How to Record with Panopto for Mac

Overview

Panopto for Mac allows a lot of flexibility in how and what you can record. A presenter may wish to record alone (with one computer), with a videographer using a separate computer, or live webcast your recording. This article will cover all aspects of recording with one computer. In this recording scenario, all presentation content (PowerPoint, Keynote, and/or screen capture) and video/audio are recorded from one computer.

Note: If you are using a Windows computer, please review the relevant guide.

1. Installation and Setup

1.1. Panopto for Mac is very small and very easy to install. It can only be installed on computers using Mac OS X 10.11 and up. Your computer should also have a large amount of free drive space to capture your video/recording. To install Panopto for Mac, please refer to the relevant installation guide.

1.2. Once Panopto is installed Log in to your Panopto site.

1.2a. Log on to Brightspace, select one of your Modules and then go to Lecture Capture.

1.2b. Go to http://hudstream.hud.ac.uk and select Log in Using Brightspace; from the pull-down menu. Type in your usual university log-in.

1.3. Select the Create button at the top of the page and then select Record a New Session (See Fig. 1).

Figure 1
1.4. Select **Open Panopto** to launch the recorder (Fig. 2).

![Figure 2](image)

**Note:** You can also open the Recorder directly from your desktop application.

1.5. If you are opening Panopto from the video library, you'll be automatically signed in. If you open Panopto directly from your desktop, insert the Server if required - this is: `videohud.cloud.panopto.eu` – where it says “Sign in with”, click the down arrow to select ‘Log in Using Brightspace’ (Fig. 3).

![Figure 3](image)

1.6. Sign in to Brightspace in the window (Fig. 4). You may also choose to save your information by selecting the **Remember Me** box.
2. Folders

2.1. Click on Create New Recording (Fig. 5).

2.2. Click the drop-down arrow so that you can set the folder where the recording will be saved (Figs. 6 and 7).
2.3. By default, the name of the session is the date and time you record the session, but you can rename the session here (Fig. 8).

3. Primary Sources

3.1. **Primary Audio:** Under Primary Sources, select the drop-down under **Audio**. Select a microphone that is connected to your computer. You must select a primary audio source for a successful recording (Fig. 9).
3.2. **Volume bar**: After selecting your audio, test your audio by talking in a normal voice to test the volume. You should see a few green bars appear as you talk (Fig. 10).

3.3. **Primary Video Source**: If you'd like to record video of a presenter, you can select a primary video source under the Video drop-down. But you do not need to include this if you just want to record audio (Fig. 11).
3.4. Quality Settings: In Panopto -> Preferences you will find the quality settings for both your primary and secondary video streams (Fig. 12). These settings will help you determine what will be best to record a high-quality video. Please note: the list applies to both Primary and Secondary Video Quality.

<table>
<thead>
<tr>
<th>Video Quality</th>
<th>Resolution</th>
<th>Frame Rate</th>
<th>Bit Rate</th>
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<tr>
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<td>360x288</td>
<td>15 FPS</td>
<td>300 KBPS</td>
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<tr>
<td>Basic (resolution)</td>
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<td>4 FPS</td>
<td>340 KBPS</td>
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<tr>
<td>Standard (motion)</td>
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<td>Ultra (resolution)</td>
<td>1920x1080</td>
<td>15 FPS</td>
<td>1500 KBPS</td>
</tr>
</tbody>
</table>

Figure 12

4. Additional Sources and PowerPoint

4.1. Additional Sources: You can also add up to two additional video sources here if you want to record your screen or an additional camera (Fig. 13)

Figure 13
4.2. **PowerPoint or Keynote**: You can choose to record PowerPoint or Keynote slides along with your video. After starting the recording, you must put your slides into presentation mode in order for them to be recorded (Fig. 14). *Note: If your PowerPoint contains any motion on the slide, animations, embedded video in the slide or someone is annotating over the slide, then screen capture must be selected to be able to capture that content.*

![Figure 14](image.png)

### 5. Starting, Stopping, and Pausing

5.1. You can now begin recording. Click on the red **RECORD** icon. Once your recording has started, that icon will change into **PAUSE** and **STOP** (Fig. 15).

![Figure 15](image.png)

5.2. Click **STOP** to stop the recording. You will have the option to upload the recording or delete it and start again.

5.3. Click the **PAUSE** button to have a section of your recording automatically edited out. When the recording is paused, Panopto is continuing to record, but that section will be edited out of the final version. You can always get this content back by using the editor.

5.4. **Hotkeys**: You can use Panopto for Mac hotkeys to start a recording, pause, and stop, all with a few keys so you don't need to minimize the content you're recording to click the buttons.

- **Record**: Option + Command + S
- **Pause**: Option + Command + P
- **Stop**: Option + Command + S
6. Manage Recordings

6.1. Once everything has been recorded and you have stopped your recording, you will be taken to the Manage Recordings window (Fig. 16).

Figure 16

6.2. The Manage Recordings window displays the recordings stored on your computer as well as the processing status of your recording. You can also watch a preview of your video in the bottom right-hand corner, even while it is uploading. You may notice the following terms under the Status column:

- **Offline Recording** is a recording that does not have a folder selected in Panopto, so it is only stored on your computer. You can select Upload to Server to select a folder and add them to your video library.
- **Uploaded - Processing** is a recording that was just completed and is currently processing.
- **Completed** is a recording that was already recorded, with a selected folder location, and uploaded to the server. If you have access to the video in the library, you can open the video settings using view, edit, or share. You can also continue recording to the same session by selecting resume. And if you need to make space on your computer, you can delete local files, provided they are no longer needed.

*Note: It is possible to delete recordings. If they have been uploaded already, you can delete the local copy and the recording will still be located on the server. If you delete a recording that has not yet been uploaded, that recording will be lost.*