

Video: Panopto – First Steps



The small print

Prerequisites

Time in the workshop is precious – it is an opportunity for you to interact with the workshop leader and other participants through questions and discussions and to share your experiences and concerns. To make the most of this time we sometimes ask you to carry out learning activities ahead of the workshop so that everyone comes into the class with the same basic knowledge. We keep this prior learning to a minimum and often make use of online videos. Online videos provided through ‘Molly’ can be accessed by University members anytime, anywhere, through a browser or app.

Your course booking will tell you if any prior learning activity is required.

If you turn up for a workshop without having done the prior learning, the workshop leader may suggest that you come back on another session.

Copyright

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About the workshop designer

Graham Addis started his first technology role in 1978 and has gathered decades of practical experience in industry. He has always been passionate about passing on his knowledge and undertook his first formal teaching position as a Customer Training Specialist for Intel back in 1984. Since that time his career has combined extensive real world experience with teaching and mentoring. In 2017 he joined the academic world at the University of Oxford and currently specialises in teaching spreadsheets, databases and programming.

Revision history

Version	Date	Author	Comments
3.2	August 2022	Graham Addis	Update download instructions
3.1	February 2022	Graham Addis	Update to use ox.cloud.panopto.eu
3.0	January 2022	Graham Addis	Update to direct login
2.0	July 2021	Graham Addis	Add language support.
1.1	July 2021	Graham Addis	Update for Web changes.
1.0	August 2020	Graham Addis	Initial version.

About this workshop

This workshop is designed for people who have never used Panopto. The workshop offers a broad overview of how to get set up with Panopto and begin recording your talks, lectures and screencasts on your computer.

We will include pointers to other workshops and further resources that will help you go on later to build on these initial steps.

What you will learn

This session provides an introduction in using Panopto within the University environment and its integration with the Canvas Virtual Learning Environment.

What you need to know

The ideas and techniques covered in this workshop will apply to the use of the Panopto recording and editing suite within the University of Oxford Replay and Canvas environment.

I will assume that you are reasonably confident in using the platform (Mac or Windows) including familiarity with installing applications. I will also assume you:

- are familiar with accessing applications using your Single Sign On credentials.
- are familiar with basic PowerPoint (Mac or Windows) or Keynote (Mac) usage
- have a camera and microphone installed on your platform
- have sufficient privileges to install software on your platform

The resources you need

A sample presentation that you can use to experiment with will be made available, but you may like to bring along your own.

Learning Objectives

This workshop has the following learning objectives:

Learning Objective One - Accessing “Replay Lecture Capture” via Panopto

Learning Objective Two - Navigating your “Replay” account

Learning Objective Three - Installing the Panopto Manual Recorder

Learning Objective Four - Record a short practice video

Learning Objective Five - Access your recording

Learning Objective Six - Editing your recording - Captions

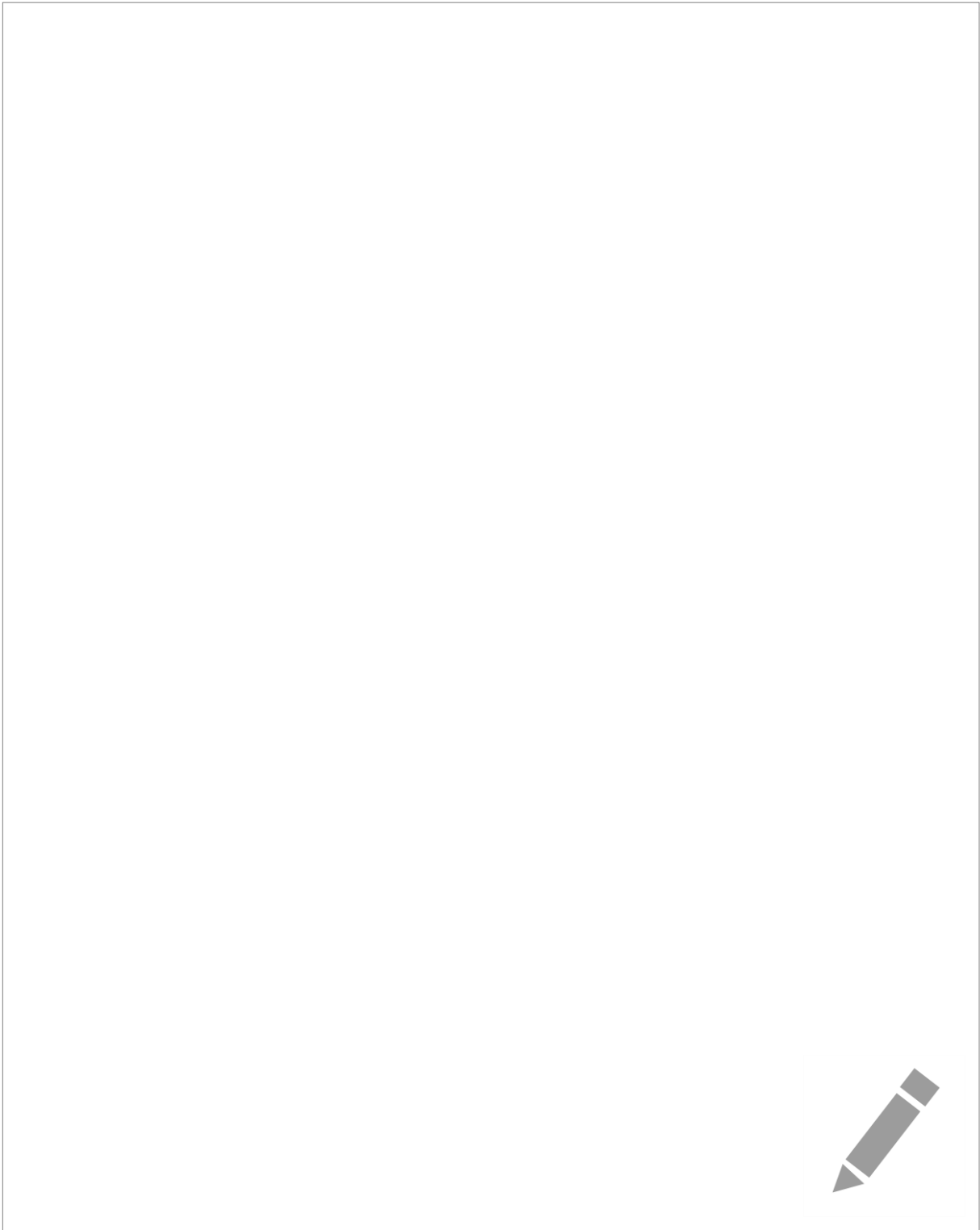
Learning Objective Seven - Editing your recording - Trimming

Learning Objective One - Accessing “Replay Lecture Capture” via Panopto

With a web browser access the Canvas site at the University: <https://ox.cloud.panopto.eu/>

Sign in to Canvas with your SSO credentials.

Authorise Panopto to access your Canvas account.



Learning Objective Two - Navigating your "Replay" account
Check the navigation tabs on the left hand side: "Home", "My Folder" etc.
Look at the options available under the "Create" button.



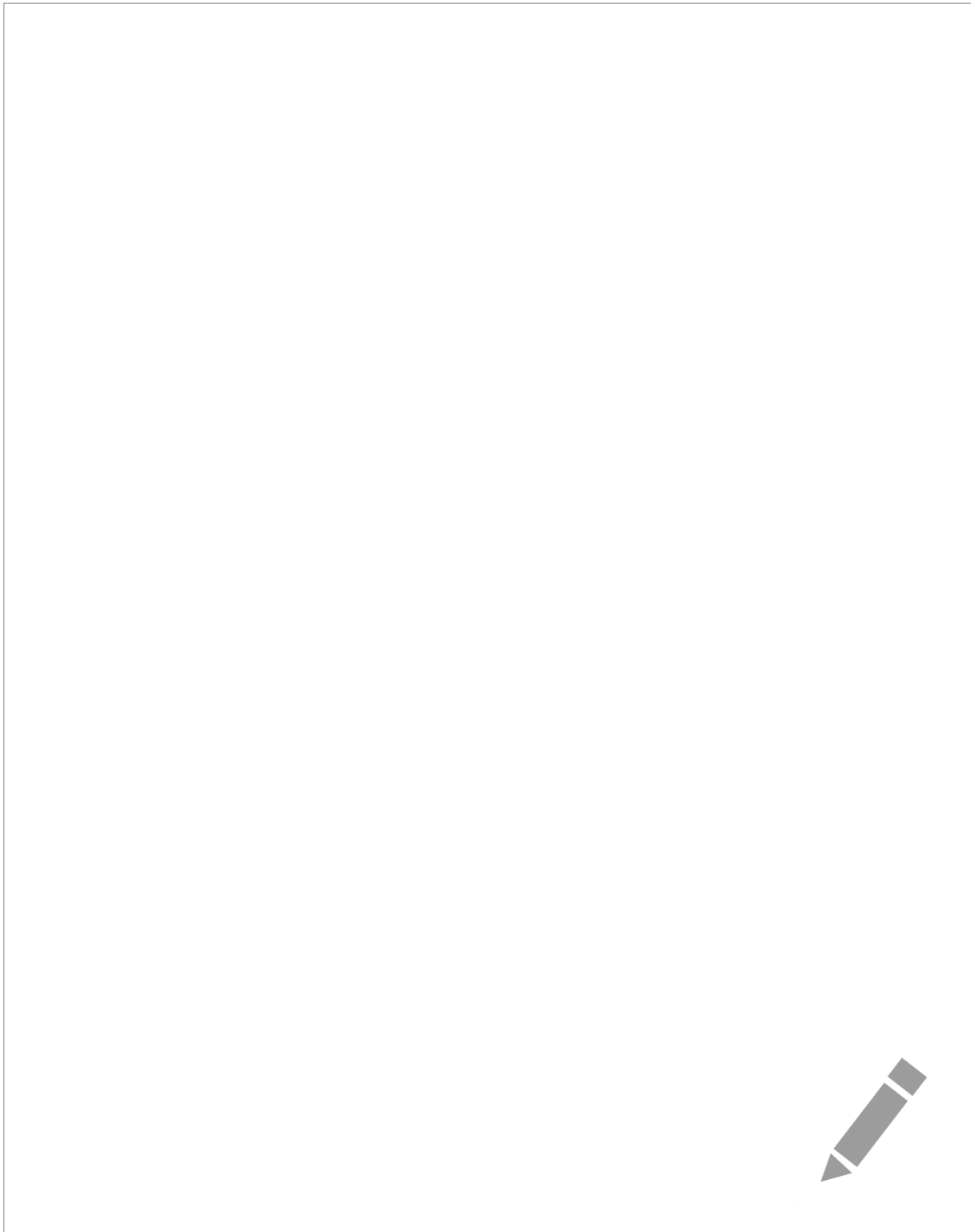
Learning Objective Three - Installing the Panopto Manual Recorder

A pre-requisite for the course is that the Panopto Manual Recorder is already installed, if this has not been completed, run the installation now.

From “Replay” help pages navigate to the “Downloads” page:

<https://help.it.ox.ac.uk/replay/downloads>

Follow the installation instructions for your platform (Mac/Windows)



Learning Objective Four - Record a short practice video

Open a presentation. An example, "Panopto_Demo_Presentation.pptx" is available in the course exercise files

From the "My Folder" in "Replay" tab, Record a new session using the option **Create->Panopto for Windows** or **Create->Panopto for Mac**

This will start the Panopto Manual Recorder installed in **Learning Objective Three - Installing the Panopto Manual Recorder** ensuring that the Manual Recorder uses the licencing enabled through the SSO login.

- Select the video source.
- Select the audio source.
- Set the recording levels.
- Set the video quality.

Note: Any software currently accessing the camera or microphone may need to be stopped, E.g. Teams, in order to allow the Panopto Manual Recorder to access these devices.

- Start recording
- Run through the presentation
- Stop recording
- Upload the recording.

After uploading the Panopto system will process the video and the status can be seen on the "My Folder" in "Replay" pages (a refresh may be required to view the recording).

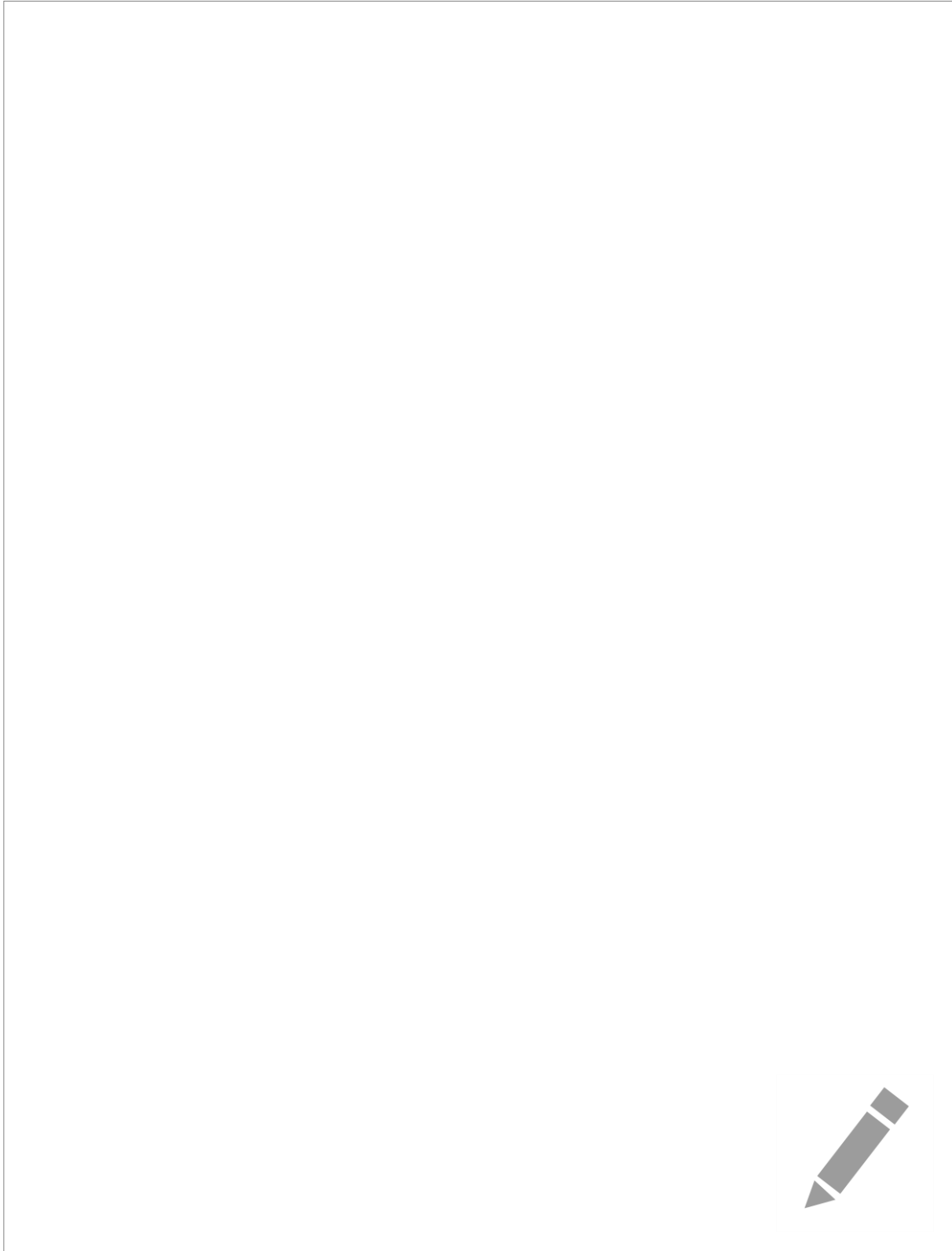
In order to demonstrate the editing functions make sure you leave some extra recording time before and after your "Presentation". However keep your actual presentation very short to reduce the time taken for processing the video by the Panopto system.



Learning Objective Five - Access your recording

From the “My Folder” in “Replay” tab open the recording made in **Learning Objective Four - Record a short practice video**, by clicking on it (if it is not available you may need to refresh the page).

Navigate to sections of your recording using the “Slides” or selecting from the “Contents”.



Learning Objective Six - Editing your recording - Captions

Edit the recording made in ***Learning Objective Four - Record a short practice video.***

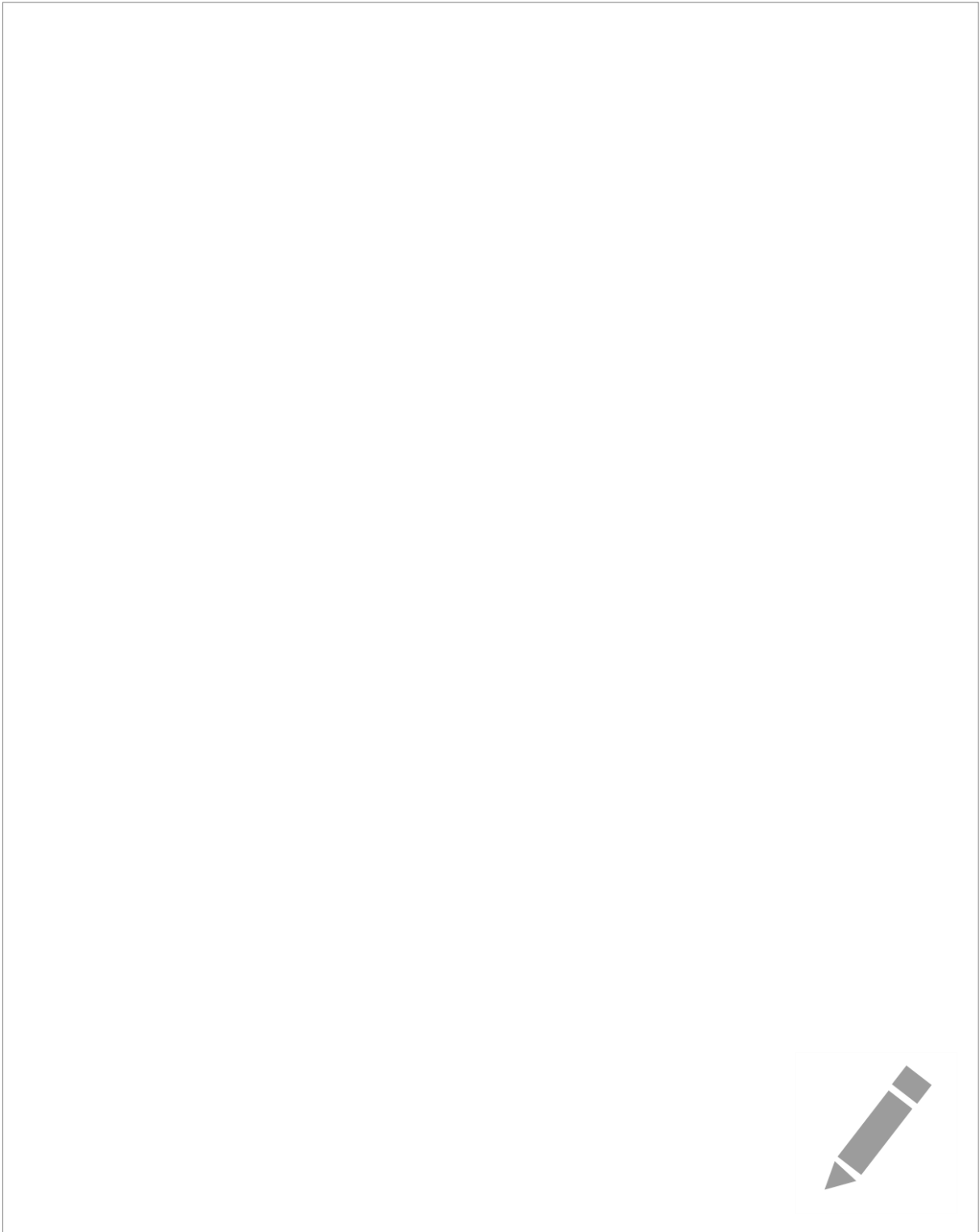
The editing page can be accessed directly from the viewing page or from the “My Folder” in “Replay”

tabs by selecting the following button:



In edit mode select the “Caption” tab and choose “Import Automatic Captions”.

Apply the changes. View your recording and navigate using the automatically generated captions.



Learning Objective Seven - Editing your recording - Trimming

Edit the recording made in ***Learning Objective Four - Record a short practice video.***

With your cursor, drag from the beginning of the timeline to a point where you want your recording to play. This will mark the timeline in grey and will exclude this section from being viewed.

Perform the same action working from the end of your recording to the point at which your recording should end.

Apply the changes.

Note: because the video has been edited it will need to be processed again.



Further information

Getting extra help

Course Clinics

The IT Learning Centre offers bookable clinics where you can get pre- or post-course advice. Contact us using courses@it.ox.ac.uk.

About the IT Learning Portfolio online

Many of the resources used in the IT Learning Centre courses and workshops are made available as Open Educational Resources (OER) via our Portfolio website at skills.it.ox.ac.uk/it-learning-portfolio.

About the IT Learning Centre

The IT Learning Centre delivers over 100 IT-related teacher-led courses, which are provided in our teaching rooms and online, and we give you access to thousands of on-line self-service courses through Molly (powered by LinkedIn Learning).

Our team of teachers have backgrounds in academia, research, business and education and are supported by other experts from around the University and beyond.

Our courses are open to all members of the University at a small charge. Where resources allow, we can deliver closed courses to departments and colleges, which can be more cost-effective than signing up individually. We can also customize courses to suit your needs.

Our fully equipped suite of seven teaching and training rooms are usually available for hire for your own events and courses.

For more information, contact us at courses@it.ox.ac.uk

About IT Customer Services

The IT Learning Centre is part of the Customer Services Group. The group provides the main user support services for the department, assisting all staff and students within the University as well as retired staff and other users of University IT services. It supports all the services offered by IT Services plus general IT support queries from any user, working in collaboration with local IT support units.

The Customer Services Group also offers a data back-up service; an online shop; and a PC maintenance scheme. Customer Services is further responsible for desktop computing services – for staff and in public/shared areas – throughout UAS and the Bodleian Libraries.

Video: Panopto - First Steps



Graham Addis

graham.addis@it.ox.ac.uk



iT Centre
Learning

iT
services



Resources for your learning



- **Activities for you to practice today**

In the coursebook

Work at your own pace!

Be selective



- **Videos with today's topics in [LinkedIn Learning](#)**

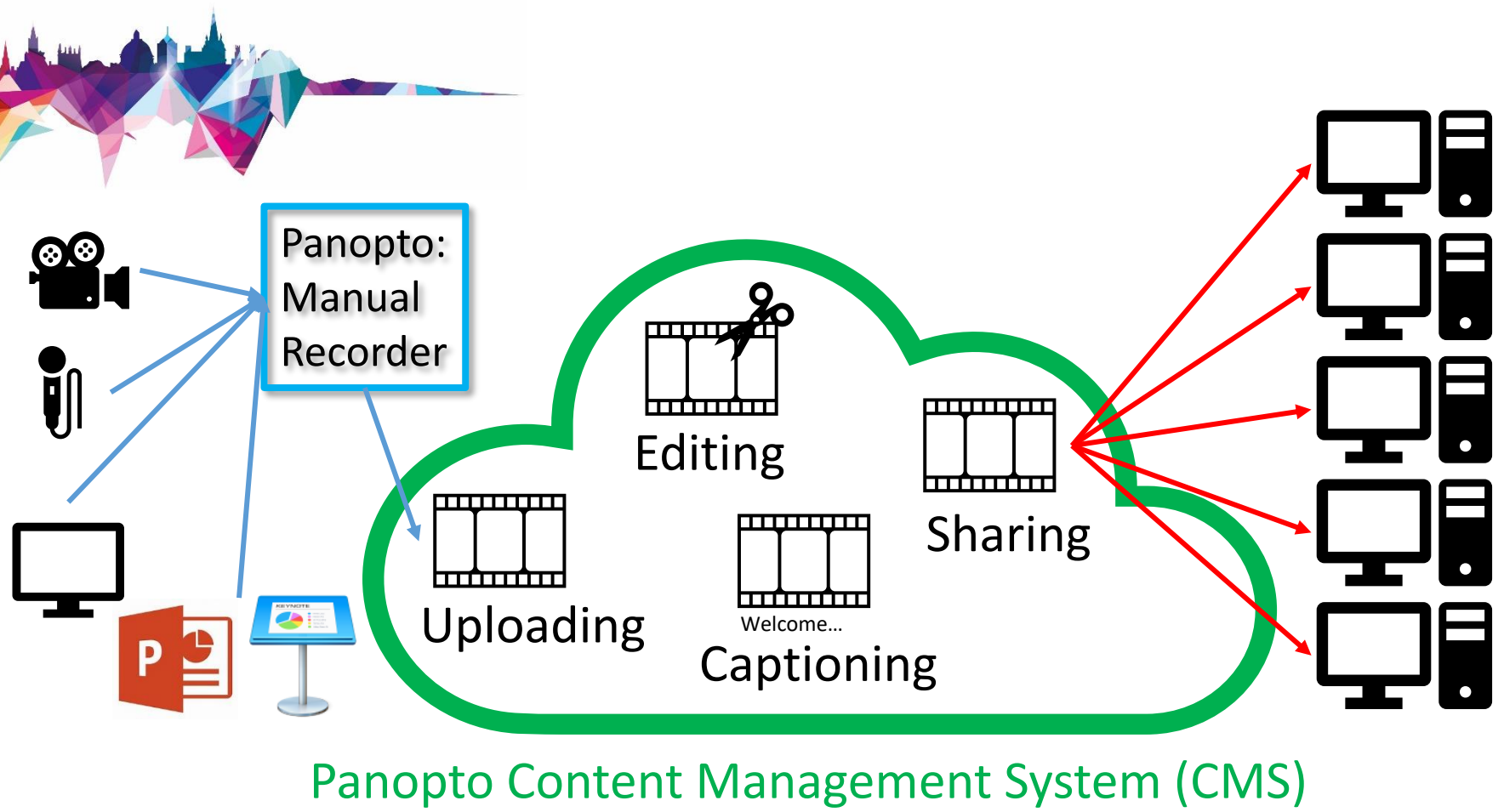
- **Follow-up work**

Continue with exercises after the session

Bookable Course Clinics later

LinkedIn Learning

What is Panopto?



End results...



Example recordings:

- General Philosophy (MT 2009): 1.1 An Introduction to General Philosophy (2009):
<https://ox.cloud.panopto.eu/Panopto/Pages/Viewer.aspx?id=5526050f-fb2c-49e8-9b83-7df449222b49>
- show: Billy Jackson - Spare time filmmaker:
<https://ox.cloud.panopto.eu/Panopto/Pages/Viewer.aspx?id=a2b27318-de5f-4eae-8099-c49533f50803>

Oxford Environment



Terms	Description
Panopto	Collection of PC/MAC and cloud-based tools for recording, preparing and sharing media files, including lecture capture.
Replay	Educational Media's branding for the Panopto tools and service. https://help.it.ox.ac.uk/replay/
VLE Integration	Embedding of Panopto into the Canvas Virtual Learning Environment (historically WebLearn).

Panopto Login: Oxford Users

<https://ox.cloud.Panopto.eu/>



Redirects
here:

login.canvas.ox.ac.uk

UNIVERSITY OF OXFORD

Canvas Login

Oxford Users

Oxford SSO account username is normally eight characters, eg abcd0123

Other Users

Non-Oxford account username is normally a non-Oxford email address

[IT Regulations](#) [Login Help](#) [Accessibility](#) [Privacy Policy](#)

Panopto Login: Single Sign On



What is it for?	Sign on once to access multiple facilities in the University
This includes Replay	Panopto authorises our login through the University SSO process
Panopto Manual Recorder	Provides the Panopto Manual Recorder access to your recordings in Replay

Panopto Login: Authorise Panopto


A screenshot of a web browser window showing the Panopto authorization interface. The browser's address bar displays the URL 'canvas.ox.ac.uk/login/oauth2/confirm'. The page content includes the Canvas logo, the Panopto logo, and a message stating that Panopto is requesting access to the user's account. The user's name is identified as 'Graham Addis' and their email address as 'graham.addis@it.ox.ac.uk'. At the bottom of the form, there are two buttons: a grey 'Cancel' button and a blue 'Authorise' button. Below the 'Authorise' button is a checkbox labeled 'Remember my authorisation for this service'. A red rectangular box highlights the 'Authorise' button and the checkbox area.


App login

canvas.ox.ac.uk/login/oauth2/confirm

Microsoft Office Ho... IT Learning Portfoli...

Other bookmarks

 **CANVAS**

 Panopto

Panopto is requesting access to your account.

You are authorising this app as [Graham Addis](#).

Your email address is graham.addis@it.ox.ac.uk.

Cancel

Authorise

Remember my authorisation for this service

Replay (Panopto): Home



Home : Panopto

ox.cloud.panopto.eu/Panopto/Pages/Home.aspx

Microsoft Office Ho... IT Learning Portfoli...

Other bookmarks

replau Powered by Panopto Search slides, notes, captions and more Create

Graham Addis Download Panopto Help

Home

Subscriptions

Shared with Me

Everything

Browse

System

Shared with Me >

Teams Up & running 2022-01-19
PP021 Nexus365 Teams: Up and Running 1:36:06

HTML: An introduction
Kieran Suchet
kieran.suchet@it.ox.ac.uk
IT Centre Learning 6:04

Teams Up & running 2021-12-09
PP021 Nexus365 Teams: Up and Running Archi... 1:32:28

Teams Up & running 2021-11-09
PP021 Nexus365 Teams: Up and Running Archi... 1:20:04

Teams Up & running 2021-10-27
PP021 Nexus365 Teams: Up and Running Archi... 1:30:07

Welcome to the IT Learning Centre
This is a place-holder video
When the course begins, the webcast/video will appear in this same folder
IT Centre Learning 0:29

Teams Up & running 2021-10-14
PP021 Nexus365 Teams: Up and Running Archi... 1:20:42

Teams Up & running 2021-09-08
PP021 Nexus365 Teams: Up and Running Archi... 1:32:11

What's New >

Replay (Panopto): My Folder



The screenshot shows the Panopto web interface for a folder named "My Folder". The browser address bar shows the URL: `ox.cloud.panopto.eu/Panopto/Pages/Sessions/List.aspx#folderID="bde45372-3e9b-4c3b-b4ed-a92700947bd5"`. The interface includes a search bar with the text "Search in folder 'My Folder'...", a "Create" button, and a user profile for "Graham Addis".

The left sidebar contains navigation options: "My Folder" (highlighted with a red box), "Shared with Me", "Everything", and "Browse".

The main content area displays a list of recordings:

- In progress** folder
- Language** folder
- Lightning Tips** folder
- Misc tips** folder
- Panopto - First Steps Dem...** folder
- Panopto - the hard way m...** folder
- temp** folder
- Add folder** button

The recordings list includes:

- accessing_replay**: Accessing Replay (Panopto), 2:14, 5 days ago
- Multi-Lingual Caption example**: PowerPoint Presenter View, 3:05, 19 days ago
- Research data management using open source off the shelf tools Graham Addis, #SciData19**: 6:21, a year ago

At the bottom, there is a "System" gear icon, "Viewing 1 - 3 of 3", and "Results per page: 10 | 25 | 50 | 150 | 250".

Replay (Panopto): Creating Content



The screenshot displays the Panopto Replay web interface. At the top, the browser address bar shows the URL: `ox.cloud.panopto.eu/Panopto/Pages/Sessions/List.aspx#folderID="bde45372-3e9b-4c3b-b4ed-a92700947bd5"`. The page header includes the 'replay Oxford' logo, a search bar for the folder 'My Folder...', and a 'Create' button highlighted with a red rectangle. A dropdown menu is open from the 'Create' button, listing the following options:

- Panopto for Windows (Record in application)
- Panopto Capture (Record in browser)
- Upload media (Create new sessions by uploading video or audio)
- Webcast (Prepare a webcast and share a link to it)
- Build a session (Combine your slides, video, and audio)
- Playlist (Create a new video playlist)
- New Folder (In My Folder or anywhere else)

The main content area shows a list of sessions within the 'My Folder' folder. The sessions are:

- accessing_replay**: 5 days ago, duration 2:14
- Multi-Lingual Caption example**: 19 days ago, duration 3:05
- Research data management using open source off the shelf tools Graham Addis, #SciData19**: a year ago, duration 6:21

At the bottom of the page, there is a 'System' gear icon on the left and pagination information: 'Viewing 1 - 3 of 3' and 'Results per page: 10 | 25 | 50 | 150 | 250'.

Practical Session 1



Learning Objective	Title
One	Accessing “Replay Lecture Capture” via Panopto
Two	Navigating your “Replay” account
Three	Installing the Panopto Manual Recorder (Optional)

Manual Recorder: Mac vs. Win



Panopto

Create New Recording Manage Recordings Settings

unified/clme1954@ox.ac.uk Sign out

Record

Session Settings

Folder My Folder

Name 25 August 2020 at 10:26:54

Webcast

Primary Sources

Video Integrated Webcam

Audio Microphone Array (Realtek(R) Audio)

Quality Standard

Secondary Sources

Capture PowerPoint

Capture Main Screen

Capture Second Screen

Add Another Video Source

PowerPoint

PowerPoint is open but is not currently presenting

Start presenting when recording starts

Manual Recorder Mac vs. Win

Open a different presentation

Resolution 640 x 480 fps 8 kbps 600

Record A Session

Manage Recordings

Record Pause

Choose folder and session name

Folder My Folder

Session Tue, Aug 25 2020 at 10:20 AM

Webcast

Primary Source

Secondary Sources

Secondary 1 Secondary 2

Video FaceTime HD Camera (Built-in)

Audio Built-in Microphone

Capture Computer Audio (beta)

Slides

Record PowerPoint

Record Keynote

Source Built-in Display

Mac: Recording levels
System Preferences->Sound->Input->Input Level

Mac: Video Quality
Panopto->Preferences



Demonstration

Accessibility



Why is it important	Equal access and equal opportunity to people of diverse abilities.
Captioning	Helps non-native speakers, helps viewing in challenging environments.
Slide design	Meaningful titles, large fonts, distinctive colours.
Sound quality	Clear sound, reduce background noise, speak clearly
Keep it short	Easy to manage, easy to work with, easy to consume.

Replay (Panopto): Folder Settings



The screenshot displays the Panopto Replay web interface. At the top, the browser address bar shows the URL: `ox.cloud.panopto.eu/Panopto/Pages/Sessions/List.aspx#folderID="bde45372-3e9b-4c3b-b4ed-a92700947bd5"`. The interface includes a search bar with the text "Search in folder 'My Folder'...", a "Create" button, and a user profile for "Graham Addis" with options for "Download Panopto" and "Help".

The main content area is titled "My Folder" and features a navigation sidebar on the left with options: Home, My Folder (selected), Subscriptions, Shared with Me, Everything, and Browse. The main area contains a "Refresh" button, a "Filter by date" dropdown, and checkboxes for "Show scheduled recordings" and "Show archived videos". Below these are folder thumbnails for "In progress", "Language", "Lightning Tips", "Misc tips", "Panopto - First Steps Dem...", and "Panopto - the hard way m...". There is also an "Add folder" button.

The video list shows three items:

- accessing_replay**: Accessing Replay (Panopto), 5 days ago, 2:14 duration.
- Multi-Lingual Caption example**: PowerPoint Presenter View, 19 days ago, 3:05 duration.
- Research data management using open source off the shelf tools Graham Addis, #SciData19**: a year ago, 6:21 duration.

At the bottom right, there is a "Preview Mode" button. A red square highlights a gear icon (settings) located near the "Subscribe" button in the top right corner of the main content area.

System settings are visible at the bottom left, and pagination information at the bottom center shows "Viewing 1 - 3 of 3" and "Results per page: 10 | 25 | 50 | 150 | 250".

Replay (Panopto): Folder Language



My Folder : Panopto

ox.cloud.panopto.eu/Panopto/Pages/Sessions/List.aspx#folderID="bde45372-3e9b-4c3b-b4ed-a92700947bd5"&modalPage="FolderSettings"&modalHeader="My%20Folder"&mo...

Microsoft Office Ho... IT Learning Portfoli...

replay Oxford

Powered by Panopto

My Folder

Overview

Allow viewers to make notes public

Email viewers when new video added

Disable comments on all sessions

Enable public comments by...

Settings

Manage

Downloads

Download enabled

Smart Chapters

Enable Smart Chapters

Content Language

Used for smart features and automatic captioning

Captions

Sessions added to this folder will be sent out for captioning immediately without the opportunity to edit the session. Caption requests for these sessions will use the full primary streams, not the edited session.

Automatically caption new sessions using

None

Use site default (English (United Kingdom))

English (United States)

English (United Kingdom)

Español (México) [Spanish]

Español (España) [Spanish]

Deutsch [German]

Français [French]

Nederlands [Dutch]

ไทย [Thai]

简体中文 [Simplified Chinese]

繁體中文 [Traditional Chinese]

한국어 [Korean]

日本語 [Japanese]

Русский [Russian]

Português [Portuguese]

Język polski [Polish]

English [Australia]

Dansk [Danish]

Suomi [Finnish]

Norsk [Norwegian]

Use site default (English (United Kingdom))

Graham Addis

Download Panopto Help

+ Subscribe

Preview Mode

Panopto - the hard way m...

ita19

System

Viewing 1 - 3 of 3

Sharing



- Moving your recording (to an accessible folder)
- Public access
- Working directly in Canvas

Course - Canvas Fundamentals:

<https://ctl.ox.ac.uk/training-webinars#/course/CFTLWE019>

Local Canvas Coordinators:

<https://www.ctl.ox.ac.uk/canvas-oxford> (Get Help with Canvas)

Sharing: Settings




The screenshot shows a web browser window displaying the Panopto interface. The address bar shows the URL `ox.cloud.panopto.eu/Panopto/Pages/Sessions/List.aspx#folderID="bde45372-3e9b-4c3b-b4ed-a92..."`. The page header includes the 'replay Oxford' logo, a search bar for the folder 'My Folder', and a 'Create' button. The left sidebar contains navigation options: Home, My Folder (selected), Subscriptions, Shared with Me, Everything, and Browse. The main content area shows the 'My Folder' view with a 'Refresh' button, view toggles, and a 'Filter by date' dropdown. Below this, there are several folder thumbnails: 'In progress', 'Language', 'Lightning Tips', 'Misc tips', 'Panopto - First Steps Dem...', 'Panopto - the hard way m...', and 'temp'. An 'Add folder' button is also present. The video 'accessing_replay' is displayed with a red box around its 'Settings' icon. Other actions for the video include 'Share', 'Edit', 'Stats', and 'Delete'. The video player shows a duration of 2:14. Below the video, there is a 'Multi-Lingual Caption example' video with a CC icon and a timestamp of 19 days ago. The footer shows 'System' settings, 'Viewing 1 - 3 of 3', and 'Results per page: 10 | 25 | 50 | 150 | 250'.

Sharing: Moving your recording



The screenshot shows the Panopto web interface. The browser address bar displays the URL: `ox.cloud.panopto.eu/Panopto/Pages/Sessions/List.aspx#folderID="bde45372-3e9b-4c3b-b4ed-a92...`. The page title is "accessing_replay".

In the left-hand navigation menu, the "Overview" tab is highlighted with a red box. The "My Folder" link in the session information table is also highlighted with a red box.

Session Information	
Name	accessing replay Edit
Folder	My Folder Edit
Tags	+ Tag
Preview image	 Edit
Viewer link	https://ox.cloud.panopto.eu/Panopto/Pages/Viewer.aspx?id=5a6de6...
Owner	unified\clme1954@ox.ac.uk (Graham Addis)
Videographer	unified\clme1954@ox.ac.uk (Graham Addis)
Date	03 February 2022 @ 09:54:10 Edit
Duration	02:13
Webcast	No
Discussion	<input checked="" type="checkbox"/> Allow viewers to post comments

Sharing: Public access



The screenshot shows a web browser window displaying a Panopto video player. The browser's address bar shows the URL: `ox.cloud.panopto.eu/Panopto/Pages/Sessions/List.aspx#folderID="bde45372-3e9b-4c3b-b4ed-a92...`. The video player interface includes a left-hand navigation menu with options like Overview, Share, and Embed. The main content area shows the video title "accessing_replay" and a "Share" button highlighted with a red box. Below the title, there is a "People and groups" section with a "Share" button also highlighted in red. A "Who can access this video" section is highlighted with a red box, showing the current access level as "Anyone who has the link" with a "Change" link. At the bottom, there are icons for Link, Embed, Facebook, and Twitter, along with a "Start at" field set to "0:00" and a "Copy Link" button.

My Folder : Panopto

ox.cloud.panopto.eu/Panopto/Pages/Sessions/List.aspx#folderID="bde45372-3e9b-4c3b-b4ed-a92...

Microsoft Office Ho... IT Learning Portfoli... Other bookmarks

re accessing_replay Learn more X

Overview

Share

People and groups

0 added | 1 inherited from My Folder

Add people and groups

Graham Addis

unified\clme1954@ox.ac.uk | graham.addis@it.ox.ac.uk Creator

Who can access this video

Anyone who has the link Change

Link Embed Facebook Twitter

Start at 0:00 https://ox.cloud.panopto.eu/P Copy Link

Practical Session 3



Learning Objective	Title
Four	Record a short practice video
Five	Access your recording
Six	Editing your recording - Captions
Seven	Editing your recording - Trimming

Find the resources for the workshop in our IT Learning Portfolio



Download the files (and more)
from the IT Learning Portfolio at

[https://skills.it.ox.ac.uk/
it-learning-portfolio](https://skills.it.ox.ac.uk/it-learning-portfolio)



The screenshot shows the IT Learning Centre website. At the top, there is a navigation bar with 'IT Learning Centre' and 'For everyone in the University'. Below this are links for 'COURSES', 'TEACHING ROOMS', 'SERVICES', 'EVENTS', 'NEWS', and 'ABOUT US'. The main heading is 'IT Learning Portfolio'. Below the heading, there is a section titled 'Learning resources - as used in our teaching'. This section contains a welcome message, a contact email (it.learning@ox.ac.uk), and a list of resources. The resources are organized into a table with columns for Audience, Category, Software, and Resource. Each resource entry has a right-pointing arrow icon.

Audience	Category	Software	Resource
3D modelling: Kick-off AND Blender - Up and running (Activity)			After Effects: Animating texts and graphics (Activity)
Apps for education (Activity)			AR/VR: Augmented Reality for mobile devices (Activity)
AR/VR: Unity - a practical introduction (Activity)			AR/VR: Virtual Reality for desktop or mobile (Activity)
Audacity: Recording your voice (Toolkit Activity)			Audio: Recording the spoken word (Activity)
Beginners IT: Making the most of single sign on (Course pack)			C++: A comprehensive introduction (Course pack)
Corpora - Why would I use a corpus (Toolkit Activity)			Create an online presence with WordPress (Activity)
Data analysis: ATLAS.ti (Activity)			Data analysis: Introduction to working with statistics (Course pack)
Databases: Building a database (Activity)			Databases: Building a database (Course pack)
Databases: Concepts for project managers (Activity)			Databases: Concepts for project managers (Course pack)
Databases: Concepts of database design (Activity)			Databases: Concepts of database design (Course pack)

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