

Getting Started with Panopto – Mac OS

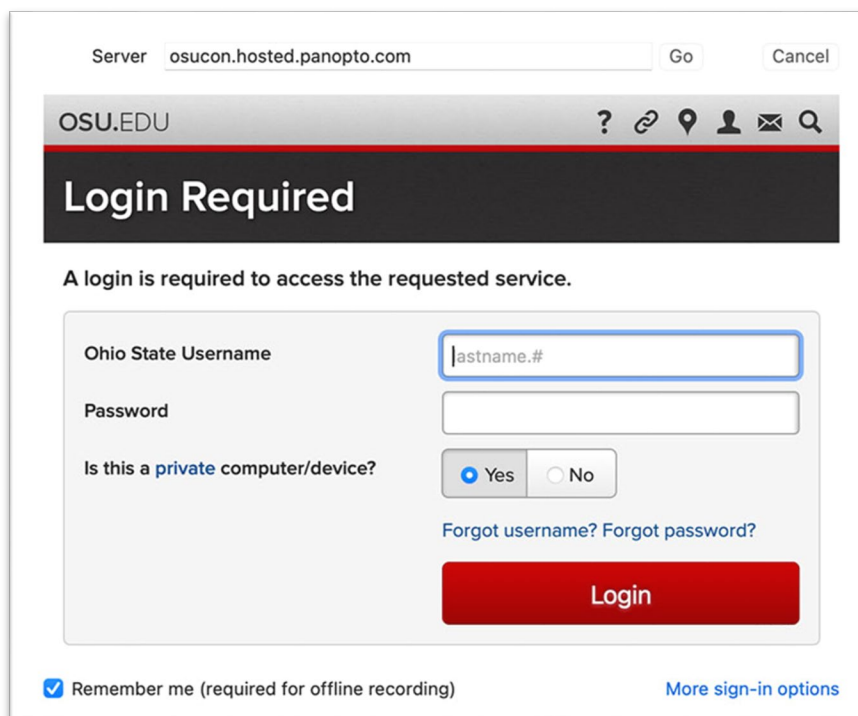
Open **Panopto Recorder** on your computer.



If you don't have it, you may log in at <https://osucon.hosted.panopto.com/> and download it there.



After opening the program, make sure the server says **osucon.hosted.panopto.com** and then log in with your OSU username and password.



Server

OSU.EDU

Login Required

A login is required to access the requested service.

Ohio State Username

Password

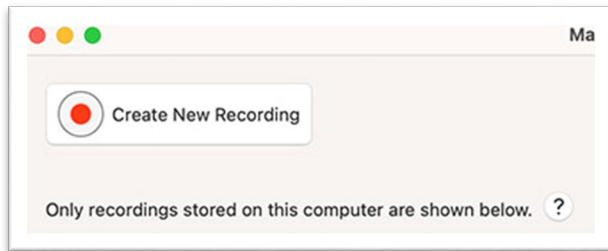
Is this a **private** computer/device? Yes No

[Forgot username?](#) [Forgot password?](#)

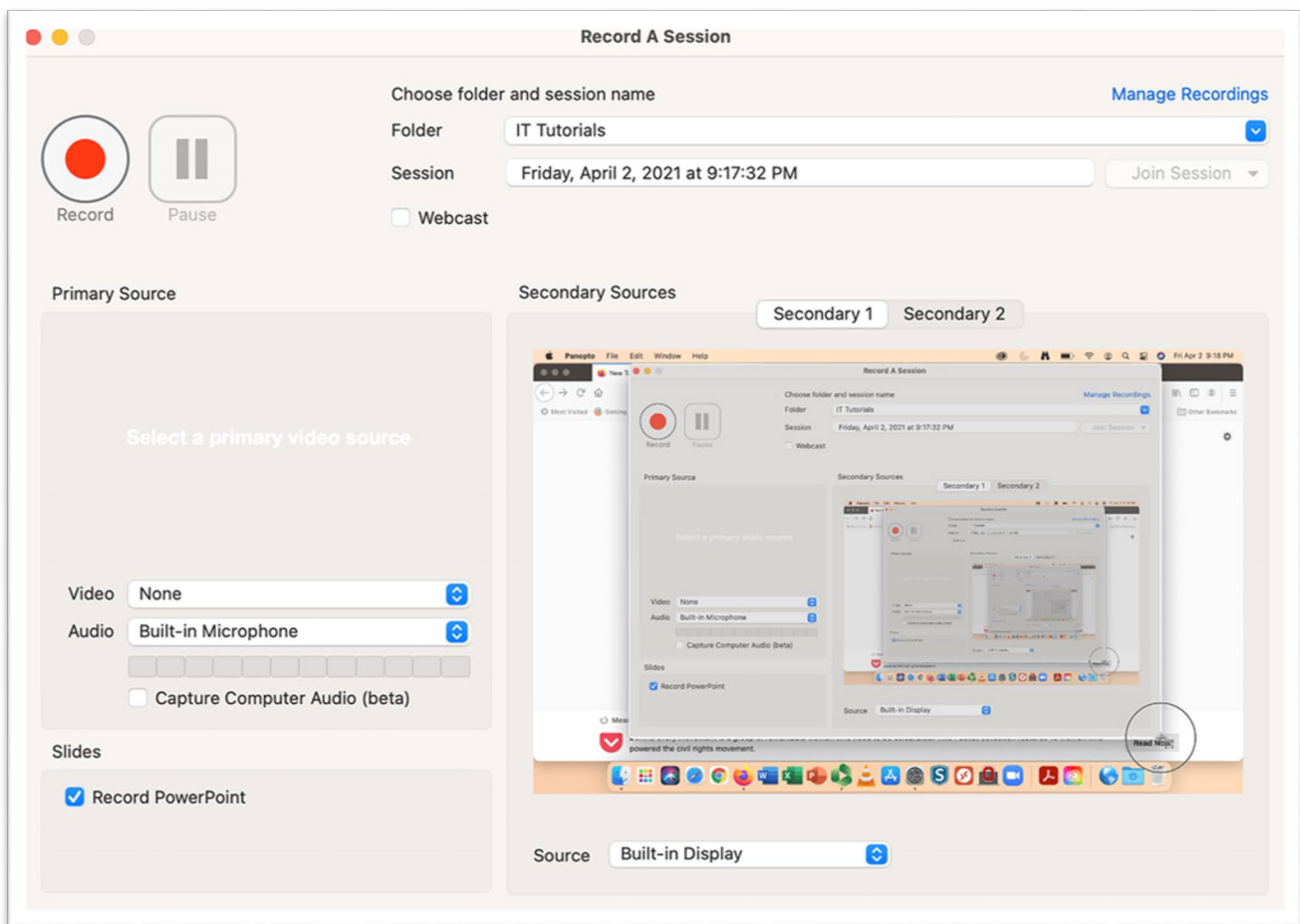
Remember me (required for offline recording) [More sign-in options](#)

The Panopto Interface

Click on Create New Recording.



Before recording, there are some settings to check on.



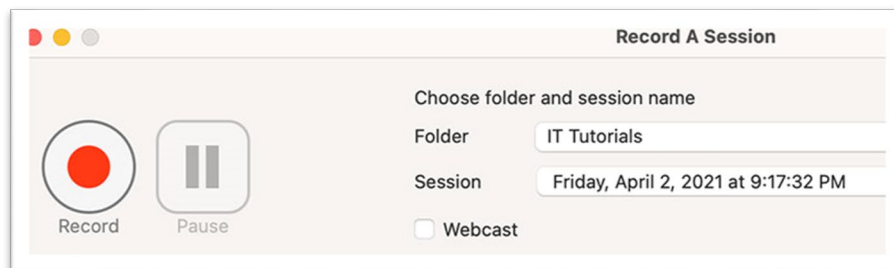
There are a number of different ways to record. Most choose to have their voice over a PowerPoint or other documents on their computer.

- **Video is optional.** Keep it at None unless you want to be a talking head in the corner of your recording.
- **Regardless of video preference, make sure to choose an audio source** and do a quick test to make sure you can see the indicator above flash. Your Panopto is essentially useless if there is no audio.

- **Capture Computer Audio is optional.** If you are sharing a video or something else with sound, make sure to keep this checked. If you receive an error message after choosing this option, follow the directions at <https://support.panopto.com/s/article/How-to-Enable-Capture-Computer-Audio-for-Mac> to fix this.
- **Make sure Record PowerPoint is checked.** If you are using Keynote, you will see an option for that as well. Panopto will create a table of contents based on the title of each slide.
- **For Secondary Sources, make sure Secondary 1 is set to Built-in Display.** If your PowerPoint has video or transitions/animation, then this will be picked up by the screen recording.
- **If you have two screens,** make sure to choose only the one you know you want to use. Click on Secondary 1 and Secondary 2 and choose Built-in Display to preview this. Change the secondary source you don't want to use to None.

Recording a Video

Open your PowerPoint and any other resources. You won't enter your slideshow until after recording.



Check on the following before pressing Record:

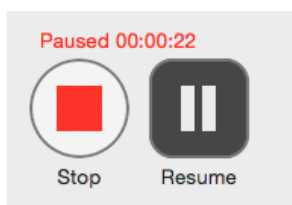
- **Folder** – Choose where you want to place your video. If you need a new folder, you can create one yourself following directions at <https://u.osu.edu/contech/panopto/creating-folder/>
- **Session** – Give your video a name. Otherwise, it will be the date and time.

Click on Record when ready.

Before you start speaking, switch to your PowerPoint or other material. Make sure to start your slideshow if using PowerPoint.

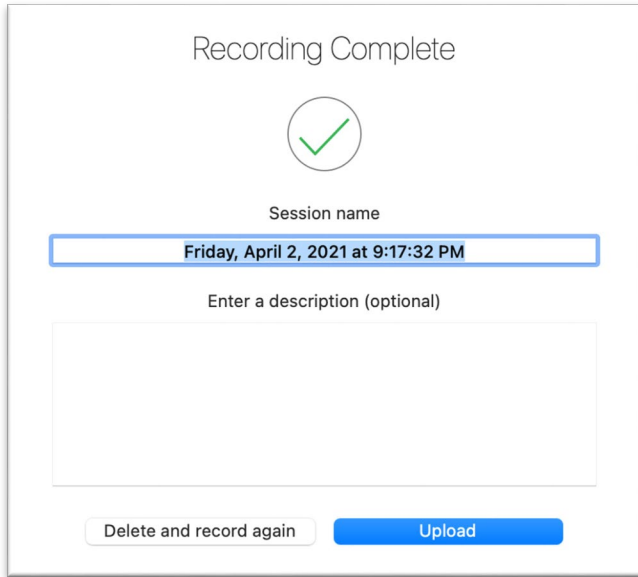
If you chose Main Screen as well as PowerPoint, then you can switch from one program or document to another and it will show up that way in your finished video.

Note that if you pause the recording to take a quick break, Panopto will still record what you are doing. It just won't appear in the final product. If you paused but didn't mean to, you can always edit the video on the Panopto website later on to bring that part back.




Click on Stop when finished recording.

Change the name of your video (if needed) and click on Upload to upload it.



Recording Complete

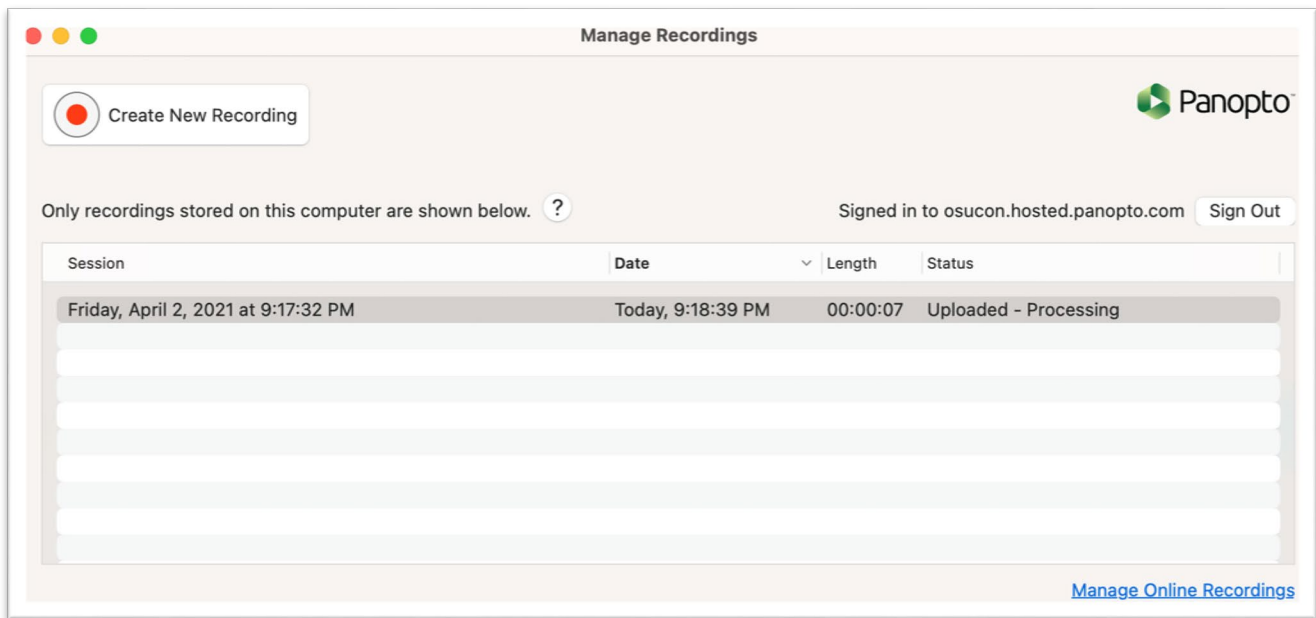


Session name

Friday, April 2, 2021 at 9:17:32 PM

Enter a description (optional)

Delete and record again Upload



Manage Recordings

Create New Recording

Panopto

Only recordings stored on this computer are shown below. ?

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

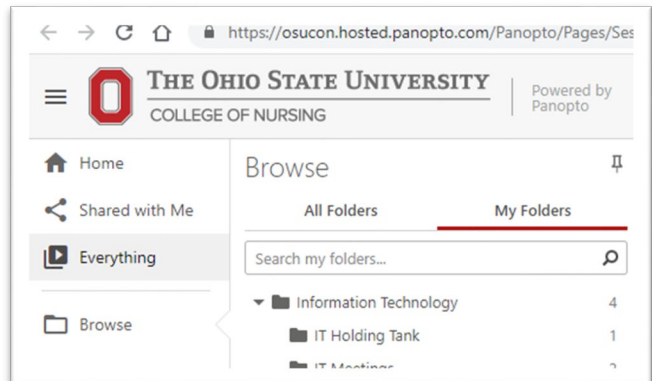
Session	Date	Length	Status
Friday, April 2, 2021 at 9:17:32 PM	Today, 9:18:39 PM	00:00:07	Uploaded - Processing

Manage Online Recordings

You will be taken to the Manage Recordings section.

Important – Please do not close Panopto Recorder until the video status has changed from Uploading to Processing.

When your recording is ready, you should receive an email with the link. If not, click on **Manage Online Recordings** under the Manage Recordings tab or log in at <https://osucon.hosted.panopto.com/> to view your videos. Click on Browse and then go to My Folders.



https://osucon.hosted.panopto.com/Panopto/Pages/Ses

THE OHIO STATE UNIVERSITY
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