Using the Panopto Manual Recorder to create a presentation from your Windows computer

- *This guide is for university staff and students who want to record a presentation from their Windows computer. The presentation can include audio, video, PowerPoint (2016 and above) slides and other screen capture, e.g., visualiser, tablet.*
- *You are strongly advised to make a test recording to explore recording options.*
- *You will require:*
  - *Windows 10 (32 and 64 bit) NET 4.7.2+, and Windows 11 computer with a minimum of 4GB RAM installed.*
  - *An internet connection.*
  - *an Oxford SSO account with Canvas access, Computer administrator name and password or an IT support officer, a microphone and/or webcam (including built-in computer mic/webcam).*
  - *It is recommended to use the [Google Chrome web browser](#) for all Panopto activity.*

   *NB. If you have trouble accessing Panopto in the browser then please see the guidance at the following link: https://support.panopto.com/s/article/How-to-Enable-Third-Party-Cookies-in-Supported-Browsers*

- *To simplify the recording process, you are advised to disconnect external or additional displays unless recording a secondary source.*
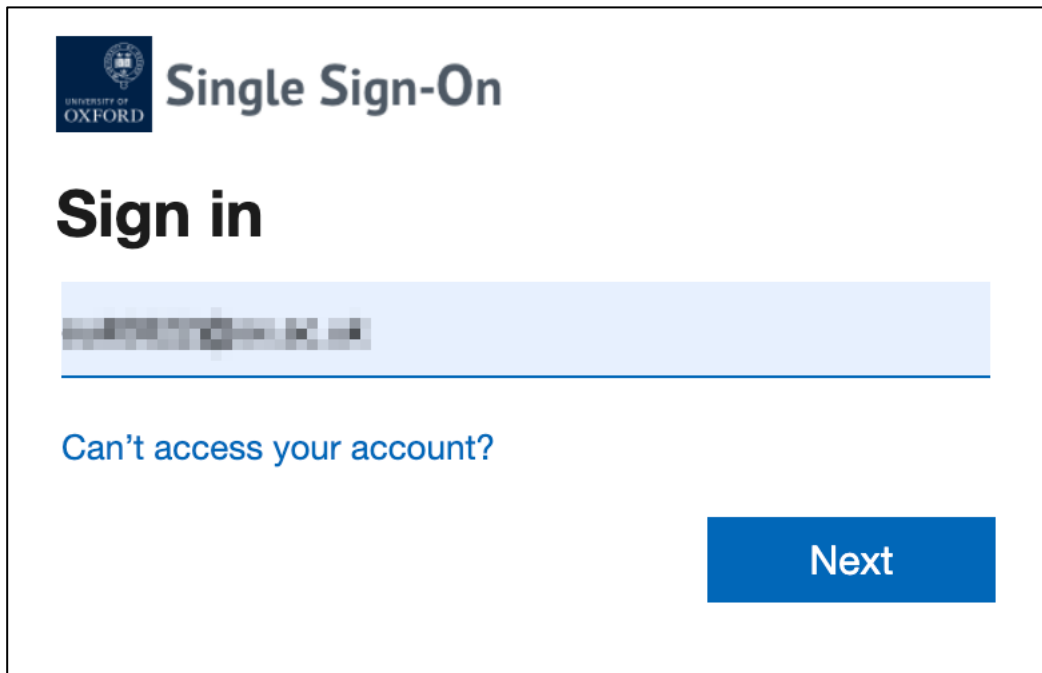
This guide is designed to assist with:
- *Downloading the Panopto installer from Canvas*
- *Installing Panopto and making required changes to computer system settings*
- *Recording options and creating a test recording*

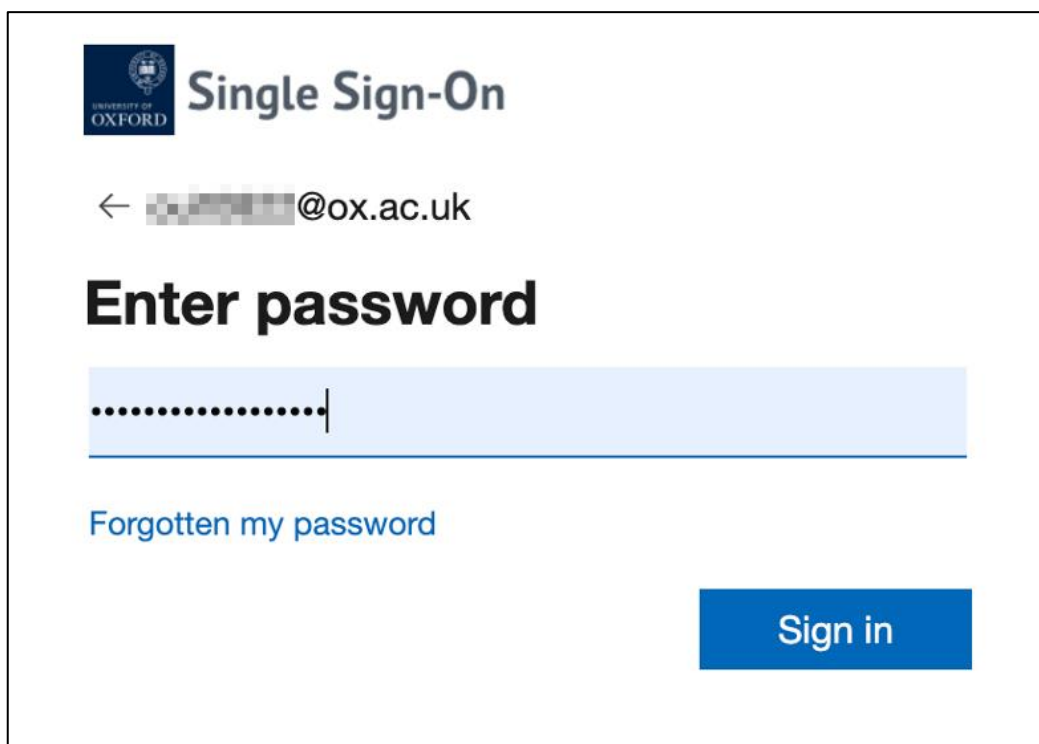1. Go to https://canvas.ox.ac.uk/ and click the '**Oxford Users**' button:
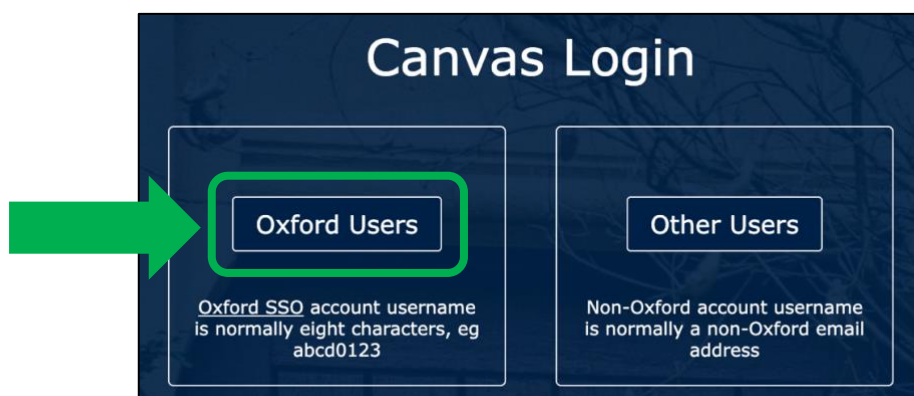
2. Enter your SSO account name (e.g., abcd1234@OX.AC.UK) and click '**Next**':

3. Enter your SSO password and click the '**Sign in**' button:

NB. You will now need to use multi-factor authentication to proceed. This can be done via an app such as Microsoft Authenticator, Google Authenticator or Authy, or via a mobile text message or phone call.

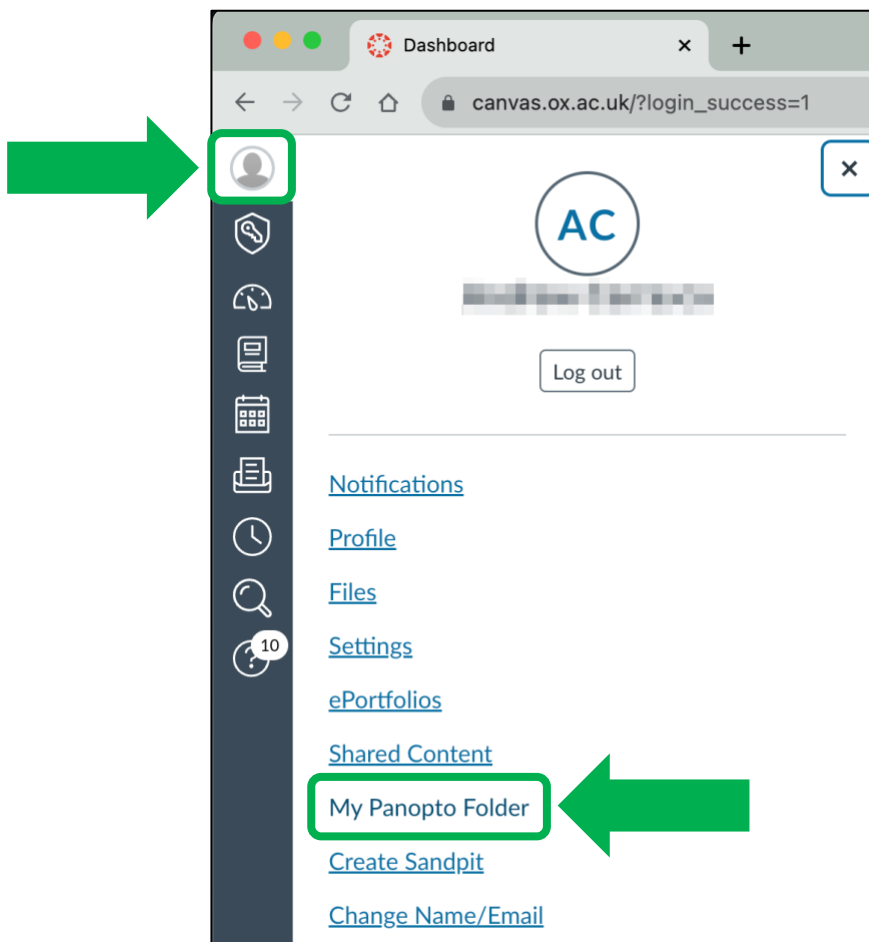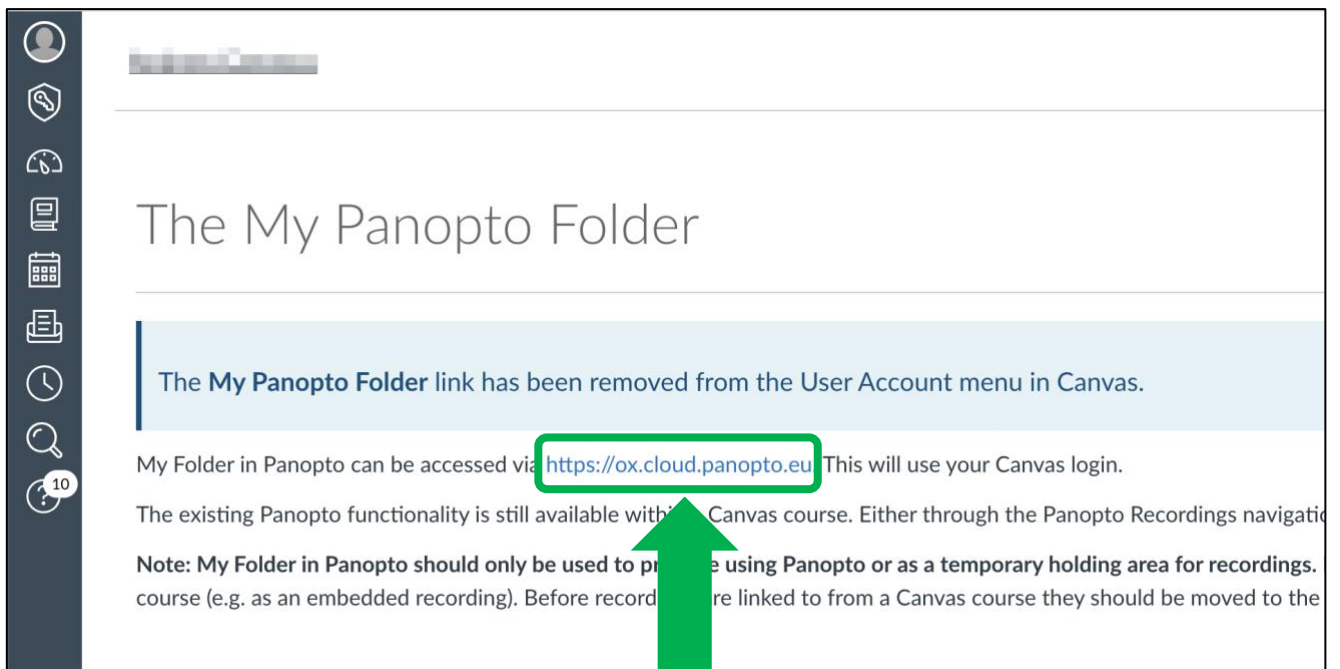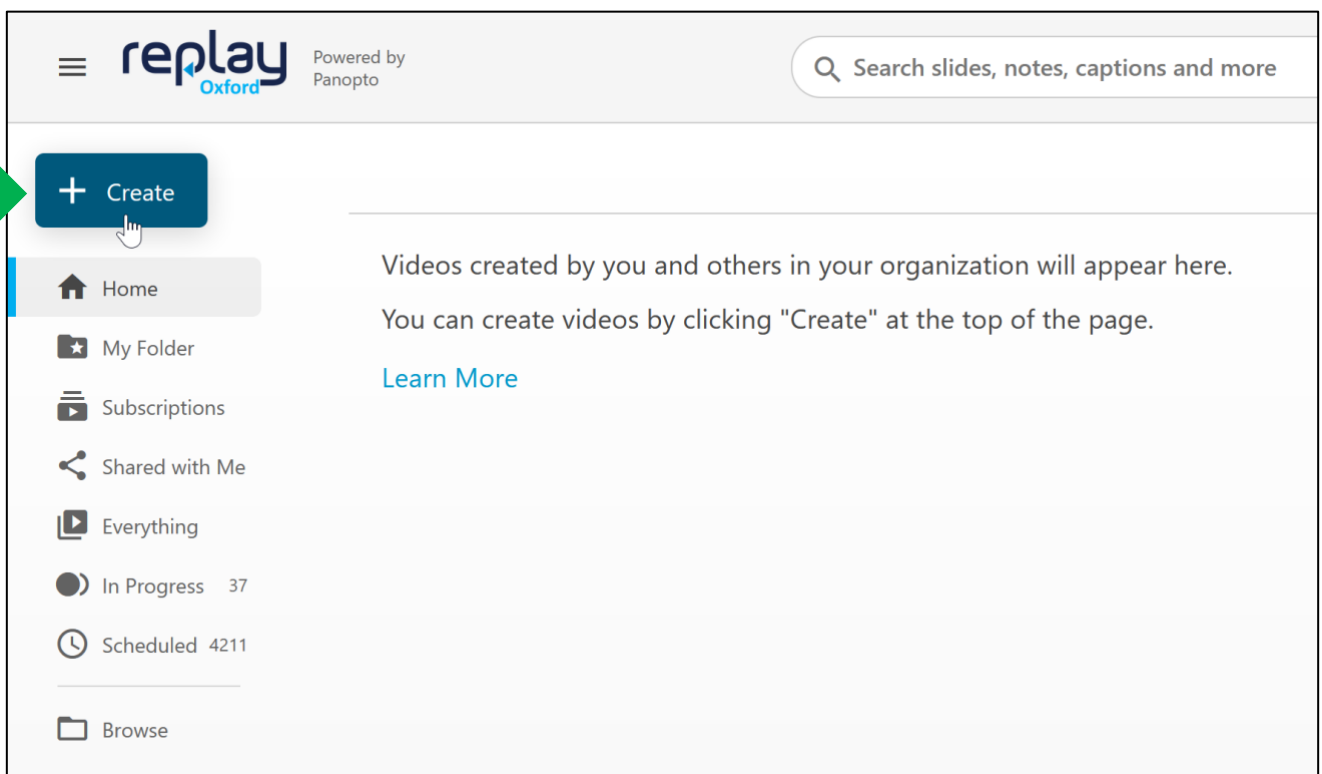4. Enter the authentication code and click '**Verify**':

5. Once the Canvas dashboard has loaded, select the account icon at the top of the left-hand side menu and click the '**My Panopto Folder**' menu item:
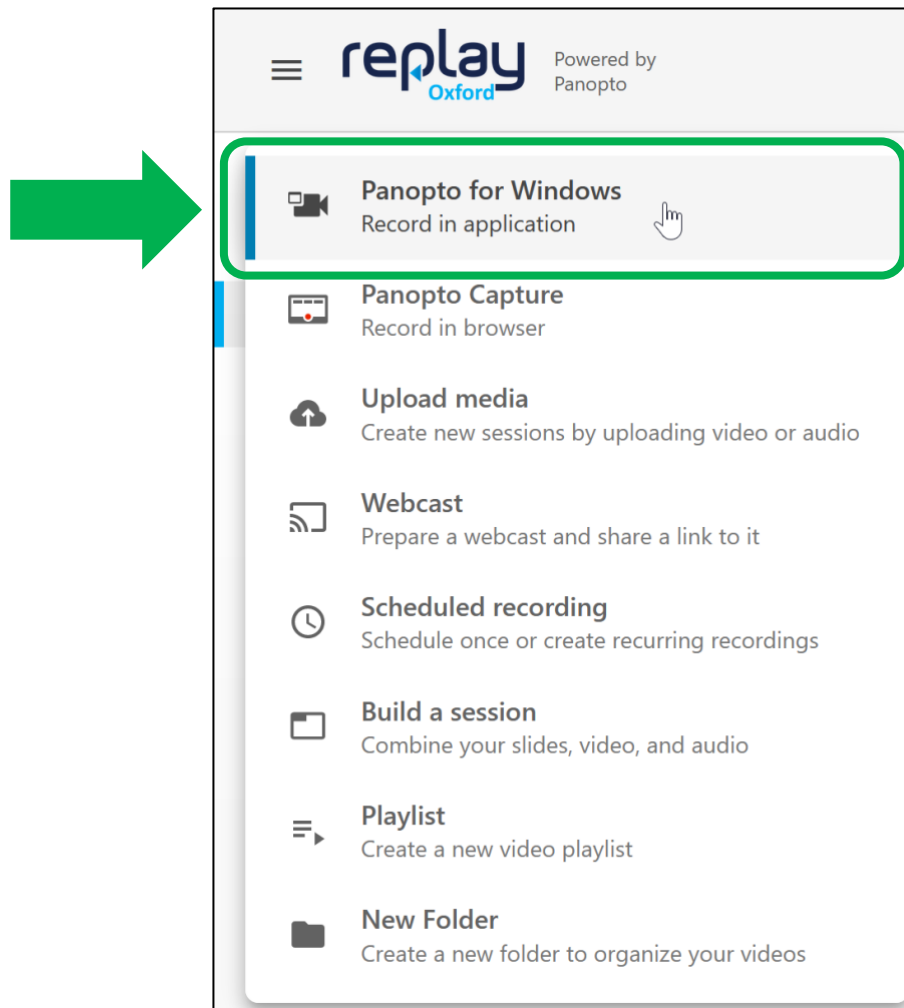
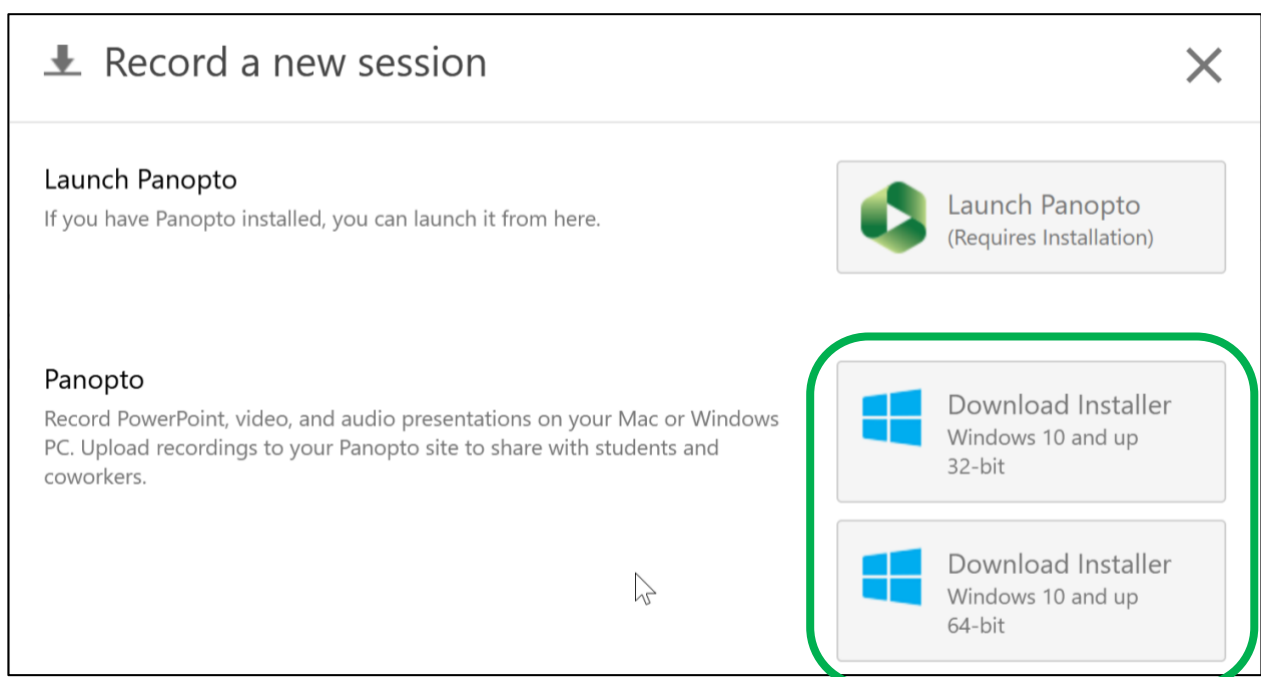6. Click the https://ox.cloud.panopto.eu link to open Replay in a new tab:

7. Once the Replay Home page has loaded, click the blue '**Create**' button:

8. Select '**Panopto for Windows**' from the drop-down menu:

9. Click on either the 32-bit or 64-bit '**Download Installer**' for your Windows version (clickable link: Which version of Windows am I running?):

10. Once the download completes, locate the file (this will usually be in your 'Downloads' folder), double-click it to open and then click '**Next**':
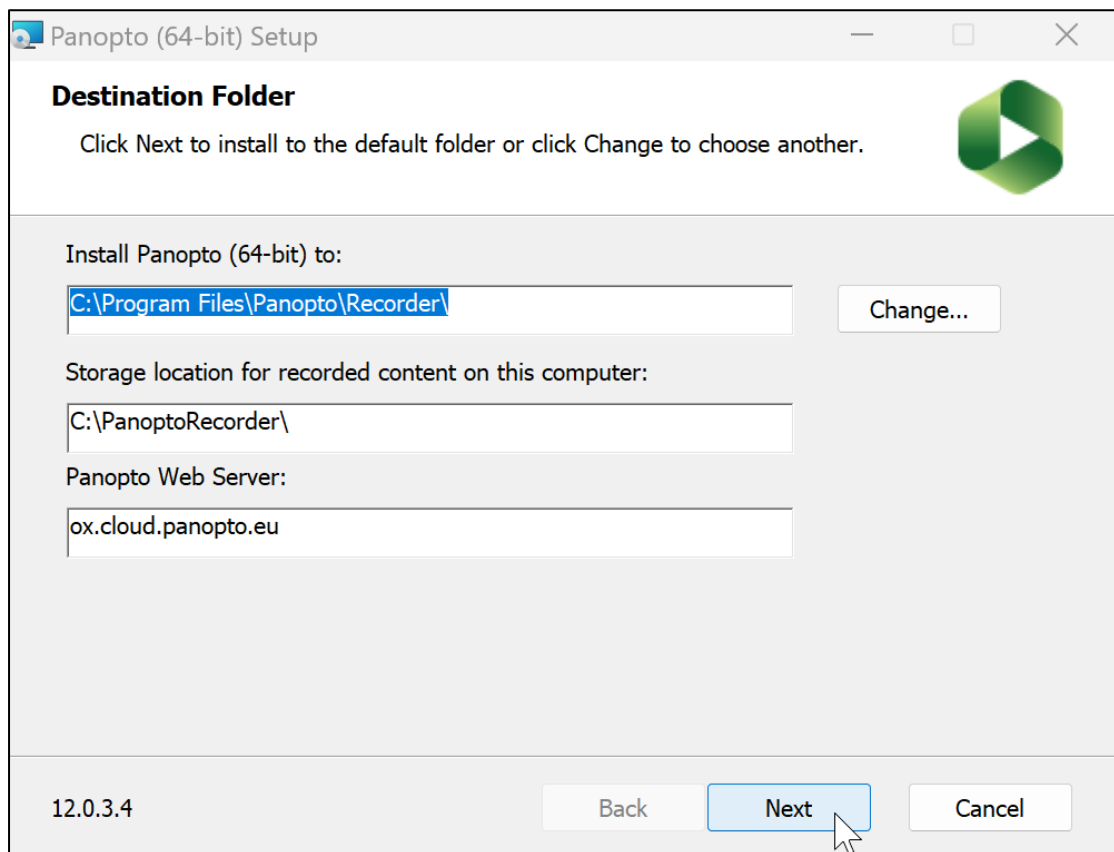
11. Click '**Install**' when ready to begin the manual recorder installation:
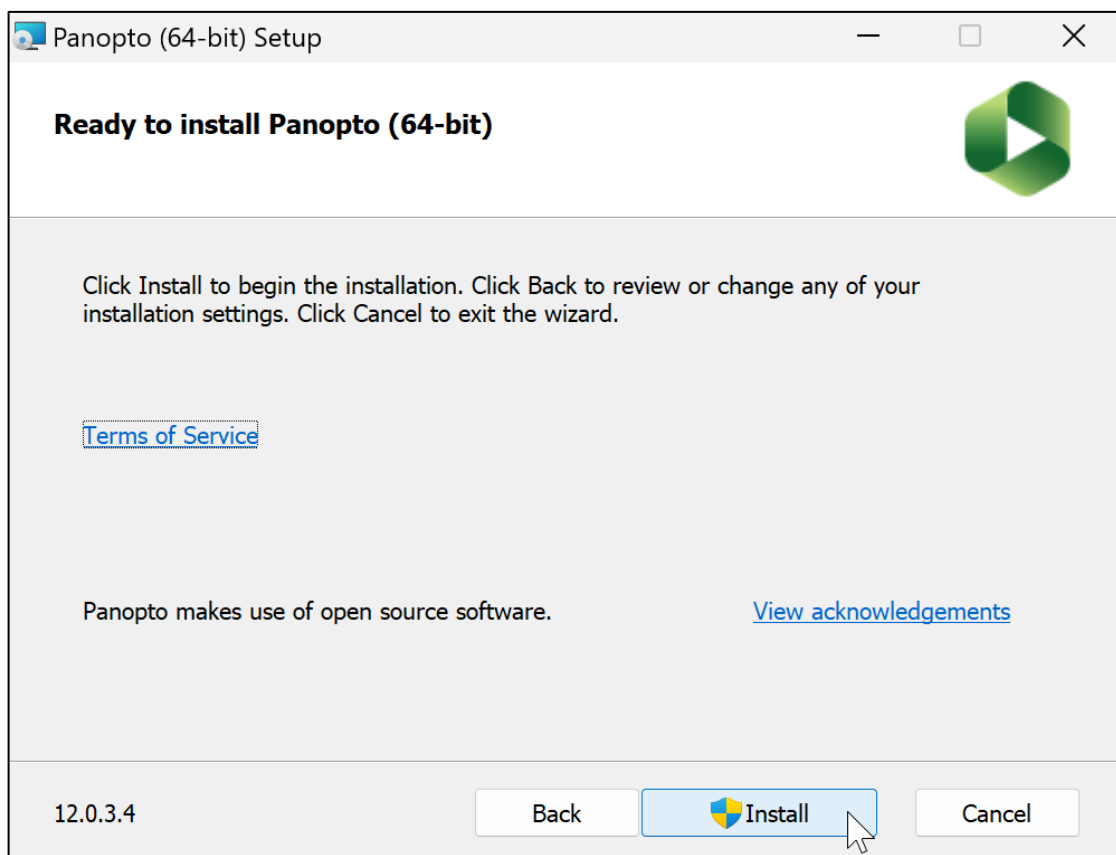
12. Click 'Yes' on the pop-up to allow the app to install:

13. Once the installation completes, click 'Sign in':

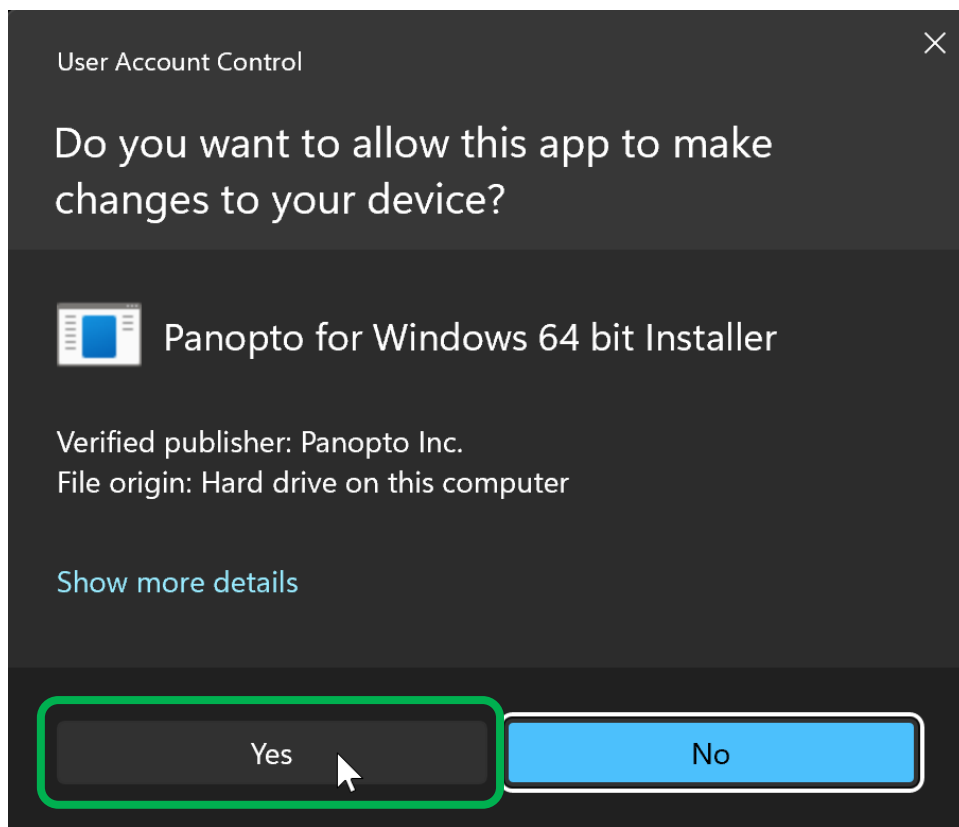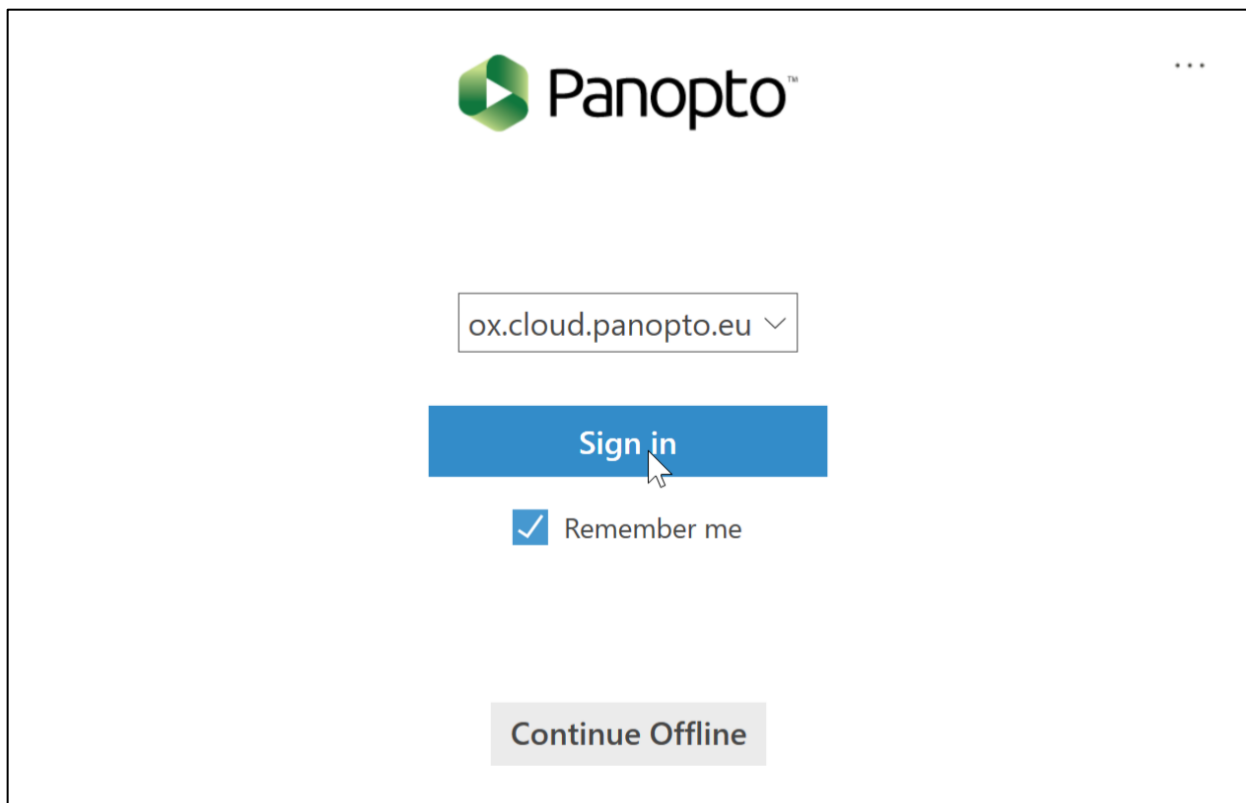14. Your default browser should open and a pop-up asking to allow the Panopto portal to connect with the Panopto recorder. Check the checkbox to always allow the connection and click '**Open Link**':

15. The manual recorder should open (see next page for quick recording set-up guide):

16. Follow the below steps to set up the recorder for a test recording to your personal Replay folder:

Open your PowerPoint presentation and return to the Panopto recorder

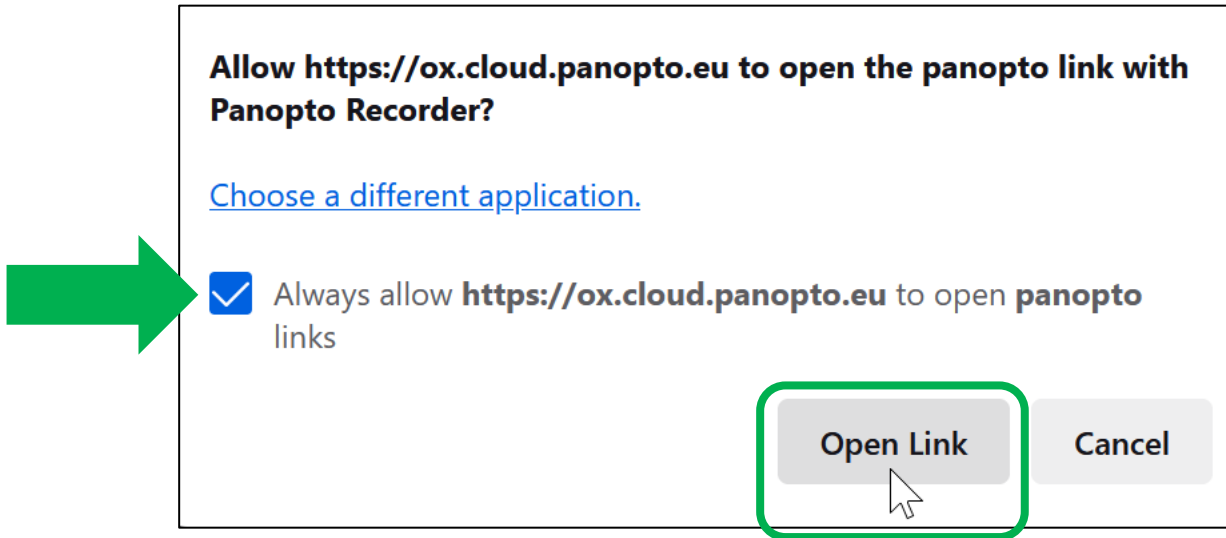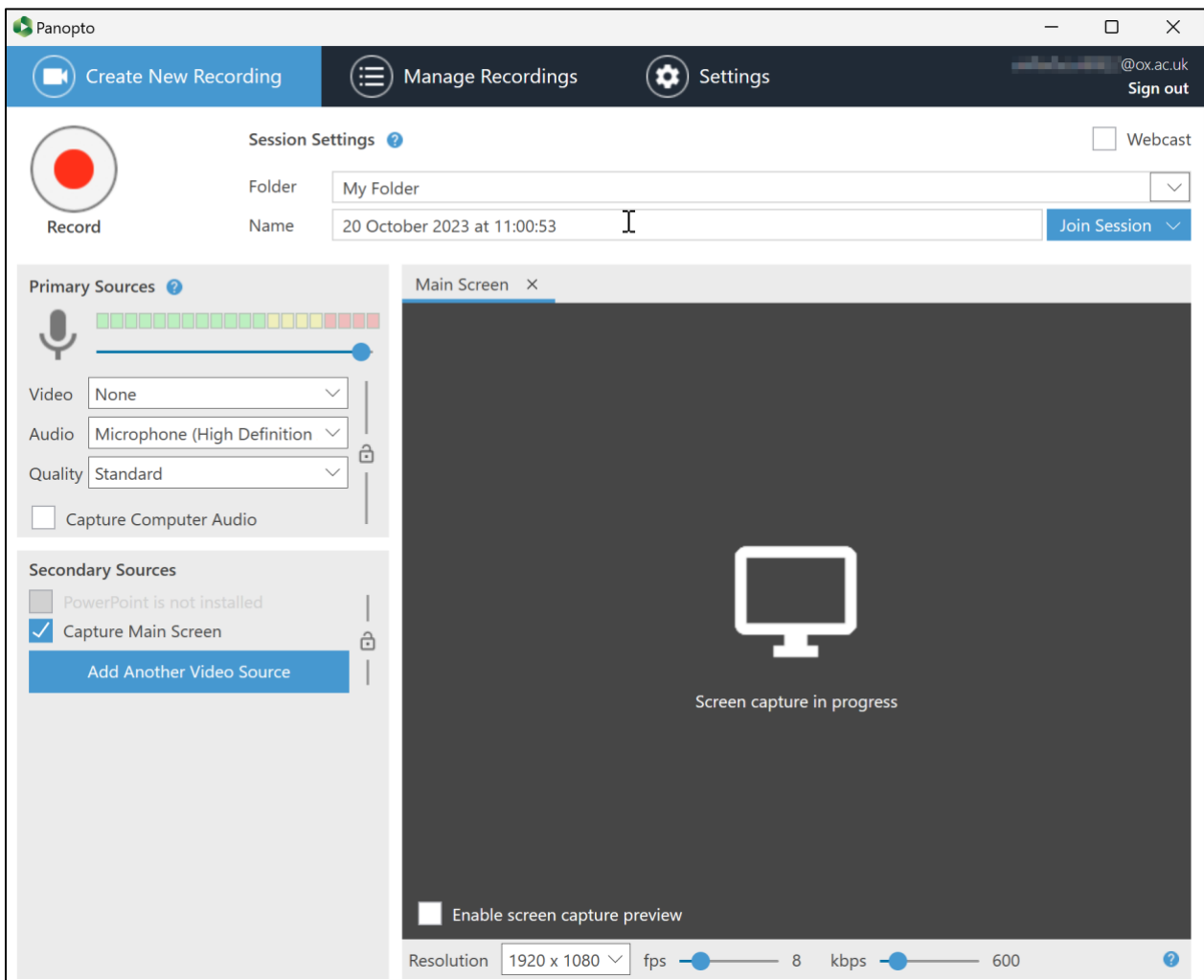1. Ensure the correct folder has been selected for uploading the finished recording and give the session a name (optional).
2. Check the correct video, microphone, and quality are selected:
    - If you are only recording your voice and slides, with no webcam, then select '**None**' from the Video drop-down list.
    - If using a webcam then choose the device from the 'Video' drop-down list.
    - Under 'Audio' choose your computer's microphone and speak. There should be green indicator lights when you speak. Adjust the microphone volume if needed.
    - Quality settings will vary with different computers and might need adjusting, depending on results. Try setting 'Quality' to '**Ultra**' and then lower it if needed.

   *Technical information on quality settings can be found at the bottom of this guide*
3. Check '**Capture PowerPoint**' and '**Capture Screen**' are selected.
4. Check the '**Start presenting when recording starts**' checkbox.
5. Click on the BIG red '**Record**' button. The recording will start in the background and your presentation should open in slideshow mode.
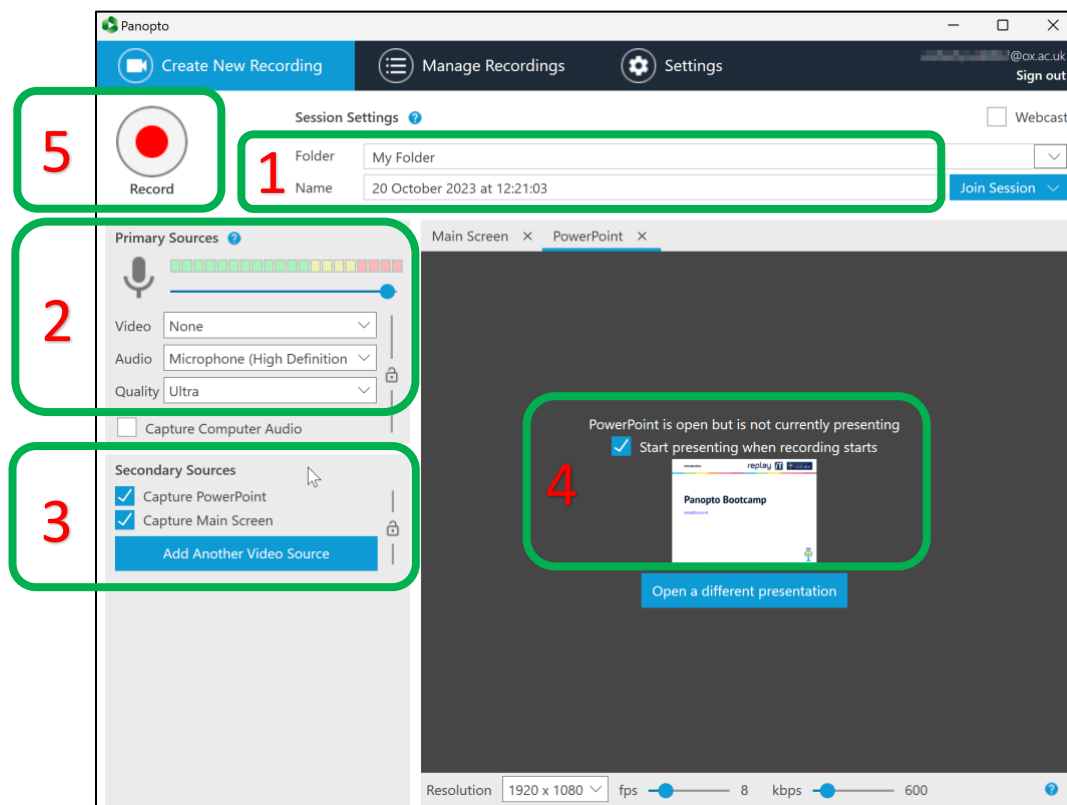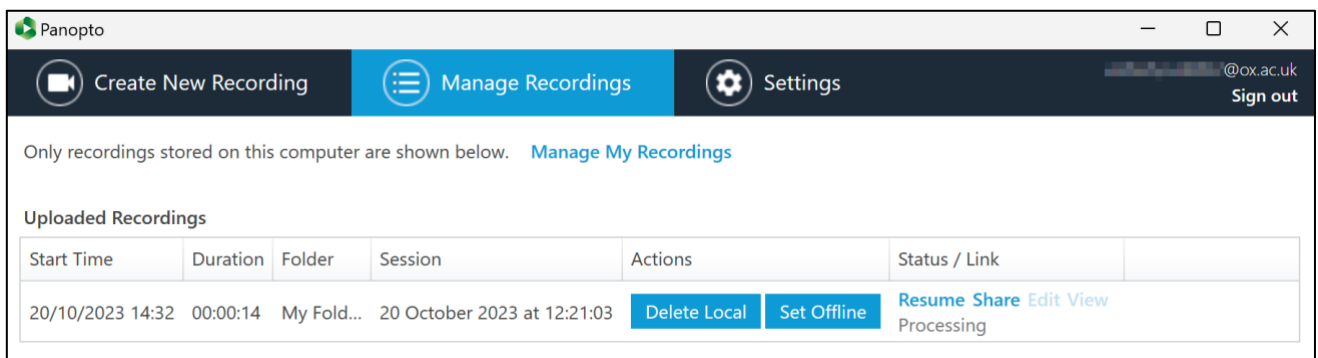
17. When finished, exit the full-screen presentation, return to the Panopto recorder, and click on the '**Stop**' button:
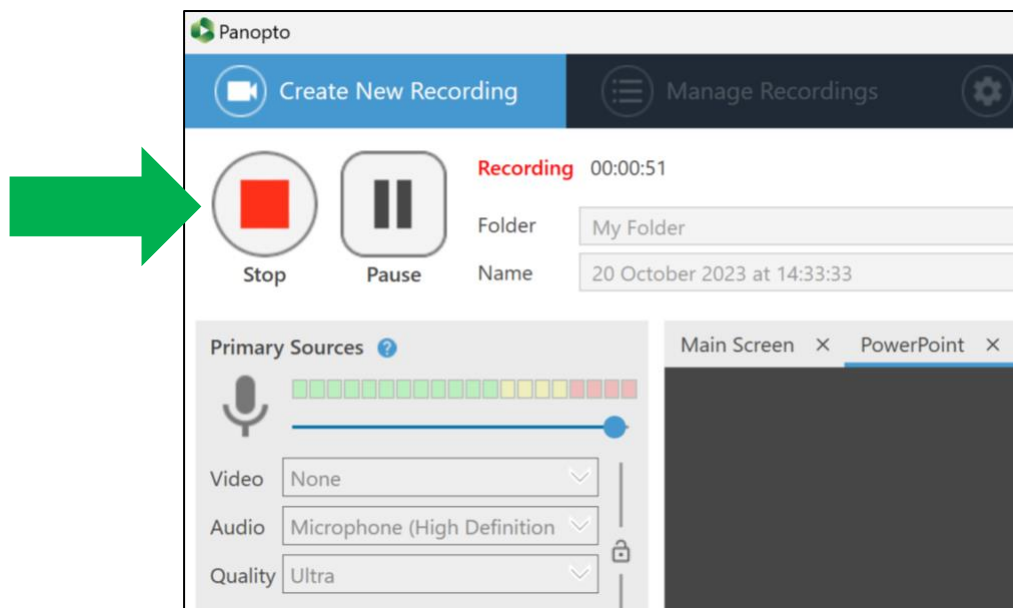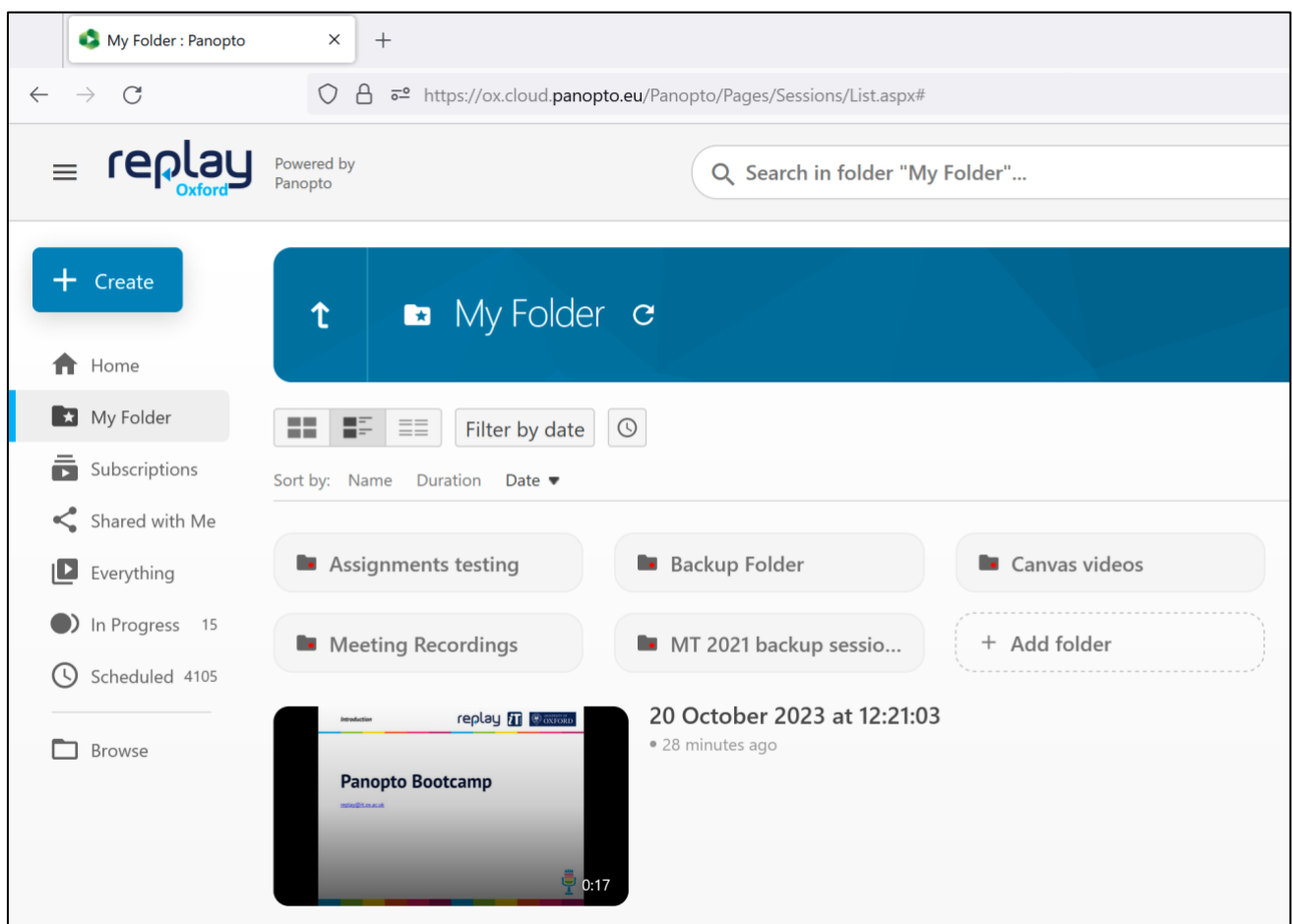

18. Click '**Done**' to upload the recording to your personal folder, or '**Delete and record again**' to remove the recording and cancel the upload:
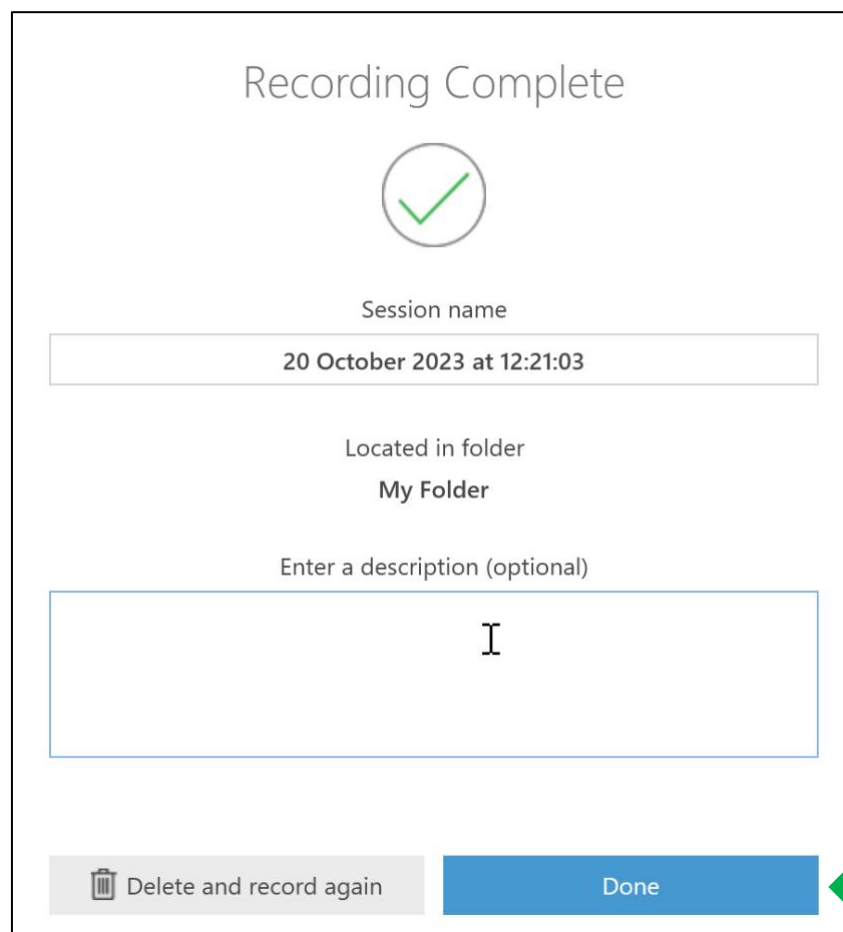
19. Click the '**Manage Recordings**' button at the top of the screen to view the upload progress of the recording:

20. Once the recording has finished processing it should be located within your personal folder (My Folder):

More Replay guides can be found at the Replay help site via the following link: https://help.it.ox.ac.uk/replay

Contact the team with any Panopto/Replay queries at the following email address: replay@it.ox.ac.uk

Quality settings: Panopto for Windows

- **Standard Quality**:
  - Audio Only - 64 kbps
  - Primary Video Resolution - Up to 640x480
  - Primary Video and Audio - 600 kbps
  - Primary Video, Audio, and Secondary Video (640x480, 10 FPS, 340 kbps) - 1240 kbps

- **High Quality**:
  - Audio Only - 128 kbps
  - Primary Video Resolution - Up to 1280x800 (typically 720p)
  - Primary Video and Audio - 1500 kbps
  - Primary Video, Audio, and Secondary Video (1024x768, 15 FPS, 1000 kbps) - 3031 kbps

- **Ultra Quality**:
  - Audio Only - 128 kbps
  - Primary Video Resolution - 1920x1080 (typically 1080p)
  - Primary Video and Audio - 2500 kbps
  - Primary Video, Audio, and Secondary Video (1920x1080, 19 FPS, 1500 kbps) - 4664 kbps

*Note: Higher resolutions (1080p) are available when using the custom quality options. Enable custom quality settings under **Settings** > **Advanced Settings**; then, select the desired options from the quality menu.*

Updated 14:14 31/10/2023 by AC | replay@it.ox.ac.uk