Quick guide to making recordings using Panopto/RePlay

**Downloading the Panopto software**

If you are making recordings for teaching, either pre-recordings or recordings of teaching sessions, you will need to ensure that your computer has the Panopto software.

- To download Panopto for your Windows 7 work computer (college-owned), please open Run Advertised Programs from the Control Panel and select the package for Panopto. If you are installing Panopto on Windows 10, open the Software Centre and select Panopto.
- If you are using a personal device on which you have administrator rights to install software, go to a course in Moodle on which you are a Teacher (Course Author) and select to Download Recorder Windows | Mac (as appropriate) from the Links section of the RePlay block. Continue with the installation wizard.

**Making a recording**

Unlike in Autumn 2020, teaching room setups will not automatically record until face to face teaching resumes (currently expect to be from 22nd February): if you need to record using a fixed campus computer in a teaching room/laboratory etc. setting, please contact AudioVisual@rhul.ac.uk in advance for setup.

When you are using a home/office computer to create recordings remotely, you will need to set up the Panopto software to record at the time of delivering your learning content. Follow these steps:

1. Open the Panopto software you have installed and select the option to Sign in:

2. Under the Create New Recording tab (or button for Mac users), start by selecting your Folder, this should be the folder for the corresponding Moodle course where your content will be housed. You’ll also want to give your content a name which will be easily recognisable to yourself and your students enrolled on that Moodle course.
3. Next, select the audio and video sources to be captured.

In Windows, these sit on the left-hand side of the window:

- Your webcam can be used to add a separate video of your face to recordings, consider the tone of the recording, your online presence and student cognitive load when deciding whether to use a webcam video feed. Your video may not be available for selection if your webcam is already in use in another software e.g. MS Teams.
- Selecting a microphone is mandatory, consider a headset for better audio clarity and more accurate automated captioning.
- Standard quality is suitable for most recordings.
- If your screen will display any video or audio content e.g. a slide with a video embedded, ensure that computer audio is selected so that this is captured.
- Capturing PowerPoint will capture a static version of the slides, which are useful for accessibility e.g. searching slide content.

Capturing main screen will capture any activity on the whole of the PC screen.

In Mac, the interface is slightly different:

- Instead of checkboxes, your main screen is selected as a source in a dropdown.

4. When you’re happy with your audio and video selections, *hit record to start* your recording:
5. Deliver your presentation/session/learning content as normal. If you need to pause, use the pause button to pause and resume or use **F9** for Windows or **Cmd+Option+P** for Mac.

When the session is delivered, select **stop to end the recording** or press **F10** for Windows or **Cmd+Option+S** for Mac.

6. Check everything looks correct and select **done to complete your recording**.

Your recording will now upload to your course folder in Panopto where you can view it, edit it or adjust its availability to students.

**Other Useful Materials**
These other materials may be helpful in developing your skills and in releasing your content to students:

- [Creating Engaging Content with RePlay/Panopto (Moodle Course)](#)
- [Moving a recording between folders](#)
- [Making recordings available to students](#)
- [Session 3: Understanding how the tools fit together](#)