PANOPTO ON A MAC
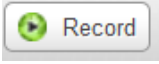
Using Panopto on a MAC

Although the results are the same, Panopto download, install, recording and uploading is different if using a MAC.

Below are steps that detail how to set up and use Panopto. These instructions can be used by both instructors and students (instructors - make sure that you <u>also</u> create a *Blackboard Panopto Drop Box* so that students can upload to Blackboard!)

Download Recorder

Students note that the *record* icon is only accessible after your instructor has created a Panopto "Drop Box" in the Blackboard course

- From a web browser go to **vcapture2.campus.ltu.edu**

- On the **User Login** window, click the down arrow to select **BB Production System**, click **Login**

- When the Panopto session screen opens, select (click) the [▶ Record] icon (located at top right)

- Select (click) "***Download for OS 10.5+***" (MAC) button to begin the download

- Once downloaded, begin setup to install the Panopto Recorder

- When installed, click on the ***Panopto Recorder*** icon to begin ➡️

- Double-click "**Login**" ➡️

- The recorder options dialog box will then display

PANOPTO ON A MAC

Panopto Recorder Options

Login with your Blackboard Credentials! You will type in or select the following options and information:
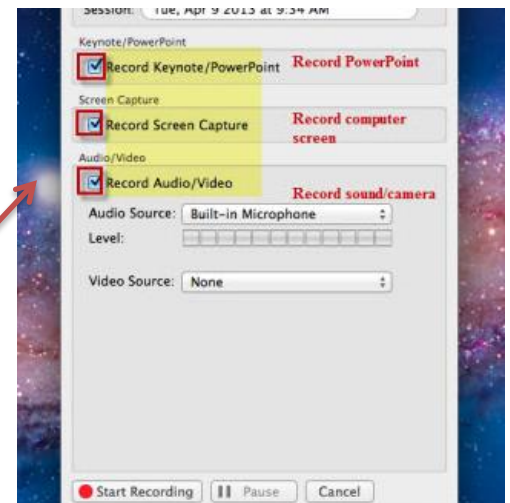
- **Server Information:**
    - ○ *vcapture2.campus.ltu.edu*

- **Providers:**
    - ○ If *Providers* shows *Panopto*, click down arrows and select **BB Production System**

- **Check** the option *Save Login and Password*

- Type in your Blackboard username and password

- Click *Log In*

Prepare to Create Recording - Select Options

- **Folder**: Leave "**None (Record Offline**" selected. *Why*?

- *Record Offline* will save the recording locally on your computer without trying to upload immediately; you then decide which Blackboard folder and location to upload when finished

- **Session**: Highlight and change the default lecture title to one that is relevant to your lecture

- *Check* "**Record Keynote/PowerPoint**" to record PowerPoint

- *Check* "**Record Screen Capture**" to record computer screen,*"*

- *Check* "**Record Audio/Video**

You're **ALMOST** ready to create a recording --**WAIT! ---**

Don't select *"Start Recording" from Panopto* ---you are going to open your presentation in slide show view and use "Hot Keys" to start, pause and stop your recording from PowerPoint screen

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PANOPTO ON A MAC

Using "Hot Keys"

HOT KEYS!

	START	PAUSE/RESUME	STOP
MAC	**Cmd+Option+R**	**Cmd+Option+P**	**Cmd+Option+R**

Use the **command+option** key combinations to <u>start</u>, <u>pause</u> and <u>stop</u> Panopto recording without having to toggle back/forth to Panopto application

– *Start recording, the **command+option+R** will start Panopto recorder from the PowerPoint slide show*

– *Need to **Pause** recording, use **command+option+P***
press same combination again to "un-pause"

– *Stop recording, use **command+option+R***

Finish, Review and Upload Completed Recording

Return to Panopto (**command+tab**)

On the *Recording Information* panel you can preview the recording audio/screen before uploading to course

Then select *Choose Folder and Upload* the final lecture into Blackboard. Your recording will only be available to the instructor from within Blackboard

> *Note: If other students are to be able to view your recording you must "**share**" the recording*

Share

Once uploaded, *Recording Information* displays the location information, click on *Share*

Click on "*Share*" to *open the management interface screen* in your browser

- Each **tab** will provide specific information on the recording

- Clicking "*Make Public*" will provide you with a URL that can be copied and pasted into Blackboard