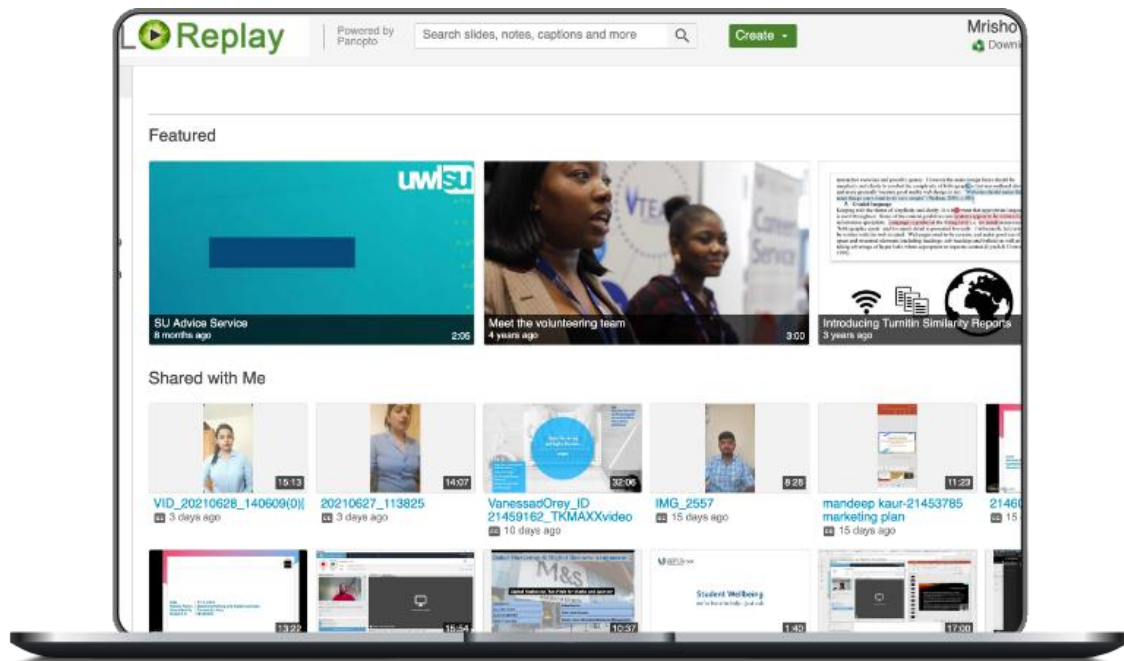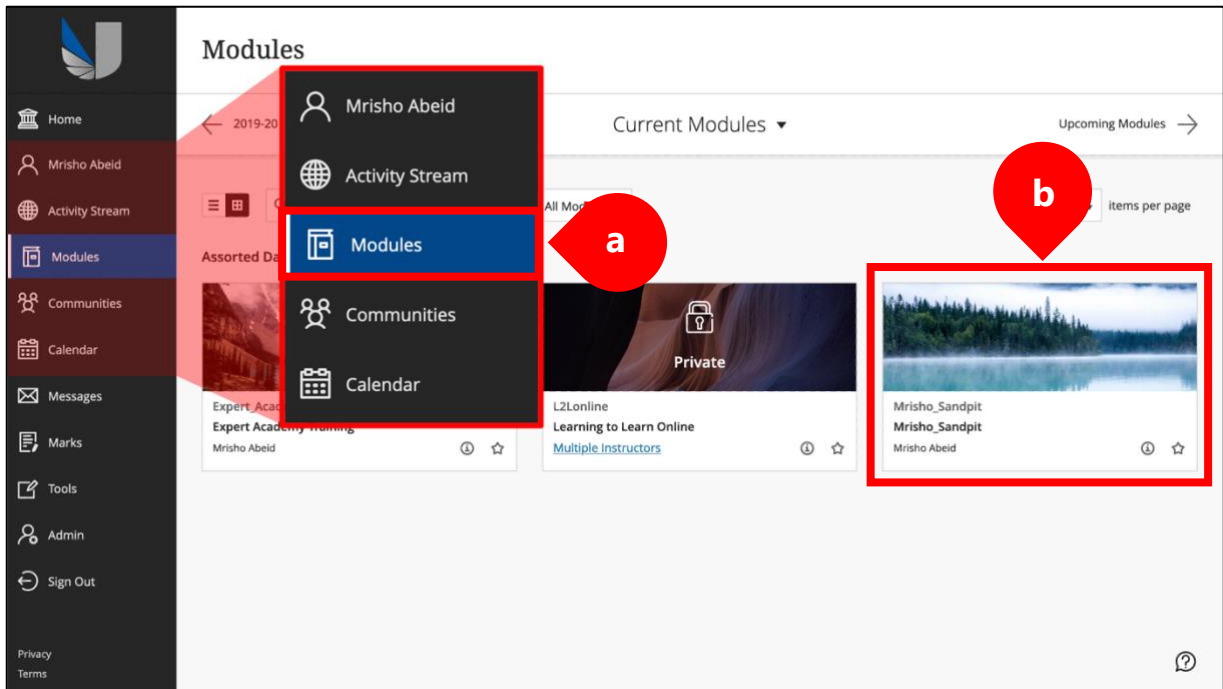# UWL REPLAY:

MANUAL RECORDING USING THE APP

This guide will show you how to use the Panopto application to record your classes manually. It contains two alternative methods of doing this from going through the module as the prefered option, to using the application directly.
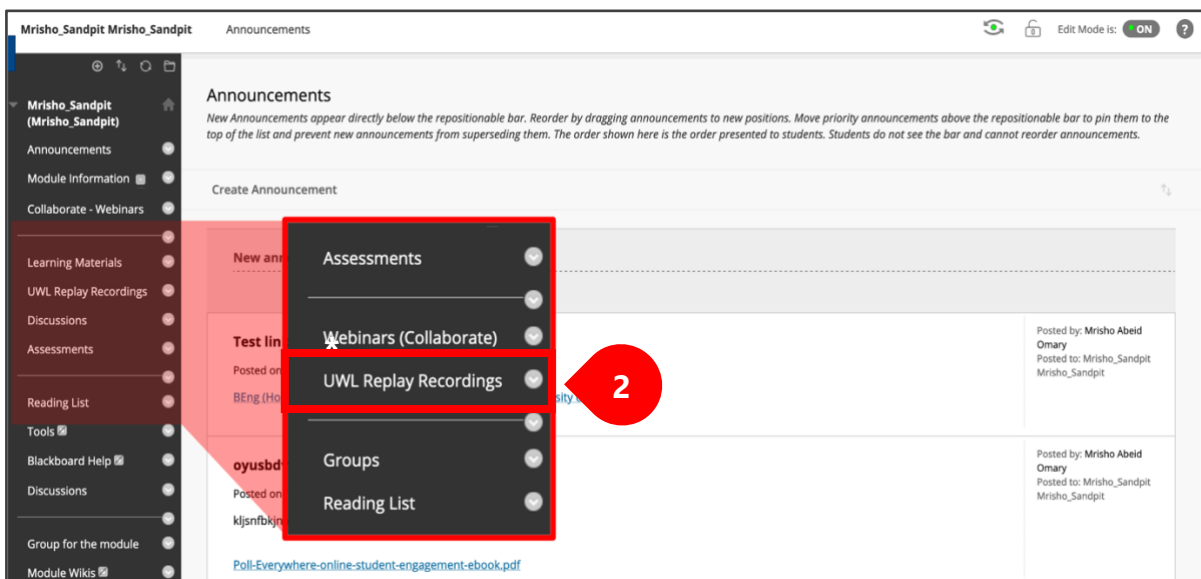

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**OPTION 1: [PREFERRED METHOD] RECORDING FROM BLACKBOARD:**

1. After logging into Blackboard and while on the base navigation,
   a. open **modules** (*for courses and modules*).
   b. select a module in which you would like to record your session.


2. While in the module, select UWL Replay Recordings folder on the left-hand vertical menu

3. This will redirect you to the module's Panopto folder.
    i. **create** – select the create button to open the main menu
   ii. **Panopto for Windows or Mac** – select the first option for Panopto for Windows or Mac.
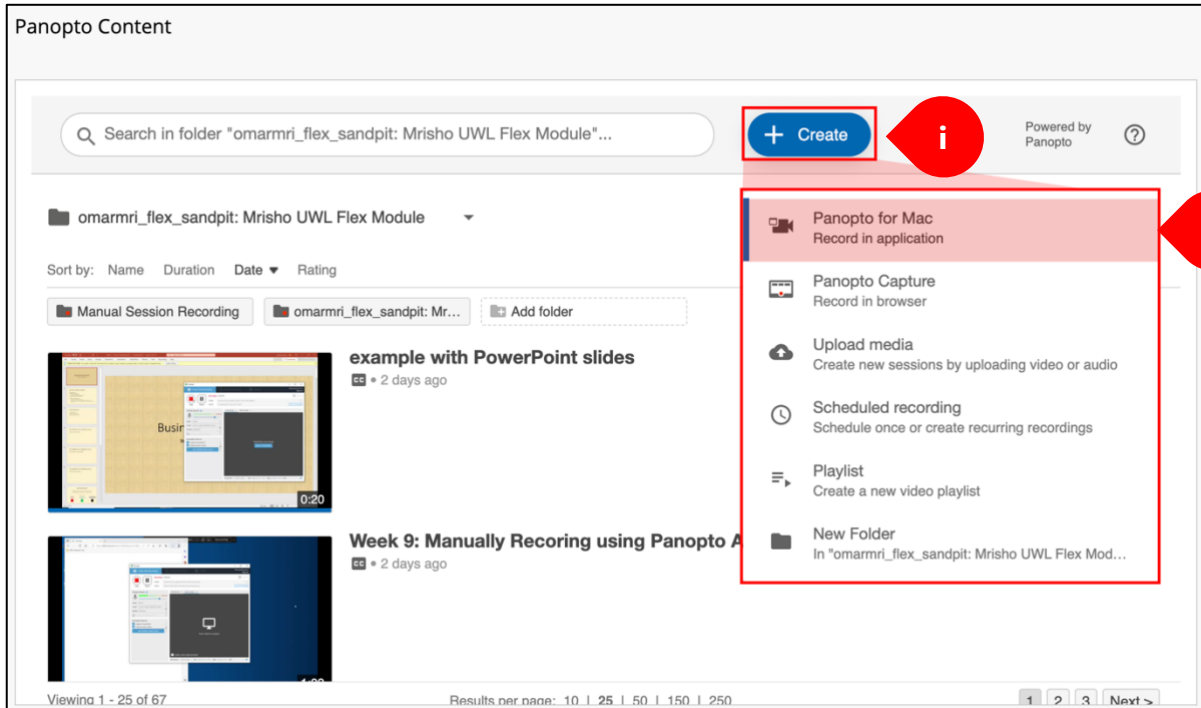
** Once selected, a Pop-up menu will appear with an option to **Launch Panopto***
    a. select **Launch Panopto** to open the application on your device.
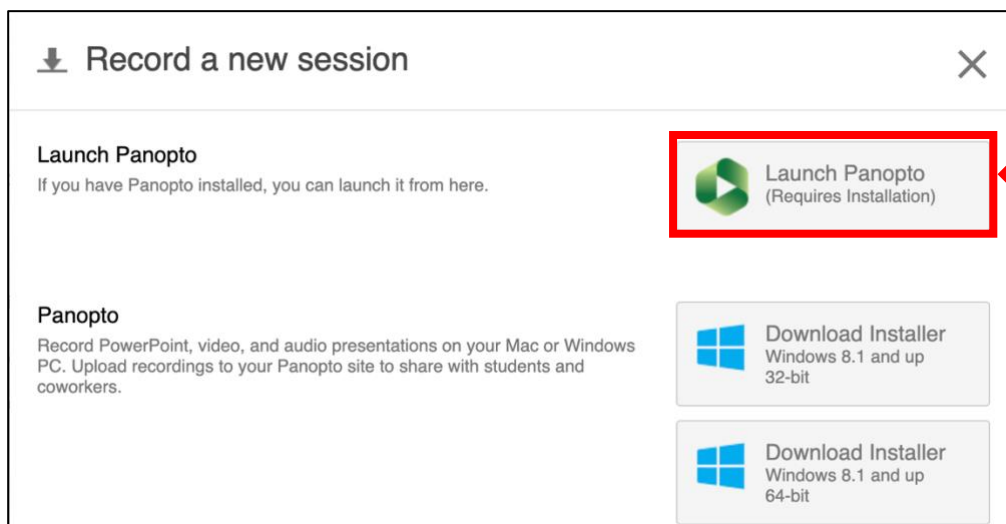

** Please do not worry about the message saying (Requires Installation). This is because Panopto should already be installed on the PC and available on the desktop. If you cannot find it, **please call IT on x2201** to report this.*

i. In case you are prompted, select always allow and proceed to open the application.
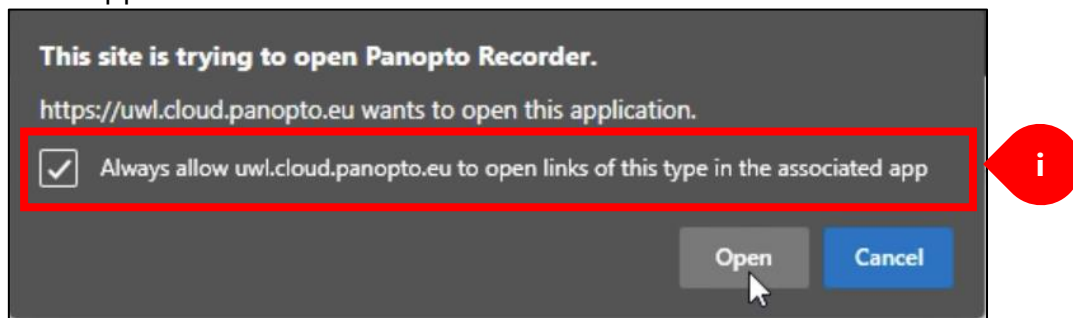

Once the application opens, it will log you in automatically, load all devices and set pre-set options for the folders as needed. However, you need to ensure to set some additional or custom options.
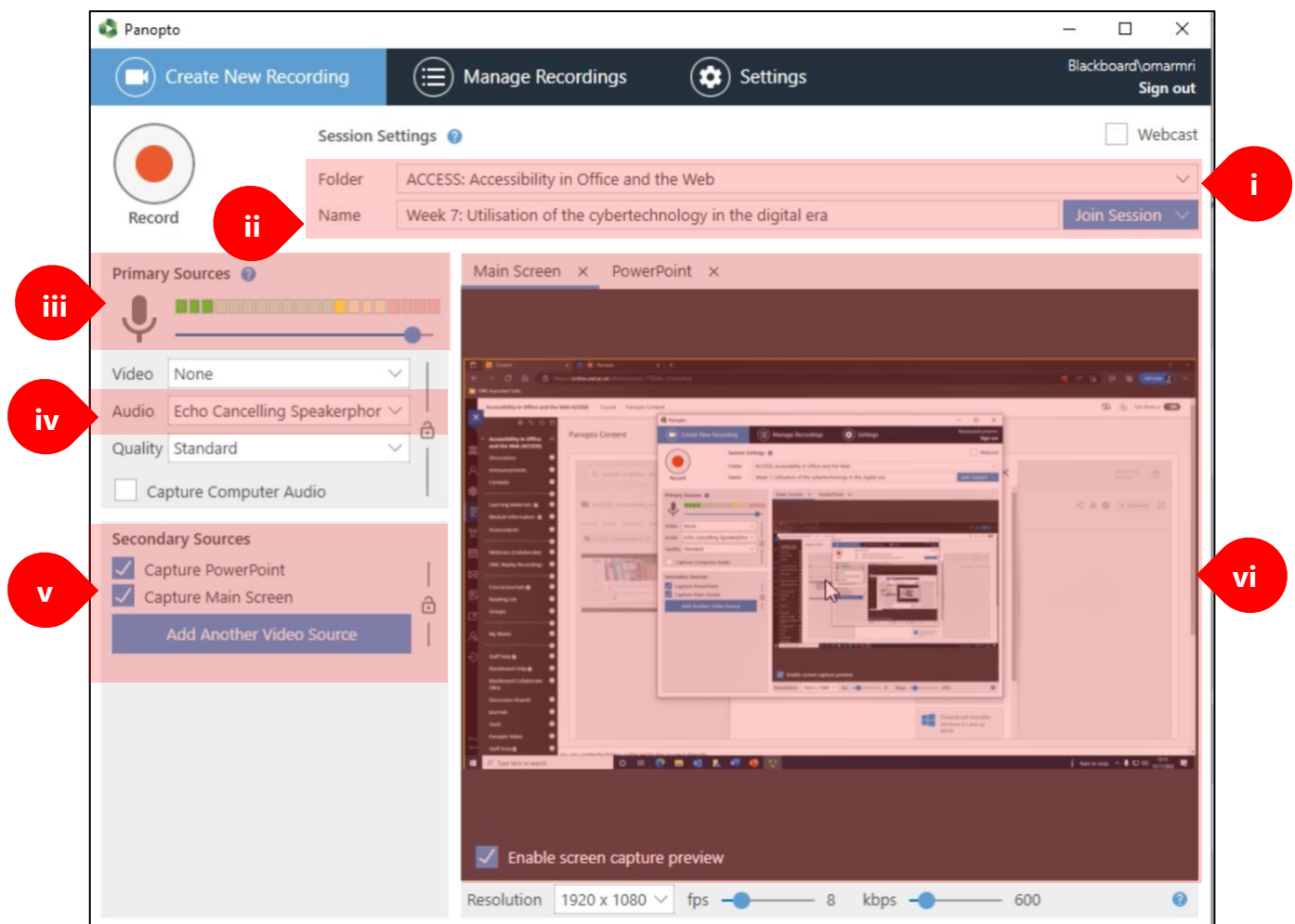

i. **folder** – your module folder will automatically be pre-set. This will select the module from which you initiated to open the application.

ii.   **name** – rename your recording to include an appropriate and more descriptive name. For instance: the name of the week of learning content.

iii.   **primary sources** – ensure the audio levels are high so your voice is captured well in the recording.

iv.   **audio** – ensure the correct microphone device is select. If available, please select **Line In**.

v.   **secondary sources** – ensure the options for PowerPoint and Main Screen are set to be captured.

vi.   **screen preview** – enable screen capture preview to see what portion of your screen will be included in the final recording.
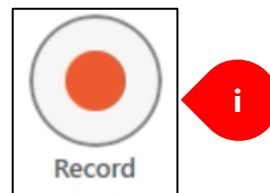
Record

i.   Once all options are set as above, start **recording** your session by selecting the record button or using the keyboard shortcut – **F8**.

* This will initiate recording immediately after all recording devices are successfully started.
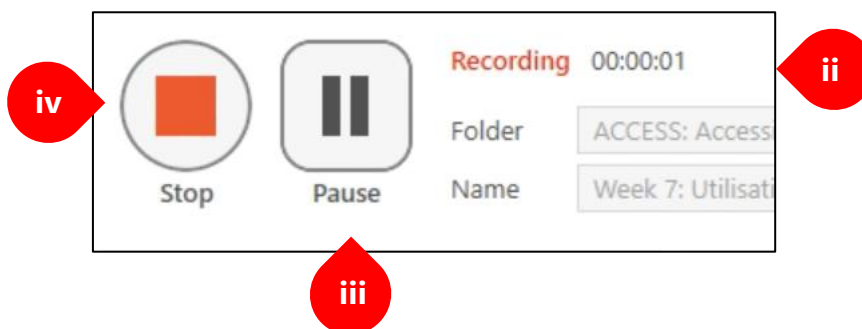
ii.   **recording timer** will be made visible to show how long it has been running.

iii.   a **pause** button will appear to allow you to temporarily stop the recording without having to stop it. A keyboard shortcut for this is available using **F9**.

iv.   a **stop** button will appear to allow you to stop recording altogether. A keyboard shortcut for this is available using **F10**.

** Once you have completed recording your session, use the keyboard shortcut of **F10** or the **stop** button to stop recording.*

* Once all recording has stopped, the pop-up menu above will appear to confirm your recording is complete.

    v.   select **done** to accept the recording and proceed to upload it online.

    vi.   the recording will begin uploading automatically until the process is successfully completed.

** Be advised that Panopto attempts to upload the recording while it is being recorded. This means it may take a relatively short period to upload the recording once recording has stopped. However, **we advise allowing at least 3 minutes of uploading time** to be sure.*
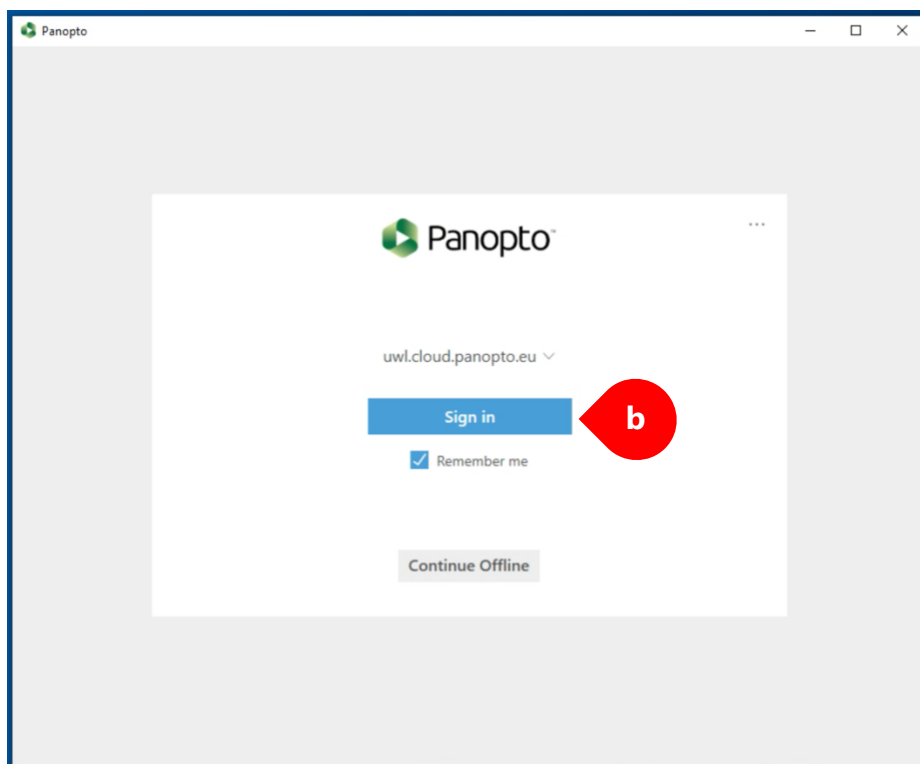
OPTION 2: RECORDING FROM THE APPLICATION DIRECTLY:

1. After logging into the PC and while on the desktop view,
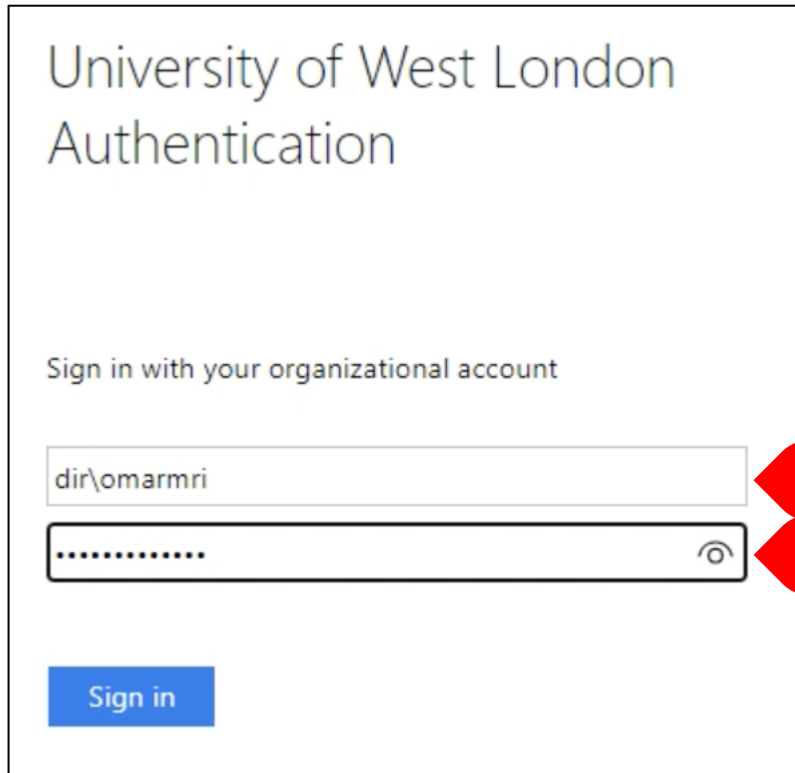   a. open **Panopto** application.

** In case this option is not available in the room you are currently in, call **x2201** immediately to report this.*

* Be advised that the image show above is based on a Windows PCs.

b. select the **sign in** button to be directed to the sign in page online.
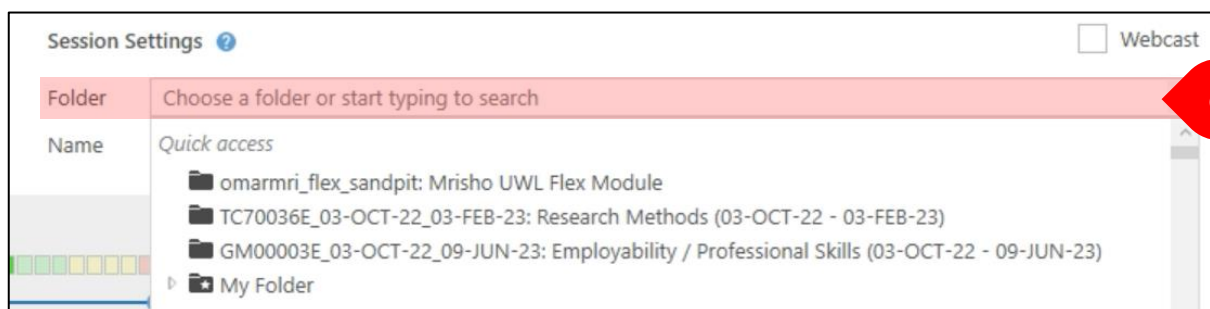
c. provide your **username** as seen in the image, or your **username email** (*such as: omarmri@uwl.ac.uk*).

d. provide your account **password** which you use to log into Blackboard.

* Be advised that a username written in the format seen in the image (such as: dir\omarmri) is only available to use with UWL's internal systems. For example, logging into Portal, Blackboard, Timetable, Email, and University PCs only.

** **dir\(username)** is only available to staff. Students must use **student\(student ID)**.*

Once you are successfully signed in, you will be automatically redirected back into the Panopto application where all default settings will be set for you.

e. you must make sure that you have selected the correct module folder in which you store your recording.

(Important!) You must follow all the steps available in option one above from: Name Your Recording Accordingly.