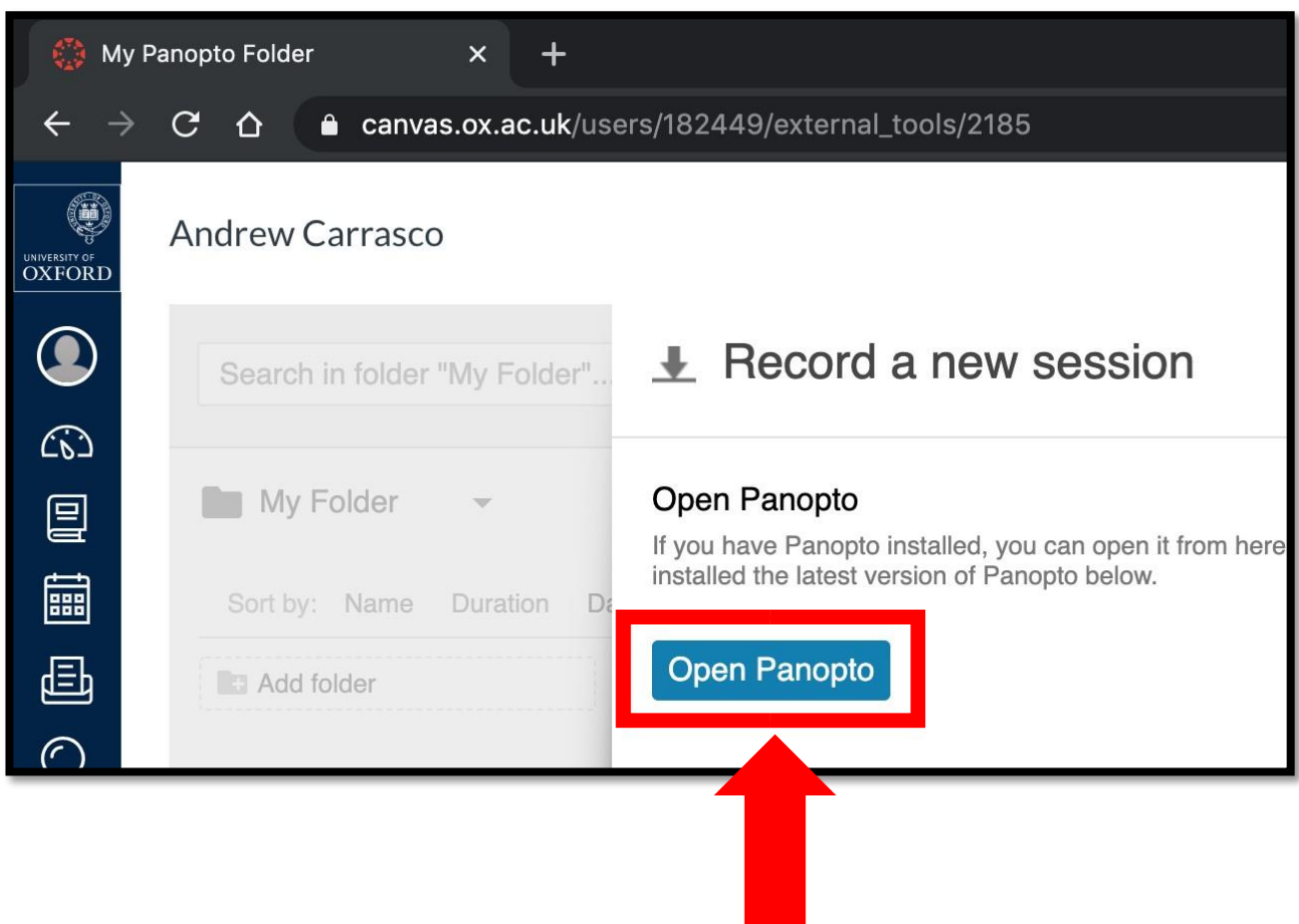
17. Return to your Canvas Replay/Panopto Folder webpage in the browser and click the '**Create**' button:
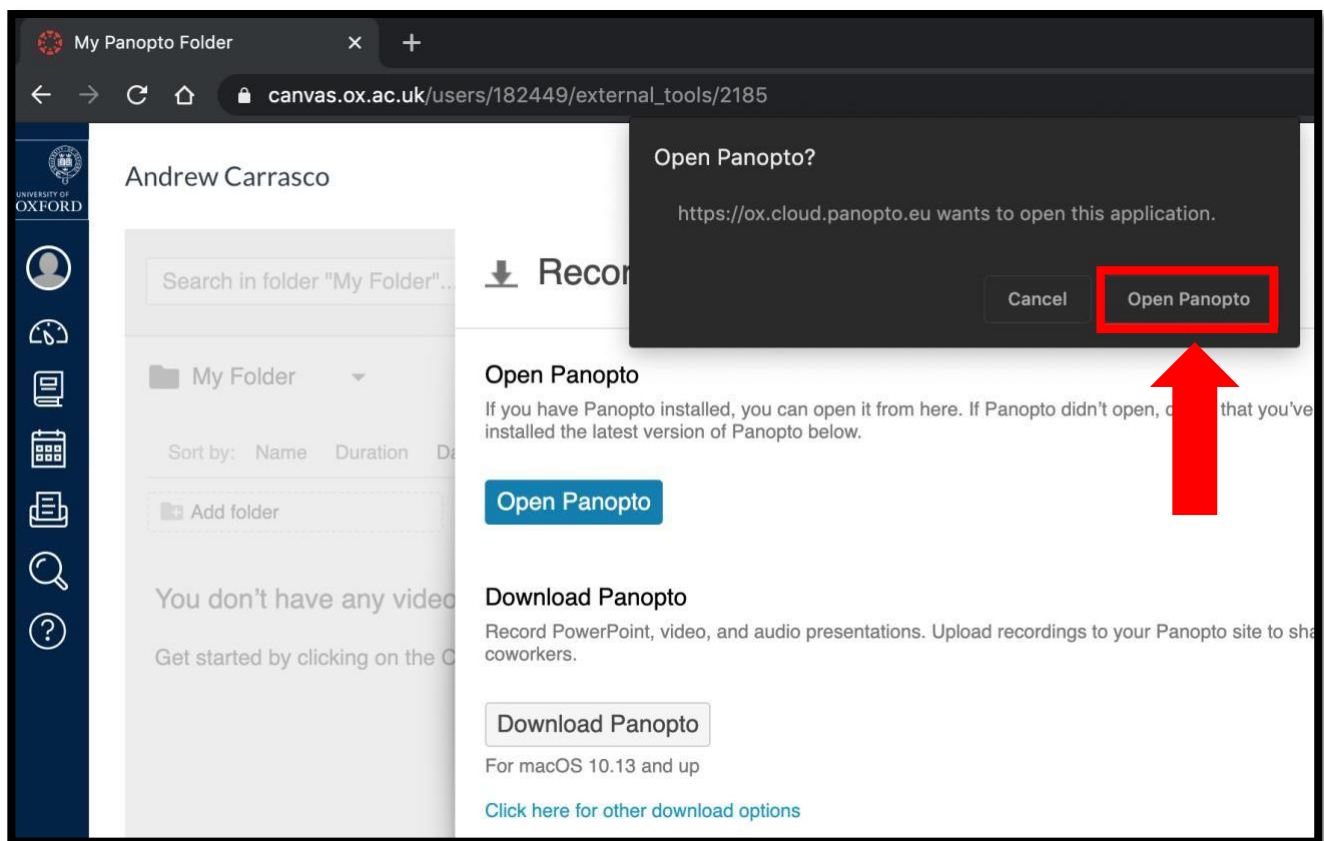

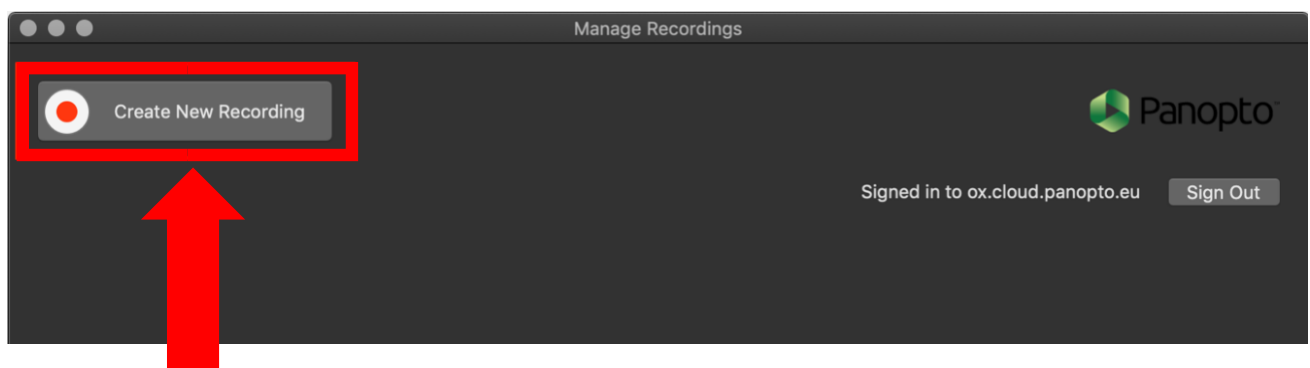18. Select '**Record a New Session**' from the drop-down menu:

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

20. Click '**Open Panopto**' if prompted:

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


22. Once the main 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. Leave the 'Video' drop-down on '**None**' unless you wish to capture a webcam or video camera.

3. Check the '**Record PowerPoint**' to capture your presentation slides.

4. Click on the BIG red '**Record**' button.
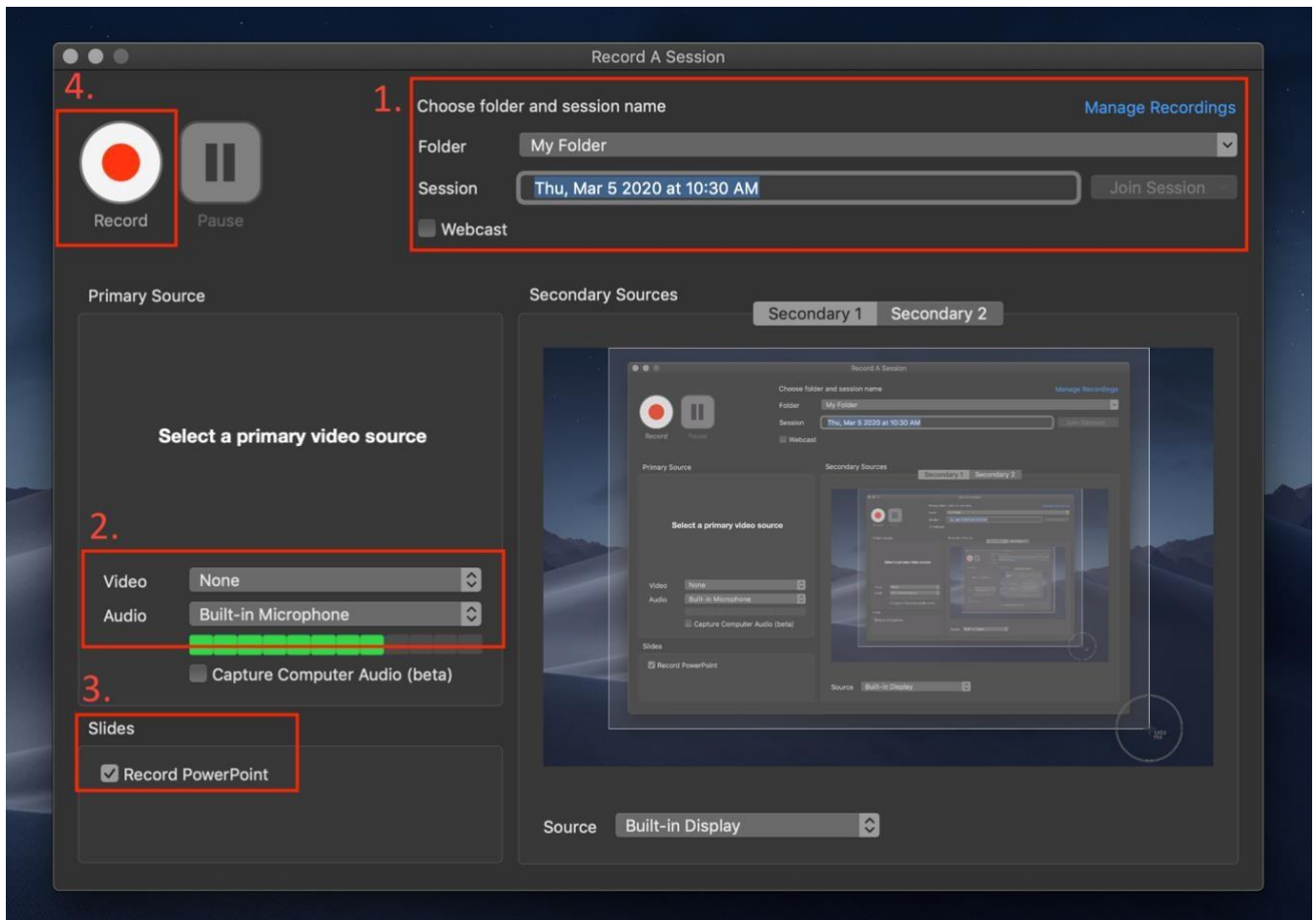
23. If prompted, click '**OK**' to allow Panopto to record PowerPoint:
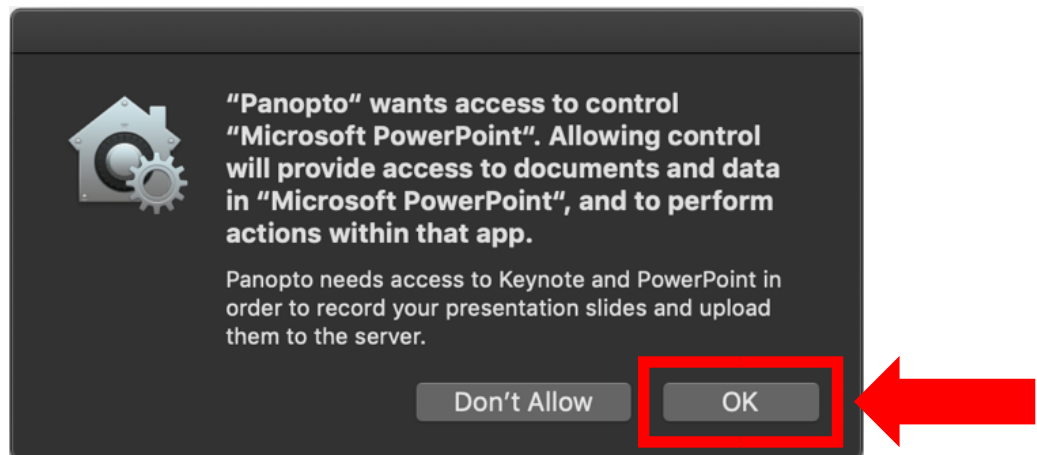
24. You can now launch your PowerPoint in full screen/slideshow and any spoken word will be captured/recorded, along with the slides. Once complete, exit PowerPoint and navigate back to the manual recorder and click '**Stop**':
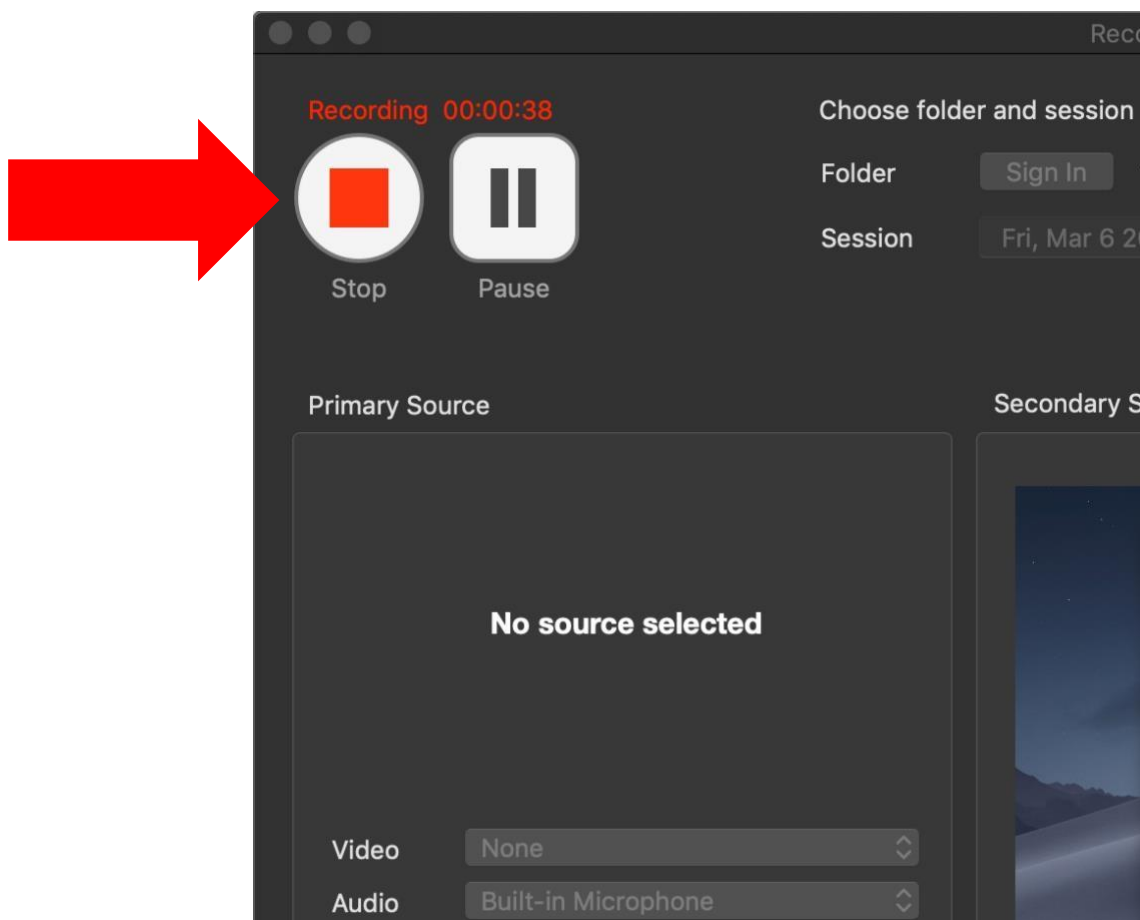
25. Click '**Upload**' to send the recording to the designated folder in Canvas:

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. Return to your 'My Panopto Folder' in the browser and you should now be able to see your recording with audio track plus presentation slides and view it (the recording launches in a new tab):