

# Making desktop recordings with Panopto

## Introduction and notes

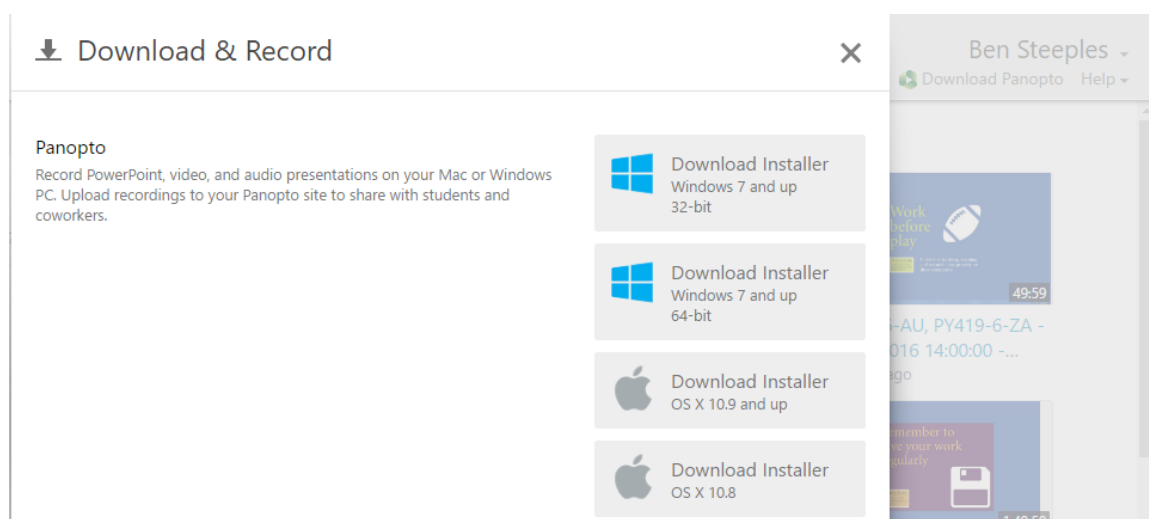
- This guide makes reference to Panopto, which is the underlying software used to produce recordings for Listen Again.
- This guide presumes you are running **OSX**. Guidance for Windows-based machines is also available.
- This guide was written for **macOS Sierra (10.12)**

## Downloading the Panopto Recorder

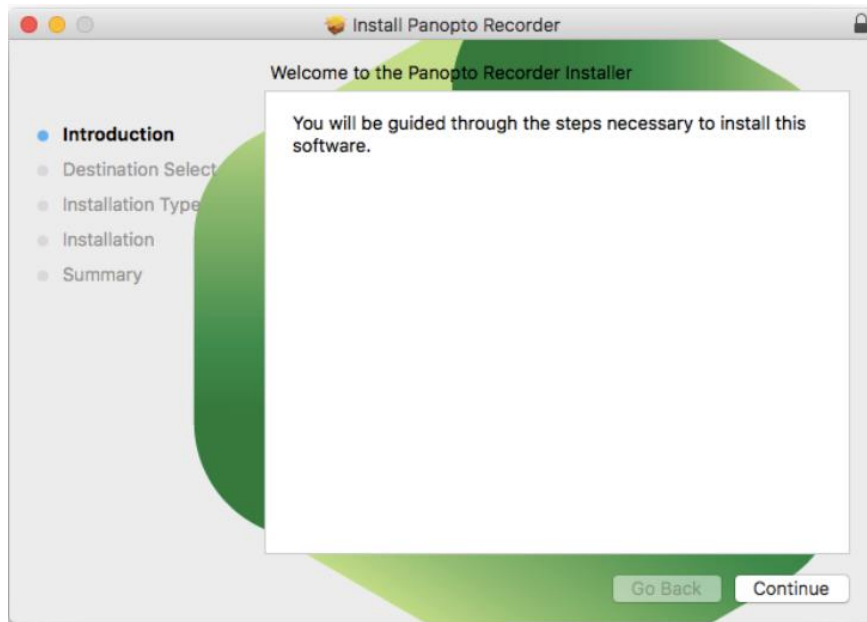
The first step is to download the Panopto Recorder software. This allows you to make recordings on your computer which are then uploaded to our central server. **Note that this only needs to be done once.**

The Panopto Recorder can be installed on any computer which has an internet connection, including home or personal computers.

1. Open a web browser and visit <http://panopto.essex.ac.uk/>
2. In the top-right of the web page that loads:
  - a. Click **Sign In**, this should cause a pop-up to appear
  - b. **Sign in using** should be set by default to **Essex (ADFS)**
  - c. You will be taken to our SSO sign in pages
  - d. **Username** will be your Essex ID including @essex.ac.uk (e.g. ab12345@essex.ac.uk)
  - e. **Password** will be your Essex password
3. Once you are signed in you will see your name appear in the top-right of the screen.
4. Beneath your name, click on the **Download Panopto** link, a pop-up will appear:



5. Click on the appropriate download link for your computer. This will download the installer.
6. Locate the installer in your downloads, it will be called **panoptoformac.pkg** (or similar).
7. Click on the installer to begin the installation.
8. When the installer launches, click on the **Continue** button until you get to the final screen and then click **Install**.



After a few moments you should be informed that the installation was successful, and the Panopto Recorder will start.

# Recording your Desktop

In order to make a new recording you will need to open the Panopto Recorder software.

**Note:** If you have never used Panopto or Listen Again before, please contact Learning Technology so that they can create an area on the Panopto server for you (email: [ltt@essex.ac.uk](mailto:ltt@essex.ac.uk))

**Panopto Web Server:** panopto.essex.ac.uk

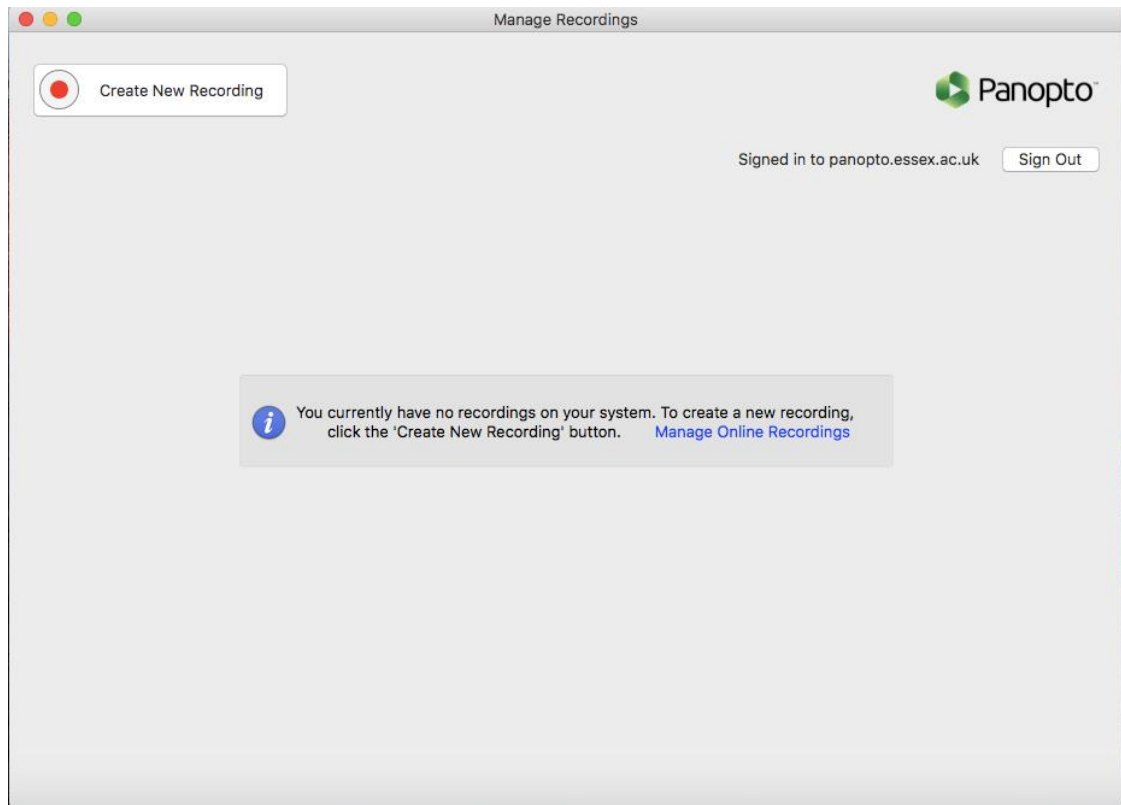
1. If not already open, click on your task bar, then **Applications**. Click on the **Panopto** application.
2. If this is your first time using Panopto you will be asked to sign in. Panopto should immediately open up to our SSO sign in page.

A screenshot of the University of Essex sign-in page. On the left is a vertical image of a LEGO minifigure. The main content area has the University of Essex logo and text: "Sign in with your Essex ID and password". Below this are two input fields, the second labeled "Password", and a blue "Sign in" button. Further down, it asks "What's my Essex ID?" and provides an example: "Your Essex ID is your **login** with @essex.ac.uk after it, for example re16495@essex.ac.uk." There is a link for "Forgot your password?". At the bottom left is a "Remember me" checkbox, and at the bottom right is a link for "More sign-in options".

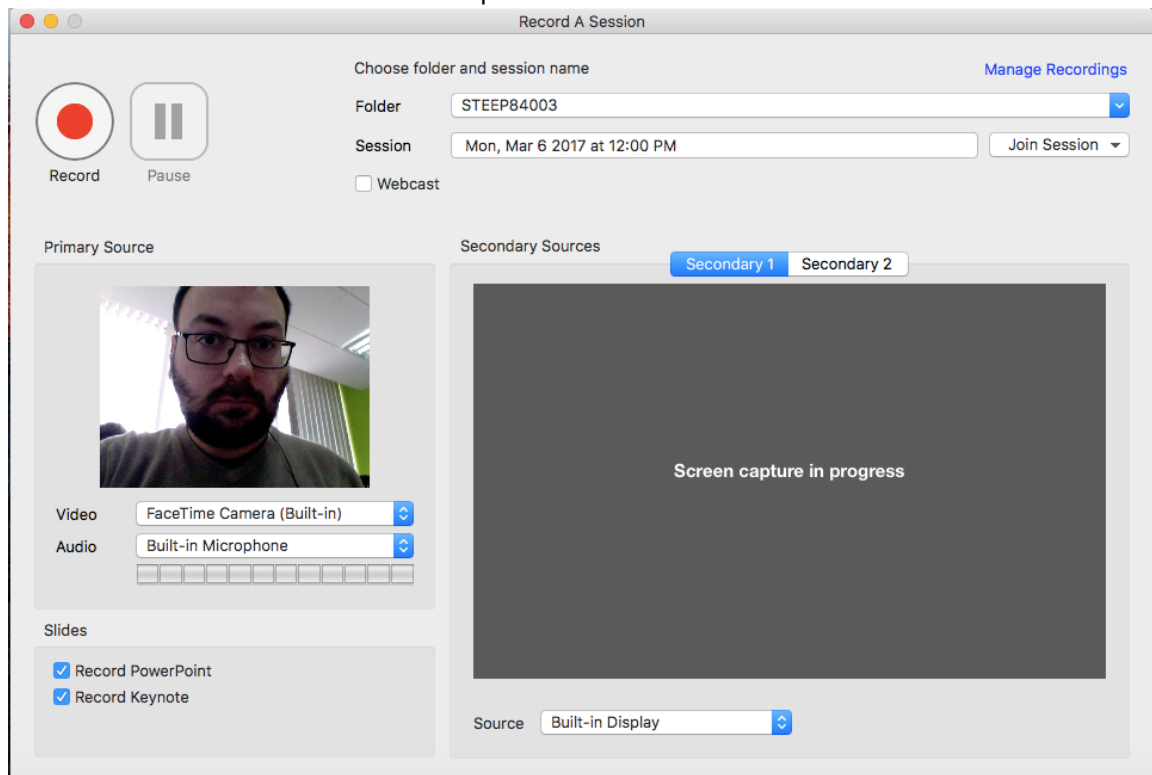
3. Alternatively, click '**Sign in with Essex (ADFS)**' which will take you to the page pictured in point 2.

A screenshot of the ADFS sign-in page. At the top is the Panopto logo. Below it, the text "Choose how to sign in" is followed by a blue button labeled "Sign in with Essex (ADFS)". Below this is the word "or". There are three input fields: "Server Address" with a dropdown menu showing "panopto.essex.ac.uk", "Username" with the text "ADFS\username@essex.ac.uk", and "Password". Below the password field is a "Remember me" checkbox. At the bottom are two buttons: a blue "Sign in" button and a grey "Continue offline" button.

4. At this point the main Panopto Recorder window should open, click on the **Create New Recording** button.



5. In the **Record A Session** window that opens:



- a. **Folder** should default to your university PRID, this is usually a mixture of your last name and random numbers. eg. STEEP12345
- b. **Session** will be the name of this recording, you can change this as required.

- c. **Primary sources** will show your webcam (if connected) and audio level from your computer's microphone. You can adjust the volume of the microphone using the handle to the right of the web camera image.
  - d. Beneath Primary sources you will see **Audio** and **Video**. You can use these to disable a web camera and/or pick another device to record if you have multiple cameras attached to your computer.
  - e. **Secondary sources** will show other video inputs. This includes any monitors you wish to record, and you can **Add Another Video Source** to include multiple web cameras or other video capture source.
  - f. To the right of the screen you will see a **preview** of your secondary sources.
  - g. Beneath this is the option to select a capture **Resolution** for your secondary sources, although we usually recommend to leave this as-is.
6. When you are **ready to record**, click on the red **Record** button in the top-left. After a few moments the software will indicate that it is recording.
  7. You can temporarily **Pause** the recording, or **Stop** recording when you wish to end. Note that you cannot restart a recording once it has stopped.
  8. Once you have finished recording you will be given the option to **Delete** the recording, or **Upload** it to our central server. Uploading will take you to the **Manage recordings** screen where you can see the progress of your uploads.

Once a file has successfully uploaded you can close the program.

## Using the recording elsewhere

You would do this if you wished your recording to appear elsewhere on the web, eg. on a website.

1. Log in to Panopto as described in steps 1-3 of 'Downloading Panopto Recorder'
2. Once you are signed in, click on the **Browse** button on the left-hand side of the page, it will expand and list several folders.
3. Click on the folder that matches your PRID, , this is usually a mixture of your last name and random numbers. eg. STEEP12345

The screenshot shows the Panopto interface. On the left is a sidebar with navigation options: Home, Shared with Me, Everything (701), and a 'Browse' section with a search bar and a list of folders including '\_Live Events' (2), '\_Test' (1), 'HS' (15), 'Public', 'Remote Recorders', 'RSN- Alison' (6), 'SAMWA82805' (13), and 'STEEP84003' (13). The main area displays the 'STEEP84003' folder with controls for Refresh, Filter by date, and Show scheduled recordings. Below are three recordings: a screenshot of a website (0:47) dated 17 January 2017 at 16:49:14 (8 minutes ago), a screenshot of a software interface (3:31) dated Tue, Nov 15 2016 at 4:05 PM (2 months ago), and a video titled 'CampusM' (5:04:14) dated 6 months ago. The 'CampusM' recording has controls for Settings, Share, Edit, Stats, and Delete.

4. On the right-hand side of the page, locate the recording you are interested in. Moving the mouse over the recording will show various options, including **Settings**, **Share**, **Edit**, **Stats**, and **Delete**

5. In the pop-up that appears you can share your recording with others. **Link** and **Embed** give you a web link (URL) and the HTML to embed the recording in another page.
6. **Who has access** determines who can access your recording. Usually, setting this to **Anyone with the link** will suffice.
7. When you are happy with your changes, click on the **Save changes** button.

## Using the recording on Listen Again

**Go here to learn how to swap your recording in Listen Again:**

<https://www1.essex.ac.uk/it/docs/help/listen-again-swap-a-recording.pdf>