Creating a video with Panopto (MAC)



This manual contains pertinent information about how to create videos with Panopto

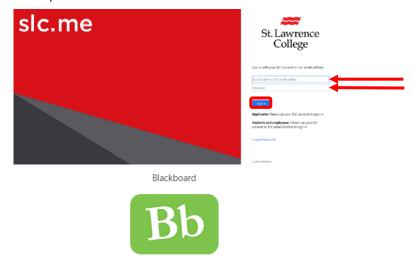
June 2019

#### About

Panopto is a video sharing service that is accessible through Blackboard to staff and students. Panopto will allow students to upload or create videos using the Panopto recording software. For instructions on installing the recording software please see the IT Services How to Guide **Installing the Panopto Recorder (MAC)**. Panopto will allow you to record video, screen captures, and PowerPoint presentations.

### **Creating a Video**

 To access the Panopto Recorder you will need to log in to your slc.me account and then click the Blackboard icon. To log in, go to Https://slc.me. On the right-hand side, you will be asked for your **username** and **password**. Once logged in the Blackboard Icon will display in the top row of icons.



2. Once in blackboard, you will need to select the course that the video will be created for. Click on the Panopto link in the course menu in Blackboard.





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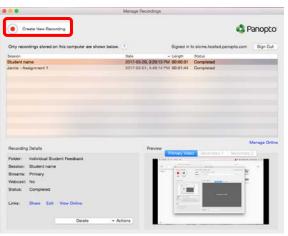
3. From this window, click create and choose Record a new session to launch the Panopto recorder. The following screen will appear.

St. Lawrence College		My Dashboard My Courses
💭 🏦 Panopto Recording		© 0
■ C ▼ DEMO101-F15-1234	Search in folder "DEMO101-F15-1234: S., P Create V	Powered by Panopto
About This Course Introduction Blackboard Tutorial	DEMO101-F15-1234: Sample Blackboard Course         Record a new session Record from your Mac or Windows PC           Sort by:         Name         Duration         Date • Rating           Upload media         Create me sessions by uploading video or audio	<sup>2</sup> а Л Ф <mark>В</mark> · В
Course Information	TI SERVICE DESK EMPLOYE ER Add folder New Folder	Í
Content and Assessments	Email_Vid_V2_July2	

4. When you launch the Panopto Recorder, you will go directly to the Main Panopto Screen. If not, you will be prompted to sign in. To sign in, use the username and password for your account. Do not use your student email address, as this will not allow you to log in.

	Manage Recordings			
Create New Recording			4	Panopto
Only recordings stored on this computer are shown below.	2	Signed in t	to sicme hosted panopto.com	Sign Out
Session	Data	Length	Status	
Student name	2017-03-29, 9:29:13 PM	00:00:31	Completed	-
amie - Assignment 1	2017-03-01, 4:48:14 PM	00:01:44	Completed	
Recording Details	Preview			
		hmur, Vete		2
Folder: Individual Student Feedback		and the same particular	o Secondary 1 Secondar	2
Folder: Individual Student Feedback Session: Student name		and the same particular	o Secondary 1 Secondar	2
Folder: Individual Student Feedback Session: Student name Streams: Primary		and the same particular	o Secondary 1 Secondar	2
Folder: Individual Student Feedback Session: Student name Streams: Primary Webcast: No		and the same particular	o Secondary 1 Secondar	2
Folder: Individual Student Feedback Session: Student name Streams: Primary Webcast: No		and the same particular	o Secondary 1 Secondar	2
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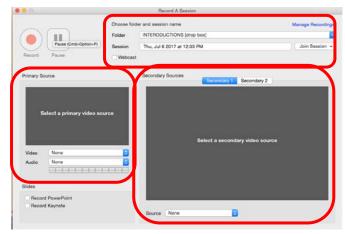
5. Once you are ready to record, you can begin recording by pressing the create new recording button in the top left corner.





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6. You will then be given recording settings.



<u>Session settings</u>: Select the folder you want to create the new recording in (Session folder). Name your recording (Session name). Please note: students will only be able to create videos in Assignment/drop box folders.

#### Primary Source:

<u>Video:</u> select if you want a webcam or not (Facetime HD Camera)

Audio: Select your headset or the built-in microphone

<u>Slides:</u> Select Record PowerPoint to create a narrated PowerPoint.

<u>Secondary Sources (Secondary1)</u>: To capture your screen, select Built-in display (or another screen if you have more than one monitor).

<u>Secondary Sources (Secondary 2)</u>: You can choose to capture an additional video source such as a webcam. If you do not want the webcam, make sure the live video (e.g., Facetime HD Camera) has not been selected.

Once you have adjusted the settings for your recording, you can start your recording by clicking Record. Once the recording has started, the record icon will change into a pause and stop button.

7. Once completed recording, press stop.





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8. The video will then be uploaded. You will have another opportunity to change the name of the file and to add a description or delete and record again.

Record A Session					
Recordina Comolete					
Session name					
Thu, Jul 6 2017 at 12:33 PM					
Located in folder DEMO101-F15-1234: Sample Blackboard Course					
Enter a description (optional)					
Delete and record again Upload					

9. Once complete you will be brought to the Manage recordings screen.

		Manage Record	lings			
Cre	eate New Recording				4	Panopto <sup>-</sup>
Only recor	dings stored on this computer are shown below.	?		Signed in t	o slcme.hosted.panopto.com	Sign Out
Session		Date	~	Length	Status	
Test_Scree		2017-07-06, 1	2:35:2	00:00:07	Uploaded - No primary strea	m
Student na		2017-03-29, 9:			Completed	
Jamie - As	signment 1	2017-03-01, 4:	48:14 PM	00:01:44	Completed	
Recording	Details	Pre	aview		Secondary 1 Secondar	Manage Online
Folder:	DEMO101-F15-1234: Sample Blackboard Course				v en un	
Session:	Test_ScreenShots				Perculation	
Streams:	Secondary 1				Annota in an anno an Anno Anno an Anno an Ann	
Webcast:				Mary Natio	heren and heren heren	
Status:	Uploaded - No primary stream			ter men e		
Links:	Share Edit View Online Delete - Acti	002			Kar M. Har	
	Delete	UIIS		19		14.14.1