Making a video presentation using Panopto on Mac OS

Go to https://intranet.ecu.edu.au/learning/learning-technologies/panopto-lecture-capture/panopto-for-students and watch the video on how to submit a student video to Blackboard using Panopto.

Go to the assignment/assessment link (2) in your Blackboard unit; usually under the heading “Assessments” or “Assignments” (1) and click “here” (3) to sync Blackboard to Panopto.

You will not be able to successfully submit your assignment is you miss these steps.
To start recording, click on “Create” (1) and then “Record a new session” (2).

“Open Panopto”. Make sure the “Panopto Recorder” is selected, and then click “Open link”.

For additional support go to https://www.ecu.edu.au/centres/library-services/services-and-facilities/library-workshops
The Mac Panopto recorder

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 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** 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 a face, but will record audio through the built-in microphone, as opposed to a headset; to record a face select a video source.

The **Secondary Sources** can be selected by firstly going to the **Secondary 1** screen (see 1) and electing a **Source** (see 2), then going to the **Secondary 2** screen and electing a different screen source; the secondary 2 screen option is only available if multi-screens are detected. By choosing different screens you are able to record two sources simultaneously, such as a PowerPoint presentation, website or app.
Go to the PowerPoint presentation, select **Slide Show**, and then **Play from Start**.
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.

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

OR… press **option+command+S**

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:

Now signed in, select the My Folder (see 1), change the Session/recording name (see 2), and then Upload (see 3).

For additional support go to https://www.ecu.edu.au/centres/library-services/services-and-facilities/library-workshops
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:

Now it is possible to view the recording online or edit the recording before sharing:
Editing a Panopto recording

Click on “Edit” (see image on previous page). There are a few edit options including making cuts (1), adding quizzes (2) and YouTube videos (3). To get a better understanding on how to edit Panopto recordings, go to https://support.panopto.com/s/article/Edit-a-Video

For additional support go to https://www.ecu.edu.au/centres/library-services/services-and-facilities/library-workshops
Submitting a Panopto recording to a Blackboard assignment link

Go back to the assignment/assessment link (2) in your Blackboard unit; usually under the heading Assessments or Assignments (1). There is no need to sync Panopto to Blackboard any longer by clicking on “here”, as it was previously instructed; continue through the steps beginning at “Step 2”.

Click on “Write Submission” (1). If the menu does not reveal the “Mashups” (3), click on the arrows/chevrons (2). Click on “Mashups” (3) and then “Panopto Student Video Submission” (4); this last selection is important.

For additional support go to https://www.ecu.edu.au/centres/library-services/services-and-facilities/library-workshops
Select the video for submission, scroll down and click on “Submit Video”.

The video will appear as a link (1) if successfully submitted; not a video. Additional text can be added either side of the link. If a document file needs to be submitted with the recorded video, attach the file(s) by browsing; “Browse My Computer” (2). “Submit” when the video and any additional files have been attached.

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

Your work was received!

You successfully submitted your unitwork. Each time you submit unitwork, you receive a unique confirmation ID to verify when your submission was received. You can view your submission receipts on your My Grades page.

Submission details:
Submission confirmation ID: aa1b4361d4d945ef98361b3701fbb61
Title of unit: Kates Technical Support Site 2019
Unit ID: Kates_Technical_Support_Site
Title of unitwork: Mobile device record and upload from iPhone
Date/time of submission: 14/02/2020 4:22 PM
Size of written submission: 0.2 kb
Size and name of files received: Panopto student instructions.docx (1.429.9 kb)
Unique Item ID (for administrator use only): _126248_1