

Record a Panopto Session

Recording Scenarios

For Mac Computers

Table of Contents

Page 1	Panopto Recorder Settings Scenario 1: Audio Only
Page 2	Panopto Recorder Settings Scenario 2: Video/Audio Only
Page 3	Panopto Recorder Settings Scenario 3: Audio / PowerPoint Narration
Page 4	Panopto Recorder Settings Scenario 4: Video/Audio / PowerPoint Narration
Page 5	Panopto Recorder Settings Scenario 5: Audio / PowerPoint / documents, websites, apps, etc. (anything you want to display on monitor)
Page 6	Panopto Recorder Settings Scenario 6: Audi/Video / PowerPoint / documents, websites, apps, etc. (anything you want to display on monitor)
Page 7	Recommended Panopto Settings
Page 8	Recommended Computer Sound Settings
Page 9	Panopto / SMU Resources

For complete reference guide on recording Panopto videos, see tutorial:

How To-Setup for a Panopto Recording - MAC

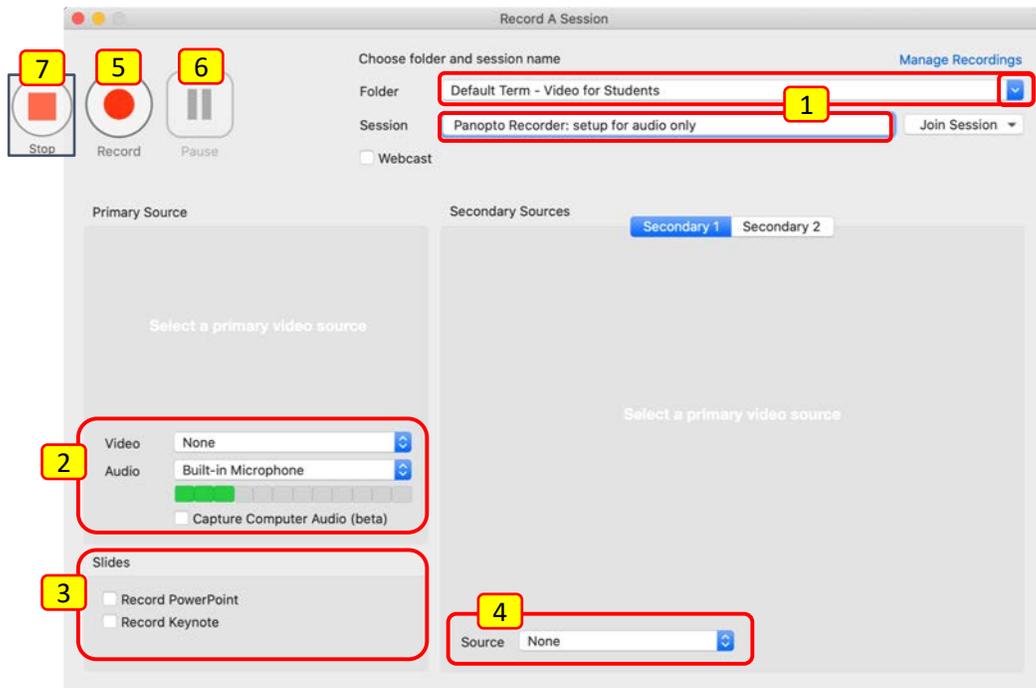


Panopto Resources

Academic & Instructional Innovation

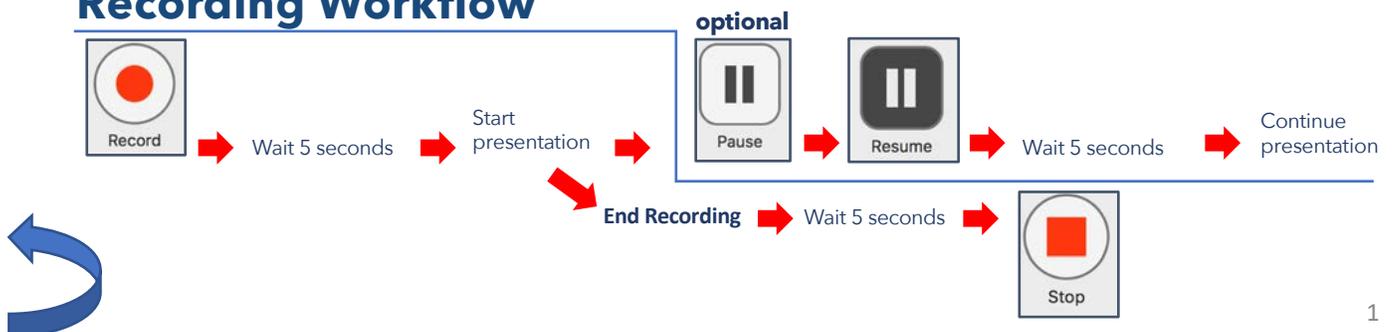
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Panopto Recorder Settings Scenario 1: Audio

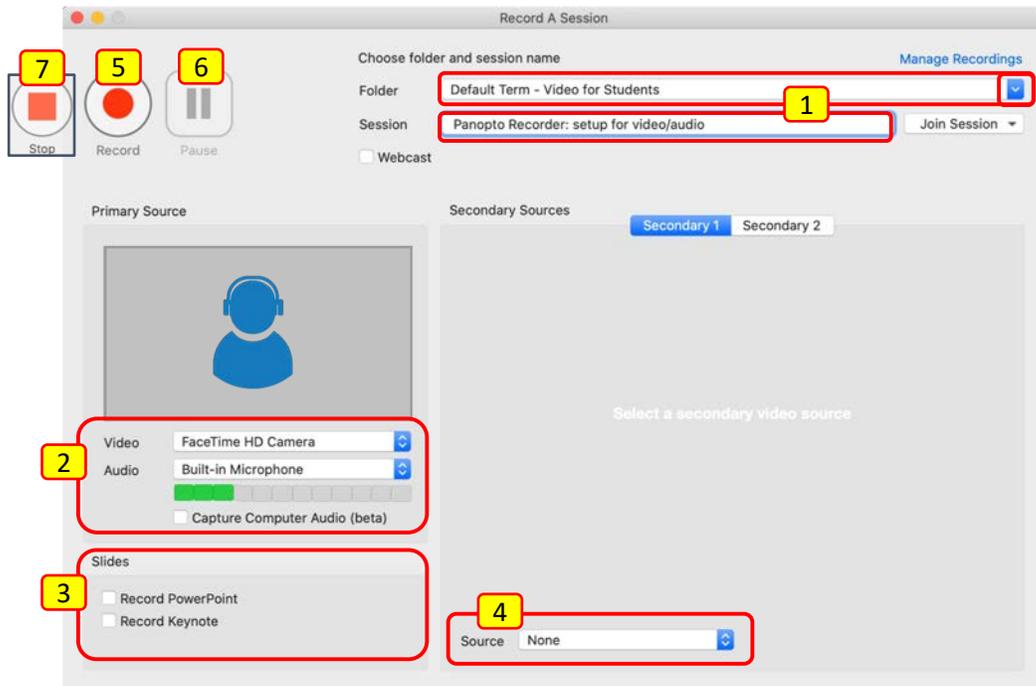


- 1 **Enter Session Settings:** **Folder** Choose "My Folder", your course Panopto folder, or other Panopto folder.
Session Name Folder is *visible only when signed in*.
- 2 **Choose Primary Sources:** **Video** – None
Audio - Microphone (Select the Mic you want to use)
Capture Computer Audio – Uncheck (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

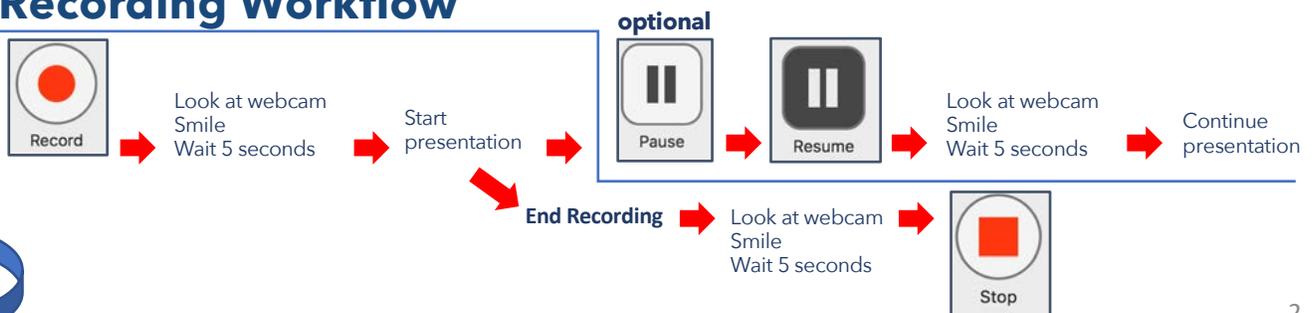


Panopto Recorder Settings Scenario 2: Video / Audio

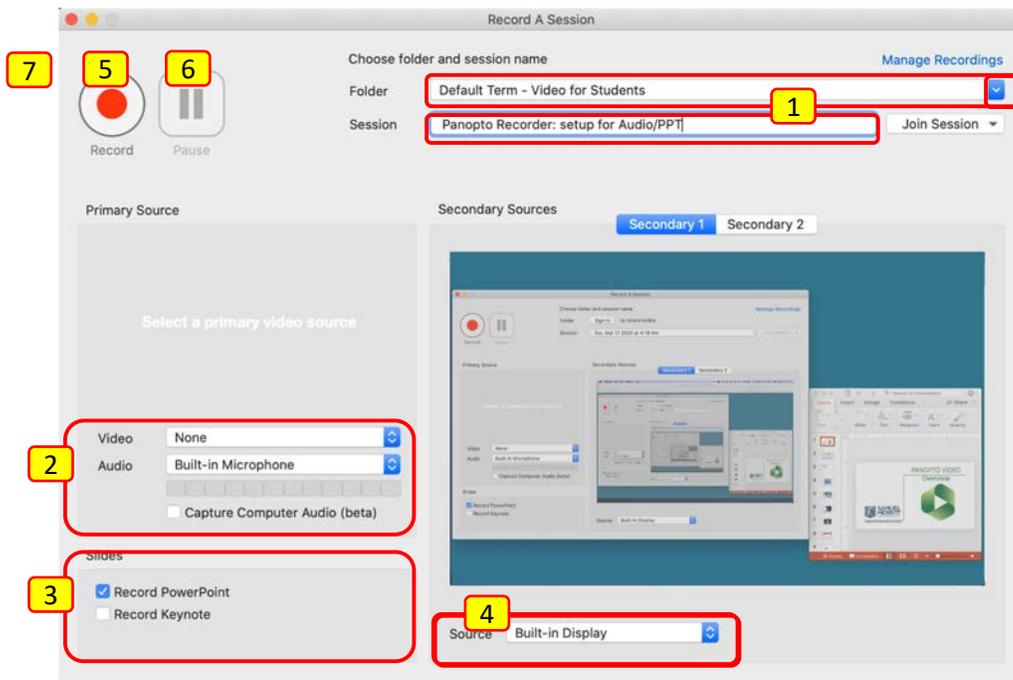


- 1 **Enter Session Settings:** **Folder** Choose "My Folder", your course Panopto folder, or other Panopto folder.
Session Name Folder is *visible only when signed in*.
- 2 **Choose Primary Sources:** **Video** – Select FaceTime HD Camera
Audio - Microphone (Select the Mic you want to use)
Capture Computer 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

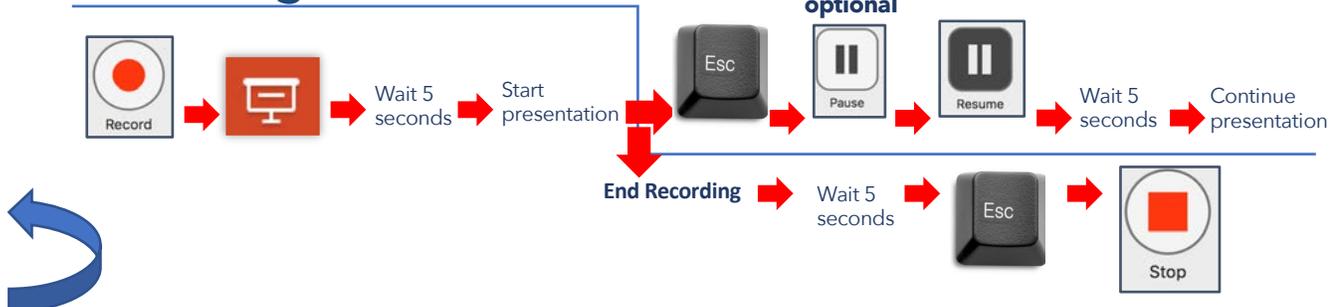


Panopto Recorder Settings Scenario 3: Audio + PowerPoint

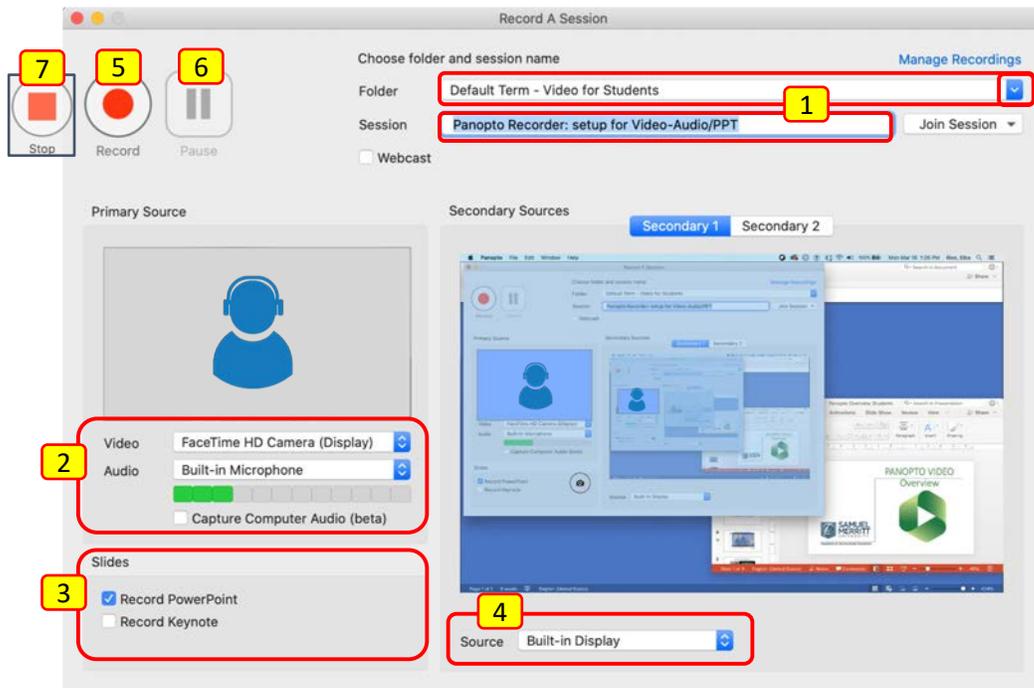


- 1 **Enter Session Settings:** **Folder** Choose "My Folder", your course Panopto folder, or other Panopto folder.
Session Name Folder is visible only when signed in.
- 2 **Choose Primary Sources:** **Video** – None
Audio - Microphone (Select the Mic you want to use)
Capture Computer Audio – Uncheck (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
❖ Wait 5 seconds before you continue the presentation.
- 7 **End Presentation:** Wait 5 seconds before you stop the recording.
❖ Click **Stop**.

Recording Workflow

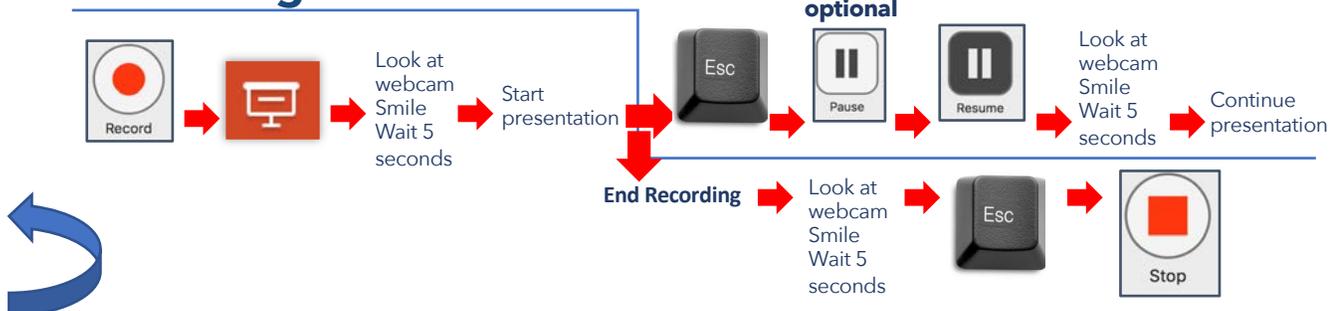


Panopto Recorder Settings Scenario 4: Video / Audio + PowerPoint



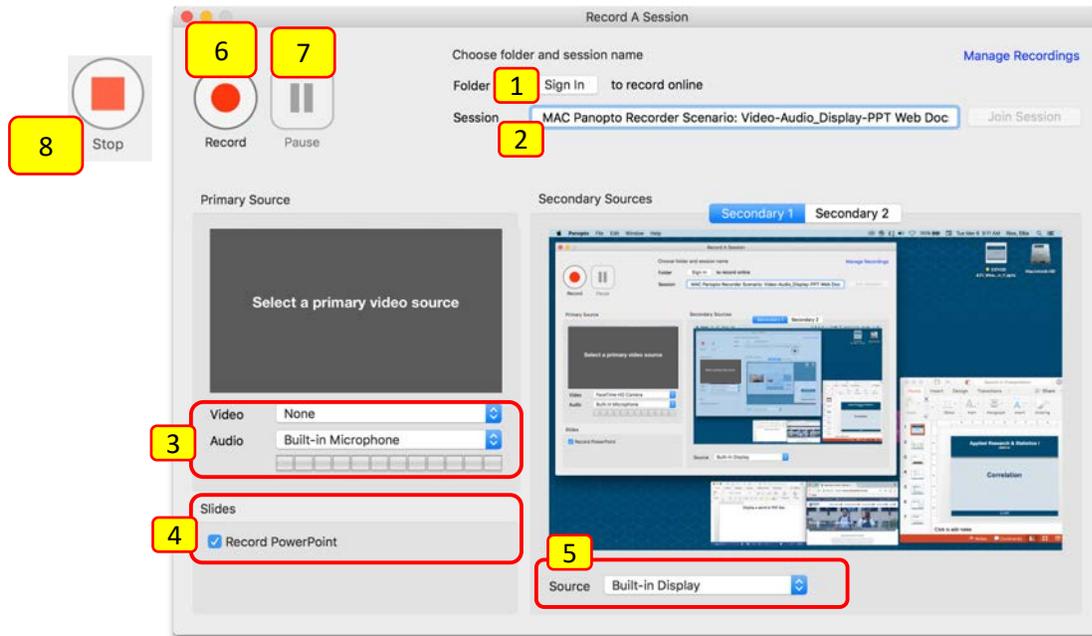
- 1 **Enter Session Settings:** Choose "My Folder", your course Panopto folder, or other Panopto folder.
Session Name Folder is *visible only when signed in.*
- 2 **Choose Primary Sources:** **Video** – Select FaceTime HD Camera
Audio - Microphone (Select the Mic you want to use)
Capture Computer Audio – 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

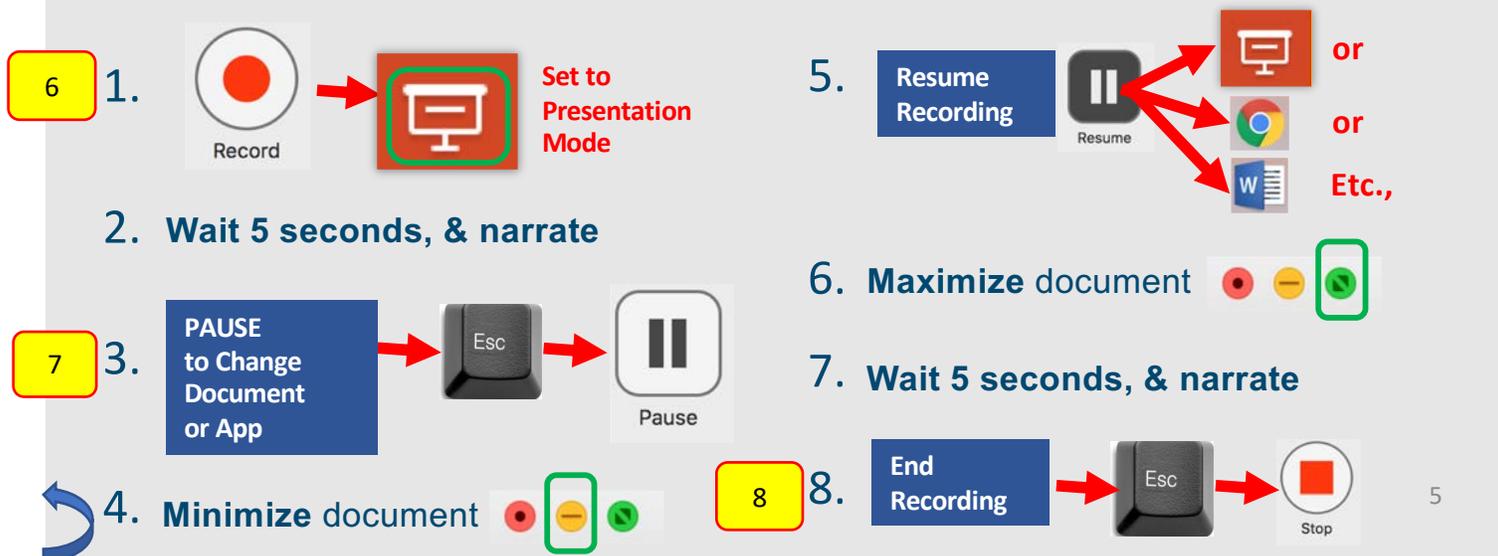
Panopto Recorder Settings Scenario 5



- 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**

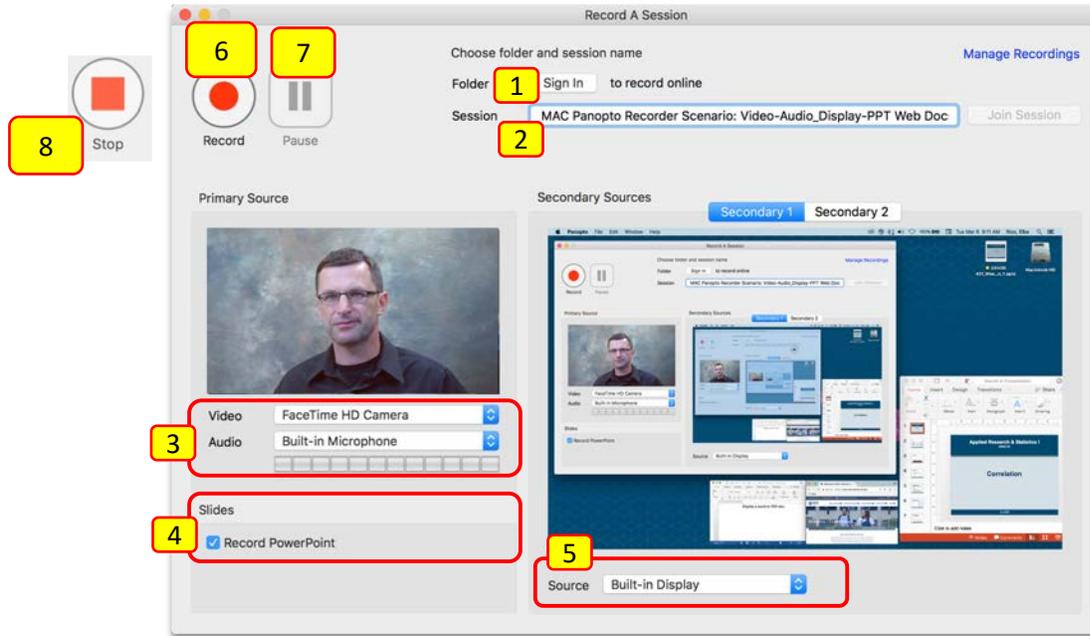
- A. Before you start recording...
 - a. Plan recording
 - b. Prepare notes, script, or talking points as needed
 - c. Temporarily **move** documents to desktop for easy access
 - d. Open all documents and minimize
 - e. **Maximize** documents, **one at a time as needed**, in order of display
 - f. Practice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



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

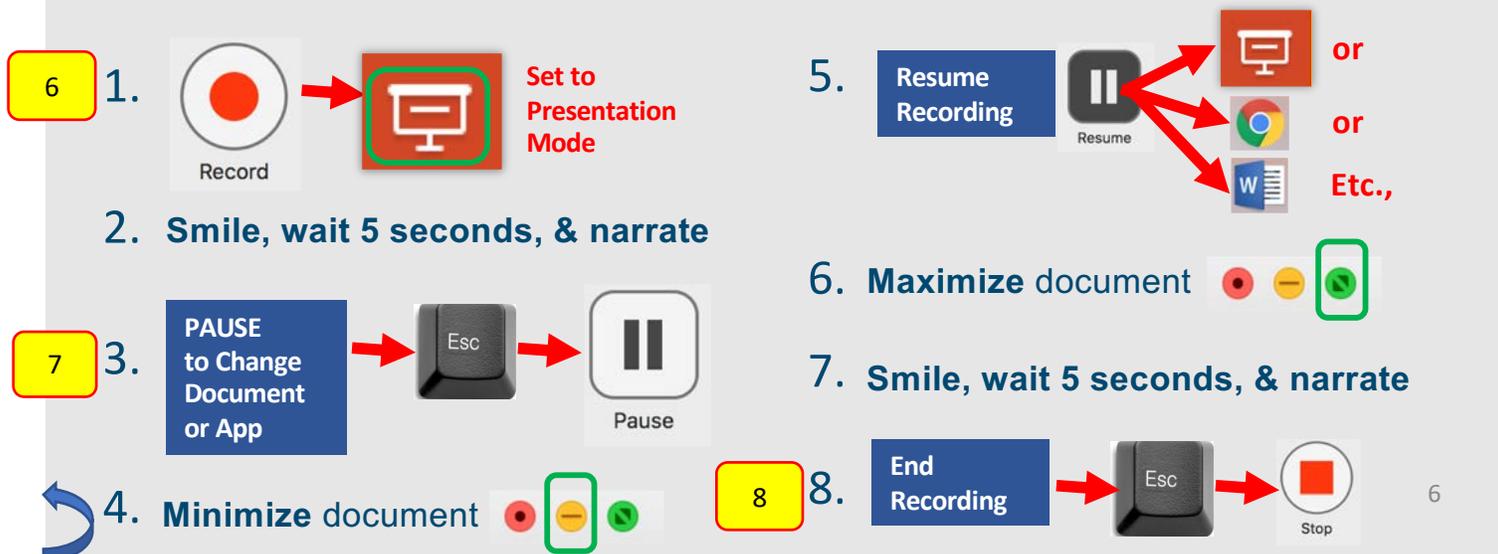
Panopto Recorder Settings Scenario 6



- 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



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**.



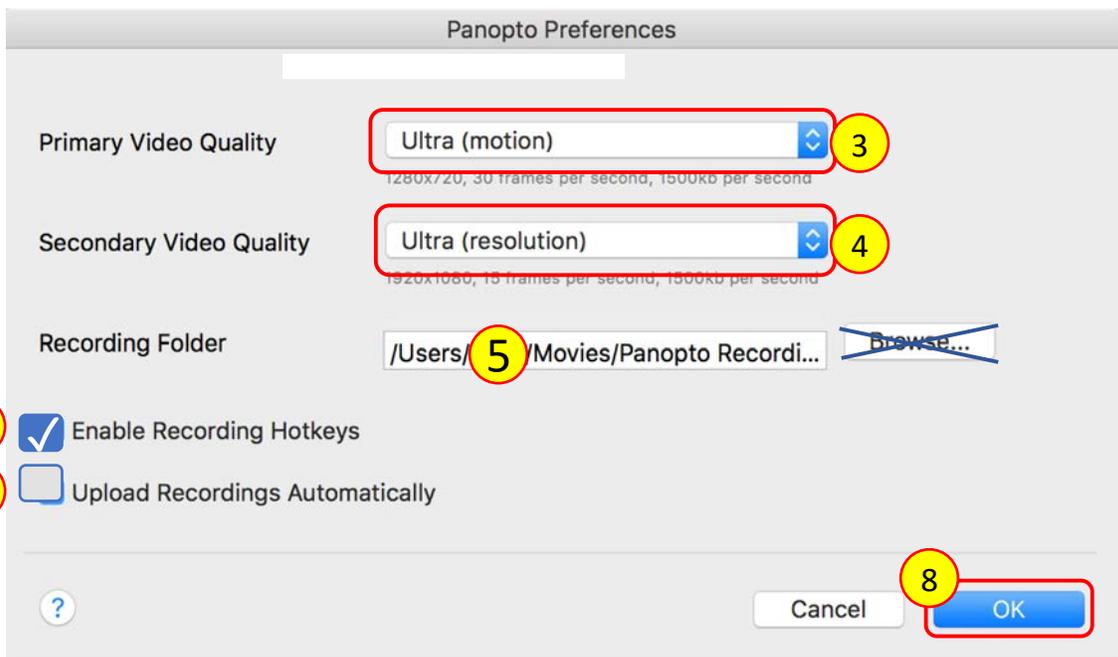
3. For Primary Video Quality, select **Ultra motion**.

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.
8. Click “**OK**”.

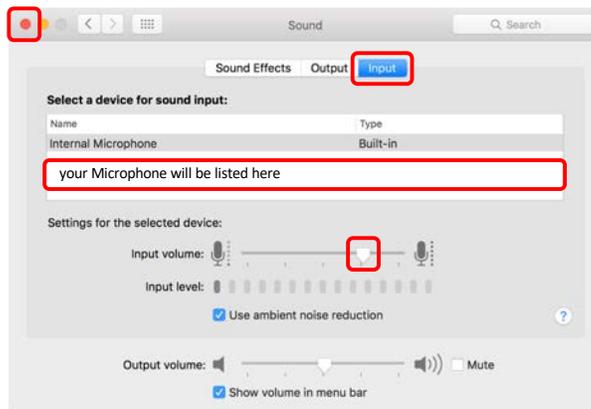


Select the Computer Sound Settings

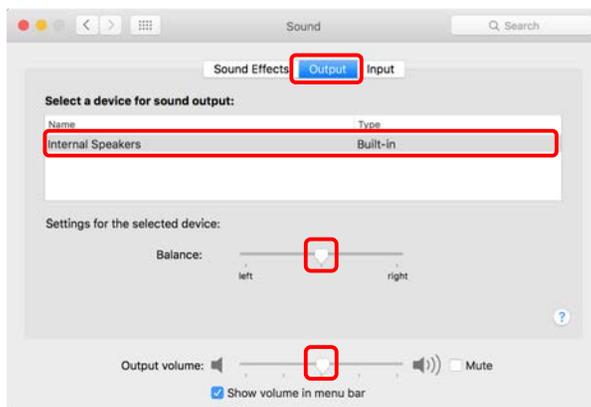
1. Hover the cursor over the computer **Menu bar**
2. Select the **Apple icon**.
3. Choose **System Preferences**.
4. Select the **Sound icon**.



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.



SMU Customized Panopto Resources

<https://www.samuelmerritt.edu/aai/panopto>

Panopto Resources

Panopto Support

<https://support.panopto.com/>

