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	🔁 Quick Links 📰 Sites
2.	Then click on the relevant site to open it	★ Training ✓ ☆ HEAT Training ✓ ☆ IT Service Manager Talks ✓
3.	Click Recorded Lectures in the left side menu	Recorded Lectures

4. The Panopto (Replay Oxford) homepage will open in another tab

	Powered by Panopto Search in folder "Training"	Q Create ▼				
	Training C Refresh Filter by date Show scheduled recordings Sort by: Name Duration Date					
	Add folder					
5.	Click Create	Create 💌				
6.	Then click Record a new session	Record a new session Record from your Mac or Windows PC				
7.	Click Open Panopto Recorder	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: <u>http://help.it.ox.ac.uk/replay/manualrecording</u>

8.	From the folder drop down, select the relevant course folder where your recording will be saved. Also give your recording a name	Session 1 Folder Name	Training 16 March 2020 at 09:52:0	26	
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	Video	y Sources 💿 WebCam SC-13HDL1		
		Audio Quality	Microphone (3- Senni	v	
10.	Now choose to capture what is displayed on your screen(s)	Ca Ca	dary Sources apture PowerPoin apture Main Scree apture Second Sc	en	
11.	You can switch between your secondary sources e.g. PowerPoint or Main Screen	Powe	rPoint × Mai	n Screen X	
12.	If you want to have PowerPoint launch as soon as you select Record, select the checkbox "Start presenting when recording starts"	Pow	verPoint is open b ✓ Start presenti		
	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	Reco	rd	Stop	Pause
14.	Click Done when you have completed your recording	🗓 Delete	and record again		Done

You will then see a confirmation of that your recording has been uploaded.	Uploaded Recordings Start Time Duration Folder Session			
The recording is then uploaded the selected Panopto recordings course folder in your Canvas course	16/03/2020 10:08 00:00:33 Training 16 March 2020 at 09:52:			
15. Select Recorded Lectures in WebLearn	 Assignments Recorded Lectures 			
 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 	 Training C Refresh Sort by: Name Duration Date Rating Panaptic Recordings Panaptic Recordings Diagr. 			

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

18.03.20/QH