Record a Panopto Session

GUIDE for Mac Computers

Table of Contents

Preparing for a recording

Page 1 Sign-In to the Panopto Recorder

Page 2 Recommended Panopto Preference Settings for the Panopto Recorder

Page 3 Set the Computer Sound Settings

Page 4 Prepare Microphone and Check Sound Levels

Page 5 Use PowerPoint Notes on iPad (As a Reference)

Recording a Panopto Session

Page 6 Record and Upload a Panopto Session

Page 7 Access and Play a Recorded Panopto Session

Page 9 Panopto Recorder Settings Scenario 1: Audio Only

Page 10 Panopto Recorder Settings Scenario 2: Video/Audio Only

Page 11 Panopto Recorder Settings Scenario 3: Audio / PowerPoint Narration

Page 12 Panopto Recorder Settings Scenario 4: Video/Audio / PowerPoint Narration

Page 13 Panopto Recorder Settings Scenario 5: Audio / PowerPoint / documents, websites, apps, etc. (anything you want to display on monitor)

Page 14 Panopto Recorder Settings Scenario 6: Audi/Video / PowerPoint / documents, websites, apps, etc. (anything you want to display on monitor)

Page 15 Prepare, Organize and Multi-Task Documents During a Panopto Recording Session (PowerPoints, Web Pages, PDFs, etc.)

Page 17 Panopto / SMU Resources

Panopto Resources

Academic & Instructional Innovation

SAMUEL MERRITT UNIVERSITY

Sign-In to the Panopto Recorder

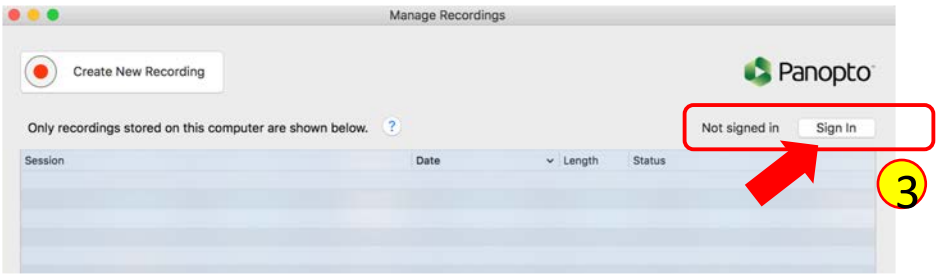
1. **Hover over the dock** at the bottom of desktop to reveal app shortcuts.
2. Select the **Panopto App Icon** and double click to **open**.

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

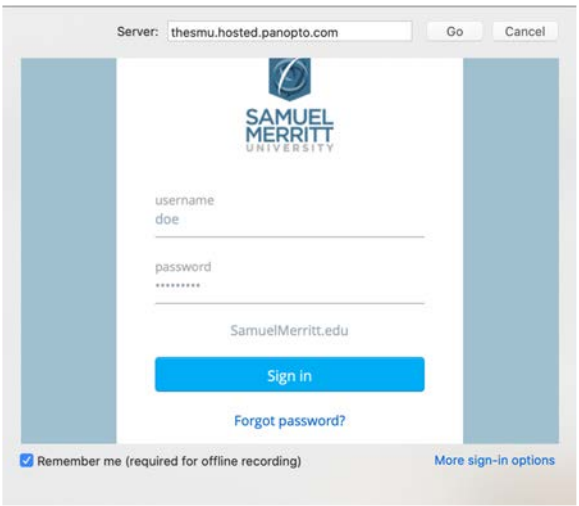
When opening the Panopto Recorder app, the "**Manage Recorder**" window appears.

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.



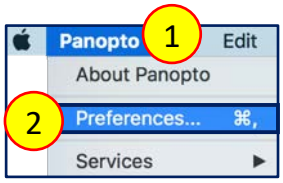
4. Select **Sign-in** with your SMU credentials.



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**.



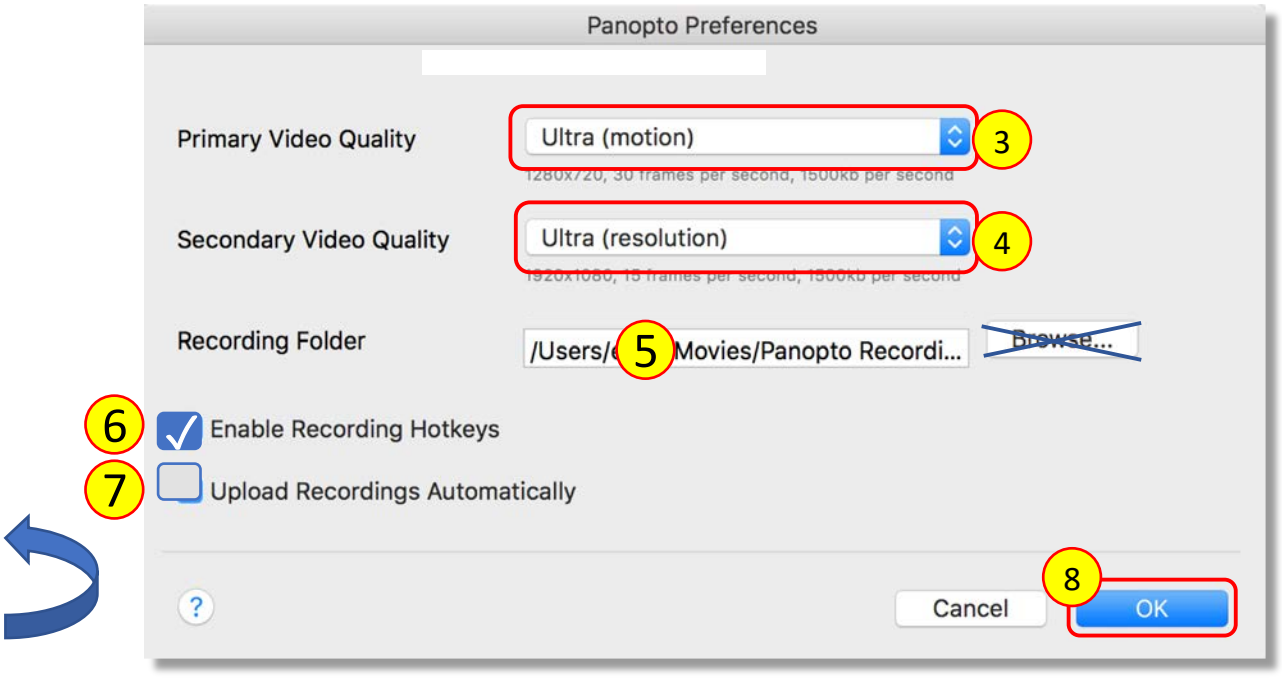
3. For Primary Video Quality, select **Ultra motion**.

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**.

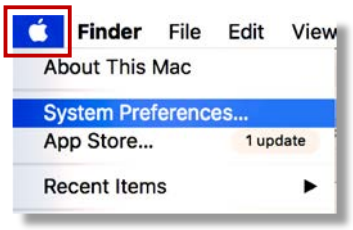
Use **Ultra Resolution** – best for recording "Video" where the narrator is still during recording (does not nod, or move body forwards and back while sitting)

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".**

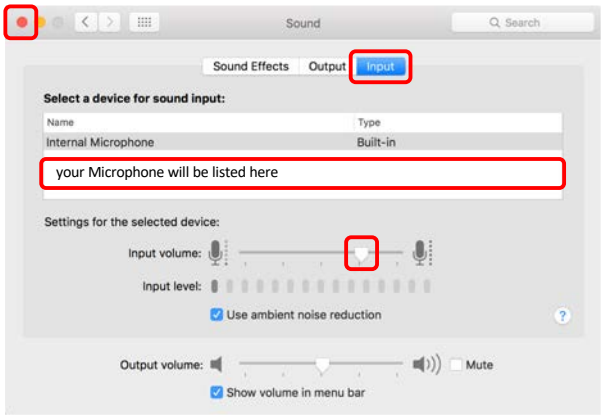


Select the Computer Sound Settings

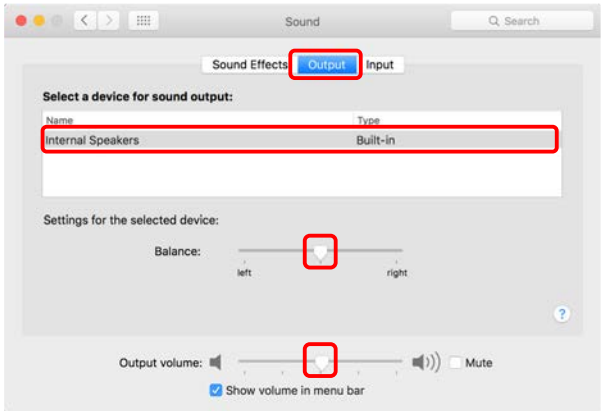
1. Hover the cursor over the computer **Menu bar**
2. Select the **Apple icon.**
3. Choose **System Preferences**.
4. Select the **Sound icon**.



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

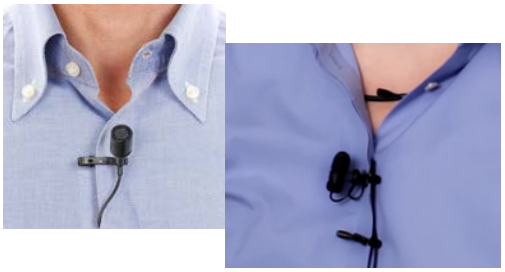


6. Click **Output**, select the **Speakers** for listening, adjust recording **output volume** to the recommended mark, and **close** the sound window.



Prepare Microphone and Check Sound Levels

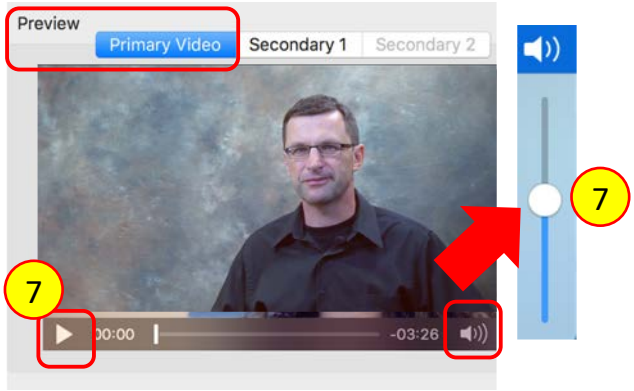
1. **Connect** the **microphone** jack to the computer sound input**.**
2. If using a **lapel Clip** the lavaliere mic to your top
   a. Point **mic upward toward your mouth**.
   b. Make sure **mic doesn't dangle**.
   c. Tuck in microphone cord to **minimize visibility**.



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.

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 medium level is too low or two high.



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

Using PowerPoint Notes on iPad (As a Reference)

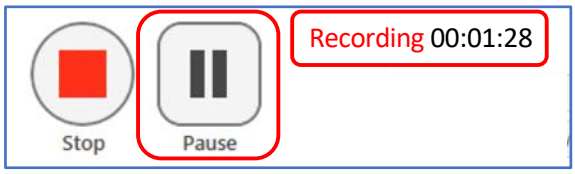
1. From computer**, upload PowerPoint** to DropBox or Google Drive.
2. **Turn on** iPad protector to turn it on.
3. **Turn** on the Wi-Fi.
    a) **Select** Settings > Wi-Fi > SMU_Lawn
4. **Press** the **"home" button** (on the bottom of iPad).
5. **Select** the **App** where your PowerPoint is stored. (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).

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".

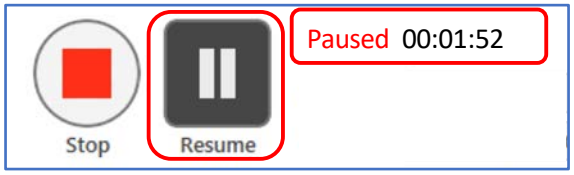
1. Click **Record**.

2. Click **Pause** to for a break.



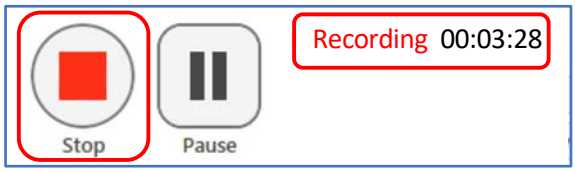
The recorder will continue to record during **Pause**.

3. **Resume** the recording.



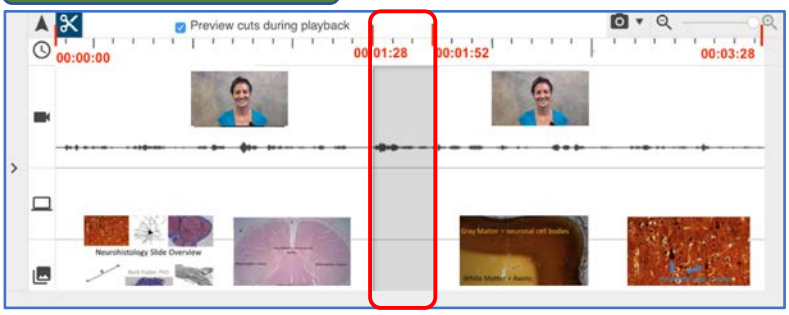
Between **Pause** and **Resume**, there will be an **automatic Edit** in the video.

4. **Stop** the recording.

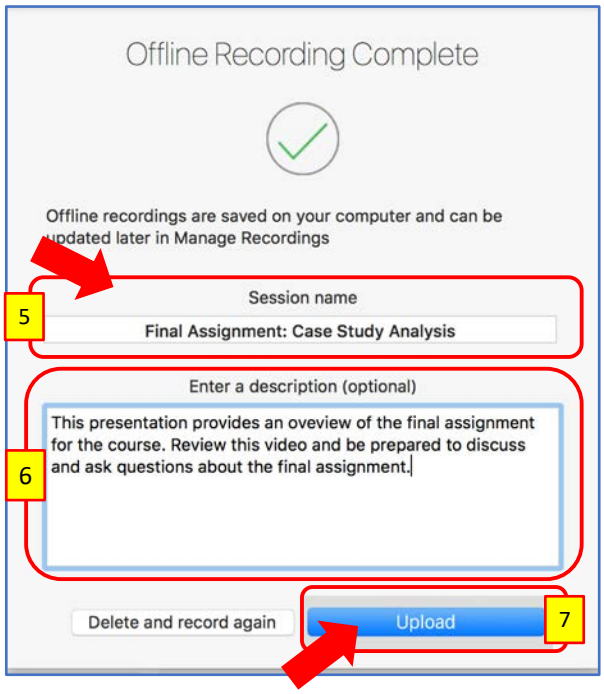


The **Pause** appears **grayed out** in the **Panopto Editor**, and is skipped during playback in the Panopto Player.

Panopto Editor



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**.



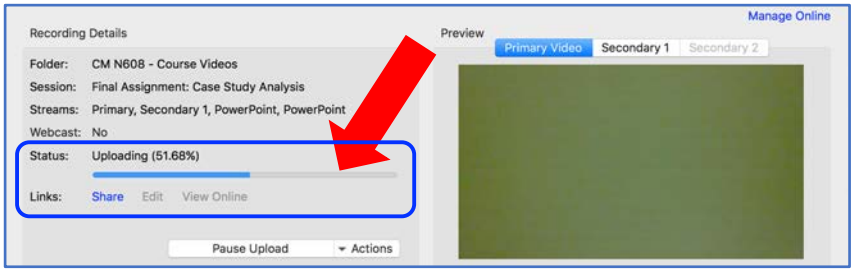
Provide a meaningful name, consistent with your other videos.

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

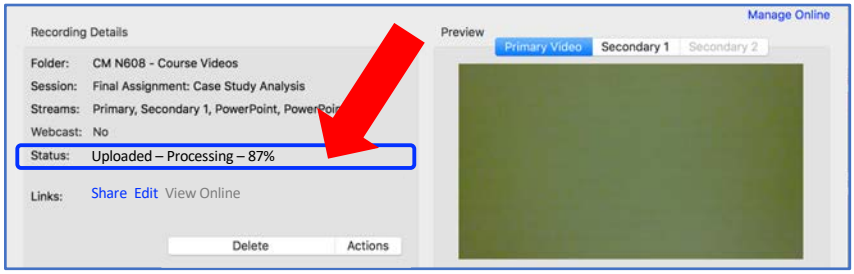
If recording offline, select **Done**.

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)



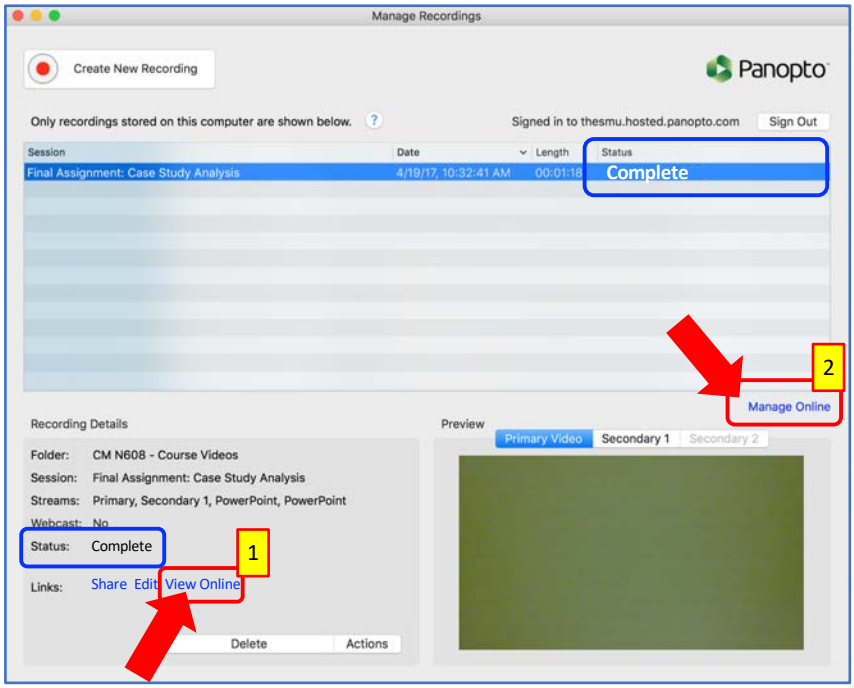
Video status: **Uploaded and Processing** (you can logoff or turn off computer)



Access and Play
a Recorded Panopto Session

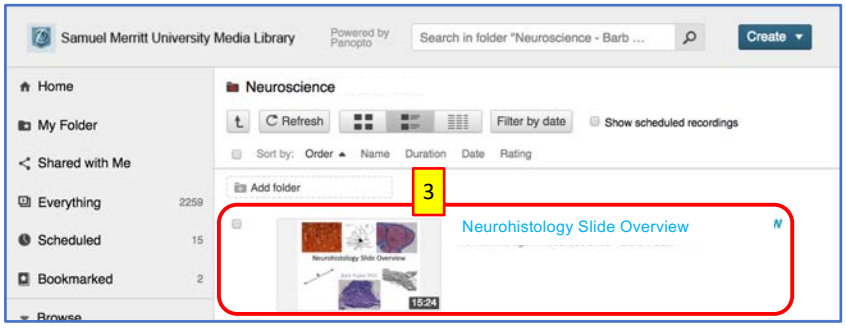
The video session is fully processed and can be accessed.

1. Click **View** to play the video.
2. Or, click **Manage My Recordings** to access and play the video from the Panopto Library.

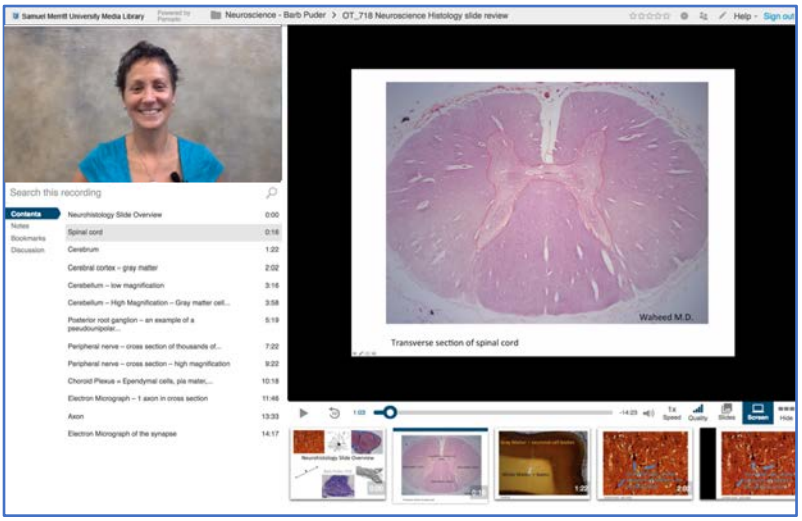


When selecting option #2, the Panopto Library where you uploaded video opens.

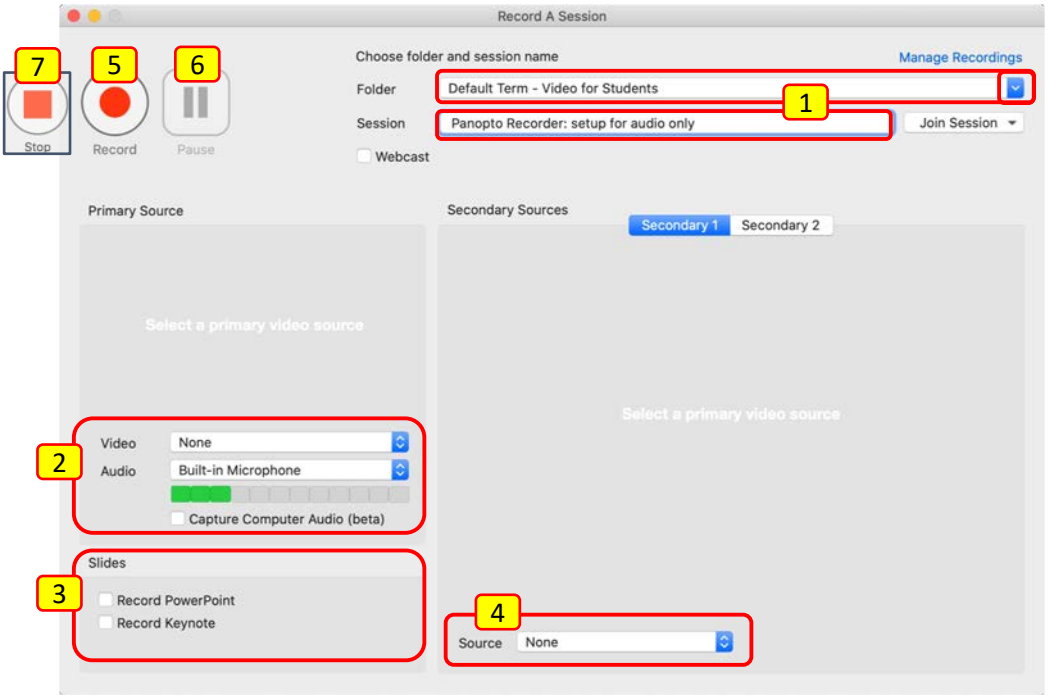
3. Hover over video, or click on title to **play video**.



The Panopto session opens in the Panopto Player.

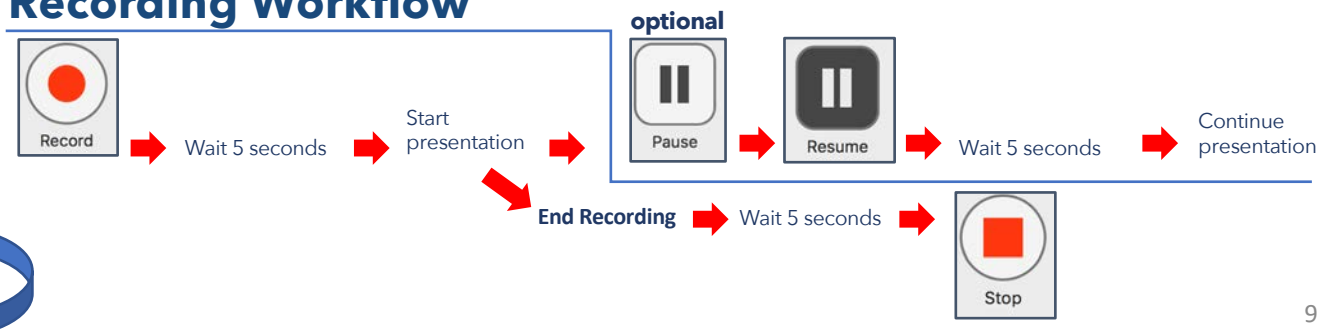


Panopto Recorder Settings Scenario 1: Audio

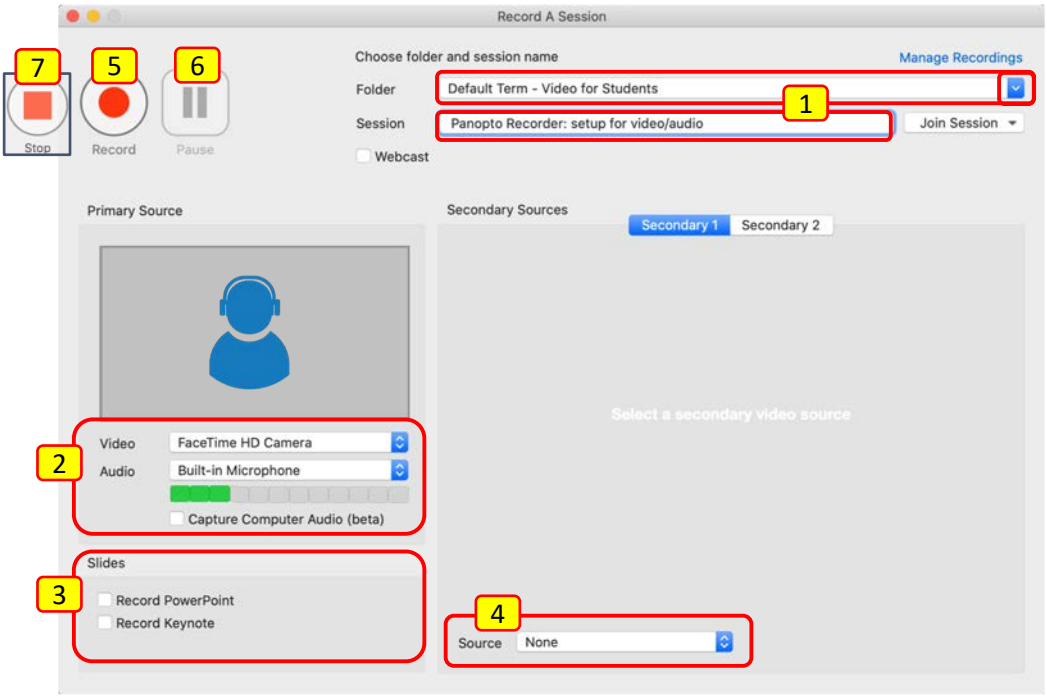


1	**Enter Session Settings:**	**Folder** Choose *"My Folder"*, your *course Panopto folder*, or *other Panopto folder*. **Session Name** *Folder is visible only when signed in.*
2	**Choose Primary Sources:**	**Video –** None **Audio -** Microphone (Select the Mic you want to use) **Capture Computer Audio** – Uncheck (for capturing audio playing in your computer)
3	**Choose presentation:**	**Slides** - Uncheck all
4	**Check Secondary Sources:**	**Source** - None
5	**Start recording:**	Click **Record**. ❖ Wait 5 seconds before you start talking.
6	**You may Pause the recording:**	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 recording. ❖ Click **Stop**.

Recording Workflow

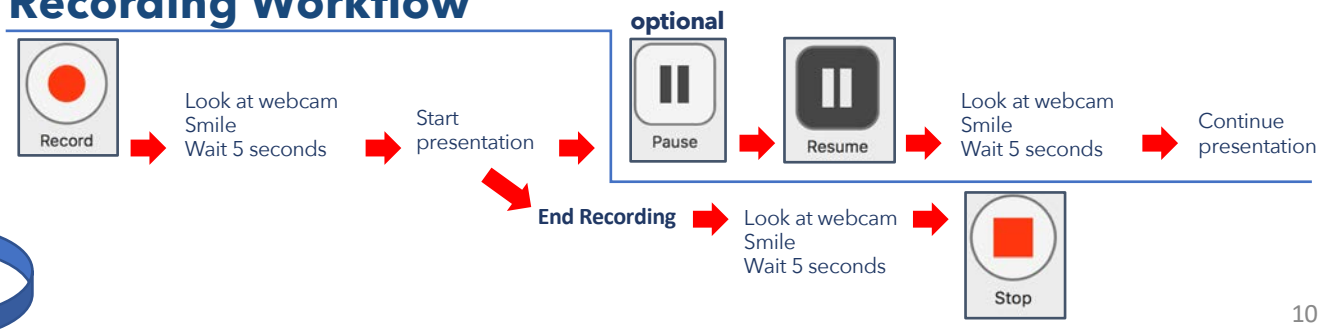


Panopto Recorder Settings Scenario 2:
Video / Audio

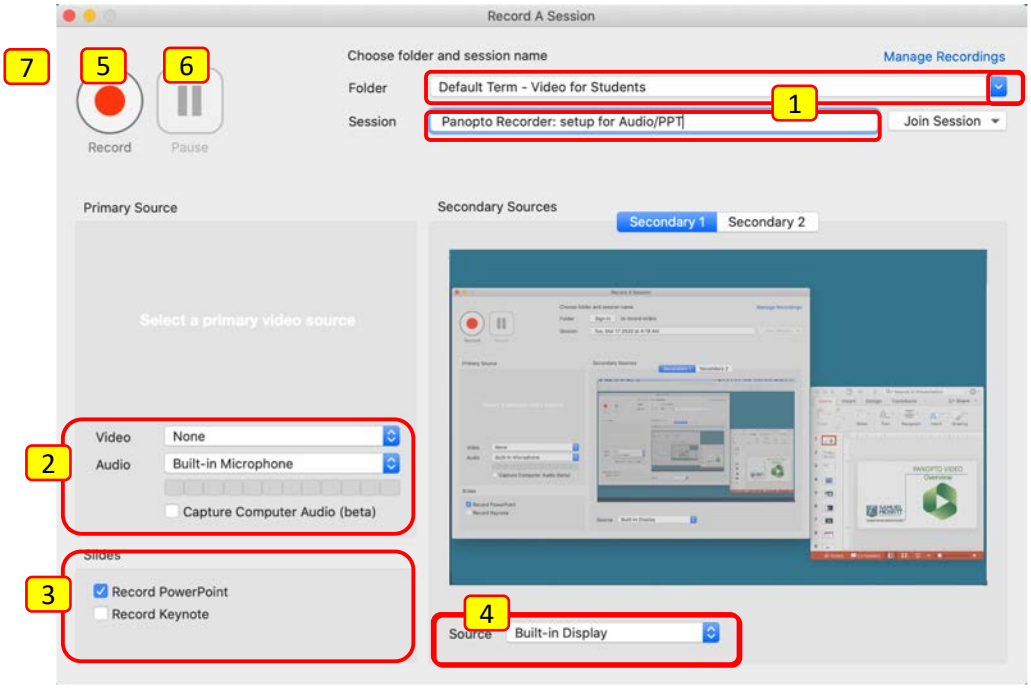


1	**Enter Session Settings:**	**Folder** Choose *"My Folder"*, your *course Panopto folder*, or *other Panopto folder*. **Session Name** *Folder is visible only when signed in.*
2	**Choose Primary Sources:**	**Video** – Select FaceTime HD Camera **Audio** - Microphone (Select the Mic you want to use) **Capture Computer Audio** – Uncheck
3	**Choose presentation:**	**Slides** - Uncheck all
4	**Check Secondary Sources:**	**Source** - None
5	**Start recording:**	Click **Record**. ❖ Look at the webcam, smile and wait 5 seconds before you start talking.
6	**You may Pause the recording:**	Click **Pause** if you need a break. ❖ 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 Workflow



Panopto Recorder Settings Scenario 3:
Audio + PowerPoint



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 want to use)
Capture Computer Audio – Uncheck (for capturing audio playing in your computer)

3 **Choose presentation:** **Slides** – Check Record PowerPoint or Keynote

4 **Check Secondary Sources:** **Source** – Built-in-Display

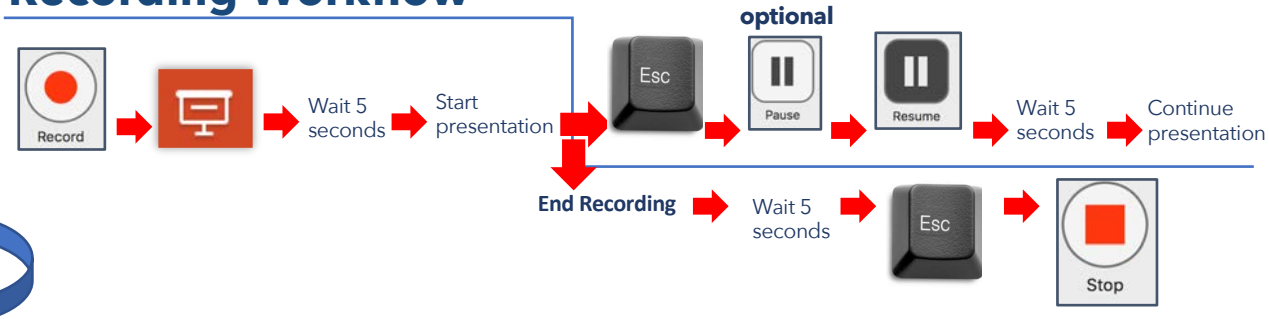
5 **Start recording:** Click **Record**.
- ❖ Wait 5 seconds before you start talking.

6 **You may Pause the recording:** Click **Pause** if you need a break.
- ❖ Click **Resume** to continue the session.
- ❖ Wait 5 seconds before you continue the presentation.

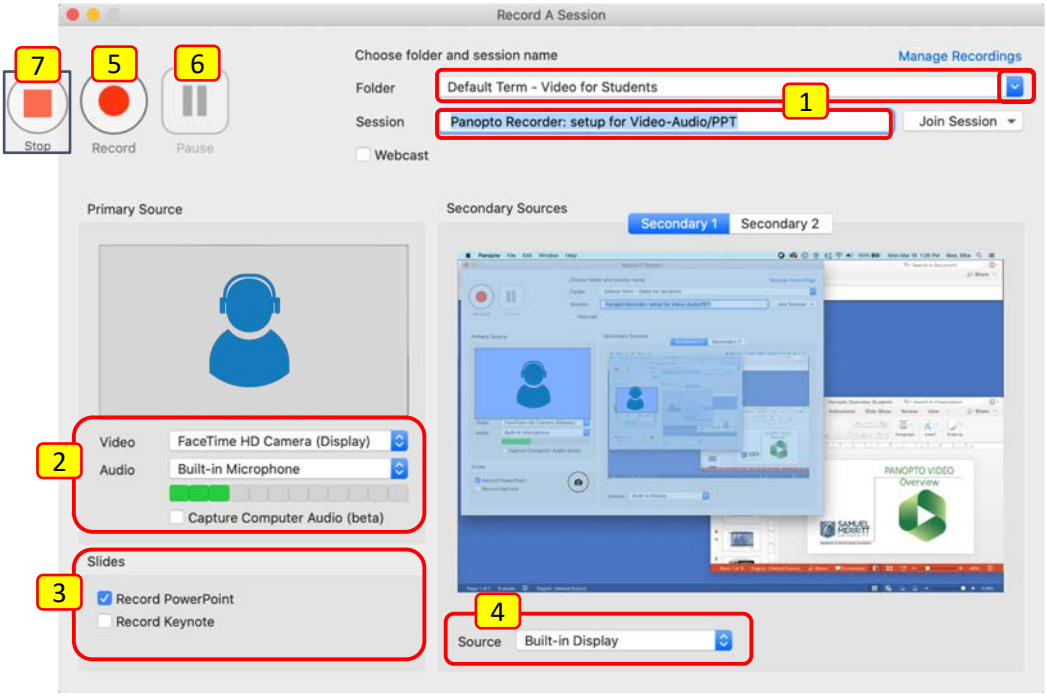
Wait 5 seconds

7 **End Presentation:** Wait 5 seconds before you stop the recording.
- ❖ Click **Stop**.

Recording Workflow

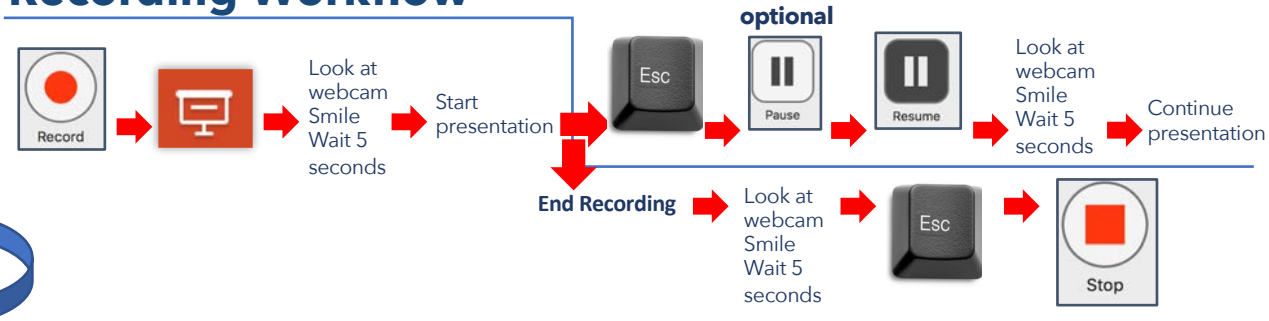


Panopto Recorder Settings Scenario 4:
Video / Audio + PowerPoint



1	**Enter Session Settings:**	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
3	**Choose presentation:**	**Slides** – Check Record PowerPoint or Keynote
4	**Check Secondary Sources:**	**Source** – Built-in-Display
5	**Start recording:**	Click **Record**. ❖ Look at the webcam, smile and wait 5 seconds before you start talking.
6	**You may Pause the recording:**	Click **Pause** if you need a break. ❖ 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**.

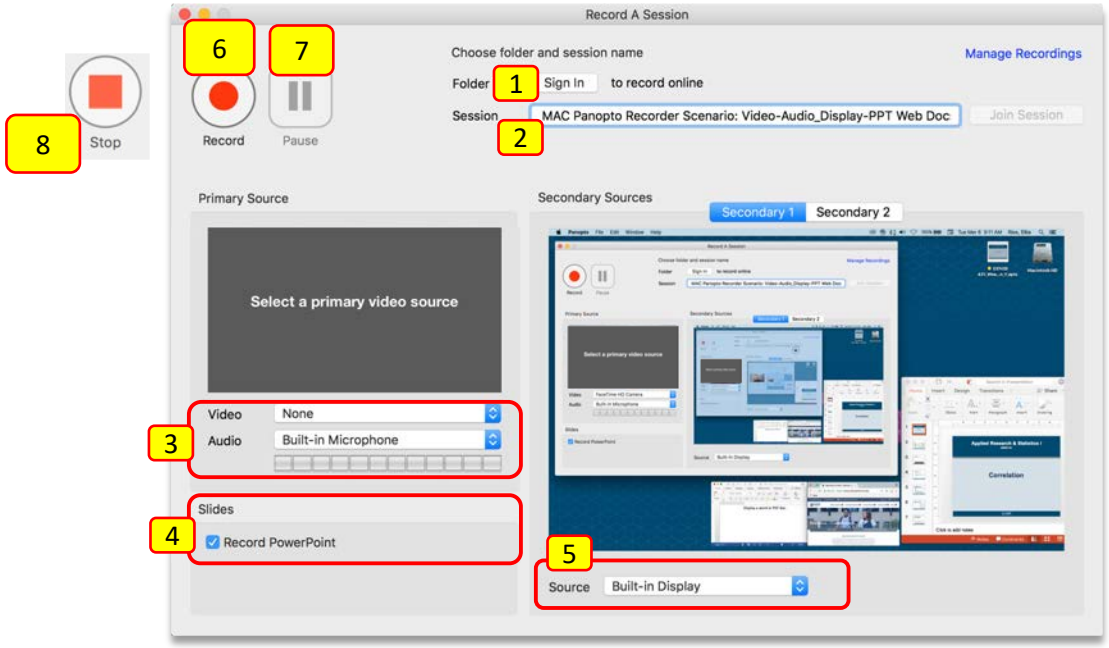
Recording Workflow



Multi-task different documents & Apps while recording

Record: Video / Audio + PowerPoint + Computer Display Activity

Panopto Recorder Settings Scenario 5



1. **Optional – Record Offline** (you can sign in and upload later) **or Sign in to Record and Upload**
2. **Name** the session
3. **Primary Source Video: None**
   Primary Source Audio: Microphone
   (Select the Mic you want to use)
4. **Slides: Check** "Record PowerPoint"
5. **Secondary Source Video: Built-in-Display**

A. Before you start recording...

a. **Plan** recording
b. **Prepare** notes, script, or talking points as needed
c. Temporarily **move** documents to desktop for easy access
d. **Open all documents** and **minimize**
e. **Maximize** documents, **one at a time as needed**, in order of display
f. **Practice** presentation – switching documents/Apps

B. Select Panopto Recorder Settings

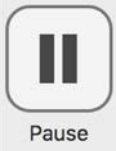
C. To record your presentation (see Recording Workflow) ; Switch documents (repeat as as needed)

Recording Workflow

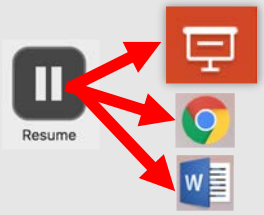
6 **1.**
Set to Presentation Mode

2. Wait 5 seconds, & narrate

7 **3.** **PAUSE to Change Document or App**

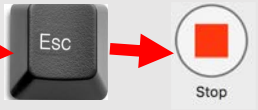


4. Minimize document

5. **Resume Recording** 

6. Maximize document

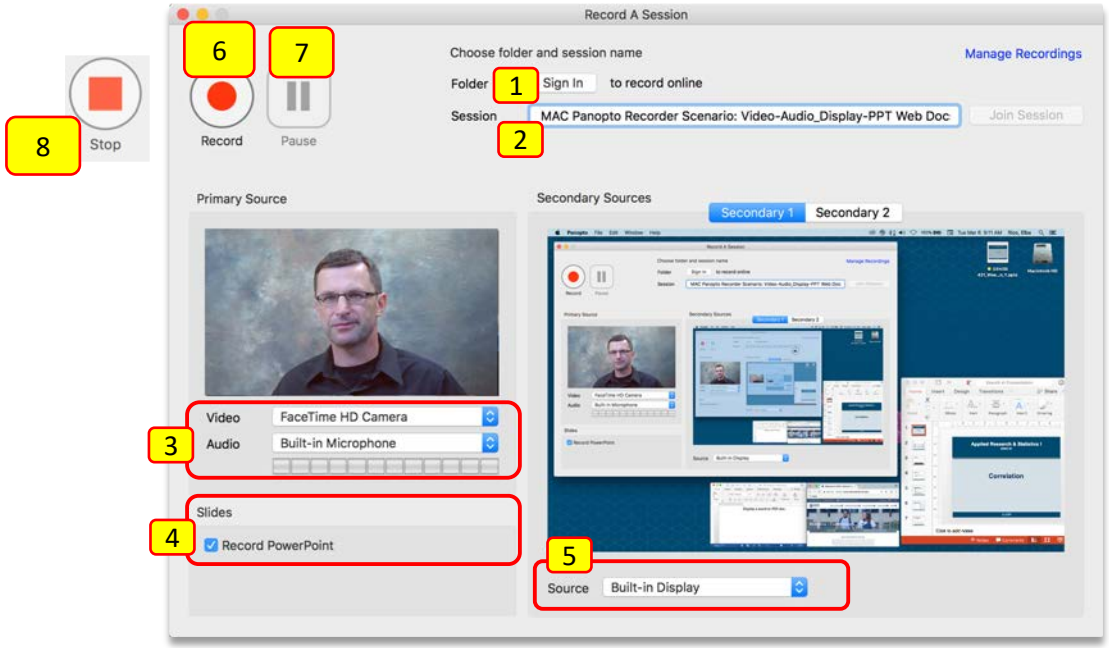
7. Wait 5 seconds, & narrate

8 **8.** **End Recording** 

Multi-task different documents & Apps while recording

Record: Video / Audio + PowerPoint + Computer Display Activity

Panopto Recorder Settings Scenario 6



1. **Optional – Record Offline** (you can sign in and upload later) **or Sign in to Record and Upload**
2. **Name** the session
3. **Primary Source Video: FaceTime HD Camera**
   Primary Source Audio: Microphone
   (Select the Mic you want to use)
4. **Slides: Check** "Record PowerPoint"
5. **Secondary Source Video: Built-in-Display**

A. Before you start recording...

- a. **Plan** recording
- b. **Prepare** notes, script, or talking points as needed
- c. Temporarily **move** documents to desktop for easy access
- d. **Open all documents** and **minimize**
- e. **Maximize** documents, **one at a time as needed**, in order of display
- f. **Practice** presentation – switching documents/Apps

B. Select Panopto Recorder Settings

C. To record your presentation (see Recording Workflow) ; Switch documents (repeat as as needed)

Recording Workflow

6 **1.** Record → **Set to Presentation Mode**

2. Smile, wait 5 seconds, & narrate

7 **3. PAUSE to Change Document or App** → Esc → Pause

4. Minimize document

5. Resume Recording → Resume → or or Etc.,

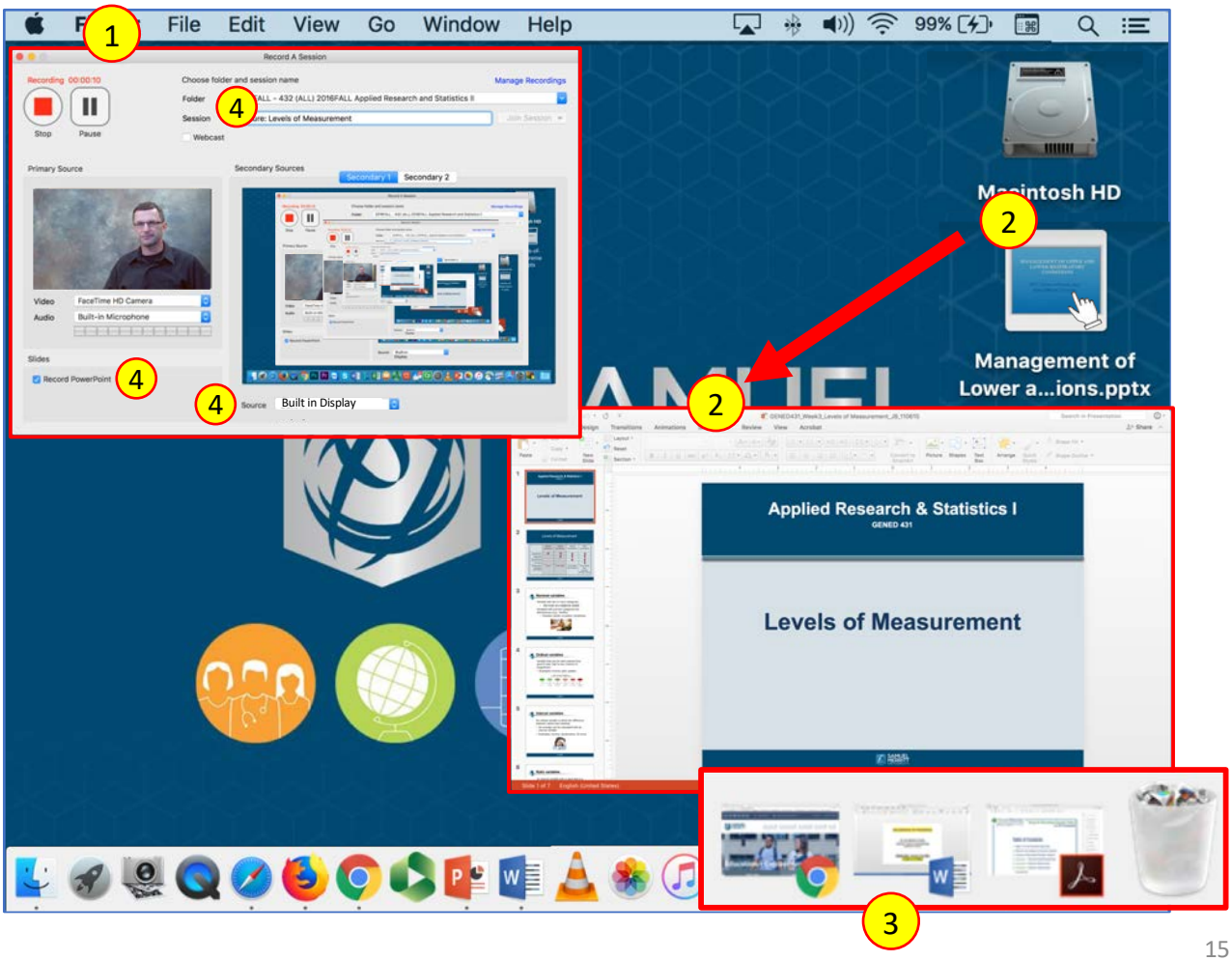
6. Maximize document

7. Smile, wait 5 seconds, & narrate

8 **8. End Recording** → Esc → Stop

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**.

9. 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/