Introduction

The Panopto Mac Recorder can record a computer screen, video, audio, PowerPoint or Keynote slides, or any combination of these items. This self-help document will cover making a recording on a Mac with Panopto. The Panopto Recorder must first be downloaded. Please review our document on how to download the recorder on a Mac for instructions.

Logging In

1. Launch Panopto from the Applications folder
2. When the Panopto Recorder Setup box appears, under Server, type towsonu.hosted.panopto.com
3. The Blackboard Login screen will appear. Enter your NetID and Password and click Login.

Creating a Recording

1. Click the Create a New Recording button in the top left.
2. The Record a Session window will appear. Select a folder from the Folder dropdown to record and give the recording a name by typing it in the Session textbox.
3. Select your primary Video and Audio inputs from the corresponding drop-down menus. 
   **Note:** As you speak, the audio source level will increase in color from green to yellow to red. Try to keep the volume in the high green area.
4. If desired, under the Slides section, place a check in the box beside the item you wish to record.
5. Choose a secondary video source from the Source dropdown in the Secondary Sources section of the recorder.
6. After selecting the available inputs, begin the recording by clicking on the Record button.
7. To stop recording content, click the Stop button.
8. The Recording Complete window will appear. In this window, you have a second opportunity to name your recording in the Session name textbox. You are also able to enter an optional description of the recording.
9. The Recording Complete window provides you with the following options:
   a. If you are not satisfied with your recording, click the Delete and record again button. The Record a session window will appear and you can start recording again.
   b. If you wish to proceed with your recording, click the Upload button. The Manage Recordings window will appear.
10. In the **Manage Recordings** window, click the **Manage Online** link to edit the recording on the Panopto webpage.