

Prior to recording: add the **Screen Recording** feature to the **Shortcuts** and turn on the **mic**. Once you follow the steps 1-7, you don't have to replete.

1. Open **Settings**.



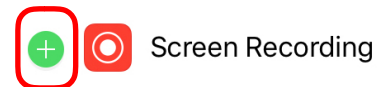
2. Select **Control Center**.



3. Click **Customize Controls**.



4. Click the “+” symbol for **Screen Recording** (click the plus(+)).

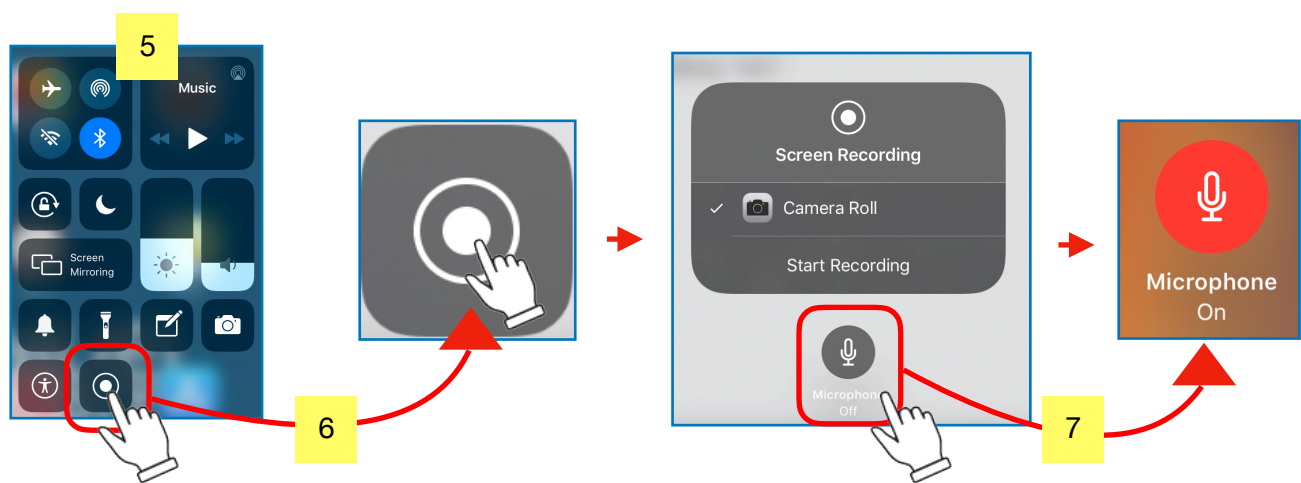


5. Swipe down top right corner of iPad screen to reveal **shortcuts** (older iOS devices swipe bottom up).

6. Press the **Recording** button steadily until the **mic icon** appears.

7. Click **Microphone** to **Turn on**.

8. **Tap screen** to exit Shortcuts.



**Keep screen recording feature** - No action required. For regular screen recordings consider: (1) keeping the recorder button in the Shortcuts, and (2) leaving the mic on.  
**Remove screen recording features** - access steps 1-7 above.

Prepare for recording: Open the PPT, Notability, or webpages (in different tabs), or any other content you'll be discussing during the recording. They should appear in the doc and be ready for access during recording.

9. Reveal the Control Center **Shortcuts**

(step 5 above)

10. Press the **Record** button.

11. Choose the **Presentation** or **document** you'll be narrating after the recording button turns **red** and the countdown starts.



After opening your presentation, you'll see the "stop" recording button at the top of the iPad screen. Depending on the app or area of screen you're recording, the button may hide (especially during presentation mode in PPT or Keynote)

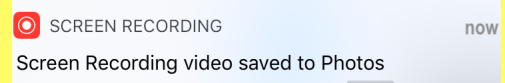


12. **Count about 5 Seconds** before you start narrating. For PPT and Keynote, first play presentation and then count about 5 seconds before starting.
13. Now **narrate / mark the presentation**. You can multi-task between apps. If you make a mistake during the recording **DO NOT Click STOP**. Instead, go back to the slide, erase markings, and repeat. If necessary, you can edit video later in Panopto.
14. When finished, count 5 seconds prior to exiting the presentation.
15. Click the **stop** button at the top right corner of the screen.



After stopping the recording you'll see a confirmation that the video is saved in "Photos".

To access video, open the Photo App.

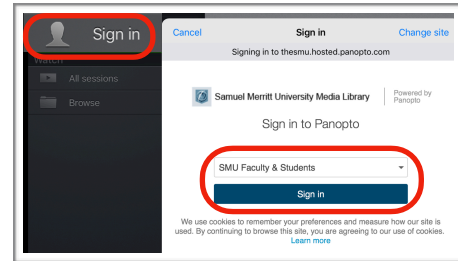


Upload the video using the Panopto App. Download it from the Apple Store.

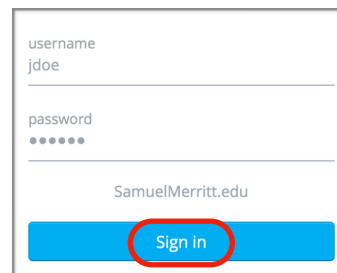
1. Open **Panopto App**.



2. **Sign in**. Choose SMU Faculty & Students. Click Sign In.



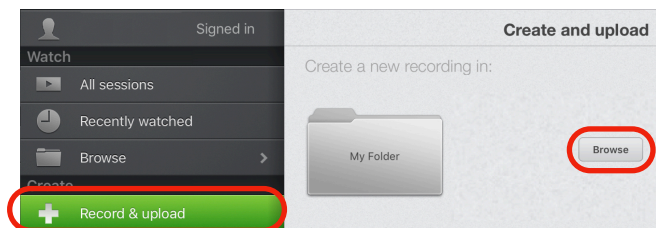
3. **Sign in** with your SMU credentials.



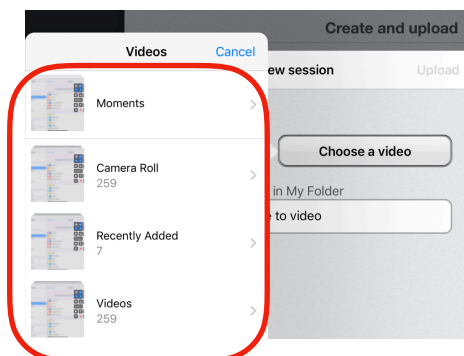
4. Click **Record & Upload**.



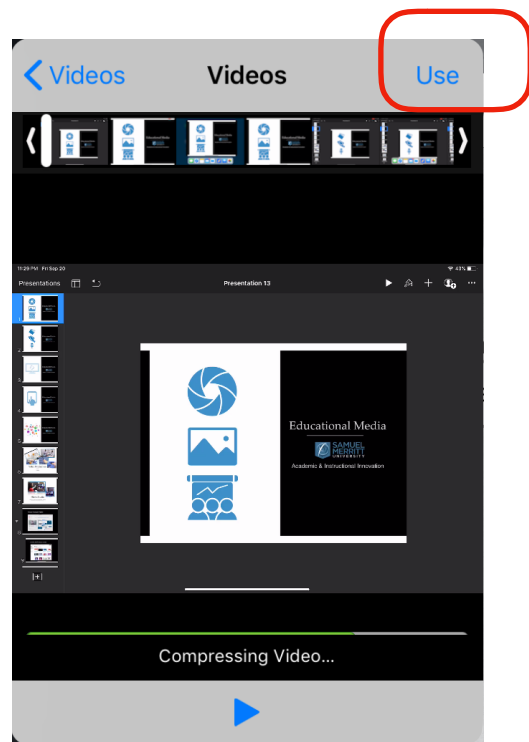
5. Click **Browse** and **select** the course Panopto folder (or My Folder) for storing recording.



Click **Choose a video** and browse the Photos library.

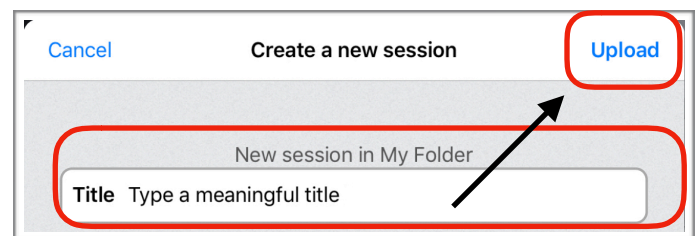


6. Scroll to **find the video** and select it.  
You can preview (play), Use, or choose another video. Click **Use**.

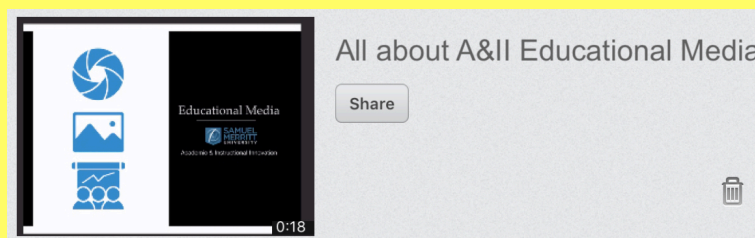


(at the bottom you'll see the Compressing Video status)

7. After the video is compressed give a meaningful **Title** to the video.
8. Click **Upload**.



You will see the video upload **status** (upload, uploaded, processing, share).  
When it's complete you'll see the word "share" next to the video thumbnail.



Do not recommend you share videos if stored in "My folder". Also, no need to share video if it's stored in your course Panopto folder. The folder inherits the permissions from your Canvas course.

Embed a Panopto video in Canvas - click: **(text)** **(video)**

[https://www.samuelmerritt.edu/sites/default/files/2019-07/aai\\_panopto\\_embed\\_in\\_canvas.pdf](https://www.samuelmerritt.edu/sites/default/files/2019-07/aai_panopto_embed_in_canvas.pdf)

<https://thesmu.hosted.panopto.com/Panopto/Pages/Viewer.aspx?>

