

Panopto Lecture Capture

Recording on a Mac

Introduction

The Panopto Mac Recorder can record a computer screen, video, audio, PowerPoint/Keynote or any combination thereof. 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 downloading the Recorder (Mac) to learn how to download the software.

Logging In

1. Launch **Panopto** from the Applications folder.
2. When the **Panopto Focus Recorder Setup** box appears, under **Server**, type **towsonu.hosted.panopto.com**
3. The **Blackboard Authorization** screen will appear. Enter your **USERNAME** (NetID) and **PASSWORD** and click the **Login** button or press Enter.

Creating a Recording

1. Click the **Create New Recording** button.



Figure 1

2. The **Record A Session** window will appear. Select a folder from the **Folder** dropdown to record to and give the recording a name by typing it in the **Session** textbox.

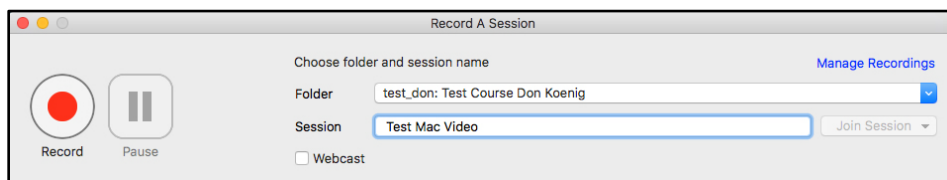


Figure 2

3. Select your primary **Video** and **Audio** inputs from the corresponding drop-down menus.

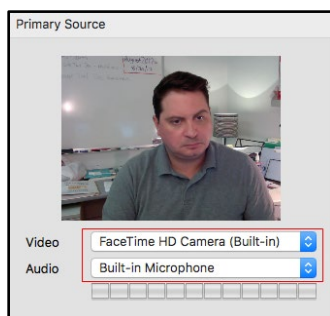


Figure 3

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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. To adjust the audio levels:

- Go to the Mac OS **System Preferences** and click **Sound** in the **System Preferences** window.
- Click on the **Input** tab.
- With the microphone selected from the input list, adjust the **Input volume** slider.

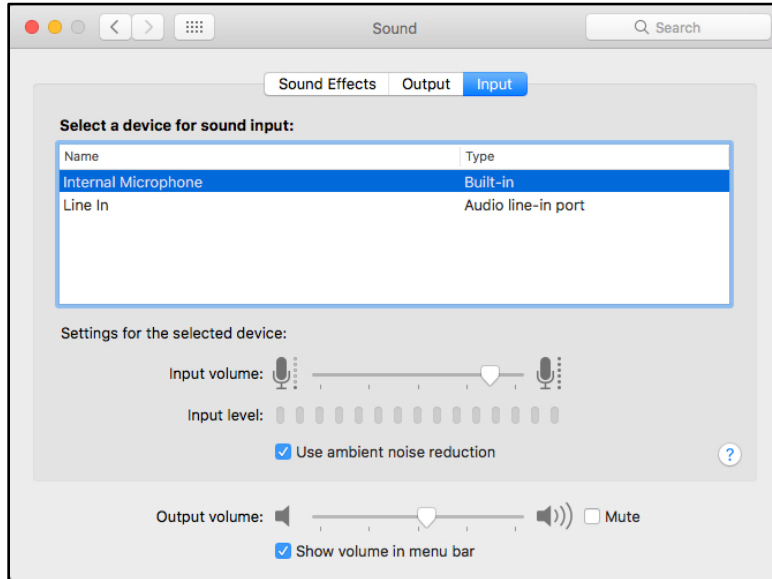


Figure 4

- If desired, under the **Slides** section, place a check in the box beside the item you wish to record.

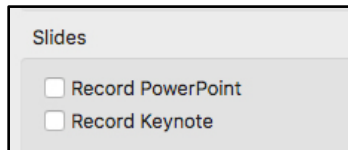


Figure 5

- Choose a secondary video source from the **Source** dropdown in the **Secondary Sources** section of the recorder.

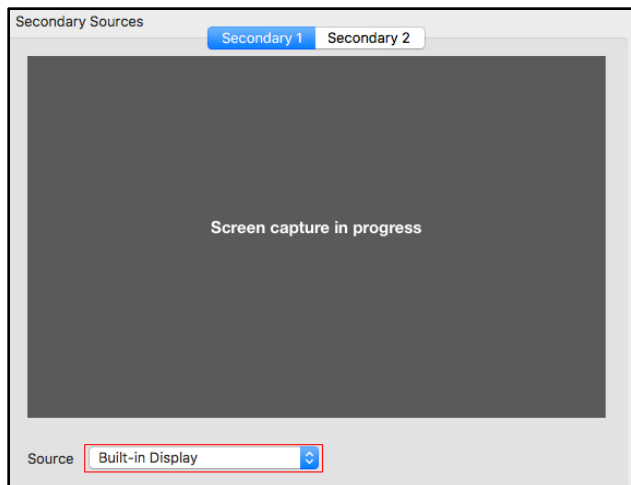


Figure 6

6. After selecting the available inputs, begin the recording by clicking on the **Record** button.

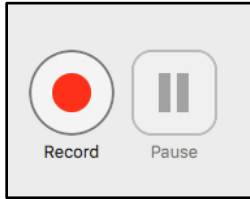


Figure 7

7. To stop recording content, click the **Stop** button.

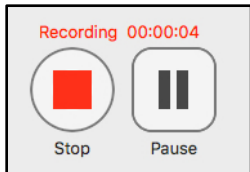


Figure 8

8. The **Recording Complete** window will appear. In this window, you have a second opportunity to name your recording in the **Session name** text box. You are also able to enter an optional description of the recording.
9. The Recording Complete window provides you with the following two options:
- a. If you are not satisfied with your recording, click the **Delete and record again** button. The **Record A Session** window will reappear.
 - b. If you wish to proceed with your recording, click the **Upload** button. The **Manage Recordings** window will appear.

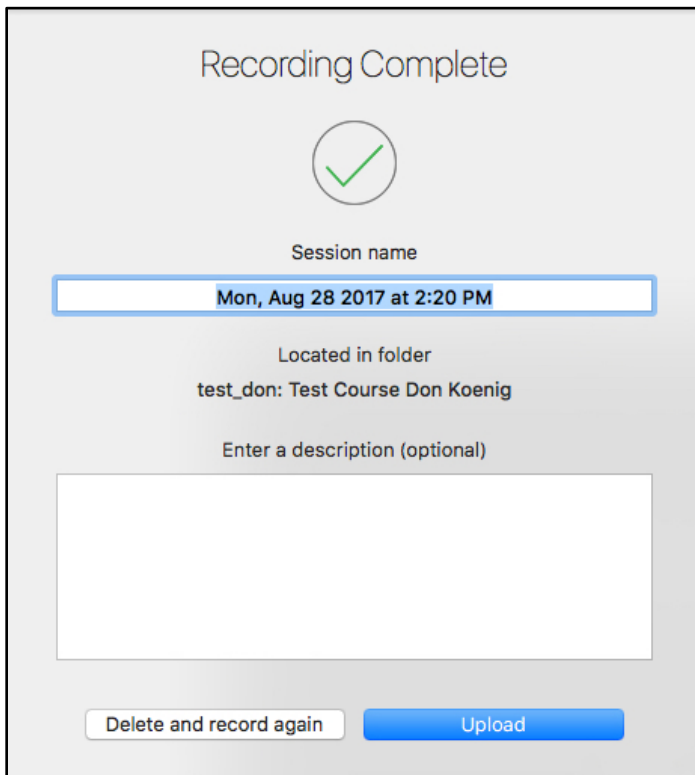


Figure 9

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10. In the **Manage Recordings** window, click the **Manage Online** link to edit the recording using the **Panopto Web Management Interface**.

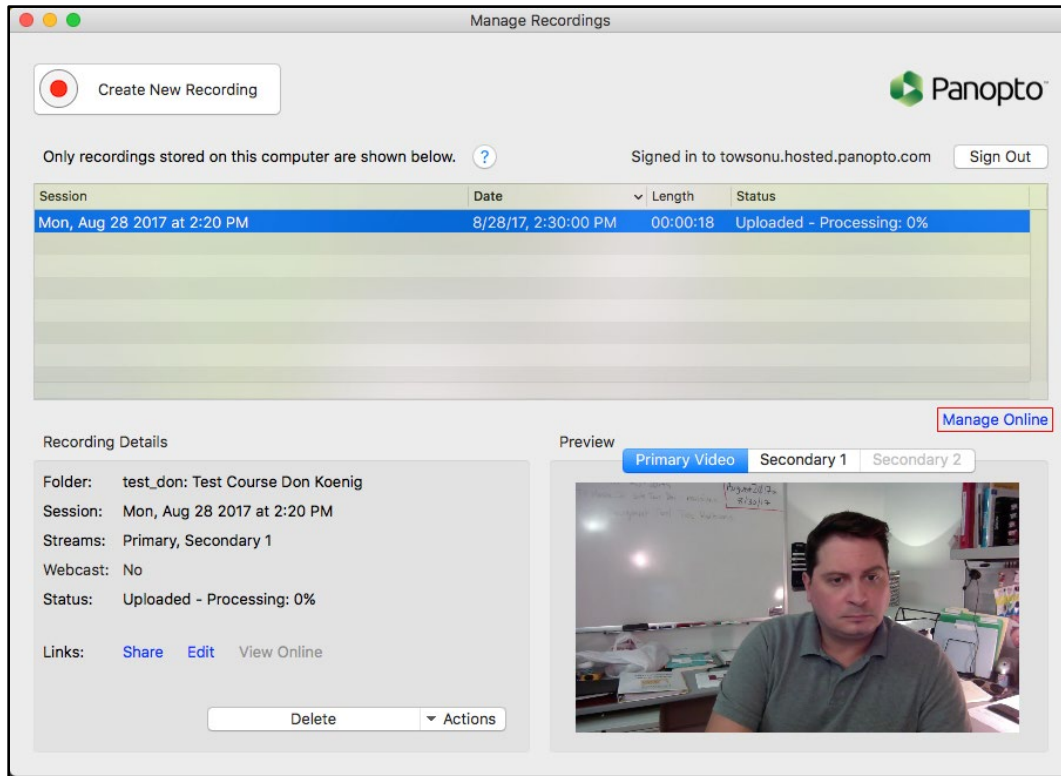


Figure 10