Using Panopto Personal Mac Recorder 5.0

We do recommend that you make a short recording (either offline or in your staff personal folder), and to familiarise yourself with the process and to simulate the type of recording you will eventually make so, for instance, if you plan to use presentation, enable Keynote/PowerPoint option in your test recording.

1. Open Panopto Recorder from the Applications folder (you can drag the Panopto Recorder to the dock for easy access). Click on the ‘Sign In’ button (in the top-right corner).

2. Check if the new server address ‘imperial.cloud.panopto.eu’ displays correctly. Click on the ‘Get Providers for Server’ button and select ‘ic.ac.uk’. This will automatically open Imperial College login pop-up window, where you will be prompted to enter your user name and password.

3. Click on the ‘Create New Recording’ button. Choose a ‘folder’ to record to. For final recordings this will be your module folder. For sample recordings, use your personal recording folder.

4. By default, the session will be named according to the date and time of the recording. To give your session a specific name, type this into the text box below the folder name.

5. Under Primary Source, select Audio/Video source from the drop-down lists. Please note that there always must be audio input for all Panopto recordings. We recommend using Standard or High video quality. Check if Panopto is picking up sound (you should see green bars when tapping microphone).

6. Under the Slides option, you can choose to capture PowerPoint or Keynote slides, if you plan to use a presentation in your recording. This option will use the slide titles for navigation in the resulting recording.

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7. Within the Secondary Sources box of Panopto for Mac, you can choose to capture your screen, or an additional video source such as a webcam, visualiser, etc. Click Secondary 2 if you wish to include 2 secondary sources. You will notice that sources already selected appear greyed out.

8. Open your presentation file, if applicable.

9. After selecting the available inputs, begin the recording by clicking on ‘Start Recording’ button. Please note that during the recording, you can press the Pause button to pause and resume the recording, where required.

10. Click ‘Stop recording’ button to stop recording content.

11. The next screen will show the status of the recording. By default Panopto for Mac will automatically upload the recorded content to the server. As the recording is being transferred to the server, you can preview the recording in the ‘Preview’ area if ‘Audio,’ ‘Video,’ or ‘Screen Capture’ was recorded.

**Mac hotkeys**

Hotkeys have been added to Mac Recorder as an extra feature to help in session creating. Now you can use a few keys to toggle the start, pause, and stop functions on the Panopto Recorder even if it is minimized or not the currently active window. *This means you can start or stop recording while Powerpoint is presenting.* Likewise, you could also pause the recorder without minimizing other opened content, making your presentation look smoother.

Option + Command + R: Start/Stop Recording
Option + Command + P: Pause/Resume Recording