How to Record with Panopto for Mac

Pre requisite:
- Panopto is Installed: This tutorial assumes you have already installed Panopto on your computer. If you need instructions on installing Panopto, please see the tutorial on that topic.
- Panopto has been linked to your target course – If you are recording for an existing Blackboard course, Panopto must be linked to that course. If you have been given a folder into which you are expected to record, you can skip this requirement.
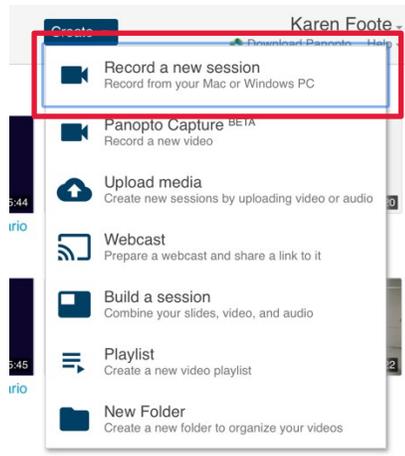
Panopto Login

You must be logged into Panopto via Blackboardto to record. There are a few different ways to login.
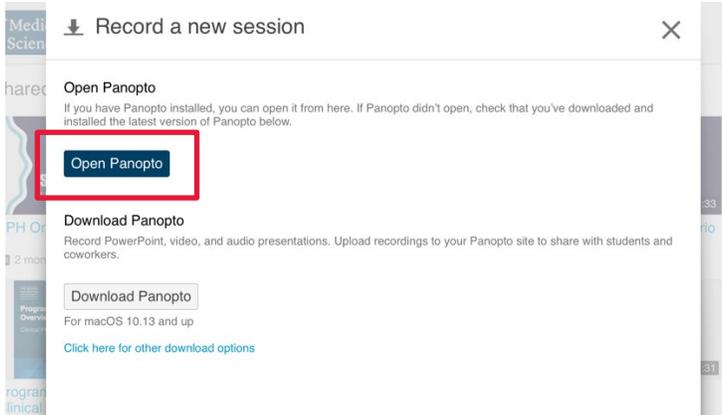1. Through your Blackboard course. If you are faculty or TA in the course where you would like the recording to be, you can access Panopto via Blackboard.
2. Directly via the Panopto website – http://smhsgwu.hosted.panopto.com/Panopto. On that site, be sure that Blackboard is selected for the login method, and use your NetId and password to log in. For more information see the tutorial on that topic.
3. Directly within the Panopto app

Login via the Panopto website

Select the Create button at the top of the page and then select Record a New Session (See Fig. 1).
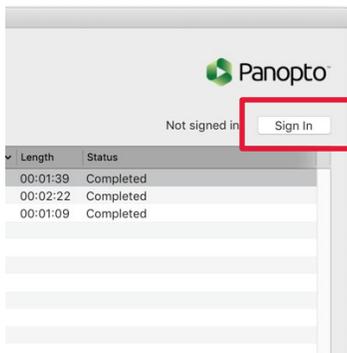

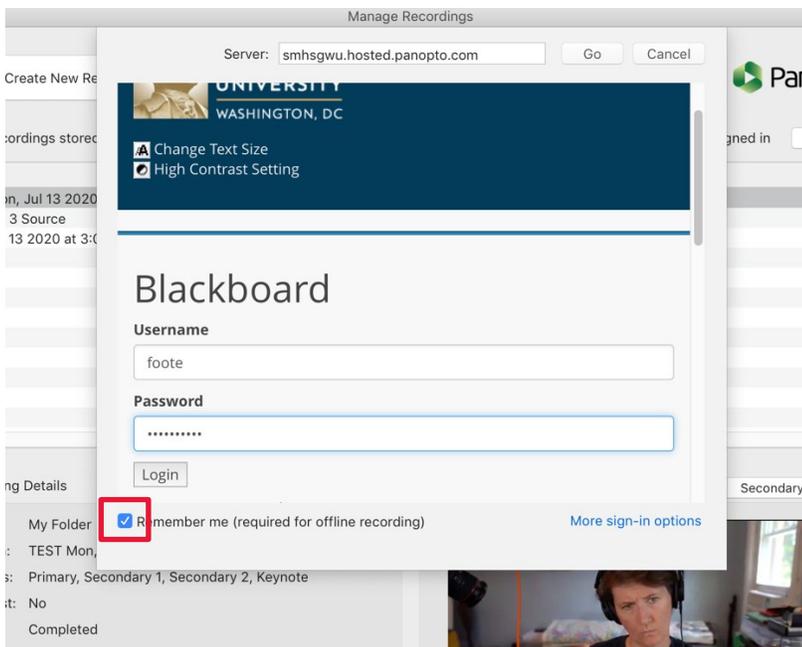Select Open Panopto to launch the recorder (Fig. 2).

Login via the Panopto app

After you download and install the Panopto macOS app you can login directly. Open the app, in the right corner is a Sign In button.

A pop-up window will appear. Make sure the Server is smhsgwu.hosted.panopto.com/Panopto.

Use your Blackboard credentials to login.

Note: You can also check "Remember me" to avoid logging in next time you launch the app.

Recording Folder and Session Name

Under **Choose folder and session name**, select the drop-down arrow to select the folder where your recording will be saved. In **Session** name your video.

Note: If you do not name your video, Panopto will automatically assign the date and time the video was recorded as its name.
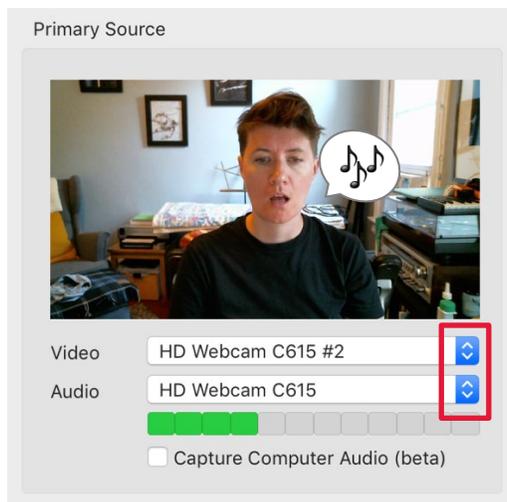

Sources

Primary Source

Primary Video: To record video of a presenter, under Primary Sources select a webcam source from the Video drop-down menu.

Note: select None if you only want to record a presenter's audio and slides.

Primary Audio: To record audio of a presenter, select your preferred connected microphone from the Audio drop-down menu. For a successful recording, a primary audio source must be selected.

Volume bar: After selecting your audio source, test your audio volume by talking in a normal voice. As you talk, a few green bars should appear. If the green bars don't appear, check to make sure you've selected the right microphone.
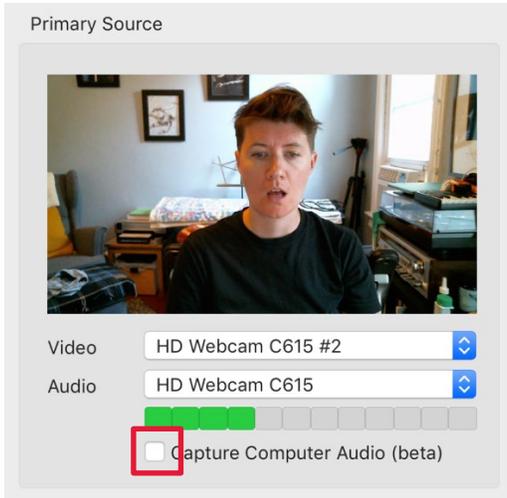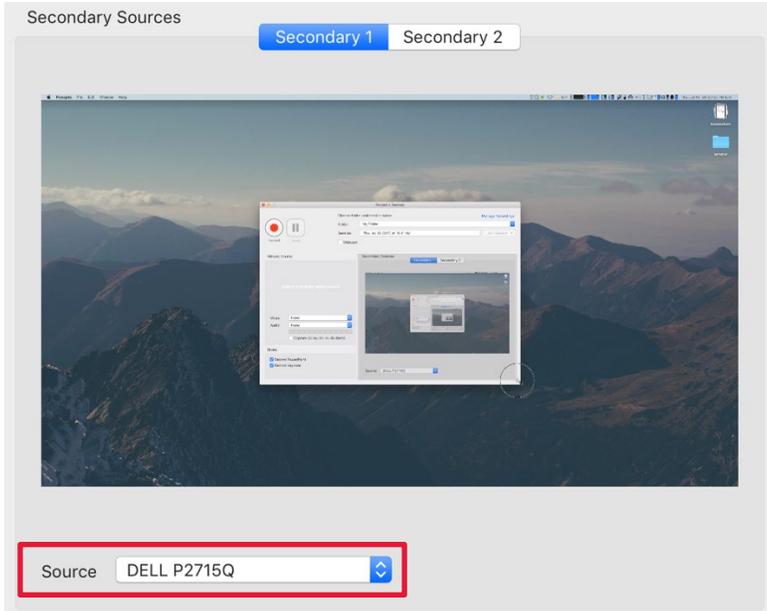
Computer Audio: You also have the option to record Computer Audio coming from apps running on your computer. If you wish to capture this, check this box below the two drop-down menus.
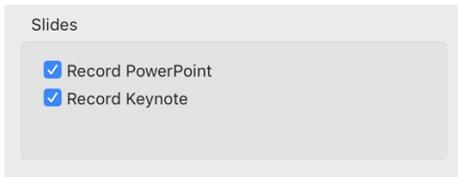

Secondary Sources

Screen Capture: After you have selected your video and audio inputs, you can choose to capture what is displayed on your screen. Select which screen to capture in the Source drop-down menu. You can also capture another screen or camera if you have more than one connected, in the Secondary 2 tab.
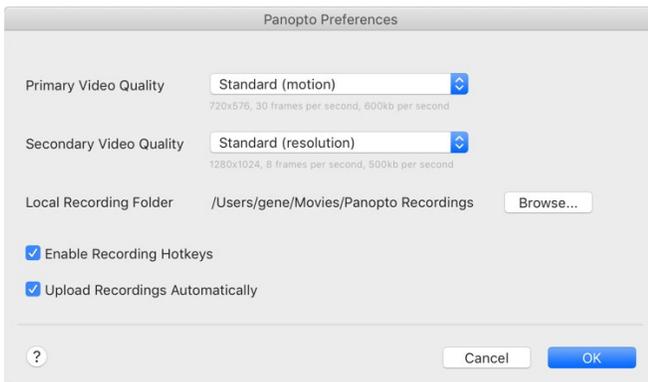

Slides

A presenter may include a PowerPoint or Keynote presentation by checking the corresponding checkbox.

Note: If the PowerPoint contains any motion on the slide, an embedded video in the slide, or someone annotating over the slide, then screen capture must be selected in order to capture that content. Your slides will not be recorded if presented via cloud or a mirrored/remote machine. Slides must be opened locally (i.e. on the machine with which you are presenting).

Quality Setting

For most purposes, the default Standard Quality is fine – unless you have a specific reason to increase resolution, there is no need to change the default. However if you wish to change the quality settings, go to the main Panopto menu -> Preferences (or press command + ,). The higher the video quality, the more hard disk storage space the recording will occupy.

Starting, Stopping, and Pausing

You can now begin recording. Select the Record icon. Once your recording has started, the Record icon will change into Stop and Pause.

When you are done recording, select Stop. You will have the option to either upload the recording or delete it and start again. To have a section of your recording automatically edited out, select Pause. When the recording is paused, Panopto will continue to record, but that section will be edited out of the final version. You can always get this content back by using the editor.

Manage Recordings

Once you have stopped recording, you will be taken to the Manage Recordings tab in the Recorder. Here you can share, edit, delete, and review the most recent recording or others saved.

Need more assistance?

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