



Get Started with Panopto

Part 2: Powerpoint Synchronisation

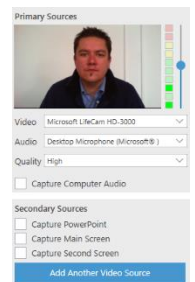
Part 1 of our "Getting Started with Panopto" series looked at how to access and make a video using Panopto. A useful feature of Panopto is its ability to synchronise with Powerpoint, so that students viewing the video see the presenter and the Powerpoint slides the presenter is displaying at the relevant time, making the experience the closest thing to attending the live presentation without actually being there. This guide shows you how to set up a Powerpoint synchronised Panopto video recording.

Before you begin:

Ensure you have Panopto installed, have a webcam and microphone connected and have signed in to Panopto (see Part 1 guide for details).

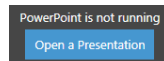
Step 1:

Ensure your Primary Sources are set up appropriately to capture your presentation. Then in the Secondary Sources menu, tick **Capture Powerpoint**.



Step 2:

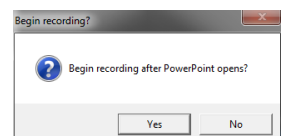
If you don't already have a Powerpoint presentation open you will see this screen:



Click **Open a Presentation** – you will be taken to the File Explorer on your PC/laptop to locate and open a Powerpoint.

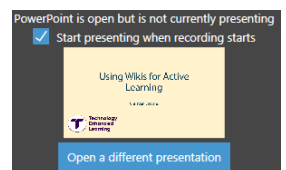
Step 3:

Once you select a Powerpoint and click **Open** you will see a question: **Begin recording after PowerPoint opens?**



If you click **Yes**, the Powerpoint will start in Presentation mode, the Panopto video will start recording and you can begin delivering your presentation.

If you click **No**, or if you already had Powerpoint open, you will see an option: **Start presenting when recording starts**



If you tick the **Start presenting when recording starts** box and then press **Record**, the Powerpoint will start in Presentation mode, the Panopto video will start recording and you can begin delivering your presentation.

If you *untick* the **Start presenting when recording starts** box and then press **Record**, the recording will begin, but you will need to manually put your Powerpoint into presentation mode using **Start Slide Show** in Powerpoint when you wish your Powerpoint to begin. You may wish to use this method if the Powerpoint slides are not required until later in your presentation.

Step 4:

It is likely that your Panopto control box will be obscured when your Powerpoint is running. When you finish your Powerpoint, press **Esc** on your keyboard to exit Slide Show mode and display your Panopto control box once again. You can now press **Stop** to end the recording.