How to Create a Panopto Recording in Blackboard (Mac Version)

If you have logged into your Blackboard course, follow the steps below. If not, please log into Blackboard before continuing with the steps below.

1. Click **Tools** in the left hand action bar, then Click **Panopto Content**

**Please Note:**

a) If you have **not** installed Panopto Recorder in your computer, go to **Step 3**.

b) If you already have Panopto recorder installed in your computer, go to **Step 9**.

---

**Step 2.** You can now create video for this course. To do this:

a) Click on the **Create** button

b) Select **Record a new session**
Step 3.
- a) Select the OS Version.
- b) Do one of the three below.

- If you use Google Chrome and see the Keep button, click on it. Otherwise, go to Step 4.
- If you use Safari, click on the download icon on the bottom-right corner to save it.
- If you use Firefox, click Save File, then click Save.

Step 4. Click and Run the Panopto Recorder.pkg file. Do one of the two below.

--- If you use Google Chrome, click this button to run Panopto Recorder.pkg file.
--- If you use Safari or Firefox, go to the Download folder to find the Panopto Recorder.pkg file. And then click the Panopto Recorder.pkg icon to install the Panopto Recorder.
Step 5. Click Continue.

Step 6. Click Install.
Step 7. Enter Username and Password, and then click Install Software.

Step 8. Click Close.
Step 9. After you have the Panopto Recorder installed, you can click on the Launch Panopto button to open the recorder.

Step 10. Click Launch Application. (Note: This Step is only for Google Chrome user. If you use Firefox or Safari, go to Step 6.)
Step 11. Set up recording options and Start recording.

a) Choose folder.
b) Give the session a title.
c) Tick Record PowerPoint/Record Keynote if you want to record them. (Note: Selecting these two options will record everything on screen.)
d) Select Source.
e) Select either your built-in microphone or external microphone. (PLEASE NOTE: YOU MUST HAVE AN AUDIO DEVICE CONNECTED, OTHERWISE, PANOTO WILL NOT WORK.)
f) Select either your built-in webcam or your external camera.
g) Click Record to start recording.

Step 12. Recording, Pause and Stop Recording

a) When you see the word Recording (in red color), you will know that Panopto has started to record.
b) Click the yellow button to minimize the Panopto window and create your screen capture, as it does not minimize automatically.
c) Press Pause to pause. Click Resume to continue recording.
d) Press the Stop button when you want to finish recording.
Step 13. Click OK.

Step 14. Wait for the upload to complete and be verified by the Panopto server before logging out. You will know that the upload has been completed when you see the word Completed.