

Getting Started with the Panopto Recorder

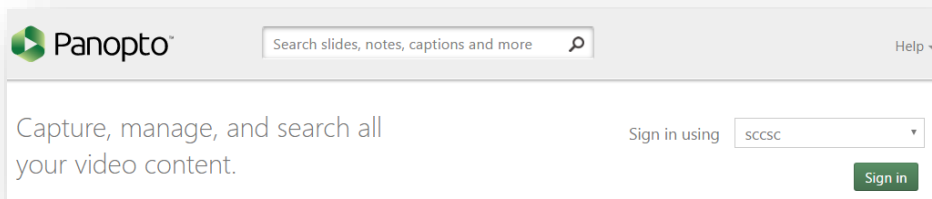
Downloading and Installation

To create Panopto presentations on your Macintosh you must download and install the Panopto recorder. This program allows you to connect to USB webcams, microphones, capture PowerPoint or Keynote slides, and record on-screen video.

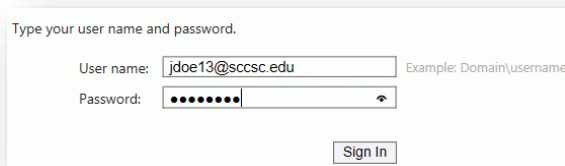
Note: If you installed the Panopto recorder prior to February 2014 (version 2), please go to the **Upgrading a Mac** section at the end of this handout and follow the steps listed to remove several files before you download and install the new version of the recorder. Most users will not need to do this.

Download the Recorder Software (Windows)

You will download the recorder software from the Panopto web site. Log into the MySCC portal and look for **Panopto Lecture Capture** under Campus Applications. When the Panopto sign in screen appears, look for the **Sign in using** drop-down menu and set it to **SCCSC**. Then, click **Sign In**.

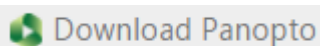


You will then be prompted for your MySCC portal username and password.

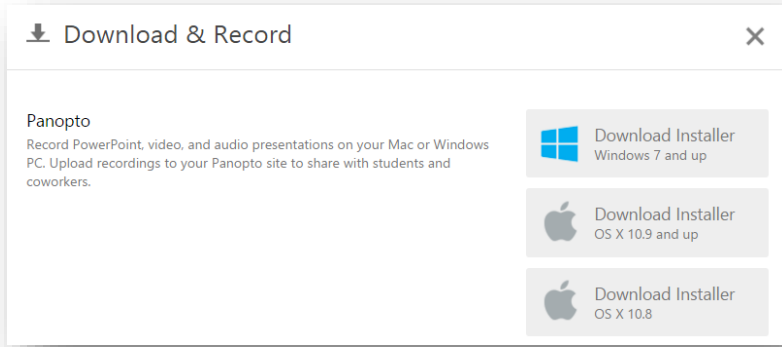


Once logged in, you will see the main screen with your folders and recordings. In the upper right-hand corner you will see your name or username (e.g. Spartanburg\jdoe13). If you see your username, click on the arrow to the right of it and select **User Settings**. Enter your name and save. This will make it easier for others to identify your recordings.

Just below is the **Download Panopto** button. Click it to begin the installation process.



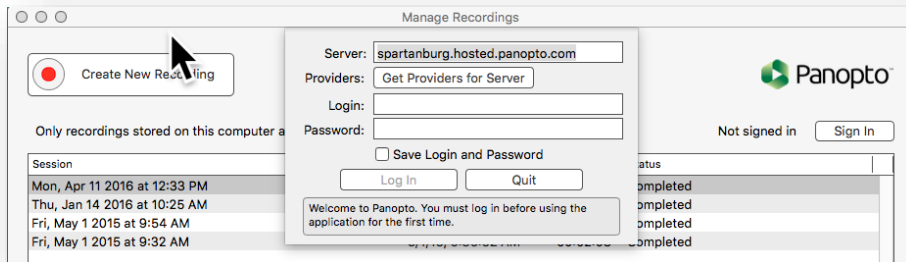
A dialog box will appear with download options. Click the download button for your version of Mac OS X.



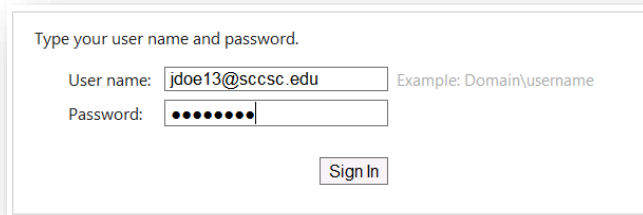
The file will be saved in your Mac's **Downloads** folder. Locate the installer file and double-click to install.

Setting Up the Panopto Recorder (Mac)

Once you have the Recorder installed, go ahead and start the program. The dialog box asking for server information may pop up automatically. If not, click the **Sign In** button the upper right-hand corner.



In the **Server Address** field, enter **spartanburg.hosted.panopto.com**. Then, check the **Save Login and Password** checkbox. Do **not enter your login and password yet!** Instead, click the **Get Providers for Server** button. In the **Providers** drop-down menu, select **SCCSC**. A dialog box will pop up where you should enter your SCC e-mail address and password. Then click **Sign In**.



Once you sign in, you will be logged into the Panopto Recorder and are ready to record.

Upgrading a Mac from Panopto 2 Recorder

If the old version of the Panopto recorder was previously installed on your Mac, you must remove several files manually before downloading and installing the new version of the Panopto recorder. This occurs because we are jumping several versions.

1. Remove the Panopto application. Go to the **Application** folder and drag Panopto to the trash.
2. Go to the Finder and click **Go > Go to Folder**.
3. Enter **~/Library/Application Support**
4. Delete the Panopto Recorder folder
5. In the Finder click **Go > Go to Folder**.
6. Enter **~/Library/Preferences/**
7. Delete the file labeled **com.panopto_recorder**
8. Return to the instructions above to download and install the Panopto Recorder.