# Panopto: Recording a Screencast (Mac)

# In Panopto it is easy to record a screencast.

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

## Notes:

URL of the Panopto Server: <u>http://rutgers-sci.hosted.panopto.com</u> URL for Panopto Documentation: <u>http://comminfo.rutgers.edu/panopto</u>

# **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 rerecord 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)

# **Step by Step Directions:**

# 1. Log in to Panopto

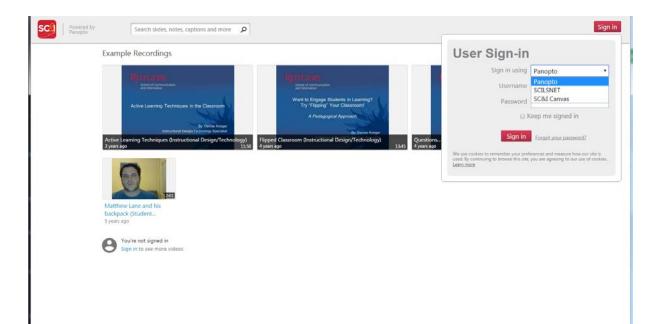
Use Panopto site: <u>http://rutgers-sci.hosted.panopto.com</u> and log into Panopto server by entering your Username and Password.

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 <u>help@comminfo.rutgers.edu</u>



## 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.

Download & Record	>
Panopto Record PowerPoint, video, and audio presentations on your Mac or Windows PC. Upload recordings to your Panopto site to share with students and coworkers.	Download Installer Windows 7 and up 32-bit
	Download Installer Windows 7 and up 64-bit
	Download Installer OS X 10.9 and up
	Download Installer OS X 10.8

- 3. Plug in Your Webcam and/or Headset (if applicable)
- 4. **Open the software or Internet browser; go to the site you would like screencast.** Have this site open on your monitor (the primary monitor if you have more than one monitor), as shown in the example below.



**Note:** If you are recording your screencast from a laptop, make it **Full Screen.** 

# 5. Set up to Record in Panopto

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



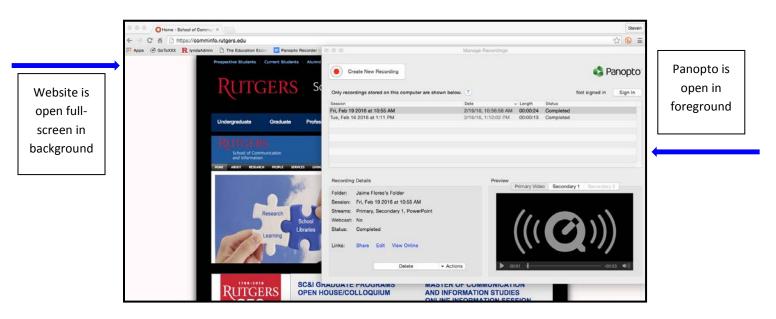
*Note*: If this is your first time logging in to Panopto you may need to "Get Providers for the Server". Just click on "Get Providers…" and authentication methods will become available

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**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** 

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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,	1:52:26 PM	00:00:31	Completed		
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• Arrange software/website and Panopto Recorder windows. The software or website should be open full-screen *behind* the Panopto Recorder window; the Panopto Recorder window will be in *front*. Both should be open on the primary monitor (see screenshot below).



# 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. 0
  - 0 Rename your Session to give it context.

#### Audio/Video •

- Video Source = Deselect Video source unless you would like to record your webcam.
- Audio Source = Select Audio source from the drop-down menu (e.g., USB headset, HD 0 Pro Webcam).
- **Slides** Deselect: Record Keynote/PowerPoint. (If your computer has separate check boxes • for Keynote and PowerPoint, uncheck both boxes.)
- **Secondary Source** Select: Built-in Display •
- **Speak into your microphone**. You should see the 'green bar' in the Panopto Recorder's • Primary Source box moving as you speak.

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Start recording. When you are ready to begin recording, click the Start Recording • **button** (or CMD+Option+R keys. 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."

- **Stop recording.** When you are finished recording your video, 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.

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Tue, Jan 31 2017 at 3:15 PM	1/31/17, 3:31:17			Completed		
Fri, Nov 18 2016 at 12:07 PM	11/18/16, 12:12		00:00:45	Completed		
Fri, Nov 18 2016 at 11:31 AM	11/18/16, 11:52			Completed		
Interruption Test	11/18/16, 9:29:3		00:03:16	Completed		
Mon, Nov 14 2016 at 2:10 PM	11/14/16, 2:10:4		00:00:27	Completed		
Mon, Nov 14 2016 at 1:51 PM	11/14/16, 1:52:2		00:00:31	Completed		
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- Complete recording. When the recording has fully processed on the Panopto server, the Panopto Recorder will indicate "Completed" (see arrow) and display the <u>View</u> <u>Online and Share</u>.
- 8. View Recording. Click the View Online link to view the video on the Panopto server.

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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, click on the **Share** link in the **Manage Recordings Tab**, or the share icon.

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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.

🕨 Friday,	January 15, 2016 at 11:17:56 AM	Learn more	>
Overview	Link   Embed		
Outputs Streams	https://rutgers-sci.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=e0d6e9bb	}-acd7-4d4d-b11c-322474	4cd29c4
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Captions Manage	This session inherits permissions from its folder: Dominique.Turn	er.	
Log	Specific people     Only specific users and groups can view.		*
	Dominique Turner dominiqueturner93@gmail.	o Can create	
	Invite people:		
	Enter people, groups, usernames, or email addresses		
Outputs Streams	https://rutgers-sci.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=e0d6e9b8-acd7-	4d4d-b11c-322474cd29c4	
Caption	Who has access: This session inherits permissions from its folder: Dominique.Turner		
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	Anyone at your organization Anyone at your organization can find and view.		
	Anyone with the link Unlisted, anyone who has the link can view. No sign-in require		
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	Anyone on the Internet can find and view. No sign-in required	-	

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.