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 Recorder Settings Scenario 1:

Audio

		Record A Session	1			
7 5 6	Choose folder an	nd session name			Manage Recordings	
	Folder Dr	efault Term - Video for S	Students			
	Session	anopto Recorder: setup	o for audio only		Join Session 👻	
Stop Record Pause	Webcast					
Primary Source	Se	econdary Sources	Secondary 1 Se	condary 2		
2 Audio Built-in Microphone Capture Computer Slides 3 Record PowerPoint Record Keynote	Audio (beta)	4 Source None	8			
Enter Session Settings:	Folder Choc Session Name	ose "My Folder", e	, your <i>course Par</i>	nopto folder, o Folder is visi	r other Panopto ible only when s	o folder. signed in.
choose Primary sources.	Audio - Micro Capture Com	pphone (Select puter Audio –	the Mic you w Uncheck (for c	ant to use) apturing aud	io playing in y	our computer)
Choose presentation:	Slides - Unche	eck all				
Check Secondary Sources:	Source - None	9				
Start recording:	Click Record . Wait 5 sec	conds before y	ou start talking	ļ.		
You may Pause the recording:	Click Pause if Click Results Wait 5 sec	you need a bro me to continu conds before yo	eak. e the session. ou continue th	e presentatic	on.	
End Presentation:	Wait 5 second	ds before you s	stop the record	ling.		
cording Workflc	W	optiona	I			
	art					Continue presentatio
cord Wait 5 seconds	resentation	Pause	Resume		5 seconds	

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 1 Secondary 2
	Select a secondary video source
Video FaceTime HD C	amera
Capture Comp	puter Audio (beta)
Slides	
Control Contro	
	Source None
1 Enter Session Setting	s: Folder Choose "My Folder", your course Panopto folder, or other Panopto folder.
	Session Name Folder is visible only when signed in.
Choose Brimany Source	v: Video – Soloct EscoTimo HD Camora
2 Choose Primary Source	Audio - Microphone (Select the Mic vou want to use)
	Capture Computer Audio – Uncheck
3 Chaosa procontatio	n: Slides Unshaskall
Choose presentatio	Sindes - Oncheck an
4 Check Secondary Source	es: Source - None
5 Start recordin	 I cook at the webcam, smile and wait 5 seconds before you start talking
	• Look at the webcarr, sinne and wait 5 seconds before you start taiking.
6 You may Pause t	he Click Pause if you need a break.
recordin	 Click Resume to continue the session. Look at the websam, smile and wait E seconds before you continue the presentation.
	▼ LOOK at the webcam, sinile and wait 5 seconds before you continue the presentation.
7 End Presentatio	n: Look at the webcam, smile and wait 5 seconds before you stop the recording.
	 Click Stop.
Recording Workf	
	optional
Look at webcam	Start Look at webcam
Record Wait 5 seconds	presentation presentation
	End Recording Look at webcam
	Wait 5 seconds
	Stop 2

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 - TE MANDERD VICED
		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 Pan	opto 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	int to use) ipturing audio playing in your computer)
3	Choose presentation:	Slides – Check Record PowerPoint or Keyno	ote
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 records	ng.

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	olase <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



4

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



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".

		Panopto Preferences
	Primary Video Quality	Ultra (motion)
		1280x720, 30 frames per second, 1500kb per second
	Secondary Video Quality	Ultra (resolution)
	Recording Folder	Browsp
	Recording Folder	/Users/ 5 /Movies/Panopto Recordi
6	Enable Recording Hotkeys	
7	Upload Recordings Automa	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 sound	linput:	
Name	Туре	
Internal Microphone	Built-in	
your Microphone wil Settings for the selected o Input volur	levice:	
your Microphone will Settings for the selected of Input volur Input let	loe listed nere	
your Microphone wil	levice: ne: 0	

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

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

	secto active tet sound output.		
c c	Name Internal Speakers	Type Built-in	
	Balance:	right	



SMU Customized Panopto Resources

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

Panopto Resources

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

