

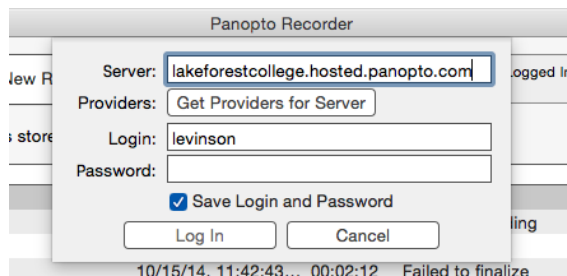
Panopto: Recording (Mac)

Use this guide to log into Panopto and make your first video.

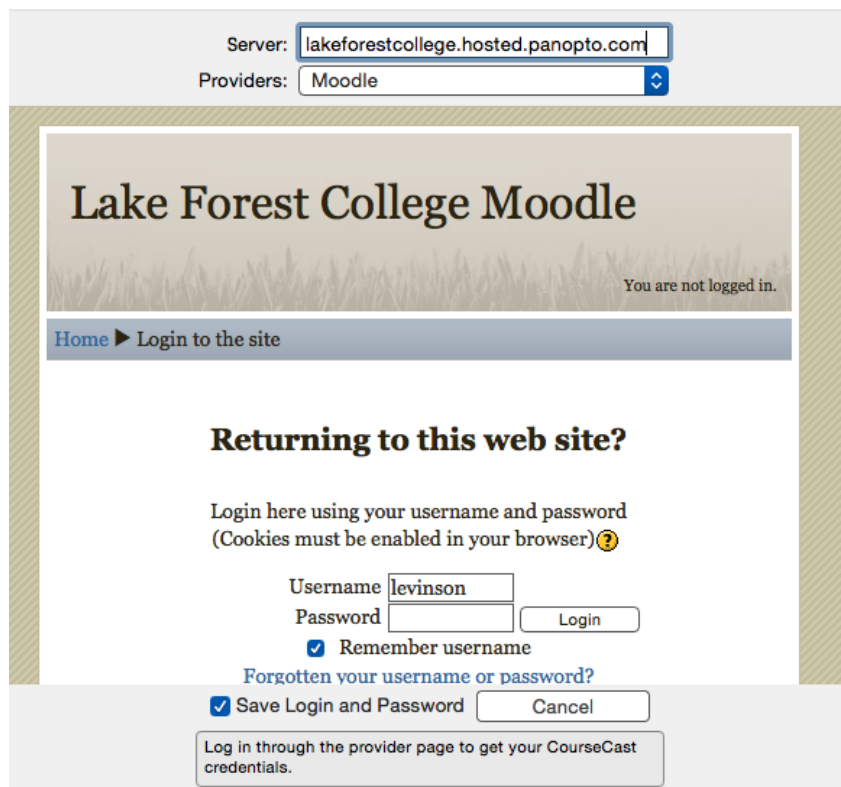
--David Levinson x5059 (levinson@lakeforest.edu)

Logging in to Panopto

Open the Panopto Recorder on your computer and click **Log in**. Enter the server address: **lakeforestcollege.hosted.panopto.com**. Click Get Providers for Server.

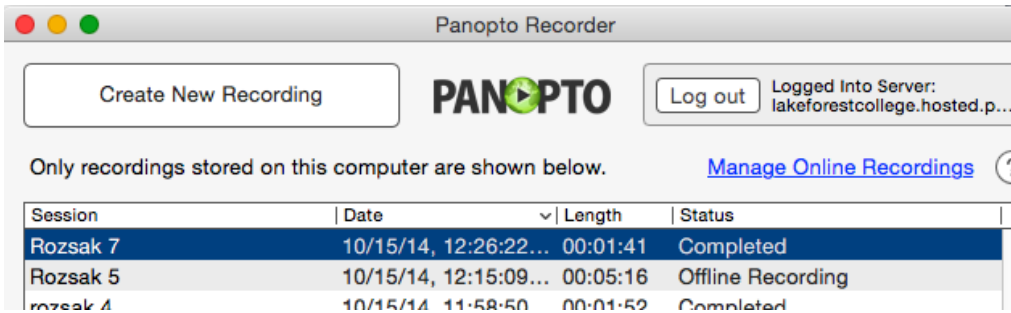


Wait a few seconds for the screen to refresh. Then, select Moodle from the Providers menu. In the Panopto window you will see the Lake Forest College Moodle login window. Enter your Moodle username and password and click Login.

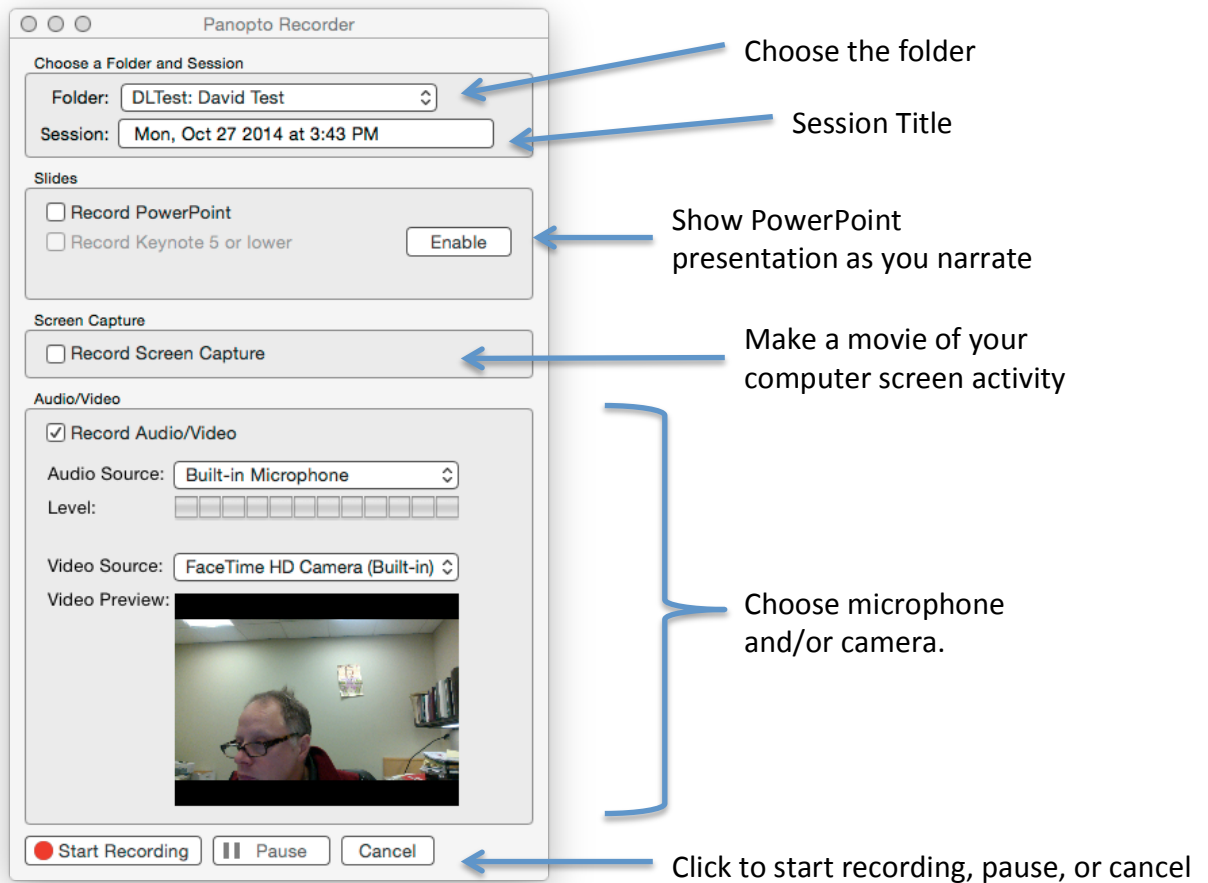


Recording a Video

1. Click Create New Recording.



Choose the folder in which you wish to create the new recording. The current date and time appear in the Session box. If you wish, change this to the session name you would prefer. You may also record offline and select the folder after you've made the recording. Select the other options as below.



Slides and Screen Capture

You can choose to also capture your PowerPoint presentation and/or what is displayed on your screen. Each will appear in a separate window in the Panopto Viewer. Note: In order to properly record PowerPoint presentations, after you have launched PowerPoint, you must have it in full screen presentation mode.

Choosing Primary Input

Once you have chosen your folder or are just recording offline, choose exactly what you would like to record. Click and select the video and audio devices from the menus in audio/video. You can select a video capture device such as a webcam or video camera. After that, you can also choose what you want to use to record your audio. This could be a microphone or even the same device as your video if it has a built in mic.

Note: You must at least have audio source in order for the recording to be complete and usable without additional recordings.

Starting, Stopping, and Pausing

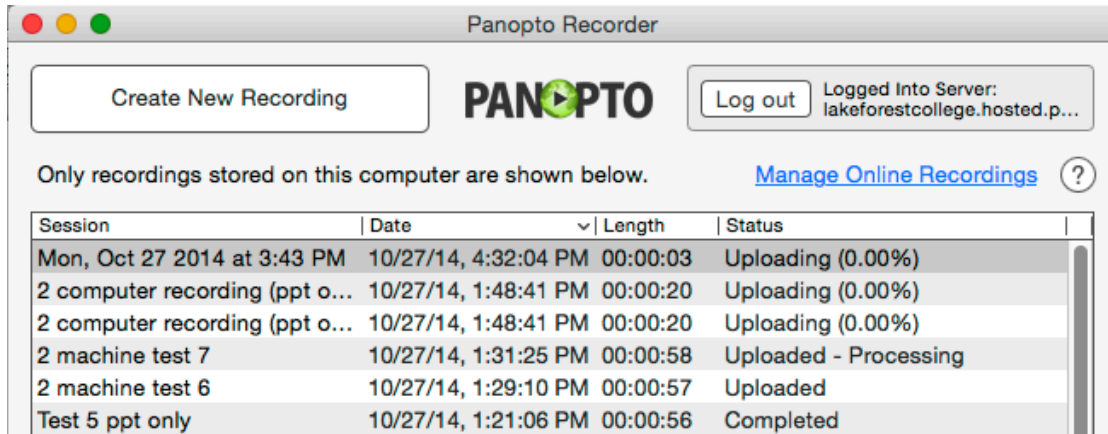
Once you have everything set, you can begin recording. Click on the Start Recording icon to start everything running. Once your recording has started, that icon will change into Pause and Stop.

Clicking on Stop will stop the recording and close it out. If you had picked a folder before you started, it will then begin to upload the recording to whatever folder you had chosen.

The Pause button will in a sense pause your recording. However, everything Panopto does is non-destructive. Which basically means, even though you've paused your video, it will continue to record, but will not show up in the final version on the website. You can, however go into the editor and get this recorded time back if you, for example, forgot to un-pause and didn't get the end of your recording.

Recording Status

Once everything has been recorded and you have stopped your recording, you will be taken to the recording status page. which looks something like:



The screenshot shows the Panopto Recorder interface. At the top, there is a "Create New Recording" button, the Panopto logo, a "Log out" button, and a "Logged Into Server: lakeforestcollege.hosted.p..." indicator. Below this, a message states "Only recordings stored on this computer are shown below." with a link to "Manage Online Recordings" and a help icon. A table lists the recordings with the following data:

Session	Date	Length	Status
Mon, Oct 27 2014 at 3:43 PM	10/27/14, 4:32:04 PM	00:00:03	Uploading (0.00%)
2 computer recording (ppt o...	10/27/14, 1:48:41 PM	00:00:20	Uploading (0.00%)
2 computer recording (ppt o...	10/27/14, 1:48:41 PM	00:00:20	Uploading (0.00%)
2 machine test 7	10/27/14, 1:31:25 PM	00:00:58	Uploaded - Processing
2 machine test 6	10/27/14, 1:29:10 PM	00:00:57	Uploaded
Test 5 ppt only	10/27/14, 1:21:06 PM	00:00:56	Completed

Offline Recordings are recordings that you have not yet picked a folder for, so they are just on your computer.

Currently Uploading Recordings will show the video that you just completed and the status.

Uploaded will show the recordings that you have already recorded, picked a folder for, and uploaded to the server.

You can delete recordings at any time. If they have been uploaded already, you can delete the local copies, and the recordings will still be on the server. If you delete a recording that has not yet been uploaded, that recording will be lost.