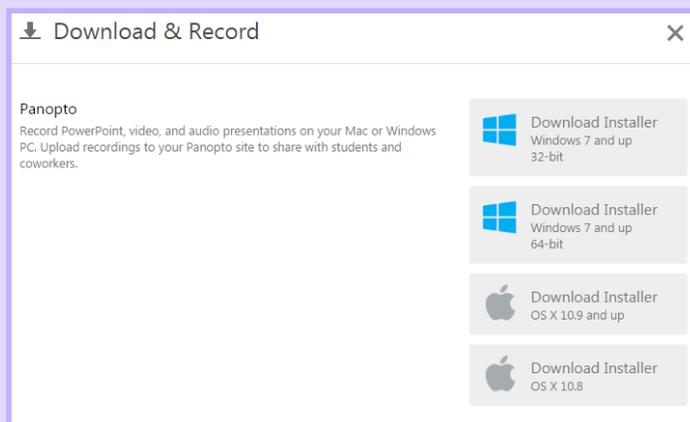
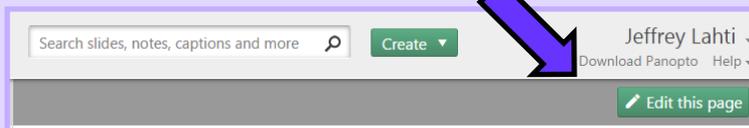


PANOPTO RECORDER (MAC)

Downloading/Installation and Signing In

Downloading Panopto

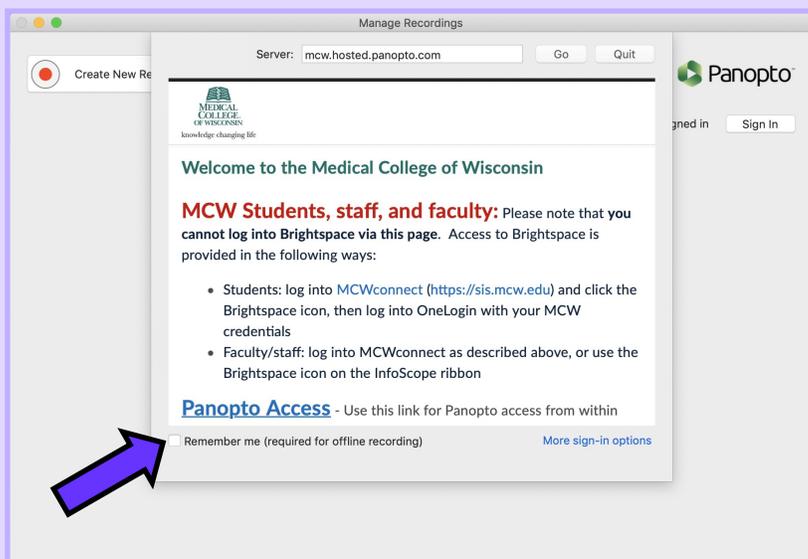
1. If you have not been set with a Brightspace, D2L, or Panopto account, please contact Media Services at mediaservices@mcw.edu. Please include the course you will be recording webcasts for.
2. Go to **mcw.hosted.panopto.com**. Login with your credentials.
3. On the top right corner, below your name, click the Download Panopto link.
4. When the new window appears, download the version of software that complies with your Operating System.
5. Open the download file and complete the installation.



Signing In

1. Opening the Panopto Recorder for the first time will prompt you to sign in. Select **More sign-in options**. From the drop down menu select your sign in method and login.

****If you have a Brightspace login, select Panopto Access from the Brightspace login screen and key in your MCW credentials on the new page. You may need to select Go to close the login window.**

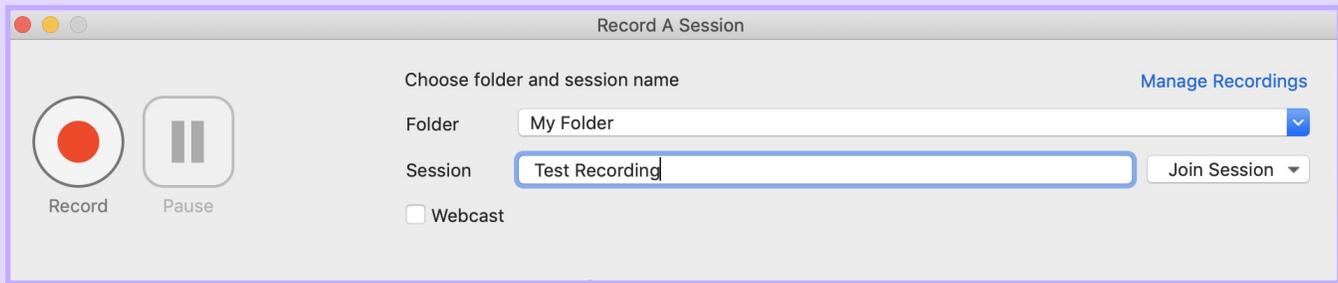


PANOPTO RECORDER (MAC)

Recording

Recording a Panopto presentation

1. You will see an option to select the Folder to house your recording. From the drop-down menu, select the folder that corresponds with the course you're recording the lecture for. If you are not planning on uploading your recording right away, please select **Offline Recording** on the bottom left hand corner of the drop-down menu. You will be able to upload the recording later.



2. Type in the name of your session. **If you're livestreaming the session, check the Webcast box.**
3. You can choose to record PowerPoint or Keynote slides along with your video. Please select the record option for your slides. **After starting the recording, you must put your slides into presentation mode in order for them to be recorded.**
4. When you have your documents/presentations open, press **Record** or Option + Command + S to start recording.
5. Once you've finished your recording, navigate back to the Panopto Recorder and select **Stop** or press Option + Command + S. You will now be asked if you would like to **Delete and record again** or **Upload**.
5. If you uploaded the recording, you will be sent to the **Manage Recordings** section. Here you can monitor the upload progress and manage your other recordings.

PANOPTO RECORDER (MAC)

Manage/Edit Recordings

Manage/Edit Recordings

Session	Date	Length	Status
A Study of Societies	Today, 2:35:47 PM	00:01:22	Uploaded - Processing
A Look at Human Behaviour	Today, 2:31:34 PM	00:01:01	Completed
Fri, Aug 3 2018 at 12:56 PM	8/3/18, 12:57:11 PM	00:00:07	Completed
Wed, Aug 1 2018 at 3:18 PM	8/1/18, 3:19:09 PM	00:00:05	Offline Recording
Wed, Aug 1 2018 at 3:15 PM	8/1/18, 3:16:25 PM	00:00:03	Offline Recording

Recording Details

Folder: Anthropology
Session: A Study of Societies
Streams: Primary, Secondary 2, Secondary 1
Webcast: No
Status: Uploaded - Processing

Links: [Share](#) [Edit](#) [View Online](#)

[Delete](#) [Actions](#)

Preview

Primary Video Secondary 1 Secondary 2

Under the **Manage Recordings** tab you can manage your offline/uploaded recordings.

If you have not uploaded a recording, you can upload the recording to the server or delete the session. Selecting the recording will give you the option to **Choose Folder and Upload**. Select the desired **Folder** and key in the title of your session under **Session** and select **Upload**. You can now monitor the progress of the upload.

Once your recording has finished uploading/processing, you will be able to View and Edit the recording. Selecting **View** will open the recording on the Panopto website. Selecting **Edit** will open the Panopto Editor.

If you need to remove any part of the recording, select the scissors tool from the timeline. Selecting the scissors tool, will display green tabs on the beginning and the end of the recording. If you would like to change where the recording starts, drag the beginning tab to the desired starting point. To change the where the recording ends, drag the ending tab to the desired end point. If you need to remove part of the recording in the middle, hover over the desired section with your cursor and drag until you reach the endpoint of your edit. Once you are satisfied with your edits, select **Publish** on the top right of the screen to process your edits. **Revert** will discard any changes you've made.

Preview cuts during playback

0:00:00