

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

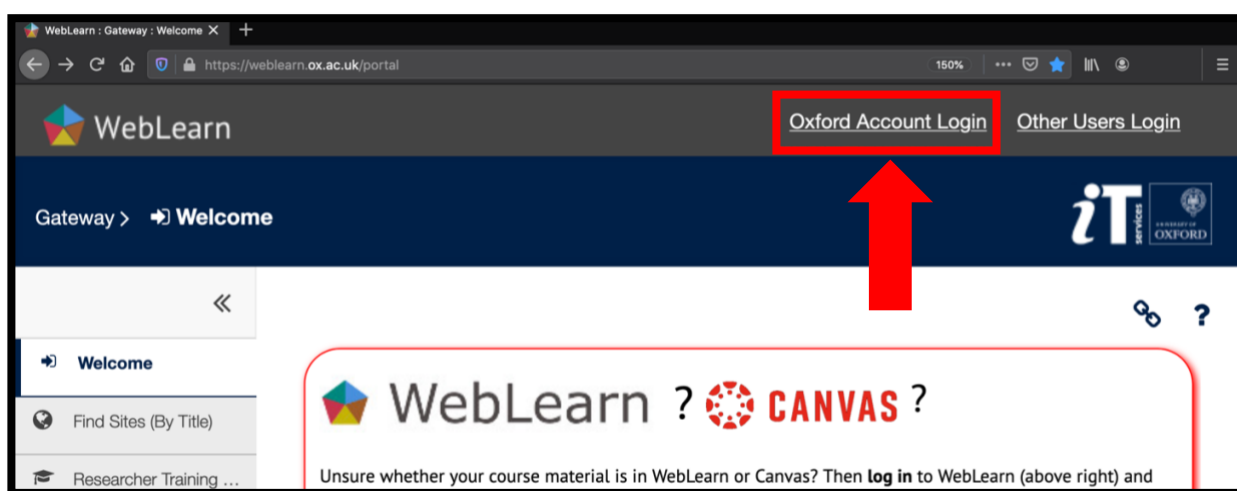
- *This guide is for University staff and students who want to record a presentation from their Windows computer. The presentation can include audio, video, a PowerPoint slide deck and other screen capture.*
- *You are strongly advised to make a test recording in order to explore the recording options.*
- *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).*
- *To simplify the recording process you are advised to disconnect external or additional displays.*

This guide is designed to assist with:

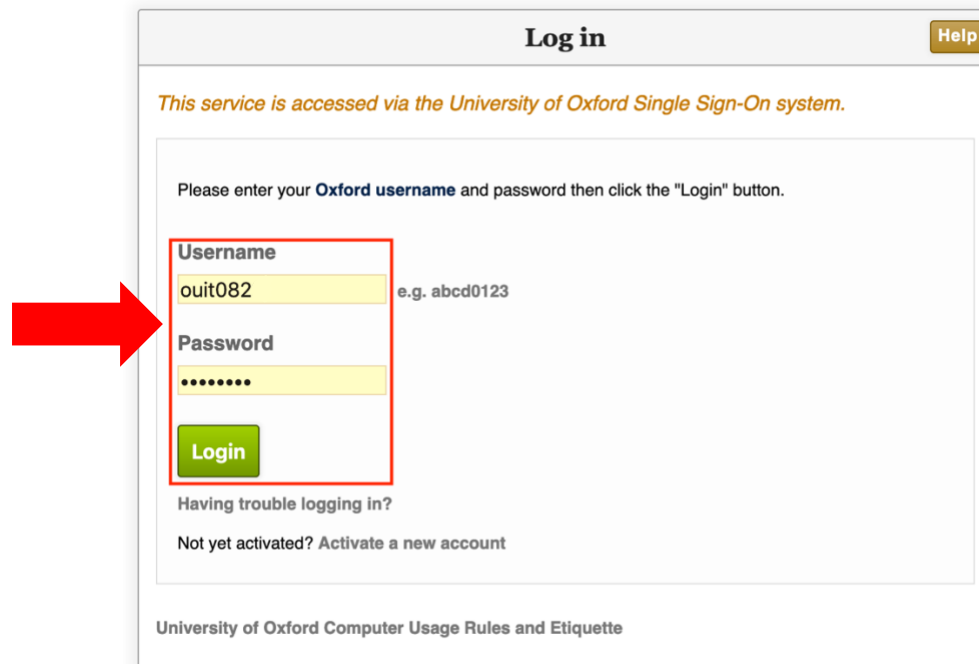
- *Downloading the Panopto installer from WebLearn.*
- *Installing Panopto and making required changes to system settings.*
- *Recording options and creating a test recording.*

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
ouit082 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:



University of Oxford Single Sign-On Confirmation [Help](#)

The service you have requested is accessed via the University of Oxford Single Sign-On system.

Service: Shibboleth Identity Provider
Provided by: IT Services
Host: idp.shibboleth.ox.ac.uk

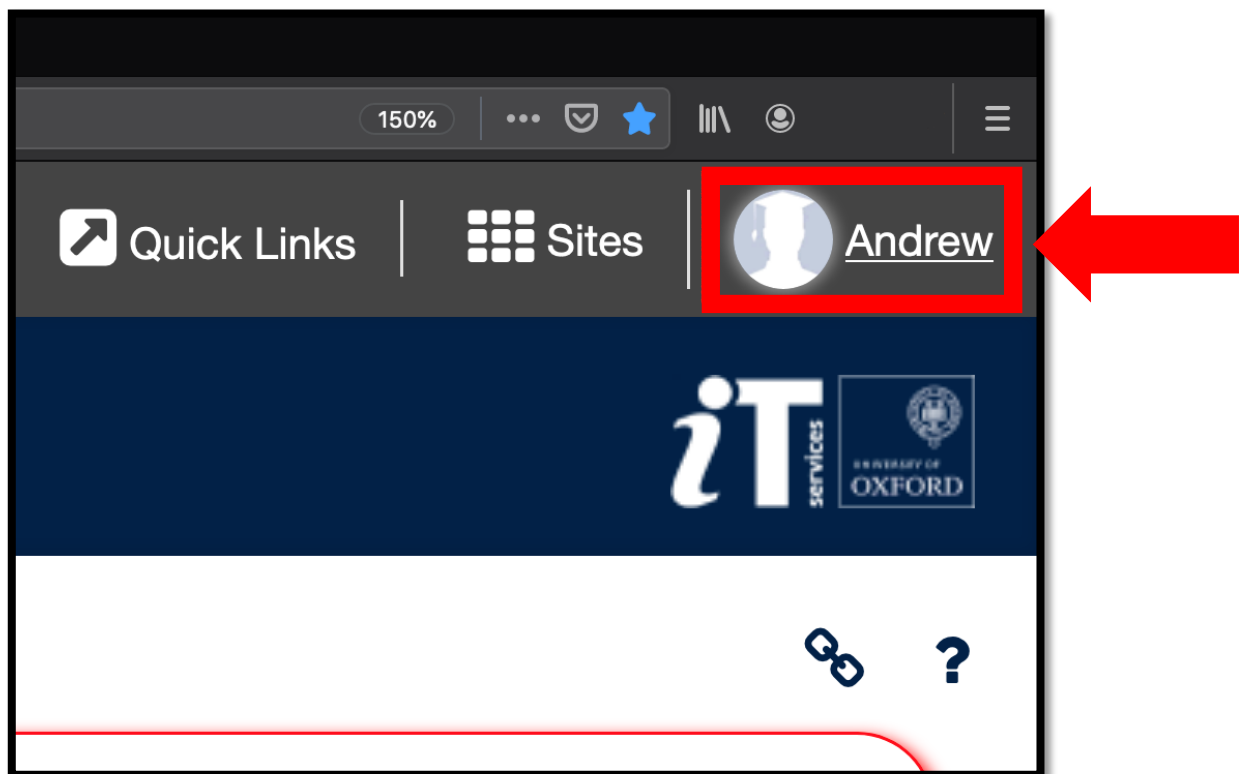
You are logged in as user **ouit0822**. **Not you?**

✓ Continue to Shibboleth Identity Provider

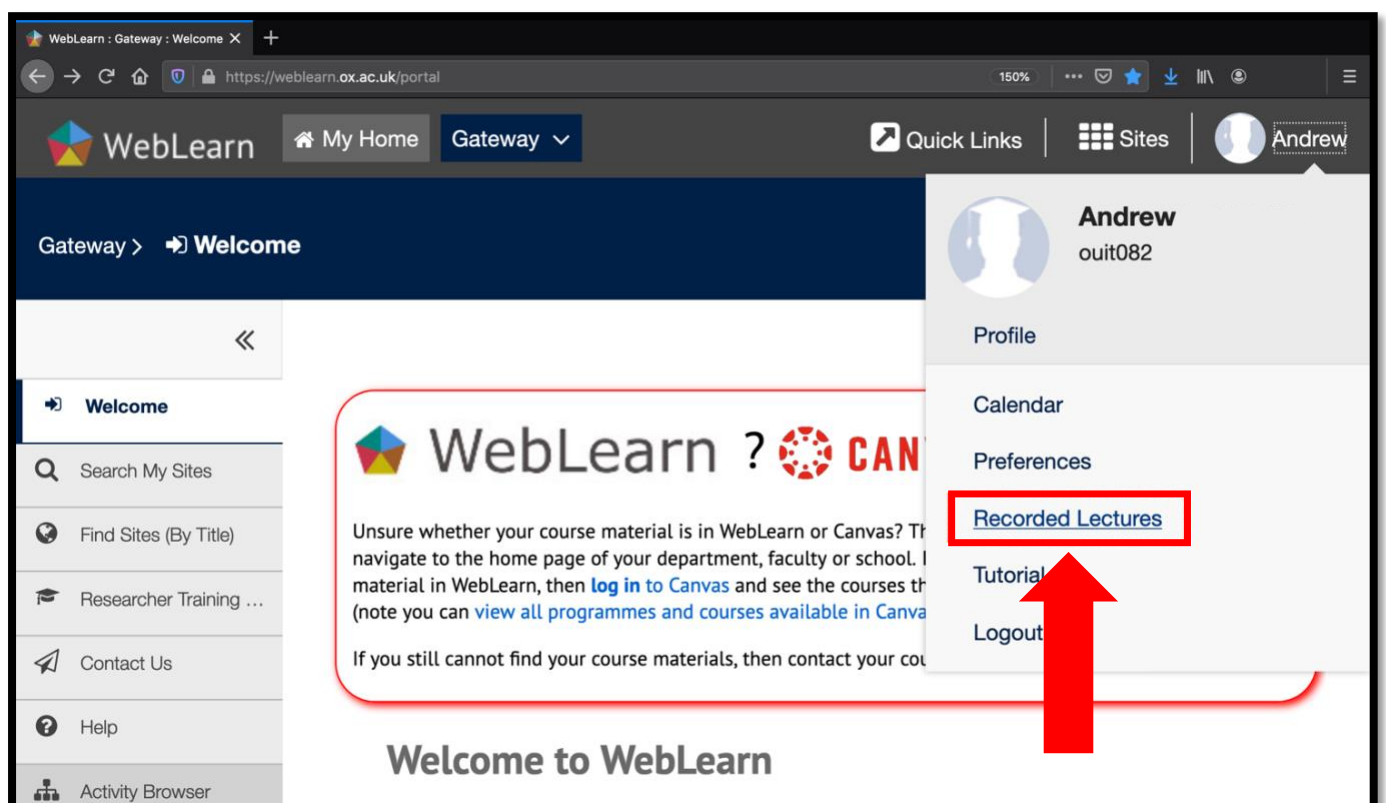
For complete security you should always close down your web browser once you have finished working. Information on logging out.

Why is this page here?
University of Oxford Computer Usage Rules and Etiquette

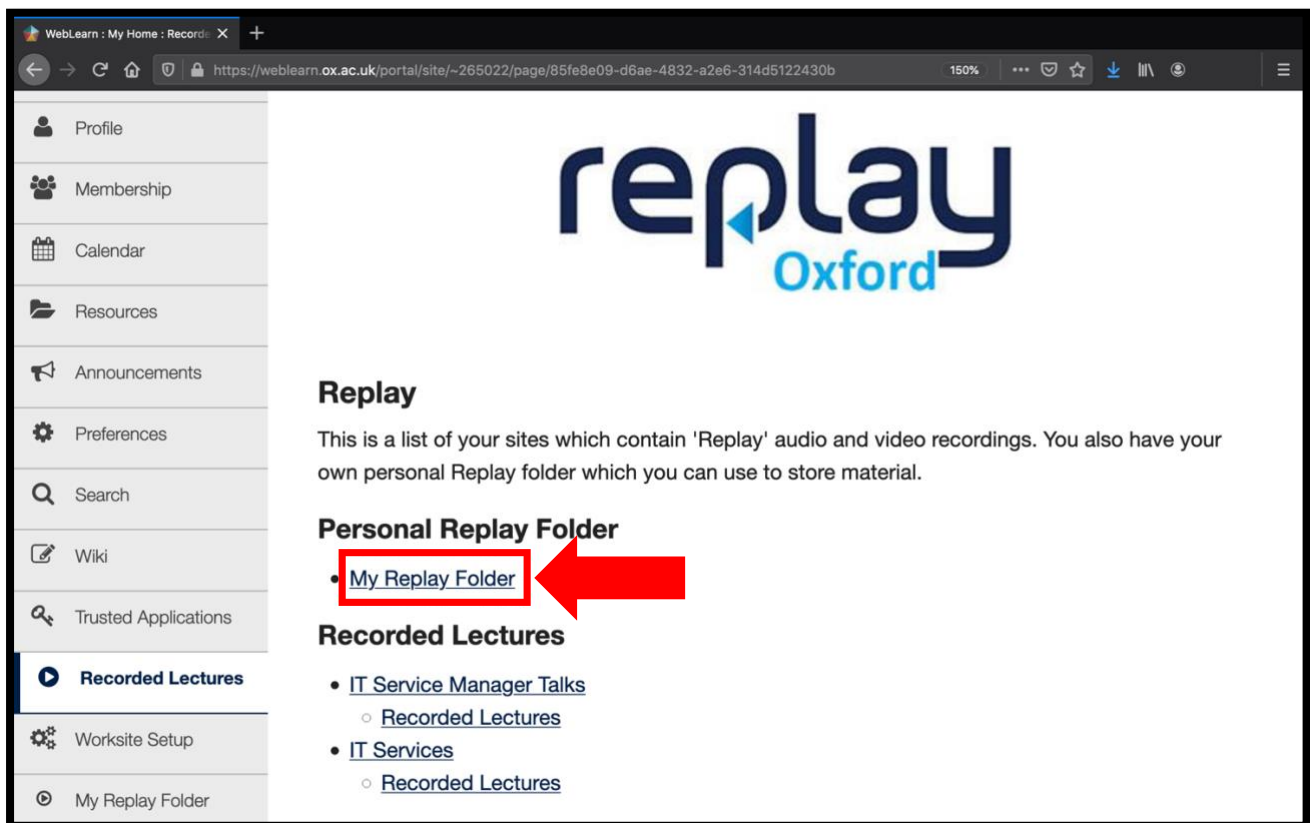
5. Click on the account icon or username at the top right corner of the screen:



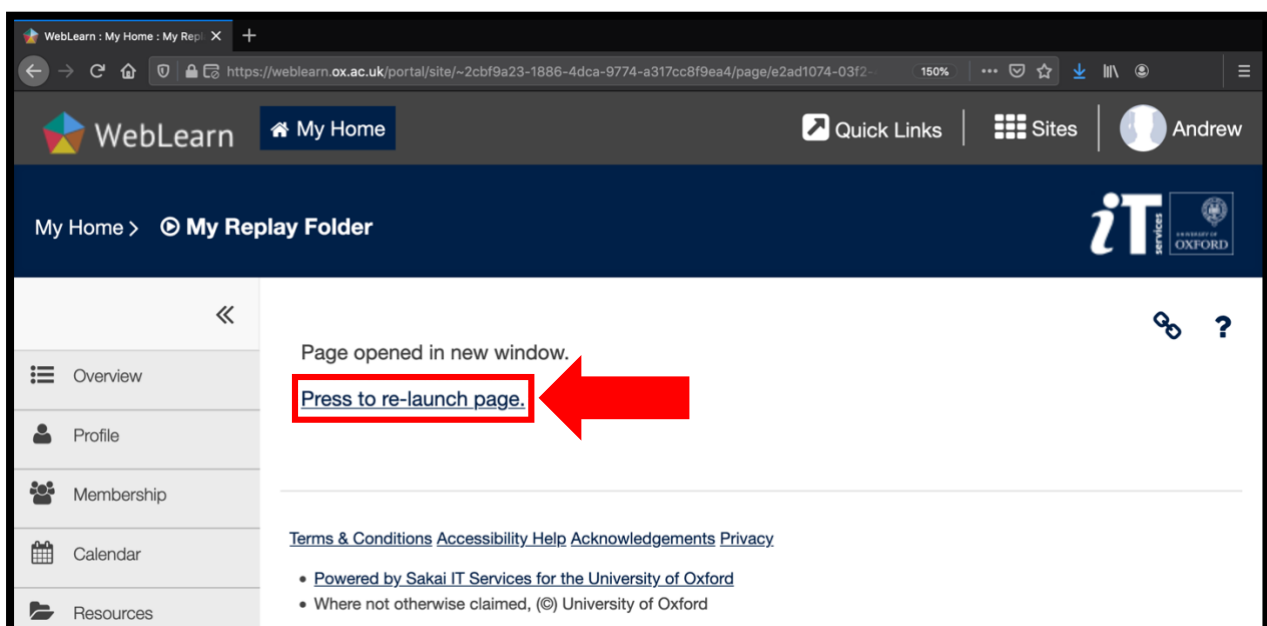
6. Select 'Recorded Lectures' from the drop-down menu:



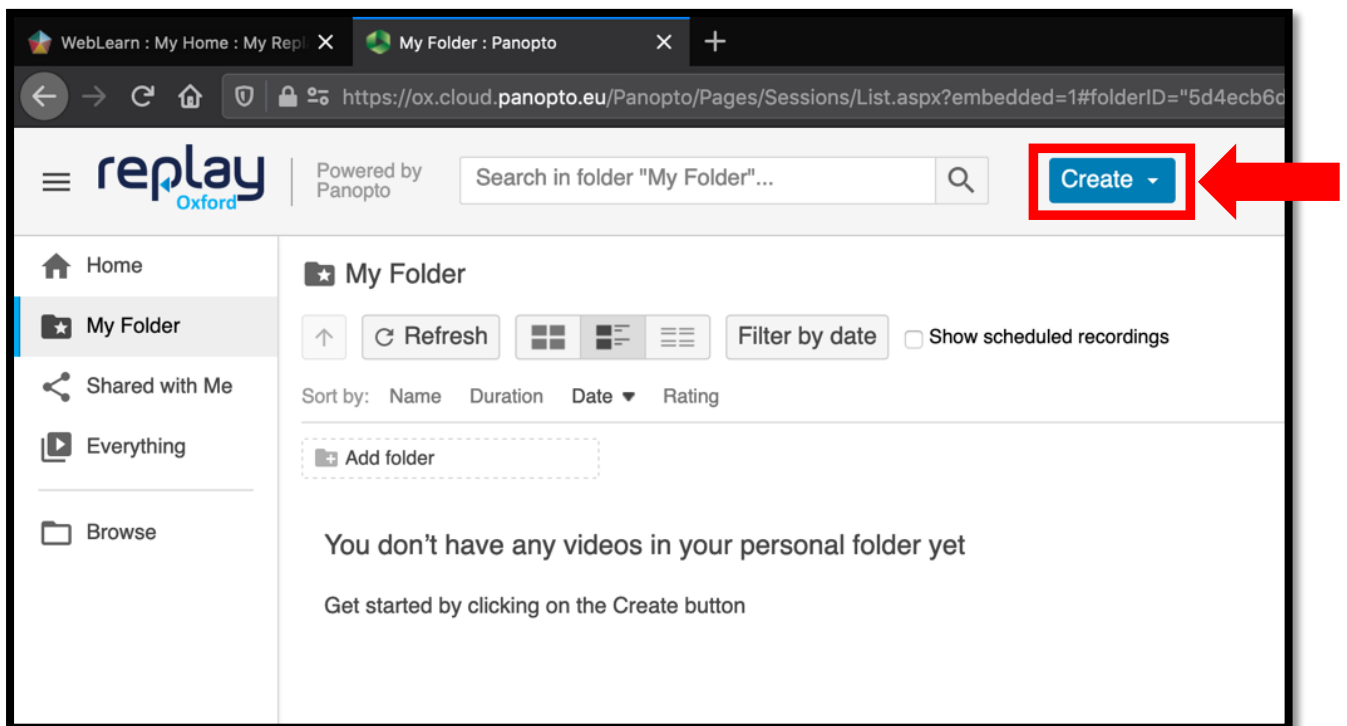
7. You'll be taken to your Replay site, where you can access your recordings and your own personal Replay folder – click on 'My Replay Folder':



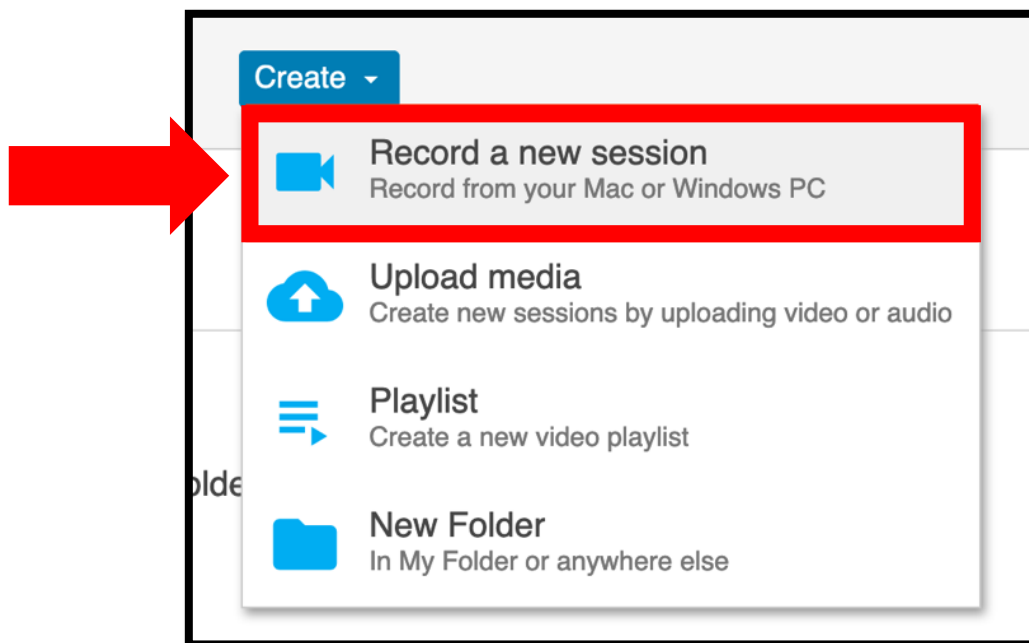
8. A new tab or webpage should open. Click on 'Press to re-launch page.':



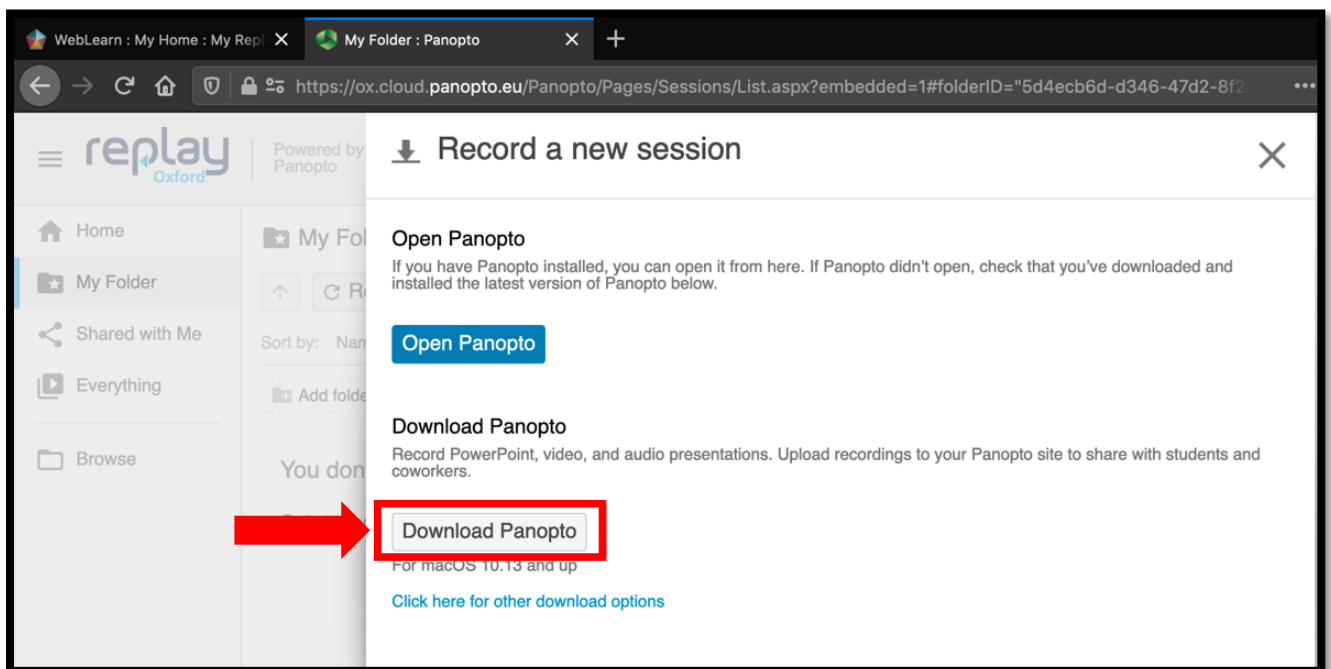
9. You should now be in your Replay/Panopto folder (opens in a new tab), where your personal recordings can be accessed. Click on the blue 'Create' button located at the top centre of screen:



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

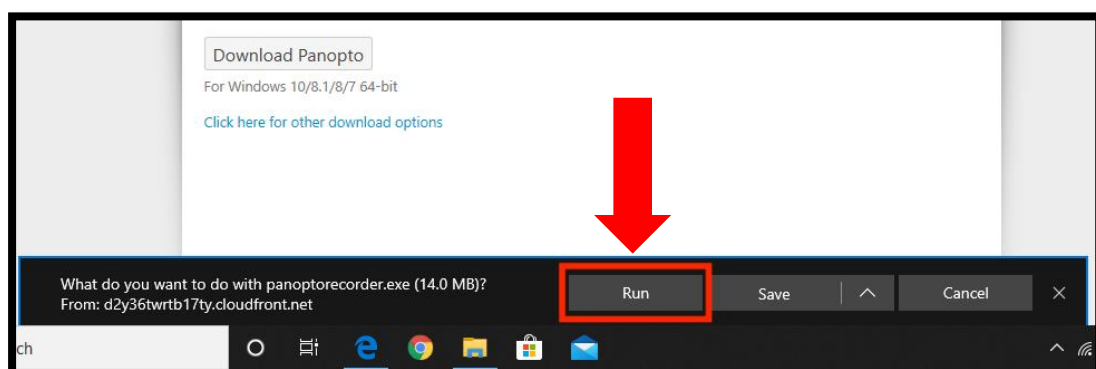


11. Click on the '**Download Panopto**' button and leave the page open:



*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:



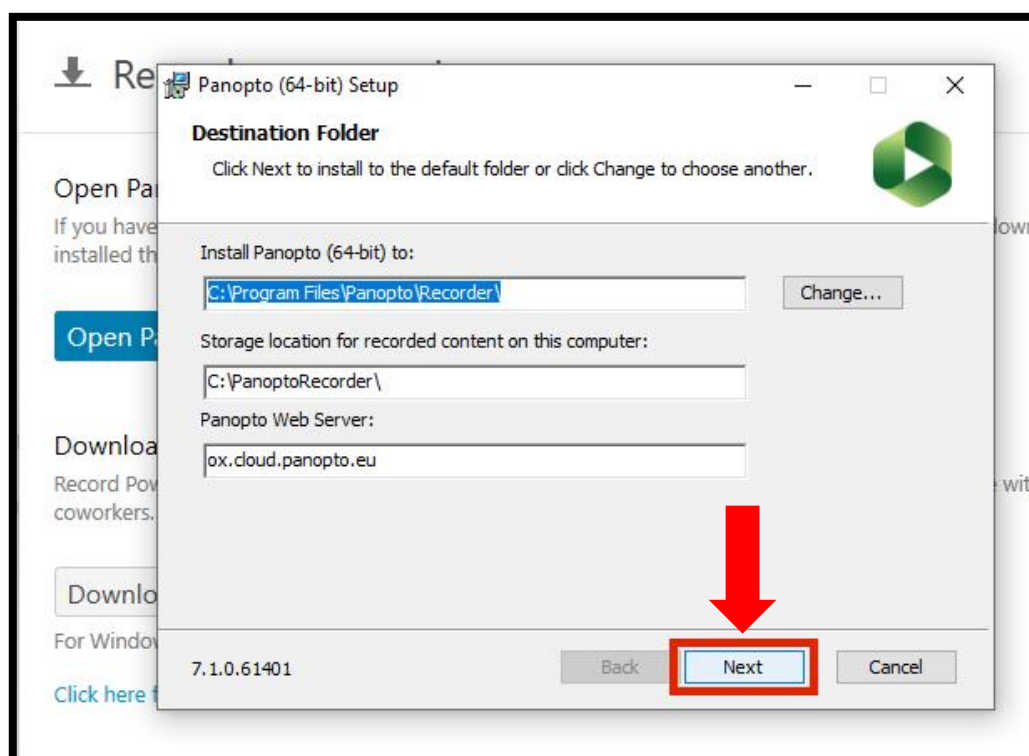
11b. **Firefox users:** Click the '**OK**' button, on the pop-up, to allow the installer to download the manual recorder onto your computer.

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

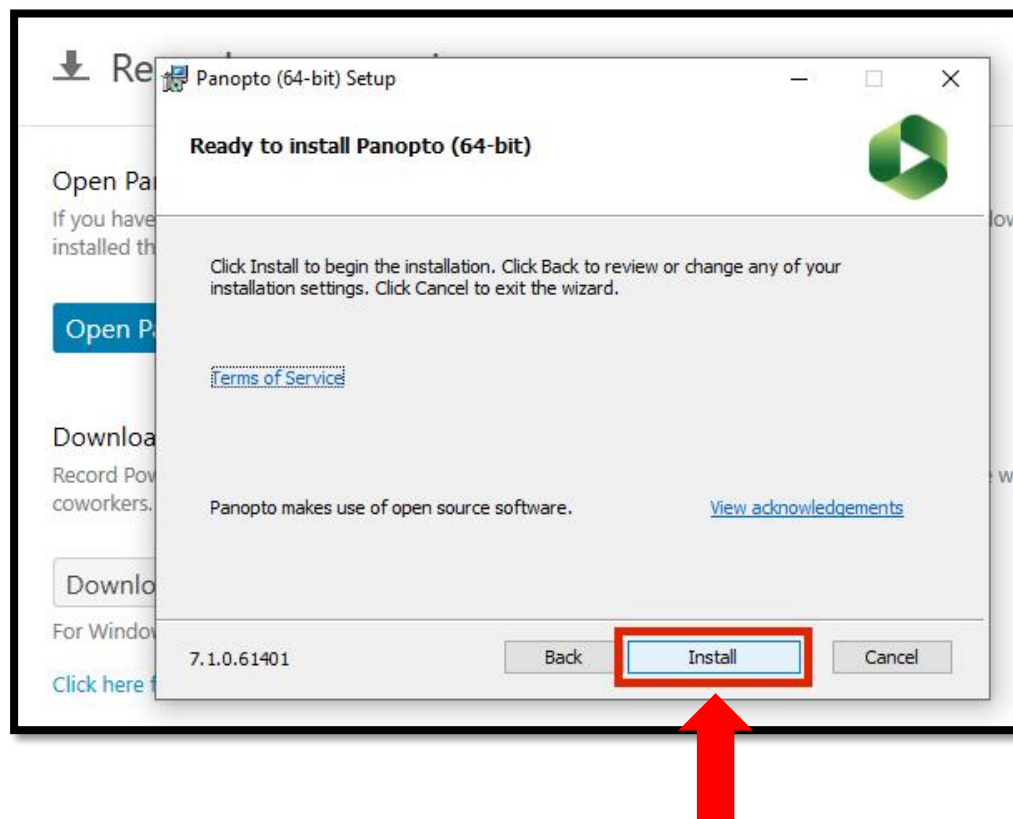
12. If the installer downloaded but did not auto-run then locate (usually in your downloads folder) and double-click the file 'panoptorecorder.exe' to begin install.
13. If you get the User Account Control pop-up, Click 'Yes':



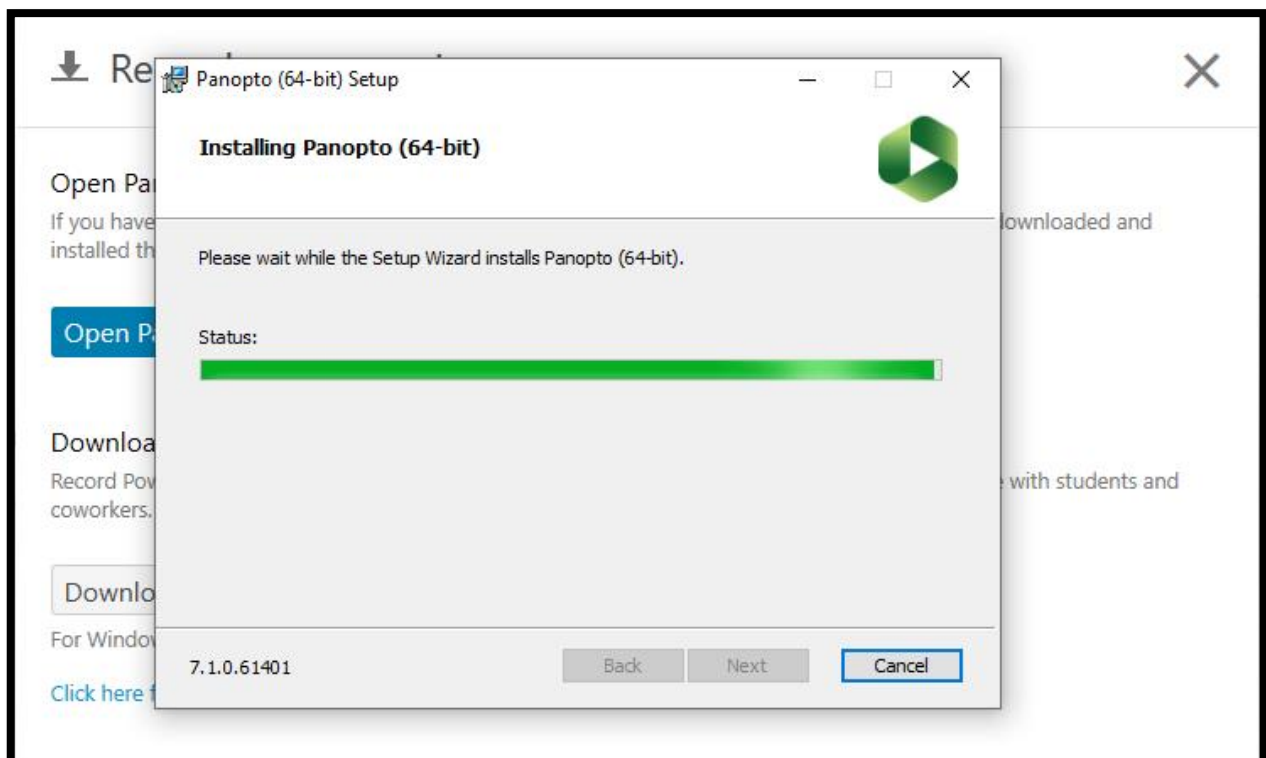
14. Confirm the destination where the software is to be installed (usually 'C:\Program Files\Panopto\Recorder') and click 'Next':



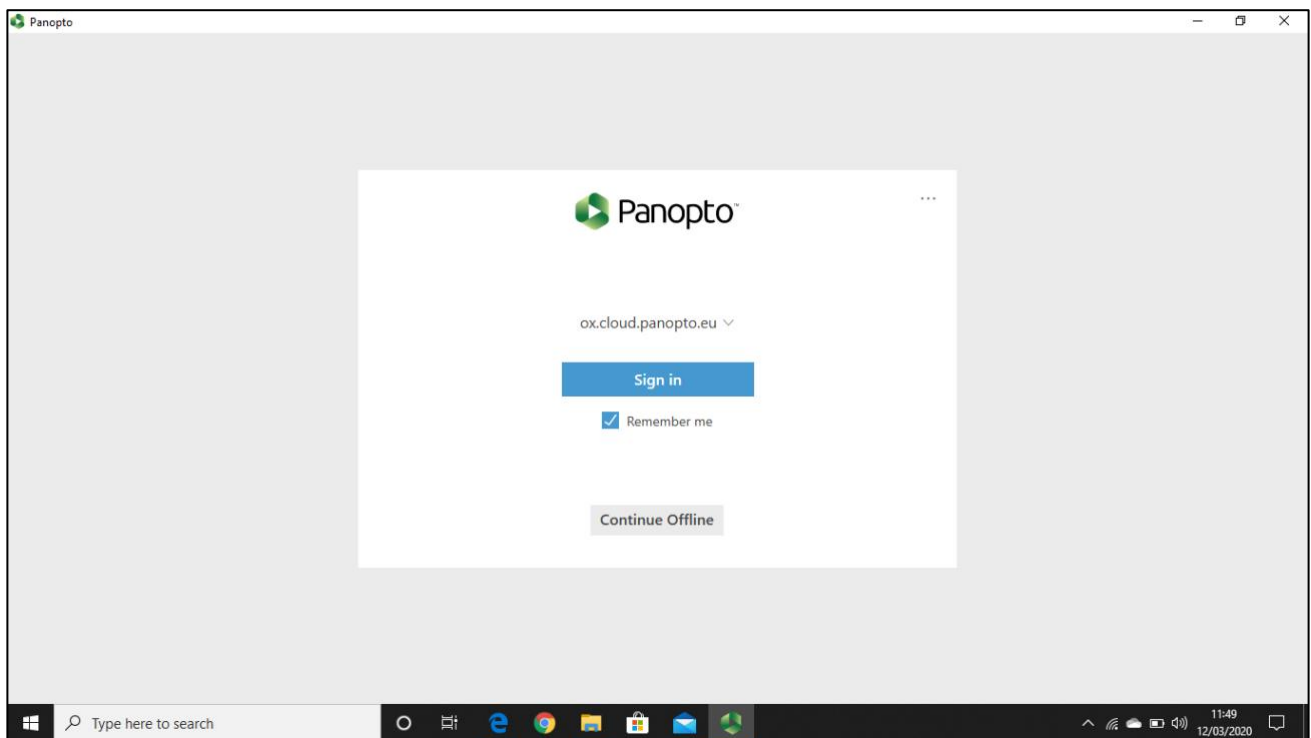
15. Click on the 'Install' button:



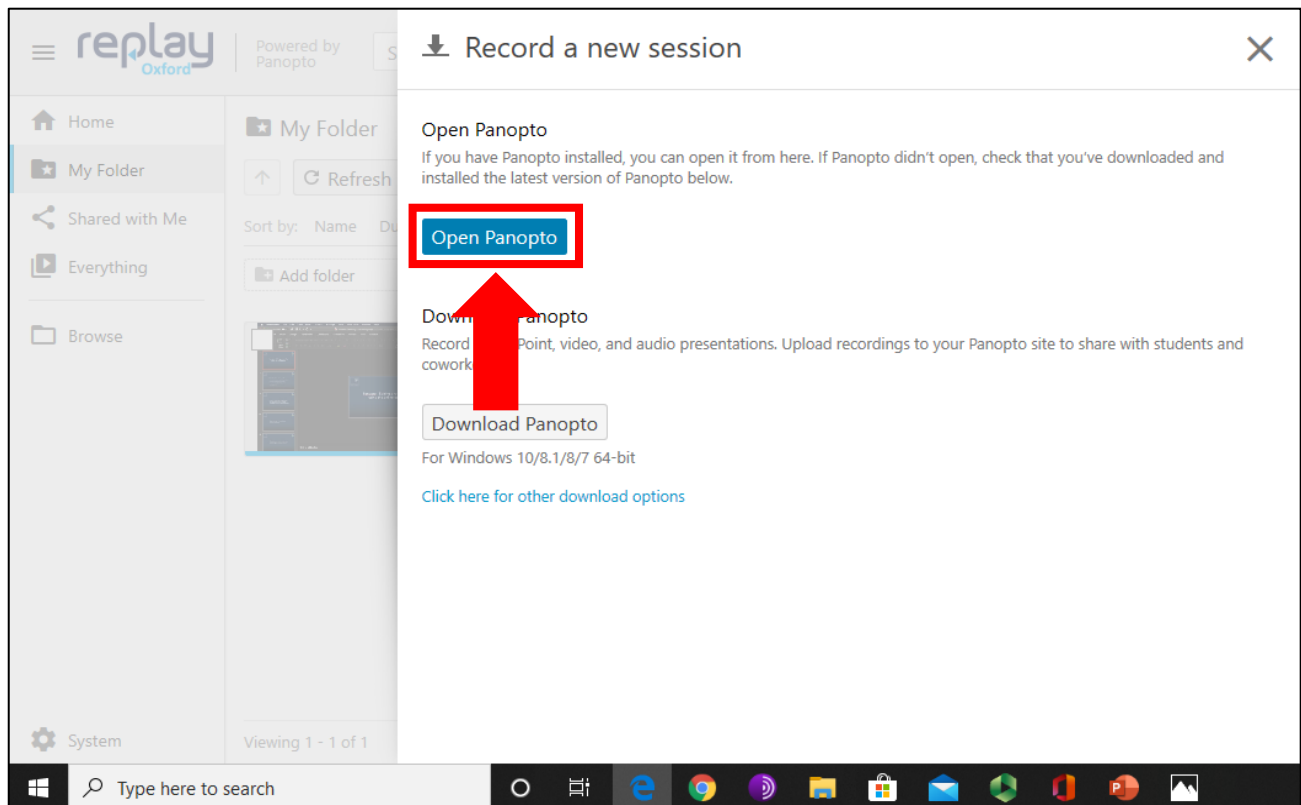
16. Panopto should be installing. Please wait while the Setup wizard installs:



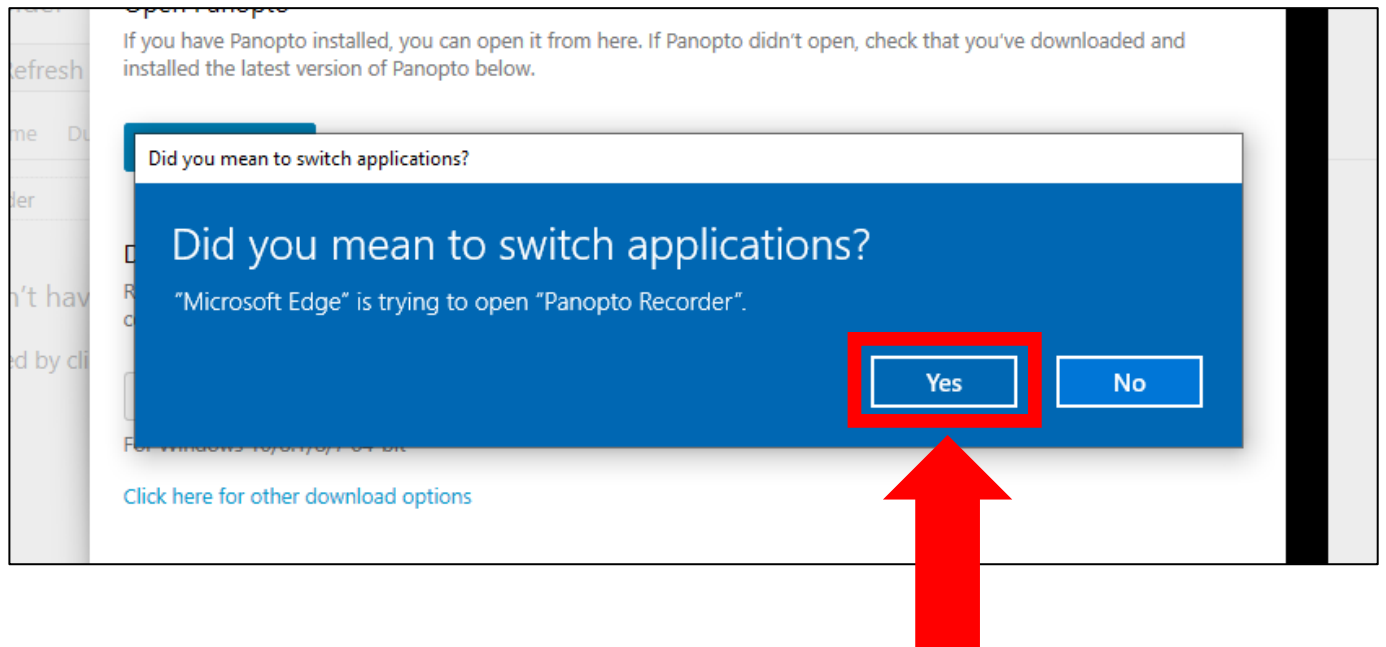
17. When the installation finishes, you might see the below page – please close this window. Return to the browser and to your online WebLearn Replay folder:



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



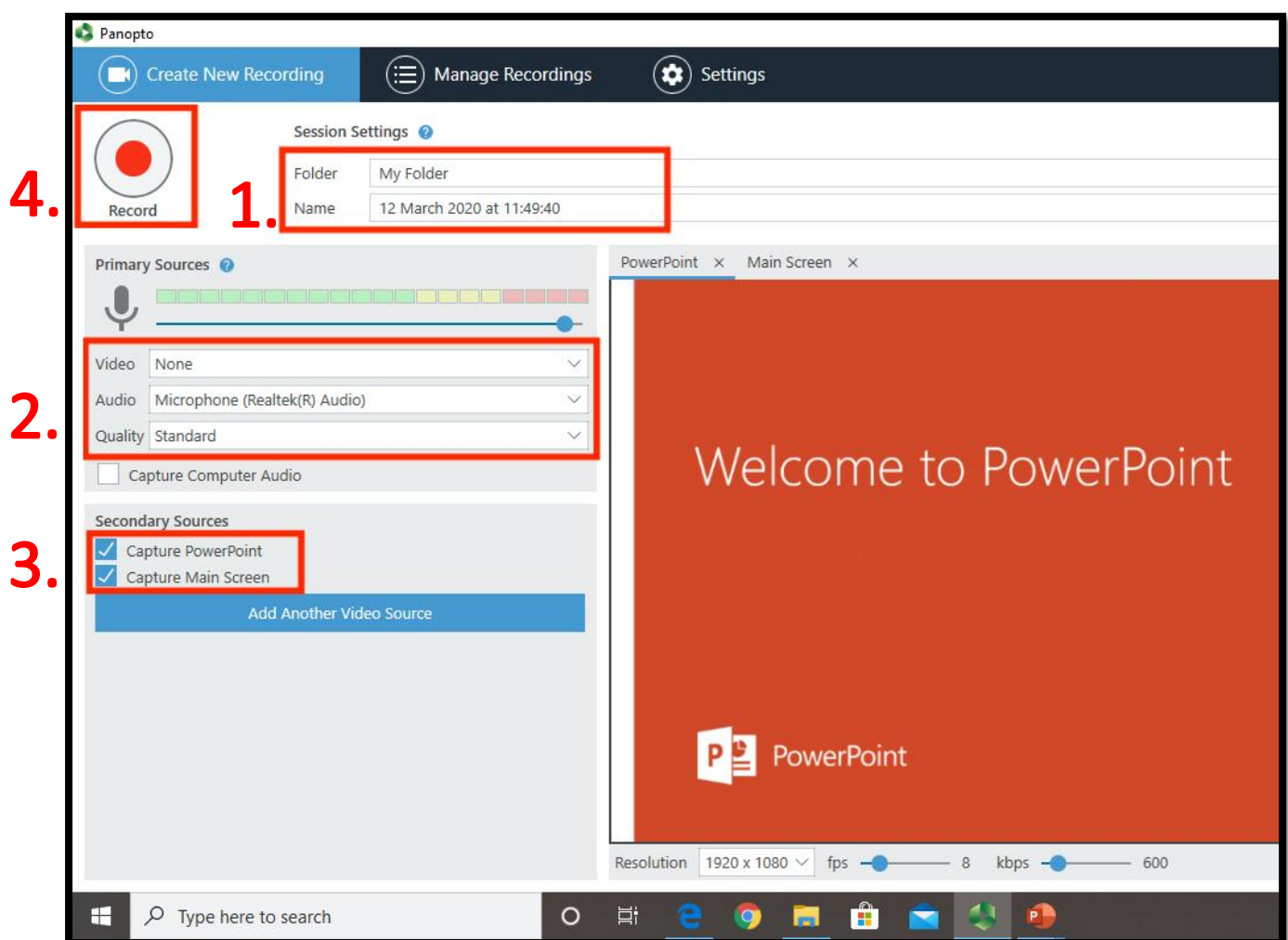
19. Click **'Yes'** to switch applications and allow your browser to open the Panopto Manual Recorder:



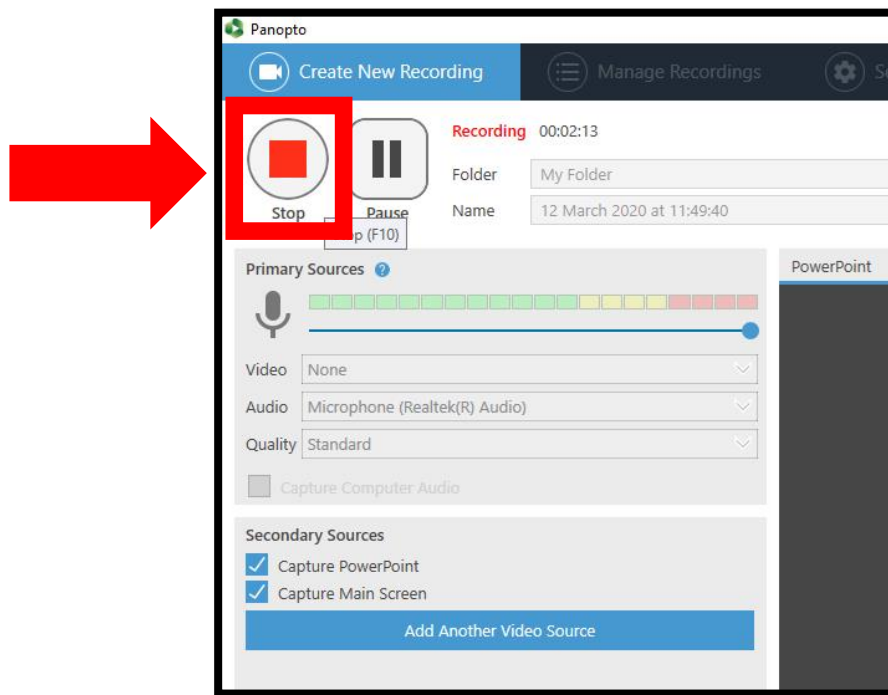
20. Once the Panopto manual recorder has opened, follow the sequence on the next page (scroll down to continue)...

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

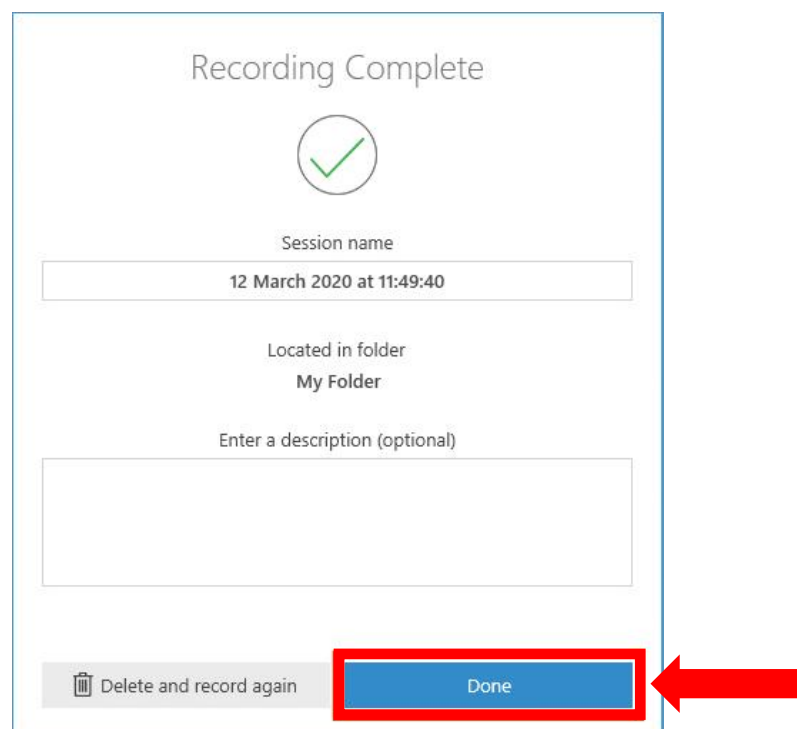
1. Ensure the correct folder has been selected for uploading the finished recording and name the session.
2. Check the correct microphone has been selected – you should see green LEDs in response to any sound/spoken word. Set the 'Video' drop-down to 'None' unless you wish to capture footage from a webcam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



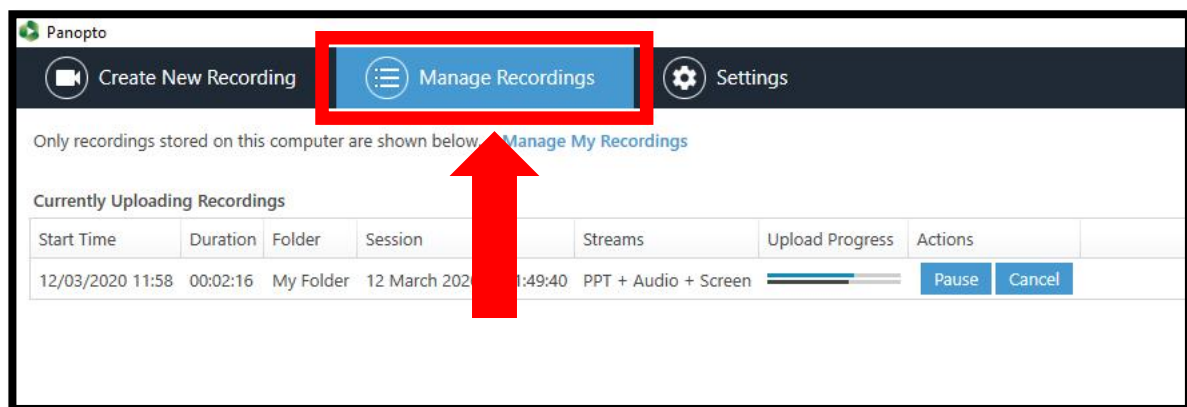
21. You can now return to your PowerPoint presentation and go through the slides as you normally would and any speech will be recorded, along with the presentation. When finished, exit the full-screen presentation and return to the Panopto manual recorder. Click the BIG red '**Stop**' button:



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):

