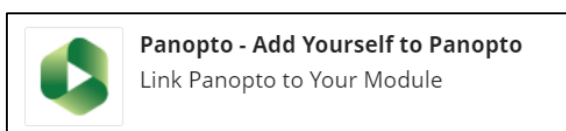
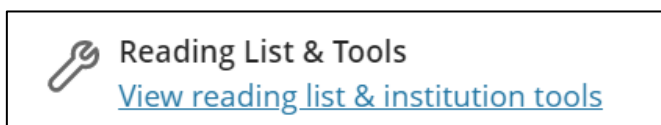


Panopto recording for Mac - Students

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

Important: Before you can use the Panopto recorder, you must login to your Blackboard module and add yourself to Panopto.

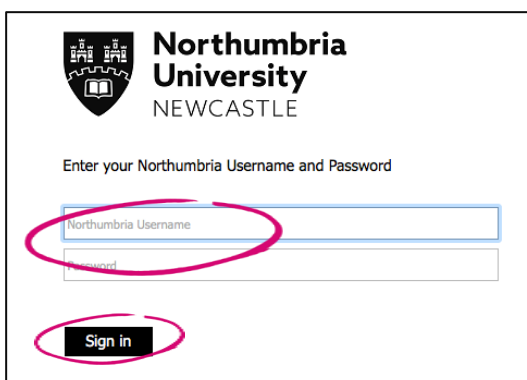
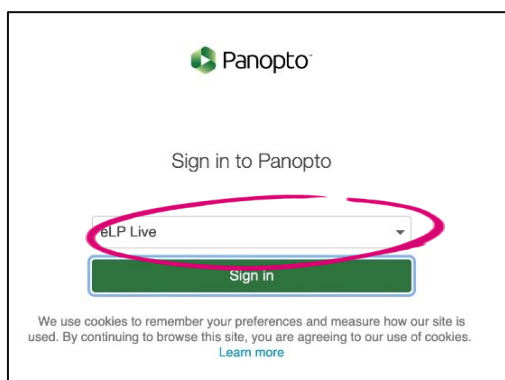
- Open your Blackboard module.
- On the left-hand side, click on View reading lists & institutional tools then click on Panopto – Add yourself to Panopto.



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

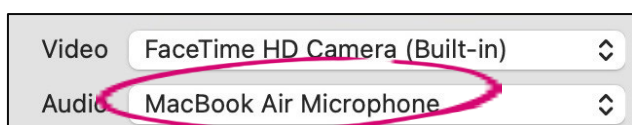
<https://northumbria.cloud.panopto.eu>

- 1 Open the Panopto Recorder, select eLP Live from the drop down (if not already selected) and sign in with your University username and password.

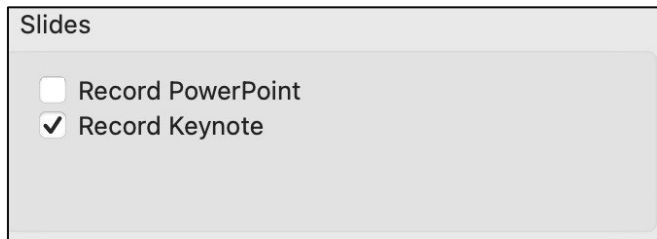


- 2 Choose your primary video and audio sources, most if not all Mac computers have built in webcams and microphones, and these may already be selected.

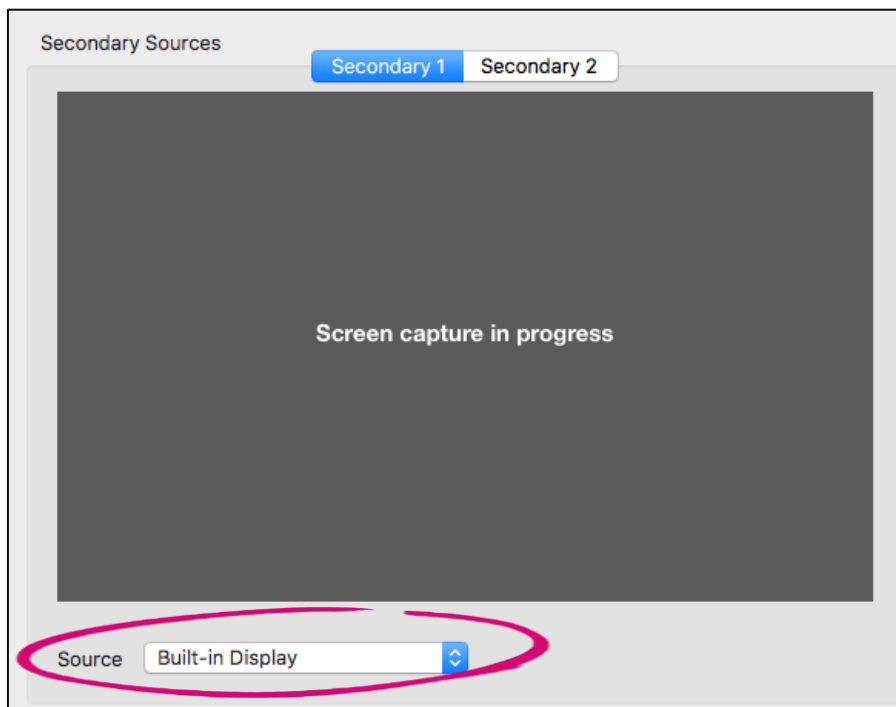
Please note: The video, or your webcam is optional. You must have an audio source selected for your recording, otherwise it will fail to upload upon completion.



- 3 If you have Microsoft PowerPoint installed on your device, both will show in the slide selection. Select from the available programmes to capture your presentation.

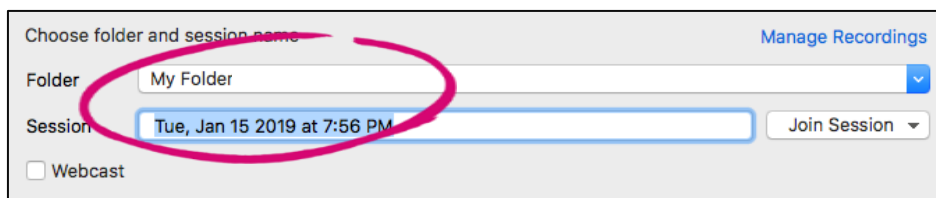


- 4 For the secondary source, click the drop down next to **Source** and select one of the options there. You will most likely see **Built-in Display**.



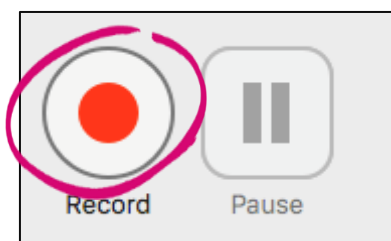
- 5 Using the dropdown arrow, select the folder for the module you are creating this recording for.

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 is easier to identify.



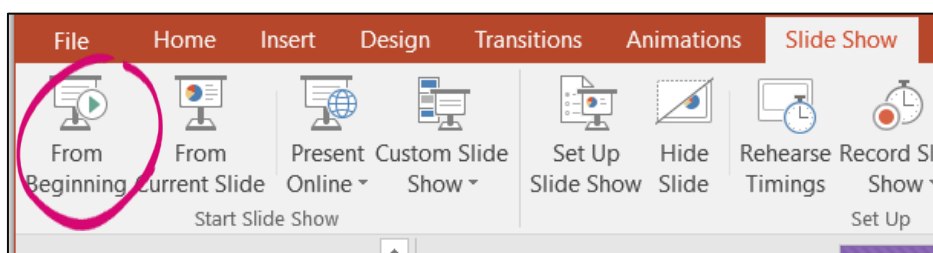
- 6 When you are ready to start recording, click the record button. Once you have started recording a recording timer will appear.

Alternatively, if you want to use the hotkeys to start recording, go to **Step 7**.

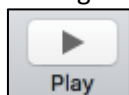


- 7 Open your PowerPoint (or Keynote) presentation and place it in presentation mode.

With PowerPoint this is done by 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.



If using Keynote press the Play button.



- 8 When your Powerpoint is in presentation mode, the hotkeys to record in Panopto on a Mac are the following:

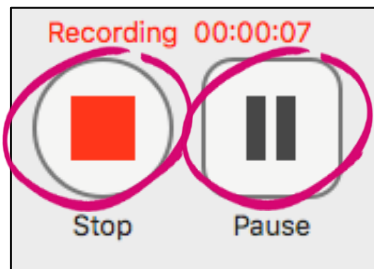
Command + Option + R – To start and stop your recording

Command + Option + P – To pause and and resume your recording

Please note: Panopto is always recording, even when you have it paused. Pausing your recording will cut the paused section from the final published version of the recording.

- 9 Use the stop button to finish your recording.

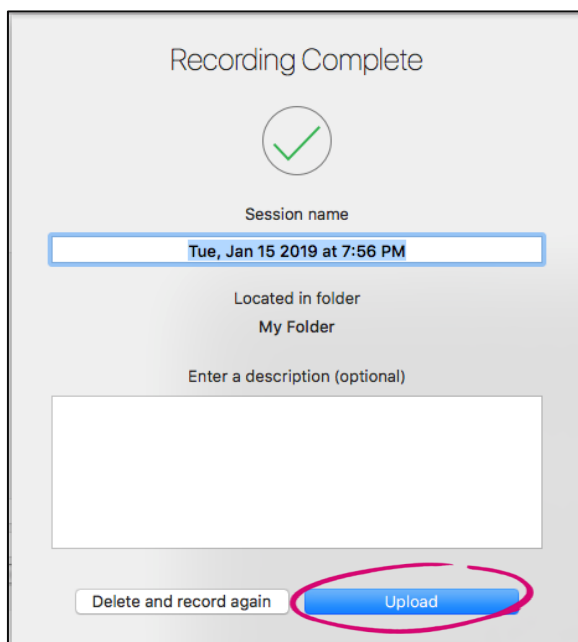
You can use the pause button if you need to take a break from recording. When you un-pause, there will be a gap in the final recording from when you placed the video on pause to where you un-pause.



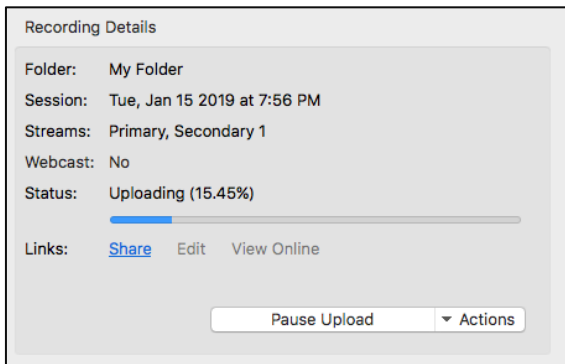
- 10 When you have stopped the recording you will be presented with an upload window.

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

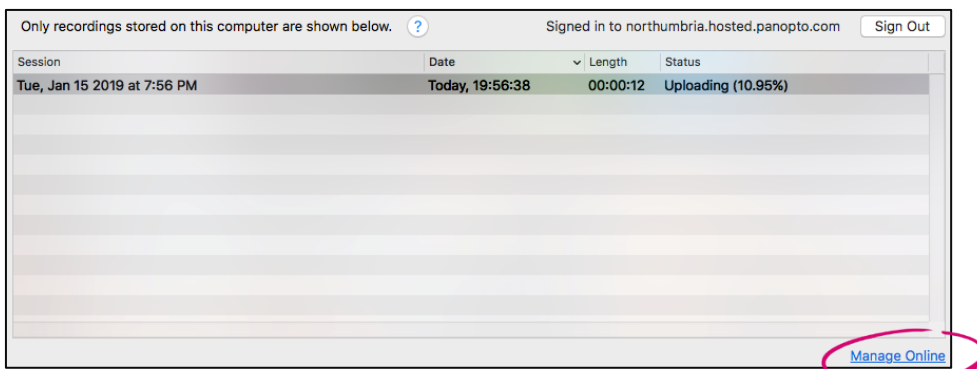
You can click either **Delete and record again** to start over or click **Upload** to upload your recording.

A screenshot of a "Recording Complete" window. At the top, it says "Recording Complete" and has a green checkmark icon. Below that, there is a "Session name" field with the text "Tue, Jan 15 2019 at 7:56 PM". Underneath is "Located in folder" with "My Folder". Then, "Enter a description (optional)" with a large empty text area. At the bottom, there are two buttons: "Delete and record again" and "Upload". The "Upload" button is circled in pink.

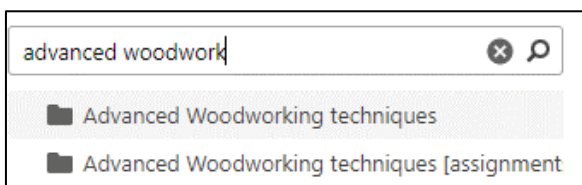
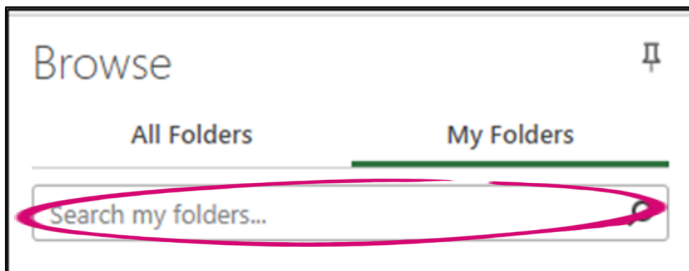
- 11 Your video will upload to the selected folder, please do not shut down your Mac at this point. Once the upload has finished it is safe to turn off your computer.



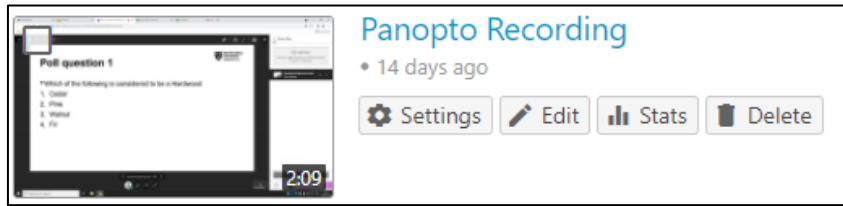
- 12 You will be able to view your recording on the Panopto website by clicking **Manage Online**.



- 13 This will load the Panopto cloud site, from here, click **Browse** and type in your module code.



14 From here you can review your video.



The screenshot shows the Panopto Recording interface. On the left, a video player displays a poll question: "Poll question 1" with the text "Which of the following is considered to be a hardware?" and four options: "1. Camera", "2. Web", "3. Webcam", and "4. PC". A timer in the bottom right corner of the video player shows "2:09". To the right of the video player, the text "Panopto Recording" is displayed in blue, followed by "• 14 days ago". Below this, there are four buttons: "Settings" (with a gear icon), "Edit" (with a pencil icon), "Stats" (with a bar chart icon), and "Delete" (with a trash can icon).



The banner is a black rounded rectangle with white text. On the left side, there is a white circle containing the number "24" and the word "HOURS" below it. To the right of the circle, the text reads "IT SUPPORT – AVAILABLE 24 HOURS, 7 DAYS A WEEK". Below this, there are two lines of text: "Online northumbria.ac.uk/StudentIT" and "Chat northumbria.ac.uk/itchat".