

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>

docs.wixstatic.com/ugd/419f3c_4ef44f7339384bef85866bebf4796eaf.pdf Home : Panopto

Lubbock Christian University Powered by Panopto 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

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](#)

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.

Lubbock Christian University Powered by Panopto Help

User Sign-in

Your current password is no longer valid.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

Current password

New password

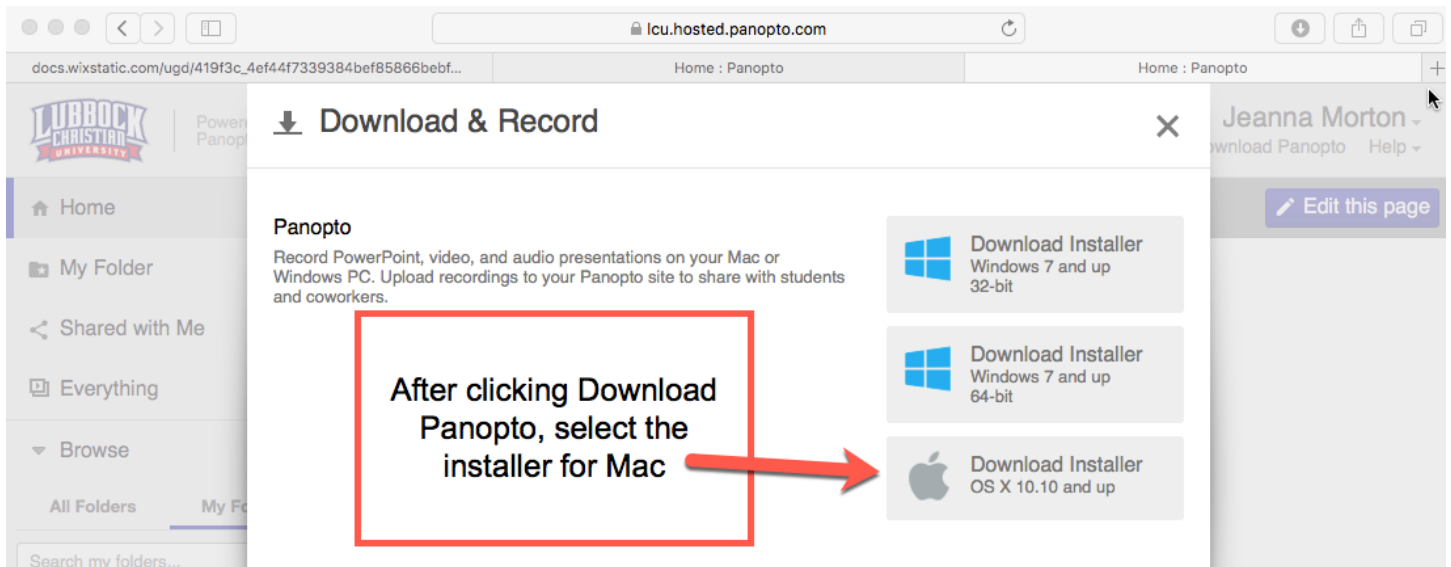
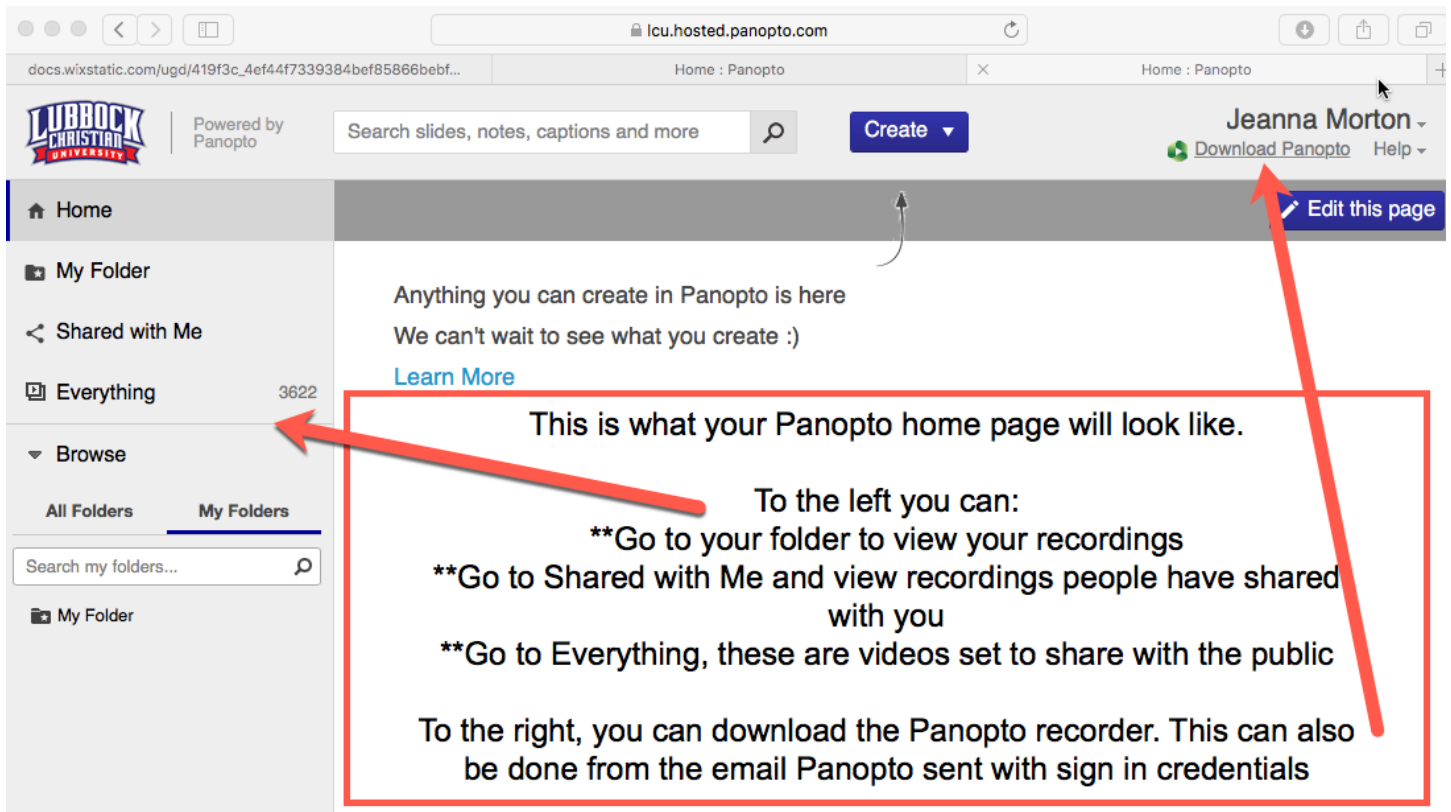
Confirm password

Security Question:

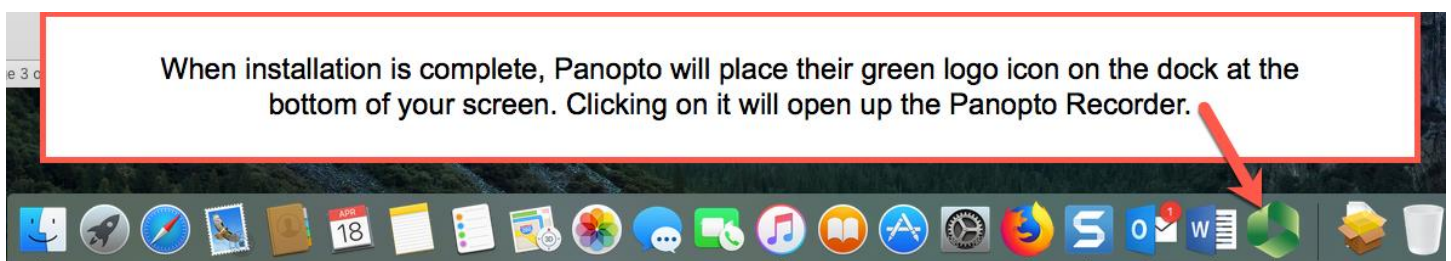
Security Answer:

Submit

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

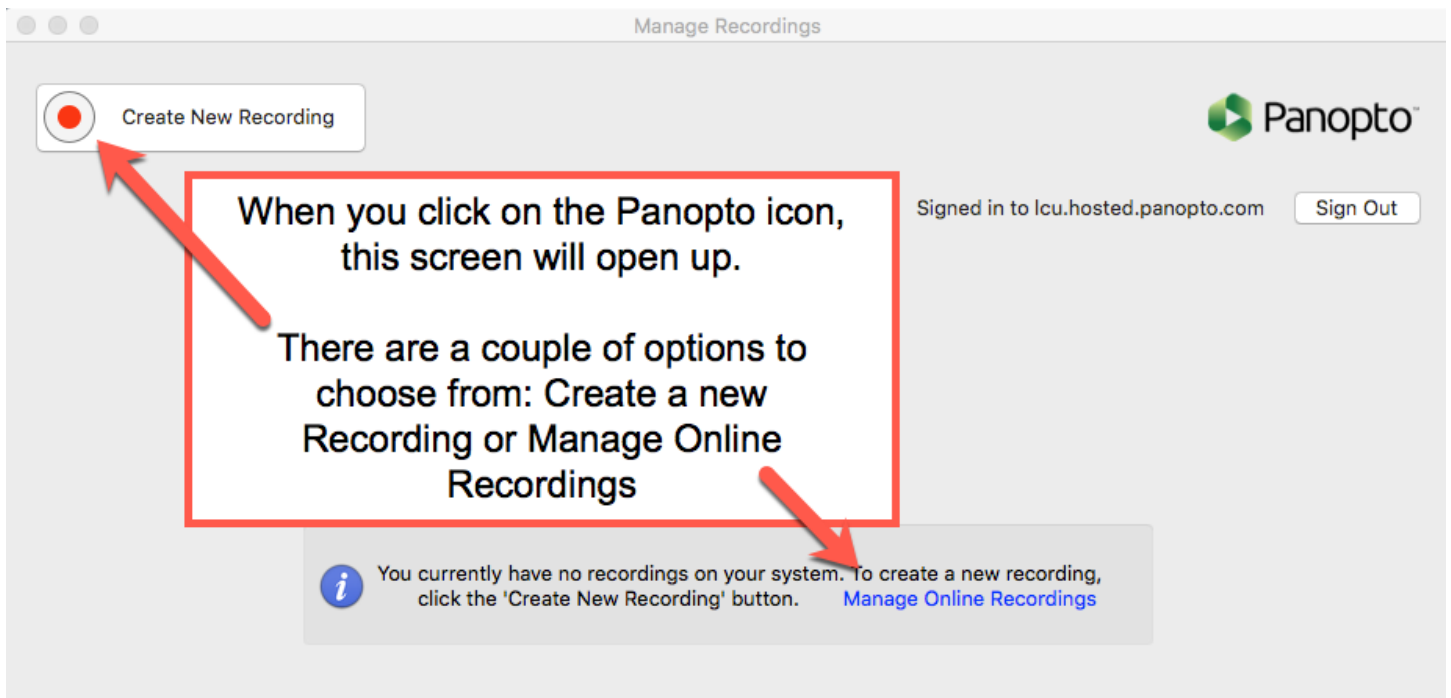


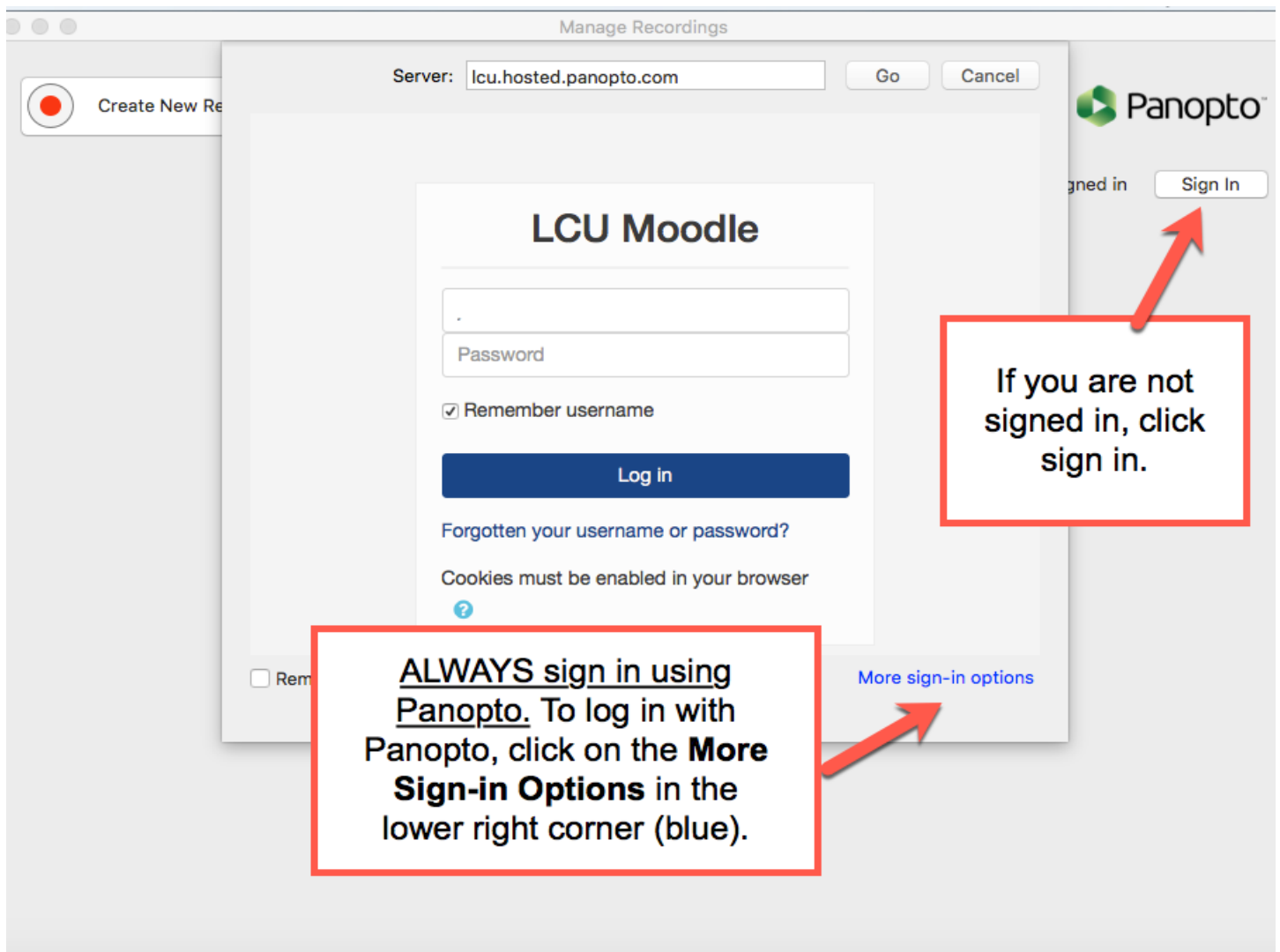
Once you have downloaded the Mac Version, follow the instructions for installation. Panopto will most likely save to your download folder Find the download and open it up.

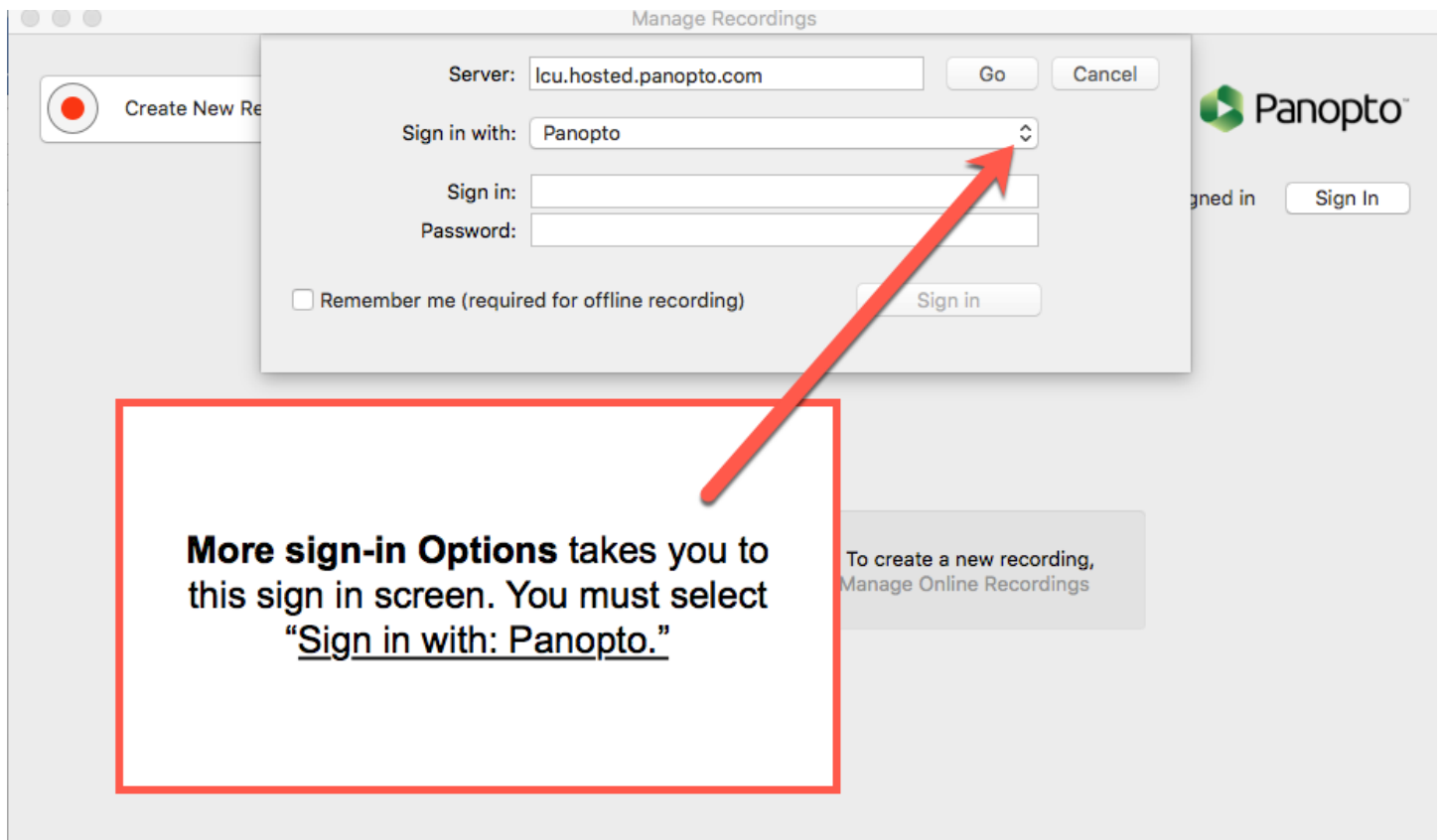


PANOPTO SIGN IN

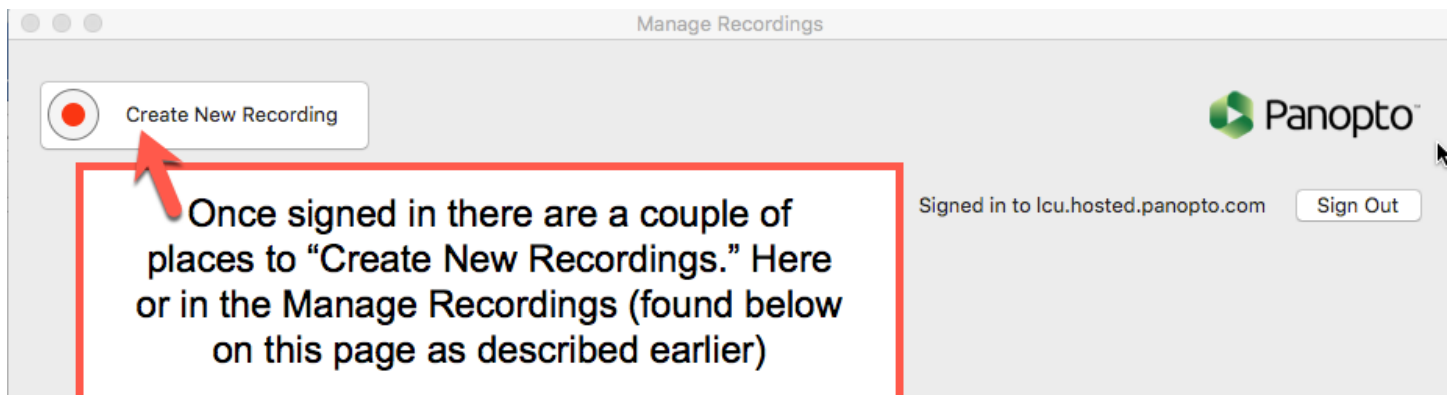
THE FOLLOWING SCREEN OPENS IF YOU ARE SIGNED IN TO PANOPTO. FOLLOW NEXT INSTRUCTION SCREEN IF NOT.







CREATE RECORDINGS



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.

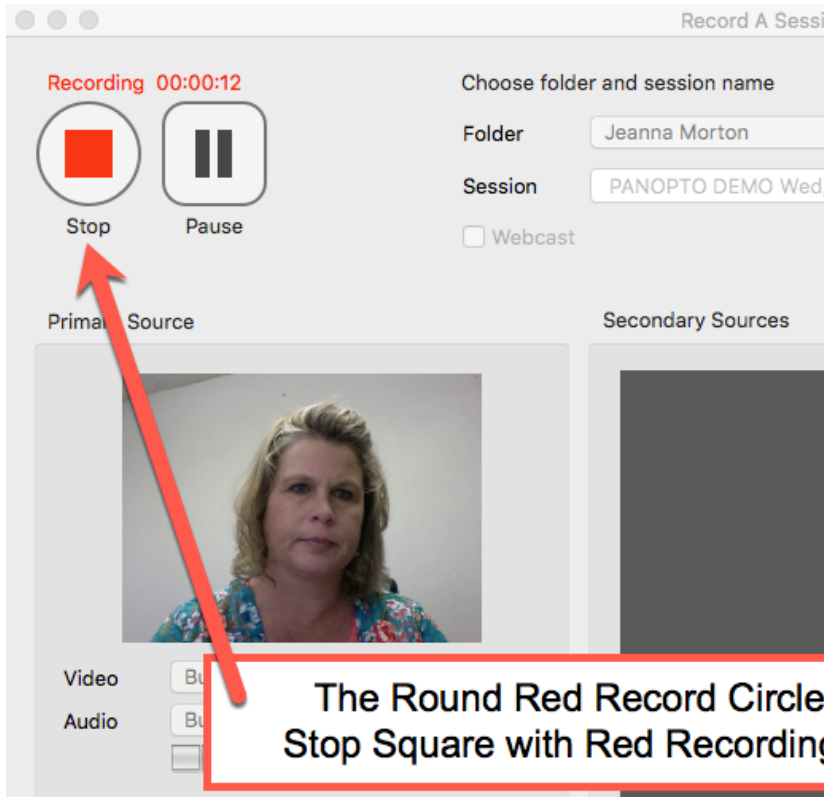
The screenshot shows the Panopto application window titled "Record A Session". It features a "Record" button (red circle) and a "Pause" button (two vertical bars). Below these are "Primary Source" and "Secondary Sources" sections. The "Primary Source" section includes a video preview of a woman, "Video" and "Audio" dropdown menus set to "Built-in iSight" and "Built-in Input" respectively, and a "Slides" section with a checked "Record PowerPoint" option. The "Secondary Sources" section shows two tabs, "Secondary 1" and "Secondary 2", each with a video preview and a "Source" dropdown menu set to "Built-in Display". A "Manage Recordings" link is in the top right. A "Join Session" button is next to the "Session" name field, which is "Wed, Apr 18 2018 at 2:42 PM". The "Folder" is set to "Jeanna Morton". A "Webcast" checkbox is also present.

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.

The screenshot shows the same Panopto application window. The "Session" name is now "PANOPTO DEMO Wed, Apr 18 2018 at 2:42 PM". The "Secondary Sources" section now shows a large grey area with the text "Select a secondary video source" and a "Source" dropdown menu set to "None". The "Audio" section now shows a green sound bar below the "Built-in Input" dropdown. The "Record PowerPoint" option remains checked.

RECORDING ONLY INDIVIDUAL



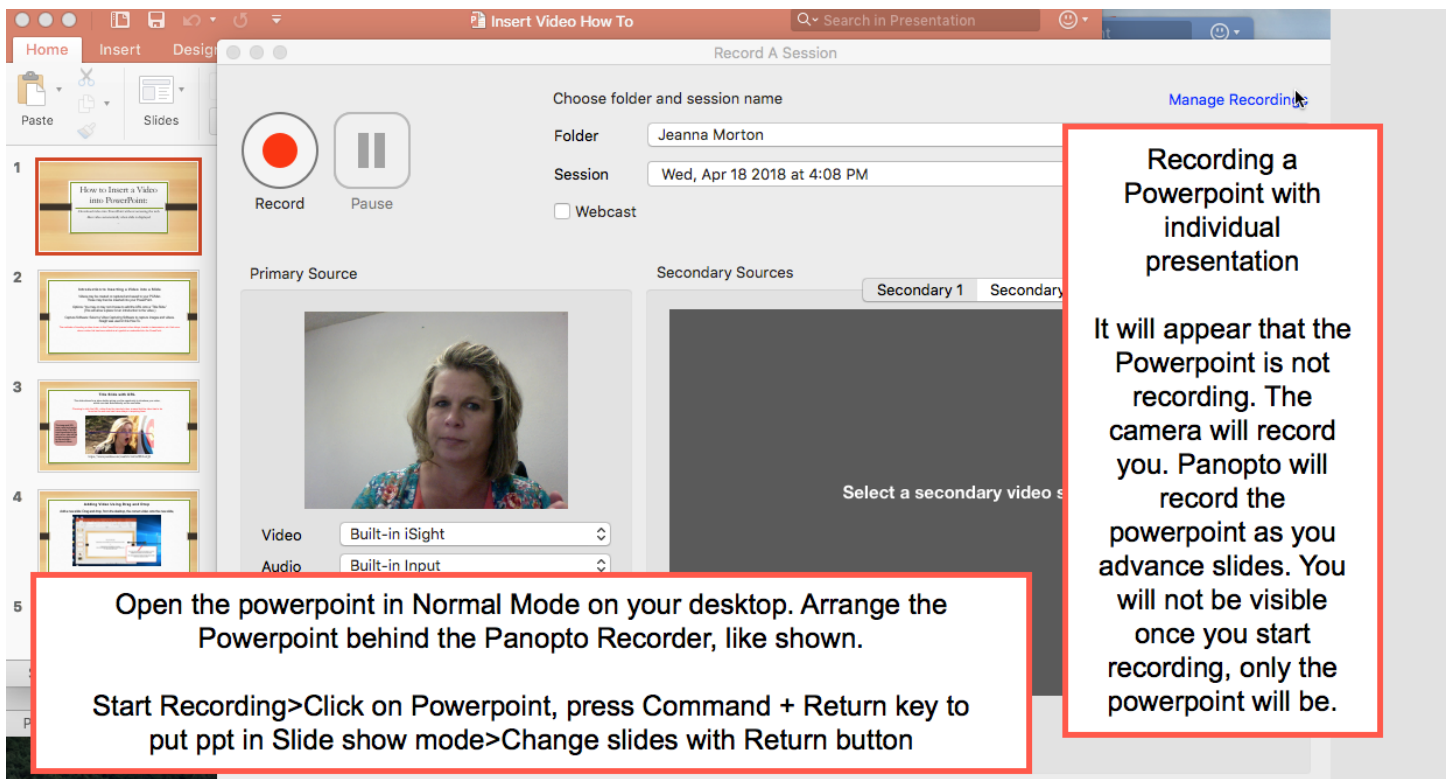
The screenshot shows the Panopto Recorder interface. At the top left, it says 'Recording 00:00:12'. Below this are two buttons: a red square labeled 'Stop' and a pause button labeled 'Pause'. A red arrow points from the 'Stop' button to a text box. To the right of the buttons, there are fields for 'Folder' (Jeanna Morton) and 'Session' (PANOPTO DEMO Wed). Below these is a checkbox for 'Webcast'. The main area is divided into 'Primary Source' and 'Secondary Sources'. The 'Primary Source' shows a video of a woman. The 'Secondary Sources' area is blank with the text 'No source selected'. At the bottom left, there are buttons for 'Video' and 'Audio'.

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



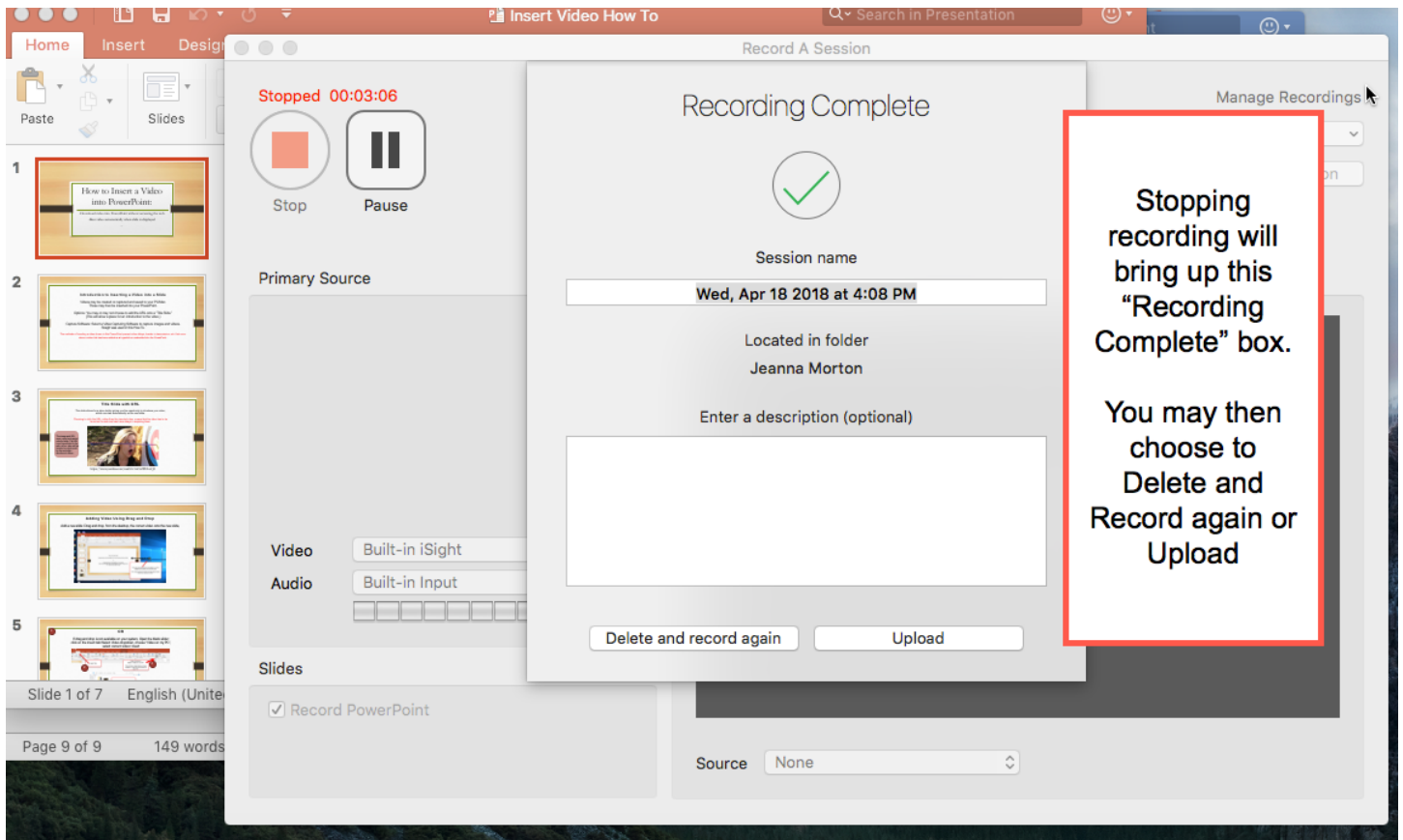
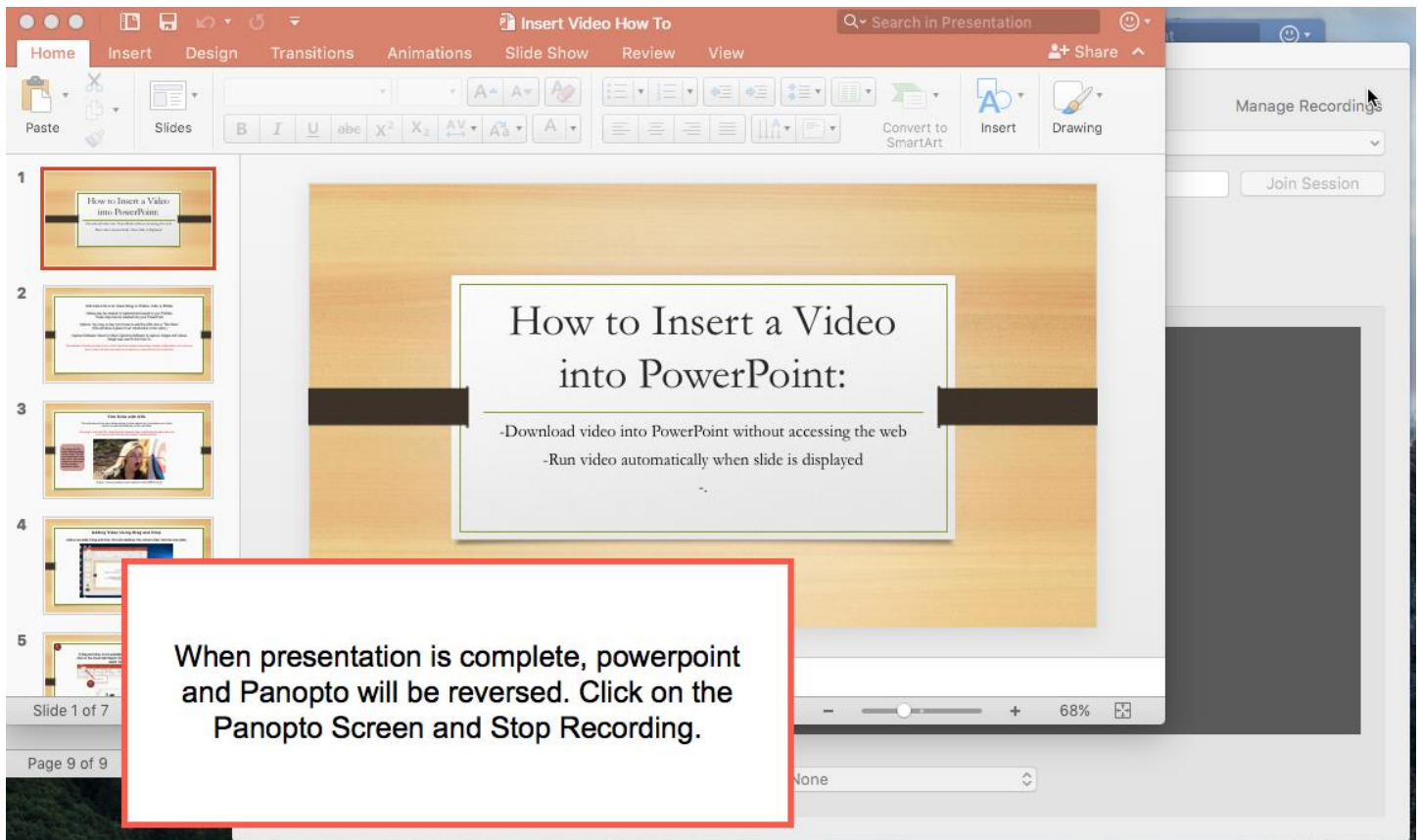
The screenshot shows the Panopto Recorder interface with a PowerPoint presentation in the background. The PowerPoint is titled 'Insert Video How To' and has a search bar. The Panopto Recorder interface is overlaid on top of the PowerPoint. It shows the 'Recording' status and controls. The 'Folder' is 'Jeanna Morton' and the 'Session' is 'Wed, Apr 18 2018 at 4:08 PM'. The 'Webcast' checkbox is unchecked. The 'Primary Source' shows a video of a woman. The 'Secondary Sources' area is blank with the text 'Select a secondary video s'. At the bottom left, there are buttons for 'Video' and 'Audio'.

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



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

Manage Recordings

Create New Recording

Panopto

Only recordings stored on this computer are shown below. ? Signed in to lcu.hosted.panopto.com Sign Out

Session	Date	Length	Status
Wed, Apr 18 2018 at 4:08 PM	Today, 4:24:03 PM	00:03:06	Uploaded - Processing: 0%
Wed, Apr 18 2018 at 4:07 PM	Today, 4:07:53 PM	00:00:25	Completed
DEMO PPT Wed, Apr 18 2018 at 3:53 PM	Today, 4:01:37 PM	00:00:37	Completed

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.


Recording Details

Folder: Jeanna Morton
Session: Wed, Apr 18 2018 at 4:08 PM
Streams: Primary, PowerPoint
Webcast: No
Status: Uploaded - Processing: 0%

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

Delete Actions

Primary Video Secondary 1 Secondary 2



lcu.hosted.panopto.com

Jeanna Morton > Wed, Apr 18 2018 at 4:08 PM

How to Insert a Video into PowerPoint:

-Download video into PowerPoint without accessing the web
-Run video automatically when slide is displayed

Search this recording

Contents

- How to Insert a Video into PowerPoint: 0:11
- Introduction to Inserting a Video into a Slide ... 0:12
- <https://www.youtube.com/watch?v=mCzsWE1xsQ4> 0:13
- Adding Video Using Drag and Drop Add a new slide... 0:14
- OR 0:15
- If drag and drop is not available on your system...

0:11 0:12

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

Cog Setting



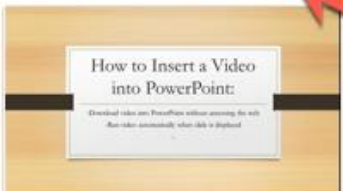
Wed, Apr 18 2018 at 4:08 PM

Overview Session Information

Share
Outputs
Quiz Results
Streams
Search
Captions
Manage
Log

Name Wed, Apr 18 2018 at 4:08 PM [Edit](#)

Folder Jeanna Morton [Edit](#)

Preview image 

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

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

lcu.hosted.panopto.com

Wed, Apr 18 2018 at 4:08 PM [Learn more](#)

Overview **Share** 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.



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Powered by Panopto

Wed, Apr 18 2018 at 4:08 PM

Publish Revert

Contents Add a description

- Captions
- Slides
- Quizzes
- Cuts
- Streams
- Open in advanced editor**

How to Insert a Video into PowerPoint: 0:11

Introduction to Inserting a Video into a Slide ... 0:12

<https://www.youtube.com/watch?v=...> 0:13

Enter a table of contents entry

Tr [] [] [] []

0:00 [] -3:00 1x Speed Preview

☒ Preview cuts during playback

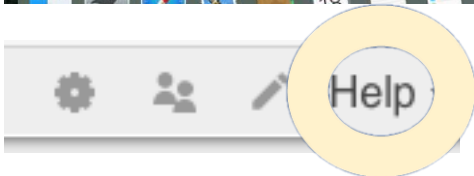
0:30 1:00 1:30 2:00 2:30

Insert Video How To.pptx

How to Insert a Video into PowerPoint:

- Download video into PowerPoint without accessing the web
- Run video automatically when slide is displayed

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

Manage Recordings

Create New Recording

Panopto

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

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

You currently have no recordings on your system. To create a new recording, click the 'Create New Recording' button. [Manage Online Recordings](#)

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

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Search slides, notes, captions and more

Create

Jeanna Morton

Download Panopto Help

Edit this page

Home

My Folder

Shared with Me

Everything 3637

Browse

All Folders My Folders

Search my folders...

My Folder

Svstem

Anything you can create in Panopto is here

We can't wait to see what you create :)

[Learn More](#)

This screen will open when MANAGE ONLINE RECORDINGS is selected.

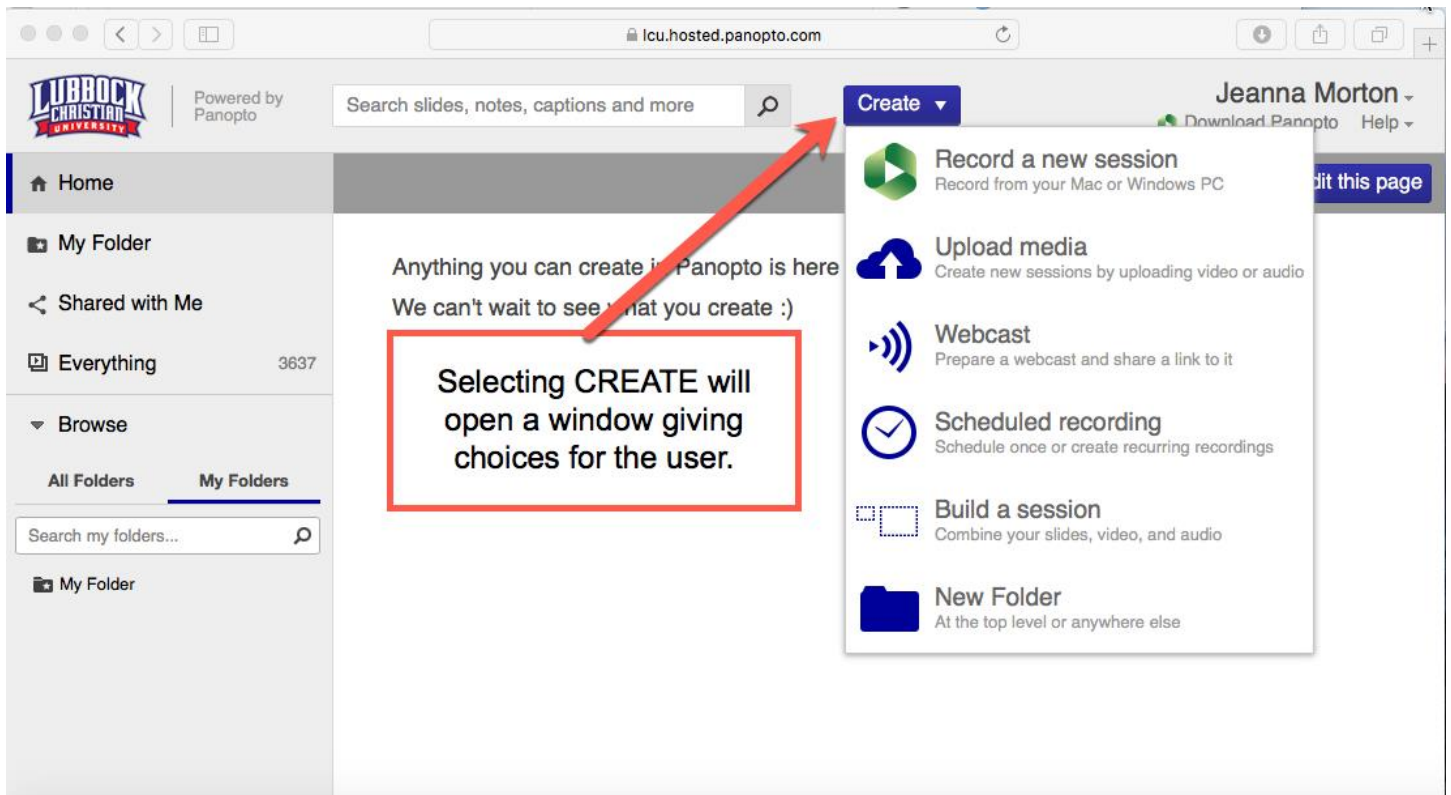
Access Videos in "My Folder," "Shared with Me," "Everything" (open access)

Create video

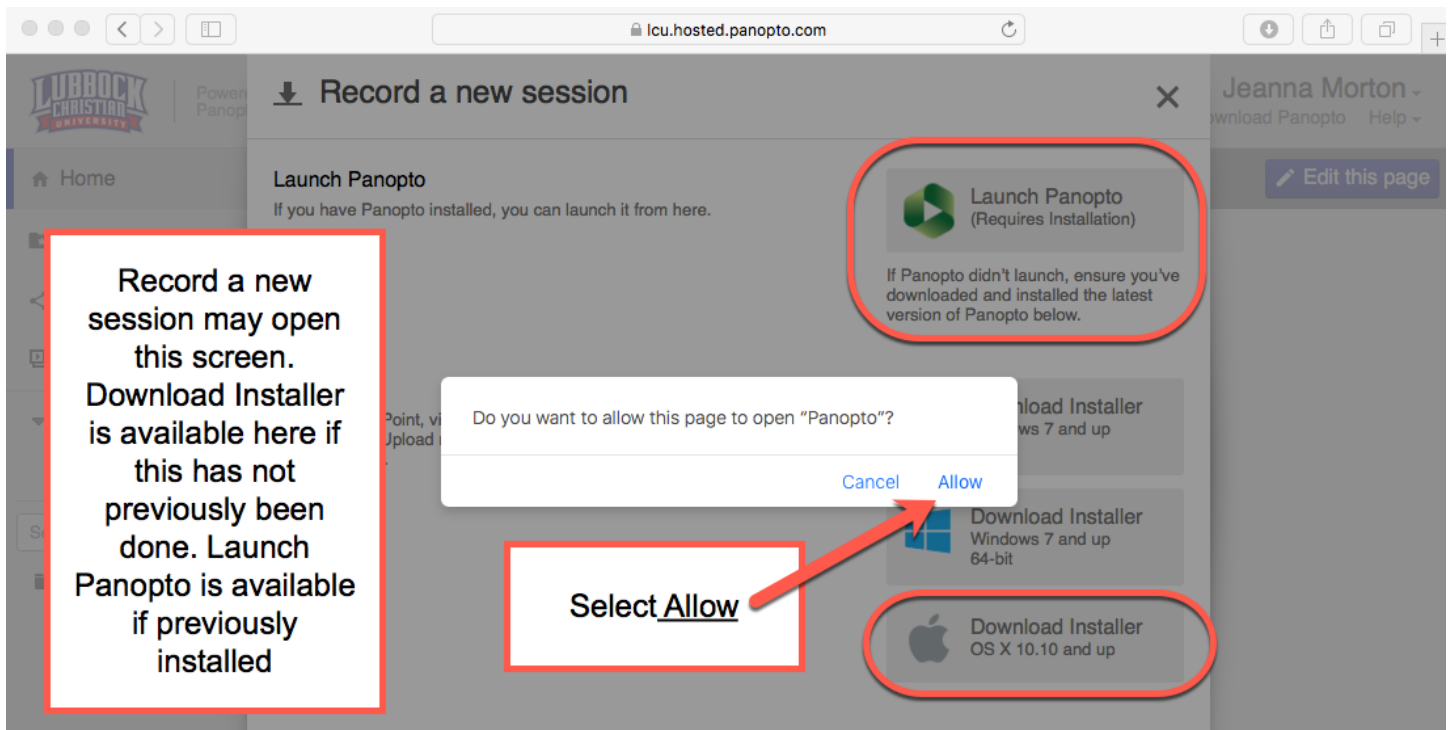
Download Panopto Recorder

Access Help folder

Access User Settings



RECORD A NEW SESSION



 Create New Recording

Only recordings stored on this computer are shown below. ?

Not signed in

[Sign In](#)

Session	Date	Length	Status
Wed, Apr 18 2018 at 4:08 PM	Yesterday, 4:24:03 PM	00:03:06	Completed
Wed, Apr 18 2018 at 4:07 PM	Yesterday, 4:07:53 PM	00:00:25	Completed
DEMO PPT Wed, Apr 18 2018 at 3:53 PM	Yesterday, 4:01:37 PM	00:00:37	Completed

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

Recording Details

Folder: Jeanna Morton
Session: Wed, Apr 18 2018 at 4:08 PM
Streams: Primary, PowerPoint
Webcast: No
Status: Completed

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

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

Preview

[Primary Video](#)[Secondary 1](#)[Secondary 2](#)