How to Record with Panopto for Mac

CLICK HERE FOR QUICK START VIDEO

Overview

Use these instructions to record a video with Panopto for Mac. This article will cover all aspects of recording a video with one computer using audio and video as well as presentation content (Powerpoint, Keynote, screen capture, or additional cameras.) Panopto for Mac also allows users to live webcast or to record a video using multiple devices. *Panopto Pro users, please see: How to Create a Video Using Panopto Capture for Panopto Pro*.

Prerequisites

- Panopto for Mac
- Creator access to Panopto
- Panopto Enterprise account

Note: Panopto is aware of a bug that impacts a user's ability to preview their screen capture and recommends that users upgrade to MacOS versions 10.14 and above. If you are unable to upgrade, please know that your screen will still be recorded but you will not be able to preview the screen in the Recorder.

1. Installation and Logging In

1.1. To install Panopto for Mac, please use the installation instructions here: How to Download and Install Panopto for Mac.

1.2. Once Panopto is installed, log into your video library and click on the **Create** button at the top of your page. Select **Record a New Session** (Fig. 1).

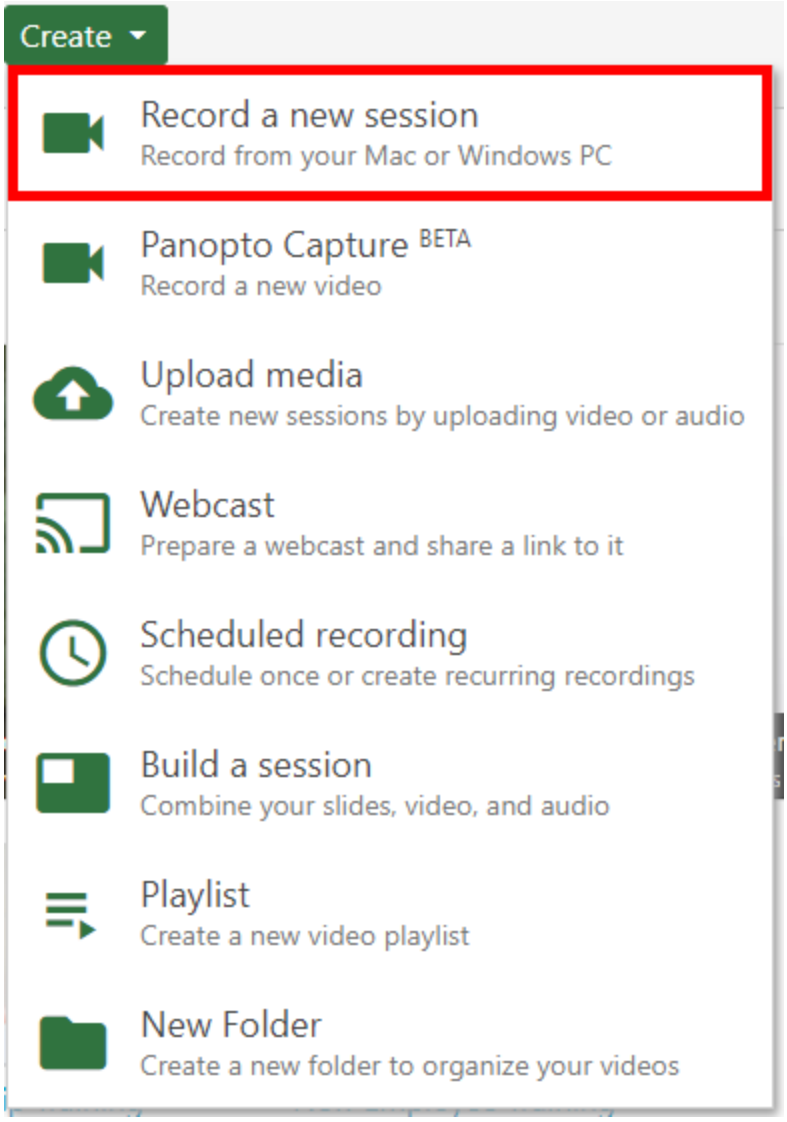

Figure 1

1.3. In the window that appears, select **Open Panopto** to launch the recorder (Fig. 2). *Note: You can also open the Recorder directly from your computer and login.*

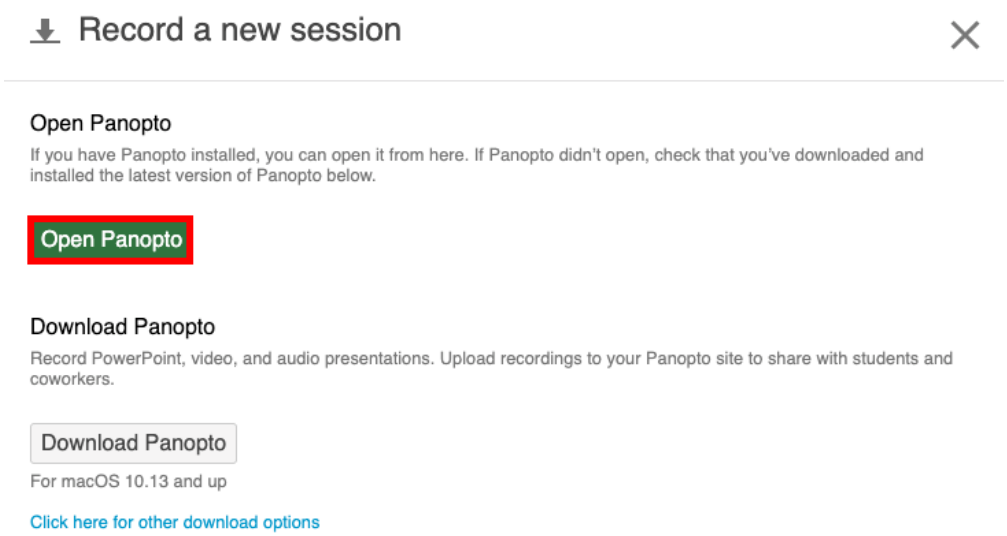

Figure 2

1.4. If you are opening Panopto from the video library, you'll be automatically signed in. If you open Panopto directly from your desktop, enter your Panopto **Server** Address, **Sign in** username, and **Password**, and click the **Sign in** button. You may also choose to save your information by selecting the **Remember Me** box (Fig. 3).

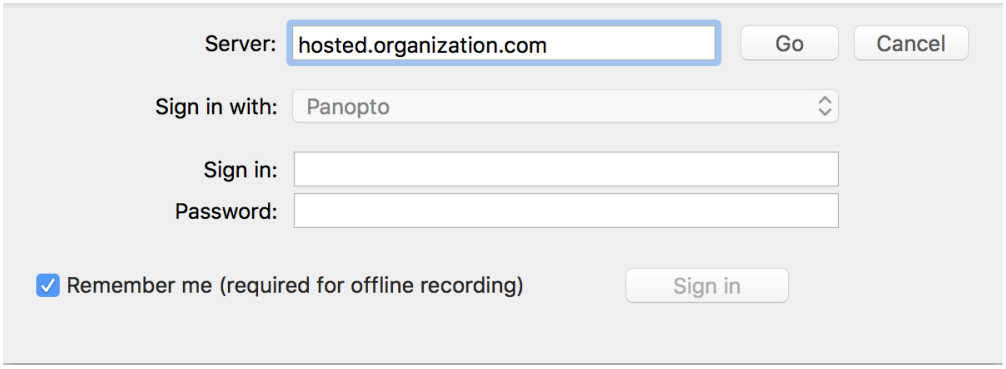

Figure 3

2. Folders

2.1. Click on **Create New Recording** (Fig. 4).

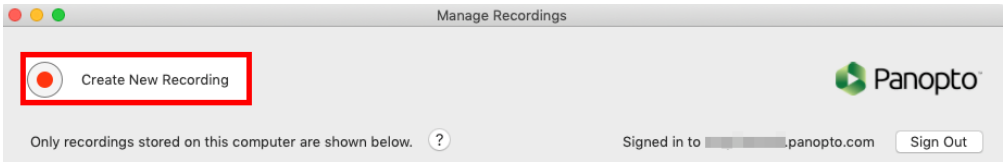

Figure 4

2.2. Click the drop-down arrow so that you can set the folder where the recording will be saved (Fig. 5).

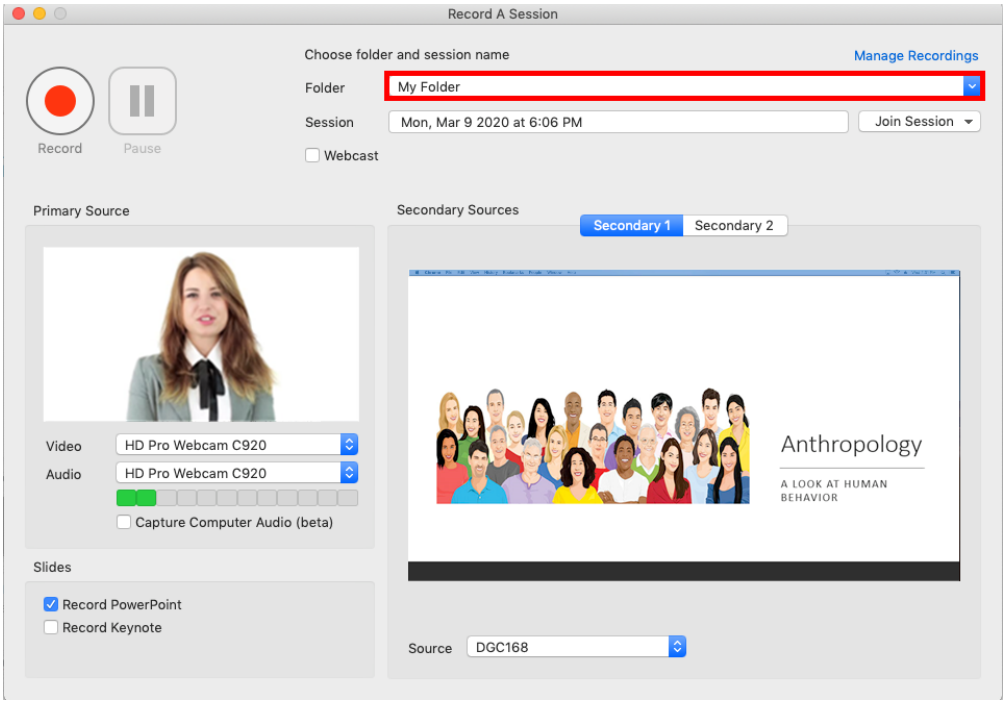

Figure 5

2.3. By default, the name of the session is the date and time you record the session, but you can rename the session in the Session text box (Fig. 6).

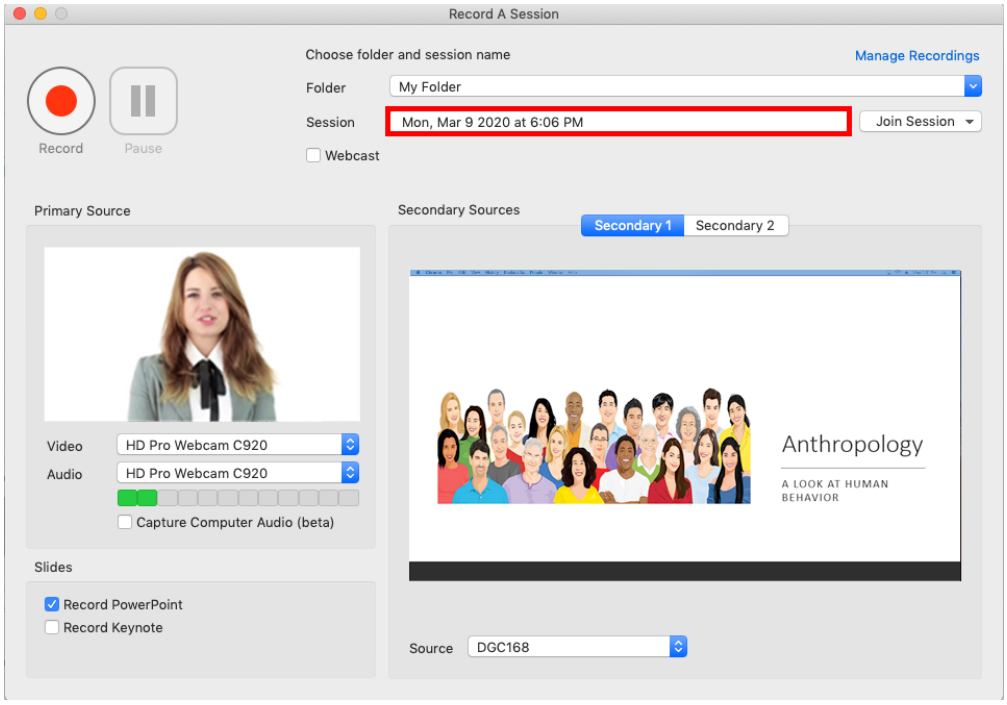

Figure 6

3. Primary Sources

3.1. **Primary Audio**: Under Primary Sources, select the drop-down under **Audio**. Select a microphone that is connected to your computer. You must select a primary audio source for a successful recording (Fig. 7).

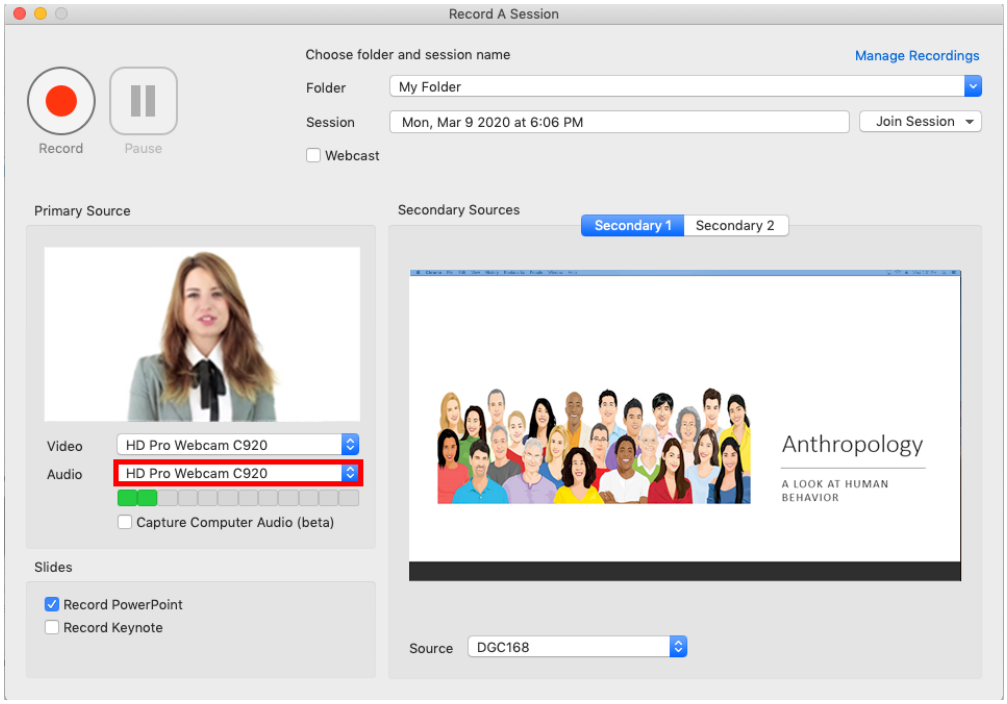

Figure 7

3.2. **Volume bar**: After selecting your audio, test your audio by talking in a normal voice to test the volume. You should see a few green bars appear as you talk (Fig. 8).

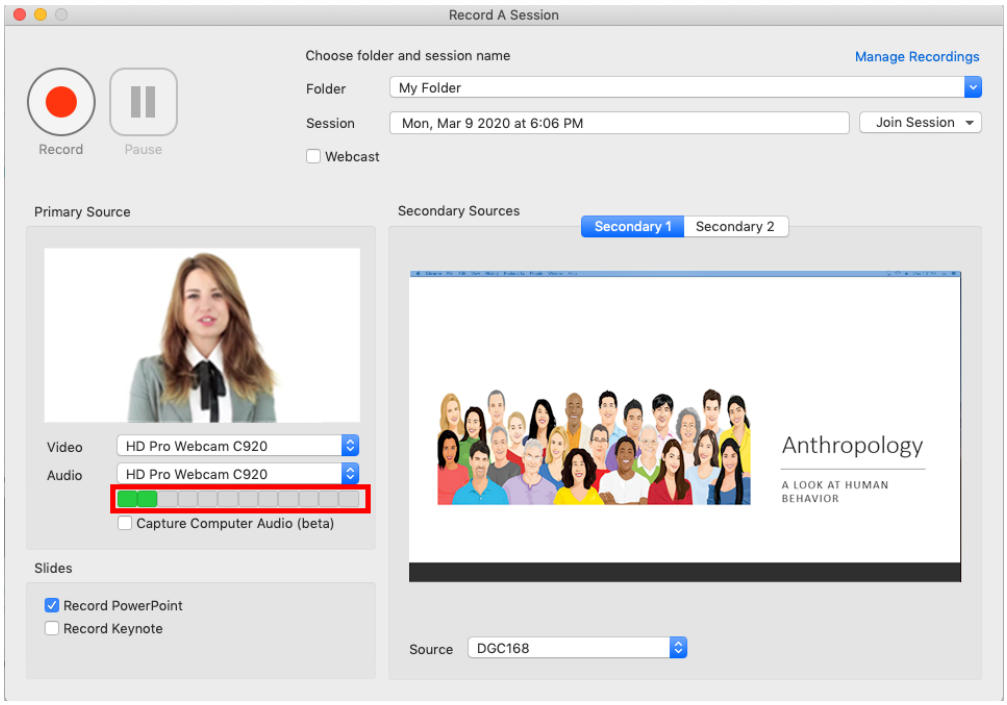

Figure 8

3.3. **Primary Video Source**: If you'd like to record video of a presenter, you can select a primary video source under the Video drop-down. But you do not need to include this if you just want to record audio (Fig. 9).

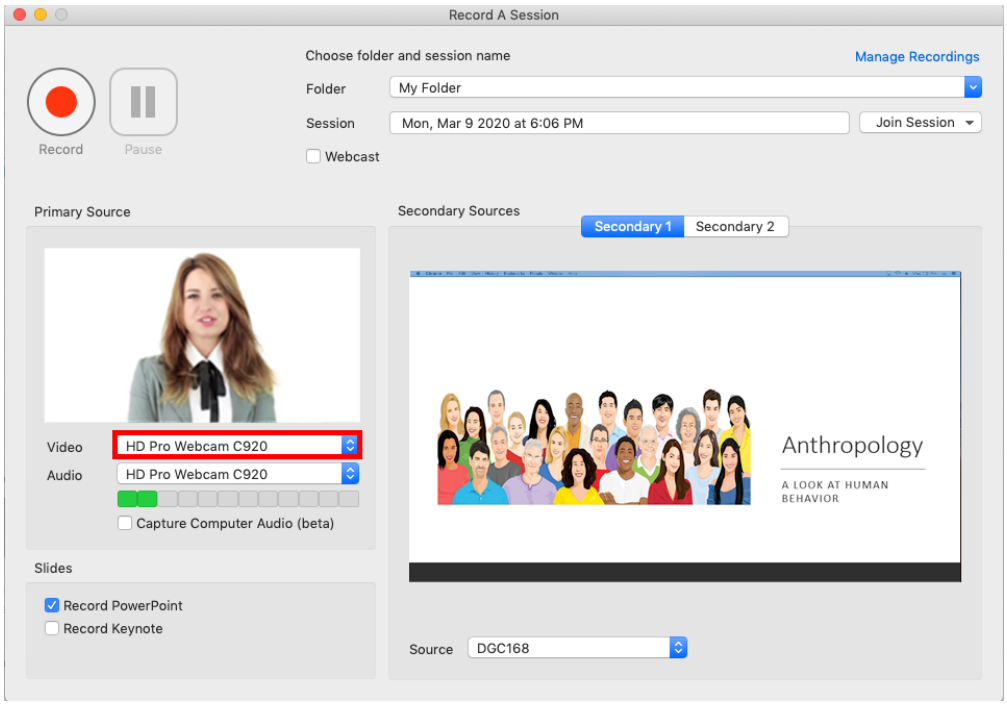

Figure 9

3.4. **Quality Settings**: In **Panopto Preferences**, you will find the quality settings for both your primary and secondary video streams (Fig. 10). Below, please find a list of the target resolution, frames per second, and bit

rate for each quality level. If you will be showing video as a part of your screen capture, we recommend choosing a secondary quality setting that includes 30 fps. *Please note: The following applies to both Primary and Secondary Video Quality. The quality parameters were changed in Panopto for Mac version 9.0. If you use an older version of Panopto, please confirm those parameters on your* ***Panopto Preferences*** *screen.*

Video Quality	**Resolution**	**Frame Rate**	**Bit Rate**
Standard (motion)	720x576	30 FPS	600 KBPS
Standard (resolution)	1920x1080	8 FPS	1000 KBPS
High (motion)	1280x720	30 FPS	1500 KBPS
High (resolution)	1920x1080	15 FPS	1500 KBPS

Ultra	1920x1080	30 FPS	2500 KBPS

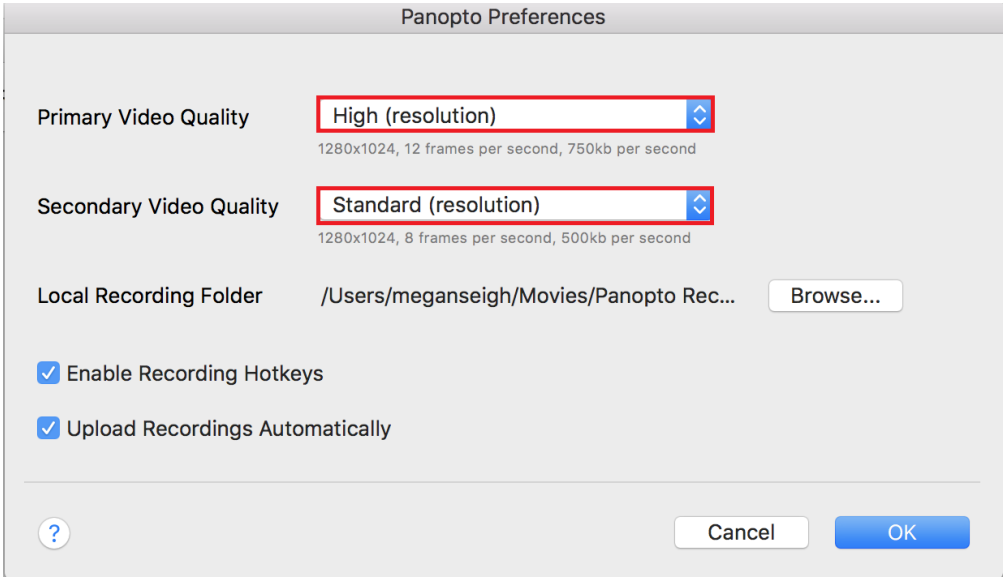

Figure 10

4. Additional Sources and PowerPoint

4.1. **Additional Sources**: You can also add up to two additional video sources if you want to record your screen or an additional camera. Select **Secondary 1** or **Secondary 2**, and then choose from the list of screens and available cameras at the bottom. (Fig. 11)

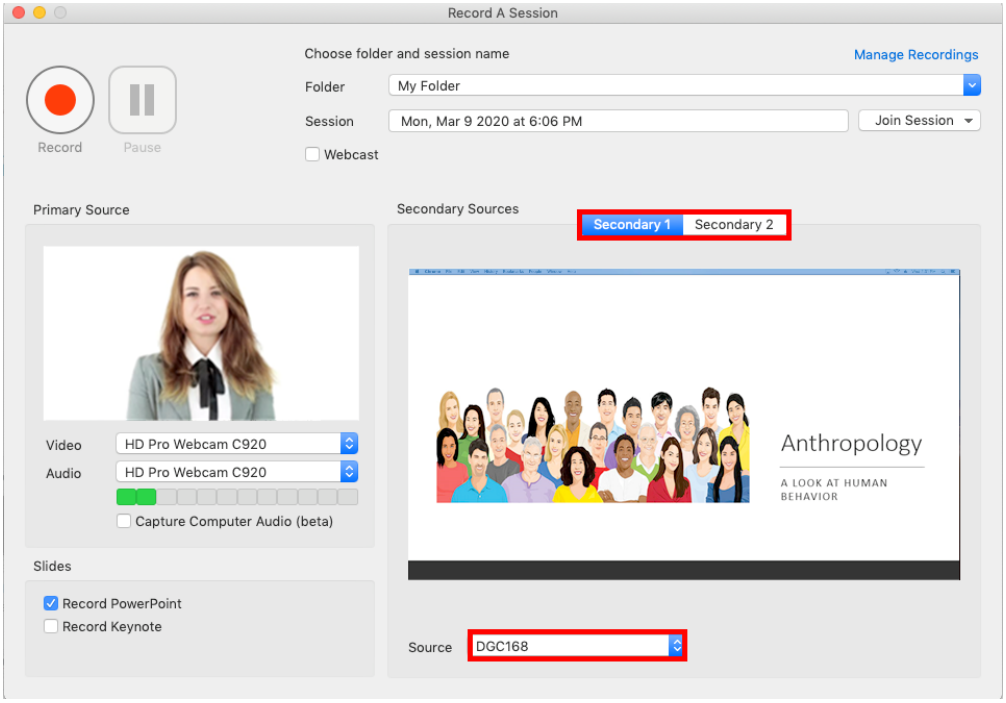

Figure 11

4.2. **PowerPoint or Keynote**: You can choose to record PowerPoint or Keynote slides along with your video. After starting the recording, you must put your slides into presentation mode in order for them to be recorded (Fig. 12). *Note: If your presentation contains any motion on the slide, animations, embedded video in the slide or someone is annotating over the slide, then screen capture must be selected to be able to capture that content. Your slides will not be recorded if presented via cloud or a mirrored/remote machine. Slides must be opened locally (i.e. on the machine with which you are presenting).*

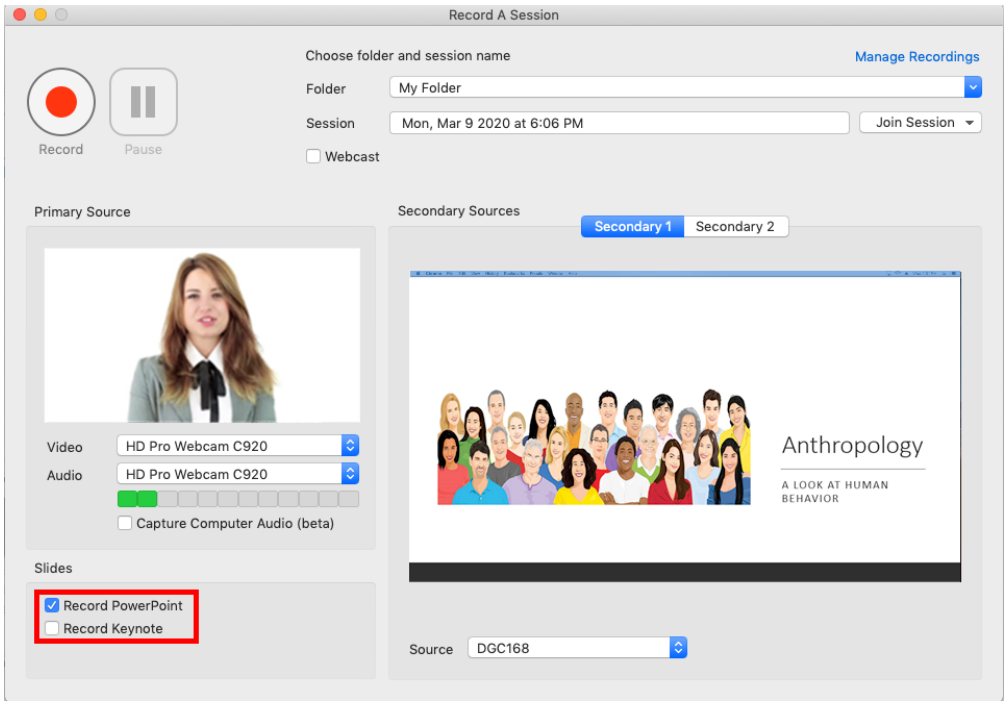

Figure 12

5. Starting, Stopping, and Pausing

5.1. You can now begin recording. Click on the red **RECORD** icon. Once your recording has started, that icon will change into **PAUSE** and **STOP** (Fig. 13).

Figure 13

5.2. Click **STOP** to stop the recording. You will have the option to upload the recording or delete it and start again.

5.3. Click the **PAUSE** button to have a section of your recording automatically edited out. When the recording is paused, Panopto is continuing to record, but that section will be edited out of the final version. You can always get this content back by using the editor.

5.4. **Hotkeys**: You can use Panopto for Mac hotkeys to start a recording, pause, and stop, all with a few keys so you don't need to minimize the content you're recording to click the buttons. *Note: If you are using a Windows keyboard, use Windows + Alt instead of Option + Command for the following.*

Record: Option + Command + R

Pause: Option + Command + P

Stop: Option + Command + S

6. Manage Recordings

6.1. Once everything has been recorded and you have stopped your recording, you will be taken to the **Manage Recordings** window (Fig. 14).

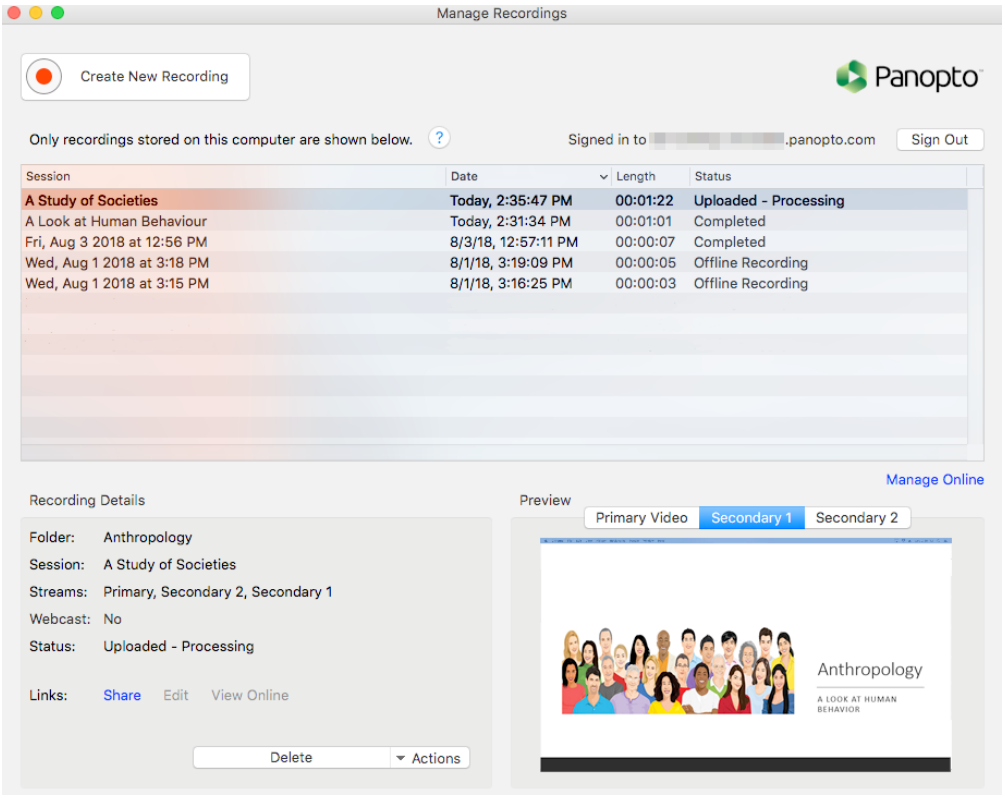

Figure 14

6.2. The **Manage Recordings** window displays the recordings stored on your computer as well as the processing status of your recording. You can also watch a preview of your video in the bottom right-hand corner, even while it is uploading. You may notice the following terms under the **Status** column:

- **Offline Recording** is a recording that does not have a folder selected in Panopto, so it is only stored on your computer. You can select **Upload to Server** to select a folder and add them to your video library.
- **Uploaded - Processing** is a recording that was just completed and is currently processing.
- **Completed** is a recording that was already recorded, with a selected folder location, and uploaded to the server. If you have access to the video in the library, you can open the video settings using **view**, **edit**, or **share**. You can also continue recording to the same session by selecting **resume**. And if you need to make space on your computer, you can delete local files, provided they are no longer needed.

Note: It is possible to delete recordings. If they have been uploaded already, you can delete the local copy and the recording will still be located on the server. If you delete a recording that has not yet been uploaded, that recording will be lost.

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