# Student Recording with Panopto (Mac Version)

Before a student can record using Panopto, the instructor must setup an assignment folder. You will use the assignment folder name to store your student recording.

Installing Panopto

1. From our MyClasses Canvas course, select Panopto Recordings on the left course navigation.

2. The course folder will appear with all of the recordings by your instructor. Click Create and then select Record a new session.
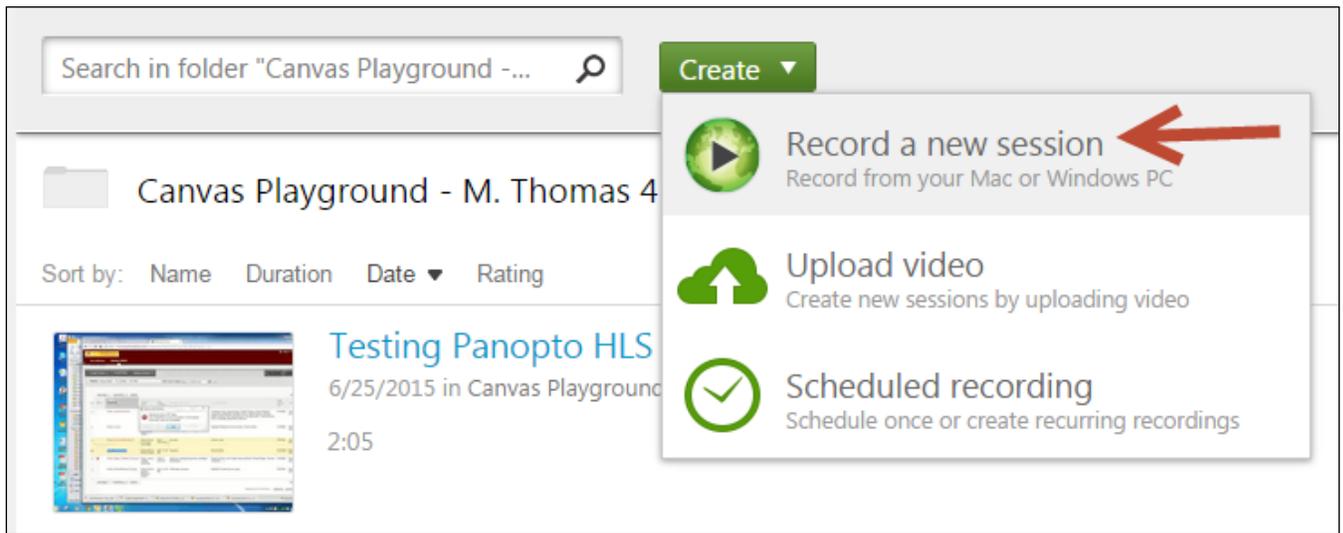
3. Download the appropriate Panopto Recorder based on your operation system.
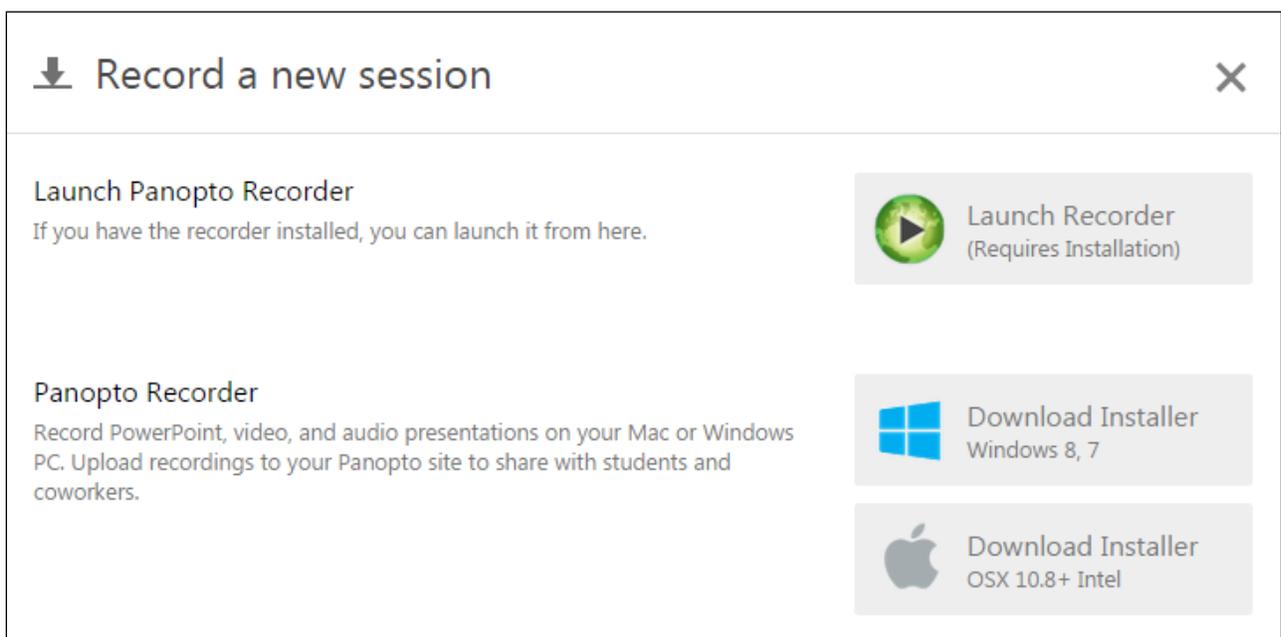
Creating a Recording

After successfully, installing Panopto on your computer, you are now ready to make a recording. You can record your screen, a webcam and audio simultaneously. Before creating a recording, ensure that any device you want to use is open and ready (webcam, PowerPoint presentation, other software, etc.). To create your recording:

1. Open the Panopto Recorder from your Mac or select Launch Record from step 3 above.

2. Click **Login**
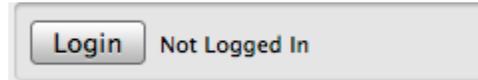
3. For the server name, type **panopto.salisbury.edu**. Click on Providers and select **MyClasses Canvas** from the dropdown menu. You will then be directed to the MyClasses login page. Enter your SU username and password and click **Login**.
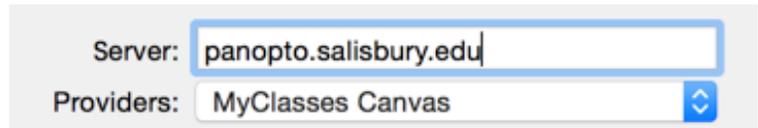
4. To start a new recording, click **Create New Recording**
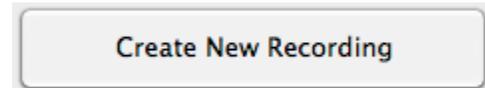
5. Next, you will get a page indicating that Salisbury University is attempting to access your account. Check the box to **Remember my authorization for this service**, then select **Log in**.
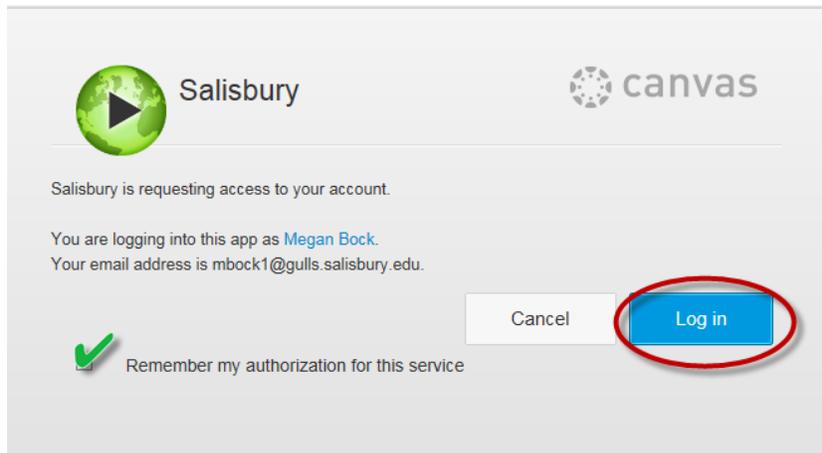
6. The recorder will launch and you will need to decide what you will be recording for this presentation and where it will be published:

    a. Automatically, Panopto is configured to the best settings for your recording, but they can be changed.

    b. First, you must select the folder for the course you want to place the recording in. click on the drop down arrow and select your course's folder.

c. Beside Session, you can enter a title for your recording. Your instructor will most likely provide instructions and ask you to include your First and Last Name.

d. Click Record Screen Capture if you want to record what you are doing on your Mac for students to see. (i.e. Your Screen or a PowerPoint)

e. Choose the Video Source you would like to record as the primary source (i.e. FaceTime HD Camera). You will see a live preview in the box of the video that will be recorded.

f. Determine what Audio Source you would like to record for students to hear (i.e. microphone). You can test the audio by speaking into the microphone and see if the audio levels move.
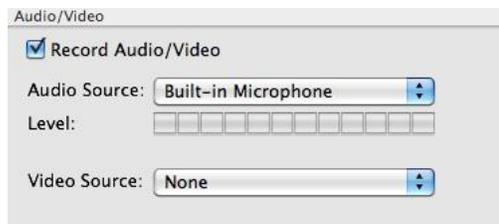
7. Click on **Start Recording** to start recording .Once you are done, return to this screen and click either PAUSE (to pause the recording and have the ability to resume) or STOP (to end the recording).

8. Once everything has been recorded and you have stopped your recording, you will be taken to the recording status page which will show you something that looks like:
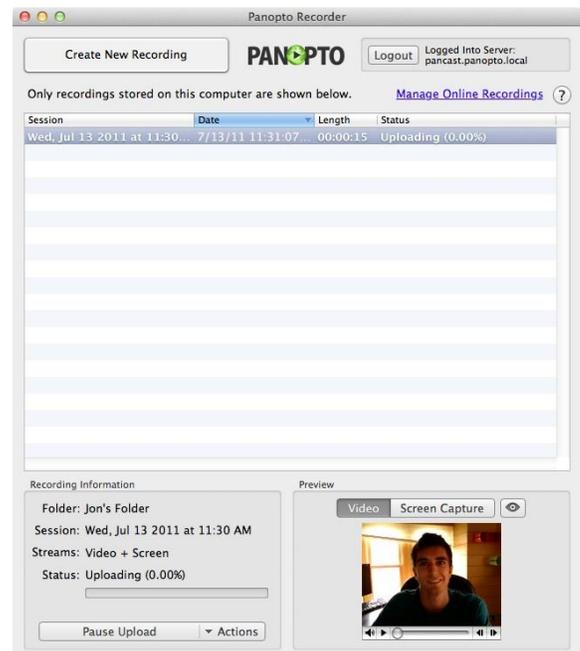
9. The next screen will show the status of the recordings. By default the Mac Recorder will automatically upload the recorded content to the server. As the recording is being transferred to the server, you can preview the recording in the "Preview" area if "Audio," "Video," or "Screen Capture" was recorded. If you aren't satisfied with the preview, you could choose to "Pause Upload" to pause the upload of the files to the server. The "Actions" button has two options; "Show Files" or "Delete" (will show or delete the local files in the Panopto Recordings directory).

TIP: You must be connected to the internet in order to upload a recording, but you can record without an internet connection and the recording will upload as soon as you connect back to the internet.