

Creating a video with Panopto (MAC)



St. Lawrence College

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

June 2019

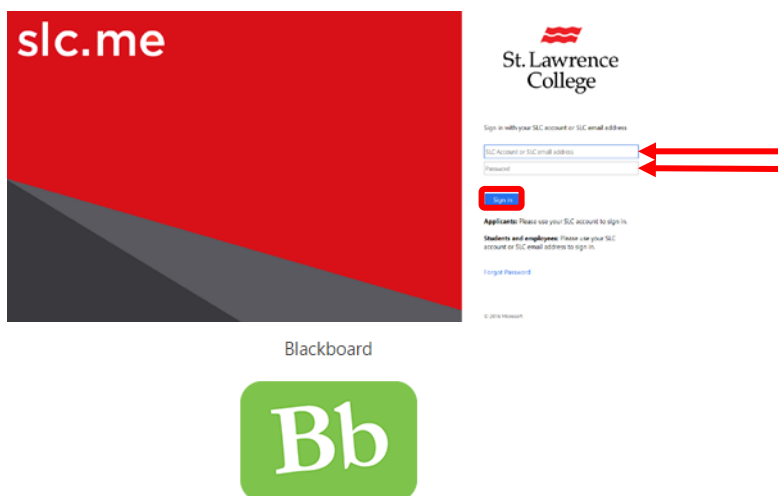
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About

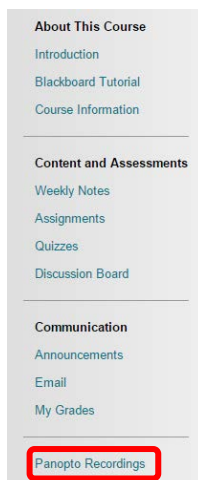
Panopto is a video sharing service that is accessible through Blackboard to staff and students. Panopto will allow students to upload or create videos using the Panopto recording software. For instructions on installing the recording software please see the IT Services How to Guide **Installing the Panopto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

Creating a Video

1. 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.

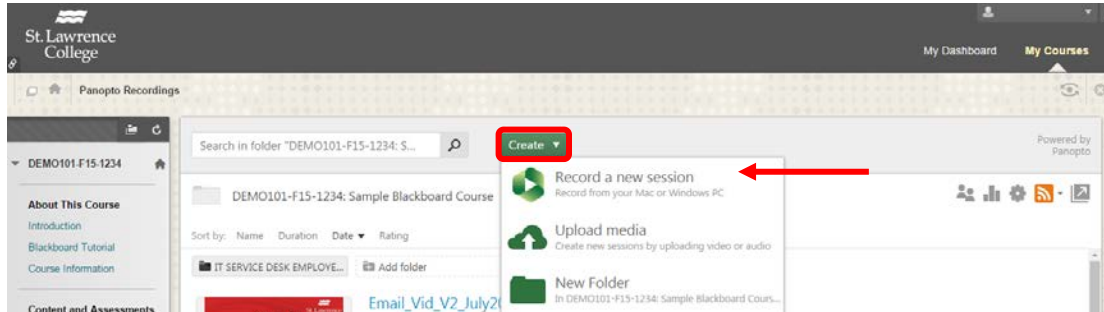


2. Once in blackboard, you will need to select the course that the video will be created for. Click on the Panopto link in the course menu in Blackboard.

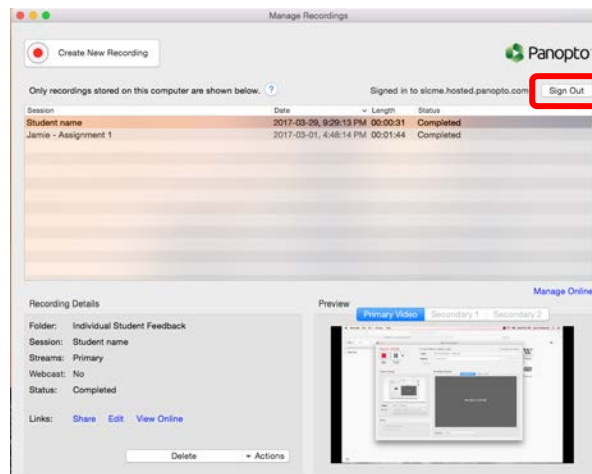


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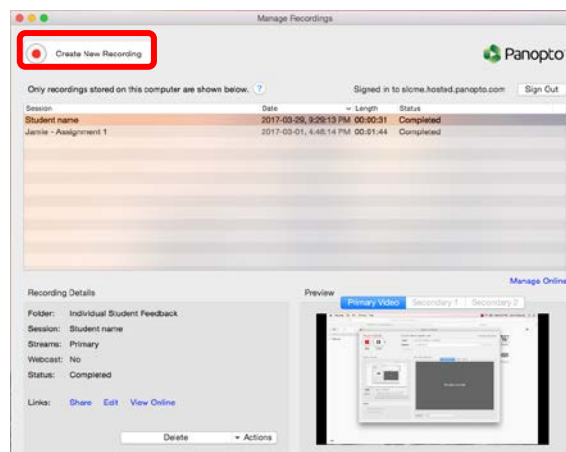
- From this window, click create and choose Record a new session to launch the Panopto recorder. The following screen will appear.



- 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.

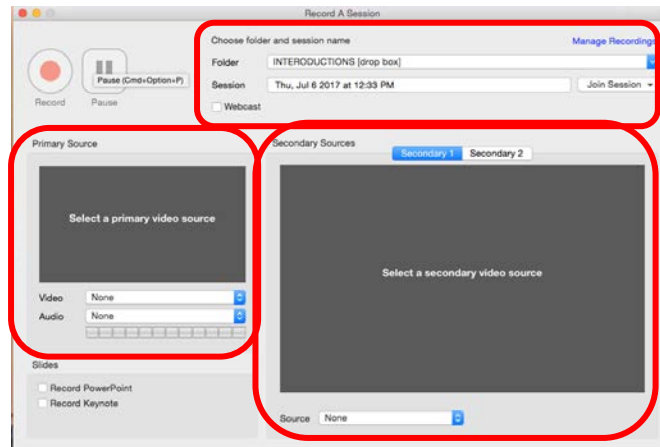


- Once you are ready to record, you can begin recording by pressing the create new recording button in the top left corner.



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6. You will then be given recording settings.



Session settings: 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:

Video: select if you want a webcam or not (Facetime HD Camera)

Audio: Select your headset or the built-in microphone

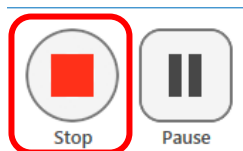
Slides: Select Record PowerPoint to create a narrated PowerPoint.

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

Secondary Sources (Secondary 2): 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.

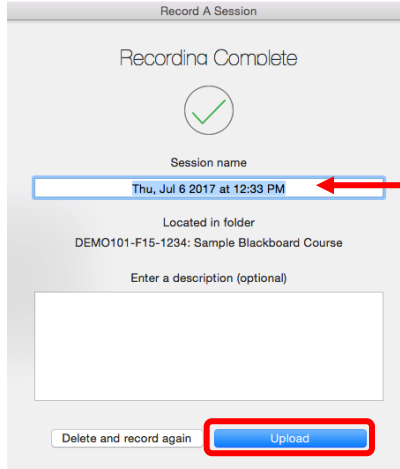
Once you have adjusted the settings for your recording, you can start your recording by clicking Record. Once the recording has started, the record icon will change into a pause and stop button.

7. Once completed recording, press stop.



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- 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

Recording Complete

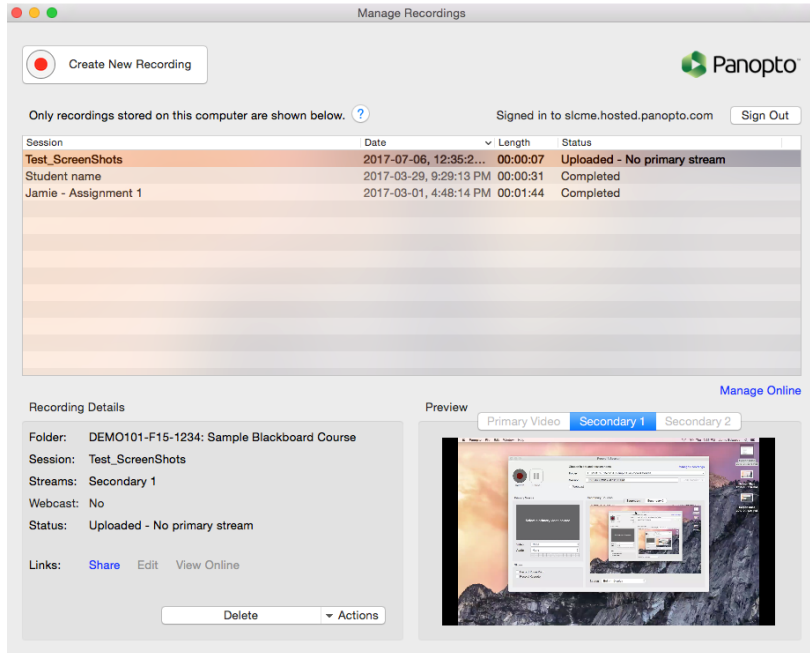
Session name
Thu, Jul 6 2017 at 12:33 PM

Located in folder
DEMO101-F15-1234: Sample Blackboard Course

Enter a description (optional)

Delete and record again Upload

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



Manage Recordings

Create New Recording

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

Session	Date	Length	Status
Test_ScreenShots	2017-07-06, 12:35:2...	00:00:07	Uploaded - No primary stream
Student name	2017-03-29, 9:29:13 PM	00:00:31	Completed
Jamie - Assignment 1	2017-03-01, 4:48:14 PM	00:01:44	Completed

Manage Online

Recording Details

Folder: DEMO101-F15-1234: Sample Blackboard Course

Session: Test_ScreenShots

Streams: Secondary 1

Webcast: No

Status: Uploaded - No primary stream

Links: [Share](#) [Edit](#) [View Online](#)

Delete Actions

Preview

Primary Video Secondary 1 Secondary 2