

**Shared teaching space:
IT Services guidance on Lecture Capture (Replay / Panopto)**

Lecture Capture (Replay / Panopto)

Panopto is used for lecture capture - screen recording and the recording of cameras and audio. It can be configured to record the teaching session automatically from a start time. The recordings are stored in a private folder that can be accessed by course staff. These recordings can later be released to course students through a course in the Canvas VLE. The Panopto tool can be set up for a **Canvas course** via **Settings > Navigation**. If there is no Canvas Course for the paper, or if you have questions regarding the Canvas course, please refer to your local learning technologist or Canvas implementation co-ordinator or contact the Centre for Teaching and Learning (CTL) via remote@ctl.ox.ac.uk

In addition to your booking enquiry, please ensure that you contact the Audio Visual Support Service (AVSS) team via av-support@it.ox.ac.uk with the information in the following format:

Class Name	Venue & Room Location	Date	Start Time	End Time	Teaching Staff Name(s)	Canvas course and/or Panopto folder associated with the course
<i>Example Course 1: Intro to Replay</i>	<i>Exams Schools Room 1</i>	<i>01/10/2023</i>	<i>11:30 AM</i>	<i>1:00 PM</i>	<i>Lewis Logan-Fowler</i>	<i>Replay Example Course 2023-4</i>

If you have any issues regarding using Panopto for teaching, please refer to your learning technologist or Canvas implementation co-ordinator and / or the Centre for Teaching and Learning (CTL) via remote@ctl.ox.ac.uk

Centre for Teaching and Learning - <https://www.ctl.ox.ac.uk/teaching-remotely#/>

Hybrid teaching session advice - <https://www.ctl.ox.ac.uk/hybrid-teaching#/>

Lecture capture (Replay service) – <http://help.it.ox.ac.uk/replay>

N.B. If you have indicated in your booking enquiry form that the teaching session will be recorded and/or need Microsoft Teams for hybrid or remote teaching then you will have allocated a room where both Panopto and Teams are installed on the presentation computers. Please specify if you require Panopto to be configured to record the session automatically from its start time.