

# Basic Recording with Panopto for Mac

## Overview

Panopto for Mac allows a lot of flexibility in how and what you can record. A creator may wish to record alone (with one computer) or with a videographer using a separate computer. This section will cover all aspects of recording with one computer.

*Note: In this recording scenario, all presentation content (Keynote or PowerPoint and/or screencapture) and video/audio is recorded from one computer.*

### Prerequisites

- Creator access to Panopto
- Mac computer software

## 1. Installation & Setup

1.1. Panopto for Mac is very small and very easy to install. It can only be installed on computers **OSX 10.10 and up**.

1.2. Your computer should also have a large amount of free drive space to capture your video/recording.

1.3. You can find the complete installation instructions here: [Panopto for Mac Install](#)

## 2. Log In

Creators are able to **login** to Panopto for Mac with their credentials and record video, audio, PowerPoint/Keynote presentations and also add Screen Capture functionality.

2.1. Locate **Panopto** under Applications (or from the Dock, if it was placed there) and run the app.

2.2. Click **Sign in** (See Figure 1).

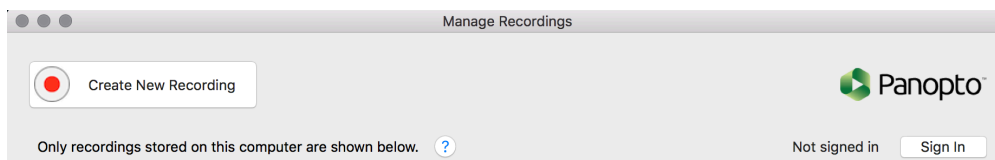
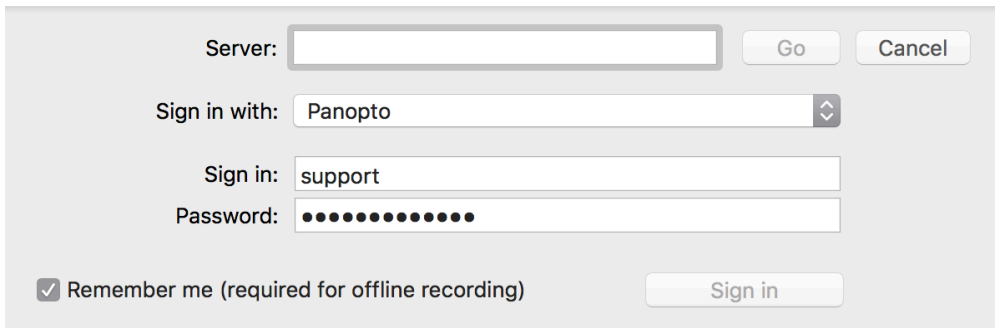


Figure 1

2.3. Insert the appropriate credentials, then click **Login**. By checking the box **Remember me** the next time Panopto for Mac is launched it will automatically login (Fig. 2).



Server:

Sign in with:

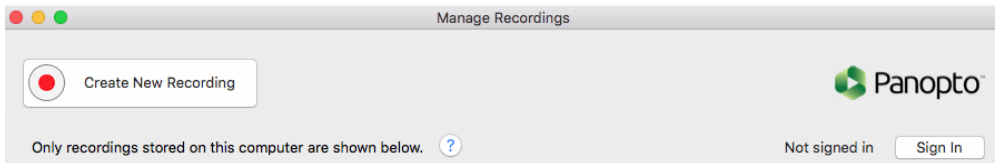
Sign in:

Password:


Remember me (required for offline recording)

Figure 2

2.4. Click **Create New Recording** (Fig. 3).



Manage Recordings



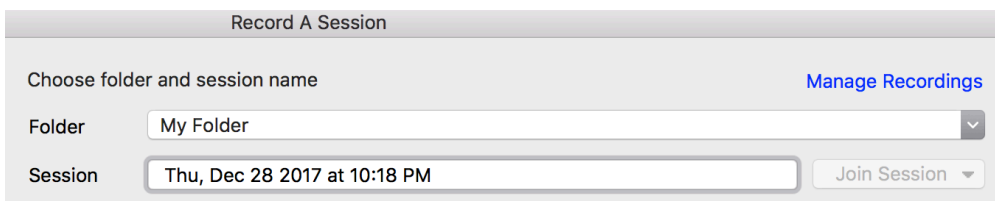
Only recordings stored on this computer are shown below. [?](#) Not signed in

Figure 3

### 3. Add Folders and New Sessions

3.1. By default, the Recorder will open up to the last known good configuration of recording devices. If you have recorded content before, the same devices will automatically be chosen.

3.2. In this example, we have not recorded content before so Panopto for Mac defaults to **My Folder**. To complete an **Online Recording**, click the **down arrow** if there are folders available (Fig. 4)



Record A Session

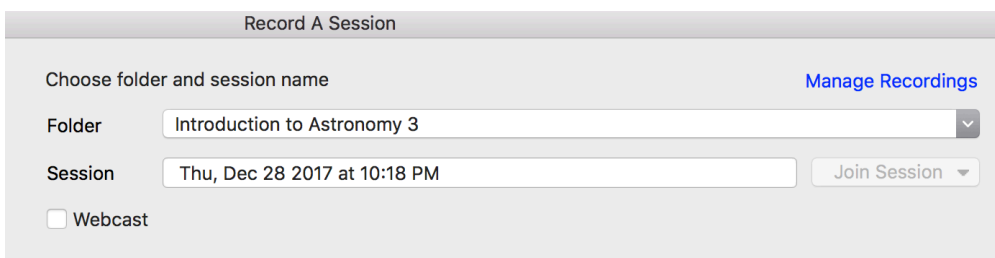
Choose folder and session name [Manage Recordings](#)

Folder

Session

Figure 4

3.3. Choose the appropriate folder (Fig. 5).



Record A Session

Choose folder and session name [Manage Recordings](#)

Folder

Session

Webcast

Figure 5

## 4. Choose Recording Devices

4.1. Whether you are recording offline or to the desired Folder, you can choose the devices that you wish to record with. These devices include webcams, video cameras, audio inputs, screen captures, PowerPoint/Keynote and remote devices. To select the device you wish to use in your recording, simply **check the box** next to the device(s) listed within the Mac Recorder application.

*Note: Audio is required for all recordings to complete and be posted to the web. If recording from two separate computers, Panopto for Mac will allow you to record with no audio or video selected, however, the session will not process until the other computer uploads the audio and/or video to the system. You will receive a pop-up error message if no audio/video is selected when recording (Fig. 6).*

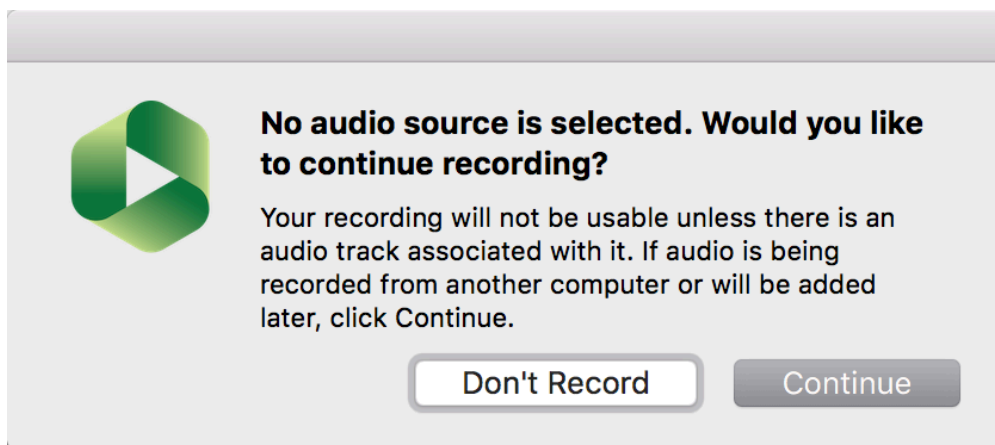


Figure 6

## 5. Select and Record from a Primary Source

5.1. Under **Primary Source**, you can choose what **Audio/Video** device you would like to record. In this example, LifeCam is chosen for both **Audio** and **Video** (Fig. 7).

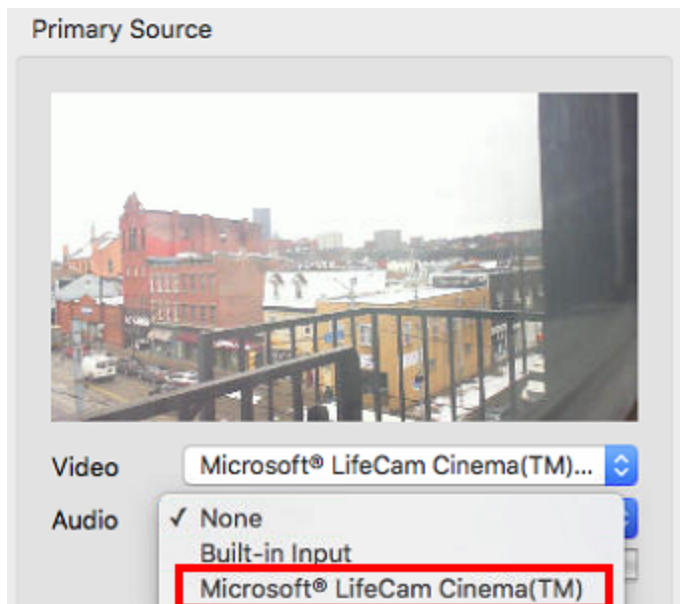


Figure 7

## 6. Select and Record from Slides

6.1. Under the **Slides** option, you can choose to capture **PowerPoint** or **Keynote** slides (Fig. 8).

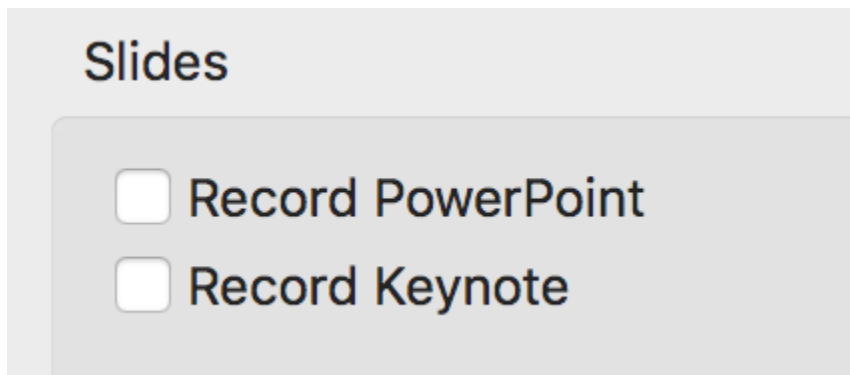


Figure 8

## 7. Select and Record from Secondary Sources

7.1. Within the **Secondary Sources** box in Panopto for Mac, you can choose to capture your screen, or an additional video source such as a webcam, document camera, etc.. Click **Secondary 2** if you wish to include two secondary sources. You will notice that sources already selected appear faded (Fig. 9).

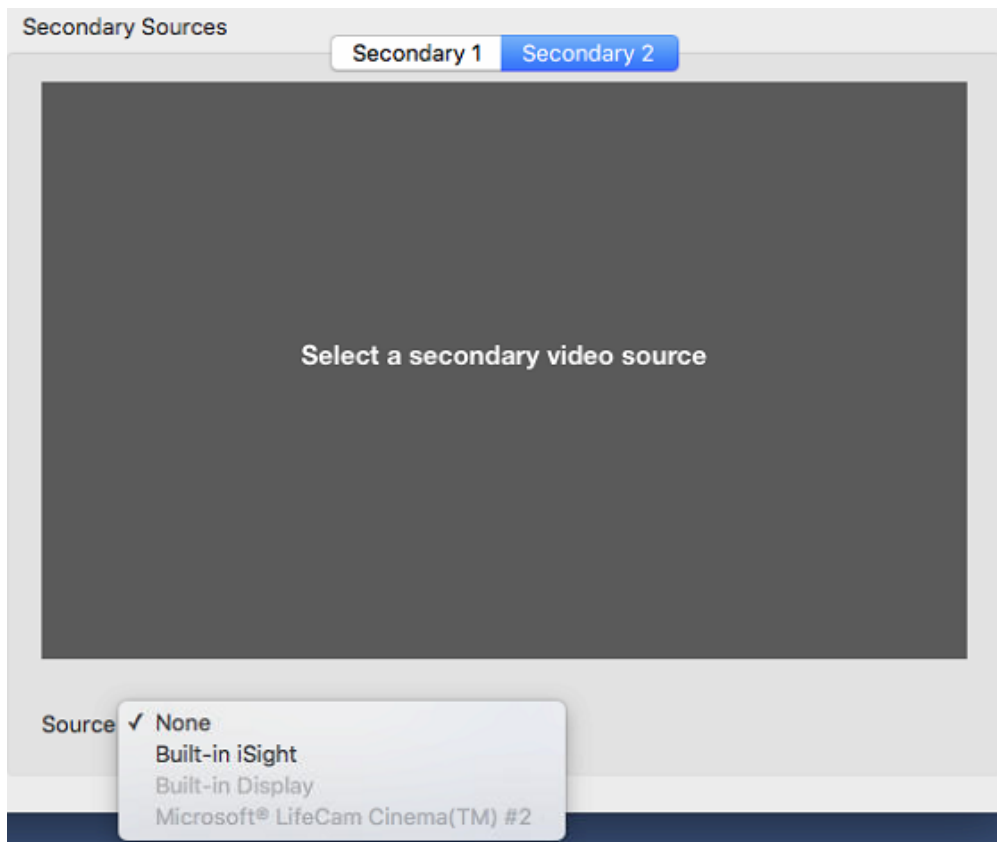


Figure 9

## 8. Start Recording

8.1. After selecting the available inputs, begin the recording by clicking on **Record** (Fig. 10).

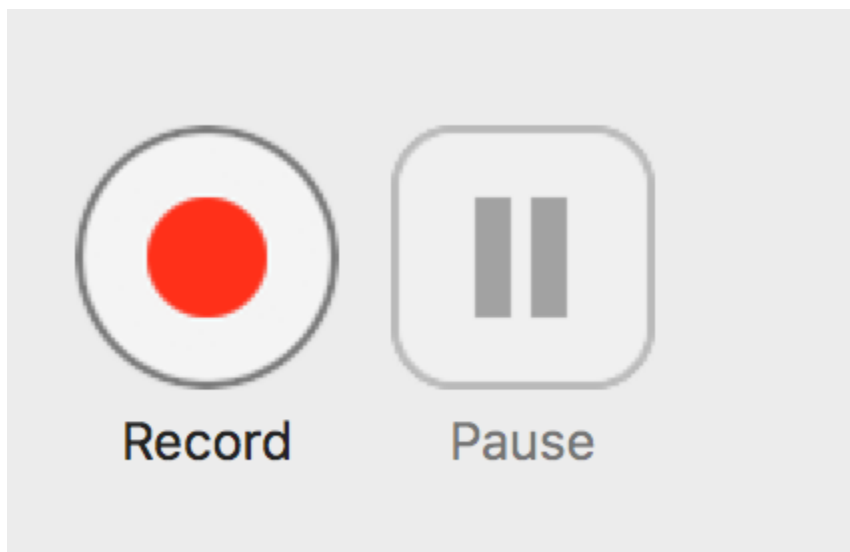


Figure 10

## 9. Stop Recording

9.1. To stop recording content, switch back to Panopto (**Command +Tab**), and click **Stop** (Fig. 11).

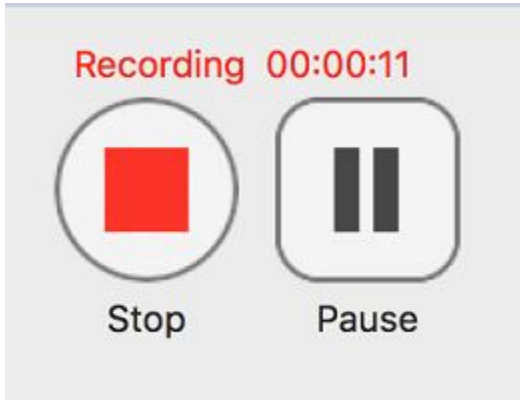


Figure 11

9.2. Once you choose to stop the recording, you will be presented with the post-recording dialogue box. This provides users with another opportunity to rename their recording, provide a brief description, or delete and record again (Fig. 12).

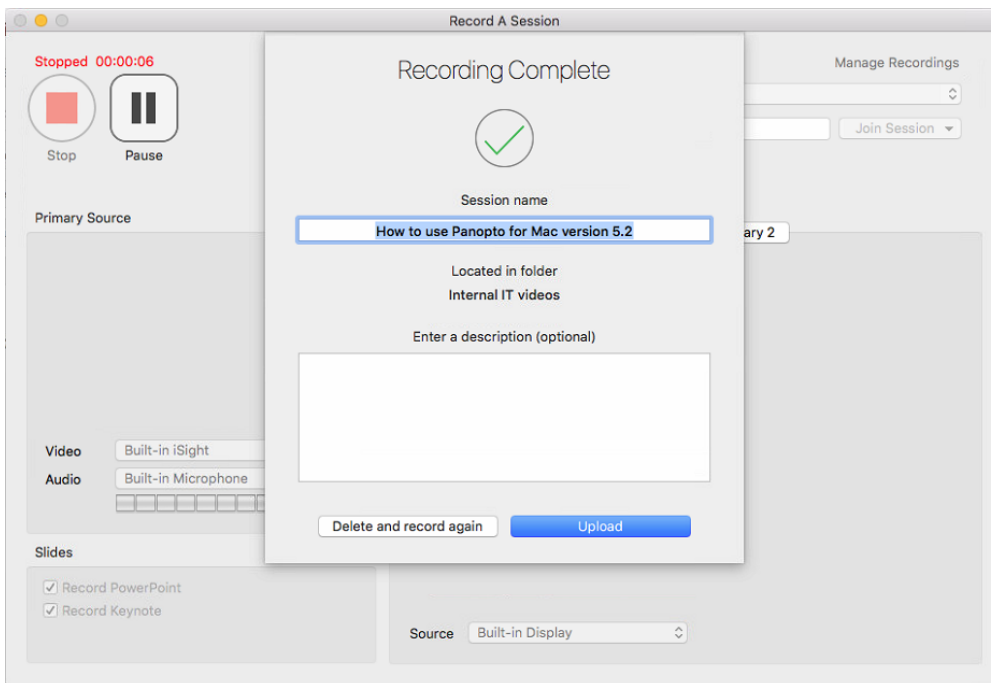


Figure 12

9.3. The next screen will show the status of the recordings. By default, Panopto for Mac will automatically upload the recorded content to the server. As the recording is being transferred to the server, you can preview the recording in the **Preview** area if Audio, Video, or Screen Capture was recorded (Fig. 13).

9.4. If the preview was not sufficient, you can choose to **Pause Upload** to pause the upload of the files to the server. The **Actions** button has two options; **Show Files** or **Delete** (will show or delete the local files in the Panopto Recordings directory). [Click here](#) for more detailed information on the recording status.

Manage Recordings

Create New Recording

Panopto

Only recordings stored on this computer are shown below. ? Signed in to scratch.hosted.panopto.com Sign Out

Session	Date	Length	Status
Fri, Jan 29 2016 at 11:18 AM	1/29/16, 11:29:14 AM	00:00:48	Uploading (67.39%)
Fri, Jan 29 2016 at 11:14 AM	1/29/16, 11:18:25 AM	00:00:02	Uploaded - Could not process
Fri, Jan 29 2016 at 10:56 AM	1/29/16, 11:12:18 AM	00:02:14	Offline Recording
Thu, Jan 28 2016 at 10:59 AM	1/28/16, 10:59:53 AM	00:12:25	Completed
Thu, Jan 28 2016 at 10:52 AM	1/28/16, 10:52:48 AM	00:04:13	Completed
Mon, Jan 25 2016 at 11:18 AM	1/25/16, 11:19:02 AM	00:00:03	Offline Recording

Recording Details

Folder: #12345 [drop box]  
 Session: Fri, Jan 29 2016 at 11:18 AM  
 Streams: Primary  
 Webcast: No  
 Status: Uploading (67.39%)  
 Links: [Share](#) [Edit](#) [View Online](#)  
 Pause Upload Actions

Preview

Primary Video Secondary 1 Secondary 2

Figure 13

## 10. Webcasting

For documentation on live webcasting with Panopto for Mac, check out [Panopto for Mac Live Webcast](#)

### Videos

How-To Video: [Click Here](#) (6 minutes 21 seconds)

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