Creating a Panopto Recording in Snow Leopard

1. Open Panopto Recorder on your Mac computer via ‘Applications’
2. Login to the Blackboard server by clicking the Login button, shown below.

- The Panopto Recorder screen will appear with the server you’ve logged into displayed on the Server: line (circled below). The Providers field will be inactive (rather than displaying the “Get Providers for Server” shown below). Therefore, it is essential that the server name is displayed before you log in.

3. Click Get Providers for Server on the Providers line.
4. Select Blackboard Production (circled below).
   - The Providers line will change from “Get Providers for Server” to “Blackboard Production”.

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5. After clicking ‘Blackboard Production’ a miniature version of a webpage will load asking you to login using your OHIO ID credentials, as shown next.

![Login Page](image)

6. Once the login completes successfully, the window will change to the image below.
   a. Name the session as you choose in the **Session** textbox, circled below. You do not have to use the default name; create a name that makes sense to you.

![Session Name](image)
7. Determine whether the recording will be uploaded to Blackboard or will remain on your computer: (see following illustration)
   1. **Create a recording offline** (Select None (Record Offline) in the Folder field)
      • When recording offline the recording will not automatically upload to the Blackboard course.
   2. **Select a folder**
      • A folder is a Blackboard course. Once a folder is selected, any recording made will be automatically uploaded to that particular course.

![Recording Options](image)

8. Determine whether to record **Keynote/PowerPoint** or **Screen Capture** while recording the video by placing check marks in the appropriate check boxes.

9. Select an **Audio Source**. The **Audio/Video** section (circled in the next illustration) lets the user select an audio source (which is required).
10. Optionally, select a **Video Source** (circled in next illustration).
• Once a recording is created, it will be displayed in a list format as shown below. Once the recording is selected the user can do the following
  a. Change session name
  b. Cancel upload
  c. Preview recording
  d. Delete recording

If user already selected a preferred folder before recording, the recording will automatically upload after the stop recording button is pressed.