

# Panopto: Recording a Narrated Power Point Presentation (Mac)

## In Panopto it is easy to record a Narrated PowerPoint Presentation.

- Instructor accounts are created via Instructional Design and Technology Services (IDTS) at the School of Communication and Information (SC&I) - [help@comminfo.rutgers.edu](mailto:help@comminfo.rutgers.edu)
- Student accounts are created in multiple ways based on the instructional use, your instructor will provide more information as needed

### **Notes:**

URL of the Panopto Server: <http://rutgers-sci.hosted.panopto.com>

URL for Panopto Documentation: <http://comminfo.rutgers.edu/panopto>

## Recommended Tips (Especially for instructors)

### Limit Length of Presentation / Lecture

It is highly recommended that you “chunk” your recorded presentation/lecture into one or more segments that are approximately 15 minutes in length, rather than one long presentation that is 45-60+ minutes in length. This is recommended for optimal retention and also to provide a smoother process of uploading, processing, and encoding your presentation to the Panopto server. It will also make it easier to re-record a section of the presentation should you find you are not satisfied with your voice recording and would like a “do over.”

### Avoid Date / Semester References

Remove any verbal or written references to the course section, semester, year, or dates so you will not need to re-record the presentation every semester (unless the content needs updating). Likewise, refrain from including assignments in the presentation, as you may decide to modify assignments during the current semester - or subsequent semesters - which would:

- Necessitate re-recording the presentation(s) or
- Create a discrepancy between what is shown in the recorded presentation and what is found in the course (or syllabus).

### Use Text Transcripts

Consider adding a text transcript to accompany your video. Having a text transcript will ensure that the screencast is ADA-compliant by accommodating students with special needs (e.g., students who are deaf)

### Include Power Point Slide Titles and Notes

Add a title to each PowerPoint slide to aid Panopto in indexing the recording. Panopto creates a content index of PowerPoint slide titles with timestamps to allow students to jump to selected slides in the recording.

## Step by Step Directions:

### 1. Log into Panopto

Use Panopto site: <http://rutgers-sci.hosted.panopto.com> and log into Panopto server by entering your Username and Password.

There are three authentication methods:

- **Panopto** – This is mainly used for instructors and administrators
- **SCILSNET** – Primary method for those courses taught with the Sakai course management system
- **SC&I Canvas** – Primary method for those courses taught with the Canvas course management system

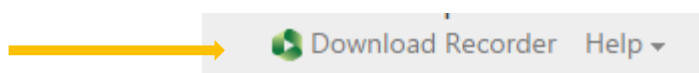
Students – please make sure that you follow the instructions provided to you in Sakai or Canvas.

If you have difficulty logging in or are unsure of what type of account you have, please contact SC&I IT Services at 848-932-5555 or [help@comminfo.rutgers.edu](mailto:help@comminfo.rutgers.edu)

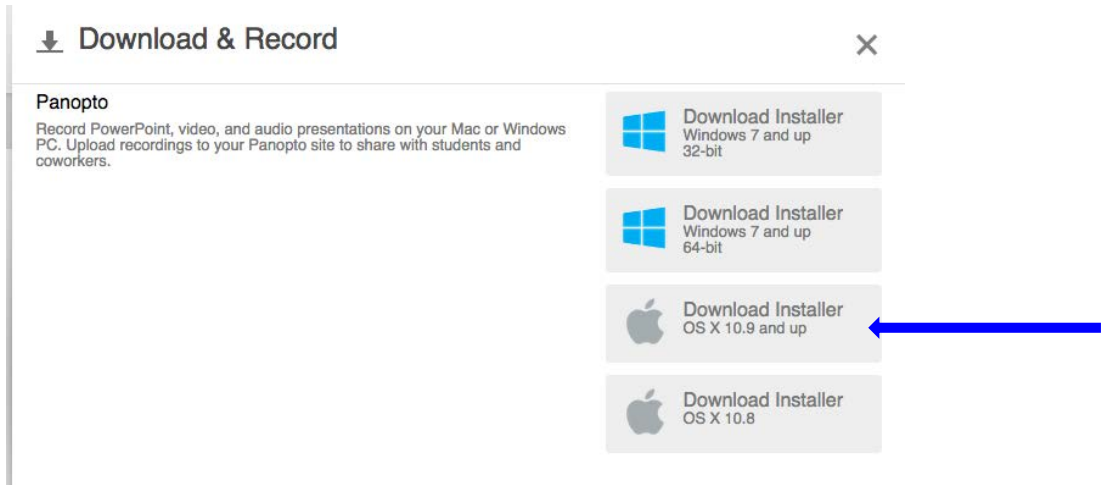
### 2. Download the Panopto Recorder to Your Computer:

**Note:** If you have already installed the Panopto Recorder on your computer, skip this step and go directly to next step

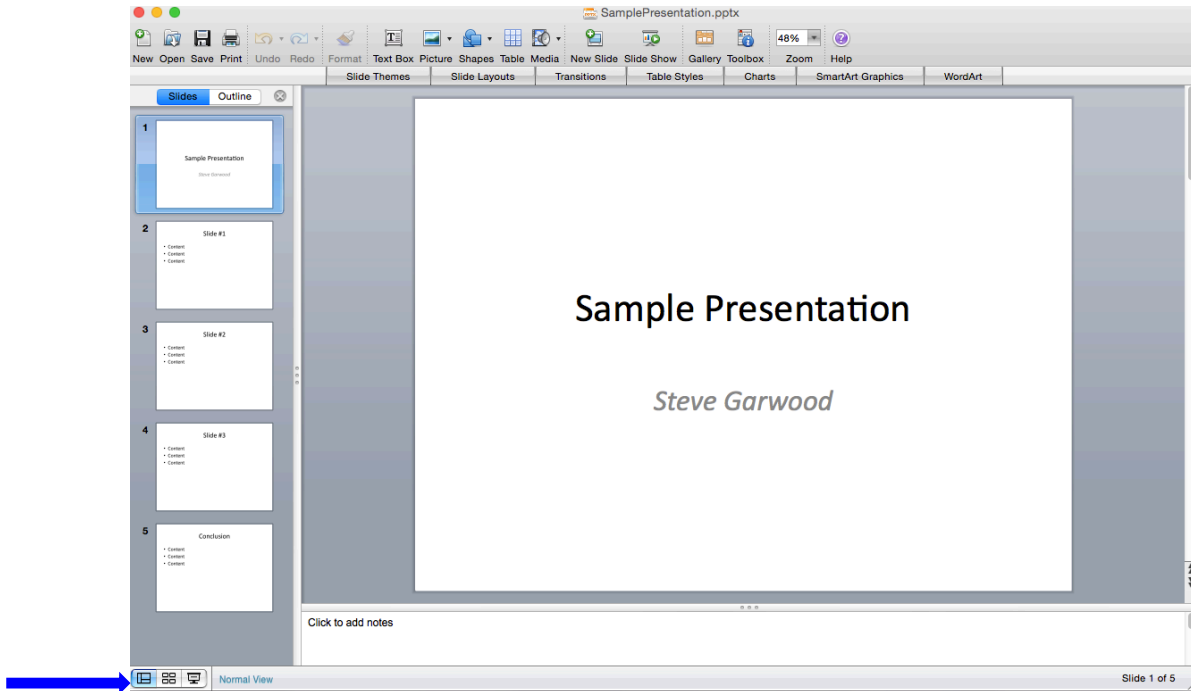
After you have logged into Panopto, click the **Download Recorder** link located at **the top right** of your browser.



Select the Download for Mac button. Do not pick the “Remote Recorder” option. Then, download and install the Panopto Recorder on your computer.



3. **Plug in Your Webcam and/or Headset (if applicable)**
4. **Open your Power Point Presentation on Your Monitor** (the primary monitor if you have more than one) and leave it open in **Normal Mode** on your desktop with the first slide selected, as shown in the example below:

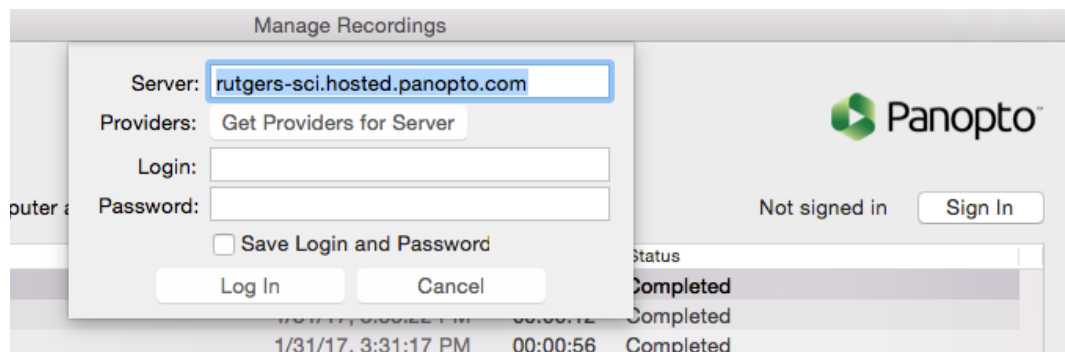


## 5. Set up to Record in Panopto

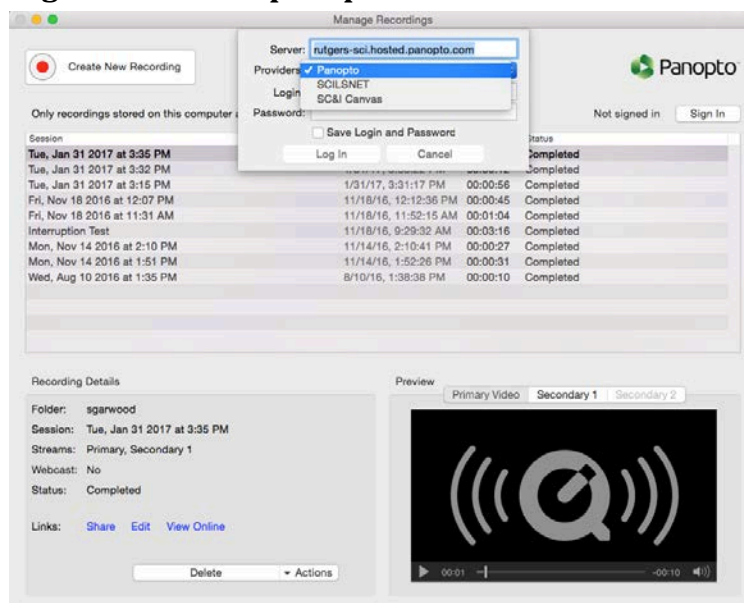
Open the Panopto Recorder by clicking on the **Panopto icon** on your desktop



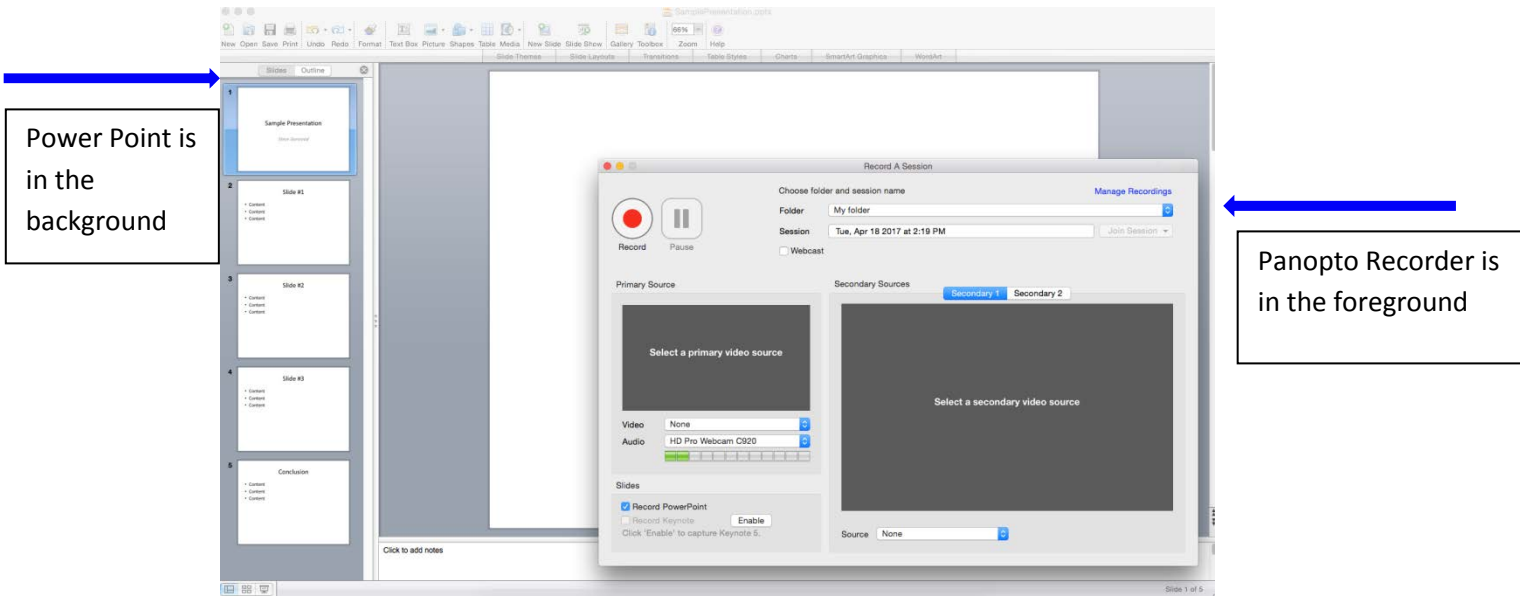
**Note:** If this is your first time logging in to Panopto you may need to “Get Providers for the Server”. Just click on “Get Providers...” and authentication methods will become available



**Log into Panopto** using the correct authentication method (Panopto, SCILSNET, or Canvas), your username and password, and include the Panopto Server address: **rutgers-sci.hosted.panopto.com**



**Arrange Power Point and Panopto windows.** The PowerPoint should be open in **Normal** mode behind the Panopto Recorder window, the Panopto Recorder window will be in front. Both should be open on your primary monitor.



## 6. Create a Recording.

- Click the **Create New Recording** button in the Panopto Recorder
  - Select your Folder from the drop-down menu, if not displayed.
  - Rename your Session to give it context.
- **Audio/Video**
  - Video Source = Select None.
  - Audio Source = Select Audio source from the drop-down menu (e.g., USB headset, HD Pro Webcam).
- **Slides** - Select Record Keynote/PowerPoint. (If your computer has separate check boxes for Keynote and PowerPoint, check the appropriate box.)
- **Secondary Source** - Select: None
- **Speak into your microphone.** You should see the 'green bar' in the Panopto Recorder's Primary Source box moving as you speak

The screenshot shows the 'Record A Session' window in Panopto Recorder. The window title is 'Record A Session'. At the top left, there are 'Record' (a red circle) and 'Pause' (two vertical bars) buttons. To the right, there are fields for 'Folder' (set to 'My folder') and 'Session' (set to 'Tue, Apr 18 2017 at 2:19 PM'). Below these are a 'Webcast' checkbox and a 'Join Session' dropdown. The main area is divided into 'Primary Source' and 'Secondary Sources'. The 'Primary Source' section has a large dark box with the text 'Select a primary video source'. Below it are dropdown menus for 'Video' (set to 'None') and 'Audio' (set to 'HD Pro Webcam C920'). There is also a green progress bar. The 'Secondary Sources' section has two tabs, 'Secondary 1' and 'Secondary 2', and a large dark box with the text 'Select a secondary video source'. Below this is a 'Source' dropdown (set to 'None') and a red 'no' symbol. At the bottom left, there is a 'Slides' section with a checked box for 'Record PowerPoint' and an unchecked box for 'Record Keynote' with an 'Enable' button. Annotations include: a box on the left with 'Create New Recording' and an arrow pointing to the Record button; a box on the right with 'Select folder' and an arrow pointing to the Folder dropdown; a box on the left with 'Select Primary Sources: Video: none Audio: your headphone or microphone' and an arrow pointing to the Video and Audio dropdowns; and a box at the bottom with 'Check Record PowerPoint' and an arrow pointing to the 'Record PowerPoint' checkbox.

- **Start recording.** When you are ready to begin recording, click the **Start Recording button** (or CMD+Option+R keys), then click the **PowerPoint** window, and press the **Command + Return** keys. This will put PowerPoint in Slide Show mode where you can begin recording. Count to "2" slowly before speaking out loud



**Note:** It is recommended that you do a “test recording” of your voice before recording the entire video. Do the remaining steps for the test and then begin Step 6 again to do the “live recording.”

### **Recording Short Keys (MAC)**

**Start/Stop** = Option + Command + R

**Pause** = Option + Command + P

- **Stop recording.** When you are finished narrating the slides in your presentation, press the **Command + Tab** key to return to the Panopto Recorder and then the **Stop Recording** button in the Panopto Recorder to **STOP** recording or use **Option + Command + R** to **Stop**.

## 7. Process a Recording

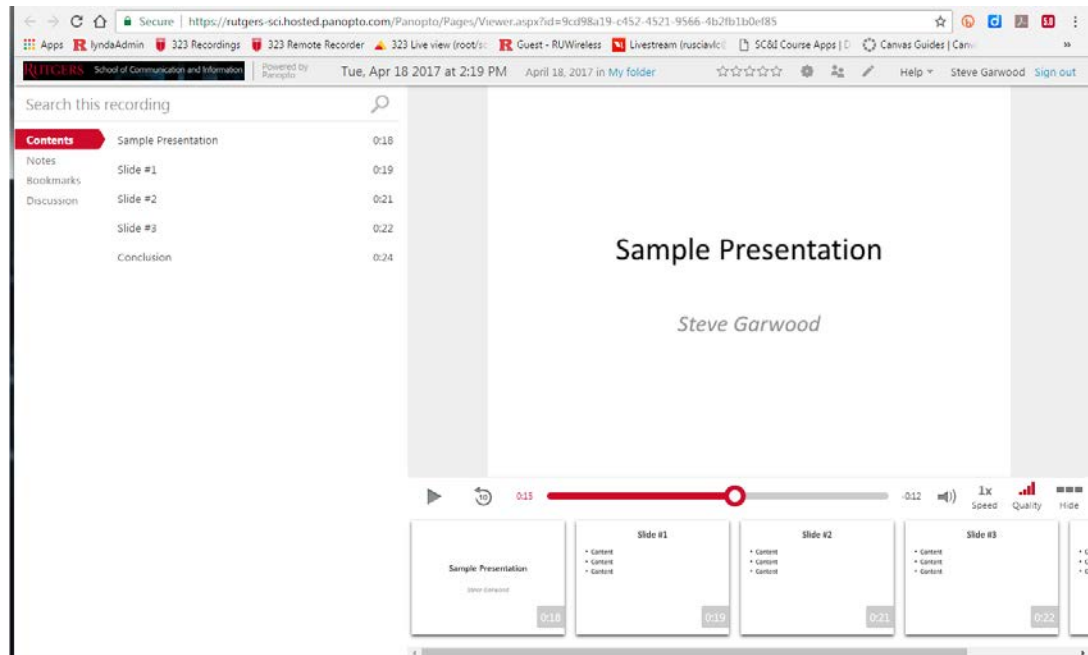
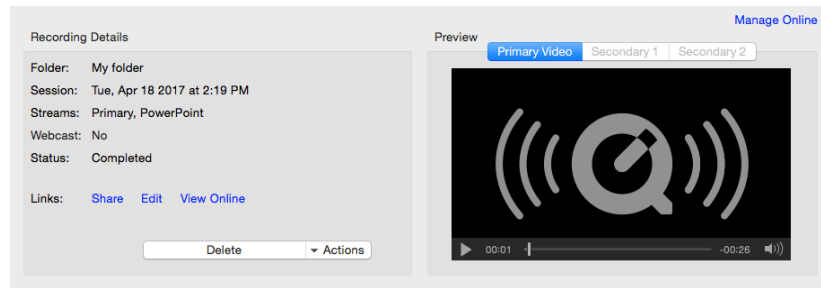
- **Process recording.** When you have completed (i.e., stopped) recording, Panopto Recorder begins processing your recording (i.e., uploading, processing, encoding, etc. to the Panopto server). You can see the status of the recording as it is processing.

The screenshot displays the Panopto 'Manage Recordings' interface. At the top, there is a 'Create New Recording' button and the Panopto logo. Below this, it indicates the user is signed in to 'rutgers-sci.hosted.panopto.com'. A table lists several recordings, with the first one selected. A blue arrow points to the 'Completed' status of this recording. Below the table, the 'Recording Details' for the selected session are shown, including the folder name, session date, streams, and status. A blue arrow points to the 'View Online' link. To the right, a 'Preview' section shows a video player with a Panopto logo and a progress bar.

Session	Date	Length	Status
Tue, Apr 18 2017 at 2:19 PM	4/18/17, 3:06:38 PM	00:00:27	Completed
Tue, Apr 18 2017 at 1:00 PM	4/18/17, 1:23:22 PM	00:00:10	Completed
Tue, Apr 18 2017 at 10:33 AM	4/18/17, 10:33:24 AM	00:00:15	Completed
Tue, Apr 18 2017 at 10:32 AM	4/18/17, 10:32:41 AM	00:00:13	Completed
Tue, Apr 18 2017 at 9:54 AM	4/18/17, 10:26:42 AM	00:00:13	Completed
Tue, Jan 31 2017 at 3:35 PM	1/31/17, 3:36:01 PM	00:00:11	Completed
Tue, Jan 31 2017 at 3:32 PM	1/31/17, 3:35:22 PM	00:00:12	Completed
Tue, Jan 31 2017 at 3:15 PM	1/31/17, 3:31:17 PM	00:00:56	Completed
Fri, Nov 18 2016 at 12:07 PM	11/18/16, 12:12:36 PM	00:00:45	Completed
Fri, Nov 18 2016 at 11:31 AM	11/18/16, 11:52:15 AM	00:01:04	Completed
Interruption Test	11/18/16, 9:29:32 AM	00:03:16	Completed
Mon, Nov 14 2016 at 2:10 PM	11/14/16, 2:10:41 PM	00:00:27	Completed
Mon, Nov 14 2016 at 1:51 PM	11/14/16, 1:59:26 PM	00:00:31	Completed

- **Complete recording.** When the recording has fully processed on the Panopto server, the Panopto Recorder will indicate “Completed” (see arrow) and display the **View Online and Share**.

8. **View Recording.** Click the **View Online** link to view the video on the Panopto server.



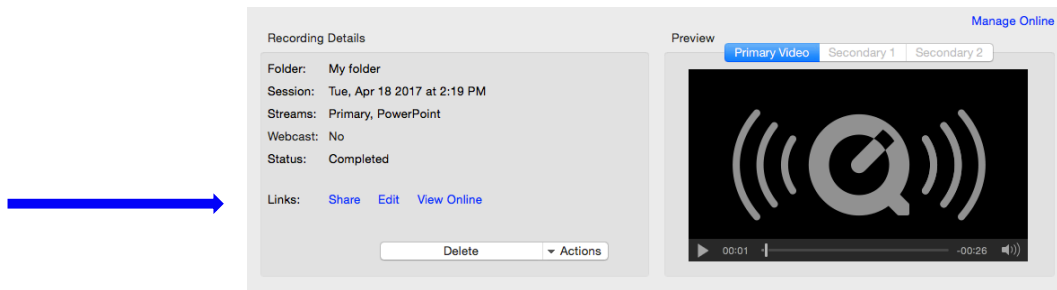
The **content index** above is created by Panopto to match your PowerPoint slide titles.

Controls for playing, rewinding, and adjusting the volume of the recording are at the bottom of your screen.

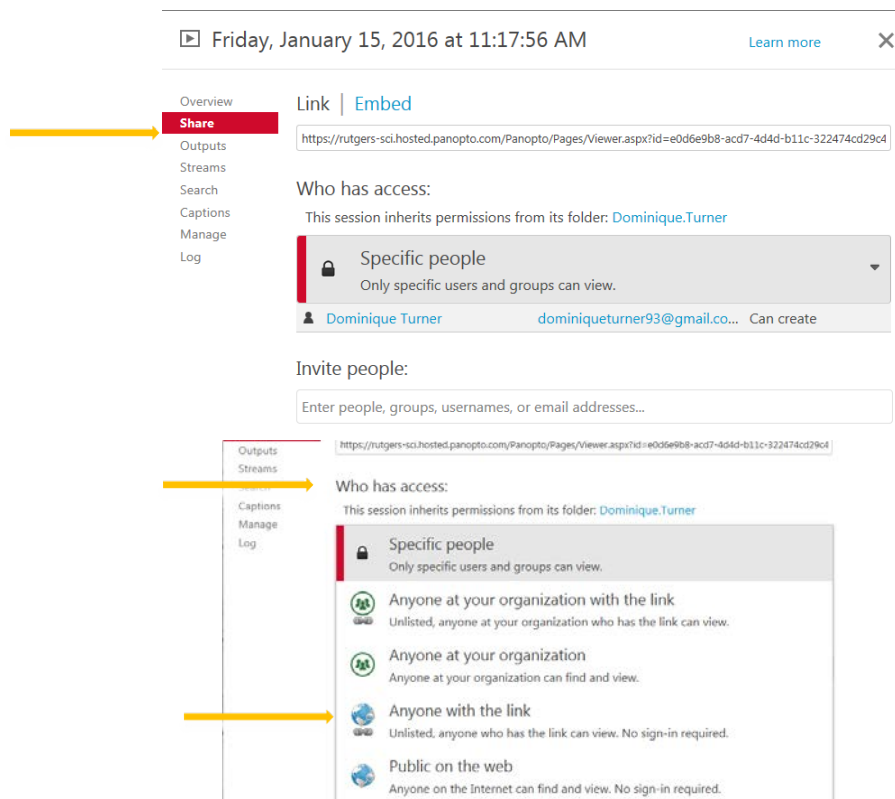
**Note:** This is a good time to check your recording



9. **Share Recording.** To share your Panopto recording with your students, click on the **Share** link in the **Manage Recordings Tab**, or the share icon.



Access the direct URL for the video, which can be shared by email, or use Embed tab to copy code to be inserted into HTML.



Use **Who has access** drop down menu to select **Anyone with the link** option. Anyone you send the link to will be able to view your recording.