

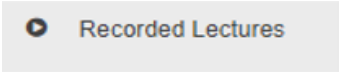
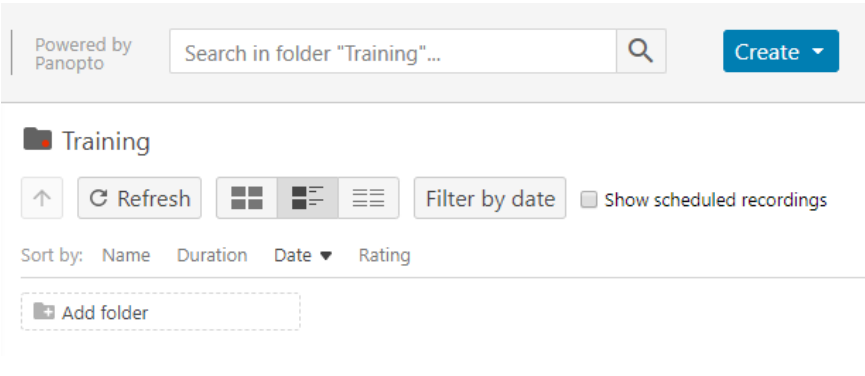
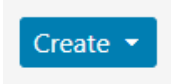
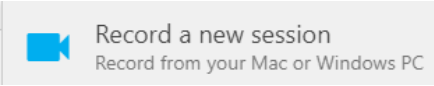
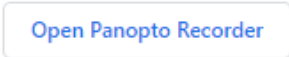


Record a new Panopto session

To record a new session staff must login to WebLearn using your Single Sign-On (SSO)

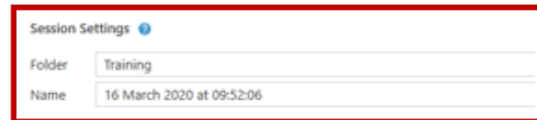
1. Once logged in, click Sites in the top right corner of the screen	
2. Then click on the relevant site to open it	
3. Click Recorded Lectures in the left side menu	
4. The Panopto (Replay Oxford) homepage will open in another tab	
	
5. Click Create	
6. Then click Record a new session	
7. Click Open Panopto Recorder	

The Panopto recording screen now opens. If it does not open, then you must get the Panopto software installed on your laptop or desktop.

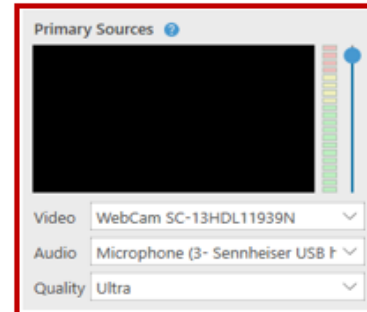
To download and install the manual recorder please visit:

<http://help.it.ox.ac.uk/replay/manualrecording>

8. From the folder drop down, select the relevant course folder where your recording will be saved. Also give your recording a name

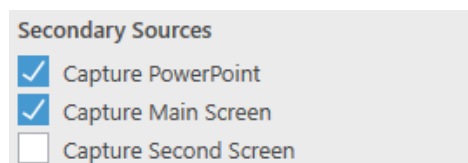


9. Any integrated or externally connected **video** or **audio** device will be detected. Select your preferred video/audio devices

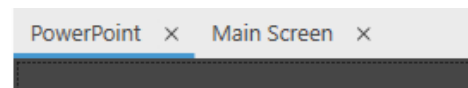


Set the capture **quality** as Ultra

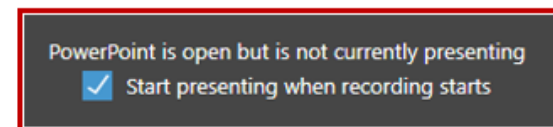
10. Now choose to capture what is displayed on your screen(s)



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



12. 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

13. 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**

14. Click **Done** when you have completed your recording



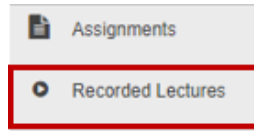
You will then see a confirmation of that your recording has been uploaded.

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

Uploaded Recordings

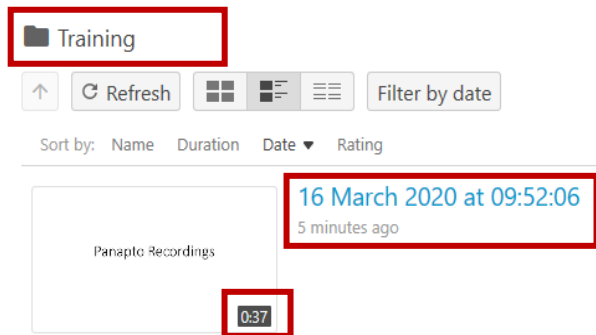
Start Time	Duration	Folder	Session
16/03/2020 10:08	00:00:33	Training	16 March 2020 at 09:52:...

15. Select **Recorded Lectures** in WebLearn



Your Panopto 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