

Panopto

Recording on a Mac

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.

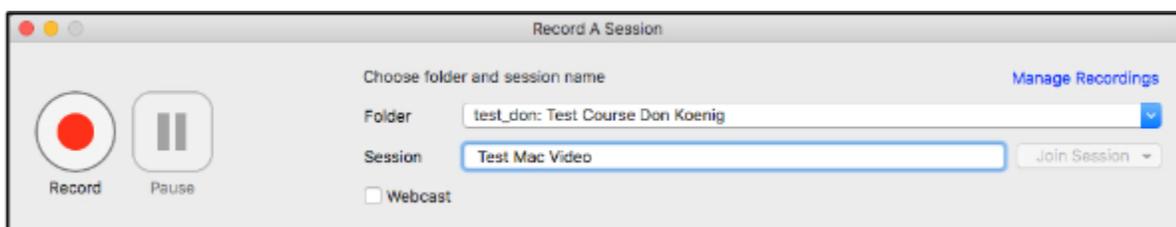


Figure 1

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.

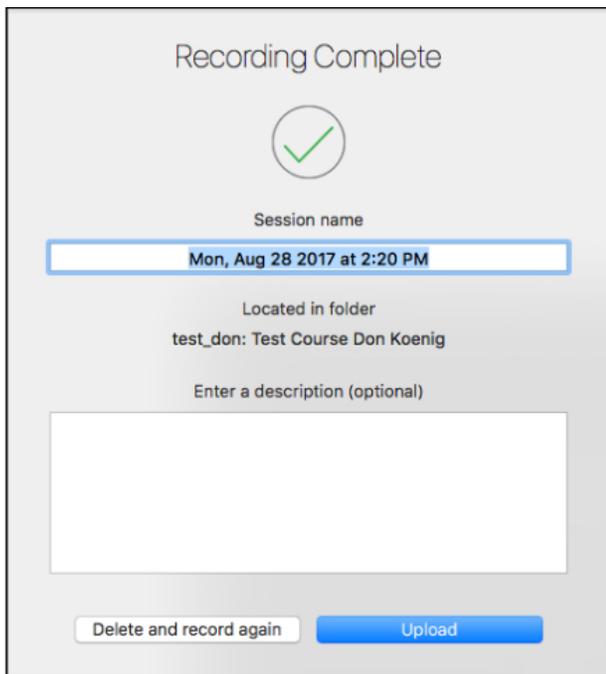


Figure 2

10. In the **Manage Recordings** window, click the **Manage Online** link to edit the recording on the Panopto webpage.