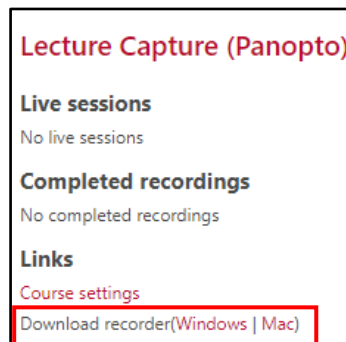


A. Downloading and installing Panopto

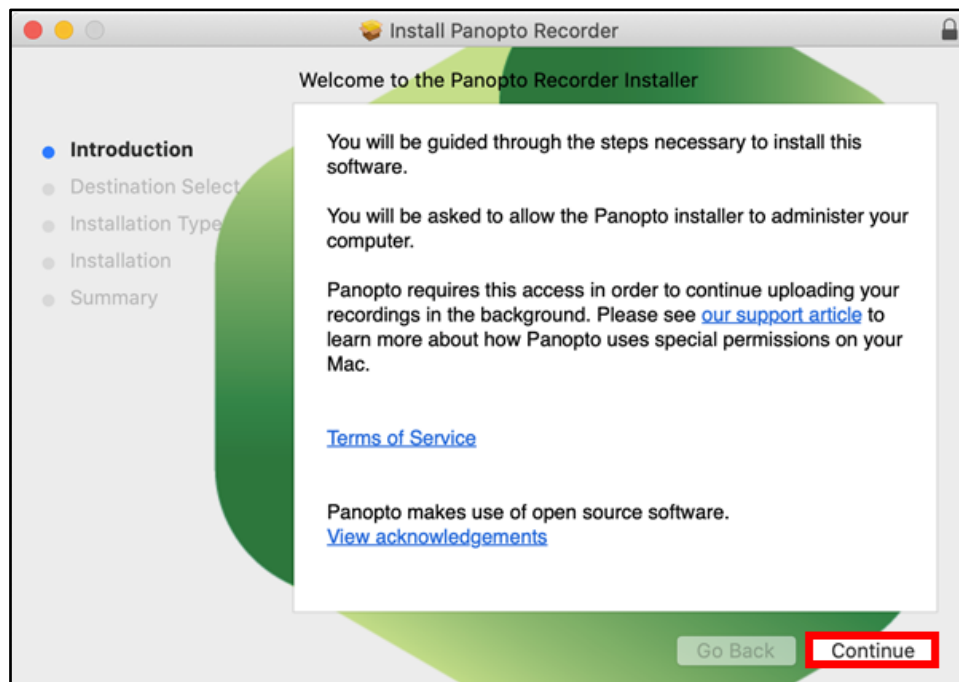
Note:

- Before using Panopto for Personal Capture, it is important to [set up Panopto in your VLE area \[PDF\]](#), if not yet set up.
- You only need to download and install Panopto **once** on your device. If you have already installed Panopto, proceed to [section B](#).
- If you have an **older version** of Panopto installed on your device, you will need to download the latest version and reinstall Panopto by following the steps in this section.

1. Go to the **Lecture Capture (Panopto)** block displayed on the right-hand side. Click on the **Mac** link.

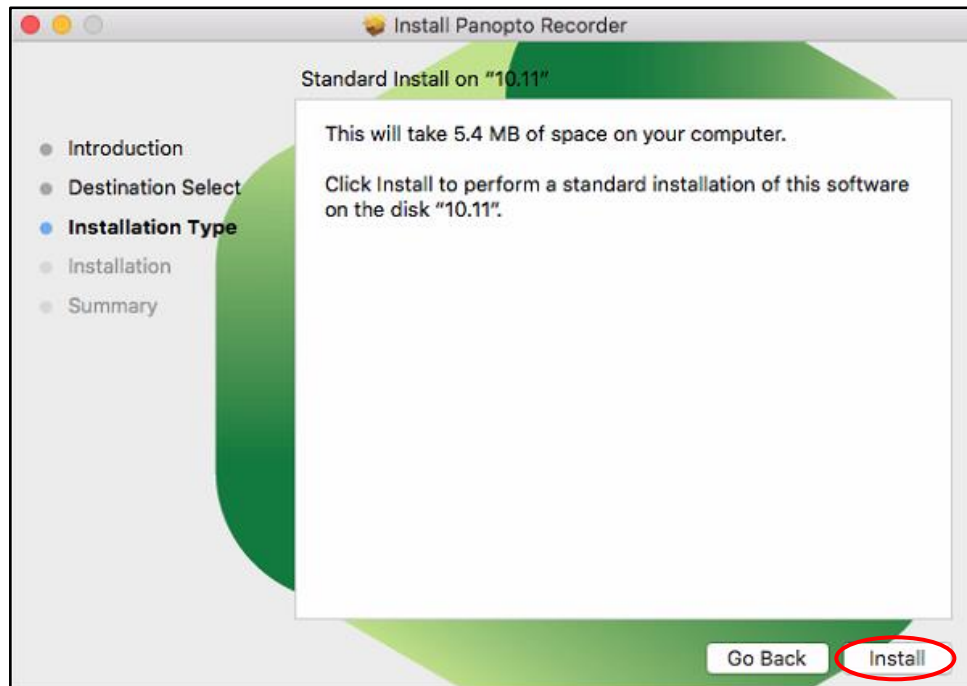


2. The application installer file is immediately downloaded on your computer.
3. Click on the downloaded **Panopto Recorder** executable file to launch it.
4. The **Install Panopto Recorder** dialog box is displayed. Click **Continue**.




5. If necessary, select the destination drive of your choice.

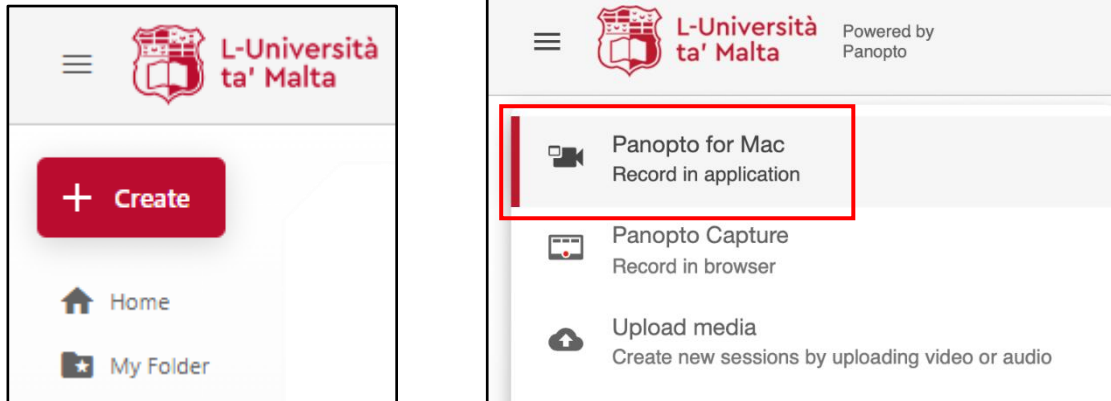
- Click **Install**. If prompted, enter your credentials to proceed with the installation and click the **Install** button.



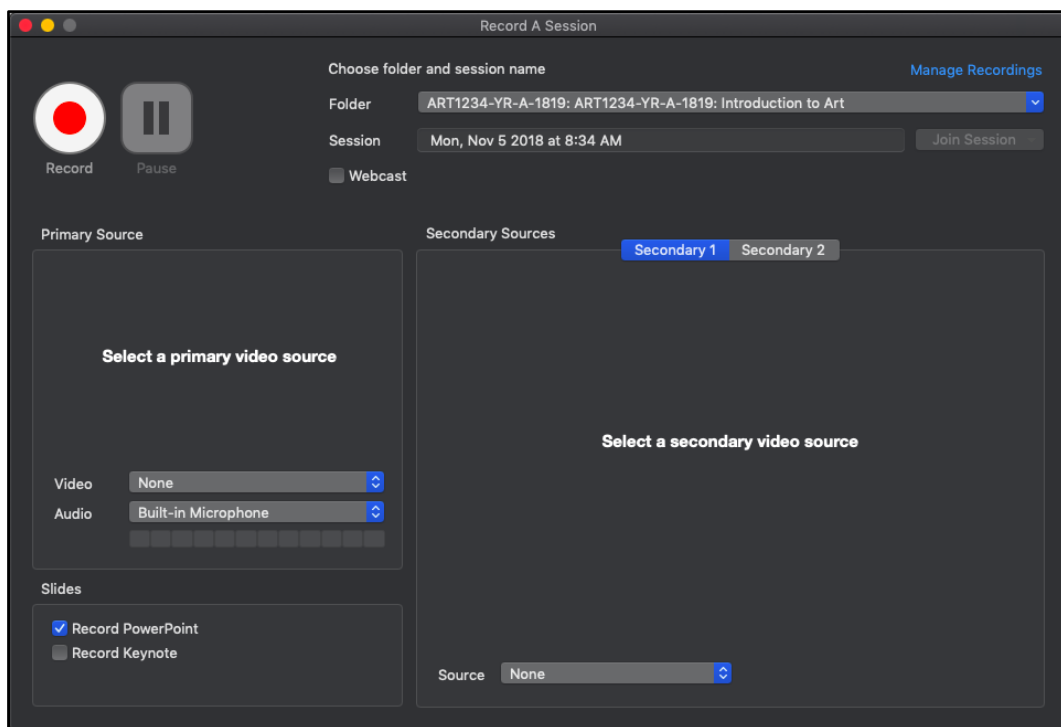
If the application is launched automatically, simply click the **Close** button.

B. Recording with Panopto

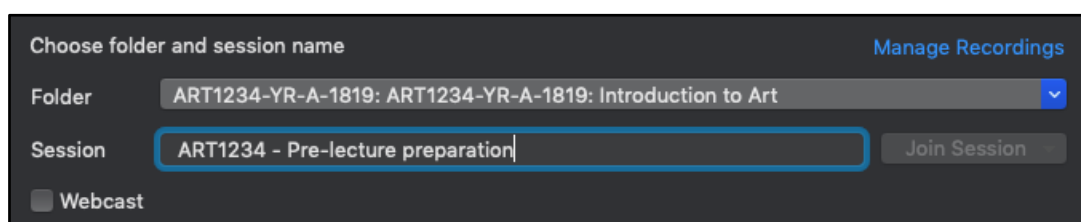
1. Access the **Lecture Capture (Panopto)** activity identified by the Panopto icon . (If you have not created the activity yet, refer to [section A](#)). You will be automatically directed to the Panopto folder of the respective VLE area.
2. Click the **Create** button, and select **Panopto for Mac**.



3. If prompted with the **Open Panopto Recorder?** dialog box, click **Open Panopto Recorder** to proceed. The **Panopto** application is launched.



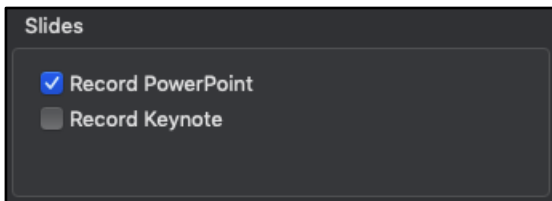
4. Consider the **Session Settings** section. Ensure that the **Folder** corresponds to the correct VLE area folder. You are also encouraged to change the **Name** to have a meaningful heading.



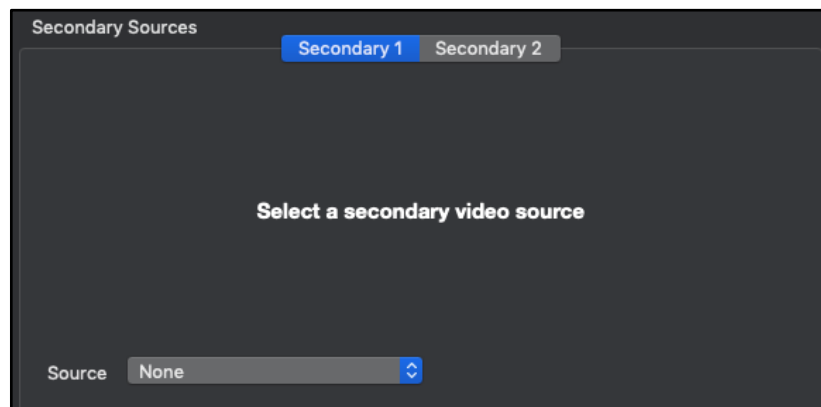
5. Consider the **Primary Sources** section on the left.

If you would like to include a video image of yourself, select either your built-in webcam or your external camera as the recording device for **Video**. Otherwise set the **Video** setting to **None**.

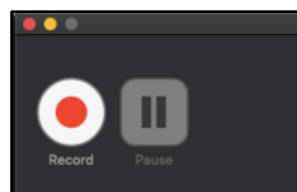
6. Select either your built-in microphone or external microphone as the recording device for the **Audio** setting.
7. Consider the **Slides** section. If you need to use PowerPoint or Keynote, tick the respective setting as necessary.



8. Consider the **Secondary Sources** section on the right-hand side of the Panopto application. If you would like to add a secondary video source, from the **Source** drop-down menu select the required source, e.g. *Built-in display*, to share your screen. Otherwise, leave this as *None*.

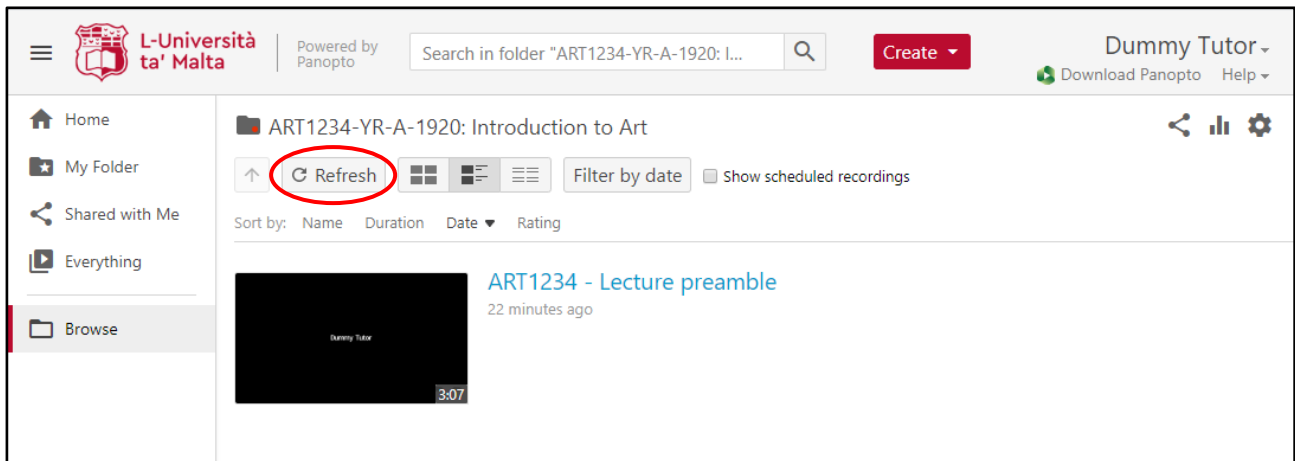


9. When you are ready to start recording click the **Record** button. During the recording you can **Pause / Resume**, as necessary.



10. Once you're ready with your recording, click the **Stop** button. The *Recording Complete* dialog box is displayed.
11. Click the **Upload** button so that your recording may be processed and uploaded online, or click the **Delete and record again** button if you wish to delete your recording.
- The **Manage My Recordings** tab is displayed. This will display the processing status of your recording.

12. Click the **Refresh** button in the Panopto folder corresponding to the study-unit area, so you may view your recording.



13. Click the thumbnail to review your recording.

Note:

- The recordings within the Panopto folders are set to be visible to students immediately.
- If you would like to edit your recording, please follow the [How to Edit a Video](#) instructions.
- To make sure that Panopto has been set up successfully, it is recommended that you record a short test clip prior to recording the actual session.
- In order to avoid losing your recordings, make sure to check the [Panopto recordings retention periods](#).