

Creating a Narrated PowerPoint, a Live Video and a Screen Capture with Panopto (MAC)

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& Learning**

St. Lawrence College

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Technical Requirements

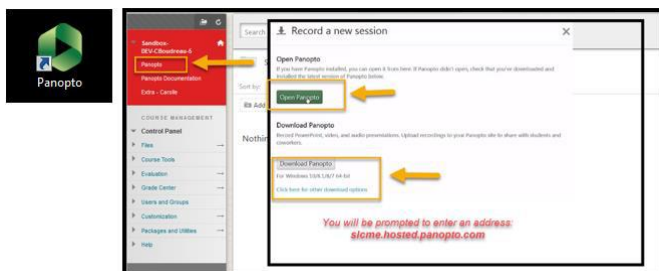
- The course must be **provisioned with Panopto**: To do this, refer to the Configuring Panopto in a Blackboard Course document.
- The computer must have a **built-in microphone** or a **headset** in order to do voice recordings. Most college computers do not have built-in microphones or webcams.
- The computer must have the **Panopto Recorder** installed by ITS. To download the Panopto recorder on a personal computer, refer to the Installing the Panopto Recorder document.

1

Launching the Panopto Recorder

You can create a video using a camera, a phone, a tablet an iPad or a computer but to record your **computer screen** or to **record your voice over a PowerPoint**, the **Panopto Recorder** is a great tool to use.

1. Click on the **Panopto icon** on your desktop or click on the **Panopto link** in the course menu. When launching Panopto for the first time, you will be required to sign in to your **blackboard account**. If asked the Server address, enter **slcme.hosted.panopto.com**



2. From this window, click **Create** and choose **Record a new session** to launch the Panopto Recorder. The following screen will appear.

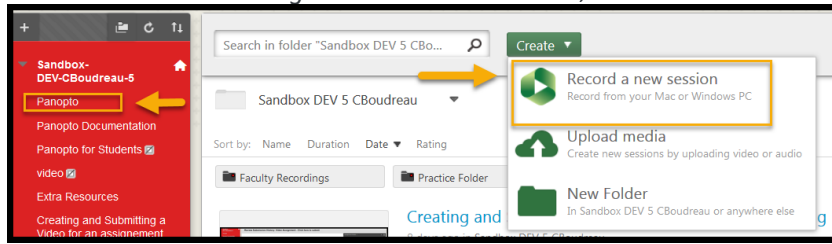


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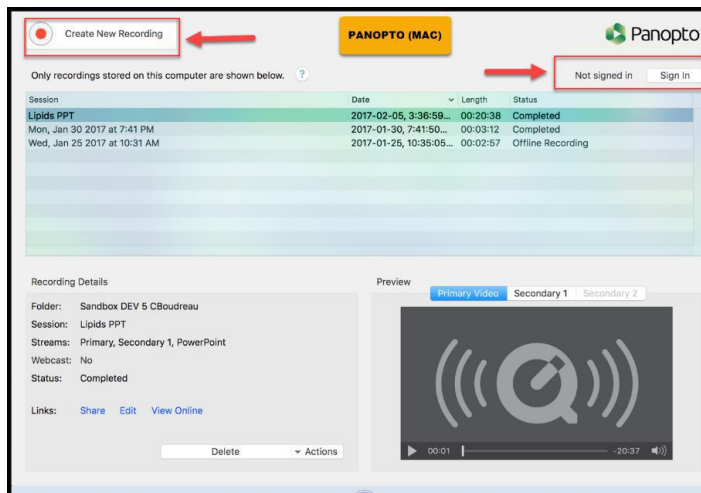
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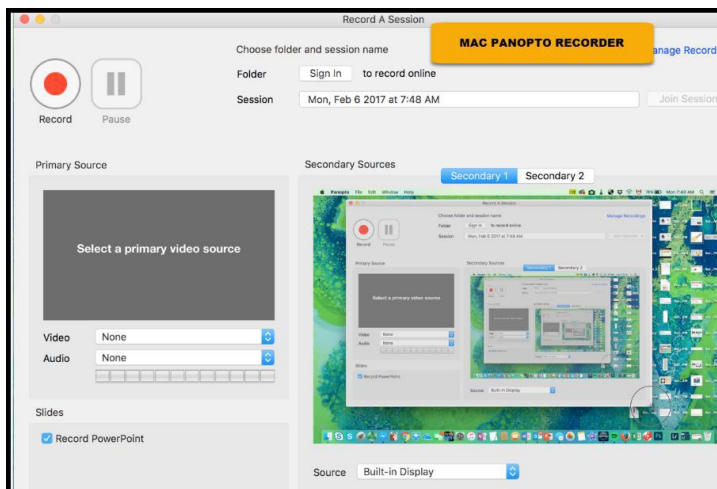


The Panopto Recorder Interface

If you are already signed in to Blackboard, you will go directly to the **Main Panopto Screen** shown below. If not, you will be prompted to **Sign in**.



3. Select **Create New Recording** to launch the **Panopto Recorder** screen shown below.



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Session Settings

Select the folder you want to create the new recording in (**Session Folder**). Name your recording (**Session Name**). You can also choose to **record offline** and save it to a folder later.

Note: The instructor must set up an **Assignment Folder** for students to be able to upload their video. An assignment folder allows the student to see only their video. For more information, refer to the Creating Folders and Managing Sharing in Panopto document.

Primary Sources

- **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 (Secondary 1)

To capture your screen, select **Built-in Display** (or another screen if you have more than 1 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 camera, make sure the live video (e.g., **FaceTime HD Camera**) has not been selected.

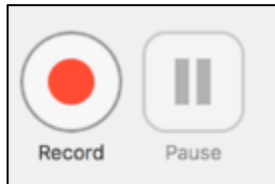
Note: Some of the same options might be presented as both Primary and Secondary Sources. If you have already selected an option, it will appear greyed out under the other source.



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Record and Pause Button

Once everything is set, you can start your recording by clicking on **Record**. Once the recording has started, that icon changes into a Pause and Stop button. To stop the recording, switch back to the Panopto Recorder using **Command + Tab** and click **Stop**.



Hotkeys

These keys allow you to pause the recorder without having to minimize opened content, making the presentation look smoother.

- To **start** recording, press **Option + Command + R**
- To **pause** your recording, press **Option + Command + P** (Press again to resume)
- To **stop** recording, press **Option + Command + R**

Note: Everything in Panopto is non-destructive. Recording will continue even when you pause your video but it will not show up in the final version of your video. If you paused but forgot to resume, you will be able to access it by going into the editor later.

Common Uses of the Panopto Recorder

Creating a Narrated PowerPoint

1. Launch the Panopto Recorder
2. Fill out the Session Settings (Folder and Session name)
3. Under Primary Source, select Record PowerPoint



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4. Leave the Panopto Recorder opened and open your PowerPoint in full screen presentation mode (Presenter's View)
5. Use **Option + Command + R** and **Option + Command + P** to toggle between Start, Pause and Stop.

Creating a Live Video

1. Launch the Panopto recorder
2. Fill out the Session Settings (Session Folder/Name)
3. Under Video, select the available webcam
4. Under Audio, select either headset or microphone
5. Use the **Record and Pause button** to toggle between Start, Pause and Stop.

Creating a Screen Capture

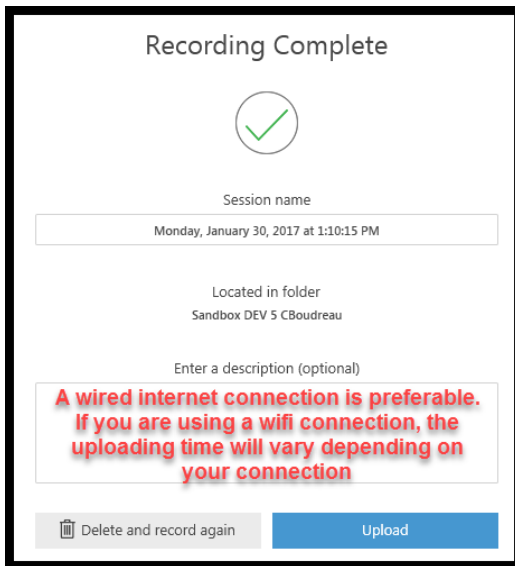
1. Launch the Panopto recorder
2. Fill out the Session Settings (Session Folder/Name)
3. Under Video, select none if you do not want the webcam
4. Under Audio, select either headset or microphone
5. Under Secondary Sources (Secondary 1), select Built-in Display (or another screen if you have more than 1 monitor).
6. Use **Option + Command + R** and **Option + Command + P** to toggle between Start, Pause and Stop



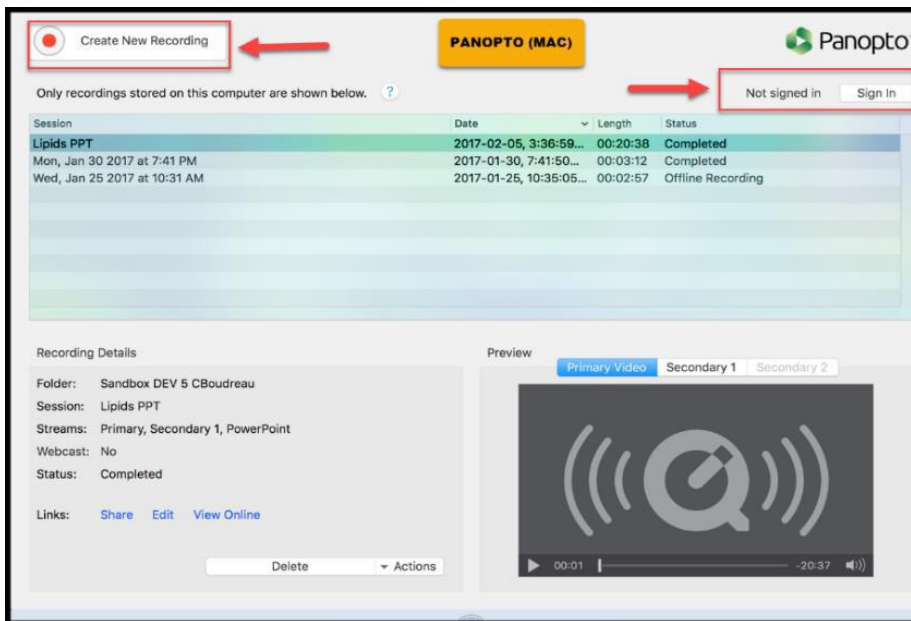
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Uploading your Recording

After the recording has stopped, a **Recording Complete** window will open. You can change the session name, delete and record again or upload.



Once you have completed the recording, you will be redirected to the Main Panopto Screen.



By default, Panopto for Mac automatically uploads the recorded content to the server.



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Session

Here, you will see the video that you just completed and the update status.

Note: Upload times will vary depending on the length (file size) of the video, and the speed of your internet connection. Uploads can take 15 minutes or substantially more. If you close the recorder or if the uploading is interrupted, you are able to resume the uploading later.

Recording Details

Here, you will be able to share, edit or view your video online. You can also delete your video from here.

Note: If you delete a video that has not yet been uploaded, that recording will be lost.

Preview

As the recording is being uploaded to the server, you are able to preview the recording in the **Preview** area.

