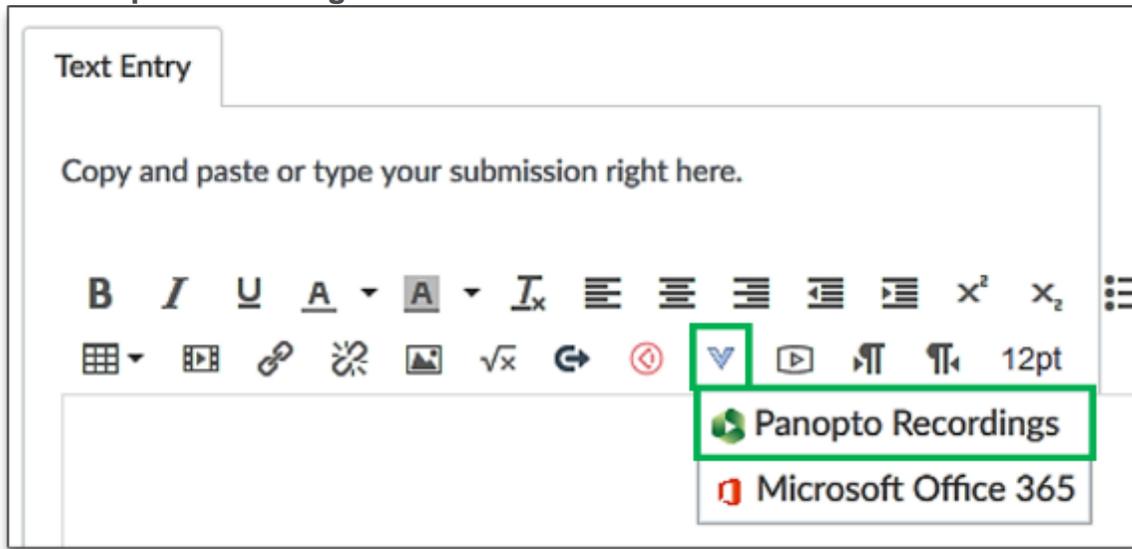
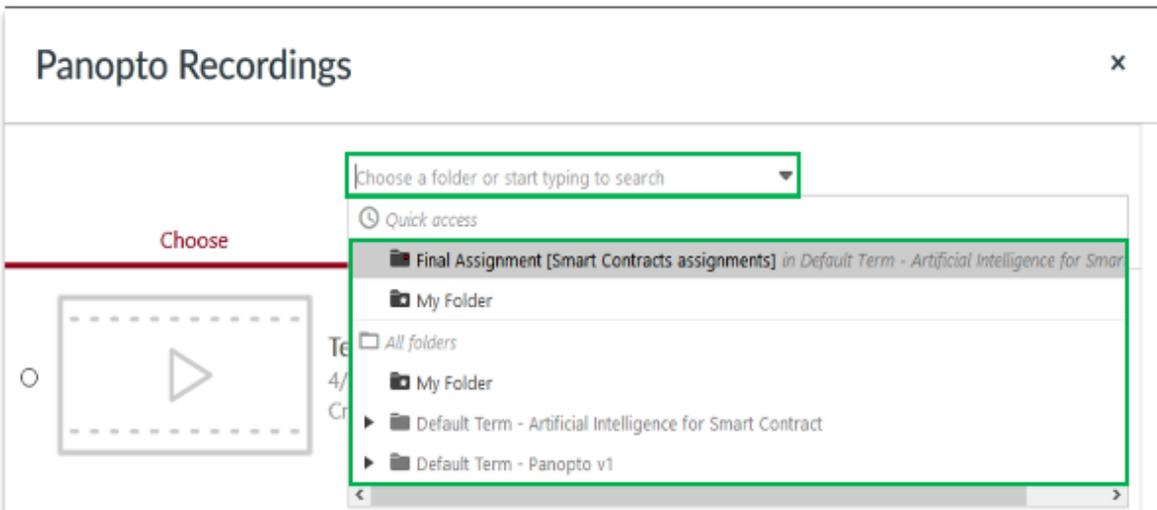


To Record Using Panopto on a Mac Device (Recommended)

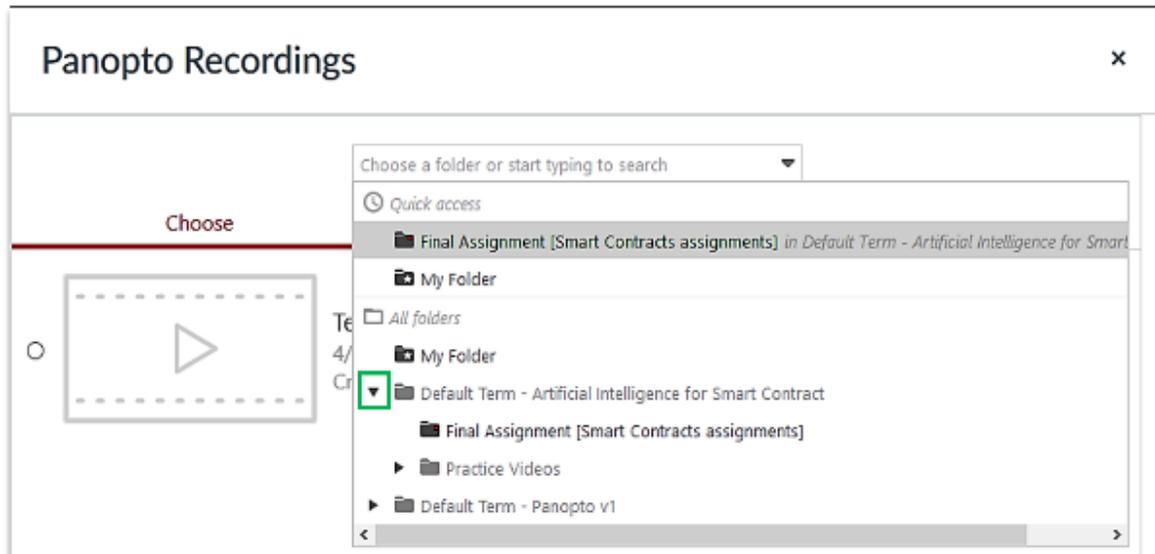
1. If you are using a PowerPoint presentation, have it prepared before you begin recording your video presentation.
2. Navigate to the desired assessment (Assignment, Discussion, etc.) to submit your video assignment.
3. In the toolbar above the text entry field for your submission, click the **More External Tools** icon (a blue chevron/downward pointing arrow). And from the drop-down menu, click **Panopto Recordings**.



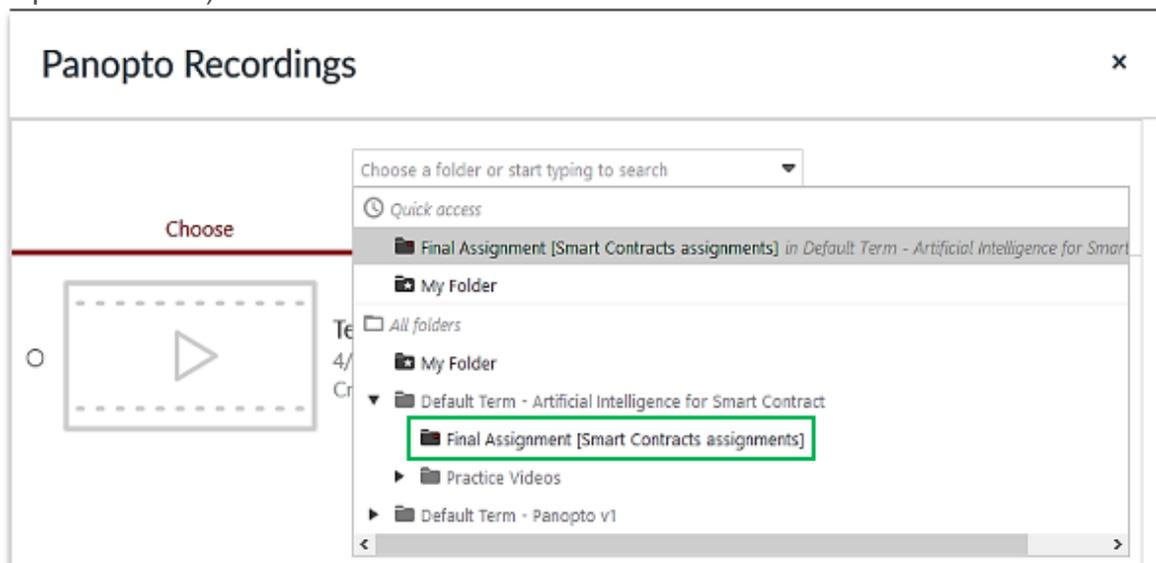
4. A **Panopto Recordings** window will appear. Click the drop-down arrow in the text box to choose the desired recording location.



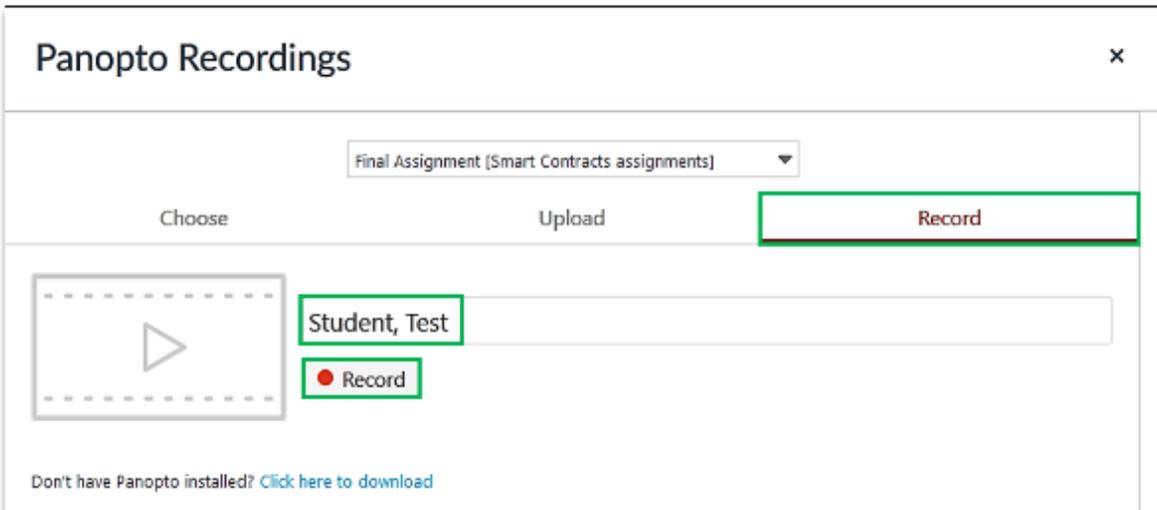
- Expand the current course's default folder by clicking the arrow in front of the folder name to display the assignment subfolder.



- Click the desired folder for the correct class ID and assignment, [**Course ID XXX assignments**]. (This is very important and will ensure that your recording is stored in the proper location.)

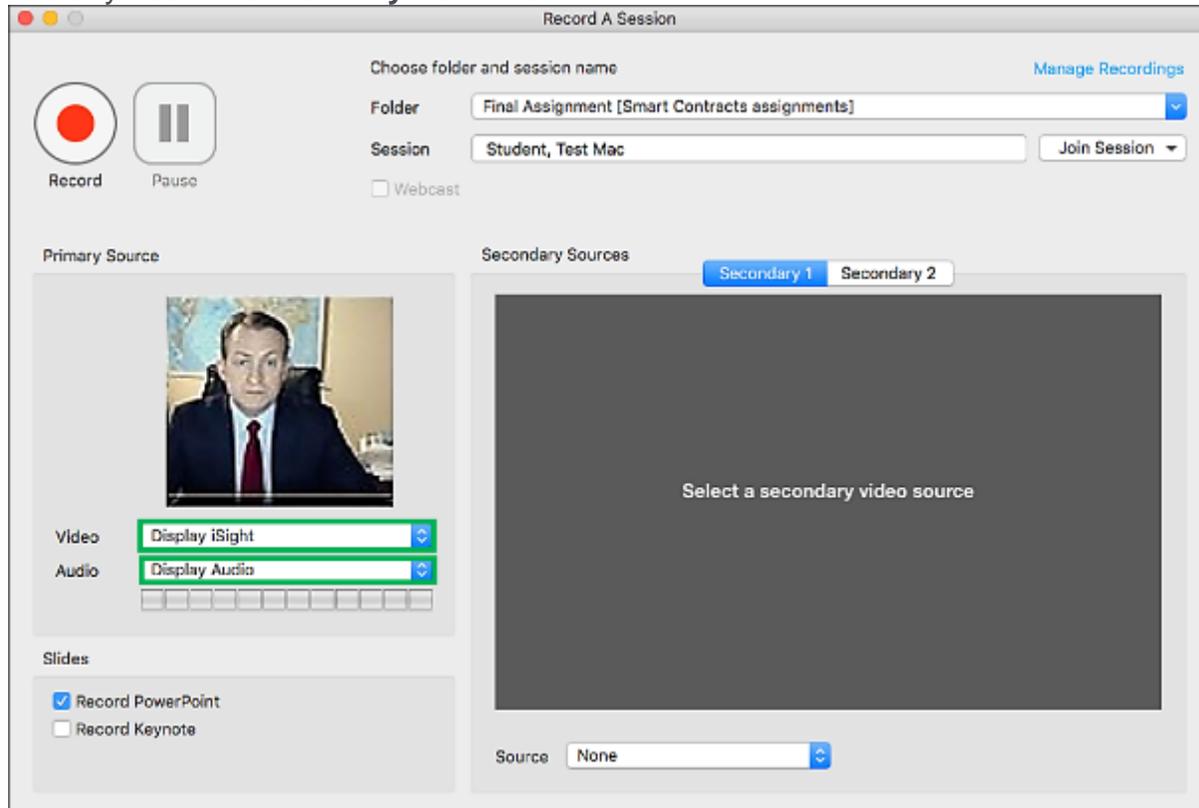


7. Click the **Record Tab** in the **Panopto Recordings** window.
8. Enter a name for your recording (**Last Name, First Name**).
9. Click the **Record Button** below the name that you just entered. *(If you do not have Panopto installed on your computer, click on **Click here to download** and follow the prompts for installation. Then, return to this step).*



The screenshot shows the 'Panopto Recordings' window. At the top, there is a dropdown menu with the text 'Final Assignment [Smart Contracts assignments]'. Below this, there are three tabs: 'Choose', 'Upload', and 'Record'. The 'Record' tab is highlighted with a green border. In the center, there is a text input field containing the text 'Student, Test', which is also highlighted with a green border. Below the text field is a red circular button with the text 'Record', also highlighted with a green border. To the left of the text field is a play button icon inside a dashed box. At the bottom left, there is a link that says 'Don't have Panopto installed? [Click here to download](#)'.

10. After clicking Record, the **Record a Session** window will appear. In the **Record a Session** window, verify the **Folder** and **Session** inputs are accurate.
11. Under the Primary Sources, select the appropriate **Video** (webcam) and **Audio** (microphone) sources from their respective drop-down menus.
12. If you are using a PowerPoint presentation, make sure that **Record PowerPoint** is checked. This will ensure that your recording captures both your PowerPoint file and a video stream of you presenting it.
13. Add any desired **Secondary Sources**.



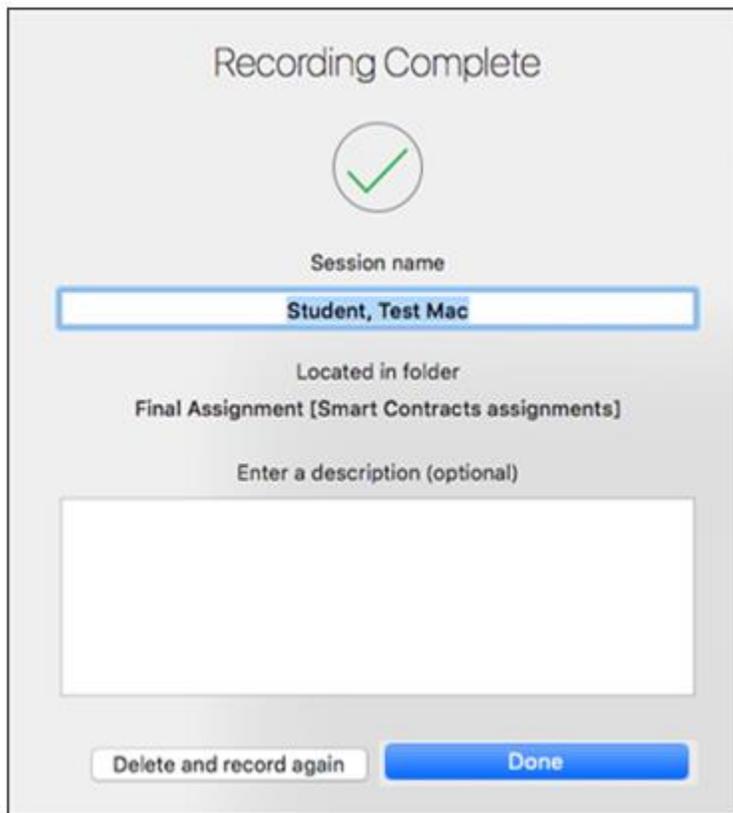
14. When you are ready to record, click the **Record** button.



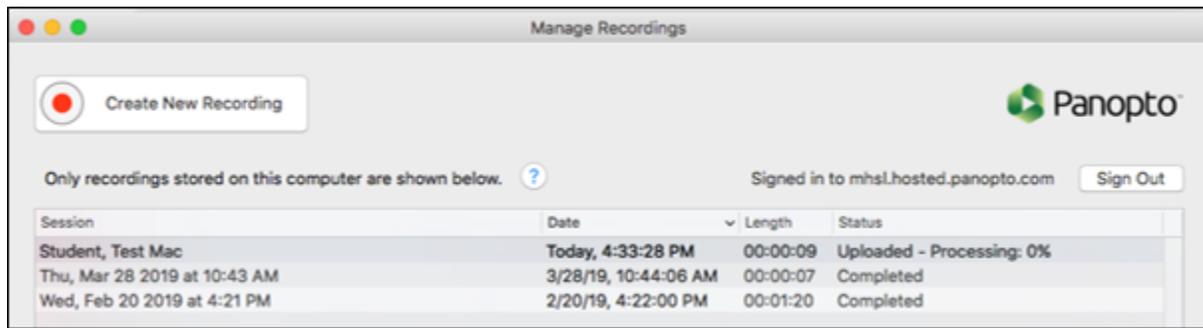
15. When you are finished recording, press the **Stop** button on the recorder.



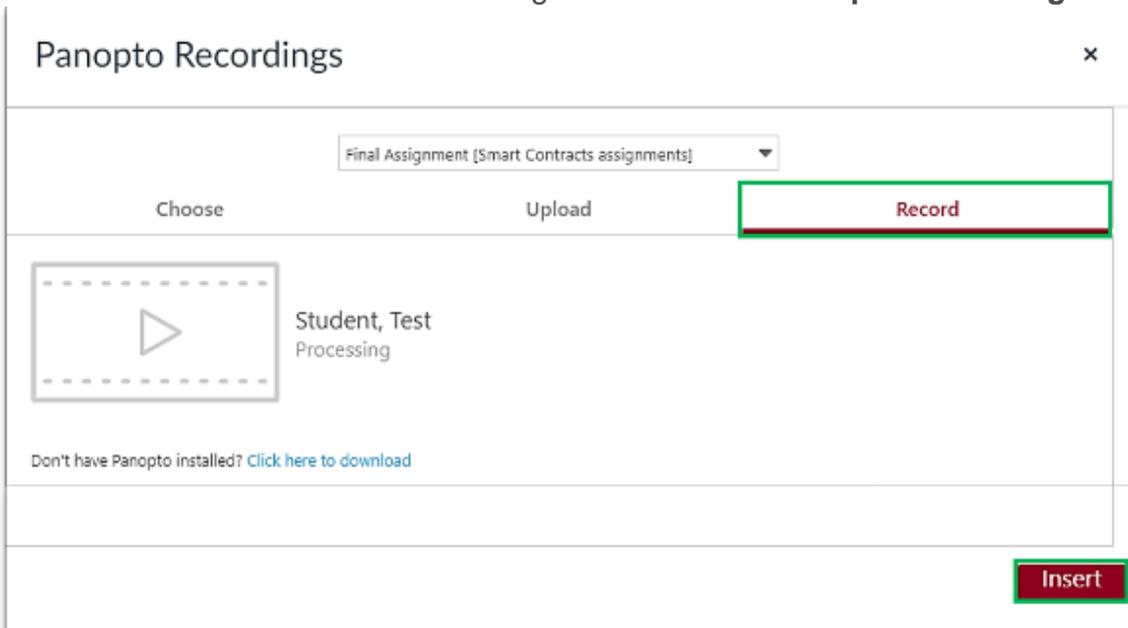
16. You will then have the option to Delete and record again, or click **Done**.

A dialog box titled "Recording Complete" with a light gray background. At the top center is a green checkmark inside a white circle. Below this, the text "Session name" is followed by a text input field containing "Student, Test Mac". Underneath, "Located in folder" is followed by "Final Assignment [Smart Contracts assignments]". Below that is the text "Enter a description (optional)" followed by a large, empty white text area. At the bottom, there are two buttons: a white button with a gray border labeled "Delete and record again" and a solid blue button labeled "Done".

17. After clicking **Done**, the **Manage Recordings** page appears, showing the progress of the upload. Keep the Panopto Recorder open until the video processes. You can minimize the recorder and continue doing other tasks until it finishes.



18. The **Panopto Recordings** window will show your recorded video in the **Record** tab with a status of Processing under your name. You can insert the recording without waiting for it to complete processing.
19. Click the **Insert** button on the bottom right corner of the **Panopto Recordings** window.



20. Once your video has been embedded in the **Text Entry** box, click the **Submit Assignment** or **Post Reply** button to add your video to your submission.

Text Entry

Copy and paste or type your submission right here.

B *I* U A A *I* x^2 x_2 12pt Paragraph

Student, Test

This video isn't ready yet. [See the full session](#)

p

Comments...

Cancel **Submit Assignment**

HTML Editor

B *I* U A A *I* x^2 x_2 12pt Paragraph

This video isn't ready yet. [See the full session](#)

Powered by Panopto

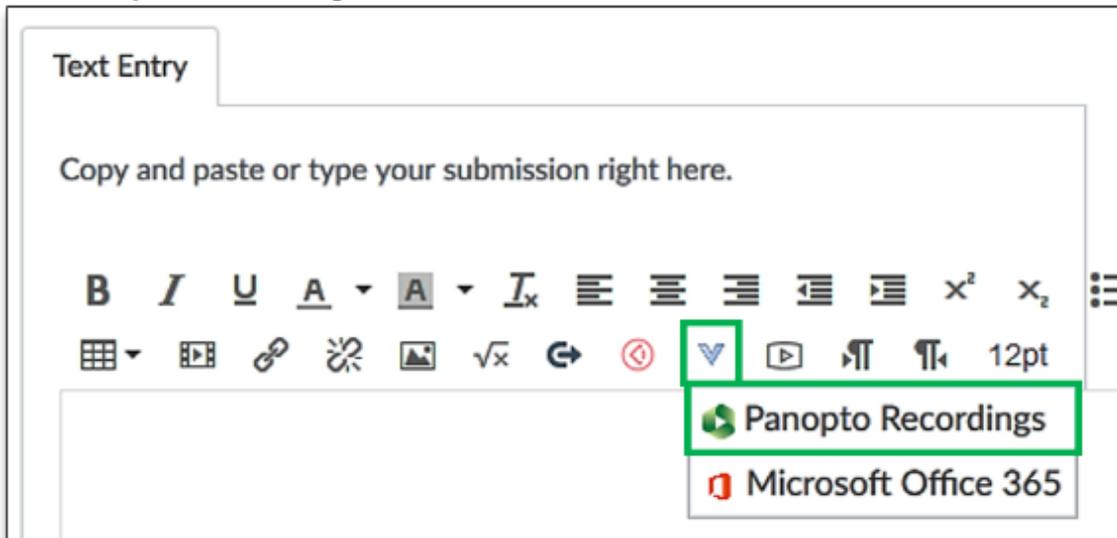
p 0 words

Attach Cancel **Post Reply**

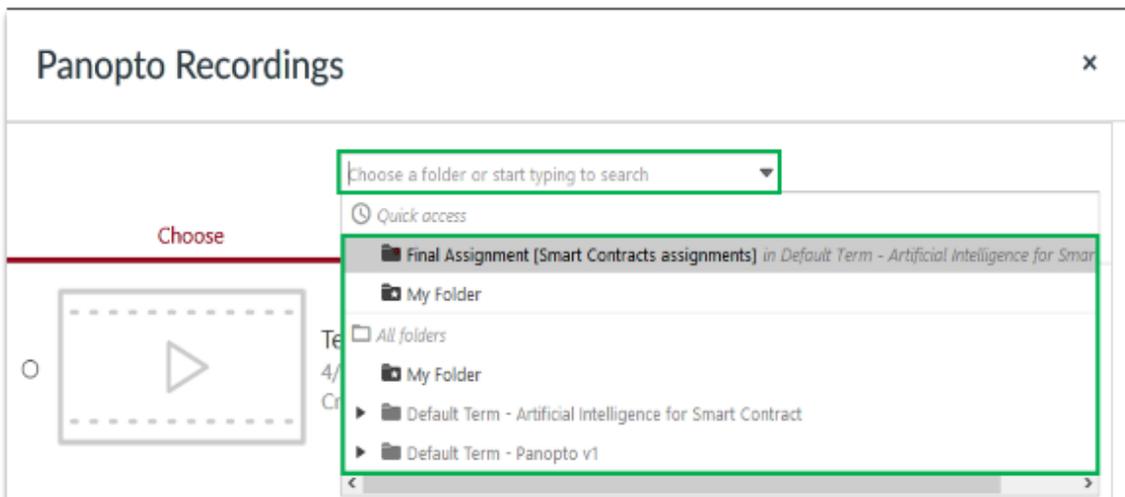
To Upload a Video to Panopto that has Been Recorded in Another Program on a Mac

Alternatively, you may upload a video that you've recorded in another program and stored on your computer.

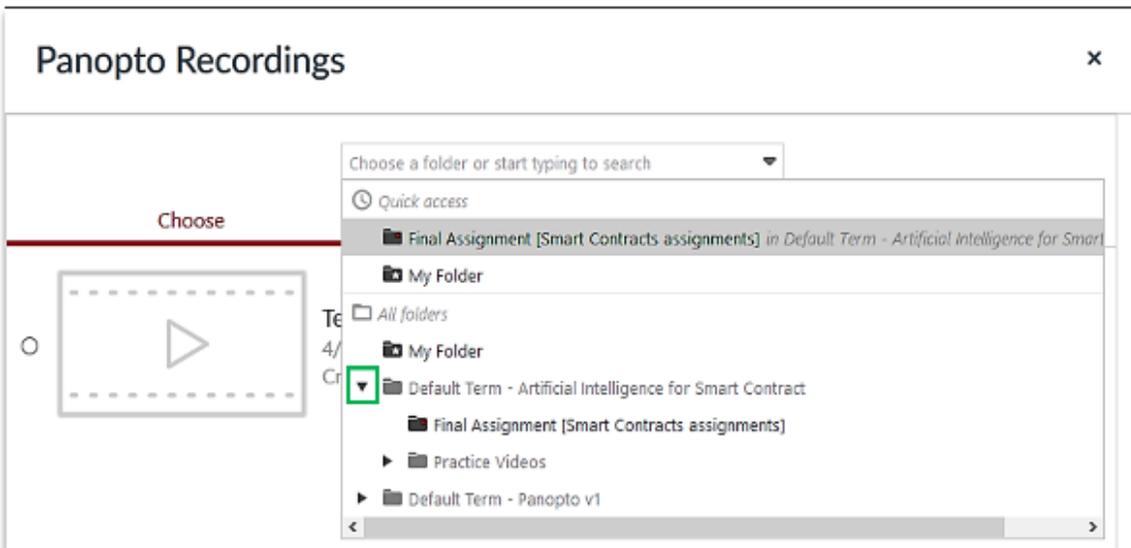
1. Navigate to the desired assessment (Assignment, Discussion, etc.) to submit your assignment.
2. In the toolbar above the text entry field for your submission, click the **More External Tools** icon (a blue chevron/downward pointing arrow). And from the drop-down menu, click **Panopto Recordings**.



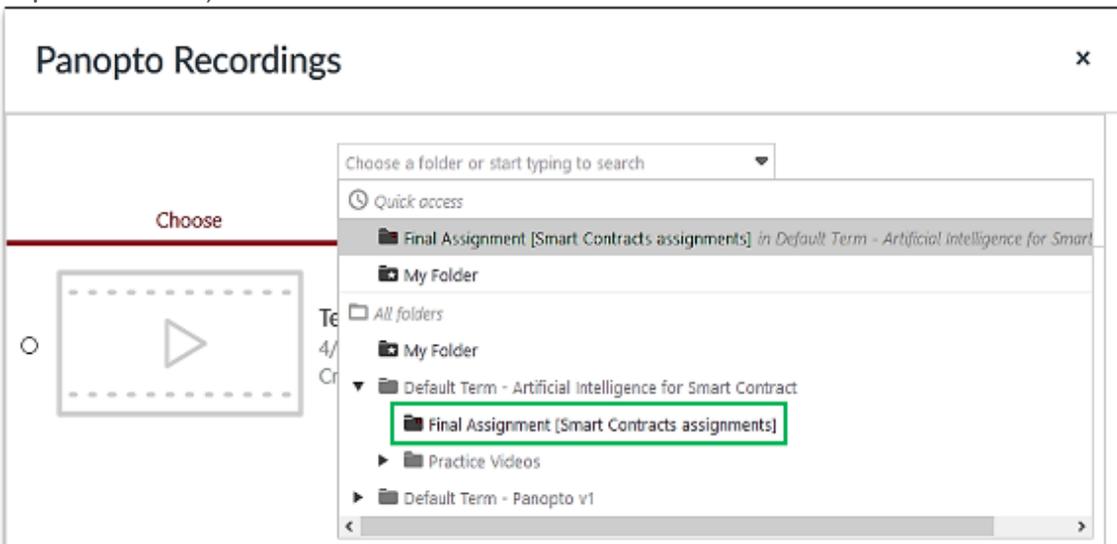
3. A Panopto Recordings window will appear. Click the drop-down arrow in the text box to choose the desired recording location.



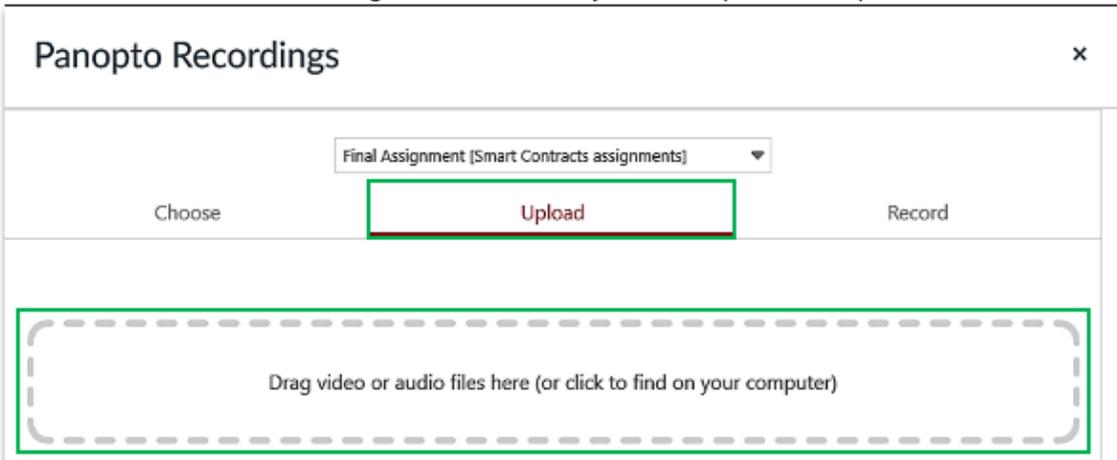
- Expand the current course's default folder by clicking the arrow in front of the folder name to display the assignment subfolder.



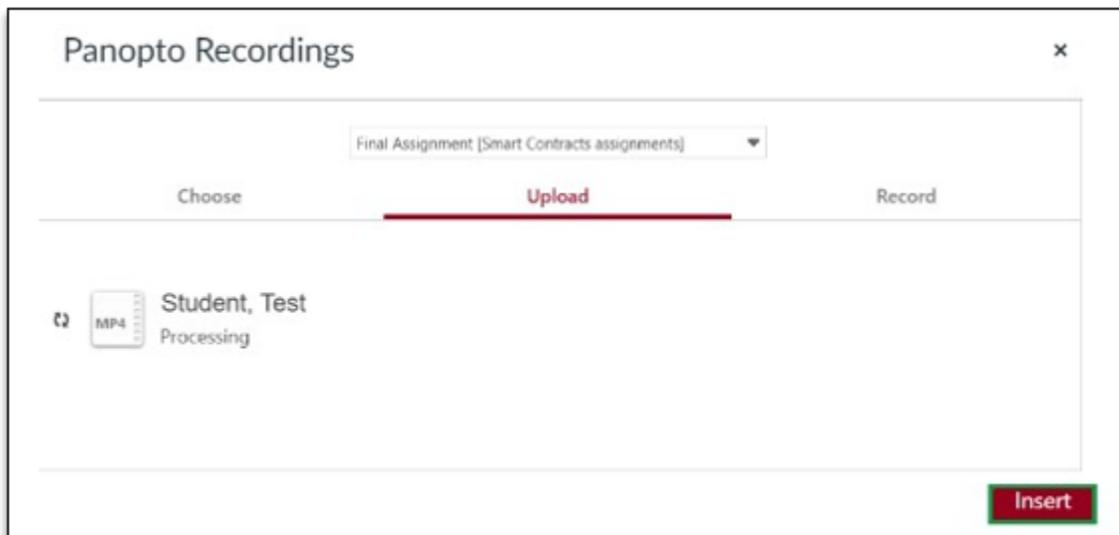
- Click the desired folder for the correct class ID and assignment, **[Course ID XXX assignments]**. (This is very important and will ensure that your recording is stored in the proper location.)



6. Select the **Upload** tab in the Panopto Recordings window.
7. Drag the desired video file into the dotted rectangle in the **Panopto Recordings** window or click in the dotted rectangle and browse your computer to upload the file to Panopto.



8. If you would like to preview your media before you submit, wait for the media to process.
9. You can insert your video before it completes processing by clicking on **Insert** from the **Panopto Recordings** window.



10. Once your video has been embedded in the text entry box, click the **Submit Assignment** or **Post Reply** button to add your video to your submission.

Text Entry

Copy and paste or type your submission right here.

B *I* U **A** - **A** - *I*_x 12pt Paragraph

Student, Test

This video isn't ready yet. [See the full session](#)

p

Comments...

Cancel **Submit Assignment**

HTML Editor

B *I* U **A** - **A** - *I*_x 12pt Paragraph

This video isn't ready yet. [See the full session](#)

Powered by Panopto

p 0 words

Attach Cancel **Post Reply**