Panopto Capture

Panopto Capture allows you to record and share a presentation online. This document will provide a quick-start overview followed by a more detailed step-by-step guide taking you through how to record a presentation and share/submit it on MyAberdeen. You can use Panopto capture to record your entire screen, so you are not necessarily limited to just using PowerPoint.

However, please note that Panopto Capture is currently still on the Beta version. Some of the look, feel and functionality may be changed in the final product.

Quick-Start Overview

1. Login to our Panopto server.
2. Select Create from the top of the screen and choose Panopto Capture.
3. Allow permissions for your browser to use your microphone and camera (if prompted).
4. Select your microphone, camera and screen to use in the recording from the buttons at the top.
5. Have your presentation ready and open on screen.
6. Click record.
7. Once you have finished recording, click stop.
8. Click View to play back your recording.
9. Click Manage Access to get a URL to share and set permissions to be “Anyone in the Organisation with the link”.
10. Post the link on MyAberdeen.

Step-By-Step Guide

Where to find Panopto Capture

Log into the University of Aberdeen Panopto server using the same login credentials as MyAberdeen. Then, click on the green Create button at the top of the screen and select the Panopto Capture option:

Enable Web Browser Permissions

When using it for the first time, your web browser may ask for permission to access your camera and microphone. To continue, select “Allow” for each permission request.
Selecting What to Record

Along the top of the window are three large green buttons for the microphone, camera and share screen. At the bottom you will find a circular red record icon and a cog wheel icon for additional settings.

Select the **microphone** button and **choose a microphone** by clicking on the name of it.

Next, select the **camera** button and **choose a camera** by clicking on the small preview.
Next, select the **share screen** button. This will allow you to record your entire desktop or limit it to an individual application, for example PowerPoint. If you have sound in your presentation, then select **Share Entire Screen** and select the checkbox to **share audio**.

To turn off your shared screen or camera, select the **X icon** that appears when you hover the mouse over it.

**Recording Your Presentation**

Now you are ready to record. Prepare your presentation so that you are ready and hit the **record** button. It will give you a countdown starting from 5. Deliver your presentation looking into the camera and speaking clearly into the microphone. Once you have finished your presentation, press the **stop** button (red square icon).
Checking and Naming the Recording

A new screen will appear to state your video is ready – your video is now saved. Click “View” to play back your recording – this will open in a new tab. If you are happy with the recording, close that tab and name your presentation, for example “My Presentation - Your Name”.

Sharing Your Presentation

By default, your video is only accessible by you. So, once you have named your presentation, you must change the sharing permissions by selecting “Manage Access” at the bottom of the screen. Do not use the Send function as this will send an email instead.

This will open a new browser tab showing who has access is set to “Specific People”. Select that drop-down menu and change it to “Anyone in the organisation with the link” and select “Save Changes”.

Above “Who has access”, you will find the link to share at the top of the share box. This is the link you should share on MyAberdeen as directed by your lecturer. You are now complete.
Top Tips

- You can record in high definition (HD) by selecting the option in settings. The HD option will record a larger, more detailed video if you have an HD camera, but may slow down your computer and use more internet bandwidth to share. Select the settings icon again to return to the main screen.
- Panopto will email you a link to your recording(s). Retain these for future reference as an easy way to find your video in future.
- There is no limit to how many recordings you make.
- You control which recording you will share. Only the recording link you share on MyAberdeen will be used.

Useful Links

- **Uploading and Submitting a Video for an Assignment**
- **How to Create a Video Using Panopto Capture**
- **Toolkit: Panopto resource**