Staff tip sheet: Panopto + Mac OS

Panopto recording on a Mac OS for staff

Panopto recordings on a MacOS can be done offline on a single-device/single-screen or on single-device/multi-screens.

It is recommended to close all programs before recording to avoid interference, such as sound notifications.

To record offline, simply open Panopto on your desktop and your PowerPoint presentation; do not enlarge either of these programs before recording on a single-device/single-screen. On a single-device with multi-screens, place your PowerPoint presentation on one screen and the Panopto recorder on another screen (preferably a screen that you will not be recording, but not essential).

Click on the Create New Recording button:

This will take you to a screen where you can prepare for your recording. The Primary Source (on the left-hand side of the recorder under the Record button) records video of your face (only if a source is selected) and audio of your voice (this selection is required). The screen-capture below will not record your face, but will record audio through the built-in microphone, as opposed to a headset.
The **Secondary Sources** (on the right-hand side of the recorder) can be selected by firstly going to the **Secondary 1** screen (1) and electing a **Source** (2), then going to the **Secondary 2** screen and electing a different screen source; the secondary screen option is only available if multi-screens are detectable. By choosing different screens you are able to record two sources simultaneously, such as a Blackboard unit and a document camera.
Go to the PowerPoint presentation, select **Slide Show** (3), and then **Play from Start** (4).

If the Panopto screen is hidden by the PowerPoint notes, press **command+tab** and select the Panopto icon to make the recorder visible; move the recorder to a screen that will not be used, if this is possible.

Ready? Click on the **Record** button:

OR… to start recording press **option+command+R**

It is NOT recommended to **Pause** the recording, as Panopto creates a soft-cut that can be removed to reveal what was said during the pause; confidentiality could be breached.

To stop the recording, click on the **Stop** button:

OR… press **option+command+R**
Once the recording is complete, rename the default date and time **Session name**; an addition description field is also available. Click **Done** if ☺️ with the recording or **Delete and record again** if ☹️

The recording will now appear in the **Manage Recordings** box. It is now time to upload the recording to the Panopto file manager.

Click on the **Sign in to Upload** button:
Sign in with your ECU credentials; username and password.

Now signed in, click on Choose Folder and Upload (bottom-left of the recorder). Select the Folder (5) you wish to save to; it is recommended that you save to your relevant Blackboard site. To upload to a Blackboard unit, click on the small arrow on the left-hand side of Blackboard (private).

The folder selection includes Blackboard units that have been Panopto configured; if your unit does not appear in the list, watch how to configure Panopto in Blackboard. All personal recordings or recordings that require editing can be saved to the My Folder option. Recordings can be copied or moved into other folders anytime; if you wish to move or copy recordings to other Blackboard units, watch managing Panopto videos in folders.

Change the Session/recording name (6) and Upload (7).
If the recording is long and has many PowerPoint slides, processing may take some time; Panopto transcripts text from slides, encodes and compresses recordings for multimedia distribution. Once processing is complete, the recording will have a Completed status. It is now possible to view the recording online (View Online) or Edit the recording before sharing.

Editing and sharing Panopto recordings

Tips on editing and sharing Panopto recordings are available on the Learning Technologies website within the Panopto for Staff resources.

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” (8) at the top of the screen, then “Item” (9).

Name the Blackboard item where you will add your Panopto recording (10), then select “Panopto Video” (11).

If you are ECU Staff and require support/training, please contact Learning Technologies Support Officers e: eLearningTraining@ecu.edu.au | p: 6304 2255
Select the recording from the list (12) and "Insert Videos" (13).

To resize the recording, right-click on the yellow tile within the textbox and select "Edit Embedded Media" (14).
The size of recordings can vary by changing the left-hand dimension (15), then “Update” (16). It is not necessary to resize both dimensions, as they automatically constrain proportions.

500 is recommended as it displays the “Download”, “Watch in Panopto”, and “Enter full screen”; however, 250 sized tiles work well when multiple recordings are grouped together in the same Blackboard item.

Text can be added on either side of the recording, and files can be attached. “Submit” at the bottom of the item Blackboard page when complete.

The following images are samples of how to display Panopto recordings on Blackboard. They include:

- Single recording
- Two recordings side-by-side (space bar between the two embedded recordings)
- Multiple recordings (return-carriage between top three recordings and bottom three recordings)

**Single embedded recording**
Two embedded recordings side by side

Welcome and a quick unit induction

Welcome to the unit
Blackboard orientation

Powered by Panopto
Powered by Panopto

Multiple recordings

Module 1 topics

Tue, Jun 9 2020 at 3:...
PowerPoint 365
Test meeting

Powered by Panopto
Powered by Panopto
Powered by Panopto

PowerPoint recording
Blackboard orientation
Welcome to the unit

Powered by Panopto
Powered by Panopto
Powered by Panopto