How to Record with Panopto for Mac

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.

Installation and Setup

1. Firstly, open the browser version of Panopto (HudStream) by going to http://hudstream.hud.ac.uk and select Log in using Brightspace from the drop-down menu. Enter your usual University log-in details.

2. Select the Create button at the top of the page and then select Panopto for Mac.

3. Click Open Panopto to launch the recorder. If you haven’t downloaded Panopto please see the relevant how-to guide for this.

   Please note: you can also open the recorder directly from your desktop application.

4. 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: videohud.cloud.panopto.eu. In the Sign in with drop-down select Log in Using Brightspace.

For more information, please visit ipark.hud.ac.uk. Alternatively, you can contact your School’s LTA.
5. Sign into Brightspace in the window using your usual University log in details. You may also choose to save your information by selecting the Remember Me box. Please do not tick this box if using a shared computer.

Folders

1. Click on Create New Recording

1. Click the drop-down arrow so that you can set the folder where the recording will be saved.

2. By default, the name of the session is that date and time you recorded the session, but you can rename the session here.

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Primary Sources

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.

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.

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.

4. **Quality Settings**: In Panopto -> Preferences you will find the quality settings for both your primary and secondary video streams. 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>
</tr>
</thead>
<tbody>
<tr>
<td>Basic (motion)</td>
<td>360x288</td>
<td>15 FPS</td>
<td>300 KBPS</td>
</tr>
<tr>
<td>Basic (resolution)</td>
<td>1280x1024</td>
<td>4 FPS</td>
<td>340 KBPS</td>
</tr>
<tr>
<td>Standard (motion)</td>
<td>720x576</td>
<td>30 FPS</td>
<td>600 KBPS</td>
</tr>
<tr>
<td>Standard (resolution)</td>
<td>1280x1024</td>
<td>8 FPS</td>
<td>500 KBPS</td>
</tr>
<tr>
<td>High (motion)</td>
<td>1280x600</td>
<td>30 FPS</td>
<td>1000 KBPS</td>
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<tr>
<td>High (resolution)</td>
<td>1280x1024</td>
<td>12 FPS</td>
<td>750 KBPS</td>
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<tr>
<td>Ultra (motion)</td>
<td>1280x720</td>
<td>30 FPS</td>
<td>1500 KBPS</td>
</tr>
<tr>
<td>Ultra (resolution)</td>
<td>1920x1080</td>
<td>15 FPS</td>
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</tr>
</tbody>
</table>

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**Additional Sources and PowerPoint**

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.

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. Please 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.

**Starting, Stopping and Pausing**

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.

2. Click Stop to stop the recording. You will have the option to upload the recording or delete it and start again.

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.

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

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Manage Recordings

1. Once everything has been recorded and you have stopped your recording, you will be taken to the Manage Recordings window.

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.

Please note: it is possible to delete recordings from the local storage area. 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.

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