

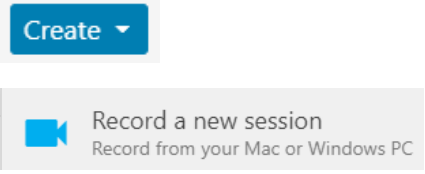
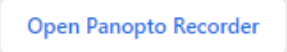
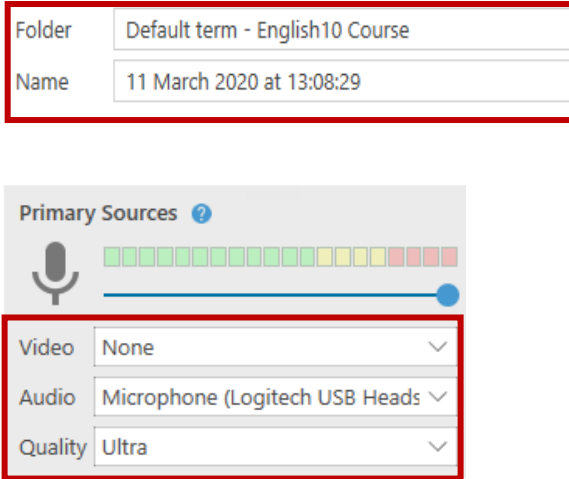
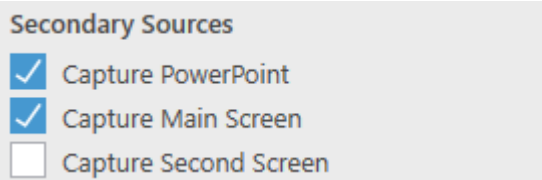


Record a new Panopto session

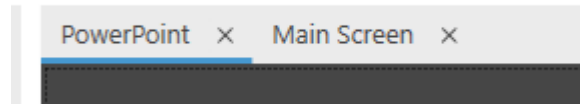
To access Panopto, staff must login to Canvas using your SSO. Also please ensure that the **Panopto Recordings** link, has been enabled via settings in the course navigation menu so students can easily access recordings in their course.

<p>1. Click Courses and select the relevant course</p>	
<p>2. Click Panopto Recordings</p>	
<p>3. Click Create</p> <p>4. Now click Record a new session</p>	
<p>5. Click Open Panopto Recorder</p>	

The Panopto recording screen now opens. If it does not open, then you must get the Panopto software installed on your laptop or desktop. To download and install the manual recorder please visit: <http://help.it.ox.ac.uk/replay/manualrecording>

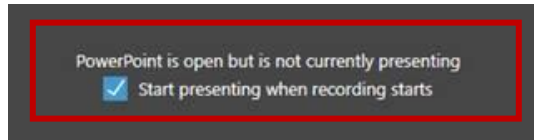
<p>6. From the folder drop down, select the relevant course folder where your recording will be saved.</p> <p>Also give your recording a name</p> <p>7. Any integrated or externally connected video or audio device will be detected. Select your preferred video/audio devices</p> <p>Select the capture quality as Ultra</p>	
<p>8. Now choose to capture what is displayed on your screen(s).</p>	

9. You can switch between your secondary sources e.g. PowerPoint or Main Screen



10. If you want to have PowerPoint launch as soon as you select Record, select the checkbox "Start presenting when recording starts"

Note: Once you have launched PowerPoint, you must have it in full-screen presentation mode



11. To begin recording, click **Record**. Once your recording has started the **Record** icon will change to **Stop** and **Pause**

When you have completed your recording, click **Stop**



12. Click Done when you have completed your recording



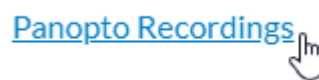
You will then see a confirmation of that your recording has been uploaded.

The recording is then uploaded the selected Panopto recordings course folder in your Canvas course

Uploaded Recordings

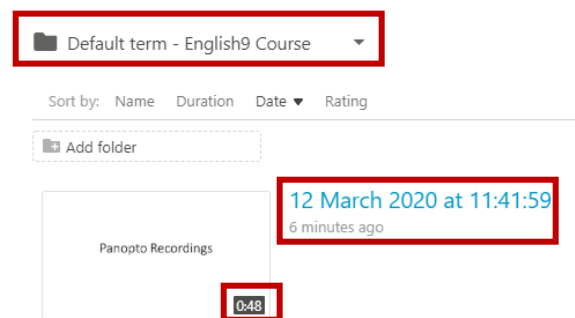
Start Time	Duration	Folder	Session
12/03/2020 11:13	00:00:39	Default term - English9 Course	12 March 2020 at 10:36...

13. Open your Canvas course and select Panopto Recordings



Your Panoto recordings will now be displayed. The following information is shown:

- Course folder where recording is saved
- Length of the recording
- Date and time when it was recorded



For more information and further support please visit: <http://help.it.ox.ac.uk/replay>

18.03.20/QH