Making a video using Panopto on Mac

First time Panopto user? Go to Panopto home and sign in using your ECU username and password:
https://ecu.ap.panopto.com/Panopto/Pages/Home.aspx

The option to download Panopto software (1) is available for compatible operating systems.

To start recording, click on “Create” (2) and “Record a new session” (3) and launch Panopto by following the instructions; you may be prompted “Open Panopto” to access the recorder.

Note: “Upload media” is an option if you pre-record a presentation on another platform, and several media file types are accepted.

Recordings in ultra-high definition (UHD) i.e. 4K, will take a long time to process or may not load (get stuck) depending on internet speed.
Recorder options explained

(4) Make sure “My Folder” is selected. If the folder is set to “Offline Recording”, sign in with your ECU username and password.

(5) Name your recording; Name, assignment name or number, unit code i.e. KateAbbott_CaseStudy_UNIT123

(6) Choose the “FaceTime HD Camera” to show your face and background or select “None”. This is a primary recording source and cannot be easily removed through editing.

(7) Audio must be selected to record. Choose the “Built-in Microphone” or any device you plug in. This is also a primary recording source.

(8) “Capture Computer Audio” if you wish to record sound through your computer i.e. music.

(9) If a PowerPoint presentation is used in the recording, tick “Record PowerPoint”, and open the PowerPoint on your desktop.

(10) If you wish to record your screen, select the “Source” (screen) to be recorded; a preview is visible above this selection. This is a secondary recording source and multiple secondary sources can be captured concurrently, but editing is required to change the focus on each source so the viewer can follow the video presentation in the correct sequence.

(11) The “Manage Recordings” window displays the recordings stored on your device as well as the processing status of your video.

PowerPoint recordings

Select the “Record PowerPoint” option (9) and open the PowerPoint on your desktop.

Arrange the Panopto recorder and the PowerPoint in overlapping tiles so that you can access each through the recording process.

When ready to record, click on the “Record” button then click on the open PowerPoint. You MUST put the PowerPoint slides in Presenter view or they will not be captured in the recording.

If capturing “Video” (your face and background), remember to keep within the camera frame whilst presenting the slides; you will not be able to see yourself, as the slides will hide the Panopto recorder during the presentation.

Use the arrow keys to move through the slides so your mouse click is less audible.
At the end of the slideshow, the recorder will be revealed once more; the escape button can also be used to exit the PowerPoint slideshow revealing the recorder.

**Screen recordings**

Select the “Source” screen option (10). When recording the screen, there are a few things to be aware of:

- Be prepared! Open all programs or websites to display in the recording.
- Close any applications or screens that may appear or pop-up in a recording i.e. email or social media notifications.
- Only “Capture Computer Audio” if sound from the computer must be recorded i.e. music and or video.

**Recording**

When all the necessary options are selected, click “Record” or click on `option+command+R` (short-cut). When the recording is finished, press the “Stop” button on the Panopto recorder or click on `option+command+S` (short-cut).

The final step is to upload the recording for publishing. If you are happy 😊 with the recording, click on “Upload” (12). If you are not happy 😕 with the recording, click on “Delete and record again” (13). There is another opportunity to name the recording; highlight the date/time and type the new “Session name” (14).

The following screen displays the progress of the recording; the most recent recording is “Uploaded – Processing” (15). If the recording is long and contains PowerPoint slides, it will take a bit of time to process. The recording can be edited once the “Edit” link (16) becomes available.
**Editing a Panopto recording**

Click on “Edit” (16) to reveal the edit options. Click on the scissors to make cuts (17) and click on the plus symbol (18) to add quizzes (19), add YouTube videos (20), or insert other Panopto videos (21).

![Editing a Panopto recording](image)

**Embedding a Panopto recording in Blackboard**

Go to the content area within Blackboard where you want your students to view your recording and select “Build Content” (24) at the top of the screen, then “Item” (25).

![Embedding a Panopto recording in Blackboard](image)

Name the item (26), click on the ellipsis on the toolbar (27), then click on the plus symbol (28).
Select “Panopto Video” (29).

Check that your Blackboard site name is visible (30); only students enrolled in your Blackboard site will be able to view your videos.

Tick the video you wish to embed (31) and then insert your video (32).

Text can be added either side of the video and files i.e. PowerPoint slides or PDFs can be attached, click on the “Submit” button to complete the video embed.

The embedded video is automatically sized @720x480, which is suitable for single recordings in the learning material space. If you wish to make better use of the learning space, you are able to reduce the size of these videos by editing the “Source code” (33); change the source code width and height.

Two recordings present well side by side @510x340.

Multiple recordings present well tiled; three videos side by side @300x200 is recommended and can be embedded withing a table with multiple rows.
Single embedded recording 720x480

Welcome to PowerPoint 365

Two embedded recordings side by side 510x340

Welcome and a quick unit induction

Multiple recordings 300x200

Module 1 topics

If you are ECU Staff and require support/training, please contact Learning Technologies Support Officers e: eLearningTraining@ecu.edu.au | p: 6304 2255