Software installation

Software installation for university computers available from the Self Service app (contact IT Servicedesk for more information). For home computers, software is available from the Panopto web interface (top right) after logging in. Please ensure the version of your operating system (OS) is compatible before you record. Panopto requires version OSX 10.8 and above. You can check your OS version by clicking the Apple menu (top left) and selecting “About this Mac”.

Recording a presentation

Logging in with your university credentials will allow you to record. Click Create New Recording (top left) to begin.

Primary Source

Select your web cam from the “video” drop down. You should see a preview in the space above.

Select your preferred microphone from the “audio” drop down. You should see the green equaliser bar below move up and down when you talk.

Secondary Source

If you wish to record your Mac desktop to demonstrate software, for “Secondary 1” select source Built-in Display. If you only intend to use slides, you can set this to None.

Slides

Ensure that Record PowerPoint is selected.

Record

To start recording click Record (top left).
Presenting

**Important**: Now open your Presentation and start the slide show by selecting **Slide Show** (top centre) and **From Beginning**.

Deliver the presentation.

Once complete, leave the presentation and **close** PowerPoint.

Saving and uploading

Click **Stop** to end the recording (top left in Panopto).

Click **Upload** to save the recording on the Panopto web site and you will also receive an email with the link ready to be edited and shared with students.

Useful Links

- Toolkit resource on Lecture Capture
- Adding Panopto Recordings to MyAberdeen
- Digital Capture – Panopto
- Adding captions to Panopto recordings