

Quick Guide – Student Guide to Recording a Presentation Online

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Panopto Capture

Panopto Capture allows you to record and share a presentation online. This document will provide a quick-start overview followed by a more detailed step-by-step guide taking you through how to record a presentation and share/submit it on MyAberdeen. You can use Panopto capture to record your entire screen, so you are not necessarily limited to just using PowerPoint.

Quick-Start Overview

1. Login to our [Panopto server](#).
2. Select **Create** from the top of the screen and choose **Panopto Capture**.
3. **Allow** permissions for your browser to use your microphone and camera (if prompted).
4. Select your **microphone**, **camera** and **screen** to use in the recording from the buttons at the top.
5. Have your presentation ready and open on screen.
6. Click **record**.
7. Once you have finished recording, click **stop**.
8. Click **View** to play back your recording.
9. Click **Manage Access** to get a URL to share and set permissions to be “**Anyone at your org who has the link**”.
10. Post the link on MyAberdeen.

Step-By-Step Guide

Where to find Panopto Capture

Log into the University of Aberdeen [Panopto server](#) using the same login credentials as MyAberdeen. Then, click on the green **Create** button at the top of the screen and select the **Panopto Capture** option:

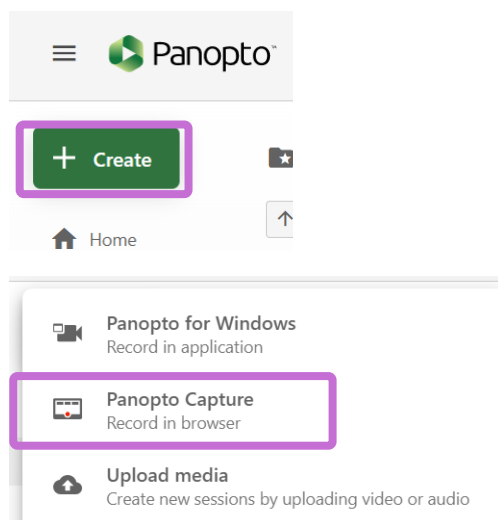


Figure 1

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Enable Web Browser Permissions

When using it for the first time, your web browser may ask for permission to access your camera and microphone. To continue, select “**Allow**” for those permission requests.

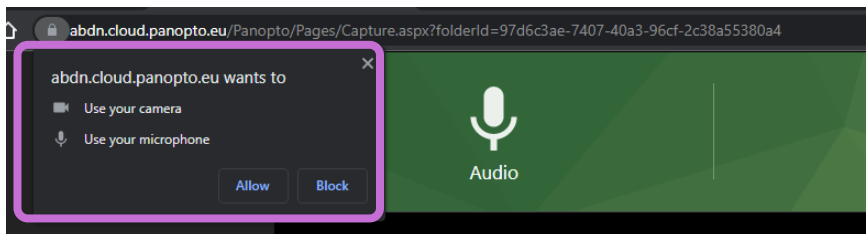


Figure 2

Selecting What to Record

Along the top of the window are three large green buttons for the microphone, camera and share screen. At the bottom you will find a circular red record icon and a cog wheel icon for additional settings.

Select the **microphone** button and **choose a microphone** by clicking on the name of it.

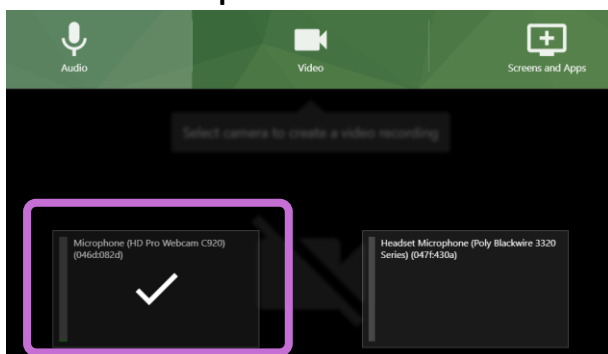


Figure 3

Next, select the **camera** button and **choose a camera** by clicking on the small preview.

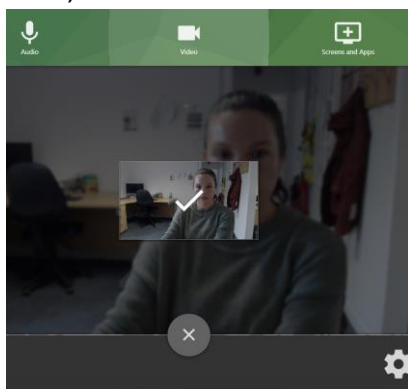


Figure 4

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Next, select the **screens and apps** button. This will allow you to record your entire desktop or limit it to an individual application, for example PowerPoint. If you have sound in your presentation, then select **Entire Screen** and select the checkbox to **share system audio**.

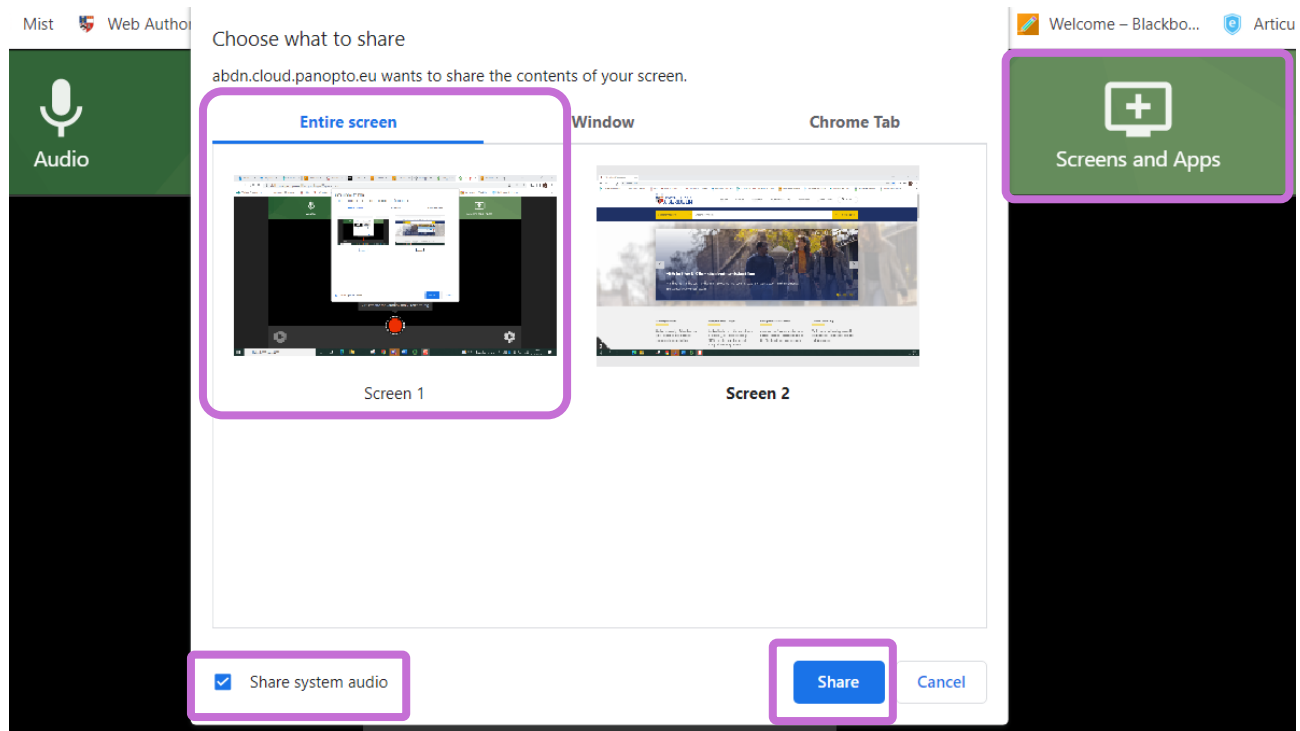


Figure 5

To turn off your camera, select the **X icon** that appears when you hover over the preview of the source.



Figure 6

Recording your Presentation

Now you are ready to record. Prepare your presentation so that you are ready and hit the **record** button. It will give you a countdown starting from 5. Deliver your presentation looking into the camera and speaking clearly into the microphone. Once you have finished your presentation, press the **stop** button (red square icon).

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Checking and Naming the Recording

A new screen will appear to state your video is ready – your video is now saved. Click **“View”** to play back your recording – this will open in a new tab. If you are happy with the recording, **close that tab** and **name your presentation**, for example **“My Presentation - Your Name”**.

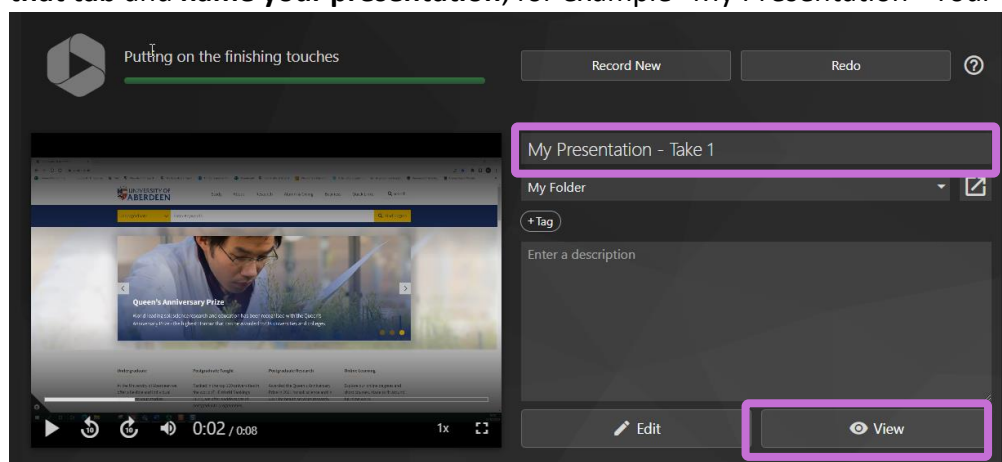


Figure 7

Sharing your Presentation

By default, your video is only accessible by you. So, once you have named your presentation, you must change the sharing permissions by selecting **“Manage Access”** at the bottom of the screen. Do **not** use the Send function as this will send an email instead.



Figure 8

This will open a new browser tab showing who has access, by default this is set to **“Only Specific People and Groups”**. Click on the **Change**, change it to **“Anyone at your org who has the link”**.

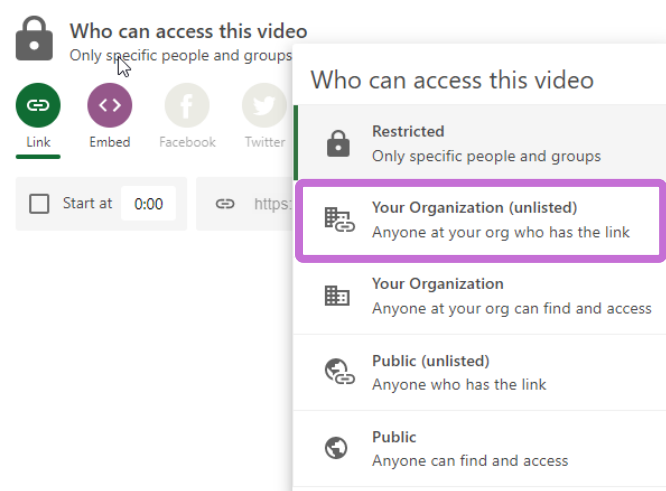


Figure 9

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Below “Who can access this video”, you will find the **link** to share. This is the link you should share on MyAberdeen as directed by your lecturer.

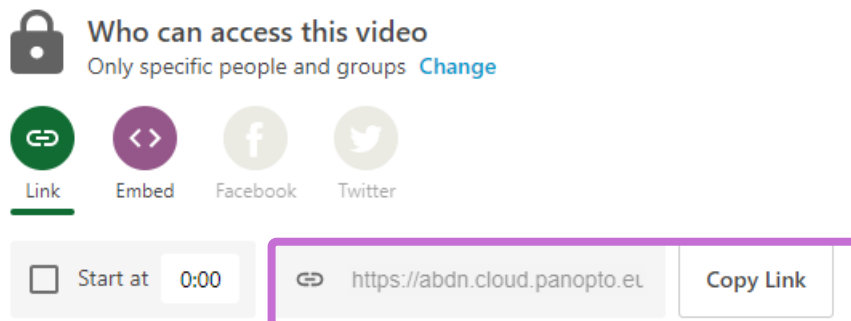


Figure 10

Top Tips

- You can record in high definition (HD) by selecting the option in settings. The HD option will record a larger, more detailed video if you have an HD camera, but may slow down your computer and use more internet bandwidth to share. Select the settings icon again to return to the main screen.
- Panopto will email you a link to your recording(s). Retain these for future reference as an easy way to find your video in future.
- There is no limit to how many recordings you make.
- You control which recording you will share. Only the recording link you share on MyAberdeen will be used.

Further Resources

- [Uploading and Submitting a Video for an Assignment](#)
- [How to Create a Video Using Panopto Capture](#)
- Toolkit: [Panopto resource](#)