Panopto Focus - Recording a Session (Macintosh)

You can log into the Panopto Recorder from your course in Brightspace to create new recordings. Credentials are passed from Brightspace into Panopto to make this an automatic process.

1. Log into Panopto using the Brightspace integration.
   
   If you are not using the Brightspace integration, launch the Panopto Recorder and select “Sign In.”
   
   Select the SAML option from the menu.

   You will be redirected to The University of Akron's single sign-on. Log in using your UAnet ID and password.

2. After Panopto opens, select “Create New Recording.”

3. Select the folder that you want to upload the recording into.

4. Enter a session title or leave the default name.

5. Select which sources you wish to record. You can record multiple sources at the same time.

6. The audio level meter should just go into the high green area with the loudest sounds.

7. When you are ready to record, select the record button.
   
   You can also control recording using hot keys:

   - Start or Stop: Option + Command + R
   - Pause: Option + Command + P

10. When you have finished recording, select the stop button.

11. Select the upload button. Your recording will begin to upload automatically.