Panopto for Mac recording software (student use)

1. Log in to your course in Pilot, navigate to the module in Content that has Panopto, then select the Panopto link.
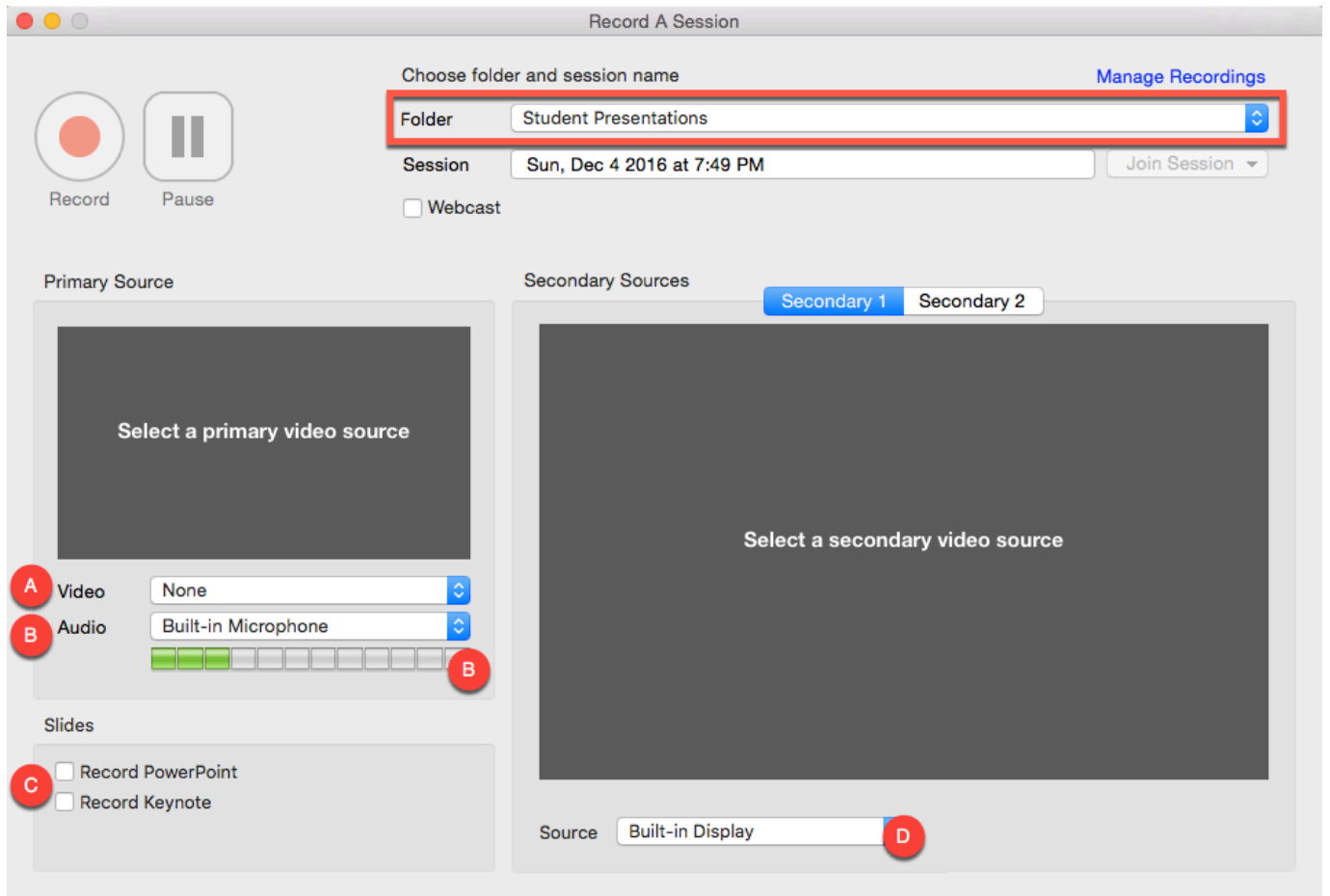

2. Click the large green CREATE button. Select "Record a new session" from the dropdown menu.

3. If you've not recorded in Panopto in a previous class, you will probably need to install the Panopto recorder software. Choose to download the software for your system (Windows or Mac); run the software installation and leave all of the default settings as they are.
4. After it's installed, go back to where you downloaded the Panopto recorder in the browser window in Pilot, press the green Create button again, select "Record a new session" from the dropdown menu, then choose to open Panopto (some browsers will display this as "Launch Panopto" and others will say "Open").

   NOTE – The Panopto for Windows and Panopto for Mac recording software cannot be opened and logged into directly from your computer, so you must launch it through Pilot for each recording. For more information on this, please visit this link explaining Panopto application log-in instructions.

1. **Setting up the Panopto Recorder**
   A. **VIDEO** - Select your computer or laptop's web camera to record yourself. Set to NONE if you do not want video recorded of yourself (it will be set to none if you do not have a webcam).
   B. **AUDIO** - Select your computer or laptop's microphone or headset to record your voice. (NOTE – The Slider adjusts volume. The meter will respond to your voice if the microphone is working properly. Slide the slider up or down so that it fills the green meters when you speak. If the response is regularly jumping out of the green/yellow region and into the red, it is too loud; drop the audio level slider down to lower the recording volume.)
   C. **Record PowerPoint or Keynote**- Enable either the PowerPoint or Keynote checkbox to record your presentation slides. The slides and their titles from your presentation deck will be used to automatically create chapter markers. Transitions and animations will not be recorded with this feature.
   D. **Secondary Sources** - Enable to record your computer/projector screen. This should be checked in case you have PowerPoints with transitions, animations, videos, or use software and browse websites.

NOTE – **If you have videos in your presentation**, **we recommend NOT recording them.** It can cause many issues. Instead, tell students about the video they need to watch, then provide the link in Pilot.

If you use DVDs to show in class, please contact CTL and we can help you digitize those materials to share in Pilot.

RECOMMENDED SETTINGS
Most faculty tend to want their voice and the materials they're showing on their computer screen recorded.

For this scenario, **enable Audio (B), Record PowerPoint or Record Keynote (C), and Record Built-in Display or Main Screen (D).**

2. **Get presentation materials ready**
    A. Close any unnecessary programs or tabs except for Panopto, your PowerPoint or Keynote slides, and any other materials (websites, software) you need for the lecture.
3. **CLICK RECORD**
    A. Minimize the Panopto window and begin your presentation as if you were presenting in the classroom to students.
4. **When finished, click the STOP Button**
    A. Click UPLOAD in the pop-up window and re-name your video.
5. **Monitor upload status in "Manage Recordings" screen**

Manage Recordings

A. <u>Offline Recordings</u> – Any recordings you have made on this computer but that have not been uploaded to the Panopto server. You can choose to record offline or there may have been a disruption in your connection that could cause the recording to remain offline. You can manually upload a session by selecting the session and clicking the "Choose Folder and Upload" button that will appear in the bottom left "Recording Details" section.

B. <u>Currently Uploading Recordings</u> – This status will show videos that you've recorded, but still need to be uploaded from your computer to Panopto's servers. By default, Panopto uploads the video to the server while you are recording, but if you are recording from home, upload speeds will be slower than on-campus. ***Note – DO NOT SHUT DOWN OR PUT YOUR COMPUTER TO SLEEP UNTIL YOUR VIDEO HAS UPLOADED COMPLETELY***. Once the status has changed from "Uploading" to any other status, it is okay to shut down.

C. <u>Uploaded Recordings</u> – These are finished recordings you have uploaded from this computer. Under the Status/Link heading, your most recently recorded/uploaded video will display a

Processing percentage that occurs on Panopto's servers. The video will not be viewable until the video until it is 100% processed. After the video has uploaded, expect the video to be processed within about 30min or less.

COMMON ISSUES

+ VIDEO FAILS TO UPLOAD +
If your video does not successfully upload, it will display a status in either category A (Offline Recordings) or category B (Currently Uploading Recordings) in the Manage Recordings section (page 5). The most common reason for this is because home internet upload speeds can be slow (as opposed to the download speed). If you have trouble getting the videos to complete their upload, you can continue recording videos at home and attempting to upload, then taking your laptop to campus, a library, or an institution/facility with faster upload speeds. Press the "Choose Folder and Upload" button that will appear in the bottom left "Recording Details" section when the session is selected. If you do not have a laptop, try uploading when home internet traffic is slowest (avoid evenings during the week).