Record a Panopto Session GUIDE for Mac Computers

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- 1. Hover over the dock at the bottom of desktop to reveal app shortcuts.
- 2. Select the **Panopto App Icon** and double click to **open**.

If the Panopto Recorder is not in the dock, then search in the Apps folder.



When opening the Panopto Recorder app, the "Manage Recorder" window appears.

3. Click Sign-in

Offline Recordings – Don't sign-in	
a) If you plan to record several sessions	
b) If your not able to stay logged in at the end the recording to upload the	
session to Panopto in real time.	
Online Recordings – Sign-in	
a) if you want to queue "upload" immediately at the end of recording a session.	

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?			Not signed in	Sign In
Date	 ✓ Length 	Status		
	Manage Records	Manage Recordings ? Date Length 	Image Recordings Imag	Anage Recordings Point Date

4. Select **Sign-in** with your SMU credentials.





Recommended Panopto Preference Settings for the Panopto Recorder

To see Panopto in the Menu Bar, make sure the Panopto Recorder is the active window.

- 1. Hover over the computer Menu Bar.
- 2. Select **Panopto** and choose **Preferences**.



3. For Primary Video Quality, select Ultra motion.

Use **Ultra Motion** (recommended) – best for recording "Video" where the narrator moves during recording (nods, or moves body forwards and back while sitting)

4. For Secondary Video Quality, select **Ultra Resolution**.

Use **Ultra Resolution** – best for recording "Video" where the narrator is still during recording (does not nod, or move body forwards and back while sitting)

- 5. For **Recording Folder**, leave as is and **do not make changes**.
- 6. Enable Recording Hot Keys.
- 7. Uncheck Upload Recordings Automatically to be able to record offline.
- 8. Click "OK".

		Panopto Preferences
	Primary Video Quality	Ultra (motion)
	Secondary Video Quality	Ultra (resolution)
	Recording Folder	/Users/ 5 Movies/Panopto Recordi
6	Enable Recording Hotkeys	tically
	?	Cancel OK

Select the Computer Sound Settings

- 1. Hover the cursor over the computer **Menu bar**
- 2. Select the **Apple icon**.
- 3. Choose System Preferences.
- 4. Select the **Sound icon**.





5. Click **Input**, select the **Microphone** you're using, adjust recording **input volume** to the recommended mark, and **close** the sound window.

	Sound Effects Output Input	
Select a device for soun	d input:	
Name	Туре	
Internal Microphone	Built-in	
Settings for the selected o	device:	
Settings for the selected of Input volu-	device: me: .	
Settings for the selected of Input volu	device: me: $\Psi_1^{(1)}$ $\Psi_2^{(2)}$ $\Psi_2^{(2)}$ vel: \blacksquare Use ambient noise reduction	

6. Click **Output**, select the **Speakers** for listening, adjust recording **output volume** to the

recommended mark, and **close** the sound window.

Select a device for sound outpu	t:	
Internal Speakers	Built-in	
Settings for the selected device: Balance:	left right	

- 1. **Connect** the **microphone** jack to the computer sound input.
- 2. If using a **lapel Clip** the lavaliere mic to your top
 - a. Point mic upward toward your mouth.
 - b. Make sure mic doesn't dangle.
 - c. Tuck in microphone cord to minimize visibility.
- 3. If using a **stand up microphone**
 - a. Point mic directly toward your mouth
 - b. You may need to place it close to your mouth.
 - c. Make sure the mic is not visible in the webcam
- 4. Talk directly into the Mic.
- 5. Check that the **levels** in the Panopto Recorder are "green" and vibrate as you talk.

Video	FaceTime HD Camera	
Audio	Built-in Microphone	0
		1

medium level is too low or two high.

The levels (green) may be faint, but if you hear your voice loud and clear in a test recording, then you're good to go!

- 6. Do a **test recording.**
- 7. Listen to the playback at medium volume level to make sure sound levels are acceptable.
 8. Adjust computer sound recording input levels when playback at





(See instruction #5 on Select the Computer Sound Settings.)

- 1. From computer, **upload PowerPoint** to DropBox or Google Drive.
- 2. Turn on iPad protector to turn it on.
- **3.** Turn on the Wi-Fi.
 - a) Select Settings > Wi-Fi > SMU_Lawn
- 4. **Press** the "home" button (on the bottom of iPad).
- 5. Select the App where your PowerPoint is stored. (Dropbox or Google Drive).
- 6. Login to your account (Dropbox or Google Drive).
- 7. Click **Don't Allow** (notifications) Only if prompt appears.
- 8. **Find** the PowerPoint file.
 - a) If you are using **Dropbox:**
 - 1. Double click on the file to open it.
 - 2. Click the Edit icon
 - 3. Choose Open with Microsoft PowerPoint
 - 4. Click Open on prompt Dropbox wants to open in PowerPoint
 - 5. Click **PowerPoint** when prompted
 - 6. Click Allow
 - b) If you are using **Google Drive**:
 - 1. Double click on the file to open it.
 - 2. Click the Edit icon.
 - 3. Choose Open with Microsoft PowerPoint.
 - 4. Click **Open** on prompt **Dropbox wants to open in PowerPoint.**
- 9. Select checkbox for **Notes** to view PowerPoint notes.
- **10. log out** of your Dropbox or Google account after

finishing recording Panopto video session(s).



5



Record and Upload a Panopto Session

Prior to clicking Record: (1) sign-in to the Panopto Recorder (optional), (2) select a Panopto Folder for uploading the recording, (3) name the video session, and (4) choose the settings for the recording.
(4*) See instructions: "Prepare, Organize and Multi-task Documents" and "Panopto Recorder Settings Scenarios".

1. Click Record.



2. Click Pause to for a break.



The recorder will continue to record during **Pause**.

3. Resume the recording.



Between **Pause** and **Resume**, there will be an **automatic Edit** in the video.

4. Stop the recording.



The **Pause** appears grayed out in the **Panopto Editor**, and is skipped during playback in the Panopto Player.



- 5. Add a **Session name** if you haven't already done so.
- 6. Add a meaningful description about the video.
- 7. Click **Done** or **Delete and record again**.



Provide a meaningful name, consistent with your other videos.

Write a meaningful description with context, a reminder, or review date. **Note**: The description is visible to viewers.

If recording offline, select **Done**.

Offline Recordings: When clicking **Done**, **Manage Recordings** window opens. You can sign-in later and upload recordings from this window. To monitor uploads, see the **Status** updates.

Video status: Uploading (do not logoff or turn off computer)



Video status: Uploaded and Processing (you can logoff or turn off computer)



Access and Play a Recorded Panopto Session

The video session is fully processed and can be accessed.

- 1. Click **View** to play the video.
- 2. Or, click Manage My

Recordings to access and

play the video from the

Panopto Library.

• •	Manage Recordings		
Create New Recording			🖏 Panopto
Only recordings stored on this computer are shown below.	?	Signed in to	thesmu.hosted.panopto.com Sign Out
Session	Date	~ Length	Status
Final Assignment: Case Study Analysis	4/19/17, 10:32:4	1 AM 00:01:18	Complete
			2
Recording Details	Preview		Manage Online
Felder ON NEOR Course Videos		Primary Video	Secondary 1 Secondary 2
Polder: CM Nous - Course videos			the second s
Session: Final Assignment: Case Study Analysis Streams: Drimany Secondary 1 DowerDoint DowerDoint			
Webcast: No			and the second
Status: Complete			
Links: Share Edit View Online			
			the second s
Delete Ac	lions		

When selecting option #2, the Panopto Library where you uploaded video opens.

3. Hover over video, or click on

title to play video.

The Panopto session opens in

the Panopto Player.







Panopto Recorder Settings Scenario 1:

Audio

. • • 6	Record A Ses	sion	1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 -	
7 5 6	Choose folder and session name		Manage Recordings	
	Folder Default Term - Video	for Students		
	Session Panopto Recorder: se	etup for audio only	Join Session 👻	
Stop Record Pause	Webcast			
Primary Source	Secondary Sources	Secondary 1 Secondary	2	
2 Audio Built-in Microphone Capture Computer Slides 3 Record PowerPoint Record Keynote	udio (beta)			
Enter Session Settings:	Folder Choose "My Folde Session Name	er", γour course Panopto Fol	folder, or other Panopto fold der is visible only when signed	er. d in.
Choose Primary Sources:	Video – None Audio - Microphone (Sele Capture Computer Audic	ect the Mic you want to - Uncheck (for captur	o use) ring audio playing in your o	computer)
Choose presentation:	Slides - Uncheck all			
Check Secondary Sources:	Source - None			
Start recording:	Click Record . Wait 5 seconds before	e you start talking.		
You may Pause the recording:	Click Pause if you need a Click Resume to contii Wait 5 seconds before	break. nue the session. e you continue the pre	sentation.	
End Presentation:	Wait 5 seconds before yo Click Stop .	u stop the recording.		
cording Workflo	W optio	nal		
ecord Wait 5 seconds P	art esentation		Wait 5 seconds	Continue presentatic
,				

Panopto Recorder Settings Scenario 2: Video / Audio

	Record A Session
	Choose folder and session name Manage Recordings
	Folder Default Term - Video for Students
	Session Panopto Recorder: setup for video/audio Join Session 💌
Stop Record Pause	Webcast
Primary Source	Secondary Sources
	Secondary 1 Secondary 2
Video FaceTime HD Camer	
2 Audio Built-in Microphone	
Capture Computer	Audio (beta)
Slides	
3 Record PowerPoint	
Record Keynote	Source None
e.	
1 Enter Session Settings:	Folder Choose "My Folder", your course Panopto folder, or other Panopto folder.
	Session Name Folder is visible only when signed in.
2 Choose Primary Sources:	Video – Select FaceTime HD Camera
	Audio - Microphone (Select the Mic you want to use)
	Capture Computer Audio – Uncheck
Choose presentation:	Slides - Uncheck all
choose presentation.	Sides - Officieux air
4 Check Secondary Sources:	Source - None
5 Start recording:	Click Record.
	• LOOK at the webcarr, sinne and wait 5 seconds before you start talking.
You may Pause the	Click Pause if you need a break.
recording:	Click Resume to continue the session.
	Look at the webcam, smile and wait 5 seconds before you continue the presentation.
7 End Presentation:	Look at the webcam, smile and wait 5 seconds before you stop the recording.
	Click Stop.
Recording Workflo	optional
Look at webcam	Look at webcam
Record Smile	Start Continue
Wait 5 seconds	vait 5 seconds presentation
	End Recording 📂 Look at webcam 📥
	Smile
	Wait 5 seconds
	10

Panopto Recorder Settings Scenario 3:

Audio + PowerPoint

	••			Record A Ses	sion	
7	5	6	Choose fold	der and session name		Manage Recordings
			Folder	Default Term - Video	for Students	1
	$\overline{}$		Session	Panopto Recorder: se	etup for Audio/PPT	Join Session 👻
	Record	Pause				
	Primary So	urce		Secondary Sources		
					Secondary 1 Secondary	/ 2
				***	Sector & Sec	
					w Byen is more than an basis of PER a 4 9 AM	
				Printers Service	Accedent Names	
				Section and the second	· · · · · · · · · · · · · · · · · · ·	The second secon
_	Video	None		tides faces	Contraction of the second	
2	Audio	Built-in Microphone		Aulis Auto - Versetas Auto - Versetas Teaner Teneras Auto bea		9
		Capture Computer	Audio (beta)	Binner Binnerd PressPath Record Paymen		2 28 ASSAM
	Sildes					
3	Record	d PowerPoint d Keynote		4		
				Source Built-in D	Display 🖸	

1	Enter Session Settings:	Folder Choose "My Folder", your course Panopto folder, or other Panopto folder.		
		Session Name	Folder is visible only when signed in.	
2	Choose Primary Sources:	Video – None Audio - Microphone (Select the Mic you wa Capture Computer Audio – Uncheck (for ca	ant to use) apturing audio playing in your computer)	
3	Choose presentation:	Slides – Check Record PowerPoint or Keynote		
4	Check Secondary Sources:	Source – Built-in-Display		
5	Start recording:	Click Record . Wait 5 seconds before you start talking.		
6	You may Pause the recording: Wait 5 seconds	 Click Pause if you need a break. Click Resume to continue the session. Wait 5 seconds before you continue the presentation. 		
7	End Presentation:	Wait 5 seconds before you stop the recordi Click Stop .	ing.	

Recording Workflow



Panopto Recorder Settings Scenario 4: Video / Audio + PowerPoint

	Choose folder	and session name	Manage Recordings	
	Folder	Default Term - Video for Students		
	Session	Panopto Recorder: setup for Video-Audio/PPT	Join Session 👻	
op Record Pause	Webcast			
Primary Source		Secondary Sources Secondary 1 Secondary	2	
2 Video FaceTime HD C Audio Built-in Microph	amera (Display) 😋			
Capture Com Slides Record PowerPoint Record Keynote	outer Audio (beta)	A Source Built-in Display		
Enter Session Setting	gs: Fahr	olase "My Folder", your course Panopto sion Name	folder, or other Panopto folder. der is visible only when signed in.	
Enter Session Setting Choose Primary Source	gs: Raha Ses es: Vid Auc Cap	dese <i>"My Folder",</i> your course Panopto sion Name Fol- eo – Select FaceTime HD Camera dio - Microphone (Select the Mic yo oture Computer Audio – Uncheck	folder, or other Panopto folder. der is visible only when signed in. u want to use)	
Enter Session Setting Choose Primary Source Choose presentatio	gs: Fiche Ses es: Vid Auc Cap on: Slid	olosse <i>"My Folder",</i> your course Panopto sion Name Fol eo – Select FaceTime HD Camera dio - Microphone (Select the Mic yo oture Computer Audio – Uncheck les – Check Record PowerPoint or K	folder, or other Panopto folder. der is visible only when signed in. u want to use) eynote	
Enter Session Setting Choose Primary Source Choose presentatio	gs: Roho Ses 25: Vid Auc Cap 201: Slid 25: Sou	dese <i>"My Folder",</i> your course Panopto sion Name Fol eo – Select FaceTime HD Camera dio - Microphone (Select the Mic yo oture Computer Audio – Uncheck les – Check Record PowerPoint or K	folder, or other Panopto folder. der is visible only when signed in. u want to use) eynote	
Enter Session Setting Choose Primary Source Choose presentatio Check Secondary Source Start recordin	gs: Rohe Ses es: Vid Auc Cap en: Slid es: Sou eg: Clic &	dese "My Folder", your course Panopto sion Name Fol eo – Select FaceTime HD Camera dio - Microphone (Select the Mic yo oture Computer Audio – Uncheck les – Check Record PowerPoint or K urce – Built-in-Display k Record. Look at the webcam, smile and wai	folder, or other Panopto folder. der is visible only when signed in. u want to use) eynote	ing.
Enter Session Setting Choose Primary Source Choose presentatio Check Secondary Source Start recordir You may Pause t recordir	gs: Rohe Ses: Vid Auc Cap on: Slid es: Sou og: Clic se: Sou he Clic eg: So	desse "My Folder", your course Panopto sion Name Fol eo – Select FaceTime HD Camera dio - Microphone (Select the Mic yo oture Computer Audio – Uncheck les – Check Record PowerPoint or K urce – Built-in-Display k Record. Look at the webcam, smile and wai k Pause if you need a break. Click Resume to continue the sessio	folder, or other Panopto folder. der is visible only when signed in. u want to use) eynote : 5 seconds before you start talk m.	ing.
Enter Session Setting Choose Primary Source Choose presentatio Check Secondary Source Start recordin You may Pause ti recordin	gs: Roho Ses Ps: Vid Auc Cap on: Slid Ps: Sou Pg: Clic the Clic the Clic the Clic	dese "My Folder", your course Panopto sion Name Fol eo – Select FaceTime HD Camera dio - Microphone (Select the Mic yo oture Computer Audio – Uncheck les – Check Record PowerPoint or K arce – Built-in-Display k Record. Look at the webcam, smile and wai k Pause if you need a break. Click Resume to continue the sessio Look at the webcam, smile and wai	folder, or other Panopto folder. der is visible only when signed in. u want to use) eynote : 5 seconds before you start talk	ing. the presentatior



Multi-task different documents & Apps while recording Record: Video / Audio + PowerPoint + Computer Display Activity

Panopto Recorder Settings Scenario 5



Multi-task different documents & Apps while recording Record: Video / Audio + PowerPoint + Computer Display Activity

Panopto Recorder Settings Scenario 6



Prepare, Organize and Multi-Task Documents During a Panopto Recording Session (PowerPoints, Web Pages, PDFs, etc.)

- 1. Open the **Panopto Recorder.**
- 2. Move the PowerPoint Presentation that you'll be recording to the desktop, and open it.
- 3. If you'll need to access a **website**, a **word document**, a **pdf**, or other app for demonstration,
 - 1. Open documents.
 - 2. Minimize documents.
 - 3. Maximize documents one at a time as you need to bring up during the recording.
- 4. Set **recorder settings.** (Name session, select Panopto Folder, select Primary/Secondary Sources. See instructions for Panopto Recorder Settings Scenarios)



The Panopto Recorder and PowerPoint Presentation windows should be arranged as displayed below. You will need to see both Panopto and PowerPoint at the same time.

- 5. Click **Record**.
- 6. Click the **Presentation Mode icon to expand** PowerPoint to full screen.



- 7. Smile and "wait" 5 seconds after setting the PowerPoint in Presentation Mode, and. look directly in the webcam. (Waiting allows preparation of display documents and to focus.)
- 8. Begin **narrating** and **advancing slides**.
- At the end of the presentation, smile and "wait" 5 seconds (Prevents abrupt cut, and allows for later editing of displayed documents on desktop.)
- 10. Click **ESC** on keyboard to exit presentation mode, and to access the Panopto Recorder.
- 11. Click Stop.

Later, you can trim the excess video at the beginning and end of the session.



SMU Customized Panopto Resources

https://www.samuelmerritt.edu/aii/panopto

Panopto Resources

Panopto Support https://support.panopto.com/