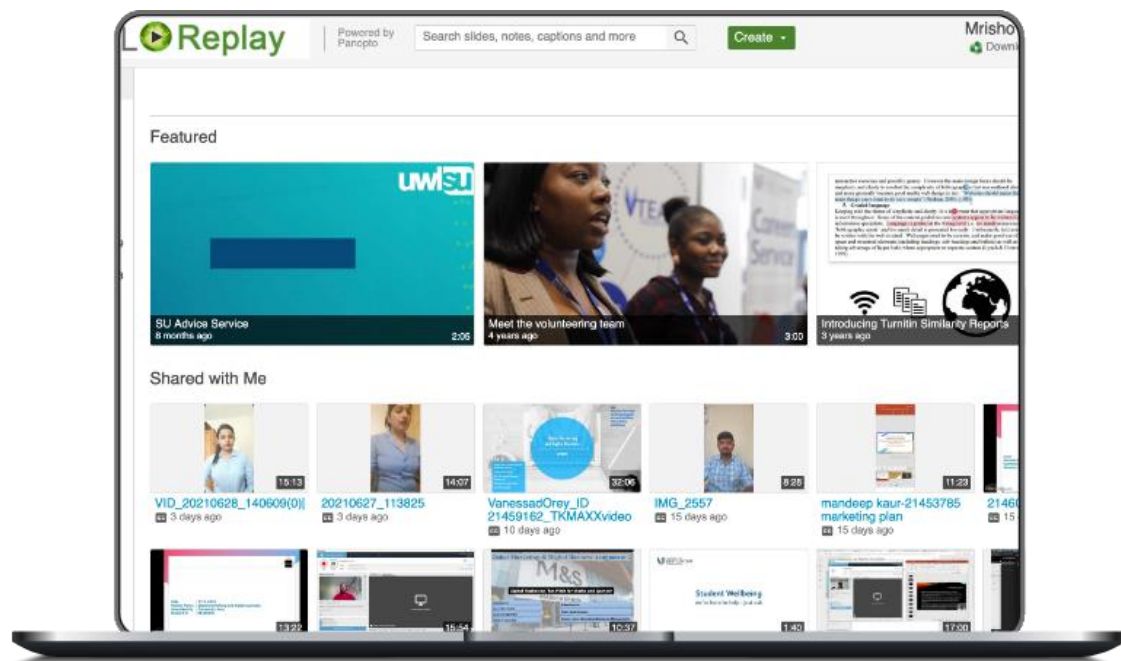


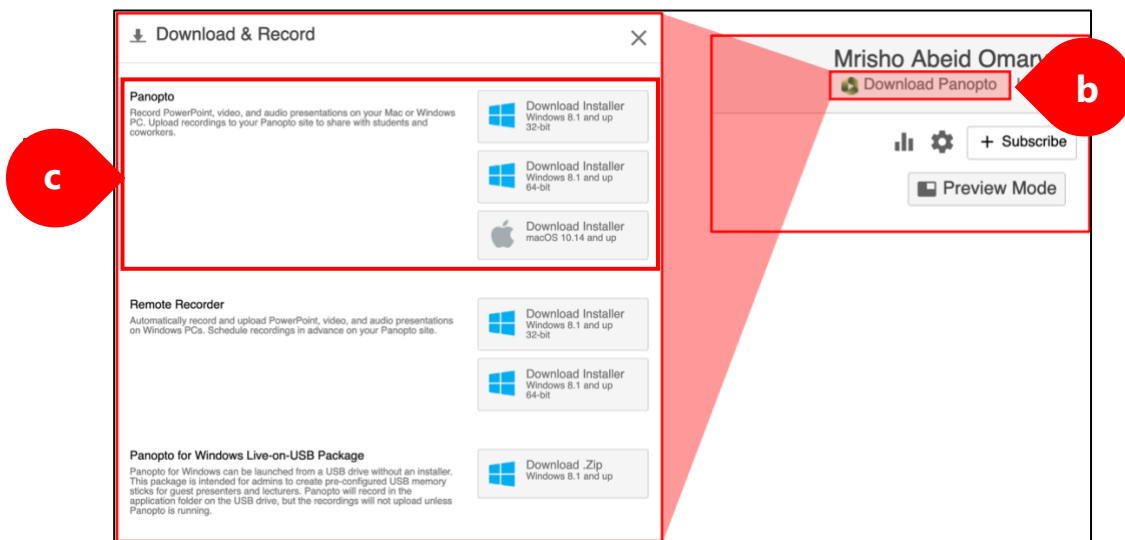
UWL REPLAY:

USE PANOPTO TO RECORD VIDEO, AUDIO AND POWERPOINT SLIDES

This guide will show you how to use Panopto to record a video of yourself, your voice and PowerPoint slides. This can be used by students to create recordings for their assignments or by lecturers to create pre-recorded sessions for UWL Flex.

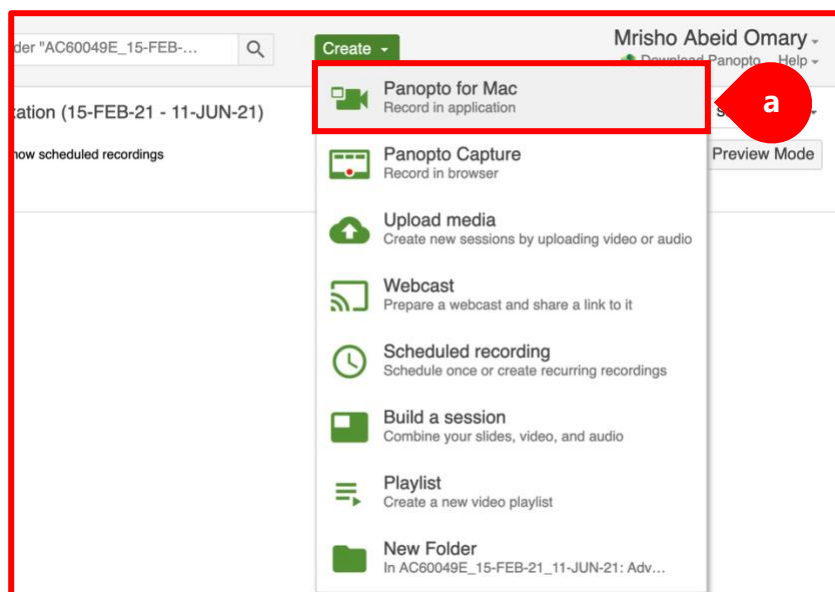


1. To record with Panopto you must first install it on your device. It is available for **Windows, macOS, Android and iOS**. To download Panopto for Windows or macOS, do the following:
 - a. Visit UWL Replay via <https://uwl.hosted.panopto.com> OR via **Blackboard > Home > Relevant links and tools > Show all > UWL Replay**.
 - b. Select **Download Panopto** on the top-right hand corner of the screen under your name.
 - c. Then select one of the options of available installers. Ensure to confirm the version of your OS before selecting an installer.



* Once downloaded, install it to your device and following the remainder of the guidance.

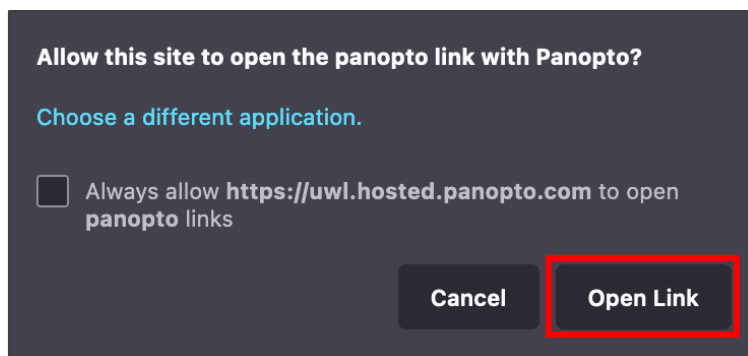
- a. With Panopto installed on your Windows OR Mac device, visit UWL Replay and select **CREATE > PANOPTO for (Windows / Mac)** depending on the operating system (OS) you are using.



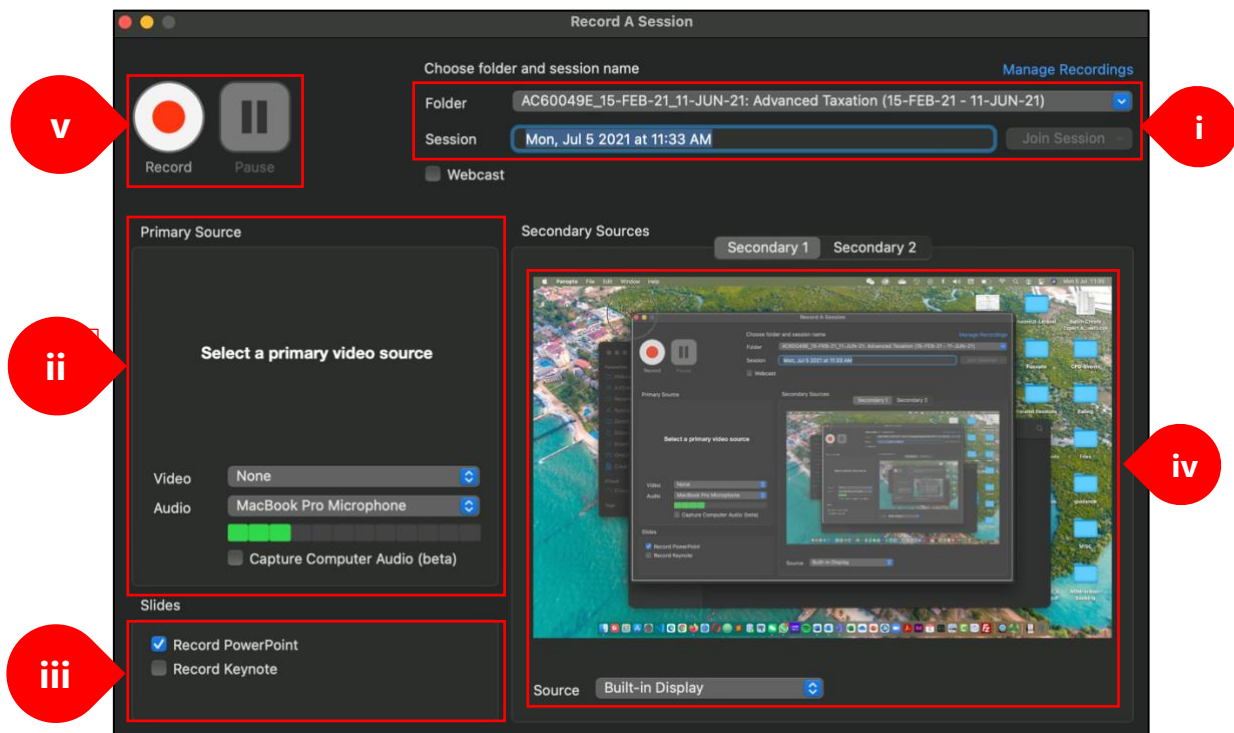
* This will prompt you to select **Launch Panopto** if you have it installed. Otherwise, you will see options to install it before you are able to use it.



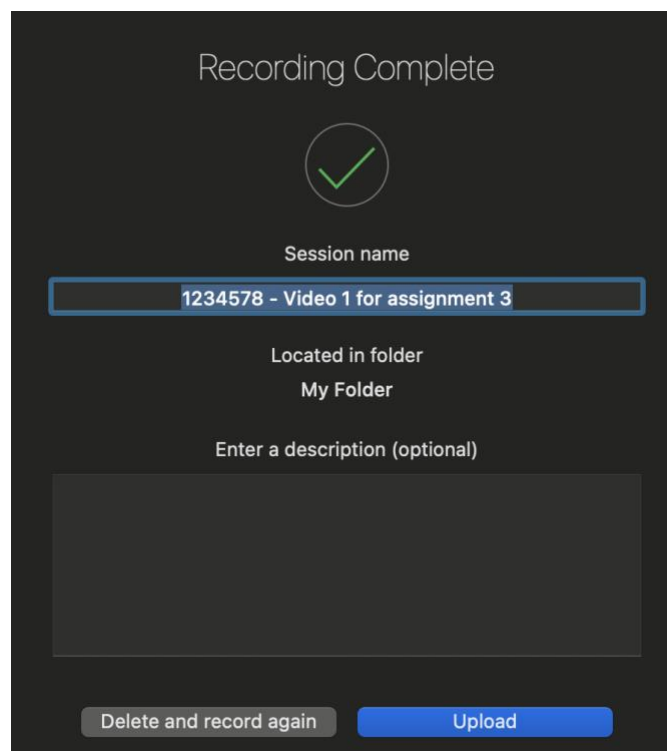
* Depending on your device's security options, you may be prompted to confirm whether you want to allow the page to open links. If you are prompted, select **Open Link / Accept**.



- b. Once accepted, Panopto will launch on your device and automatically log you into your account.



- i. **choose folder and session name:**
 - **folder** – allows you to specify the location in which to upload the recording. In case you are uploading an assignment, ensure to specify the correct module assignment folder.
 - **session name** – rename the recording to include your **student ID** so your lecturer can find it easily.
 - ii. **primary source:**
 - **video** – allows you to record yourself using your device’s camera
 - **audio** – allows you to record your voice while you speak
 - iii. **slides** – select either PowerPoint or Keynote depending on the application you are using to present. Keynote is for Mac users.
 - iv. **secondary source** – allows you to select a source you would like to record. As seen in the example, the sources selected is *built-in display* and is recording the desktop of the user.
 - v. **video controls** – this is where you will initiate the recording and stop it when you have completed, as well as pause, which allows you to temporarily stop the recording without cancelling it altogether.
- c. When you have completed recording and stopped it, a confirmation will be displayed to ask you to upload it. You are able to change the session name to include your student ID before you upload it.



Once it is uploaded, the recording will be available in the folder you have specified and with the name you have specified.