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.
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.
3. Select your primary Video and Audio inputs from the corresponding drop-down menus.
Panopto Lecture Capture: Recording on a Mac

**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:

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

![Sound Settings](image)

**Figure 4**

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

![Slides](image)

**Figure 5**

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

![Secondary Sources](image)

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

![Record and Pause buttons](image)

**Figure 7**

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

![Recording time and Stop/Pause buttons](image)

**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.

![Recording Complete window](image)

**Figure 9**
10. In the **Manage Recordings** window, click the **Manage Online** link to edit the recording using the **Panopto Web Management Interface**.

![Panopto Manage Recordings Window](image)

**Figure 10**