Installing and Using Panopto on a MAC

Once your account is set up, Panopto will send you an email titled New account information. This email will give you your username and temporary password as well as links to the Panopto website to sign into your account and a link to download the Panopto recorder.

IMPORTANT: When signing into Panopto (website or recorder) ALWAYS sign in using Panopto.

Welcome to Panopto!

An account has been created for you with the following credentials:

Username: anic28
Password: x54cf7w:}V05IF

You will set a permanent password and security question on your first sign-in.

Log in at https://lcu.hosted.panopto.com/Panopto to begin using Panopto.

Download Panopto to begin creating content:

Windows:
https://lcu.hosted.panopto.com/Panopto/Cache/5.6.0.39964/Software/PanoptoRecorder.exe
?arch=X86&useCustomBinary=True

Mac:
https://lcu.hosted.panopto.com/Panopto/Cache/5.6.0.39964/Software/Panopto%20Recorder
.pkg?arch=None&useCustomBinary=True

lcu.hosted.panopto.com

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Search slides, notes, captions and more 🔍

Sign in

There's nothing to watch right now, but hopefully someone will share s

You're not signed in
Sign in to see more videos

Once in the Panopto website, you will
be able to sign in using the credentials
emailed to you.

Use the drop-down menu to sign in
with Panopto.

User Sign-in

Sign in using ✓ Panopto
          Moodle

Username

Password

☐ Keep me signed in

Sign in   Forgot your password?

We use cookies to remember your preferences and measure how our site is
used. By continuing to browse this site, you are agreeing to our use of cookies.
Learn more

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Help ▾

User Sign-in

Your current password is no longer valid. Please set a new
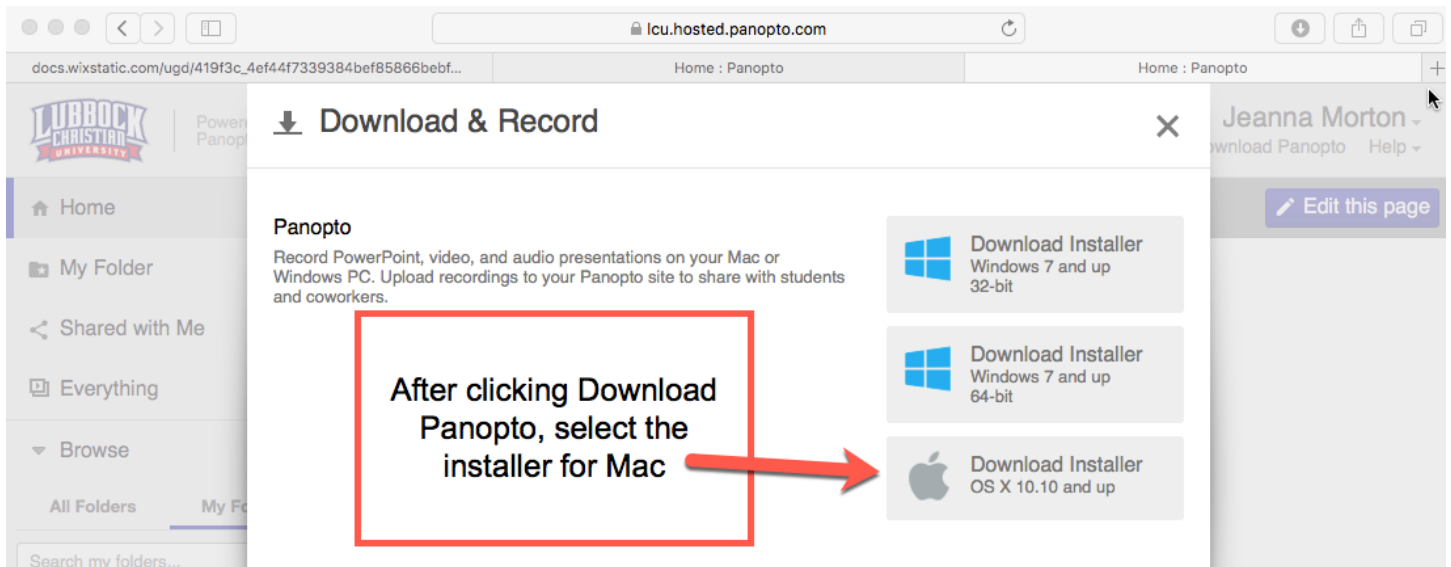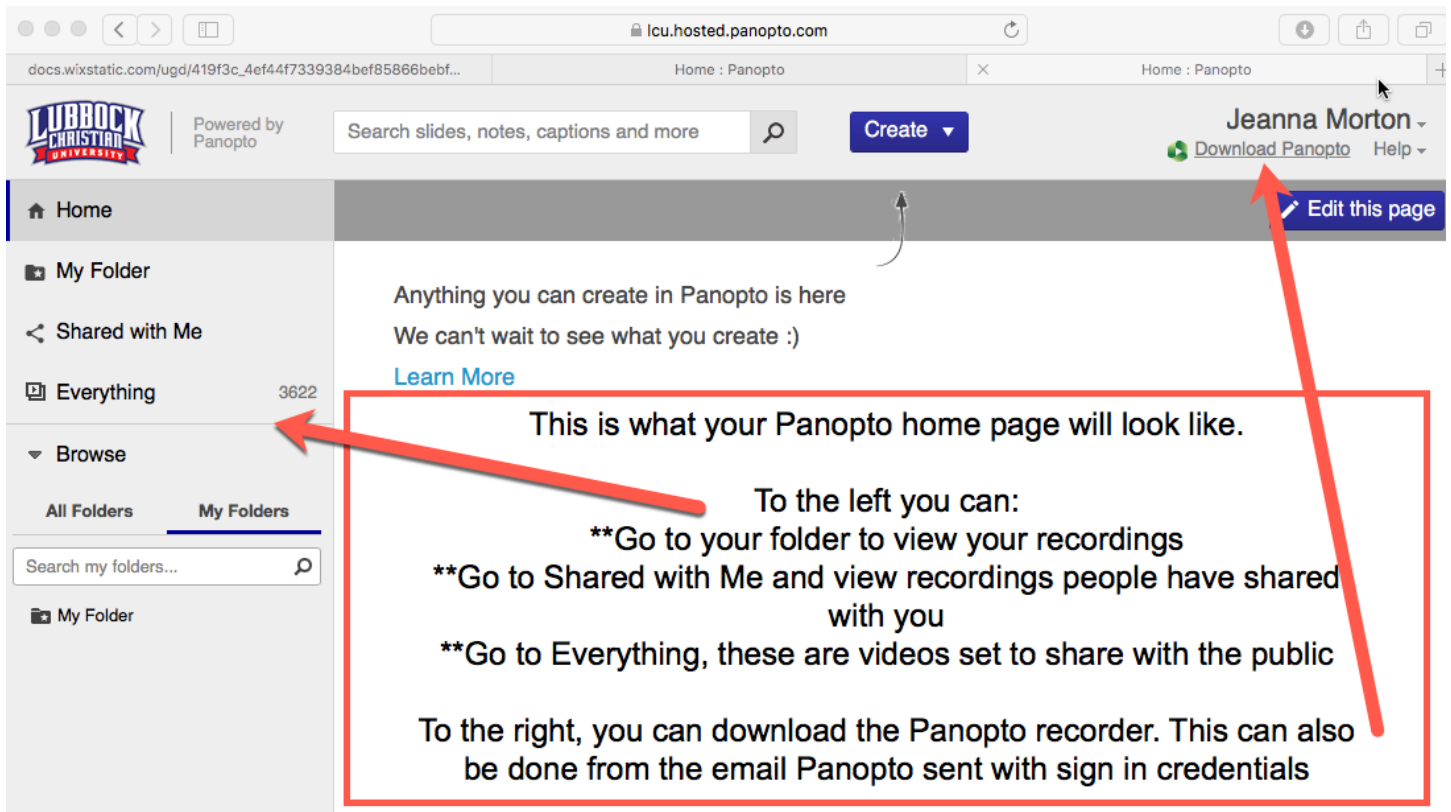password to continue.

Current password ●●●●●●●●●●●●●●

New password ●●●●●●●●●

Confirm password ●●●●●●●●●

Security Question:

Security Answer:

Submit

After signing in, you will be
prompted to change your
password.

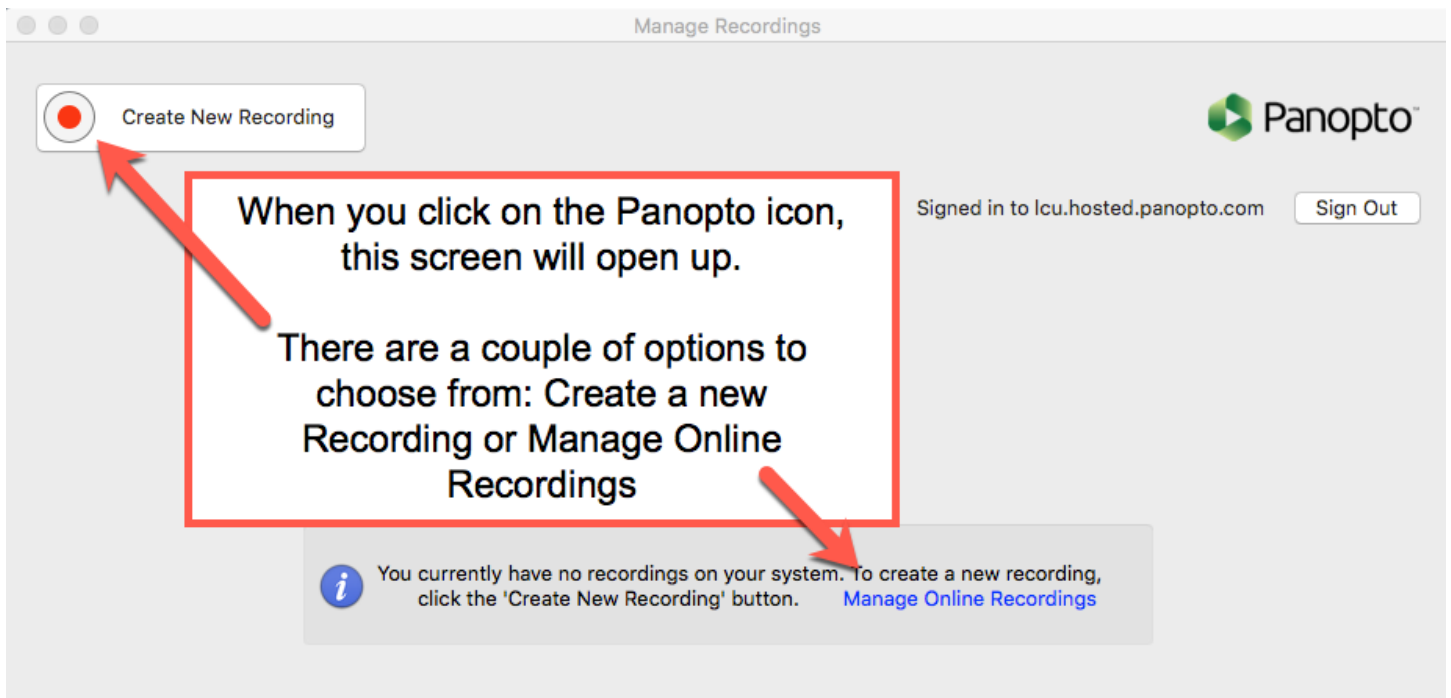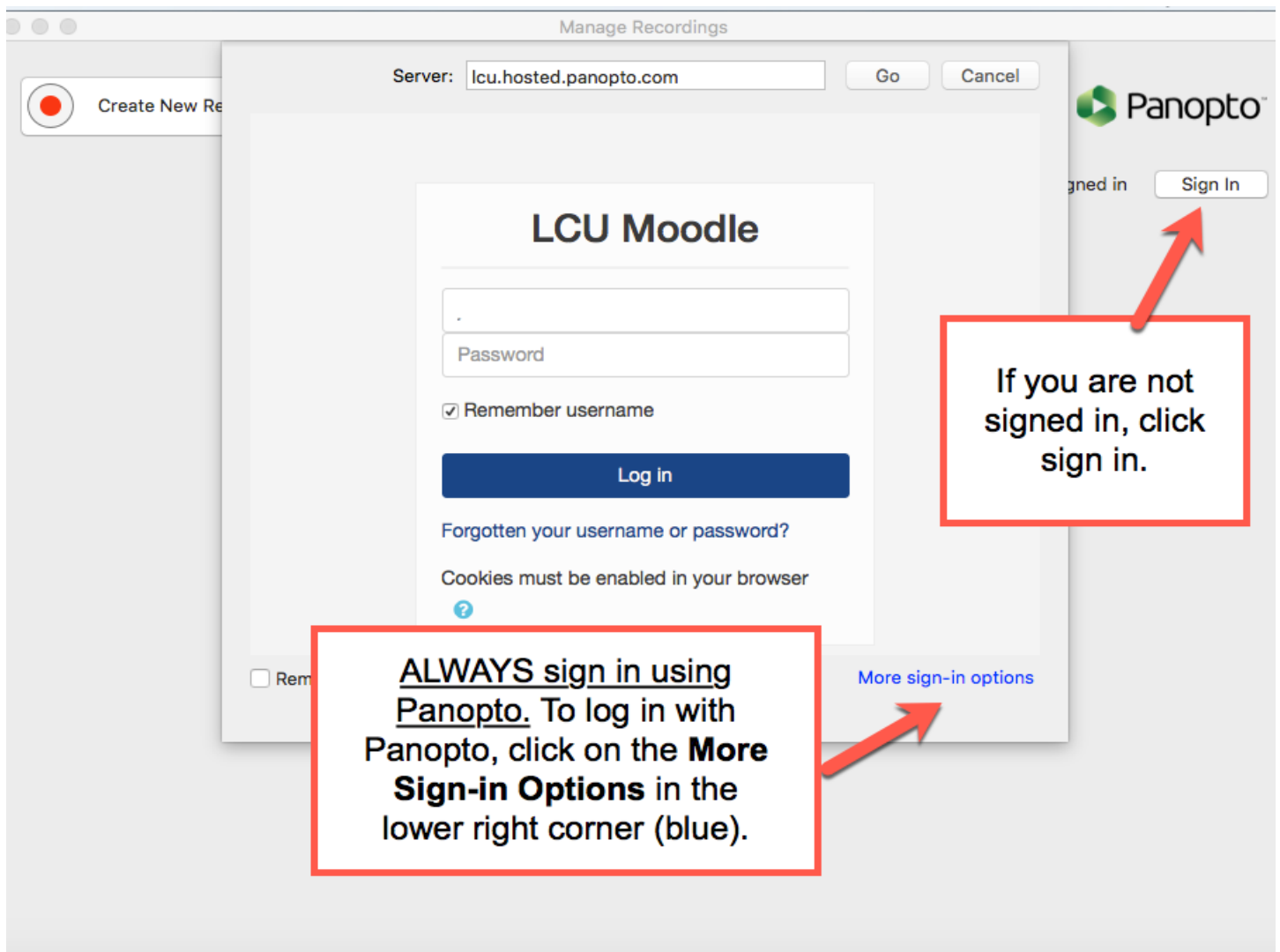This is what your Panopto home page will look like.

To the left you can:
**Go to your folder to view your recordings
**Go to Shared with Me and view recordings people have shared with you
**Go to Everything, these are videos set to share with the public

To the right, you can download the Panopto recorder. This can also be done from the email Panopto sent with sign in credentials

After clicking Download Panopto, select the installer for Mac

Once you have downloaded the Mac Version, follow the instructions for installation. Panopto will most likely save to your download folder Find the download and open it up.

When installation is complete, Panopto will place their green logo icon on the dock at the bottom of your screen. Clicking on it will open up the Panopto Recorder.
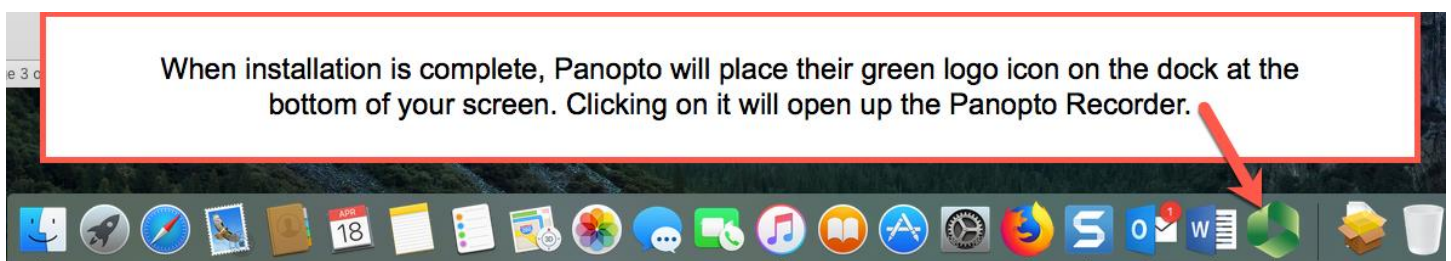
PANOPTO SIGN IN

THE FOLLOWING SCREEN OPENS IF YOU ARE SIGNED IN TO PANOPTO. FOLLOW NEXT INSTRUCTION SCREEN IF NOT.

Manage Recordings

Server: lcu.hosted.panopto.com   Go   Cancel

Create New Re   Panopto™

gned in   Sign In

LCU Moodle

[   ]

[Password   ]

☑ Remember username

Log in

Forgotten your username or password?

Cookies must be enabled in your browser ❓

Rem

More sign-in options

If you are not signed in, click sign in.

ALWAYS sign in using Panopto. To log in with Panopto, click on the **More Sign-in Options** in the lower right corner (blue).

Server: lcu.hosted.panopto.com Go Cancel

Sign in with: Panopto

Sign in:

Password:

☐ Remember me (required for offline recording) Sign in

Create New Re...

Panopto™

gned in Sign In

More sign-in Options takes you to this sign in screen. You must select "Sign in with: Panopto."

To create a new recording, Manage Online Recordings

CREATE RECORDINGS

● Create New Recording

Panopto™

Signed in to lcu.hosted.panopto.com Sign Out

Once signed in there are a couple of places to "Create New Recordings." Here or in the Manage Recordings (found below on this page as described earlier)

THE CREATE NEW RECORDINGS SCREEN HAS SEVERAL SELECTIONS TO BE SET. THE FOLLOWING SCREEN SHOWS THEM ALL, ALONG WITH THE RECORD AND PAUSE BUTTONS, WHICH WILL BE EXPLAINED.

When **Create New Recordings** is Selected, this screen pops up.

Several settings must be set on this screen.

Select Record Powerpoint if a powerpoint will be present during recording

Select Audio and Video Sources from drop down. A sound bar is shown below the Audio Selection to test sound

Choose the Folder the recording is to be saved in.

Videos created are called "Sessions." Name your session.

This screen is capturing everything shown on Desktop. Select **None** from Dropdown on both Secondary 1 & 2 Tabs to remove. If it is desired to record screen, close unnecessary items.

The screen will look like this when each of my settings have been set to my specifications.

The sound bar will show green if sound is picked up by microphone.

RECORDING ONLY INDIVIDUAL
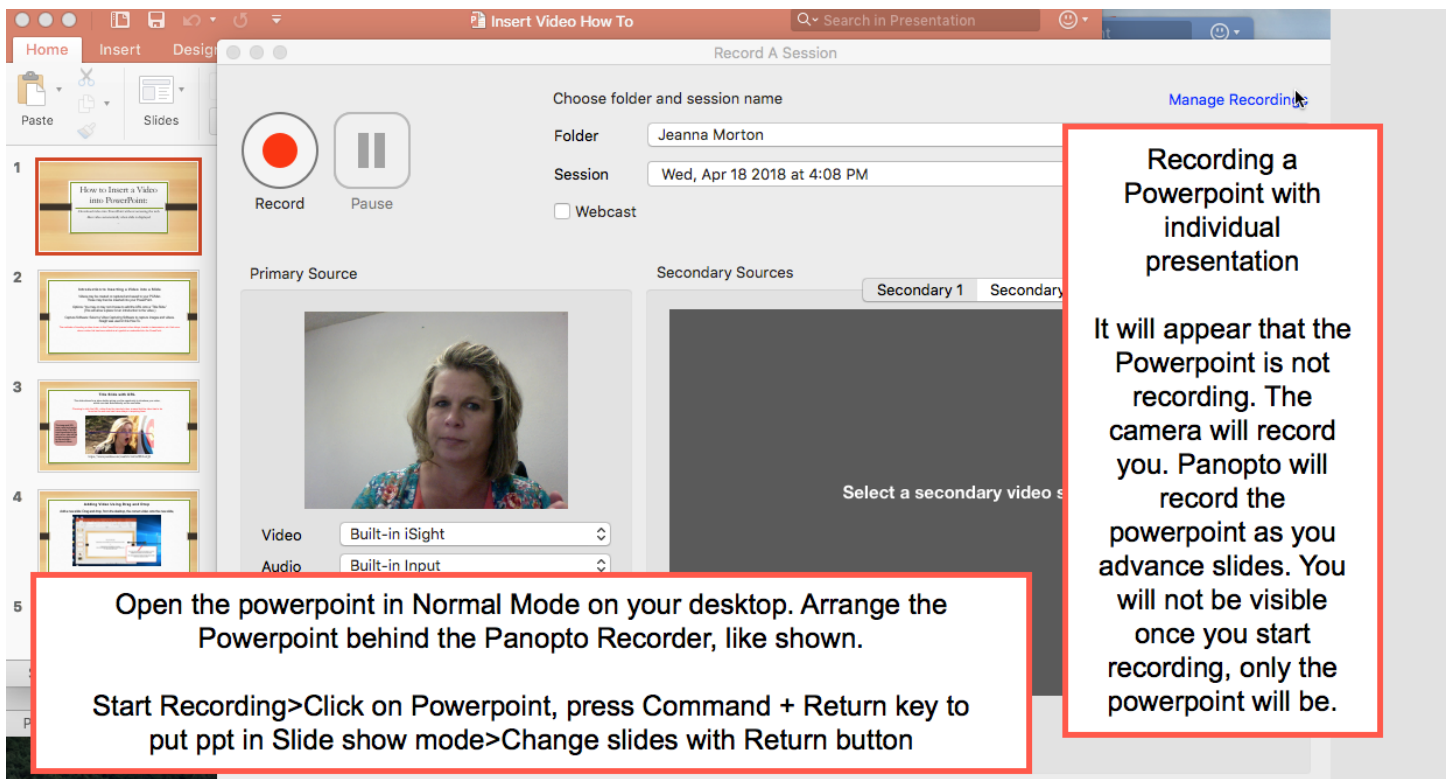
To Record: Click on the Red Record Square

Recording only myself, as in a discussion, lecture, or forum etc, you see that the video appears on the left and the right screen is blank because the desktop was not chosen to display nor a powerpoint.

The Round Red Record Circle has become a Red Stop Square with Red Recording Times shown above
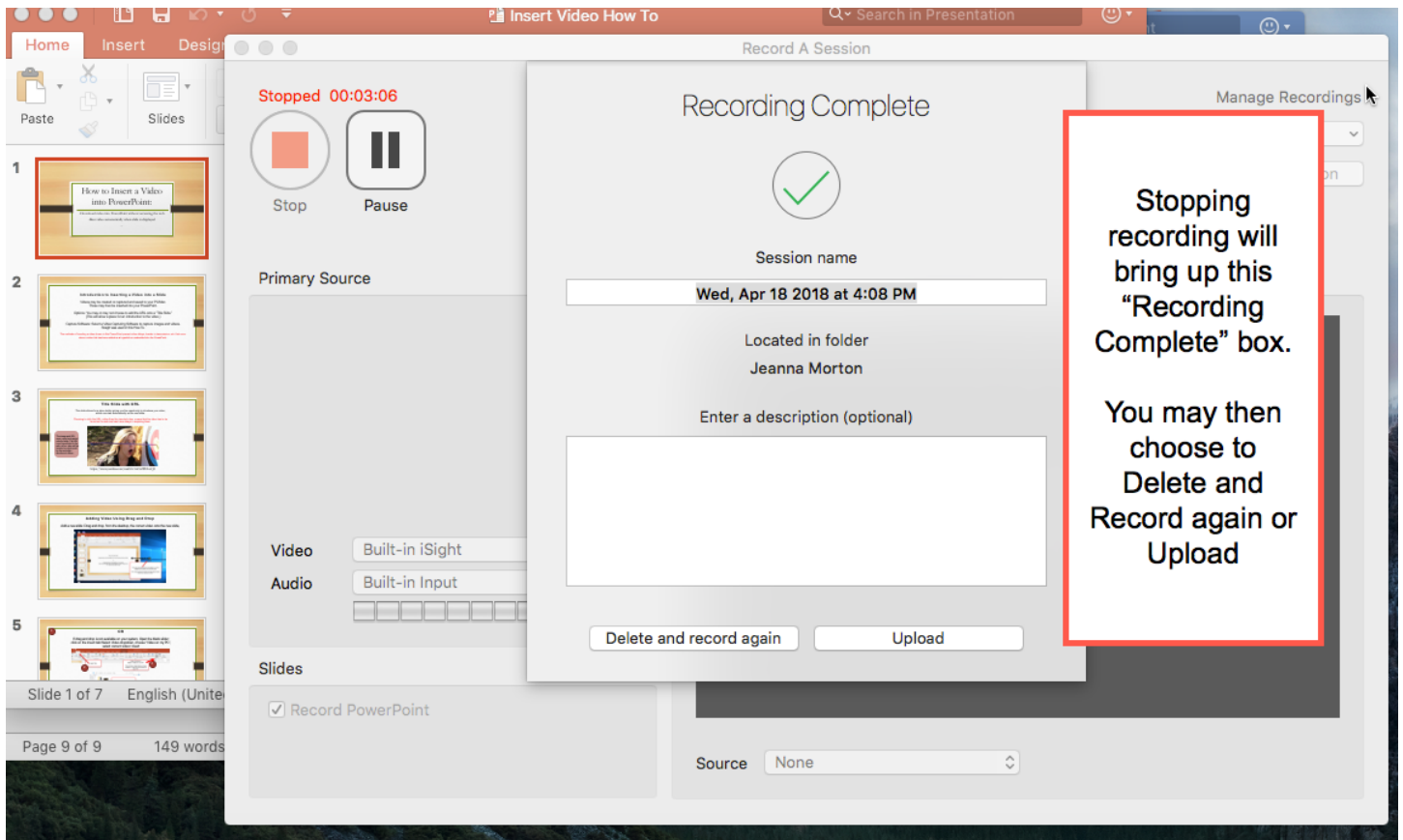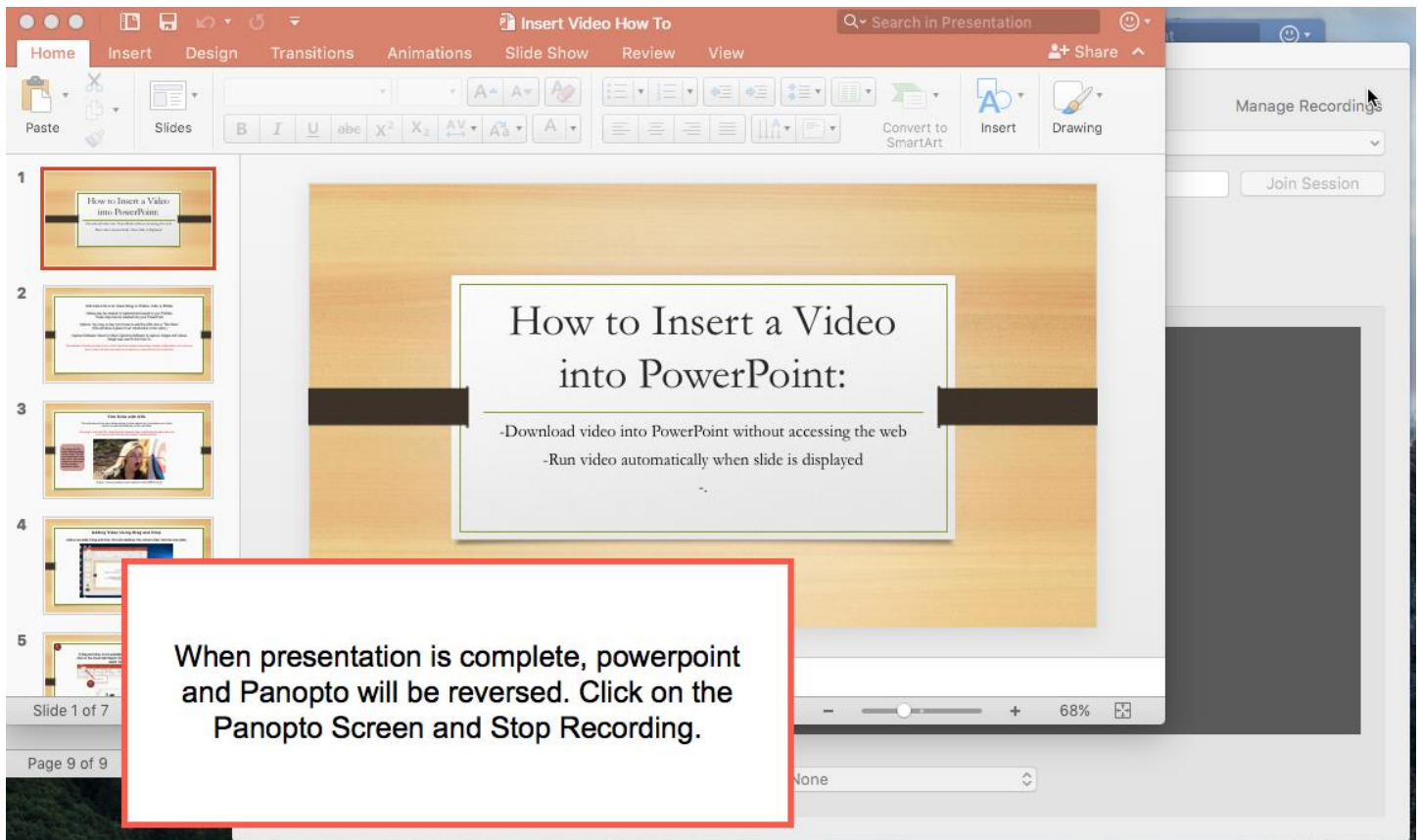
RECORDING WITH A POWERPOINT

Recording a Powerpoint with individual presentation

It will appear that the Powerpoint is not recording. The camera will record you. Panopto will record the powerpoint as you advance slides. You will not be visible once you start recording, only the powerpoint will be.

Open the powerpoint in Normal Mode on your desktop. Arrange the Powerpoint behind the Panopto Recorder, like shown.

Start Recording>Click on Powerpoint, press Command + Return key to put ppt in Slide show mode>Change slides with Return button

When presentation is complete, powerpoint and Panopto will be reversed. Click on the Panopto Screen and Stop Recording.

Recording Complete

Session name
Wed, Apr 18 2018 at 4:08 PM

Located in folder
Jeanna Morton

Enter a description (optional)

Delete and record again   Upload

Stopping recording will bring up this "Recording Complete" box.

You may then choose to Delete and Record again or Upload

If you choose to Delete and Record Again, Use the same process as before. I would suggest a test recording that you upload to see how your video and powerpoint presentation will be shown when recorded.

UPLOADING

If Upload is chosen, this screen will pop up. It will show that the recording is processing. Once it is finished processing, it can be selected and viewed.

In this screen, you can play Recording, Share, Edit, change name for submission or assign to new folder.

Cog Setting

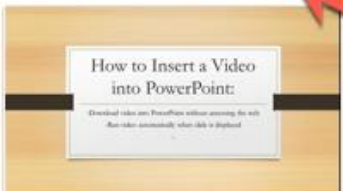Selecting the "COG" allows for editing the Recording Name and folder it is saved in.

Overview
Share
Outputs
Quiz Results
Streams
Search
Captions
Manage
Log

Session Information

Name	Wed, Apr 18 2018 at 4:08 PM Edit
Folder	Jeanna Morton Edit
Preview image	How to Insert a Video into PowerPoint:
Viewer link	https://lcu.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=c08d42a6-916c-45
Owner	jeanna.morton (Jeanna Morton) Edit
Videographer	jeanna.morton (Jeanna Morton)

Wed, Apr 18 2018 at 4:08 PM   Learn more   ✕

Overview
Share
Outputs
Quiz Results
Streams
Search
Captions
Manage
Log

Link | Embed

https://lcu.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=c08d42a6-916c-458d-a08d-a8c60160ad85

Who has access:
This session inherits permissions from its folder: Jeanna Morton

🔒 **Specific people**
Only specific users and groups can view.

Anyone at your organization with the link
Unlisted, anyone at your organization who has the link can view.

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 required.

🌐 **Public on the web**
Anyone on the Internet can find and view. No sign-in required.

The Share Icon allows you to choose viewers.

Anyone with a link is recommended. You will copy and paste the link into an email, word document, forum, assignment, etc to share.

Edit allows cutting of unwanted recording, adding additional video and slides
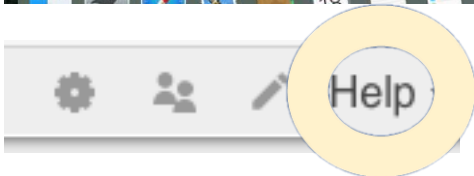
Help brings up a link to contact support or to view support documents

Contact support

support@panopto.com

Online Help

Version: 5.6.0.40402

Send Logs

MANAGE ONLINE RECORDINGS

When you click on the Panopto icon, this screen will open up.

There are a couple of options to choose from: Create a new Recording or Manage Online Recordings

Choosing Manage Online Recordings: allows videos to be created as well as existing videos to be accessed

This screen will open when MANAGE ONLINE RECORDINGS is selected.

Access Videos in "My Folder," "Shared with Me," "Everything" (open access)
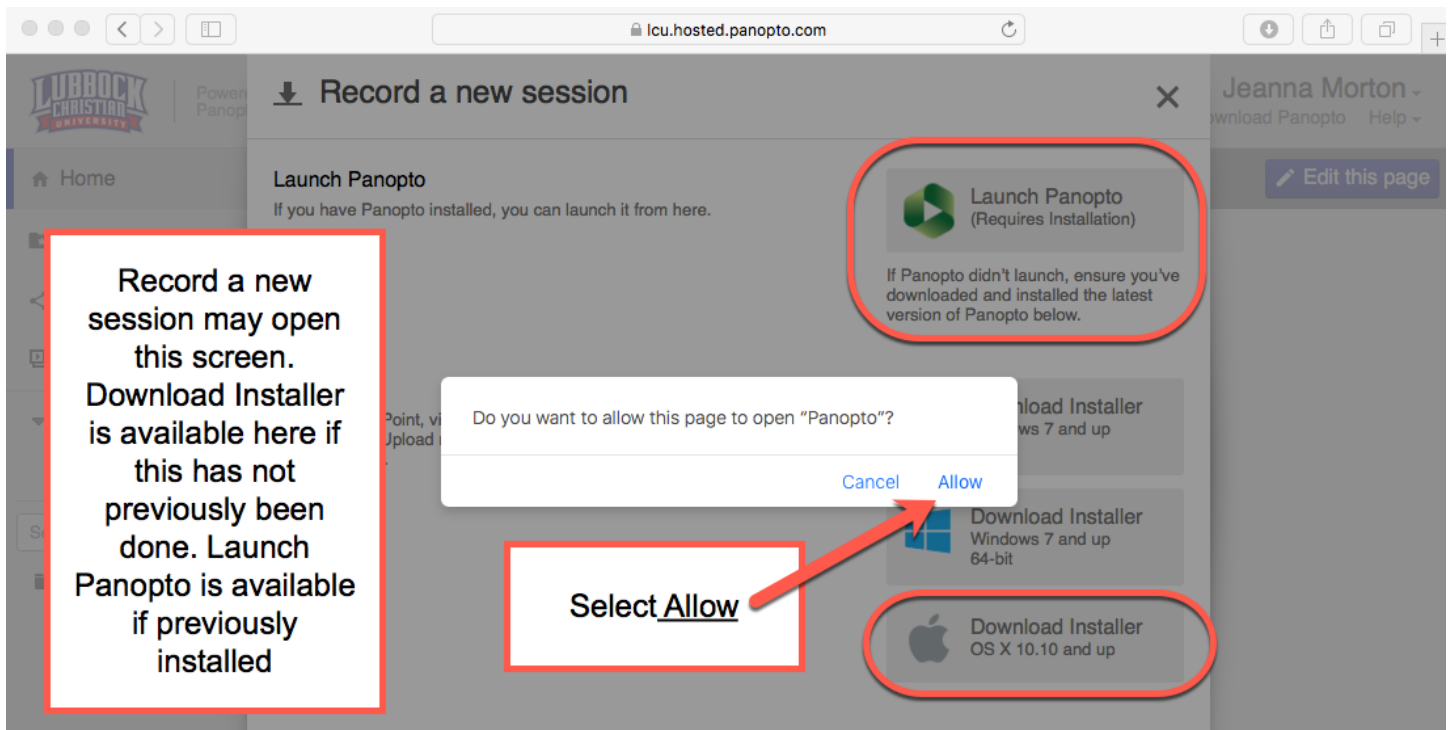
Create video
Download Panopto Recorder
Access Help folder
Access User Settings
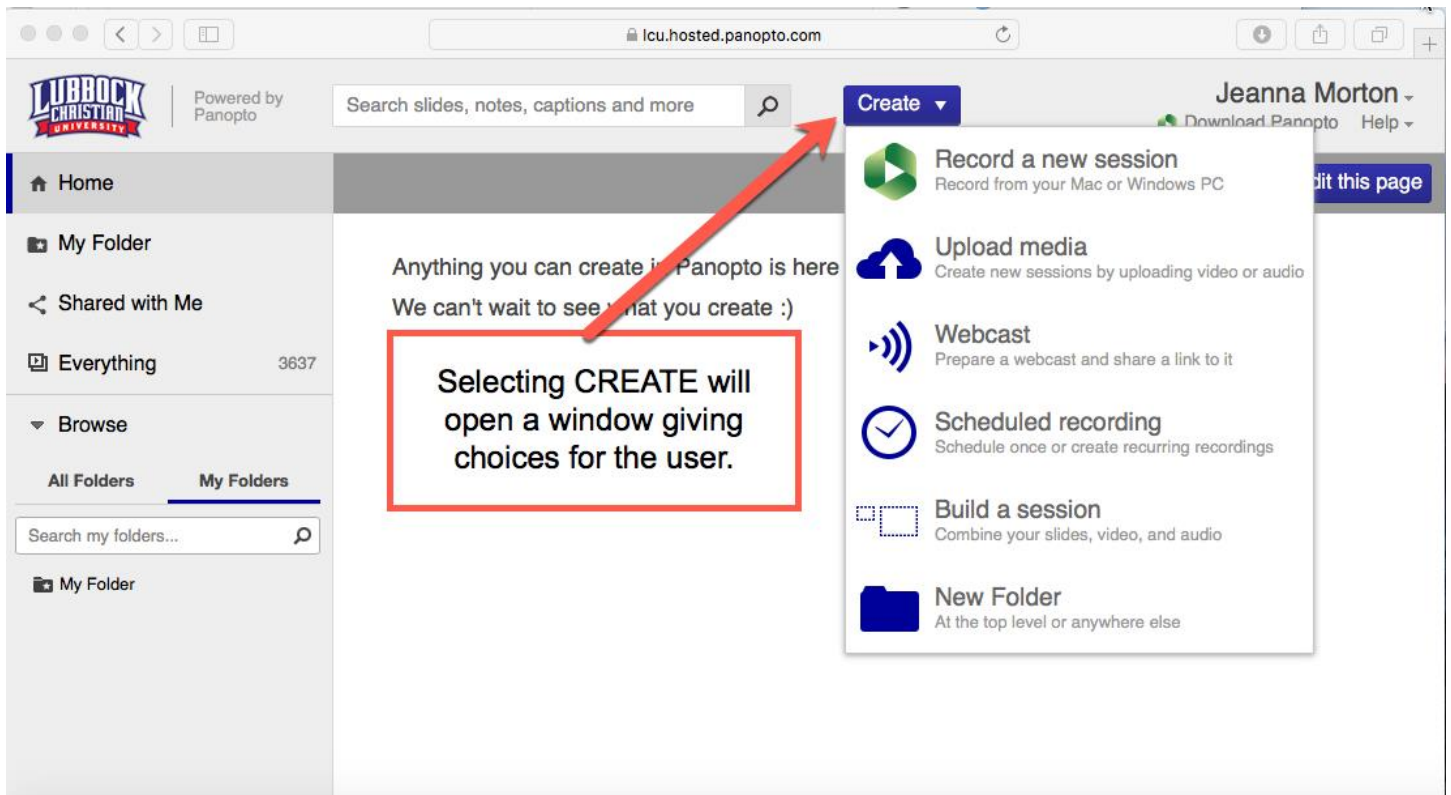
RECORD A NEW SESSION

Launching Panopto opens this screen where a new recording can be created following the previous Create New Recording instructions