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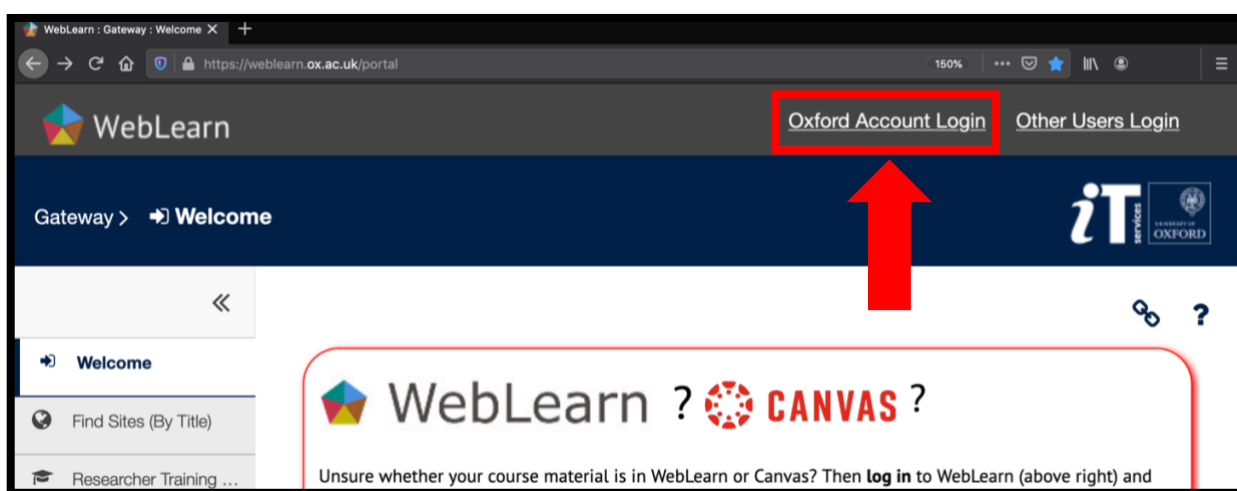
3. Enter your SSO username and password and click the '**Login**' button:

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

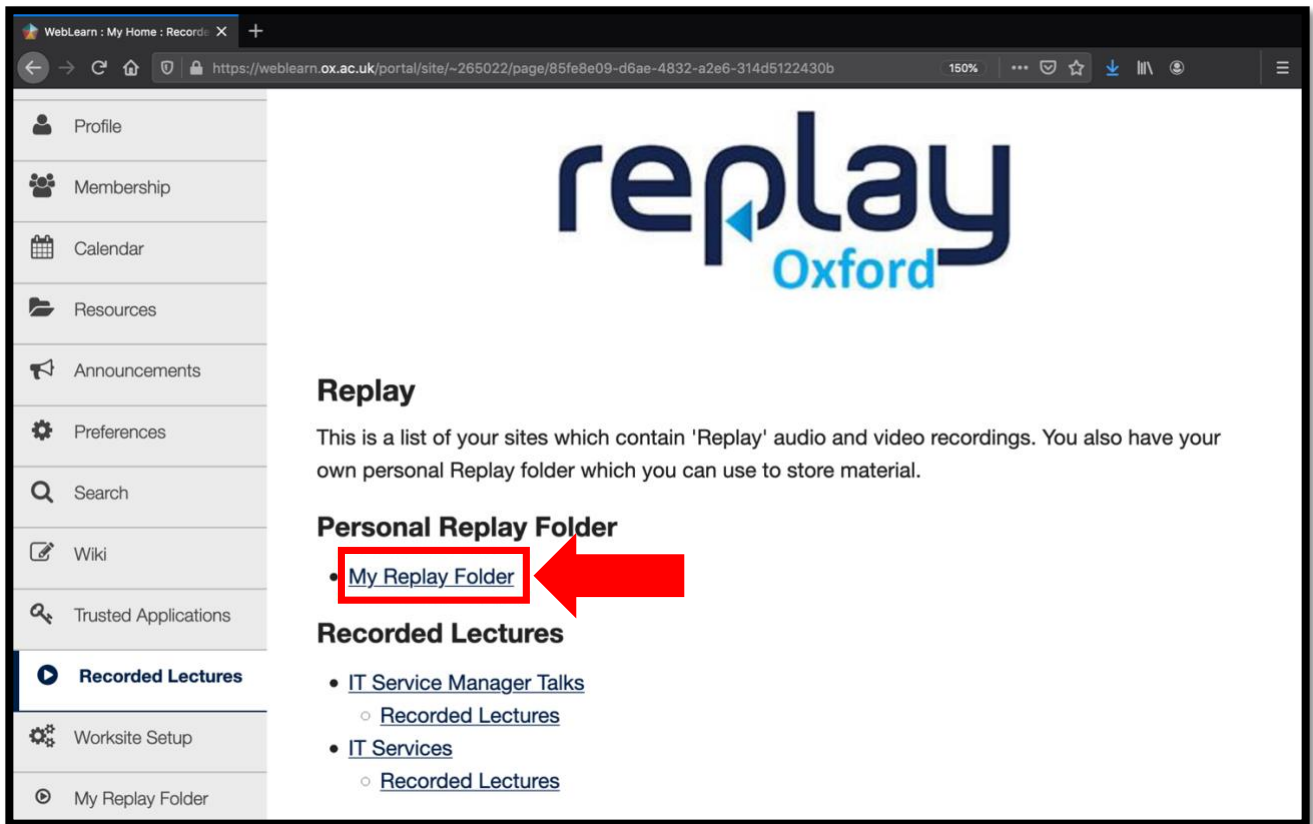5. Click on the account icon or username at the top right corner of the screen:
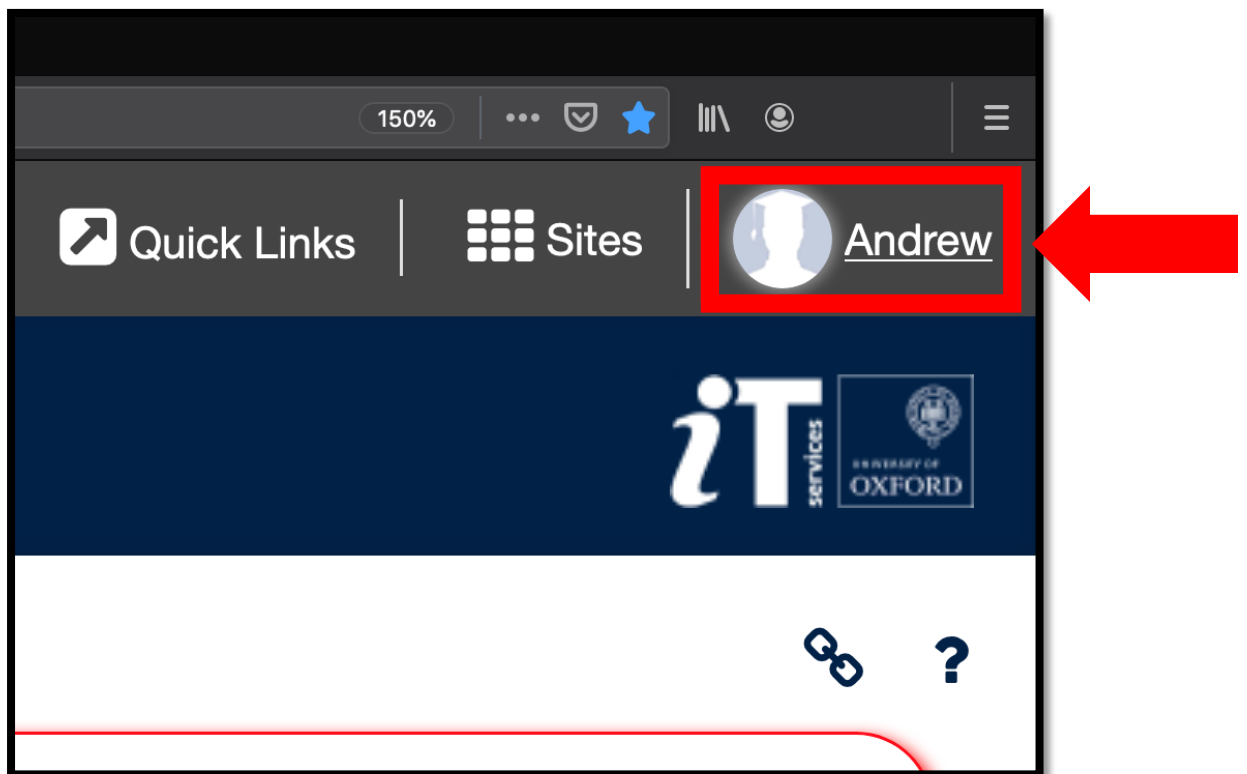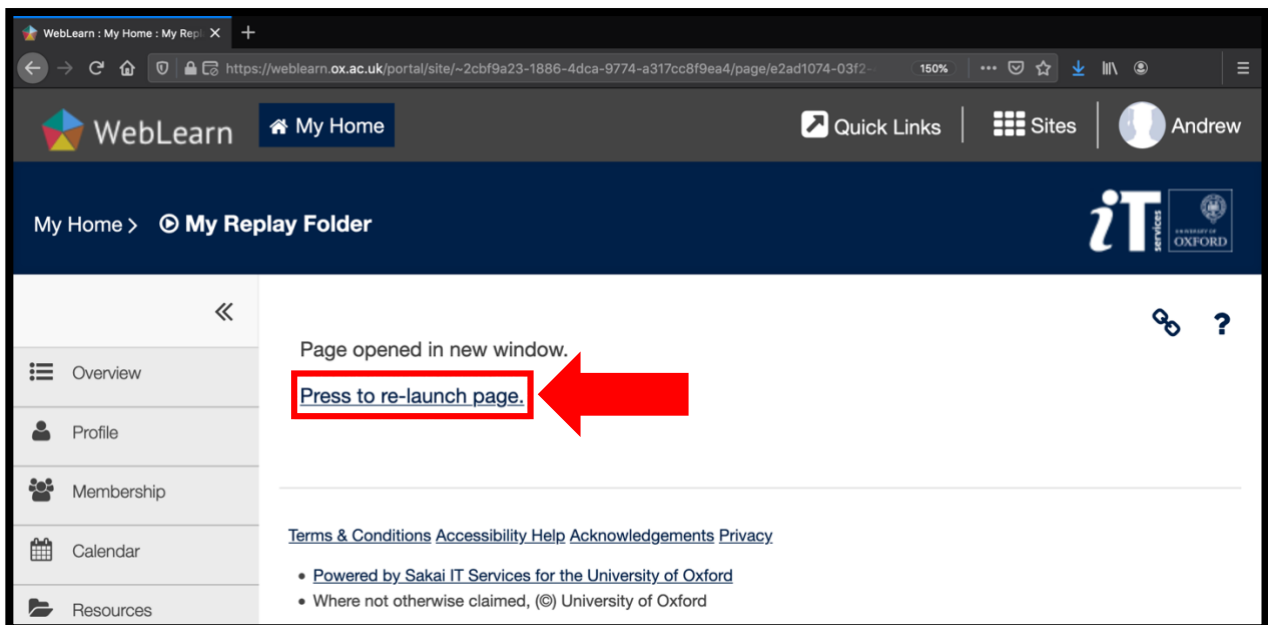

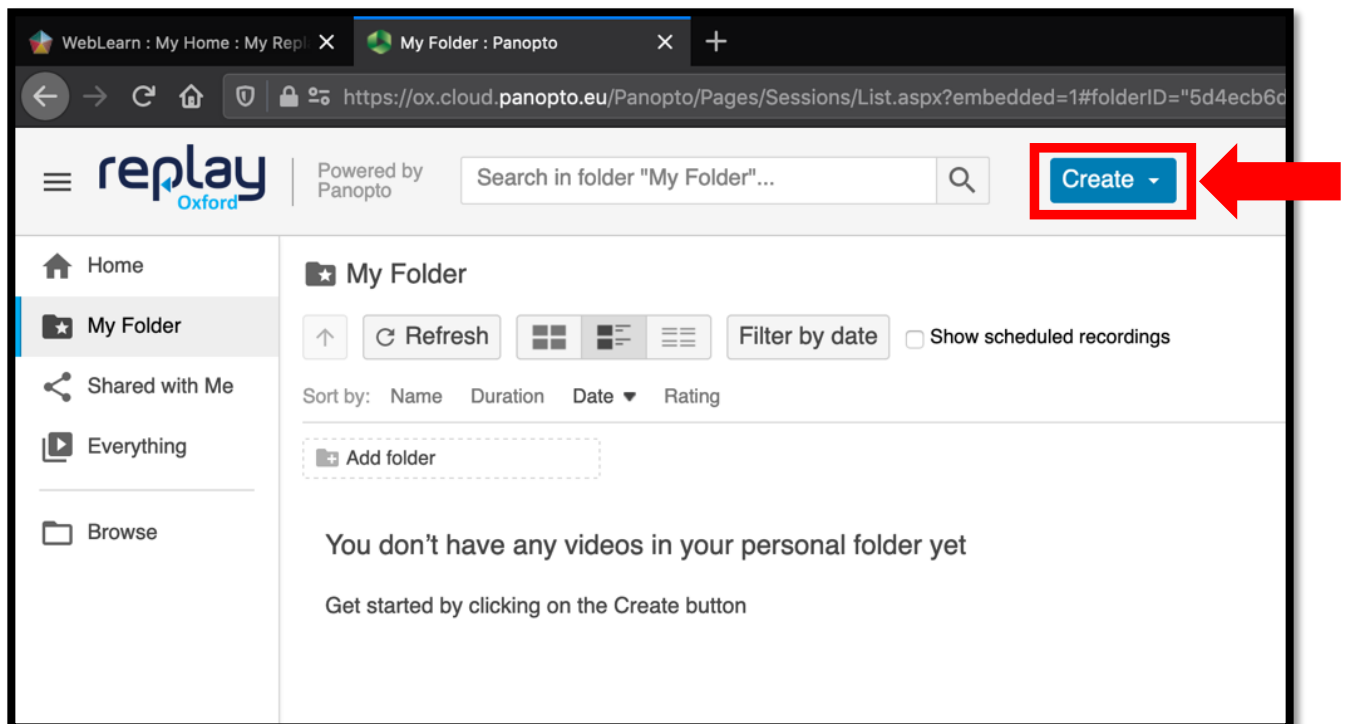6. Select '**Recorded Lectures**' from the drop-down menu:
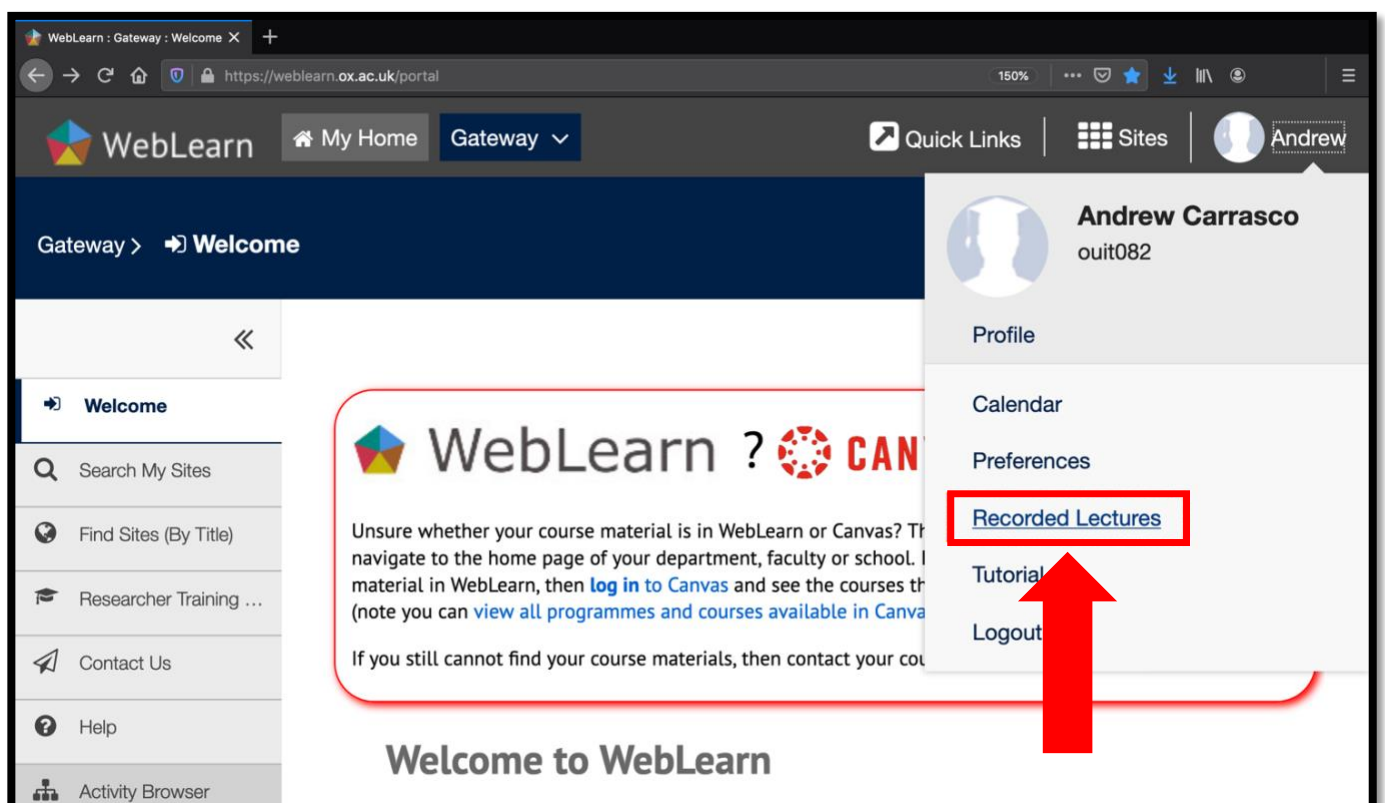
7. You'll be taken to your Replay/Panopto site, where you can access your recordings and your own personal Replay folder – click on '**My Replay Folder**':
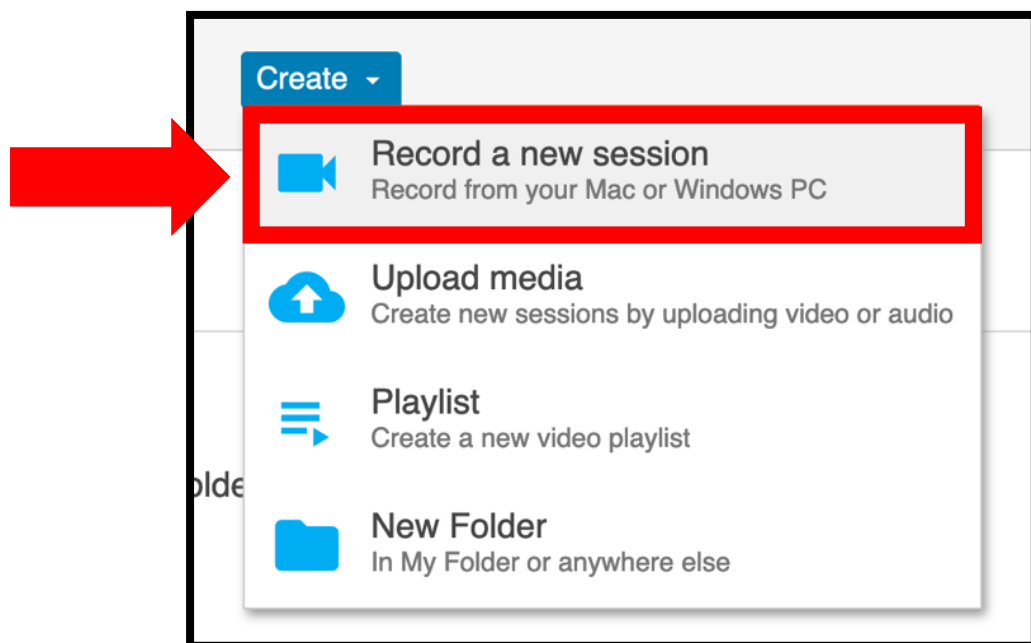

8. A new tab/webpage should open. Click on the '**Press to re-launch page.**':
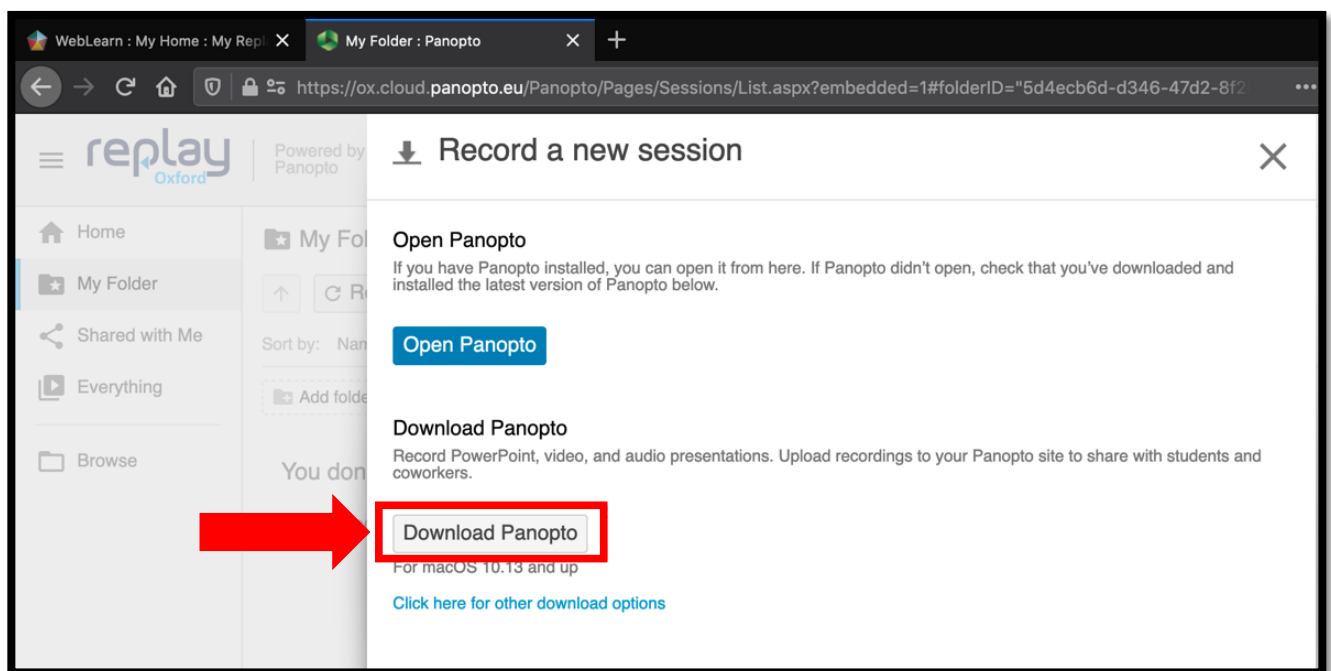
9. You should now be in your Replay/Panopto folder, where your personal recordings can be accessed. Click on the blue 'Create' button located at the top centre of screen:

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 <u>only</u> 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.
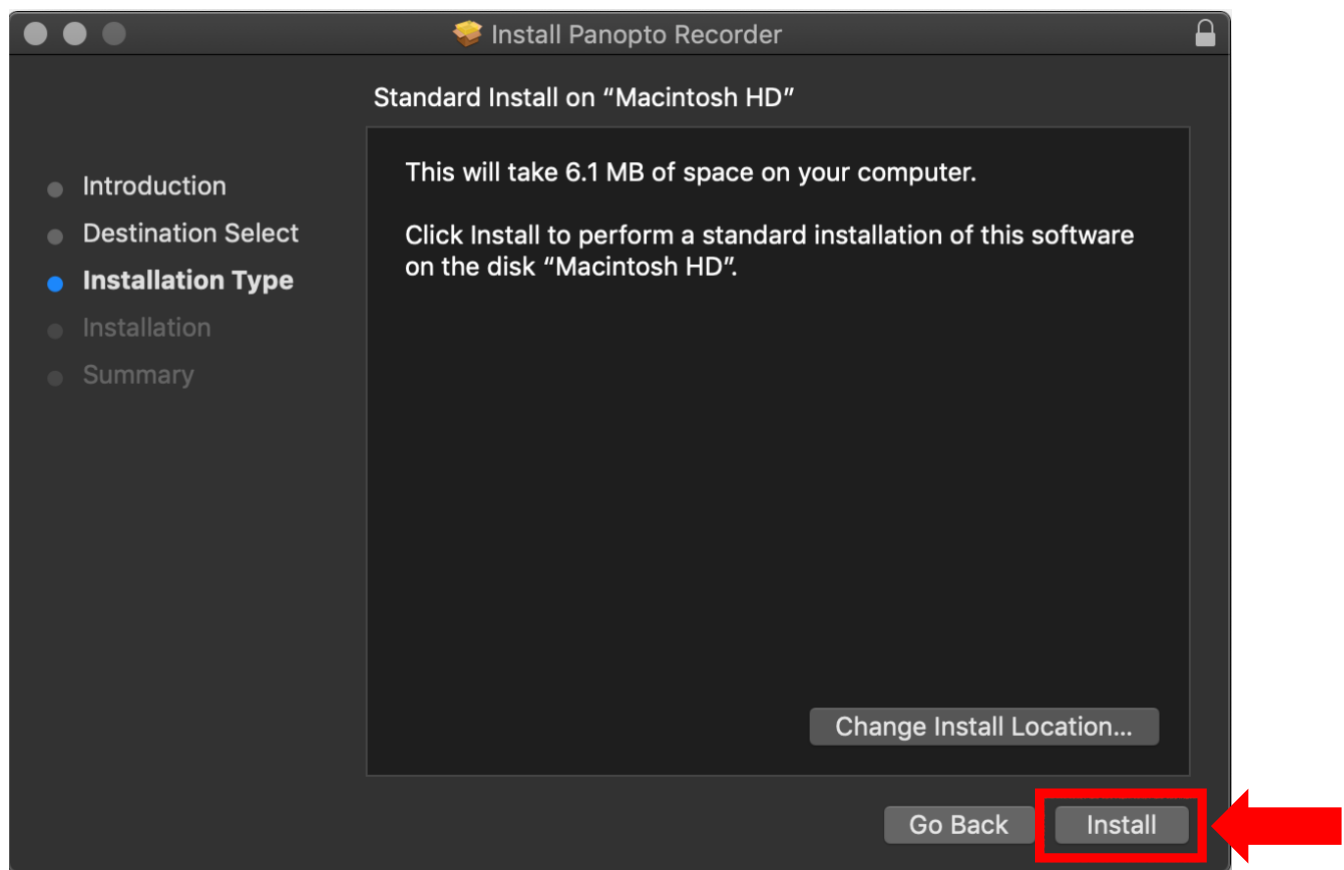

Follow the on-screen instructions…

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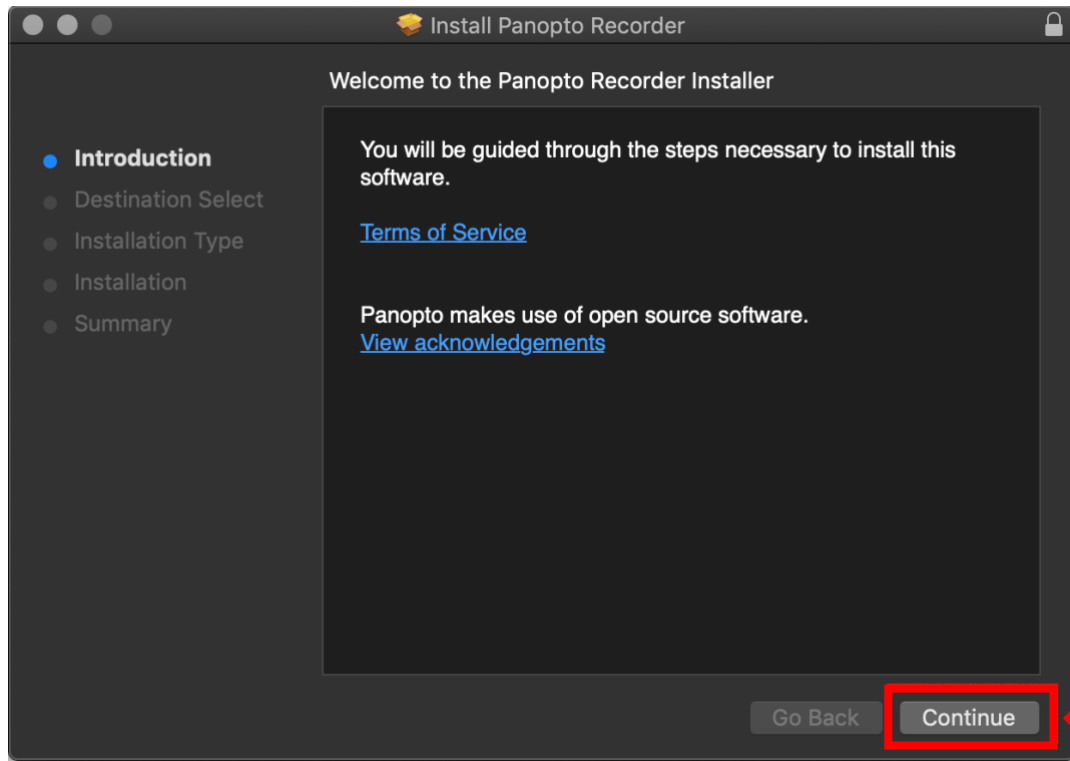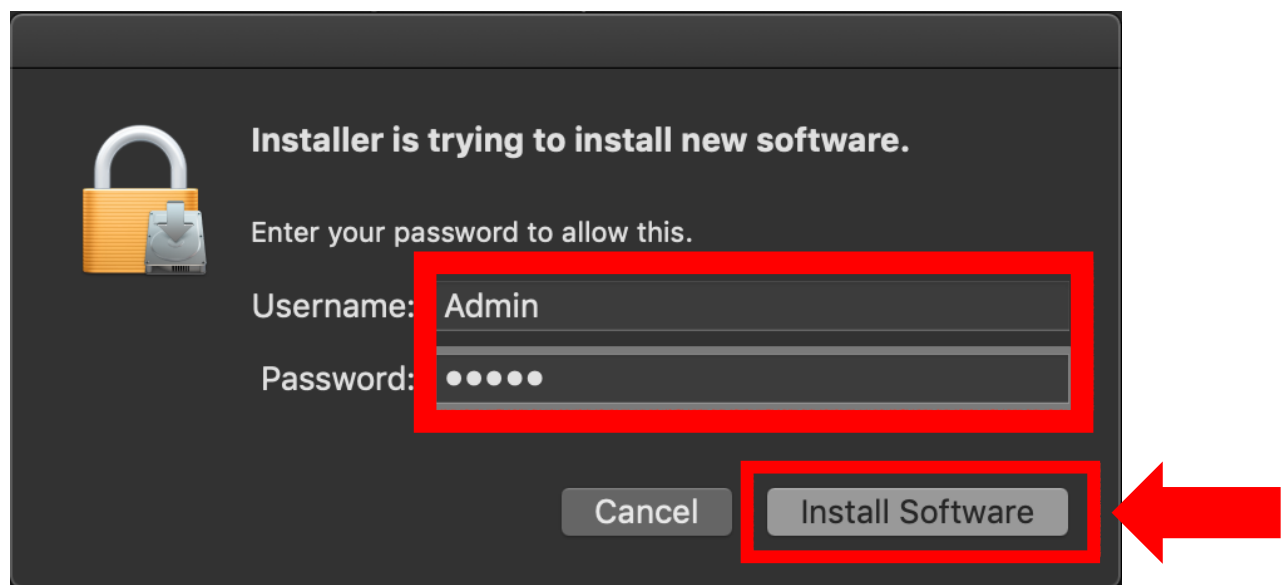

13. Confirm the destination where the software is to be installed (usually 'Macintosh HD' on a Mac or 'Program Files' in Windows) and click 'Continue':
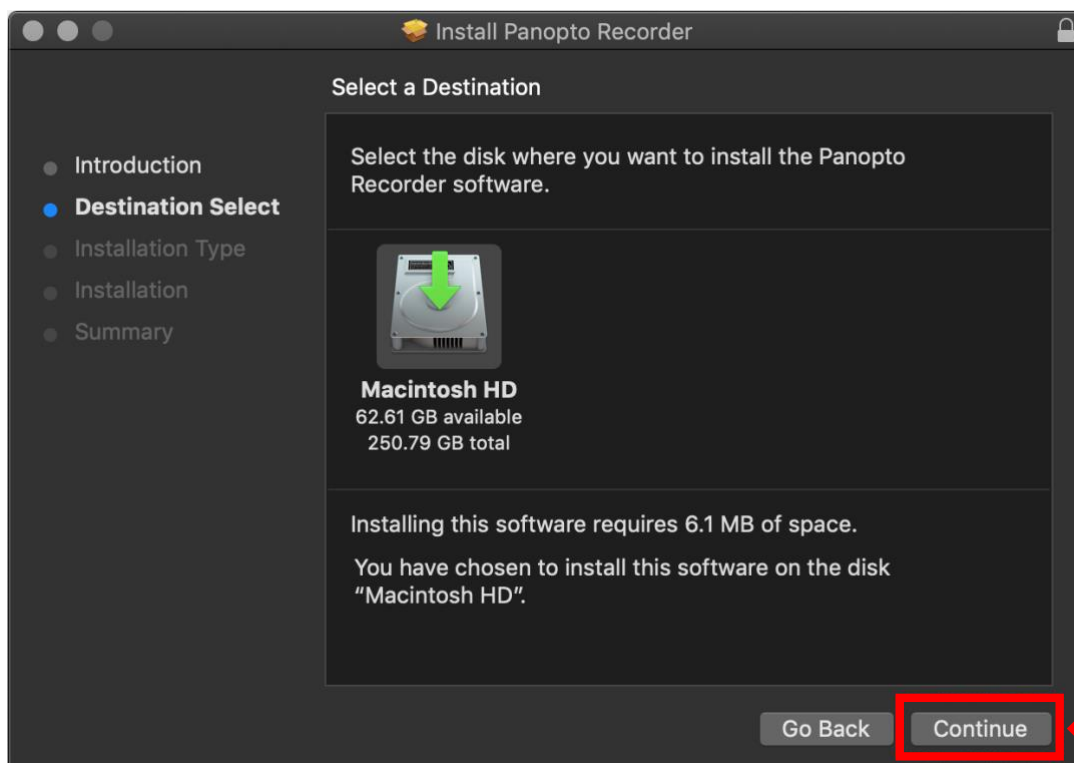
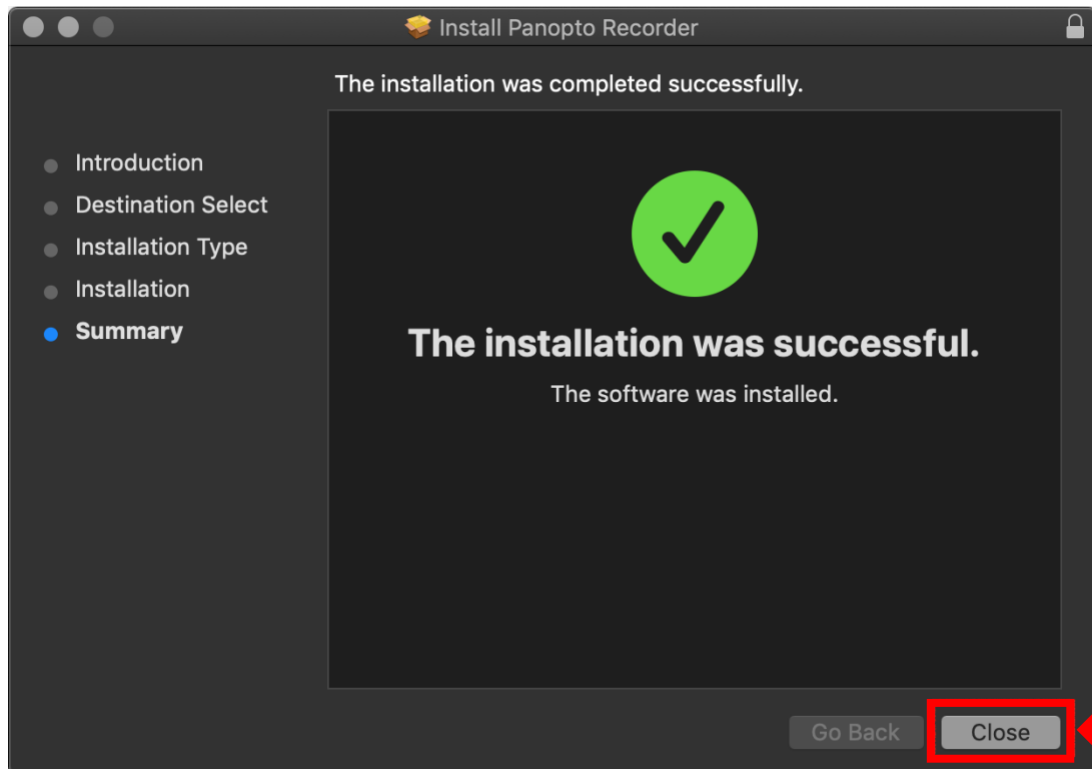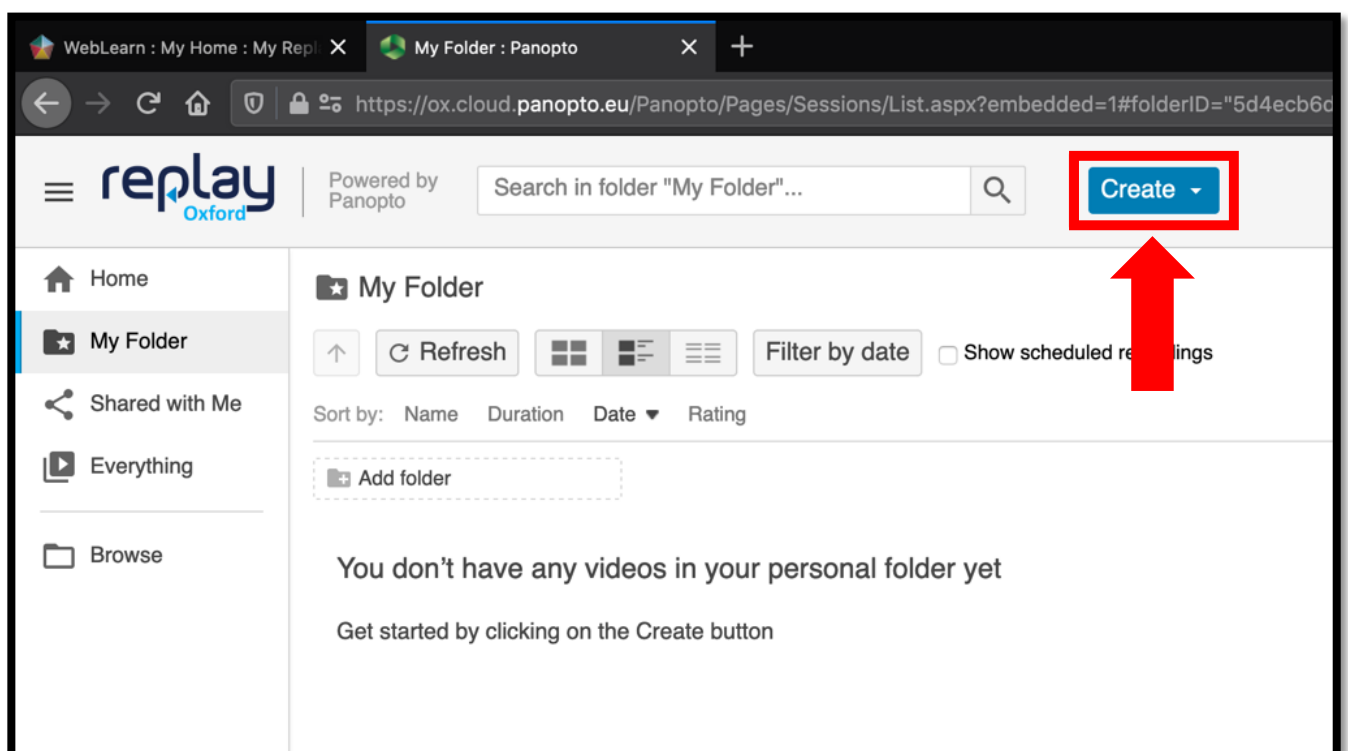14. Click on the '**Install**' button:

15. If prompted, enter your admin name and password and click '**Install Software'**:
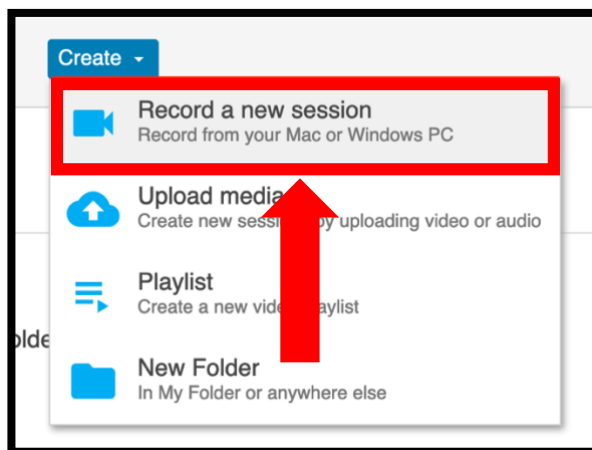
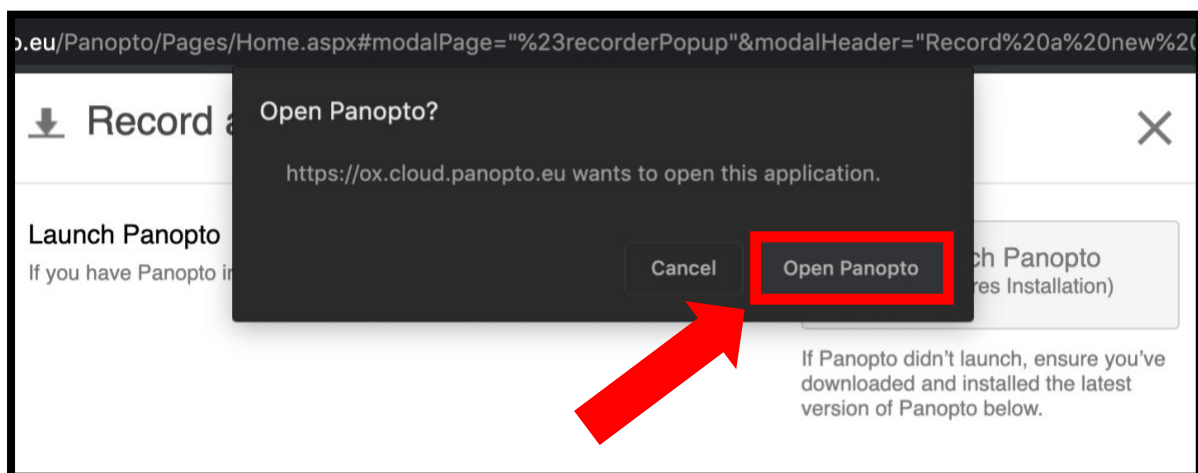16. The installation should finish with '**The installation was successful**' message. Click '**Close**'

17. Return to your WebLearn Replay/Panopto Folder webpage in the browser and click the '**Create**' button:
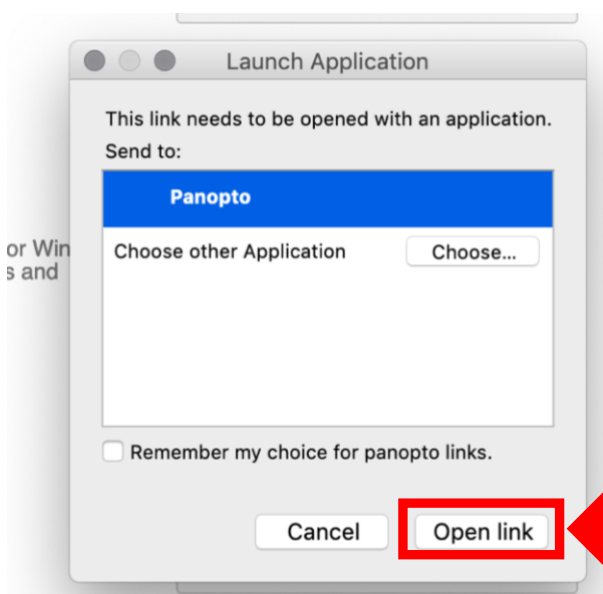
18. Select '**Record a New Session**' from the drop-down menu:

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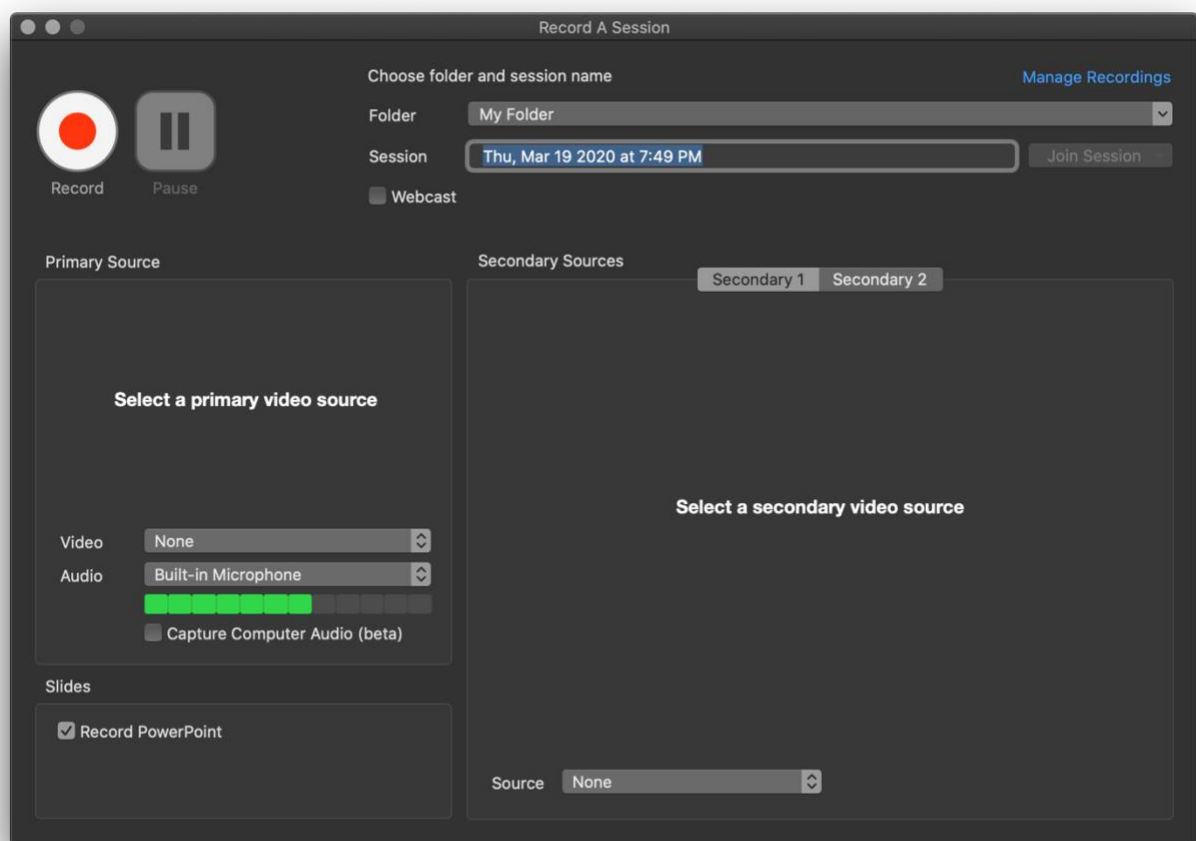

OR

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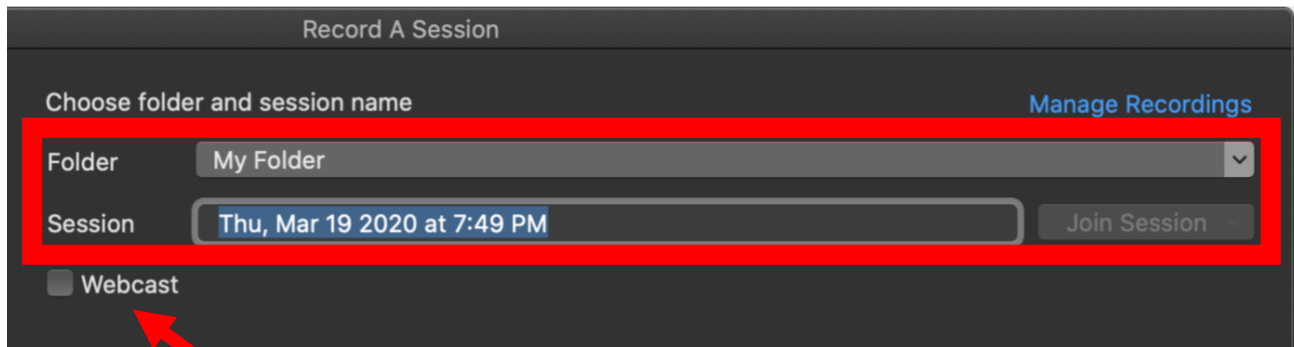

21. You should now be in the main recorder:

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:
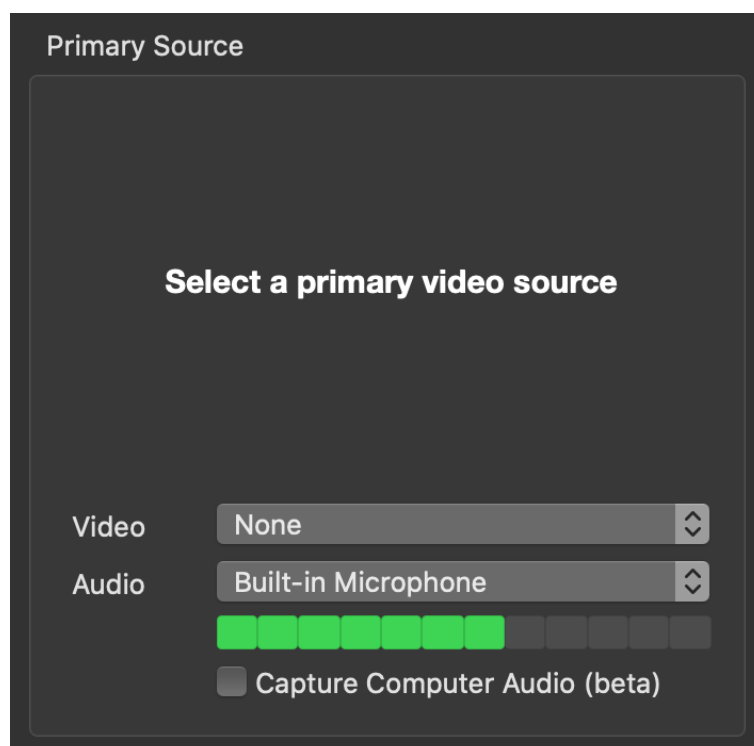

*NB. Ensure '**Webcast**' is unchecked.*

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:

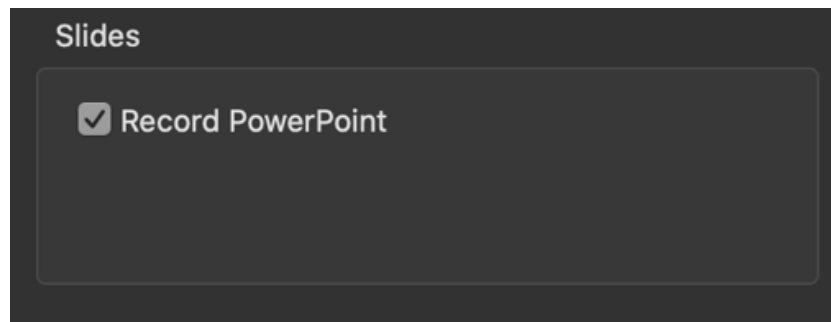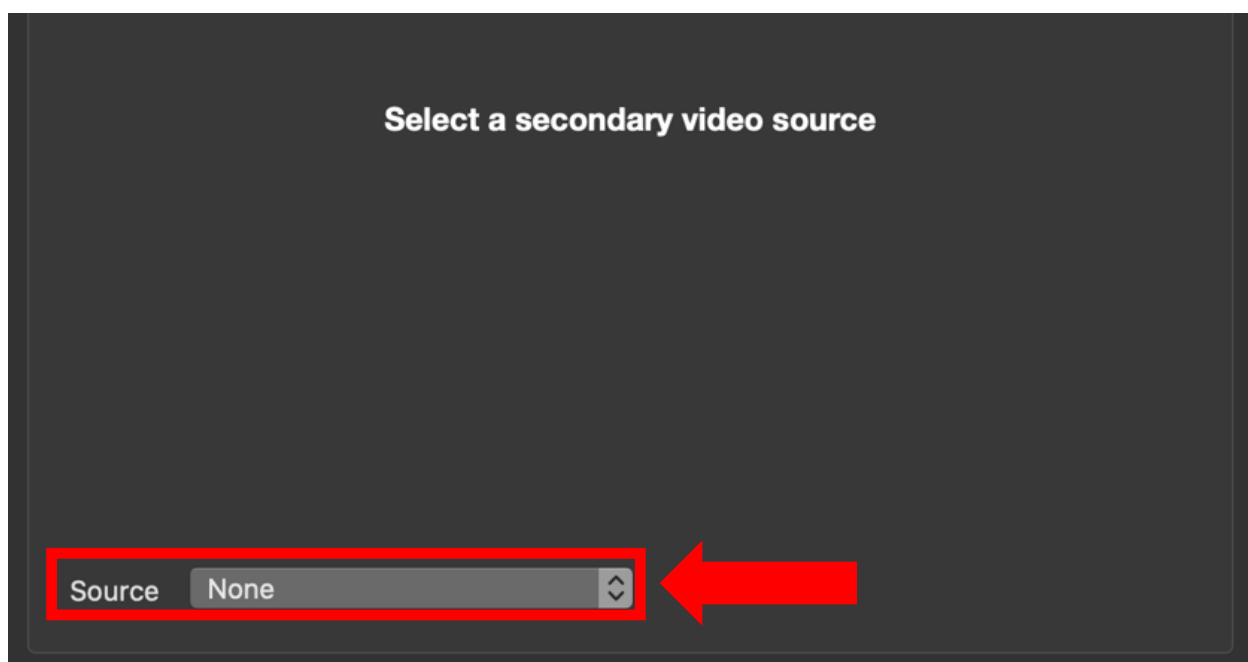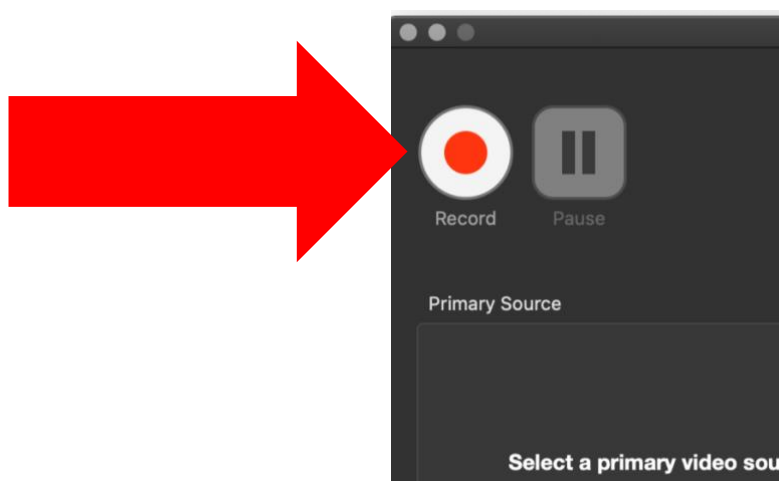3. On the bottom left of the screen, check '**Record PowerPoint**' to capture your presentation slides:
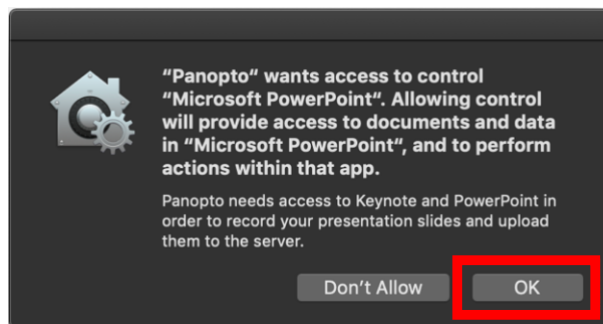

4. Check Secondary source is set to '**None**'.

5. Click on the BIG red '**Record**' button on the top left corner of the screen:
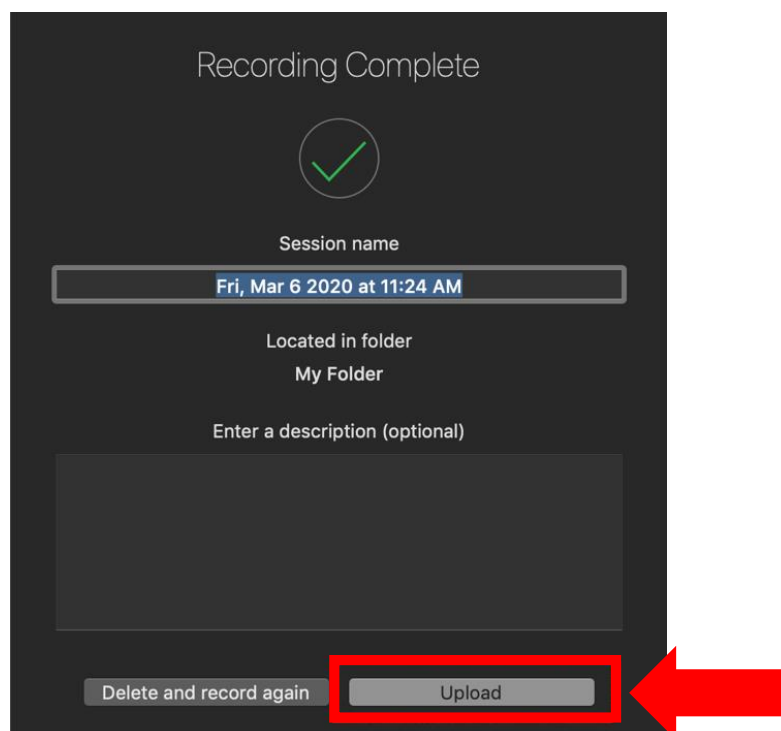
23. If prompted, click '**OK**' to allow Panopto to record PowerPoint:


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**':
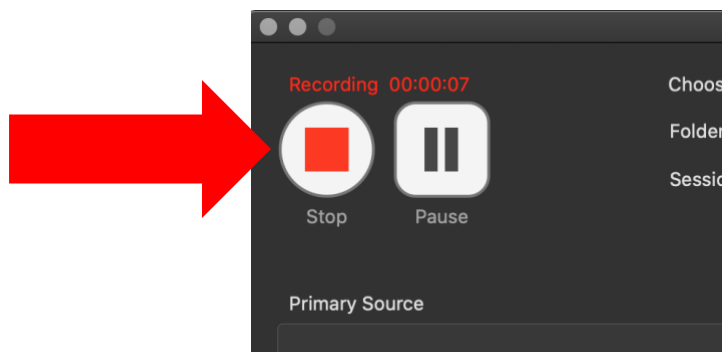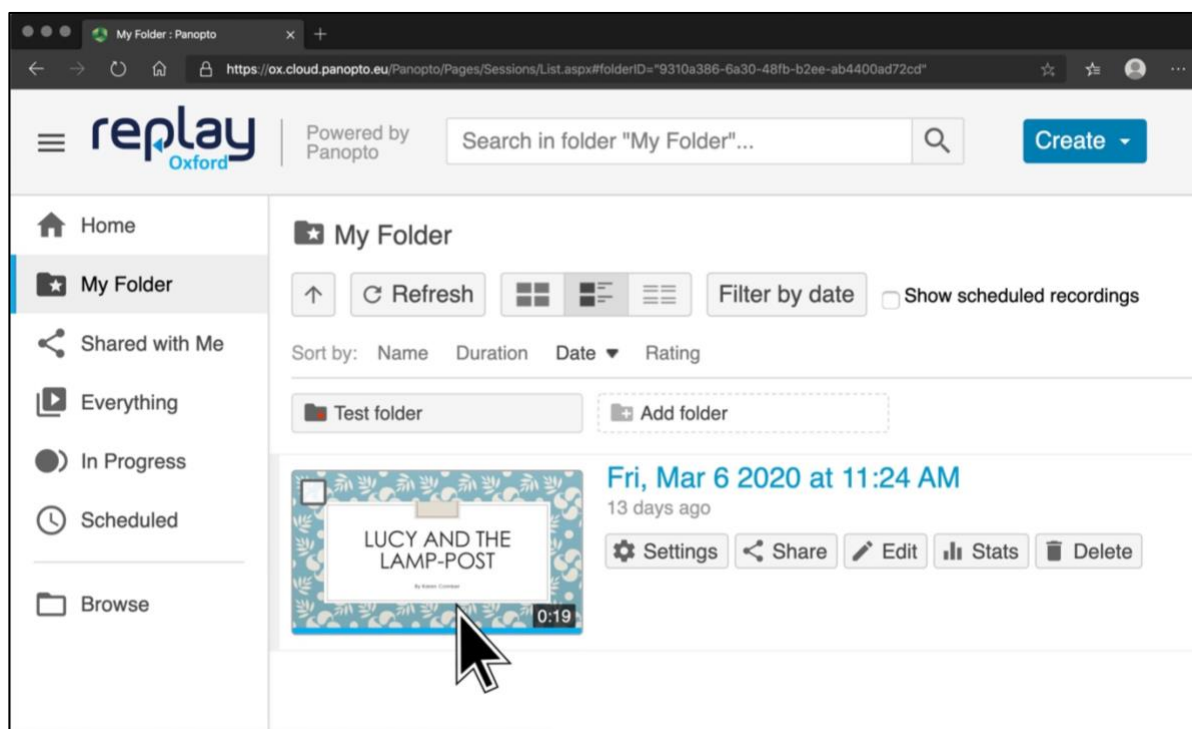

25. Click '**Upload**' to send the recording to your 'My Replay Folder':

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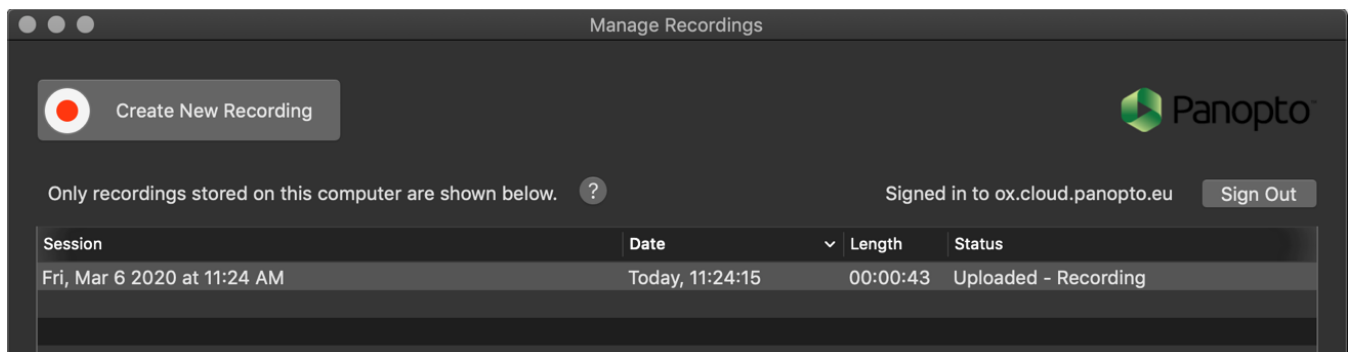
27. Once the upload has completed and processed, return to your 'My Replay Folder' in the browser and refresh the page. You should now see your recording and can click it to view it (the recording launches in a new tab) but you can also locate other settings by hovering the cursor over the thumbnail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

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