

# Student tip sheet: Panopto-Mac assignment recording

## Making a video using Panopto on Mac

Go to the assignment link in Blackboard; usually within the Assignment or Assessment section. Click on the link in “Step 1” (1).

### Student presentation

**Step 1:** Record or upload your video in Panopto. To start creating your video, [click here to open your personal folder](#).

**Step 2:** Open the assignment in Blackboard and select **Write Submission**.

**Step 3:** Click on the ellipsis (three dots on the top row far right) to expand the text editor, click on the plus symbol (bottom row far right), and select **Panopto Student Video Submission**.

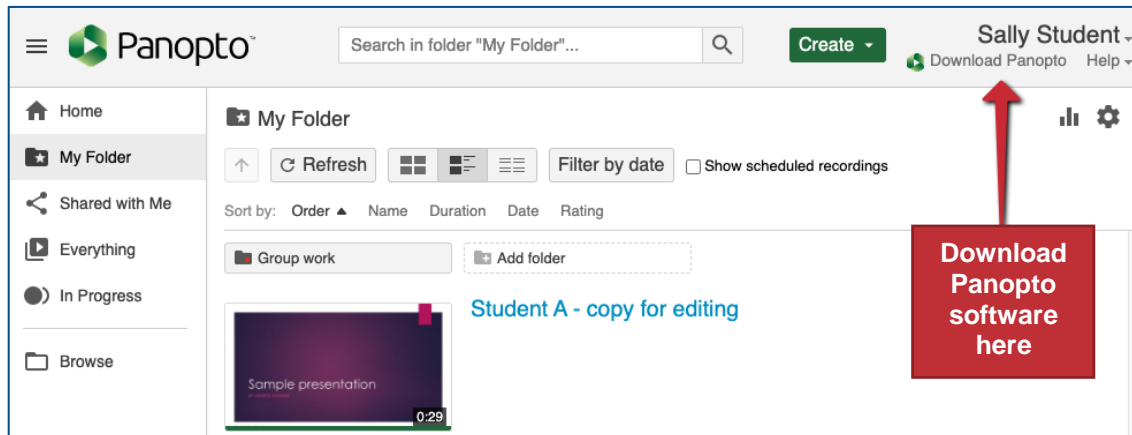
**Step 4:** A window will open to show the videos in your personal folder. If your video is located in a different folder, select the correct folder from the drop-down at the top.

**Step 5:** Select the video you wish to submit and click **Insert**.

**Step 6:** Your video will be added to the submission. Add any extra information and **Submit**.

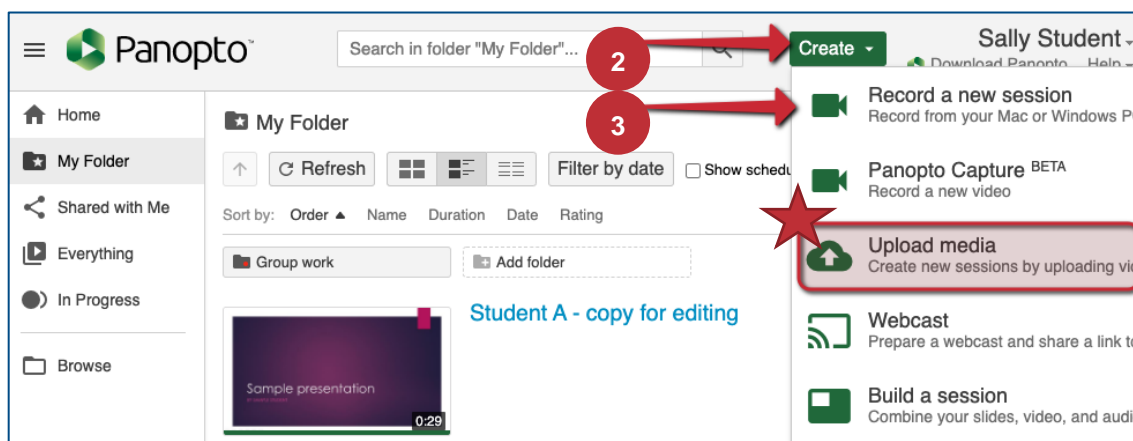
1

The option to download Panopto software is available for a **compatible operating system**.



The screenshot shows the Panopto interface with a search bar, a 'Create' button, and a user profile 'Sally Student'. A red arrow points to the 'Download Panopto' link in the top right corner. A red box with white text says 'Download Panopto software here'.

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.

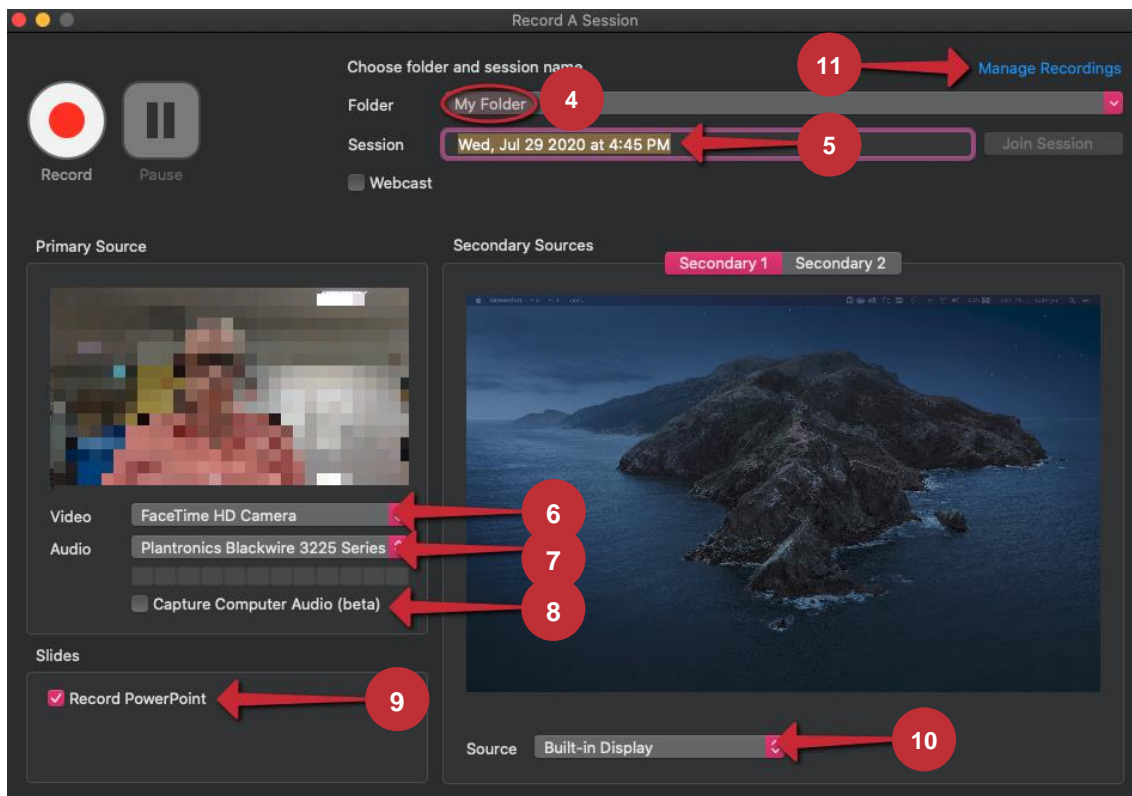


The screenshot shows the Panopto interface with a search bar, a 'Create' button, and a user profile 'Sally Student'. A red circle labeled '2' points to the 'Create' button. A red circle labeled '3' points to the 'Record a new session' option in the dropdown menu. A red star highlights the 'Upload media' option.

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 your internet speed.

“4K videos are 4 times larger than 1080p videos. A 4K video can take multiple hours to finish high resolution processing” (Jordan, 2019).

## 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

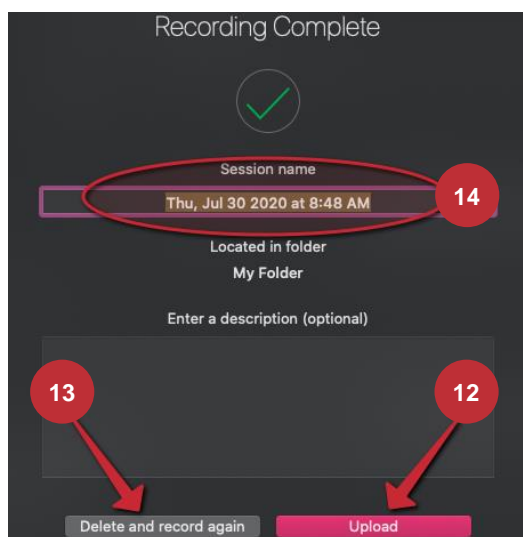
Select the “Source” screen option (10). When recording the screen, there are a few things to be aware of:

- 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

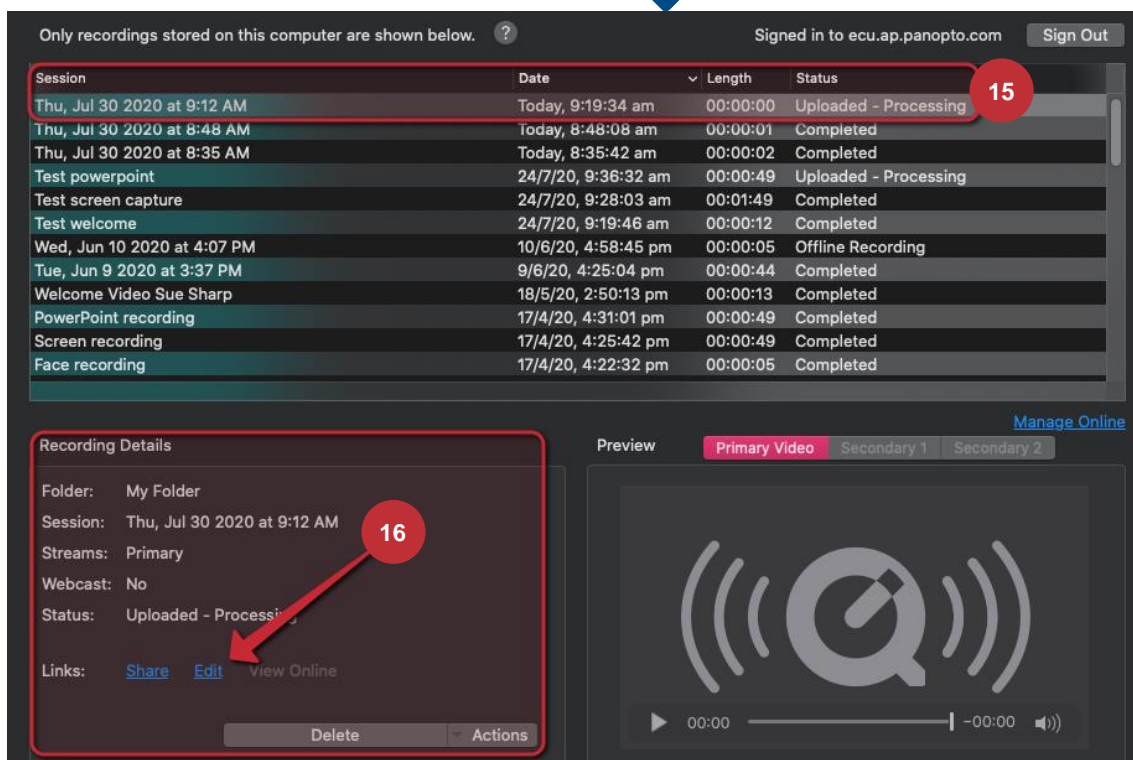


When all the necessary options are selected, click “Record” or click on **option+command+R** (short-cut). When the recording is finished, press the “Stop” button on the Panopto recorder or click on **option+command+S** (short-cut).



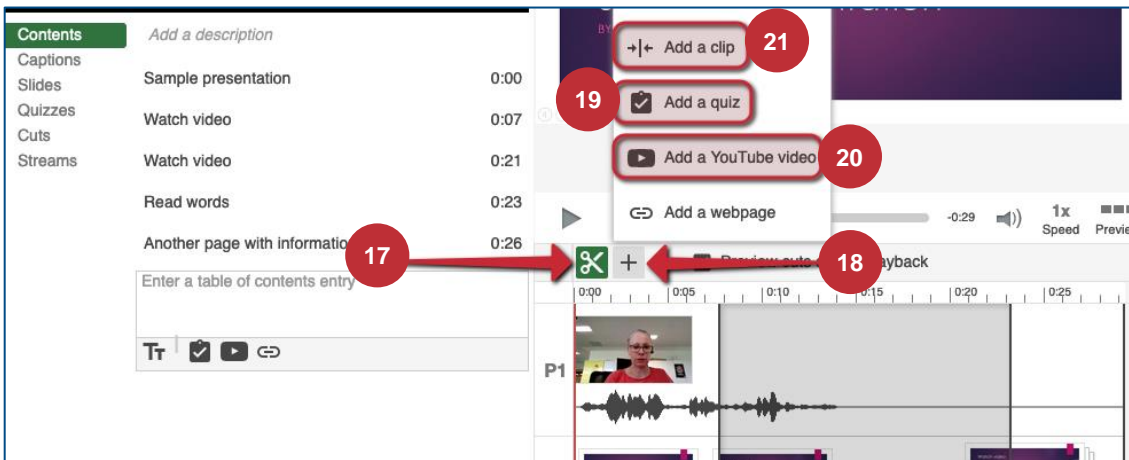
The final step is to upload the recording for publishing. If you are happy 😊 with the recording, click on “Upload” (12). If you are not happy 😞 with the recording, click on “Delete and record again” (13). There is another opportunity to name the recording; highlight the date/time and type the new “Session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



## Submitting a Panopto recording to a Blackboard assignment link

Return to the assignment link (22) in your Blackboard unit and note the remaining instruction aligns with the steps.

**Student presentation** ← 22

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**Step 3:** Click on the ellipsis (three dots on the top row far right) to expand the text editor, click on the plus symbol (bottom row far right), and select **Panopto Student Video Submission**.

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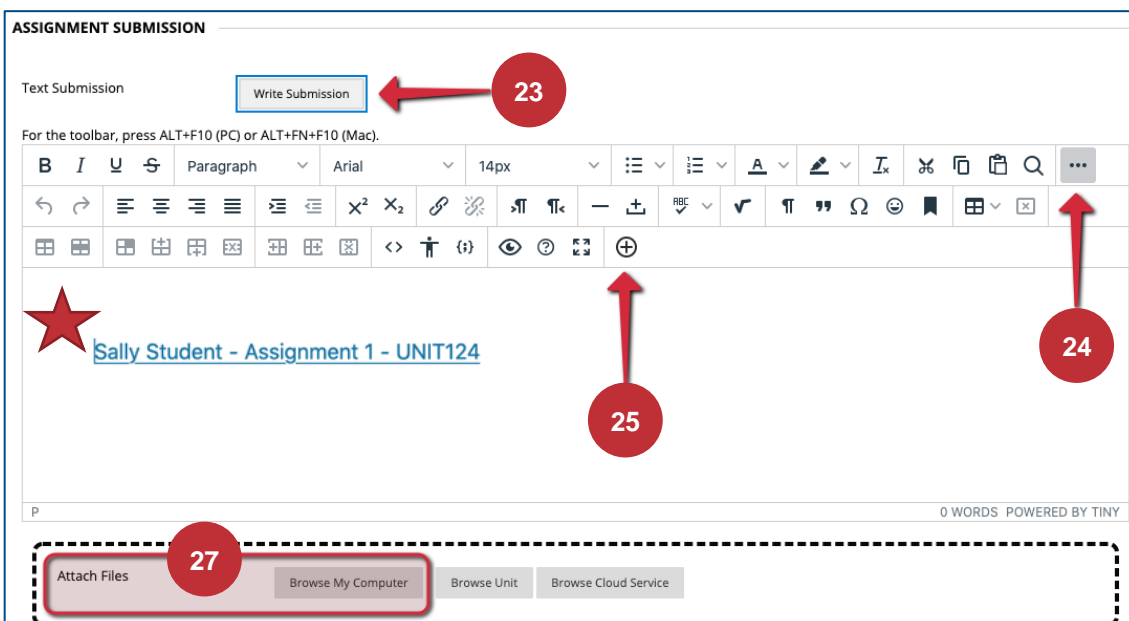
**Step 5:** Select the video you wish to submit and click **Insert**.

**Step 6:** Your video will be added to the submission. Add any extra information and **Submit**.

Click on “Write Submission” (23).

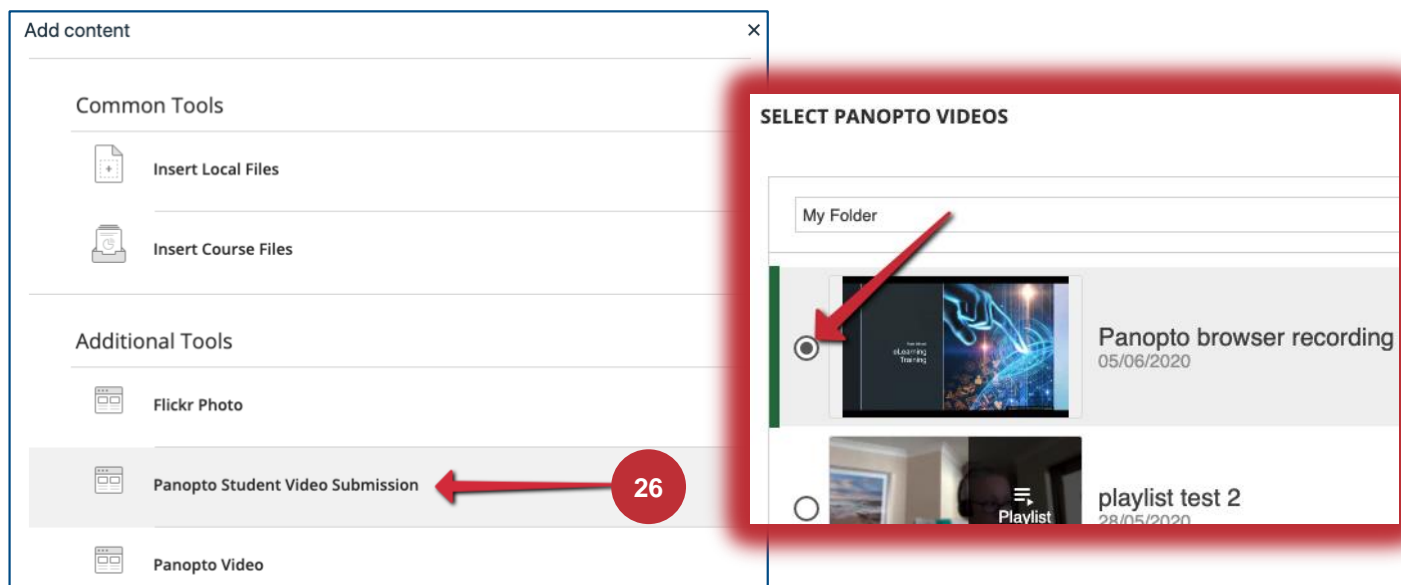
Click on the ellipsis on the toolbar (24) to reveal all the tools, click on the plus symbol (25), then click on “**Panopto Student Video Submission**” (26 – see over); you **MUST** select this option.

Select your video for the assignment submission, **scroll-down** and click on “Insert” or “Submit video”.

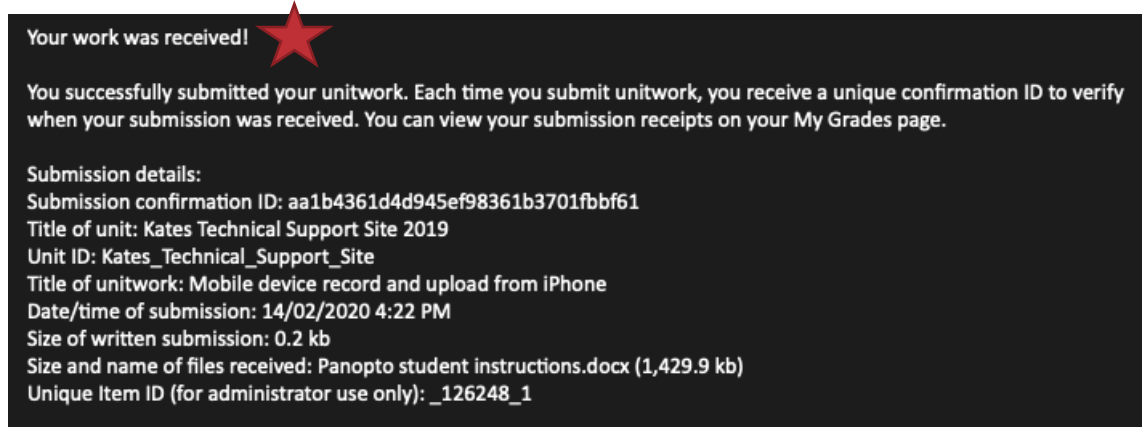


Note: The video will appear as a **link** if successful, **NOT a video**; additional text can be added either side of the link.

If you are required to attach additional files to the submission, click on “Browse My Computer” (27) and locate the files on your device. Scroll-down and click on the “Submit” button to finalise your submission.



An email will be sent to your student email account to confirm the successful submission of your video assignment; similar to the message below.



## References

Jordan (TeamYouTube). (2019, February 14). *4K video uploads and processing time* [Community post]. YouTube Help. <https://support.google.com/youtube/thread/1626616?hl=en>