

Overview

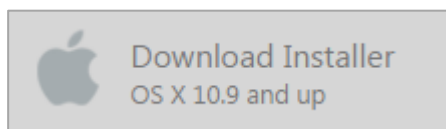
The Panopto Recorder is available for both Macs and PCs. This guide covers how to download and install the software for your home or work Mac computer. In order to download the application you must first have permissions enabled for recording.

Download the installation file

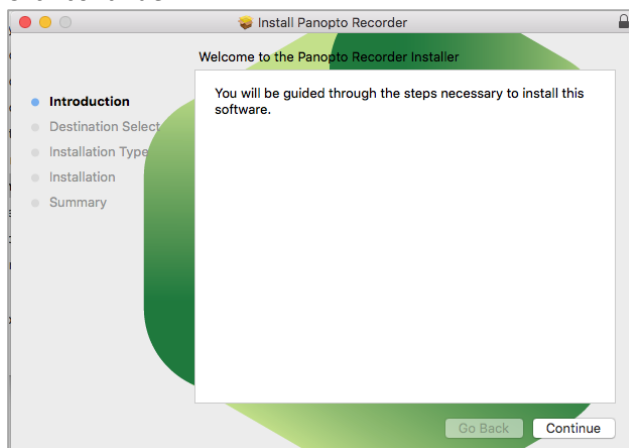
1. Open a web browser and go to <https://bournemouth.cloud.panopto.eu/>
2. Set the drop down menu to '**sign in using Blackboard**' and click **Sign in**.
3. If you are already signed in to myBU you will be logged in to Panopto automatically. Otherwise you will be directed to a myBU log on where you will need to sign in with your BU IT credentials.
4. In the Top right hand corner click **Download Panopto**.



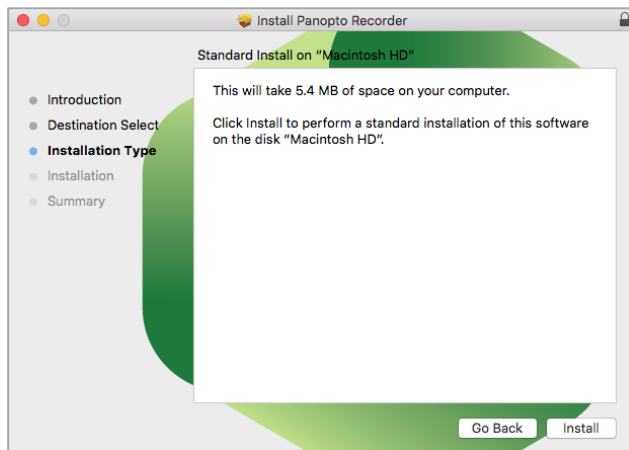
5. Click to download **Installer for the Mac**.



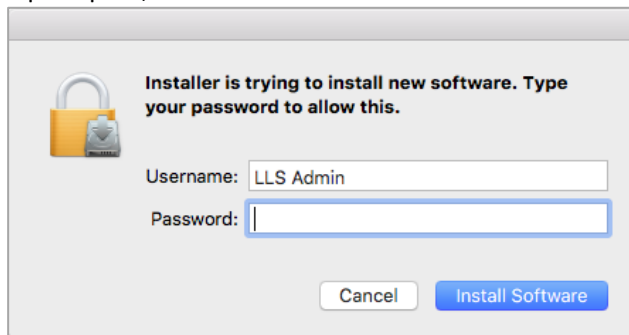
6. Now double click to run the downloaded install file 'Panopto Recorder.pkg'.
7. Click continue



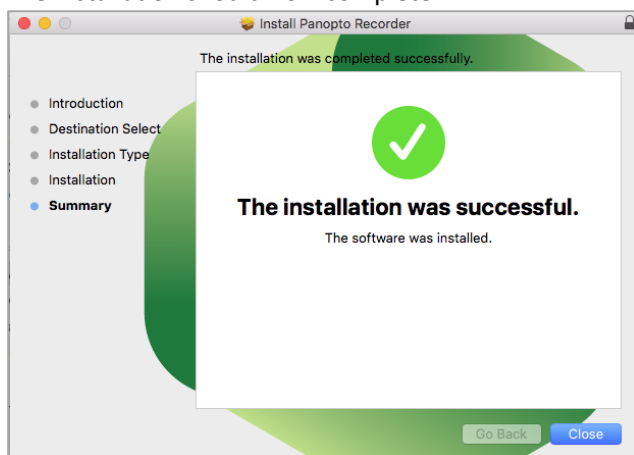
8. Select which Drive to install Panopto for Mac to and click **Continue**
9. Click **Install**.



10. If prompted, insert credentials for installation. Click **Install Software**.



11. The installation should now complete.

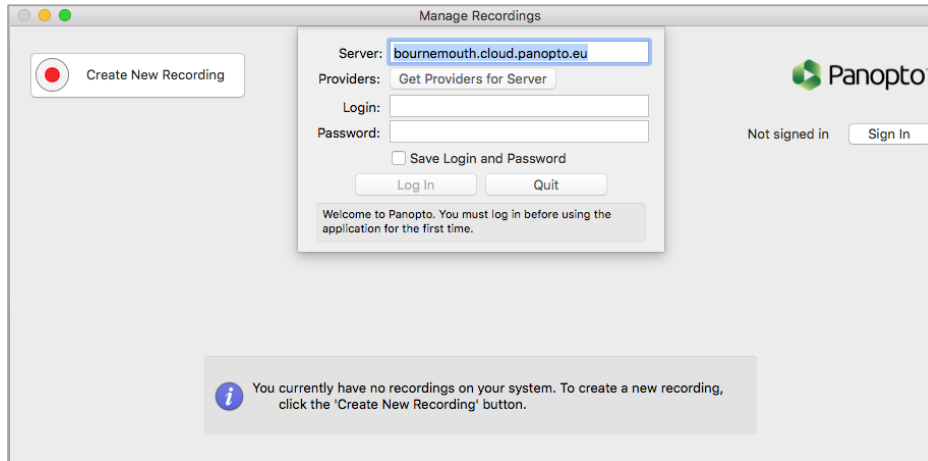


Launching and configuring the recorder

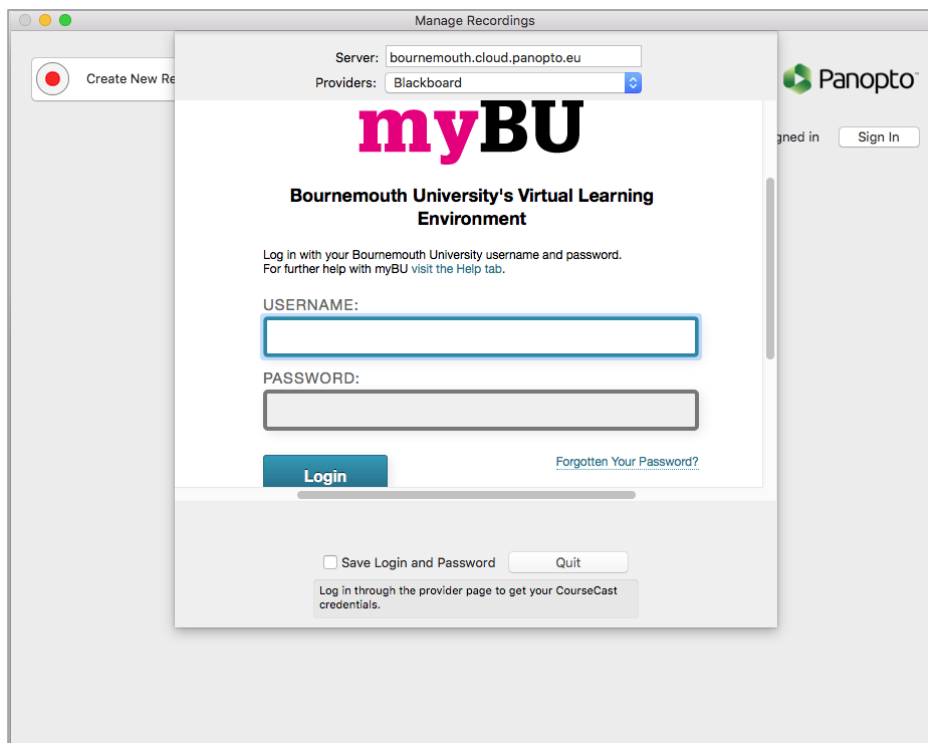
1. Open **Panopto** from your **Applications** folder or **Launchpad**.

Although you can record without logging in and being connected to the Internet, the first time you open the Panopto Recorder you will need to log in which requires an Internet connection.

2. Check that the server field contains: **bourne-mouth.cloud.panopto.eu** and click **Get Provider for Server**.



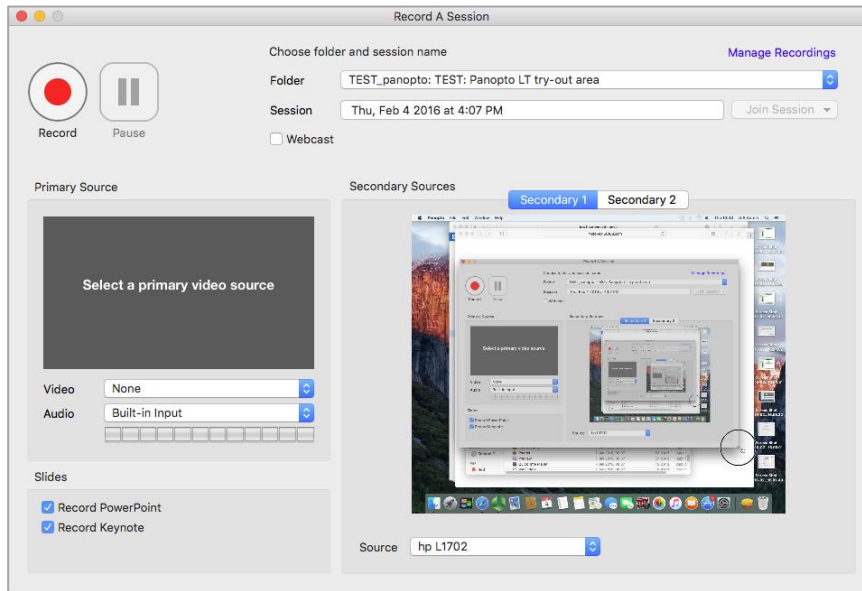
3. Select **Blackboard** from the drop down list, then enter your BU IT credentials and click **Login**.



4. Click **Create new recording**.



5. You can now choose your recording folder, session name, video and audio sources and click Record to proceed with your recording:



Once a recording is stopped it will be uploaded to the Panopto server for processing. Once processed the recording will be made available within your myBU unit if the chosen folder is associated with a myBU unit.

Further guidance on using Mac Recorder:

http://support.panopto.com/Documentation?cat=Mac_Recorder

Further support

- Further guidance on using Panopto visit the TEL Toolkit:
<https://www1.bournemouth.ac.uk/about/centre-excellence-learning/tel-toolkit>
- Raise any issues to IT Service Desk :
 - Phone (available 24/7): (01202) 965515
 - Report your problem online: <https://bournemouth.service-now.com/>