Installation of Panopto Recorder

Go to the University’s Panopto website.

If you are already signed in to MyAberdeen you should automatically get to the home screen. If not you will come to the User Sign-in screen. Using the small drop down arrow select MyAberdeen from the options and select ‘Sign in’:

Then sign in with your MyAberdeen credentials.

At the Home screen, select ‘My Folder’ in the left-hand menu:
Within the ‘My Folder’ page, select the ‘Create’ button, then the ‘Record a new session’ option:

If this is your first time using Panopto to record, select the Download Panopto button:
Once the installation has finished, start Panopto – sign in with your MyAberdeen account again if necessary. On the recorder interface screen check the following:

A. Session Settings – ensure it says ‘My Folder’, and include your student ID in the ‘Name’ section
B. Choose the correct primary sources for video and audio
C. Choose secondary sources for screen capture. If only video is required, then untick all secondary sources (the options for screens will depend on how many you have attached – in the example three screens were attached):

![Panopto Recorder Interface](image)

Once ready to record, click ‘Record’. Open your slides and deliver your presentation as normal. You may wish to run your slides in Slide Show mode.

Exit your slide show and click ‘Stop’ on Panopto when finished, then ‘Upload’.

Go to your student email inbox.

When your recording has finished processing you will get an email to your student email address. In the email, click on the title of the video:
This will open your video in a browser window. From here click on the ‘share’ icon (looks like two people):
The sharing permissions panel will appear, under ‘Who Has Access’ select the small down arrow to the right of ‘Specific people’:

From the options, choose ‘Anyone at your organization with the link’:
Important – remember to select ‘Save changes’ after selecting the ‘Anyone at your organization with the link’ option:

Next, copy the link at the top of the panel - click on it, and then press Ctrl and C on the keyboard (Command and C on a Mac), or click on it, right click and copy:

This link is what you need to submit in your assignment document.

Useful Links

- Official Panopto Recording Guide
- Official Panopto Editing Guide
- All Official Panopto Documentation Guides
- Our quick guide on how to submit a video assignment
• eLearning Website
• Course Design Guidelines