Panopto is the campus support lecture capture system. Faculty who wish to use Panopto must enable Panopto within MyClasses before recording. (Please refer to the Enabling Panopto to Your MyClasses Course and Installing the Panopto Recorder handouts.)

1. Open the Panopto Recorder on your Mac

2. Click Login

3. For the server name, type in salisbury.hosted.panopto.com. Click on Providers and select MyClasses Canvas from the dropdown menu. You will then be directed to the MyClasses login page. Enter your standard SU username and password.

4. Click Create New Recording

   ![Create New Recording button]

**Adding Folders and New Sessions**

By default, the Recorder will open up to the last known good configuration of recording devices. If you have recorded content before, the same devices will automatically be chosen. In the image below, since we have not recorded content before, the Mac recorder defaults to Offline Recording. To complete an Online Recording, click the down arrows as highlighted in red below, if there are folders available.

5. Choose the appropriate folder.

   ![Folder selection screen]

**Note: Audio and/or Video is required for all recordings to complete and be posted to the web. If recording from two separate computers, the Recorder will allow you to record with no audio or video selected, however, the session will not process until the other computer uploads the audio and/or video to the system. You will receive a pop up error message if no audio/video is selected when recording.**
Audio Only

Audio/Video

- **Record Audio/Video**
  - Audio Source: Built-in Microphone
  - Level: 
  - Video Source: None

Audio + Screen Capture

Screen Capture

- **Record Screen Capture**

Audio + Screen Capture + Keynote/PowerPoint

Screen Capture

- **Record Screen Capture**

Video

To add video to any of the aforementioned recording scenarios, within the Audio/Video area of the Mac Recorder, click on the up/down arrows to select a video source.

- **Record Audio/Video**
  - Audio Source: Built-in Microphone
  - Level: 
  - Video Source: FaceTime HD Camera

Selecting the "Built-in iSight" camera or FaceTime HD (depending on the age of your Mac), Panopto will give you a video preview.

- Video Source: Built-in iSight
- Video Preview:
**Start Recording**
After selecting the available inputs, begin the recording by clicking on "Start Recording"

**Stop Recording**
To stop recording content, switch back to the Mac Recorder (Command +Tab), and click on "Stop Recording"

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 the preview was not sufficient, 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). Click here for more detailed information on the recording status.