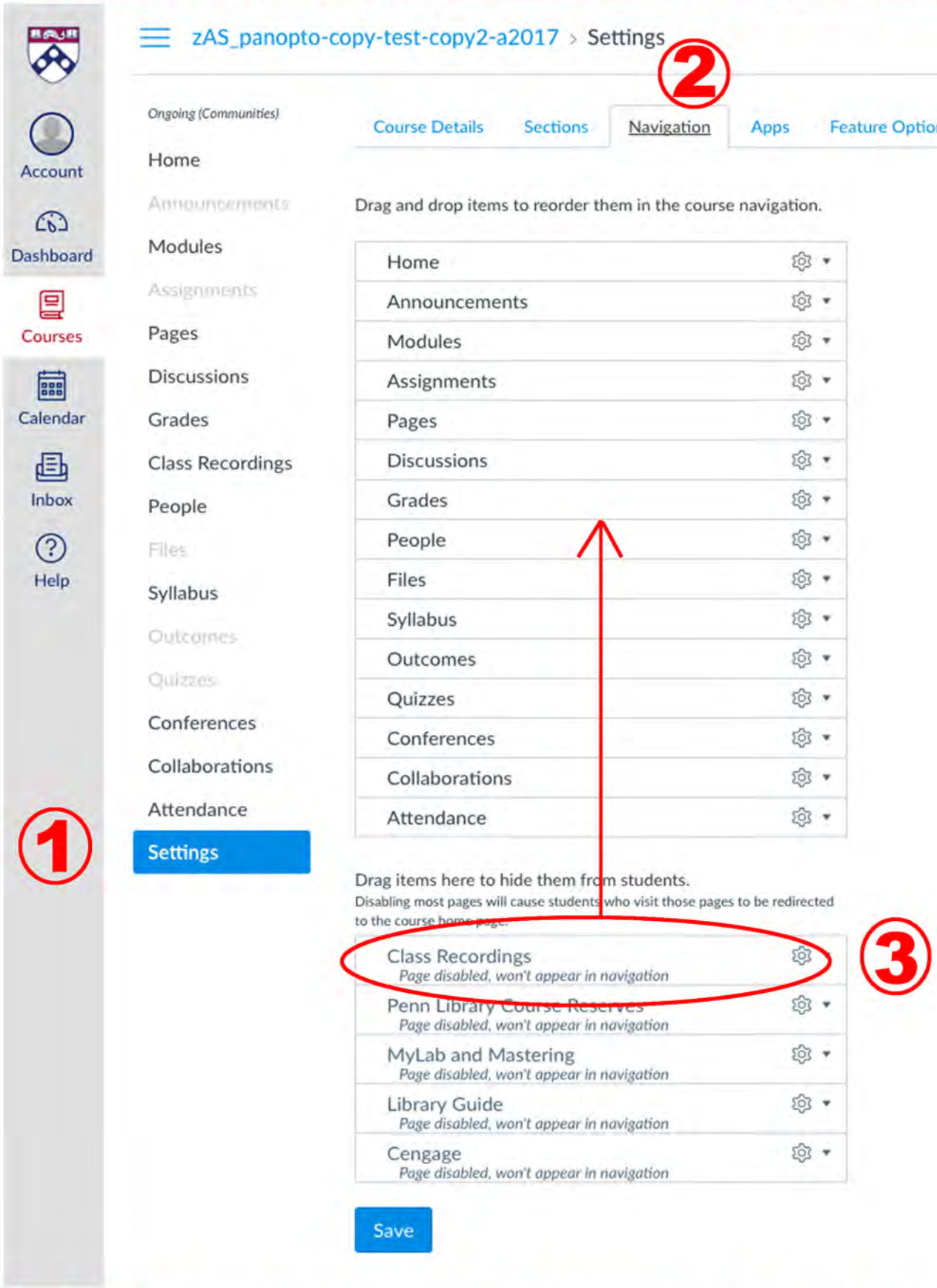
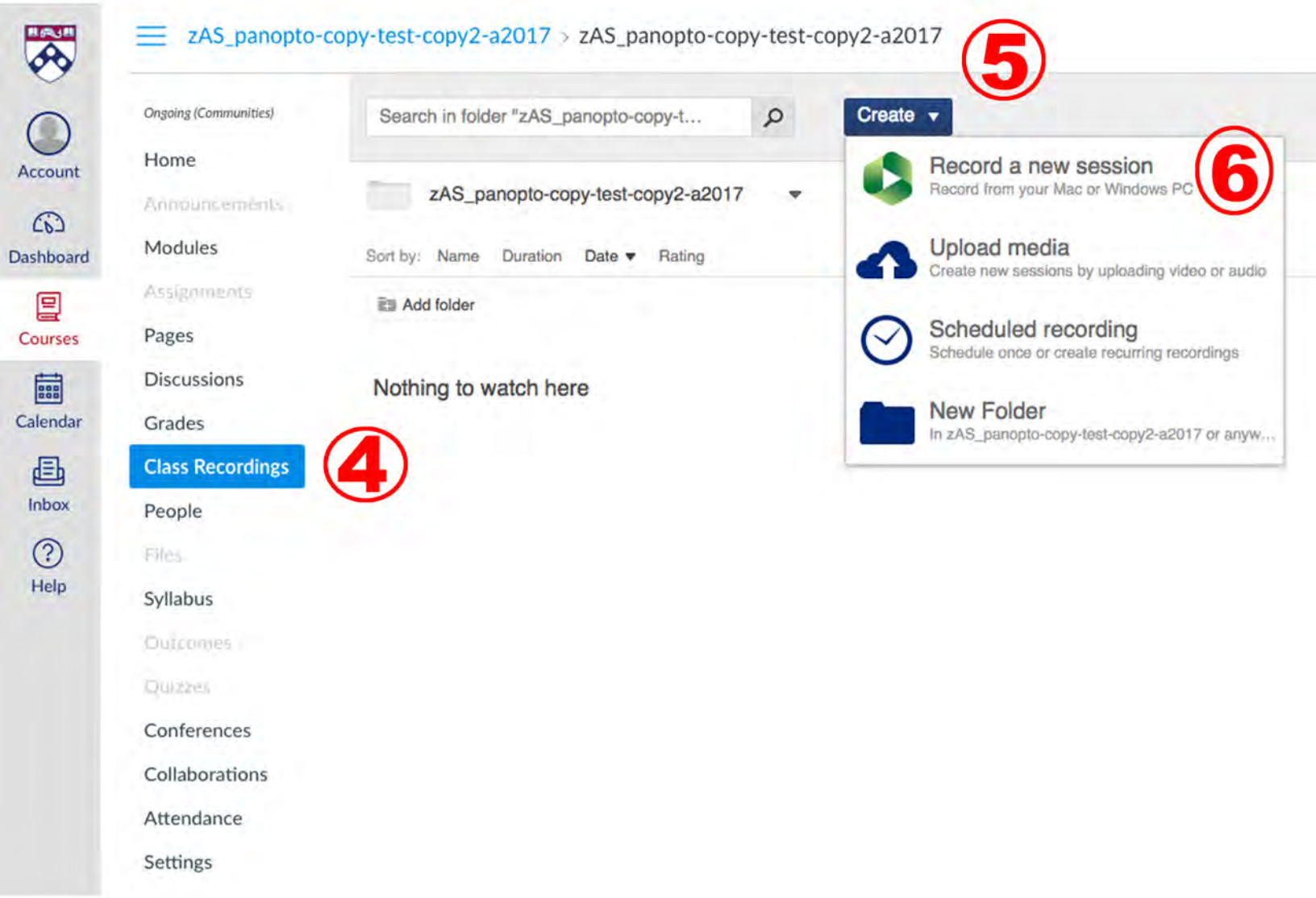
How to Create a New Class Recording in Panopto



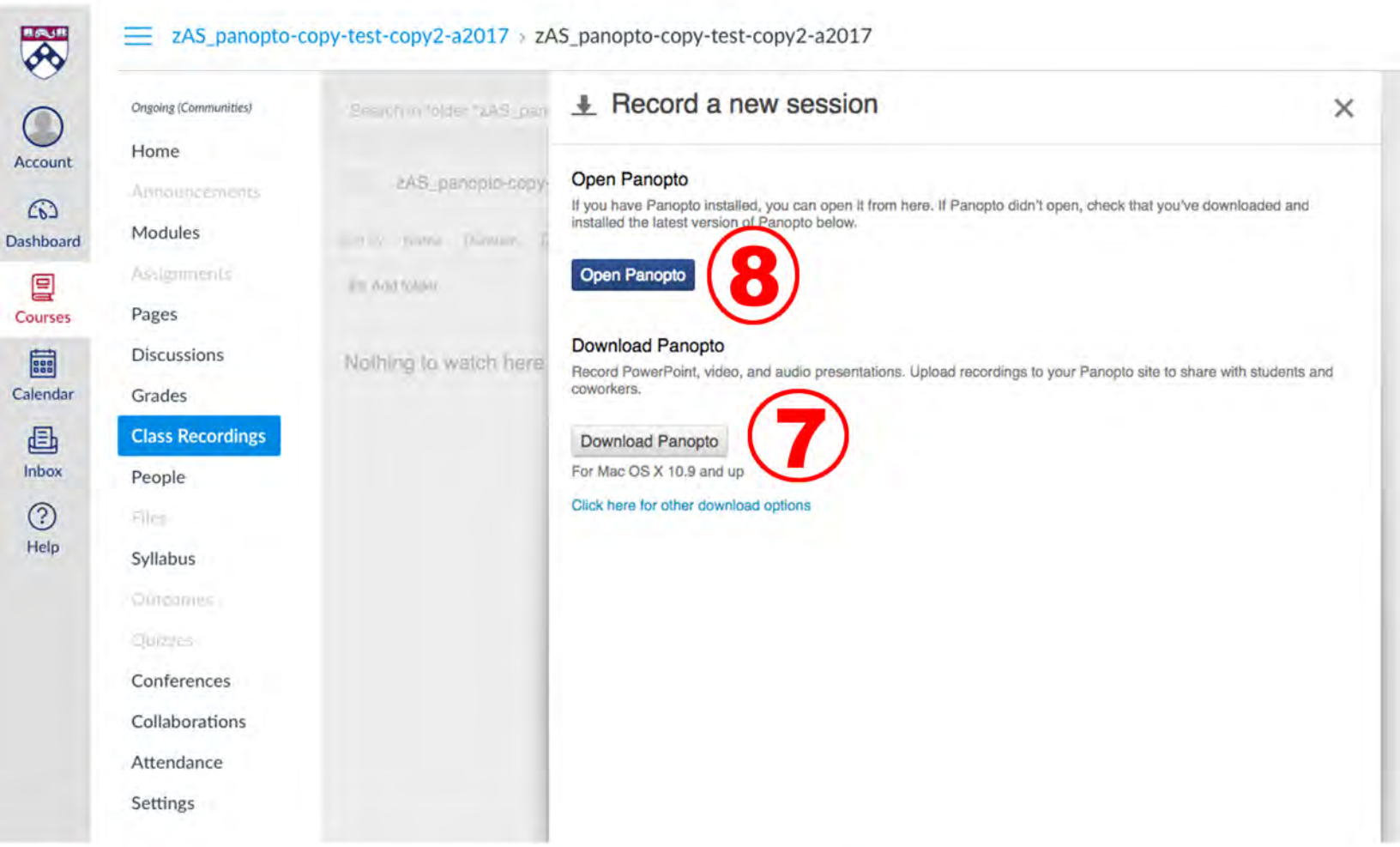
On the main screen for the course, 1. Click 'Settings', 2. Click 'Navigation', 3. Drag the 'Class Recordings' bar up and place it underneath the 'Grades' section. Then, click the blue 'Save' button.



4. Click 'Class Recordings'

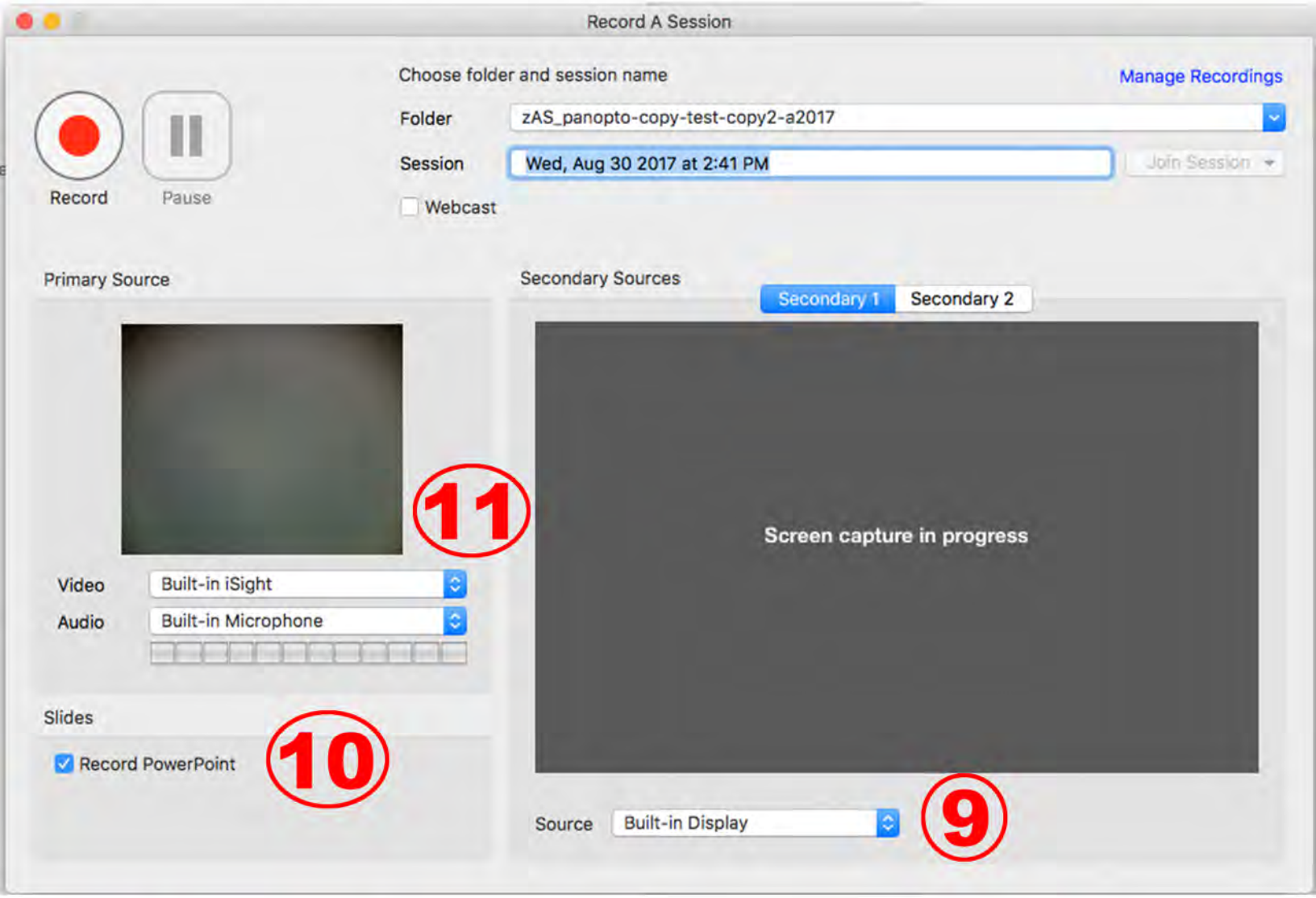
5. Click 'Create'

6. Click 'Record a New Session'



7. If this is your first time using the Panopto recorder on your computer, click 'Download Panopto.' Follow the prompts to install.

8. If you previously installed the Panopto recorder on your computer, click 'Open Panopto' to launch the recorder.

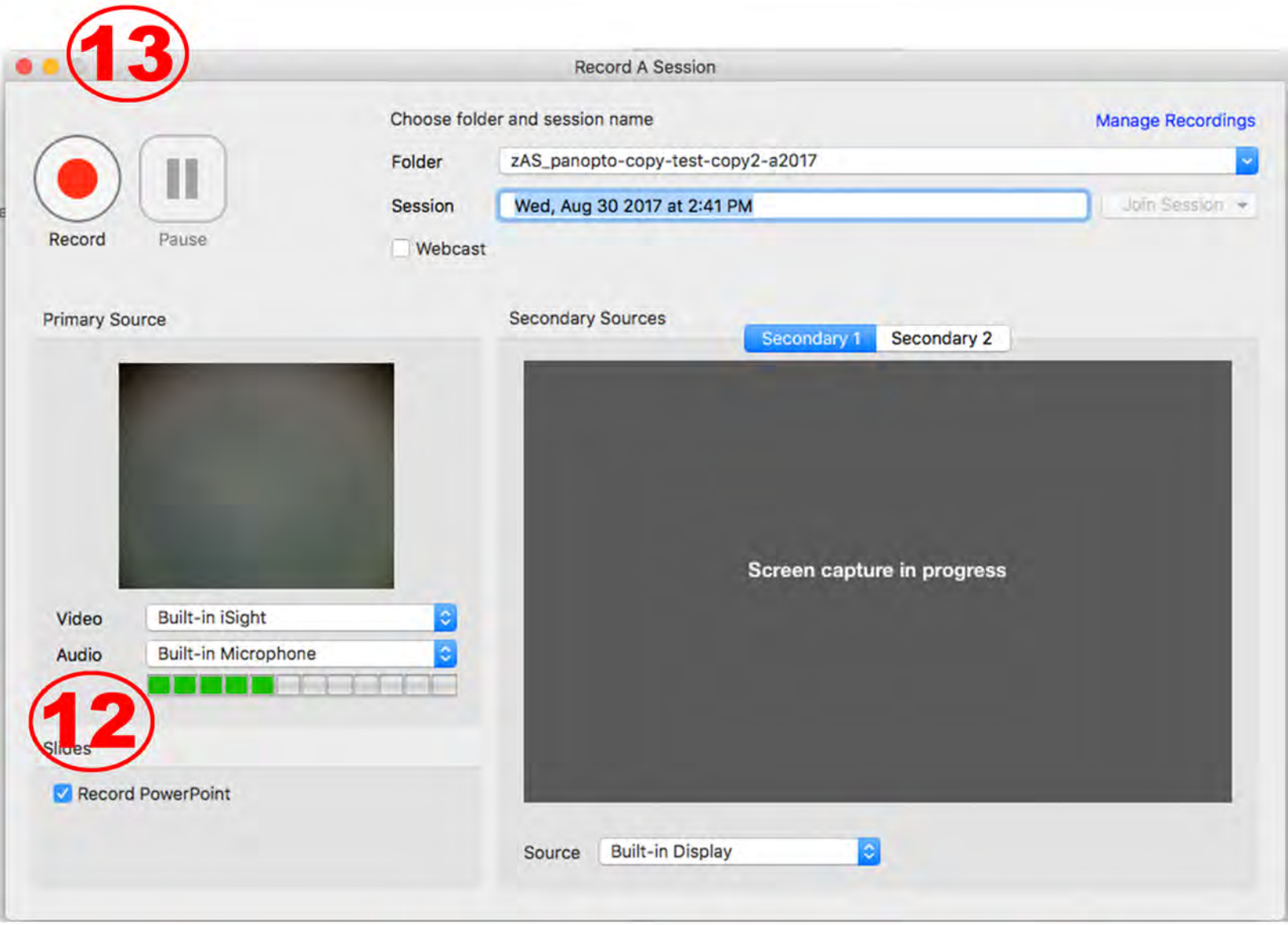


This is the main screen for the Panopto recorder. You can record what's on your computer screen along with voice or camera.

9. Built in display will be set by default. That will record whatever you are doing on your computer screen.

10. Check this box if you will be showing Powerpoint slides

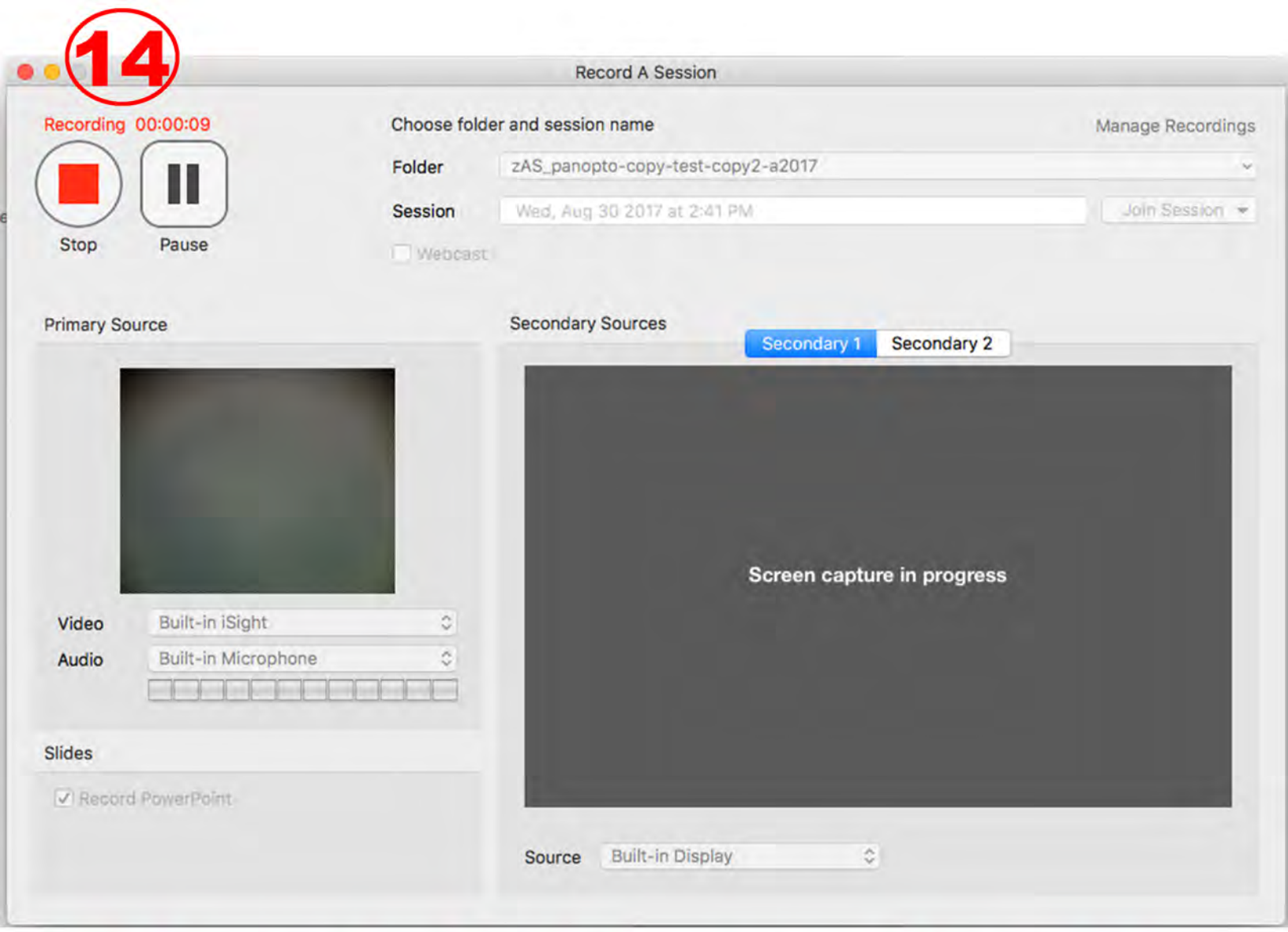
11. Select 'built-in Microphone' to record your voice. Select 'built-in Camera' if you want to record video; if you don't want to record from your camera, select 'None.'



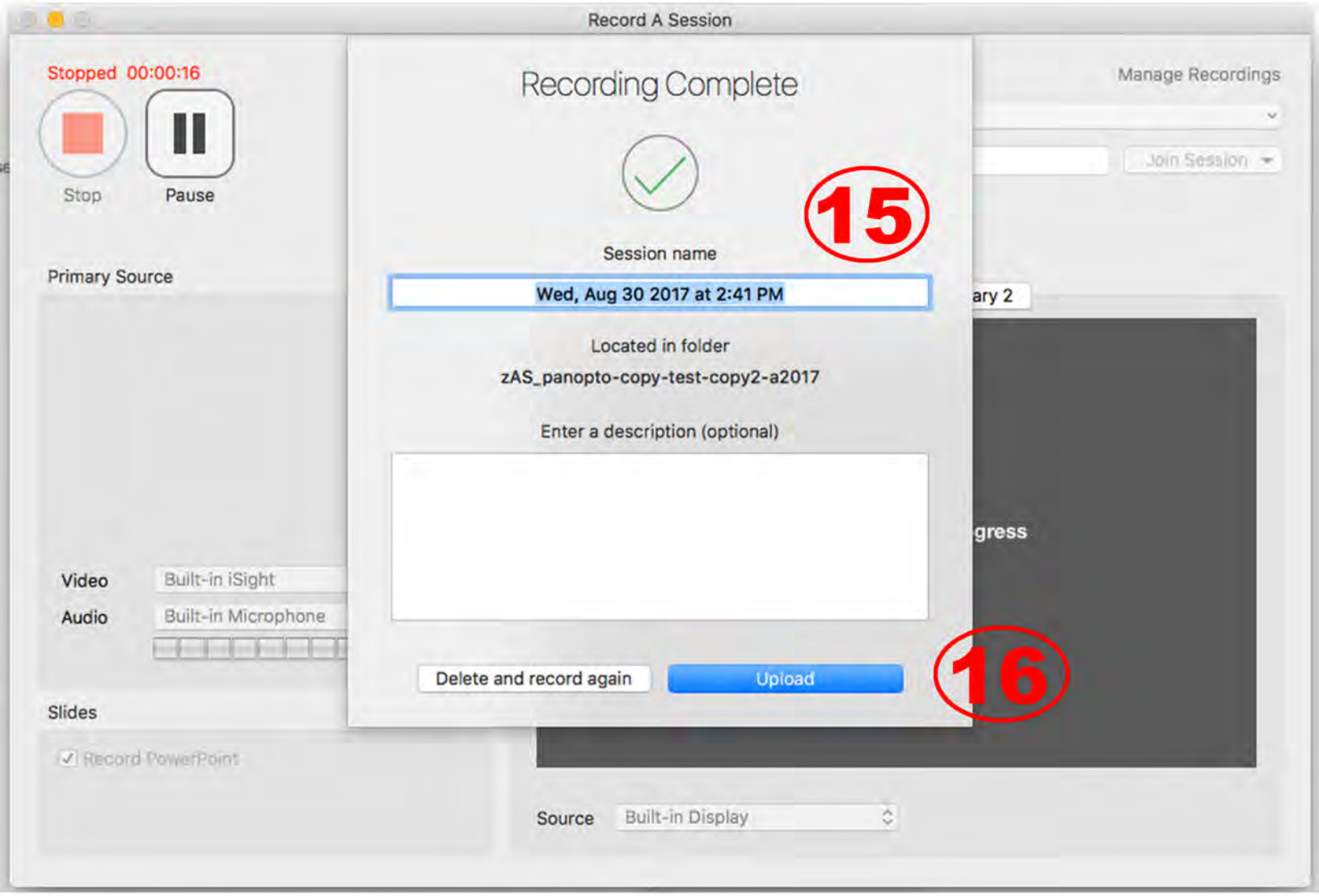
You are almost ready to start recording. Open your Powerpoint slides or prepare other materials you want to include in your recording.

12. Start speaking to test your microphone. You should see green lights appear under the audio source selection.

13. When you have everything ready, click 'Record.' Switch over to Powerpoint (or whatever you want to record) and begin your presentation.

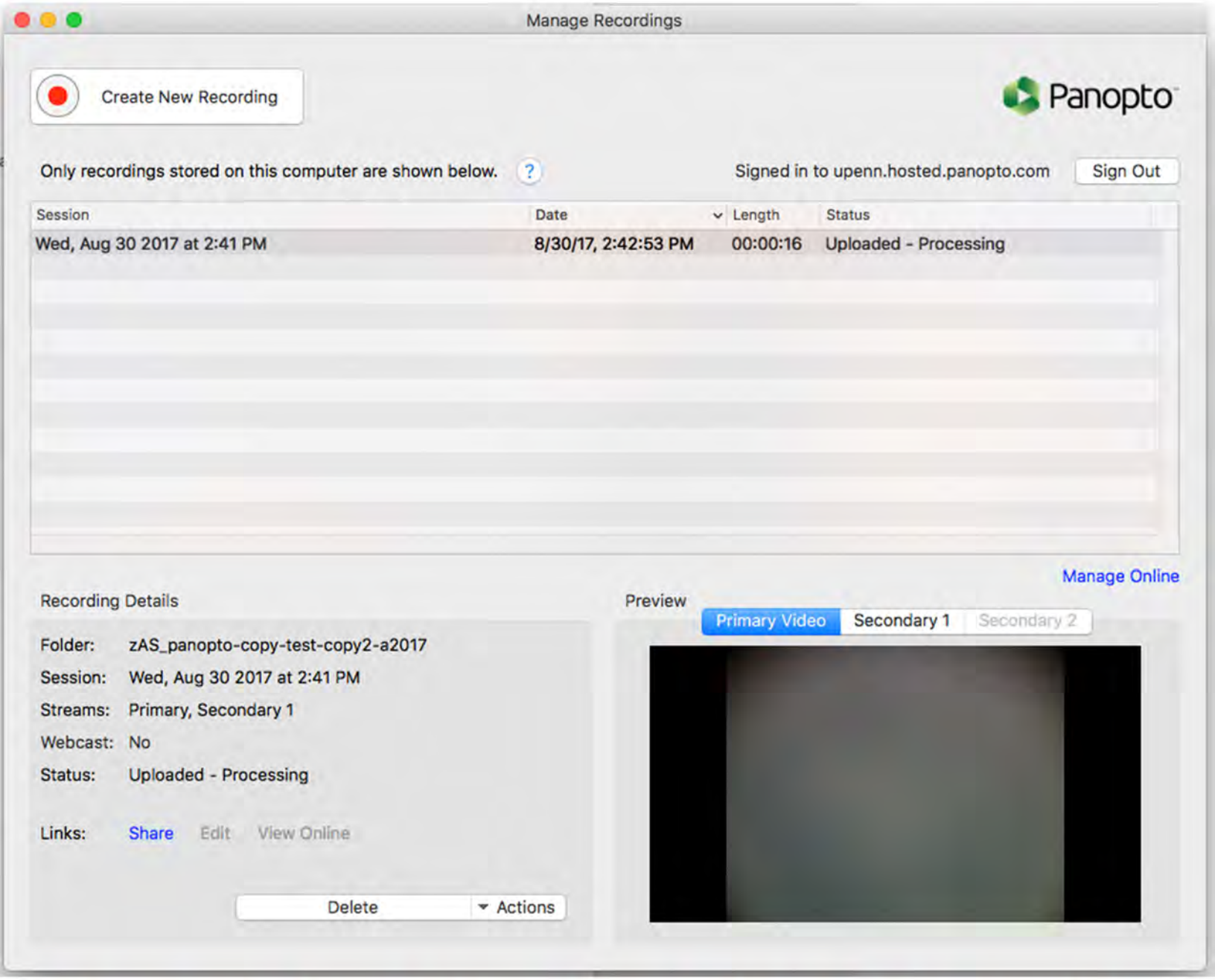


14. When you have finished your presentation, switch back to the Panopto recorder and click Stop.

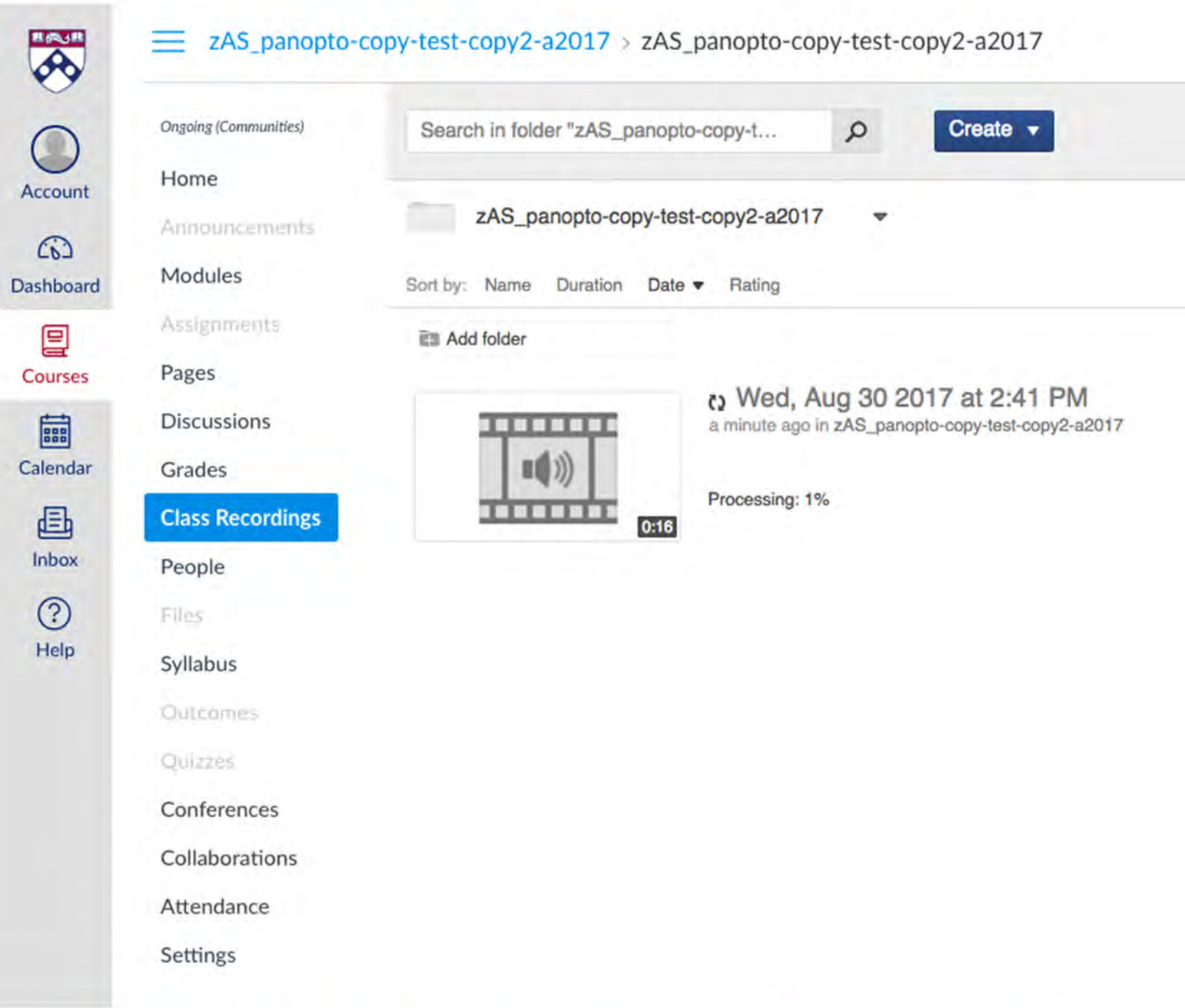


15. Name the recording file.

16. Click 'Upload' to send the recording to Canvas, or click 'Delete and Record Again' if there was a problem with the recording.



This screen shows status of your video as it is uploaded to Canvas and processed. The recording will be available to your students within a few minutes. From here you can create a new video, or close the recorder.



Your recording will now be found here under the 'Class Recordings' section of the Canvas site.