

Panopto recording for Mac - Students



**Northumbria
University**
NEWCASTLE

This help guide will cover how to create a Panopto recording on a Mac.

This guide assumes that you have downloaded Panopto from the Panopto site.

<https://northumbria.hosted.panopto.com>

- 1 Open the Panopto Recorder, select eLP Live from the drop down and sign in with your University username and password.


Server: northumbria.hosted.panopto.com Go Cancel

Sign in with Panopto
 eLP Live

Sign in:

Password:

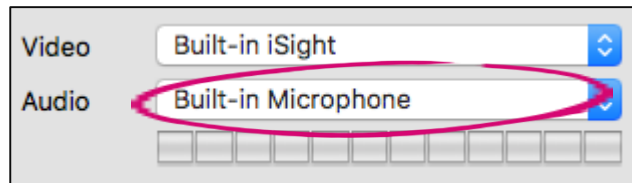
Remember me (required for offline recording) Sign in

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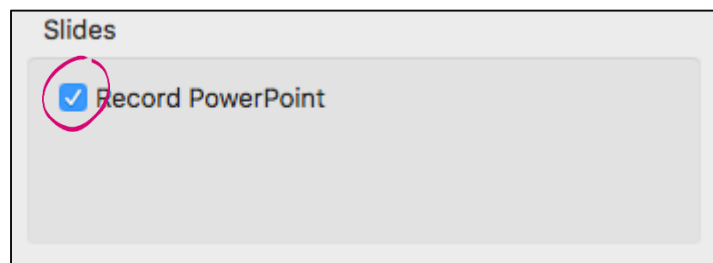
Enter your Northumbria Username and Password

- 2 Choose your primary video and audio sources, most if not all Mac computers have built in webcams and microphones and these may already be selected.

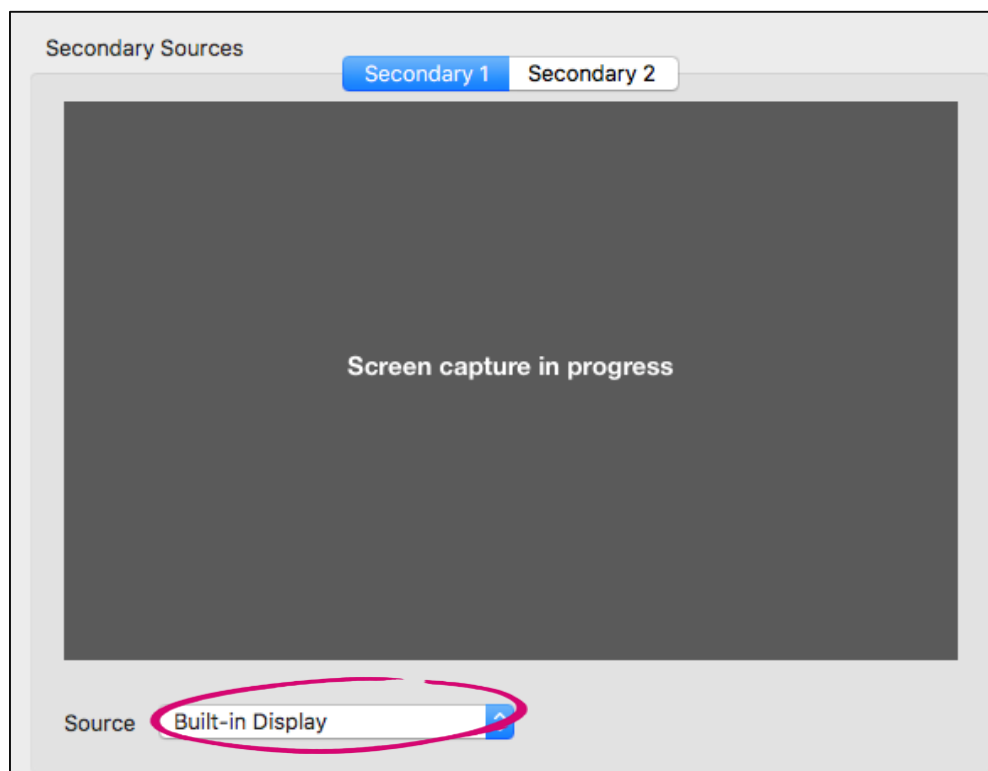
Please note: The video, or your webcam is optional. You must have an audio source selected for your recording will fail to upload upon completion.



- 3 PowerPoint will be checked by default, please leave this as it is if you want to capture your PowerPoint presentation.



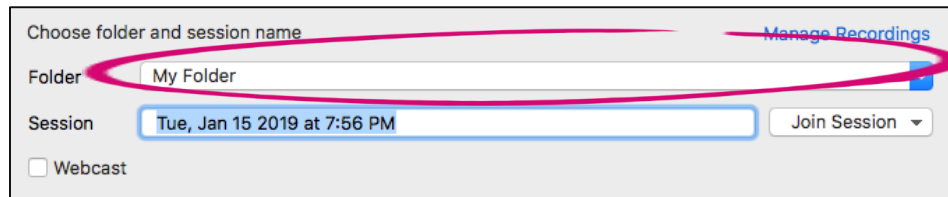
- 4 For the secondary source, click the drop down next to **Source** and select one of the options there. You will most likely see **Built-in Display**.



- 5 Select the folder for the module you are creating this recording for.

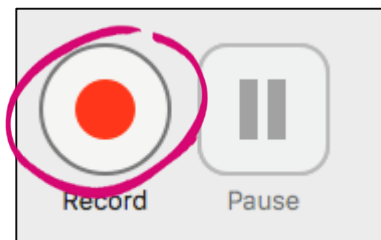
This will be your module code and name, followed by [assignments]

Give your recording a title in the **Session** field, we advise keeping the date and time and adding your username/name to the title so it's easier to identify.



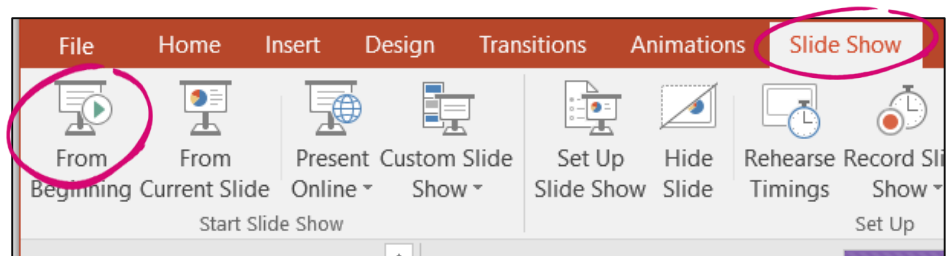
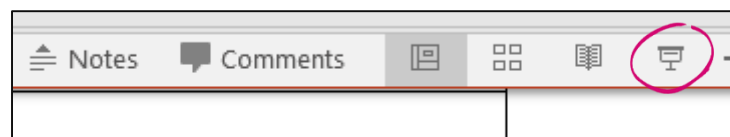
The screenshot shows a form titled "Choose folder and session name". It includes a "Folder" field with the text "My Folder", a "Session" field with the text "Tue, Jan 15 2019 at 7:56 PM", and a "Webcast" checkbox. A "Join Session" button is also present. A "Manage Recordings" link is visible in the top right corner. A pink oval highlights the "Folder" and "Session" fields.

- 6 When you are ready to start recording, click the record button. Once you have started recording a recording timer will appear.



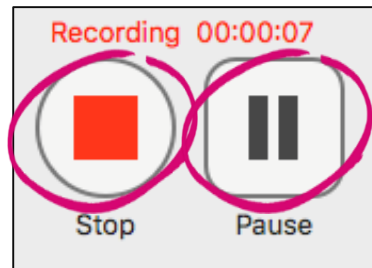
- 7 Open your PowerPoint and place it in presentation mode using the Slide Show button.

This can be found at the bottom of your presentation or in the slide show tab along the top of your PowerPoint software. Select **From Beginning** to present from the start of your PowerPoint.



8 Use the stop button to finish your recording.

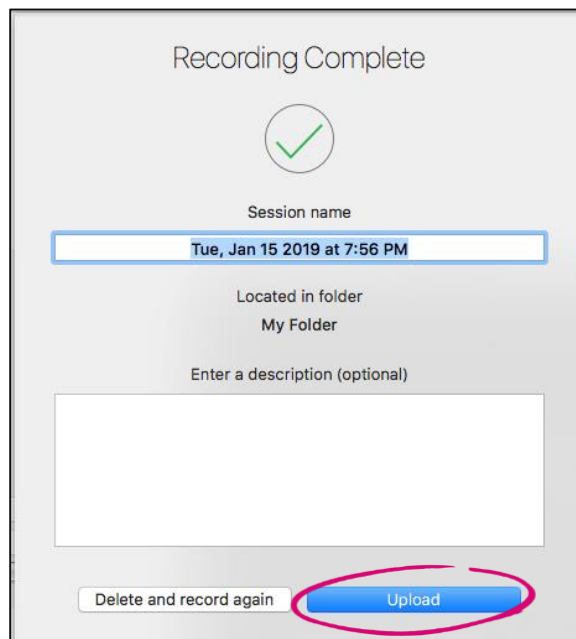
You can use the pause button if you need to take a break from recording. When you un-pause, there will be a gap in the final recording from when you placed the video on Pause to where you un-pause.



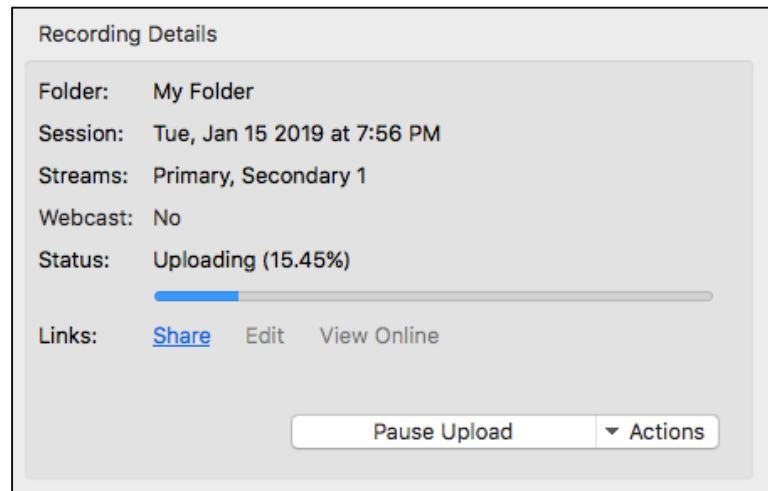
9 When you have stopped the recording you will be presented with an upload window.

You can change the title of your recording, add an optional description if you wish.

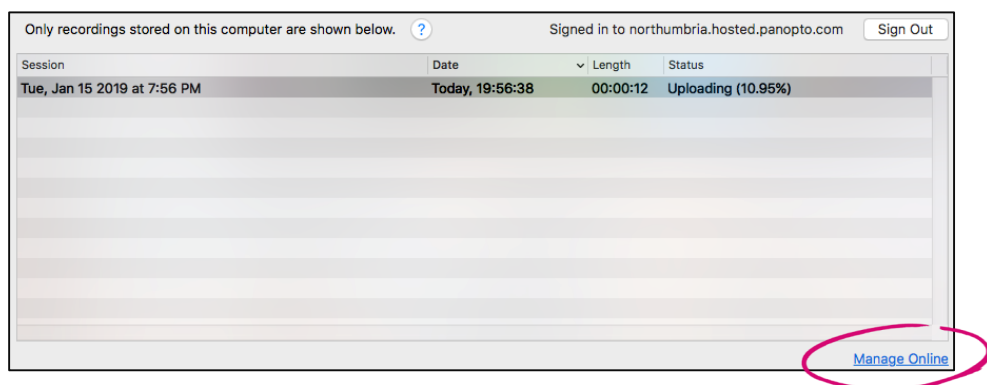
You can click either **Delete and record again** to start over or click **Upload** to upload your recording.



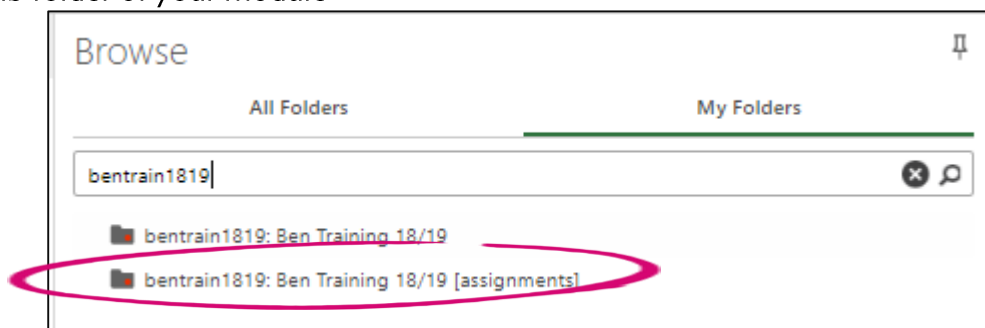
- 10 Your video will upload to your assignment folder, please do not shut down your Mac at this point. Once the upload has finished it is safe to turn off your computer.



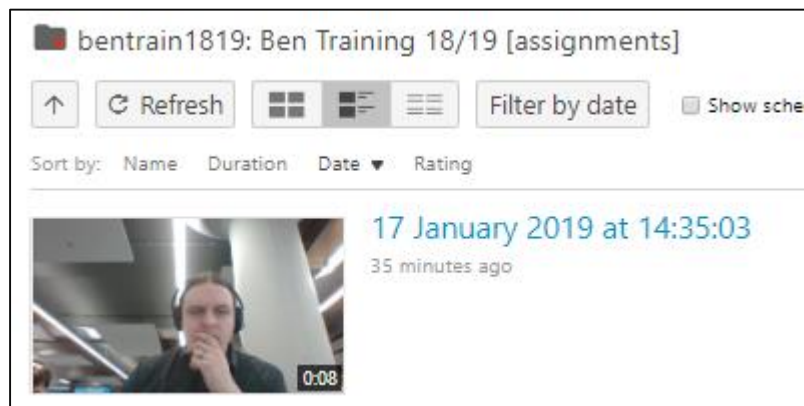
- 11 You will be able to view your recording on the Panopto website by clicking **Manage Online**.



- 12 This will load the Panopto cloud site, from here, click **Browse** and type in your module code. You will be able to see the [assignments] folder from here as a sub folder of your module



13 From here you can review your video



IT Support - open 24 hours, 365 days a year

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 twitter.com/NorthumbriaIT