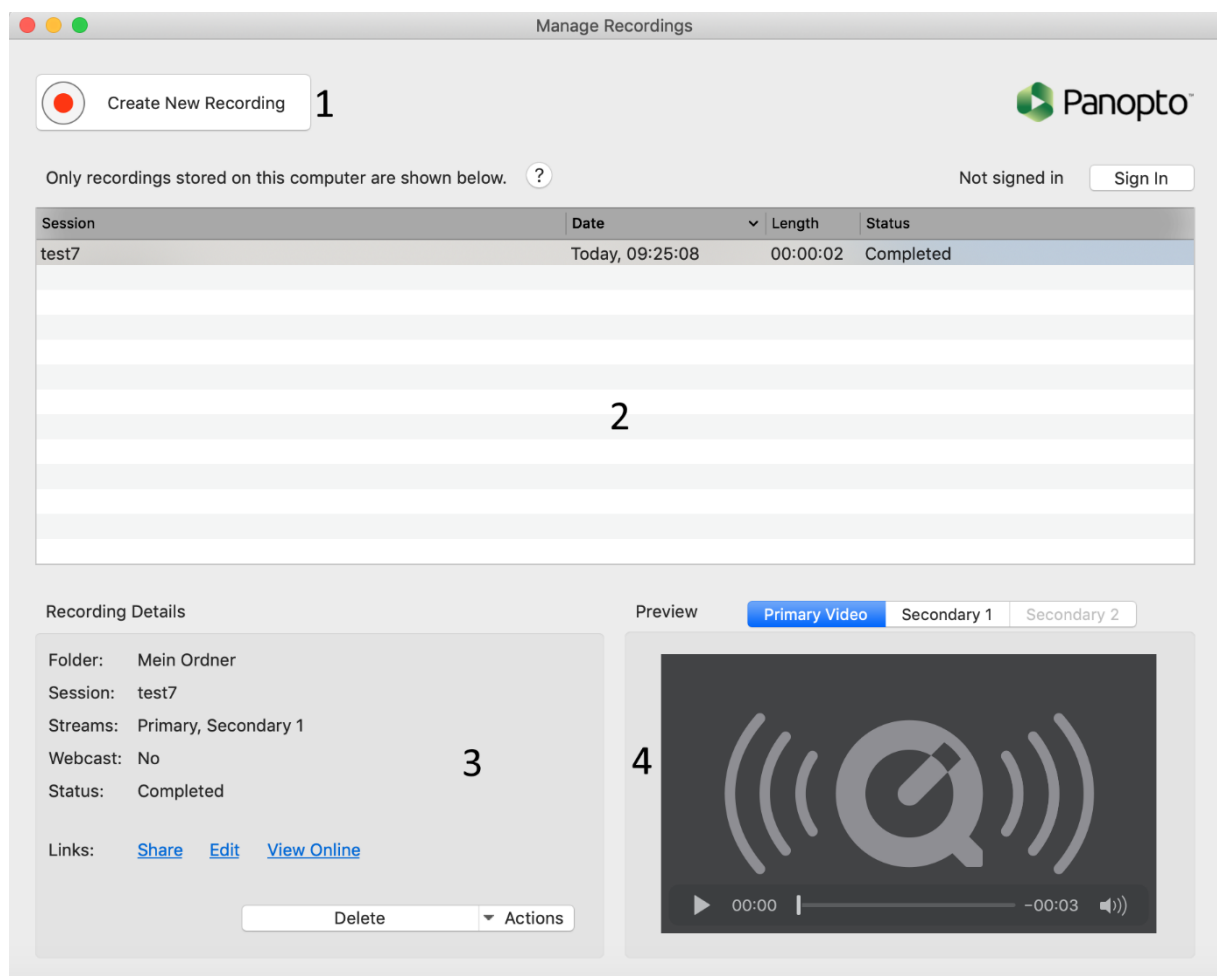


## myVideo (Panopto) – Video Platform of Leuphana University of Lüneburg

### Instructions: Recordings with the Panopto Recorder (Apple OS X)

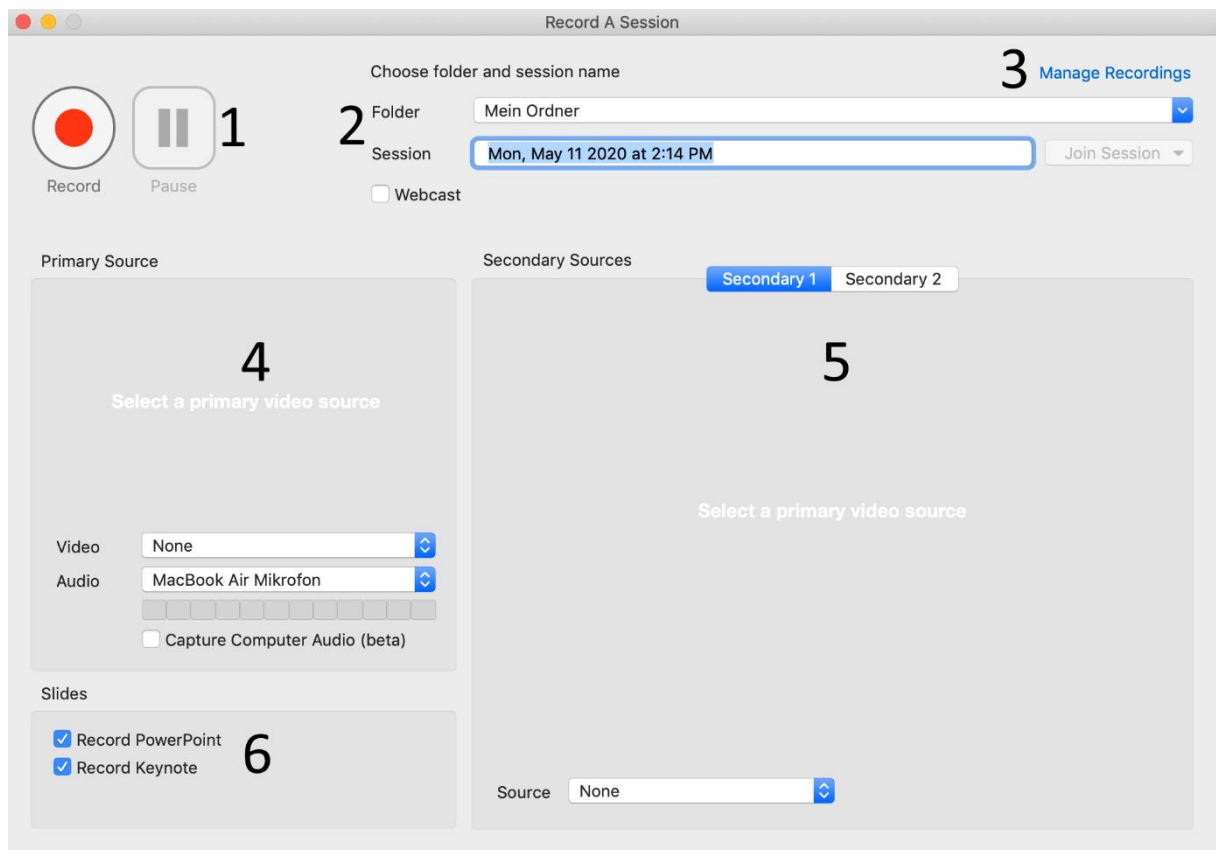
#### Start Screen / Management of Recordings



1. Clicking this button, you will switch to the recording panel.
2. In this window you will see your previous recordings.
3. Once you have selected one of your previous recordings, you have the option here to share it directly (Share), edit it online (Edit) or view it online (View Online). You can also delete failed or outdated recordings by clicking Delete. You can access the local storage location of your recordings via Actions > Show Files.
4. This is the preview of your selected recording. You can switch between the different recorded sources using the three upper buttons.



## Recording Settings



1. Here the recording can be started/stopped and paused.
2. In the upper field you can choose the location of your recording in MyVideo (Panopto). The lower field allows you to name the upcoming recording in advance. Even afterwards, you can still rename the recording.
3. Manage Recordings lets you manage all your previous recordings.
4. In this part, you select the primary source of your recording. This will be visible in the finished video next to your presentation or your filmed screen. If you don't want people to see you in the recording, you can select "None" here. Also select Capture Computer Audio (beta) if there is audio or video in your recording so that it is also heard in the recording.
5. Here, you select the secondary source that will be seen next to your camera image. You can select here your screen, the camera or nothing.
6. Once you have selected these points, Panopto automatically creates cut points that allow the viewers of the video to see when you changed slides. In this way, individual points in the video can be easily found again.