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

- *This guide is for university staff and students who want to record a presentation from their Apple Mac computer. The presentation can include audio, video, PowerPoint or Keynote 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:*
  - *MacOS 11 and above computer with a minimum of 8GB RAM installed. Read more on macOS compatibility at the following link: https://support.panopto.com/s/article/keynote-compatibility-2*
  - *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. Safari can be problematic, but if you prefer to use Safari please ensure it conforms to the following guidance: 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.*
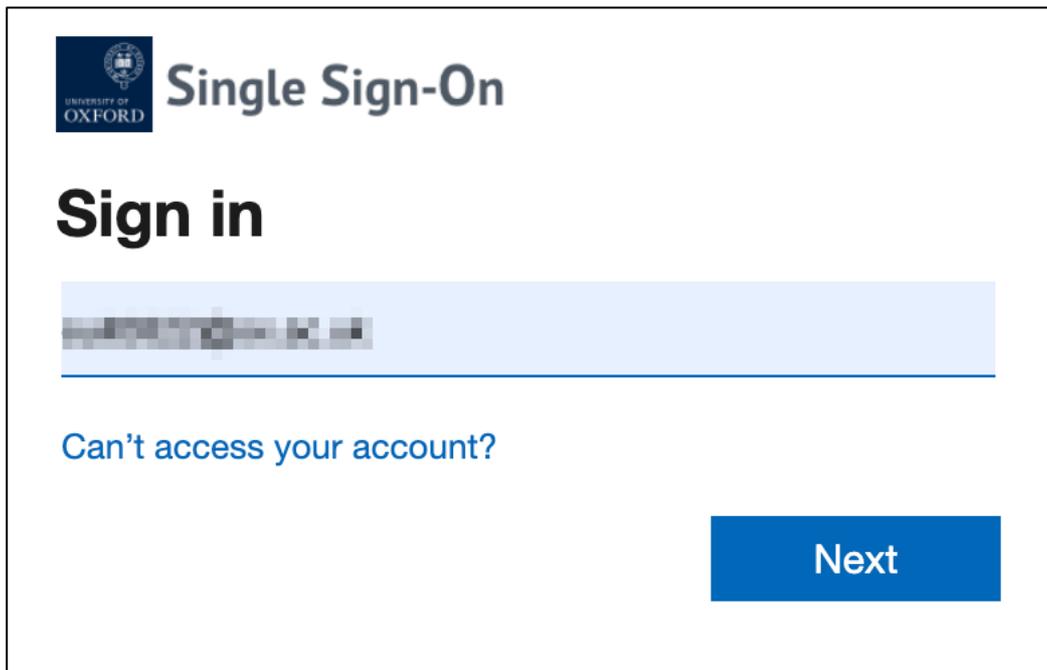
This guide is designed to assist with:
- *Downloading the Panopto installer from Canvas*
- *Installing Panopto and making required changes to computer system settings*
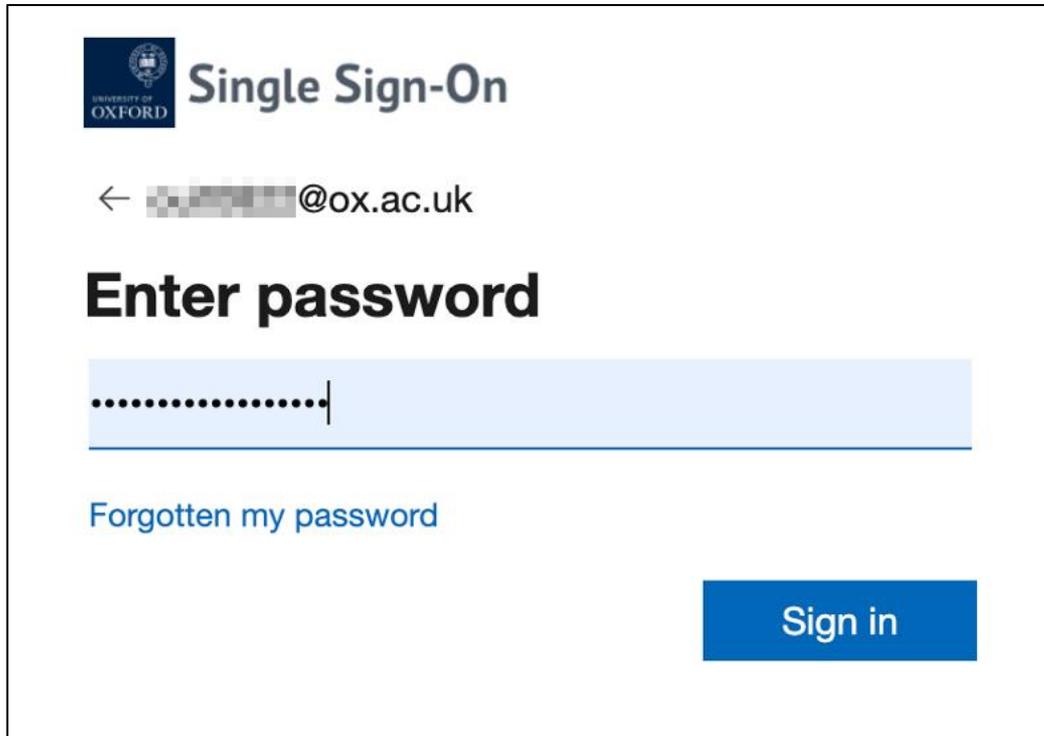- *Recording options and creating a test recording*

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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.

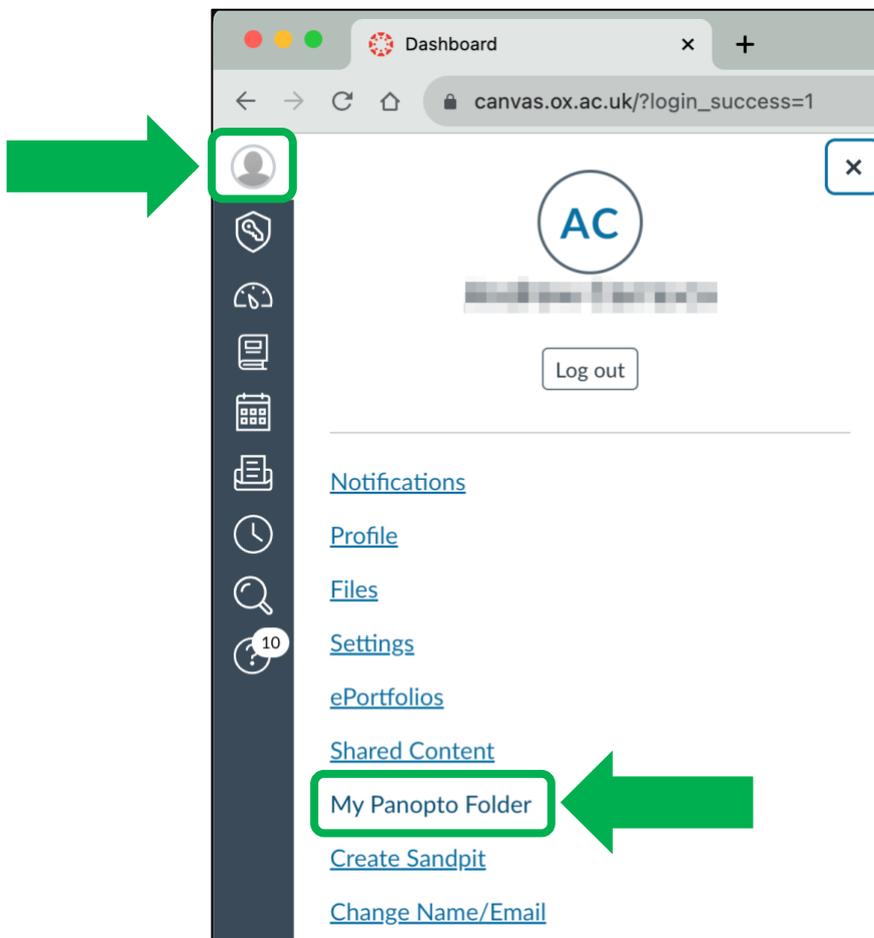4. Enter the authentication code and click '**Verify**':
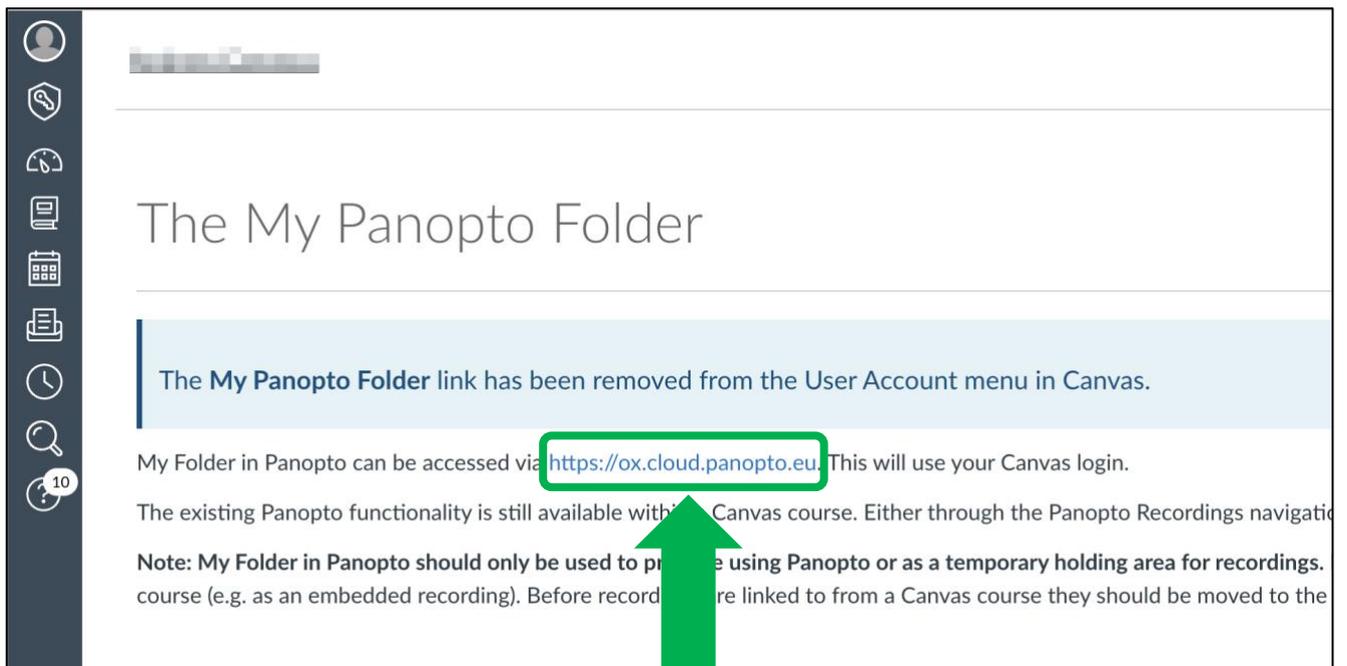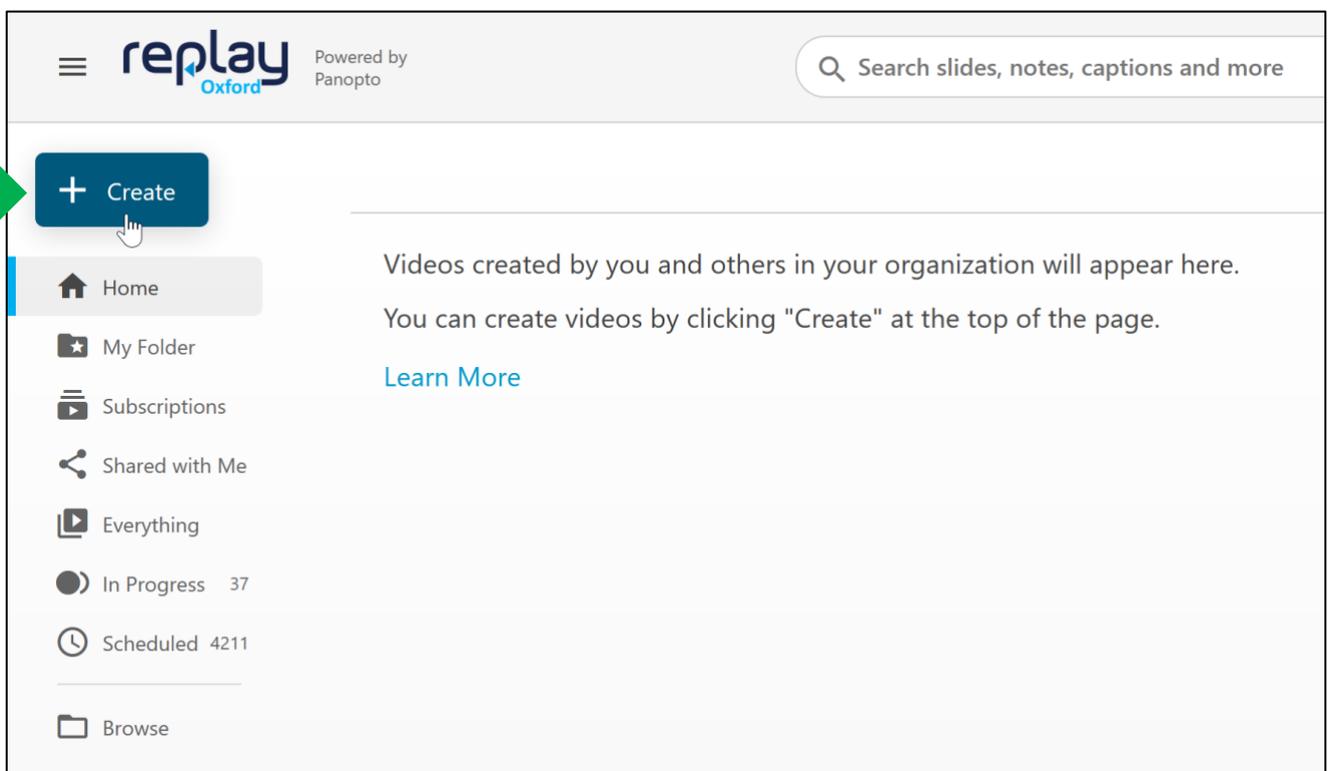

5. Once the Canvas dashboard has loaded, select the account icon at the top of the left-hand side menu and click the '**My Panopto Folder**' menu item:
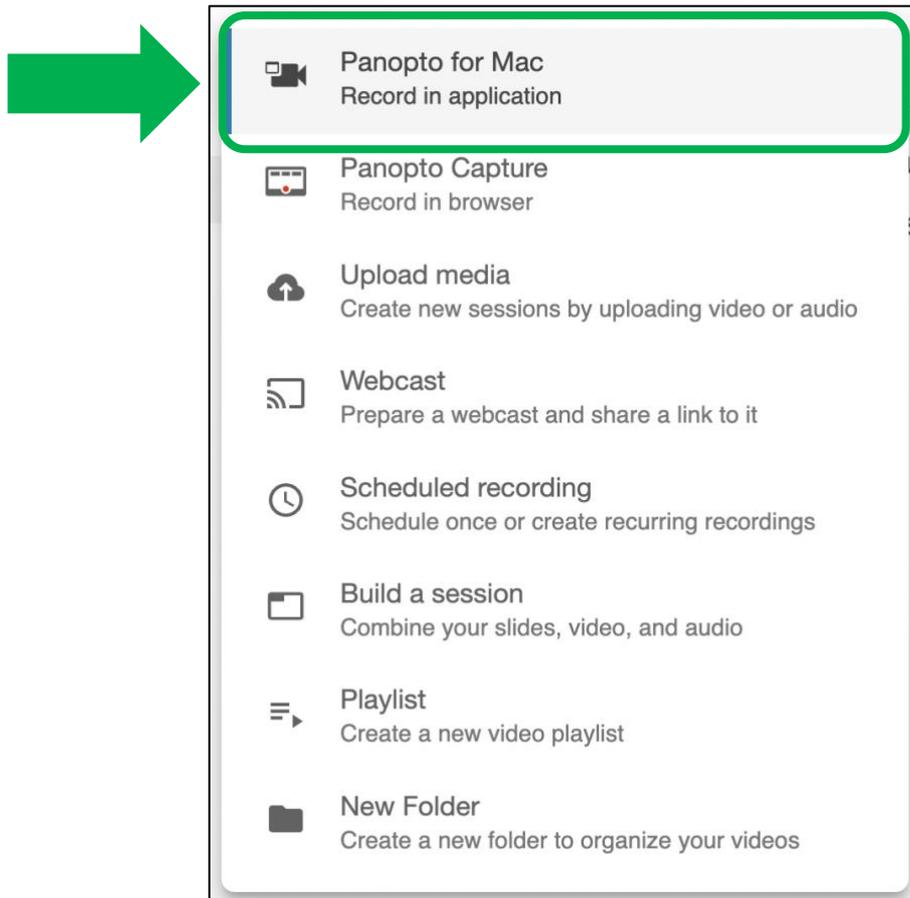
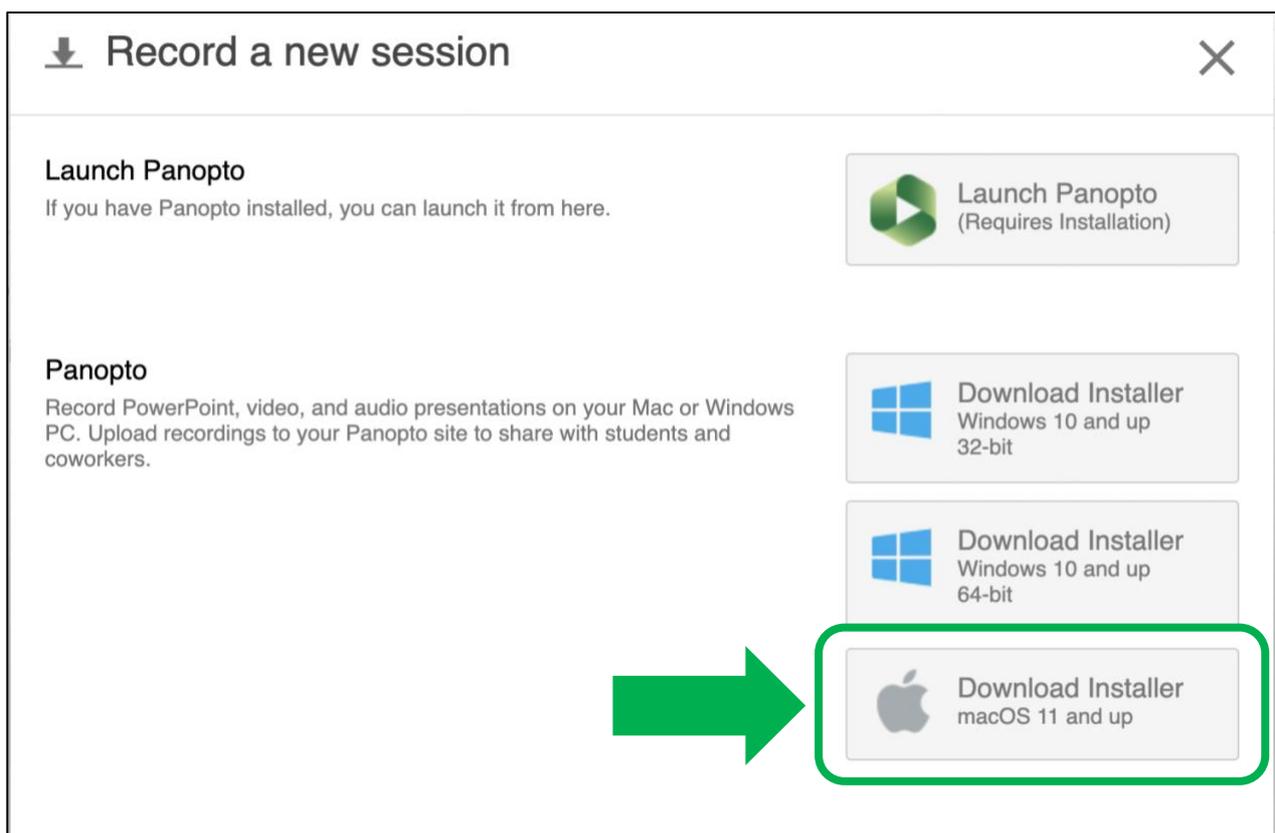6. Click the https://ox.cloud.panopto.eu link to open Replay in a new tab:

7. Once the Replay Home page has loaded, click the blue '**Create**' button:
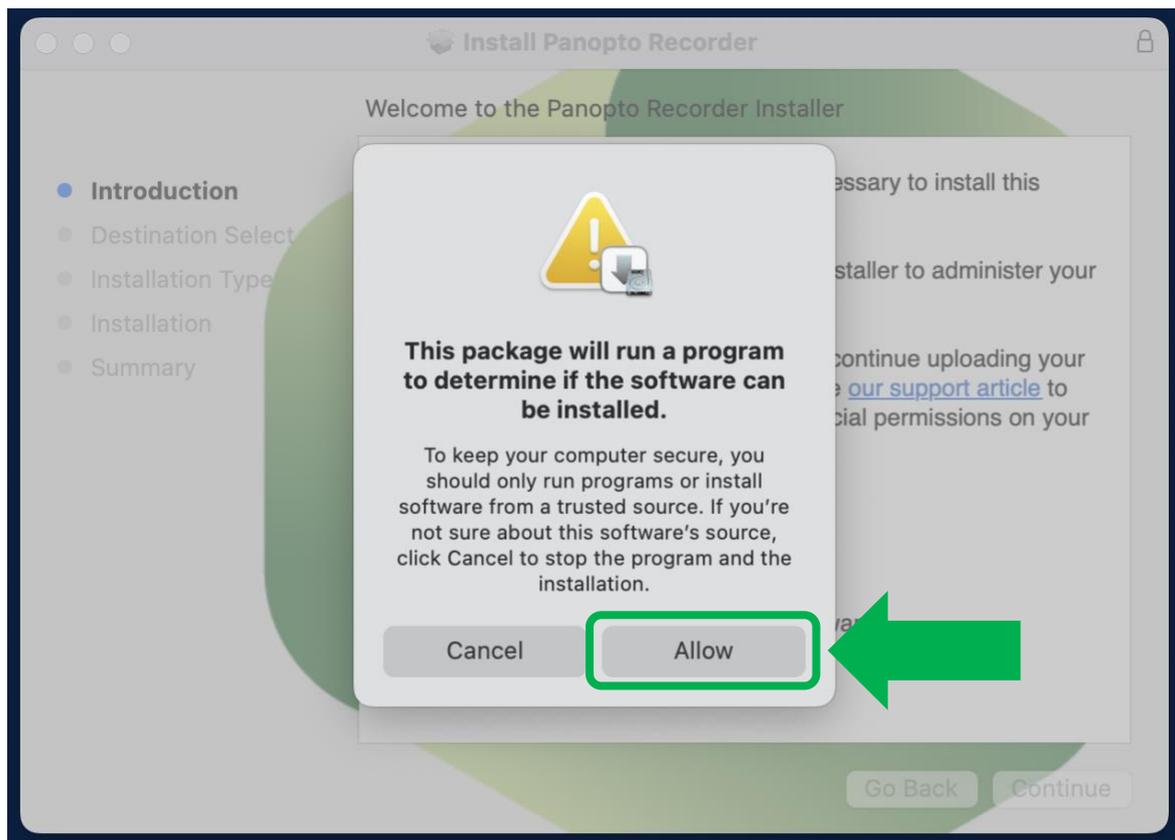
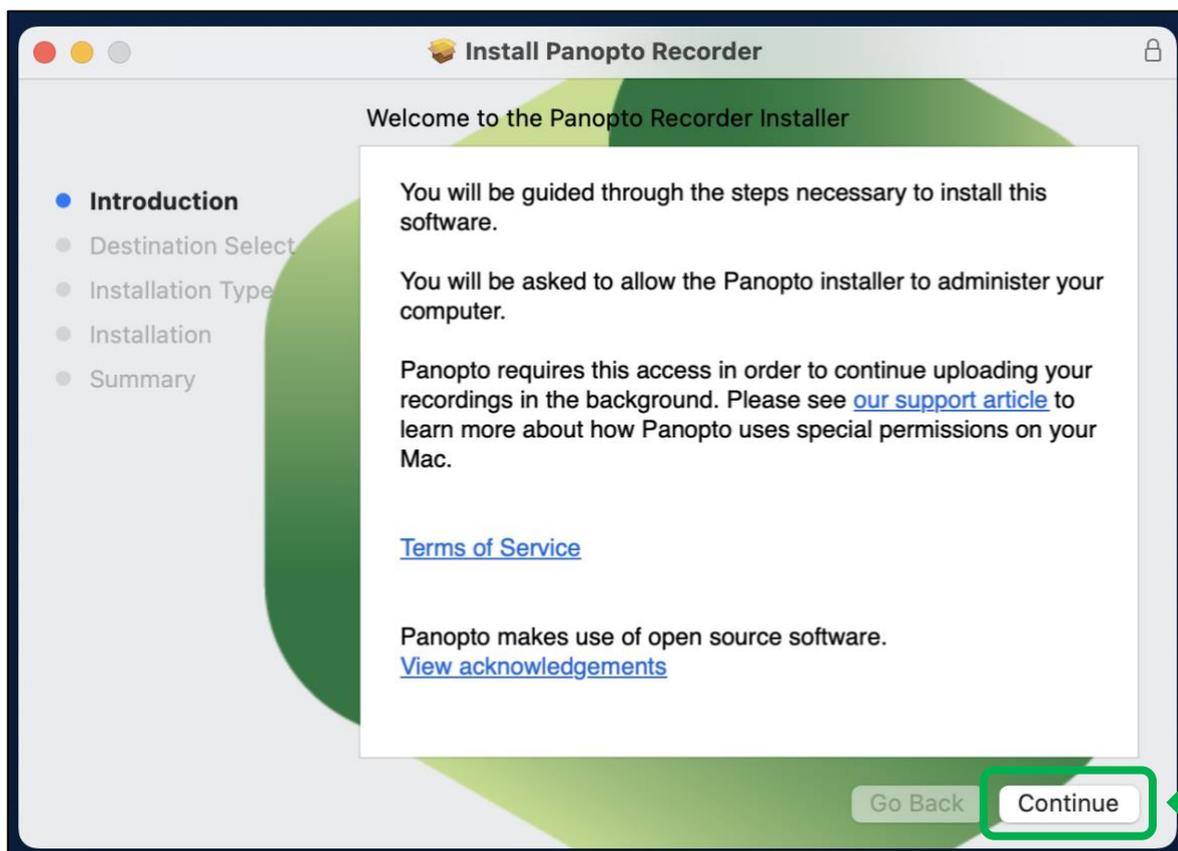8. Select '**Panopto for Mac**' from the drop-down menu:

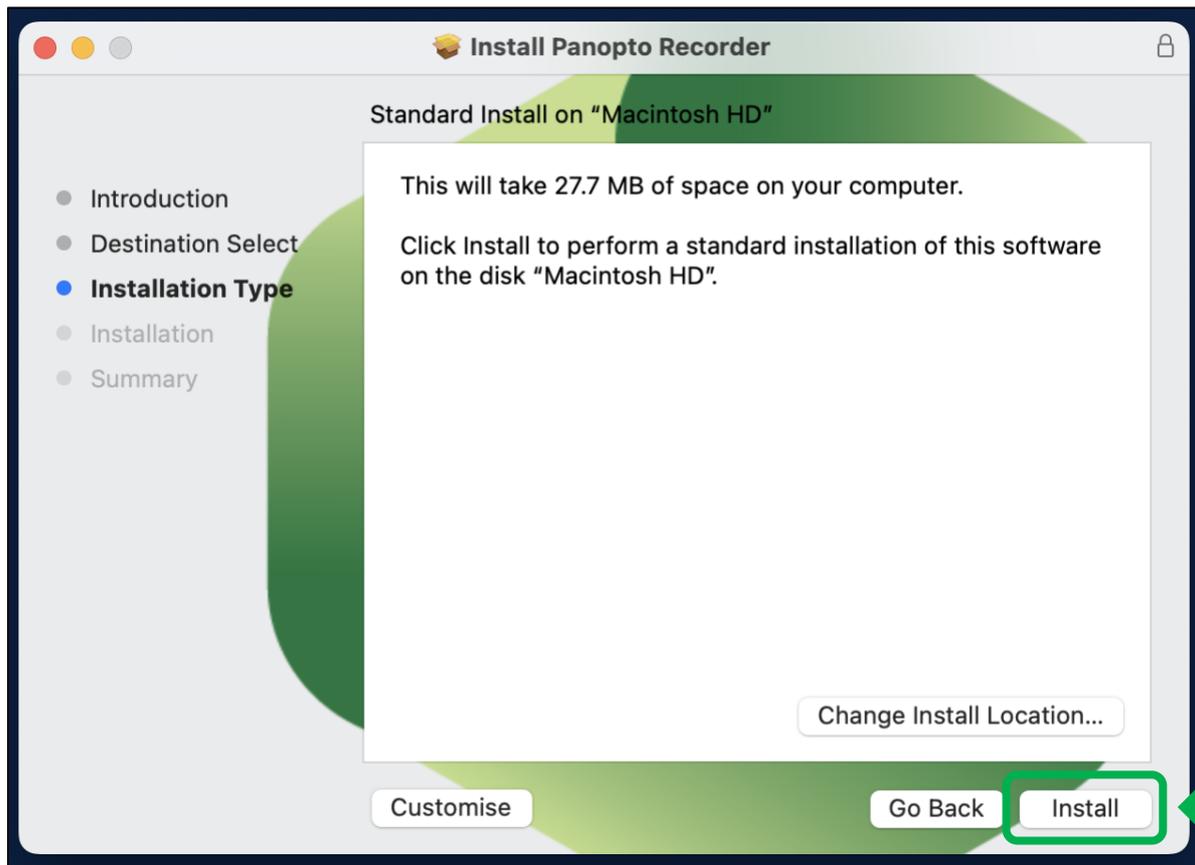9. Click the '**Download Installer** for macOS 11 and up' button:

10. Once the download completes, locate the file (this will usually be in your 'Downloads' folder), double-click it to open and click '**Allow**':
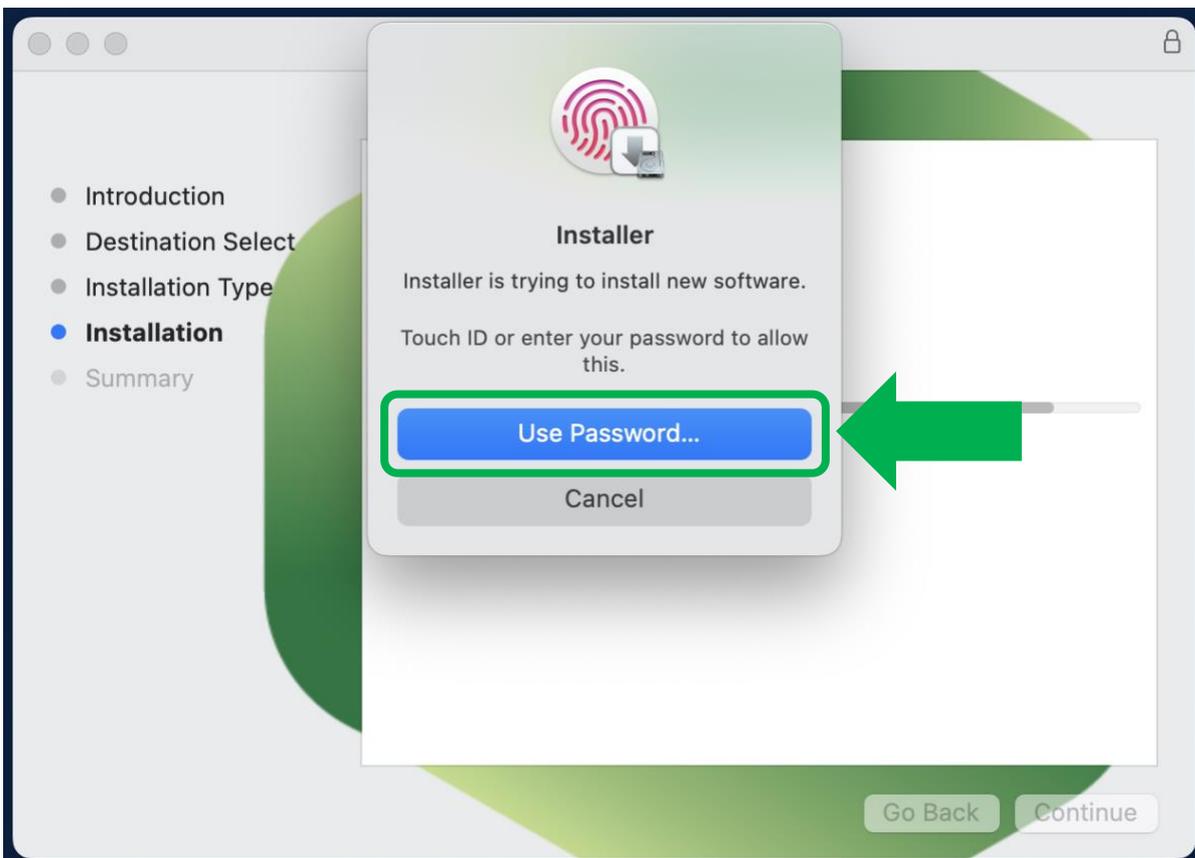

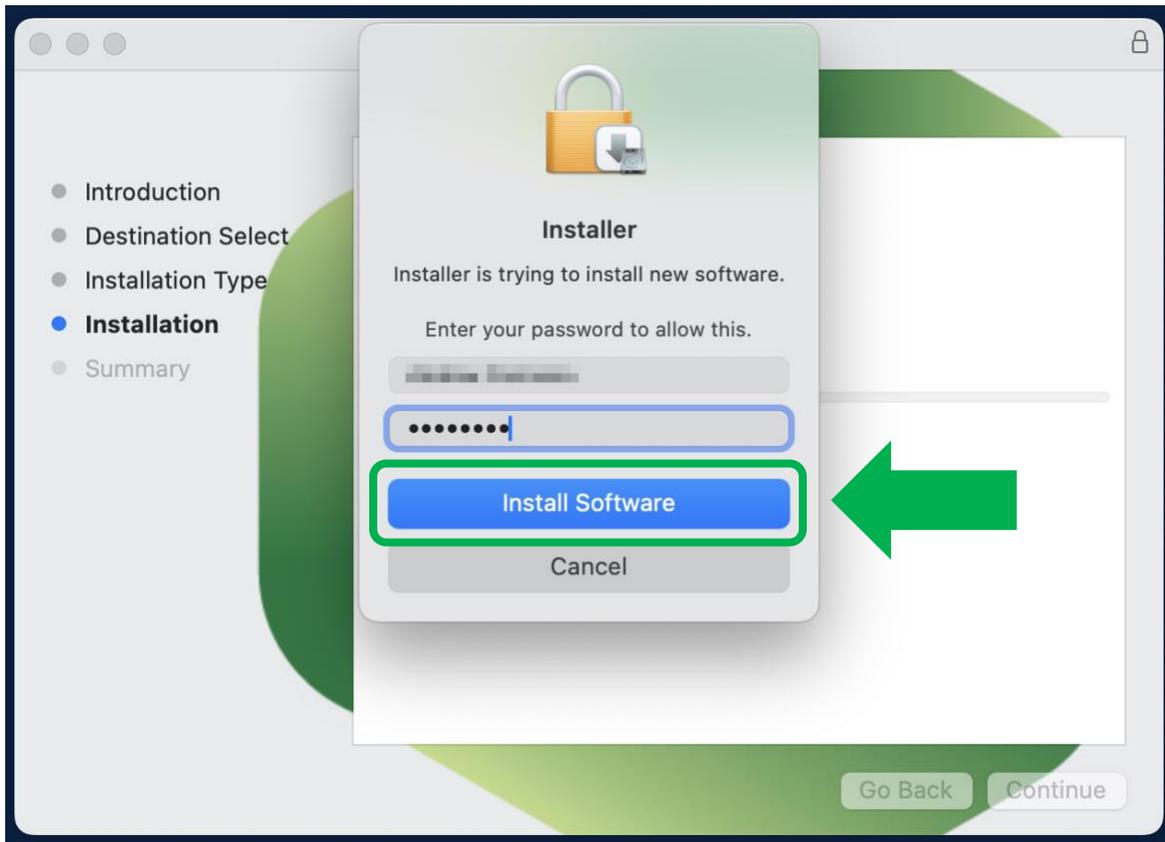11. Click '**Continue**' to begin the Panopto for Mac installation:

12. Click '**Install**' when ready to begin the manual recorder installation:
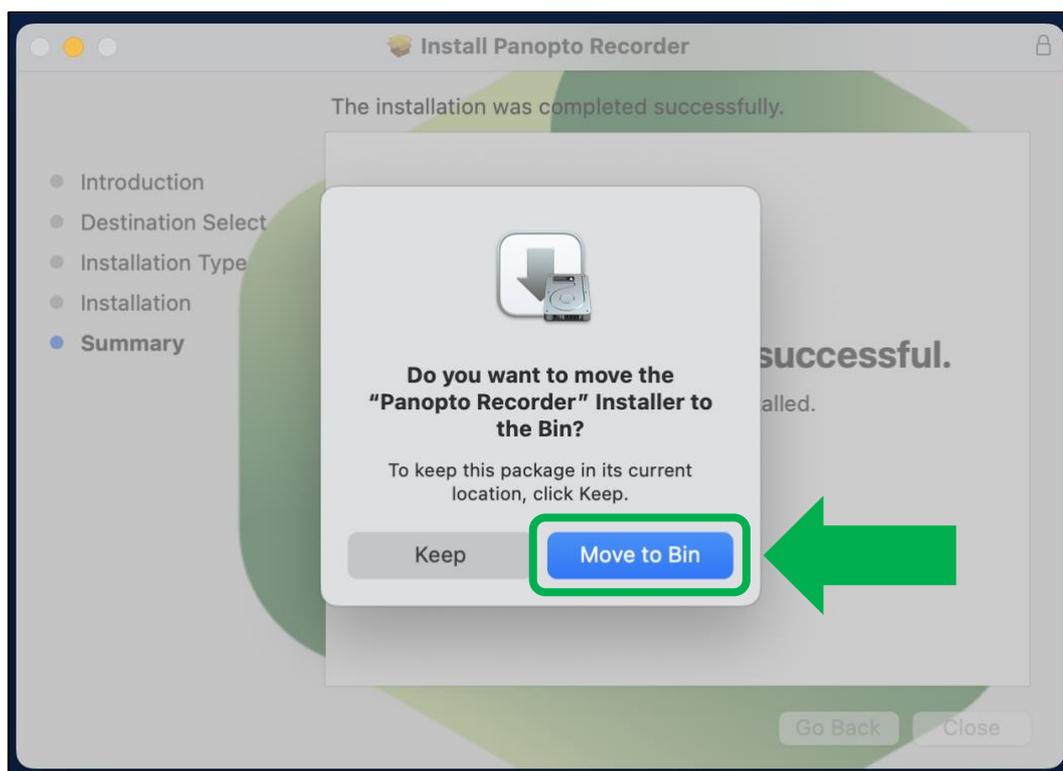

12. Click '**Use Password**' at the security prompt:

13. Type your password or use Touch ID to allow the installation to proceed and click '**Install Software**':

14. Click '**Move to Bin**' to delete the installer from your computer:

15. Return to your browser, and in the Panopto online portal select '**My Folder**' from the left-hand side menu:
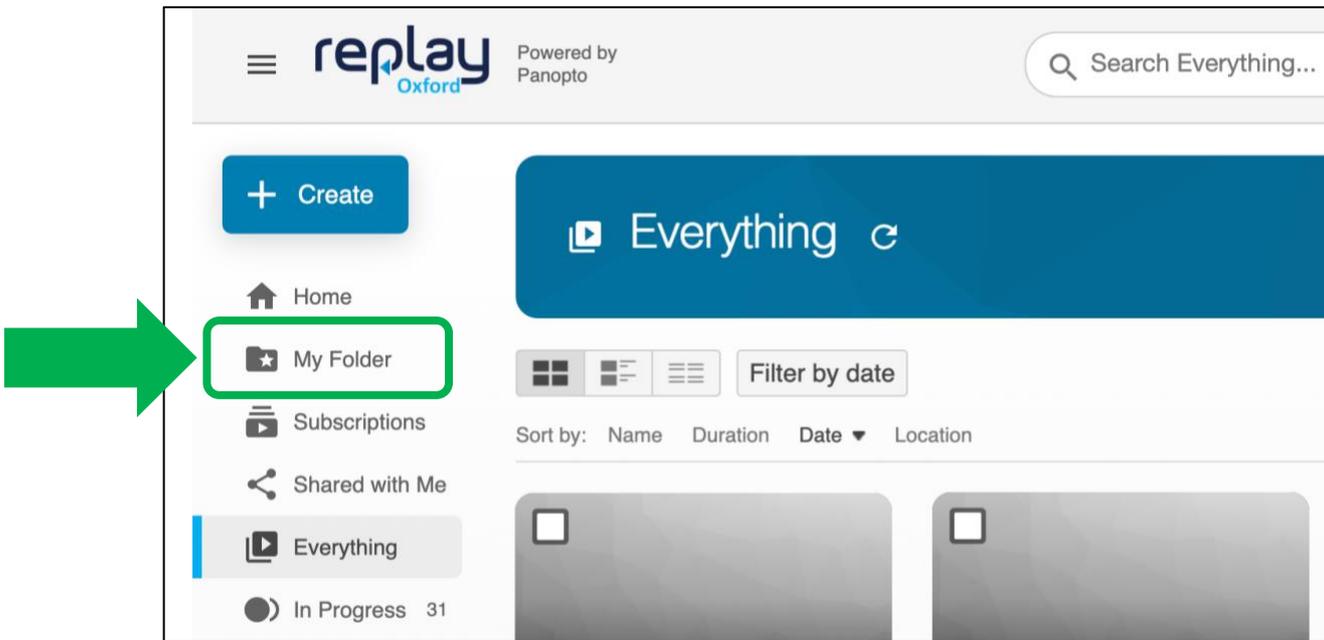
16. Click the blue '**+ Create**' button and select '**Panopto for Mac**':
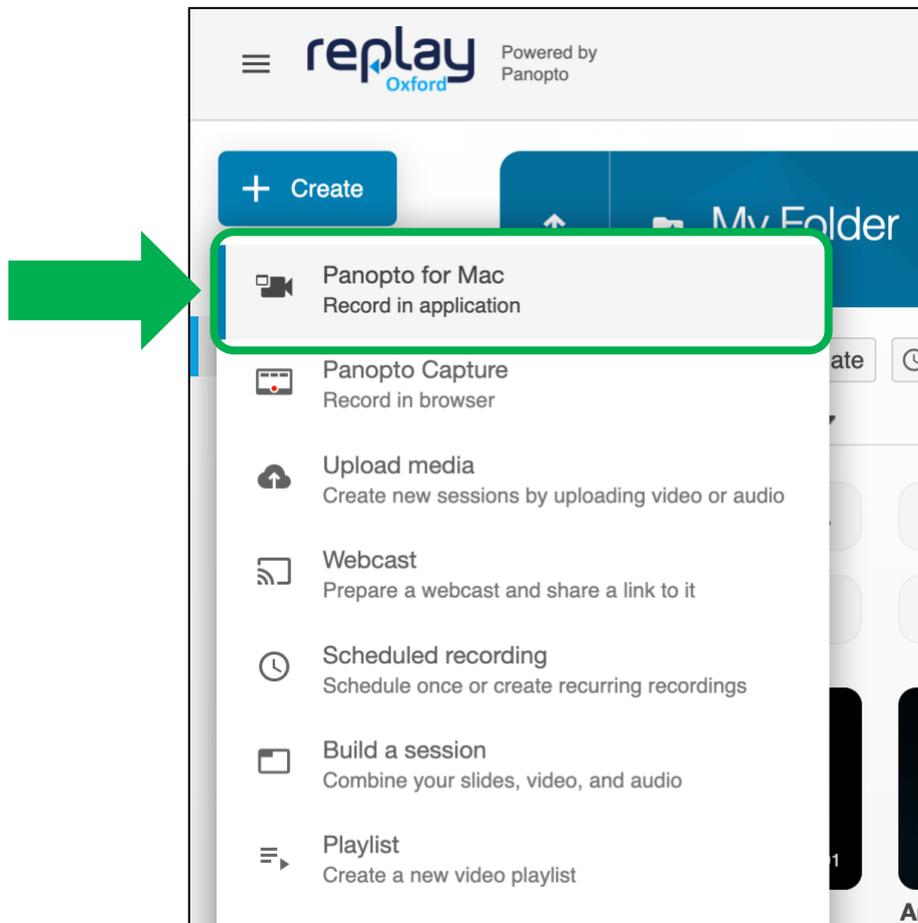
NB. Opening the recorder from the folder you wish to record to will automatically upload the recording to that folder ('My Folder' in this example).

17. Click '**Launch Panopto**' to open the manual recorder:

18. To allow the Panopto recorder to use your computer's microphone/webcam, click '**Change Security & Privacy Preferences**':

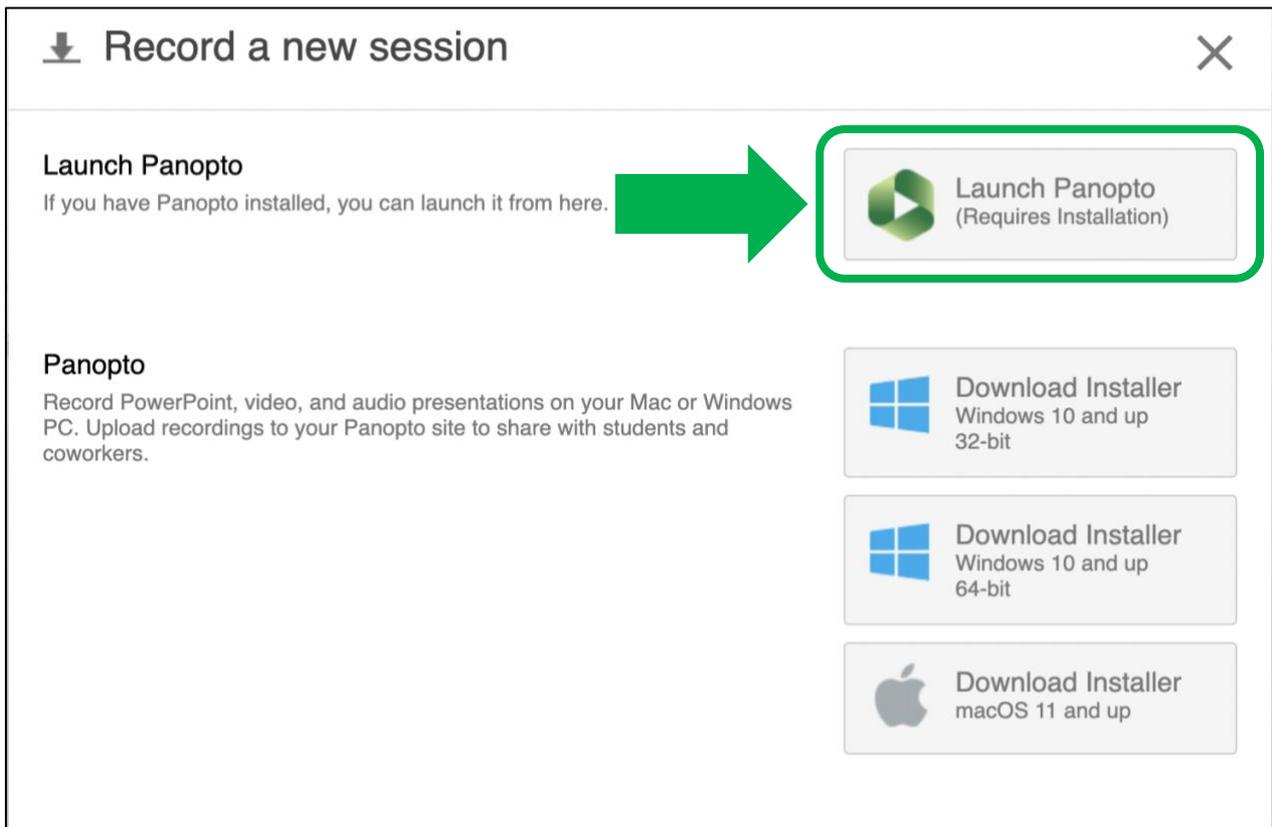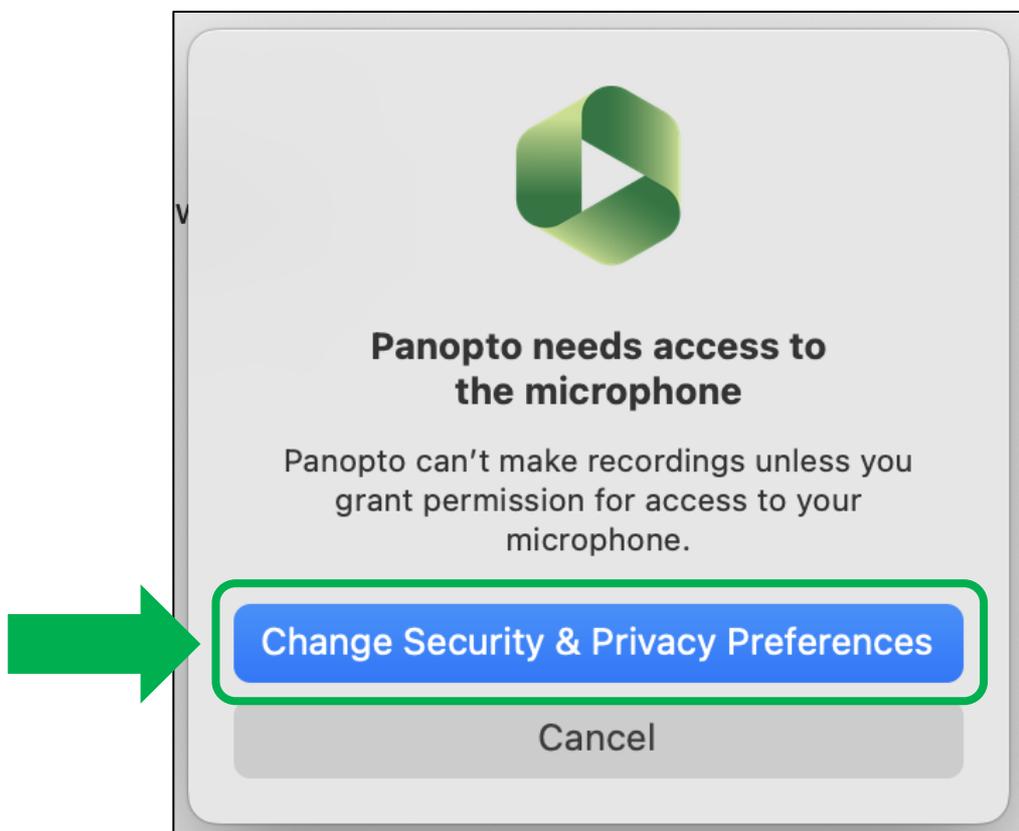19. Click the Panopto toggle button to enable the microphone (or camera depending on which device requested access first):
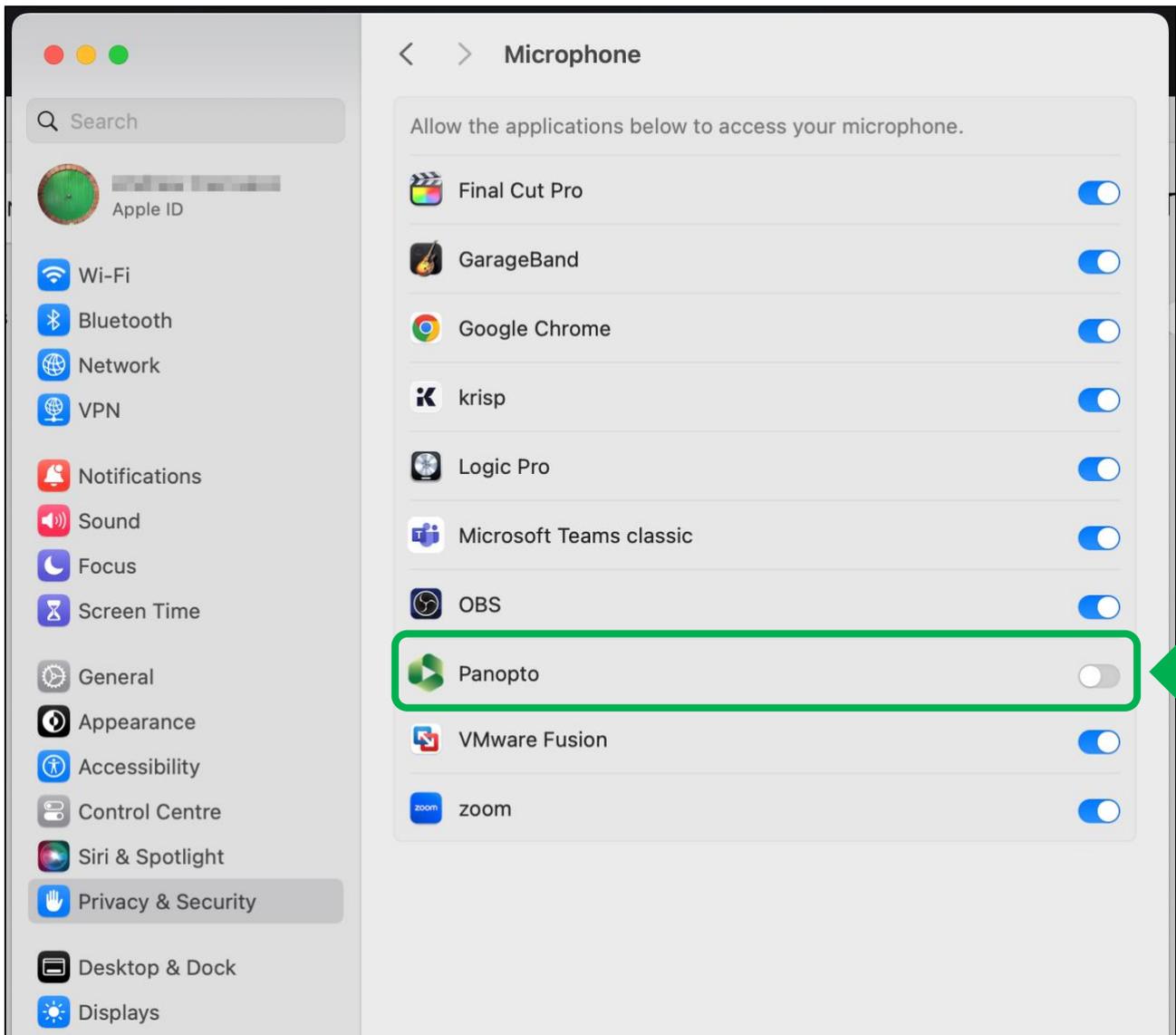
20. To allow Panopto to access your webcam (or microphone if you enabled the camera first), click the back arrow at the top of the window:
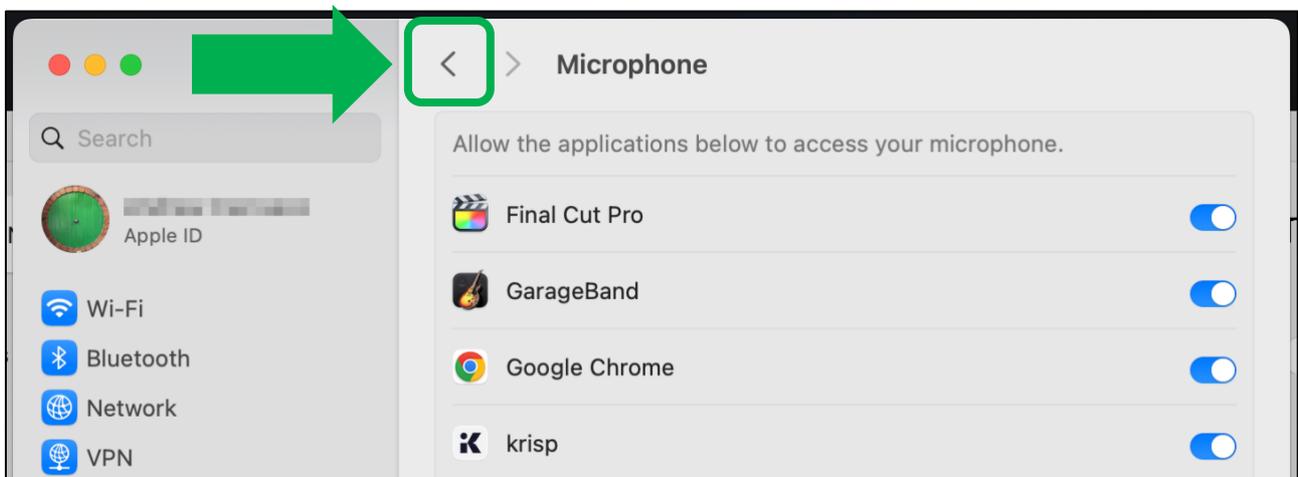
21. Under Privacy & Security, select 'Camera' (or microphone if you have already enabled camera access):

22. Click the Panopto toggle button to enable the microphone (or camera depending on which device requested access first):

23. 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
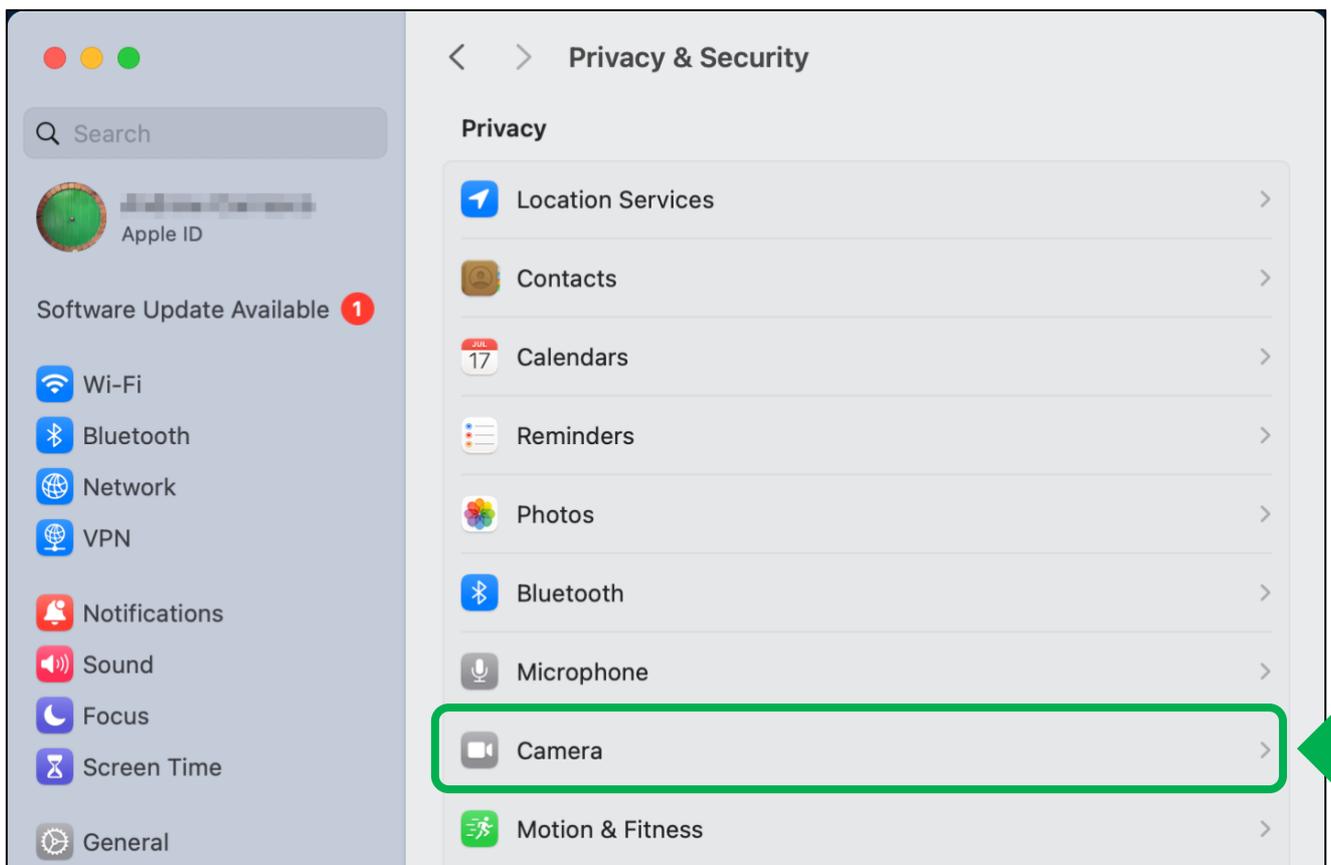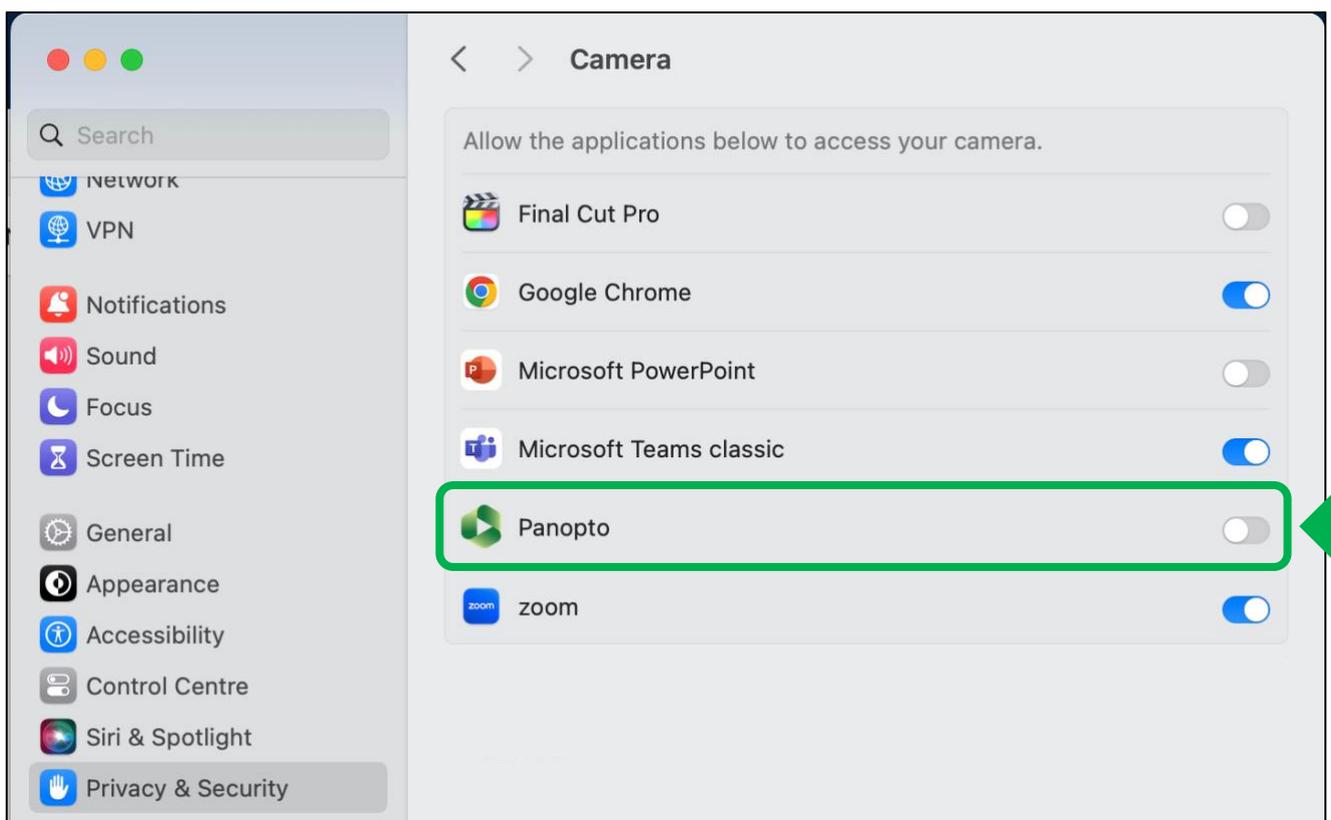
1. Ensure the correct folder has been selected for uploading the finished recording and give the session a name (optional).
2. Check the correct video, microphone, and quality are selected:
   - If you are only recording your voice and slides, with no webcam, then select '**None**' from the Video drop-down 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. Select '**Capture PowerPoint**' or '**Capture Keynote**' under 'Slides'.
4. Select the secondary source from the 'Source' drop-down list (this will usually be the laptop's built-in display or an external monitor.
5. Click on the BIG red '**Record**' button and switch to the presentation.
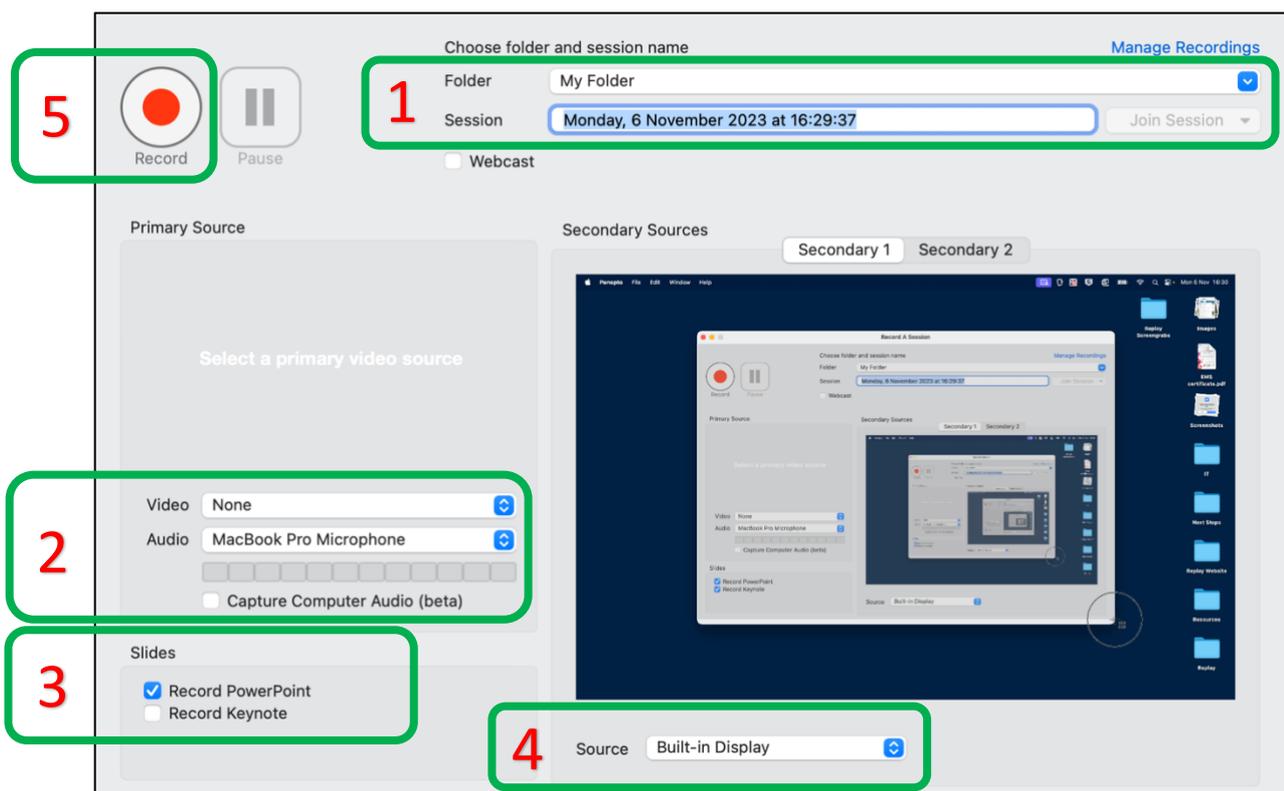
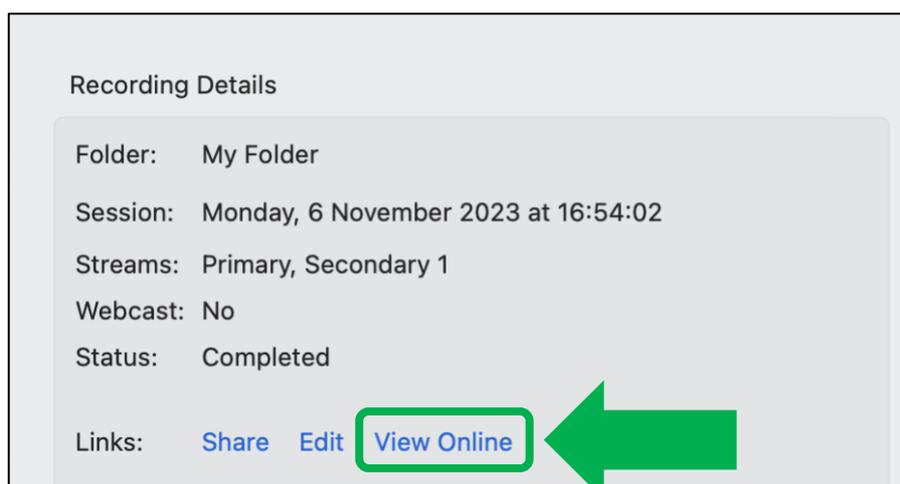24. When finished, exit the full-screen presentation, return to the Panopto recorder, and click the '**Stop**' button:
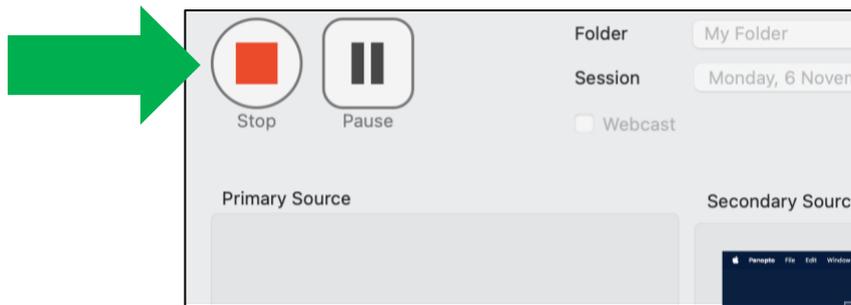

25. Click '**Upload**' to send the recording to your personal folder, or '**Delete and record again**' to remove the recording and cancel the upload:
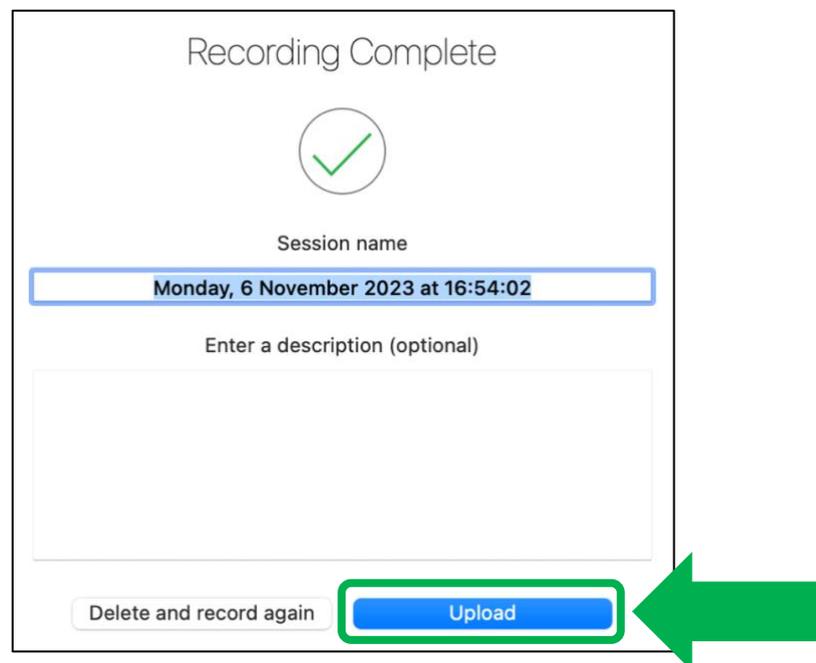
26. You can view the status via the Manage Recordings tab. Once the upload and processing are complete, click '**View Online**':

27. Your recording should open in the browser, where you can view and make any necessary edits (click the clapperboard/pencil icon above the video window):
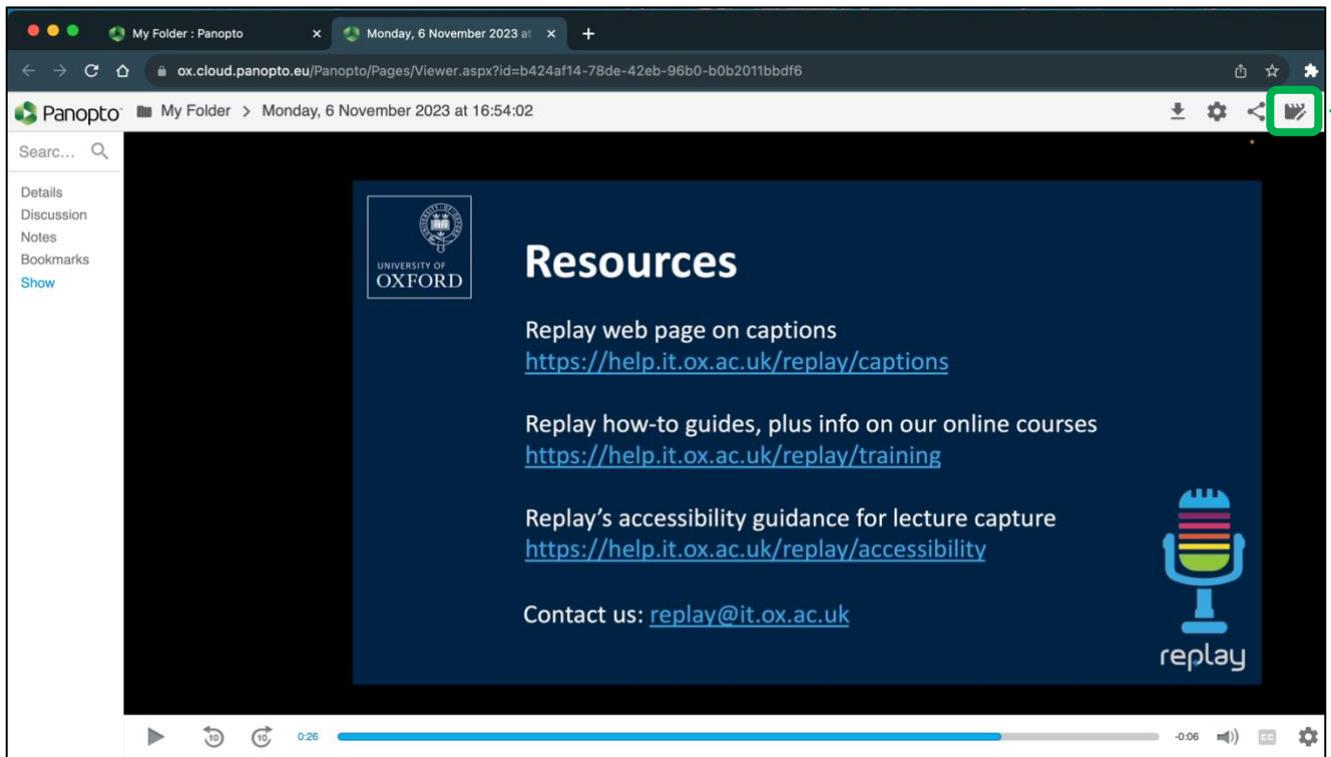
Further guides can be found at the Replay help site via the following link: https://help.it.ox.ac.uk/replay

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

Quality settings: Panopto for Mac

- Standard Quality
  - Resolution
    - 720x526 (motion)
    - 1920x1080 (resolution)
  - Frame Rate
    - 30 fps (motion)
    - 8 fps (resolution)
  - Bit Rate
    - 600 kbps (motion)
    - 1000 kbps (resolution)
- High Quality
  - Resolution
    - 1280x720 (motion)
    - 1920x1080 (resolution)
  - Frame Rate
    - 30 fps (motion)
    - 15 fps (resolution)
  - Bit Rate
    - 1500 kbps (motion, resolution)
- Ultra Quality
  - Resolution: 1920x1080
  - Frame Rate: 30fps
  - Bit Rate: 2500 kbps