Preparing for a recording

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Recording a Panopto Session

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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 you are 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.
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”**.
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.
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.

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**.)
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).
1. Click **Record**.

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

3. **Resume** the recording.

4. **Stop** the recording.

**Prior to clicking Record:** (1) sign-in to the Panopto Recorder (optional), (2) select a Panopto [Assignment] 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“.

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

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

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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**.

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

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

The Panopto session opens in the Panopto Player.
Panopto Recorder Settings Scenario 1: Audio

1. Enter Session Settings: Folder Session Name Choose “Panopto [Assignments]” folder for your course Folder is visible only when signed in only.

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

Wait 5 seconds Start presentation Wait 5 seconds Continue presentation

End Recording Wait 5 seconds Stop
Panopto Recorder Settings Scenario 2: Video / Audio

1. Enter Session Settings:
   - Folder: Choose “Panopto [Assignments]” folder for your course
   - Session Name

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:

- Look at webcam
- Smile
- Wait 5 seconds
- Start presentation
- Pause
- Resume
- Optional
- Look at webcam
- Smile
- Wait 5 seconds
- Continue presentation

Folder is visible only when signed in only.

Choose presentation:
- Slides - Uncheck all

Choose Primary Sources:
- Video: Select FaceTime HD Camera
- Audio: Microphone (Select the Mic you want to use)
- Capture Computer Audio: Uncheck

End Presentation:
- Look at the webcam, smile and wait 5 seconds before you stop the recording.
- Click Stop.
**Panopto Recorder Settings Scenario 3: Audio + PowerPoint**

1. **Enter Session Settings:**
   - **Folder & Session Name:**
     - Choose “Panopto [Assignments]” folder for your course
     - Title of video session
   - Folder is visible only when signed in only.

2. **Choose Primary Sources:**
   - **Video:** None
   - **Audio:** Built-In Microphone
   - Capture Computer Audio (beta)

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.

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

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**Recording Workflow**

[Diagram showing recording workflow]
Panopto Recorder Settings Scenario 4: Video / Audio + PowerPoint

1. **Enter Session Settings:**
   - **Folder:** Choose "Panopto [Assignments]" folder for your course
   - **Session Name:** Folder is visible only when signed in only.

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**

- **Record**
  - Look at webcam
  - Smile
  - Wait 5 seconds
  - Start presentation

- **Pause**
  - Look at webcam
  - Smile
  - Wait 5 seconds

- **Resume**
  - Look at webcam
  - Smile
  - Wait 5 seconds

- **End Recording**
  - Look at webcam
  - Smile
  - Wait 5 seconds

- **Stop**
  - End presentation
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
6. Set to Presentation Mode
7. PAUSE to Change Document or App
8. Minimize document

Recording Workflow

1. Record
2. Wait 5 seconds, & narrate
3. PAUSE to Change Document or App
4. Minimize document
5. Resume Recording
6. Maximize document
7. Wait 5 seconds, & narrate
8. End Recording

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)
**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

**Recording Workflow**

1. **Set to Presentation Mode**
2. Smile, wait 5 seconds, & narrate
3. **PAUSE to Change Document or App**
4. **Minimize document**
5. **Resume Recording**
6. **Maximize document**
7. Smile, wait 5 seconds, & narrate
8. **End Recording**

**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)**

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**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)**
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.
   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)
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/students

Panopto Resources

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