A. Downloading and installing Panopto
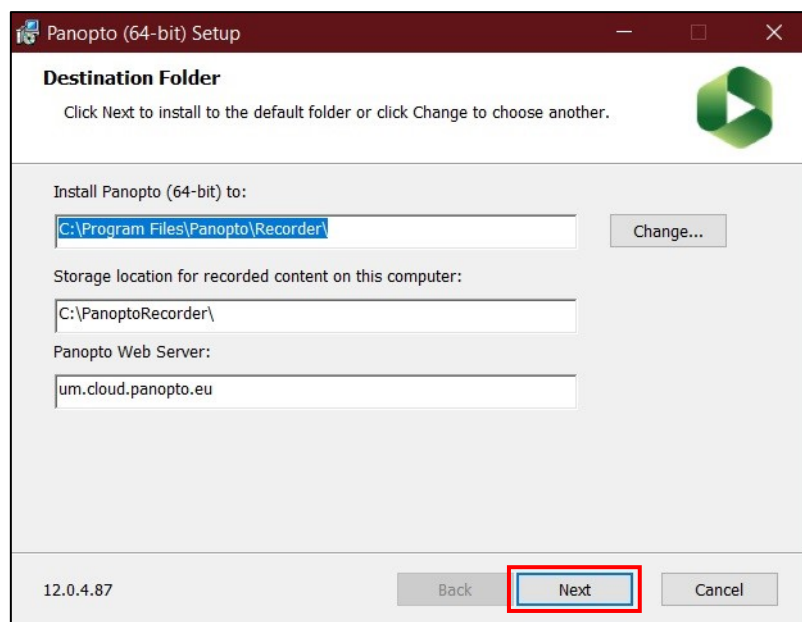
> **Note:**
>
> - Before using Panopto for Personal Capture, it is important to set up Panopto in your VLE area [PDF], if not yet set up.
>
> - You only need to download and install Panopto **once** on your device. If you have already installed Panopto, proceed to section B.
>
> - If you have an **older 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.
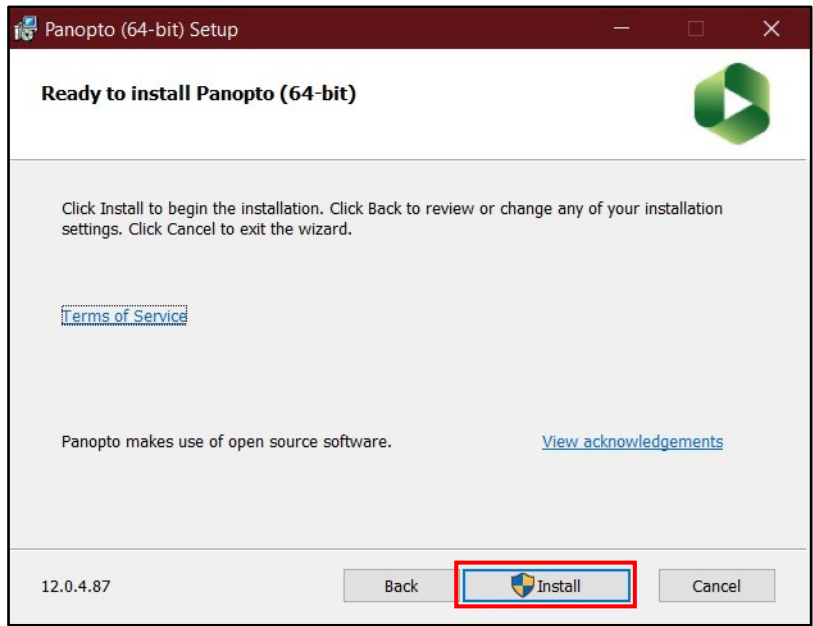
1. Go to the **Lecture Capture (Panopto)** block displayed on the right-hand side. Click on the **Windows** link.

2. The application installer file is immediately downloaded on your computer.
3. Click on the downloaded **Panopto Recorder** executable file to launch it.
4. If prompted with the **User Account Control** dialog box, click **Yes** to proceed.
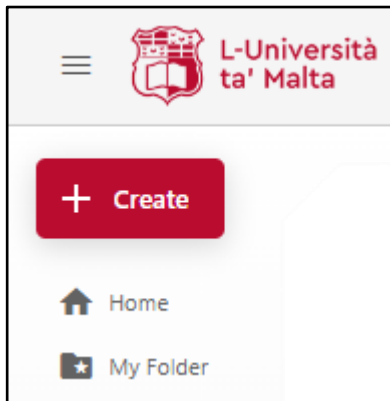5. The **Panopto (64-bit) Setup** dialog box is displayed.

6. If necessary, navigate to a destination folder of your choice by clicking the **Change…** button, then proceed by clicking **Next**.
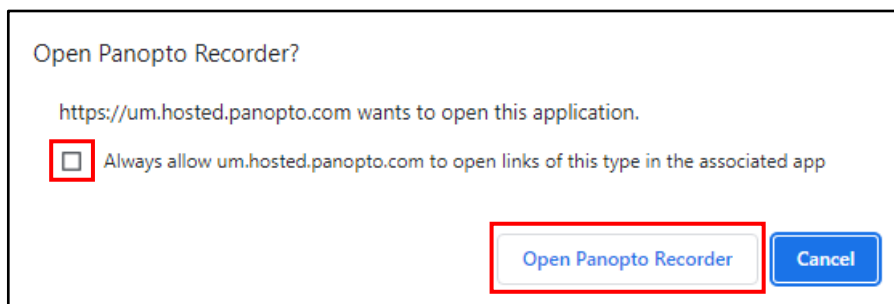7. Click **Install** to begin the installation process.

If the application is launched automatically, simply click the **Close** button.
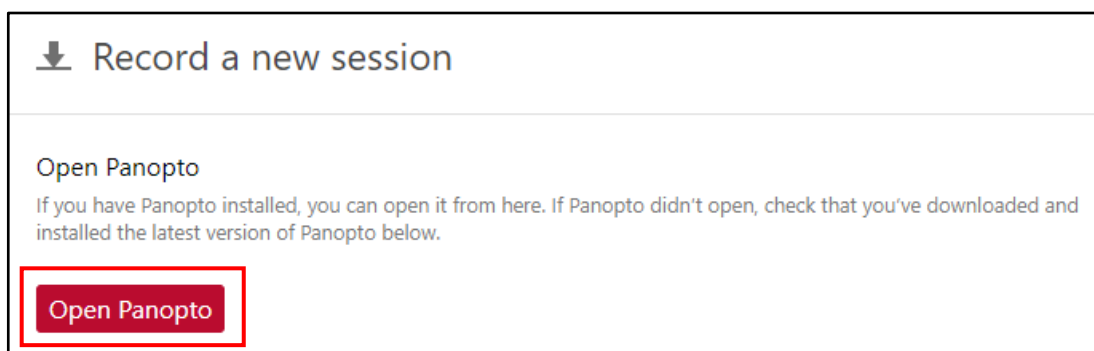
B. Recording with Panopto

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.

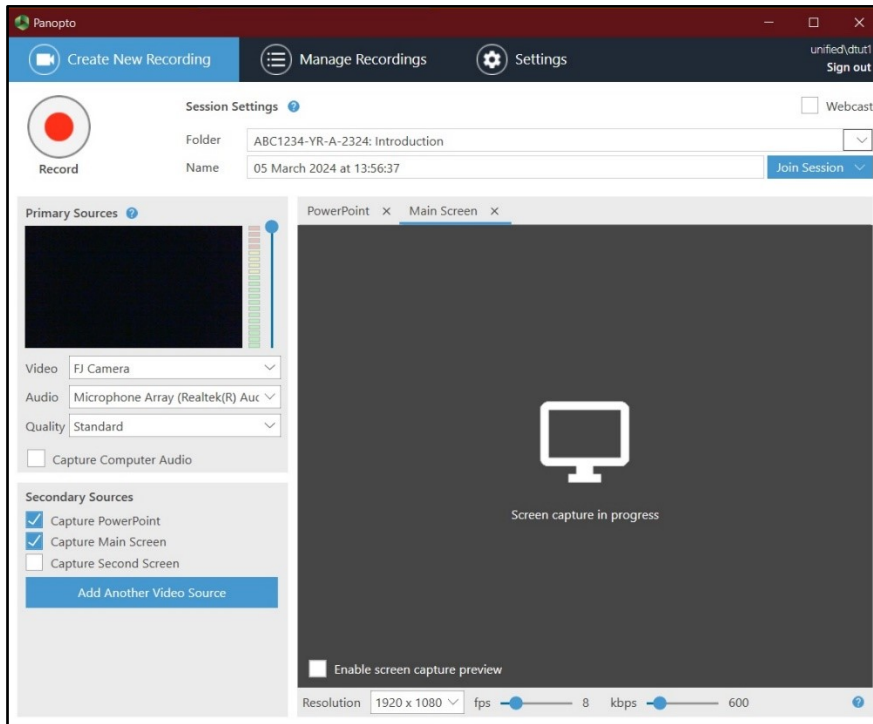2. Click the **Create** button, and select **Panopto for Windows**.

3. If prompted with the **Open Panopto Recorder?** dialog box, you may tick the **Always allow** checkbox to skip this step the next time you're recording with Panopto. Click the **Open Panopto Recorder** button.

4. If prompted with the **Record a new session** dialog box, click the **Open Panopto** button to proceed.

The **Panopto** application is launched.

5. 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.
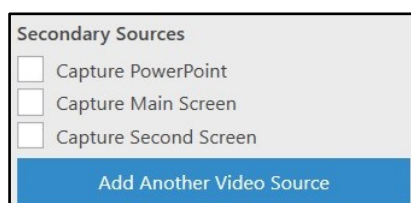

6. Consider the **Primary Sources** section on the left.

    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**.
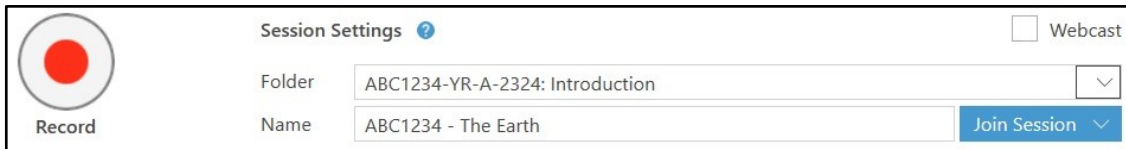
7. Select either your built-in microphone or external microphone as the recording device for the **Audio** setting.

8. Set the **Quality** setting as **High**.

9. If you need to include an additional video or audio file during the recording, tick the option **Capture Computer Audio**. Otherwise, it is recommended that you leave this option unticked.
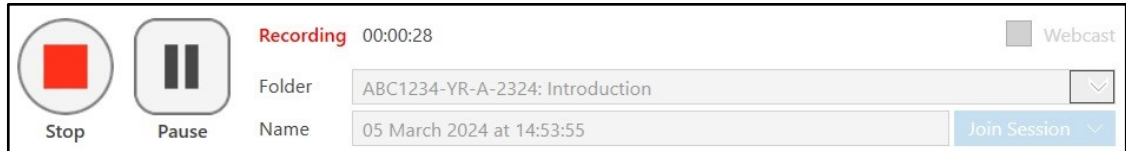

10. Consider the **Secondary Sources** section. If you need to use a PowerPoint, or would like to capture the main screen/second screen of your computer, tick the respective settings as necessary.

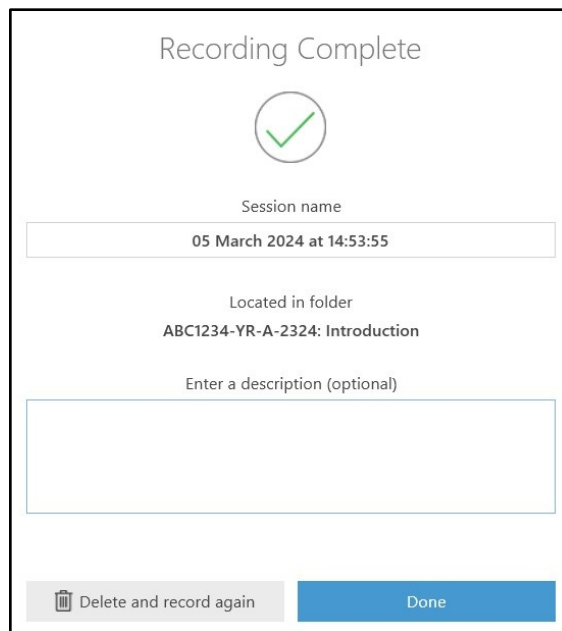11. When you are ready to start recording click the **Record** button.

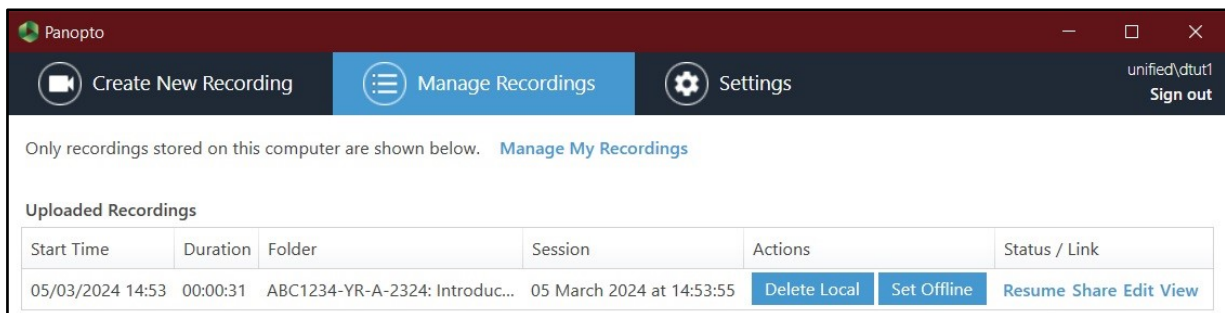During the recording you can **Pause / Resume**, as necessary.

12. Once you're ready with your recording, click the **Stop** button. The *Recording Complete* dialog box is displayed.
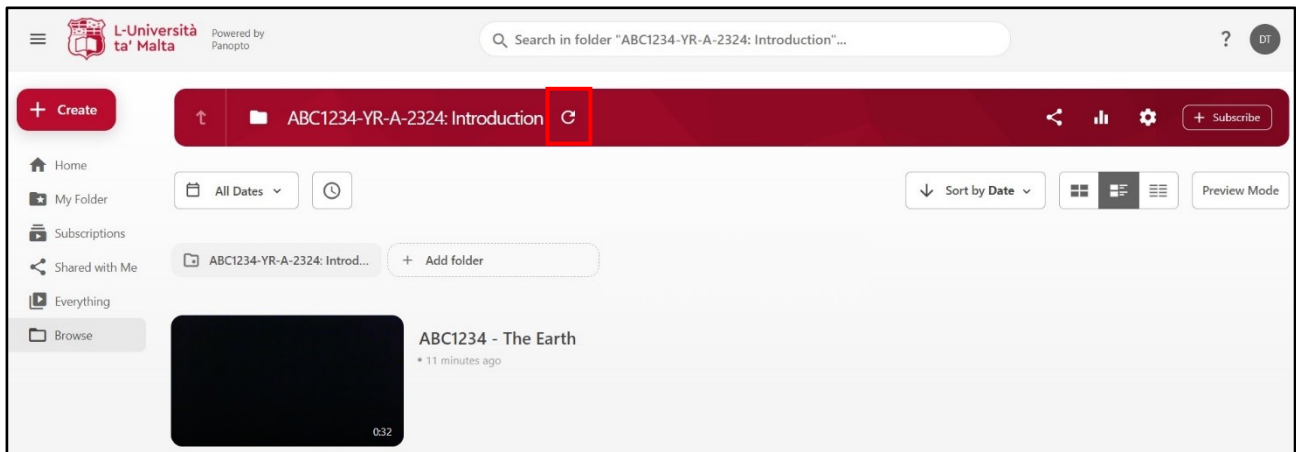
13. Click the **Done** button so that your recording may be processed and uploaded online, or click the **Delete and record again** button if you wish to delete your recording.

The **Manage My Recordings** tab is displayed. This will display the processing status of your recording.

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

15. 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 any recordings, make sure to check the Panopto recordings retention periods.