Recording Panopto Video Lectures in Canvas

https://support.panopto.com/videos

Panopto is used to record video lectures.

Add Panopto to your **Navigation** panel in Canvas:

Click the **Settings** link in the Navigation panel.

Click the **Navigation Tab** at the top of the page. You will see a list of the links already in your navigation panel.

Click the **Panopto Recordings** option at the bottom of the list and drag it up into the list. All of these items can be dragged into any order in the list that you prefer. Click the gear icon on the right to disable any item.

Click the **Save** button.

You will now find the **Panopto Recordings** link listed in your navigation panel.

Click the **Panopto Recordings** link in the navigation panel. All of your previous recordings are listed in the middle of the screen.

Click the **Create** button to record a new video.

Click the **Record a new session** option.
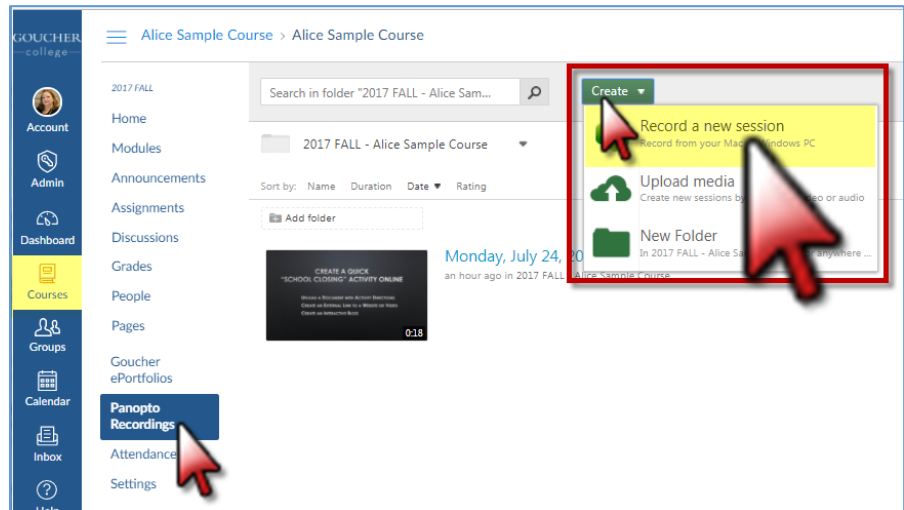
If needed, click the button to **Download Panopto** to your computer. Work through the download process to install and run the software.

Once the download is complete you will find the **Panopto icon** in your taskbar at the bottom of your screen.

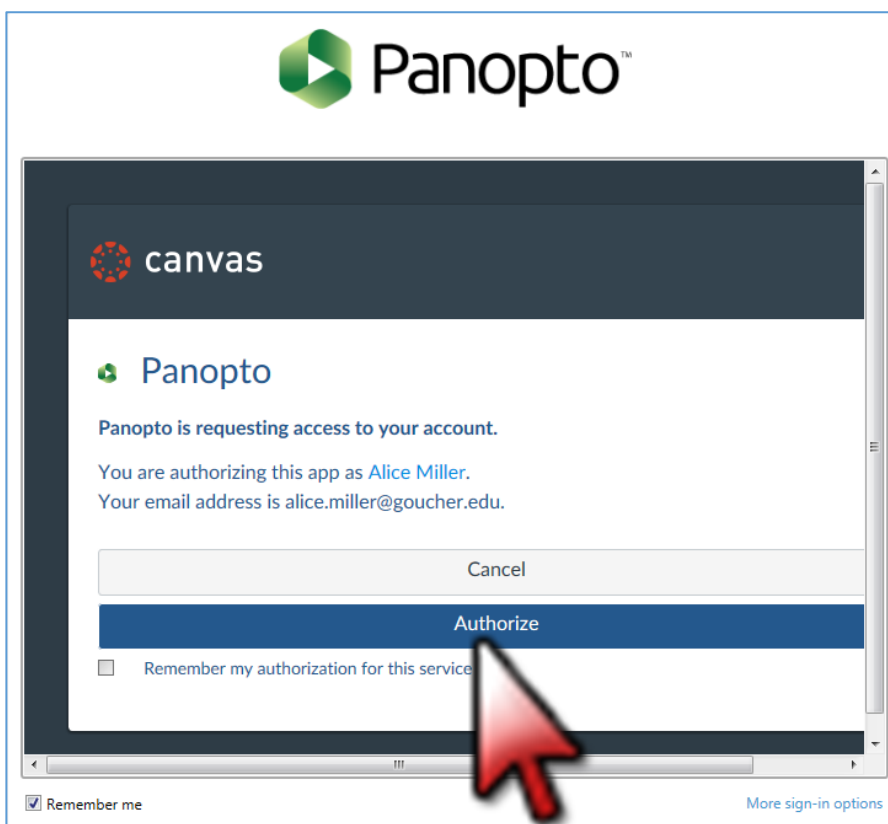Click on the **Panopto icon** or click the **Open Panopto** button to record a lecture.
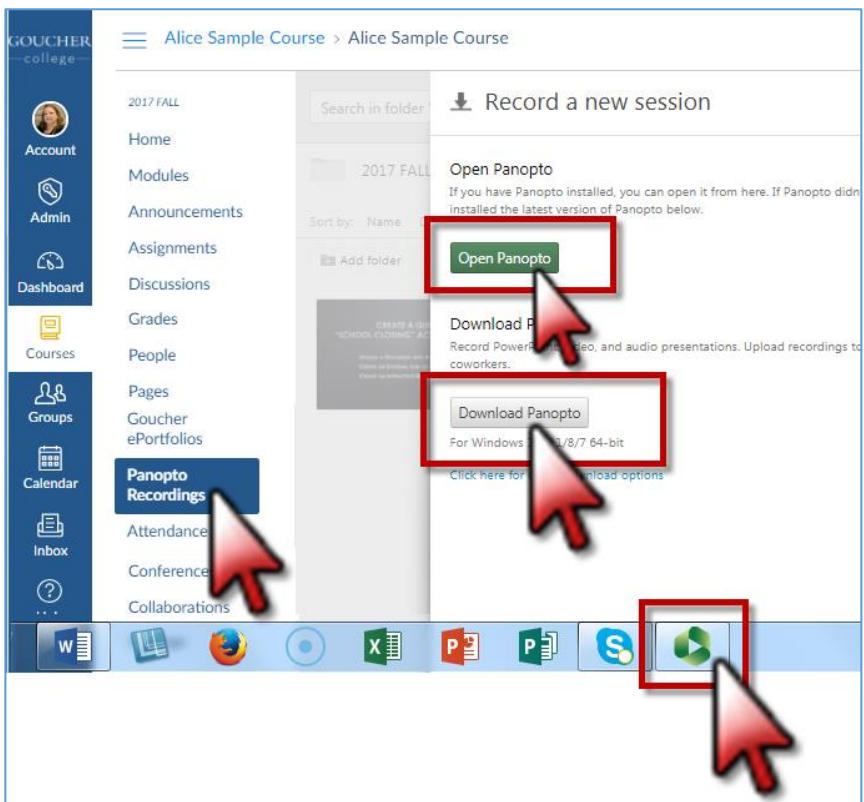
Note: When you first click the **Download Panopto** button (see above), you will find a message at the bottom of the screen, if using the Chrome browser. Click on it to begin the download process. (Every browser operates a little differently. The Firefox browser posts a download message at the top of the screen.)
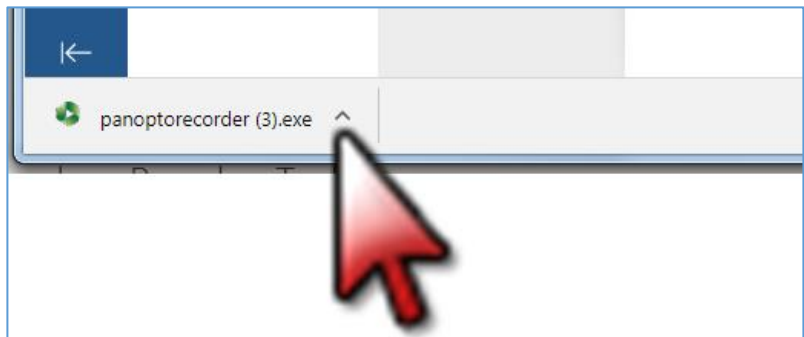
Sign in using your Canvas username and password.
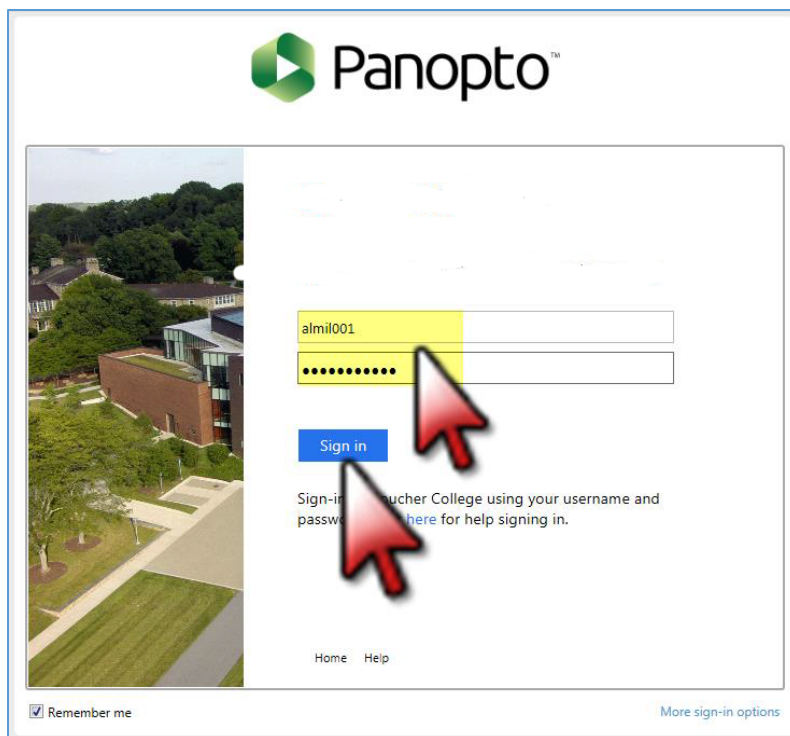
Click the **Authorize** option to allow Panopto to operate in your course site.

1. Click the **Panopto icon** to begin recording on the **Create New Recording** page.
2. Make sure you are posting the recording in the correct course site (**Folder**).
3. To select a different course site folder, click the menu arrow and click on the correct course title.
4. Select the correct **Video Webcam** and **Audio Microphone**.
   Use a headset with the mic close to your mouth for the best audio.
5. Speak into your mic to **Test the Audio**. Make sure green bars are activated when you speak.
6. Check the boxes to **Capture PowerPoint** and/or **Capture the Main Screen** when you record.
7. Check the box to **Enable Screen Capture Preview** so you will see exactly what is recorded.
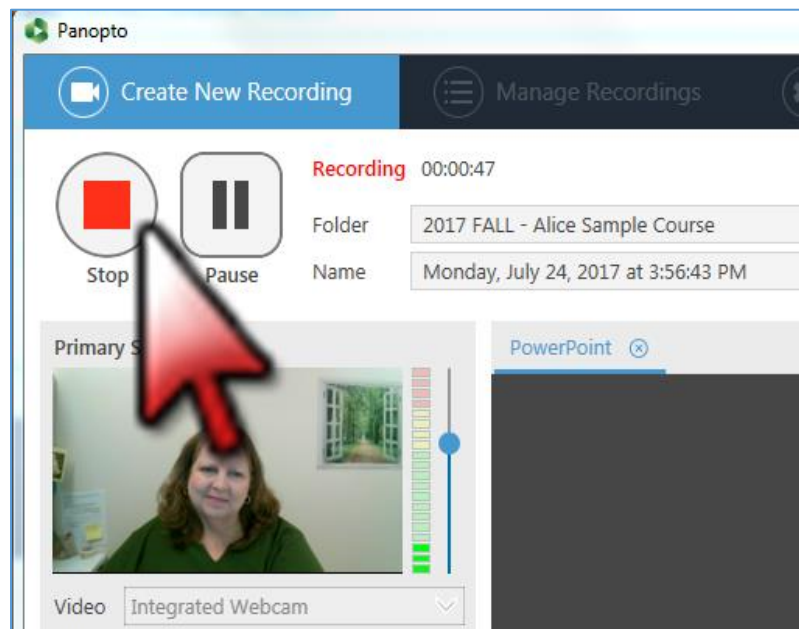8. Click the **Record** button to begin recording.
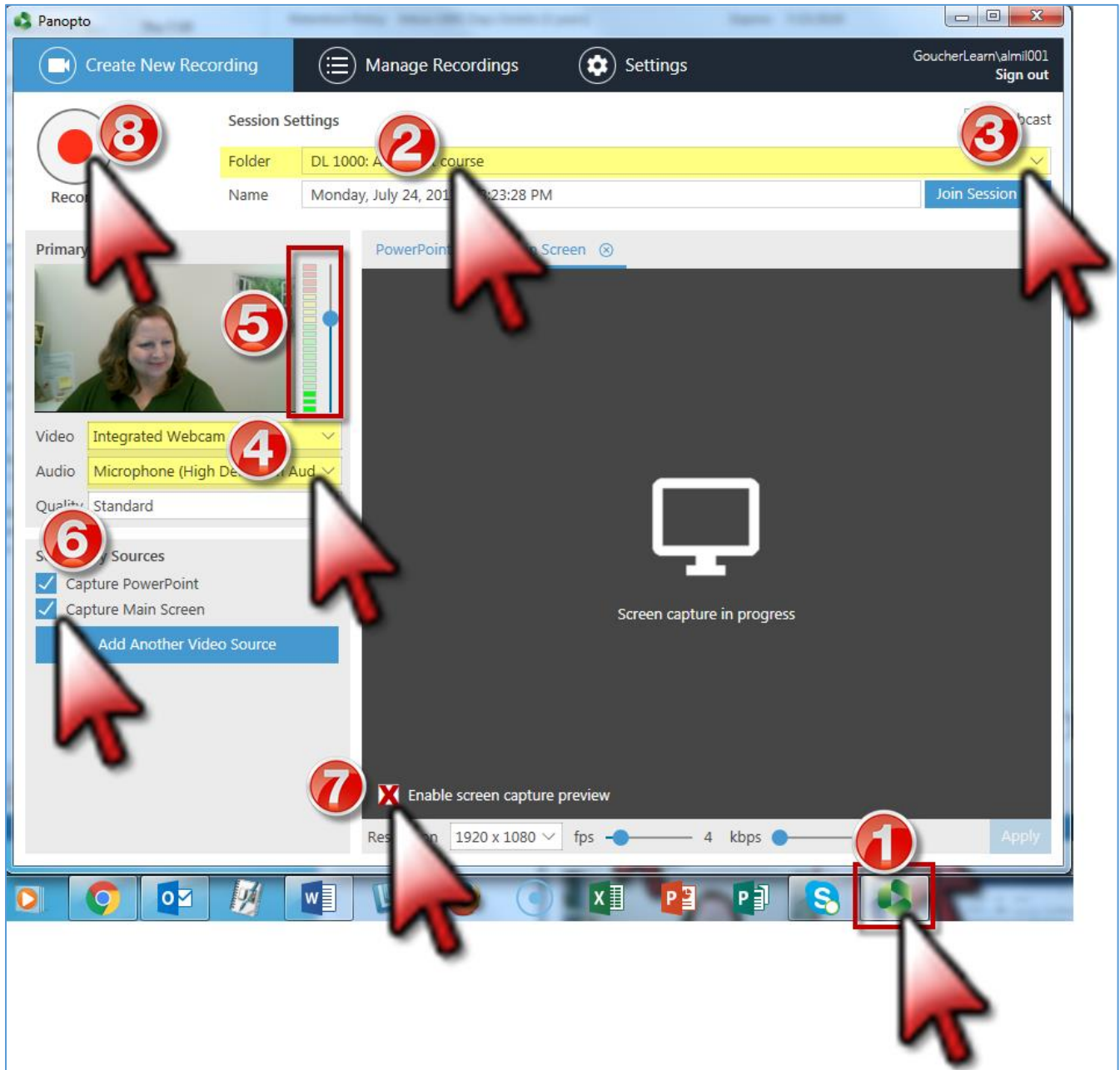
Immediately after you click the **Record** button, click the **Minimize** button to hide the Panopto screen. Work through your PowerPoint or other presentation materials.

To **Stop Recording** you will need to bring the Panopto screen back (**Maximize** it). Click the **Panopto icon** at the bottom of your screen to maximize the Panopto screen.
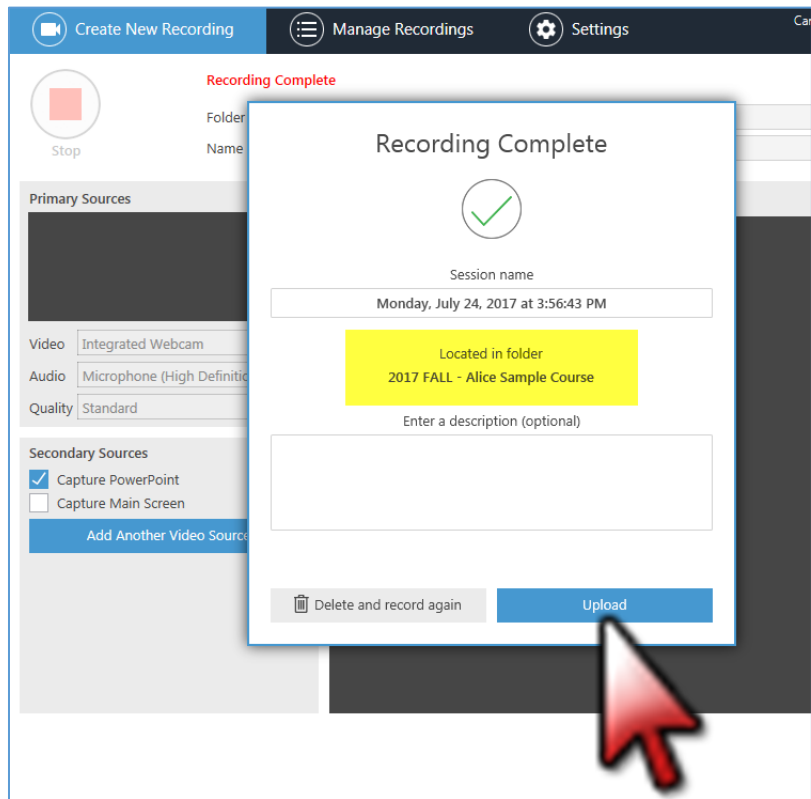
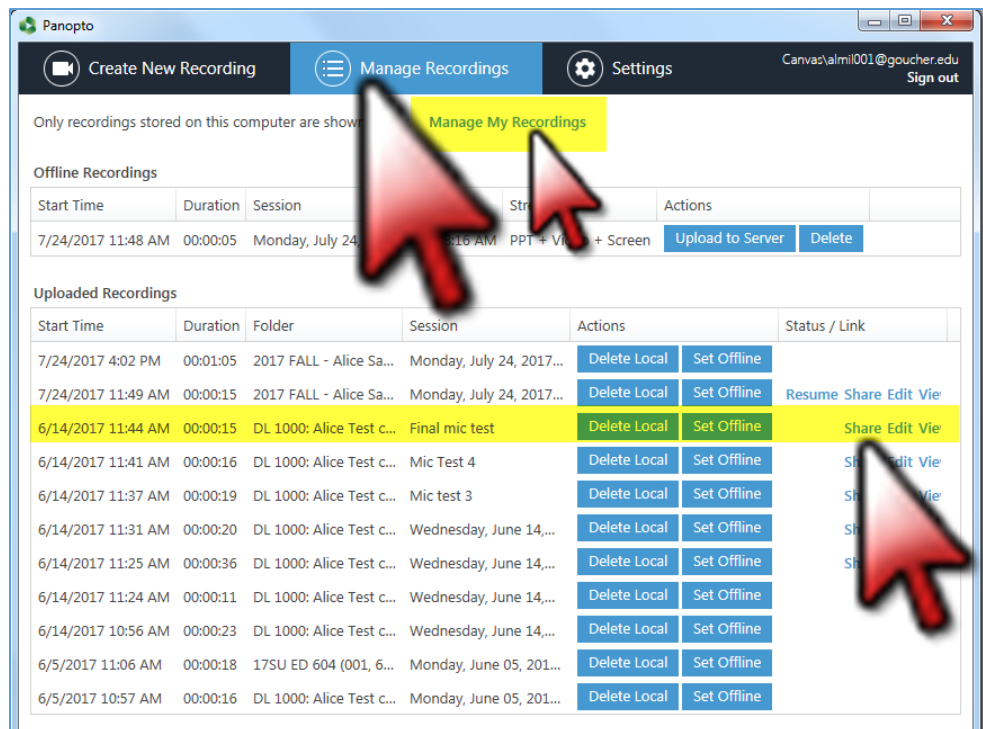Click the **Stop** button to end the recording.

You will receive a
Recording Complete message.

Click the **Upload** button to save it to the server.

You can now close Panopto.

When you open Panopto you can click the **Manage Recordings** link at the top of the page to access all of your recordings and the **Delete**, **Edit** and **Share** options.

Inside your Canvas course site, click the **Panopto Recordings** link in the left navigation panel to see all recordings that are saved in that course site.

Roll your curser over the title to access the **Delete** and **Share** options.
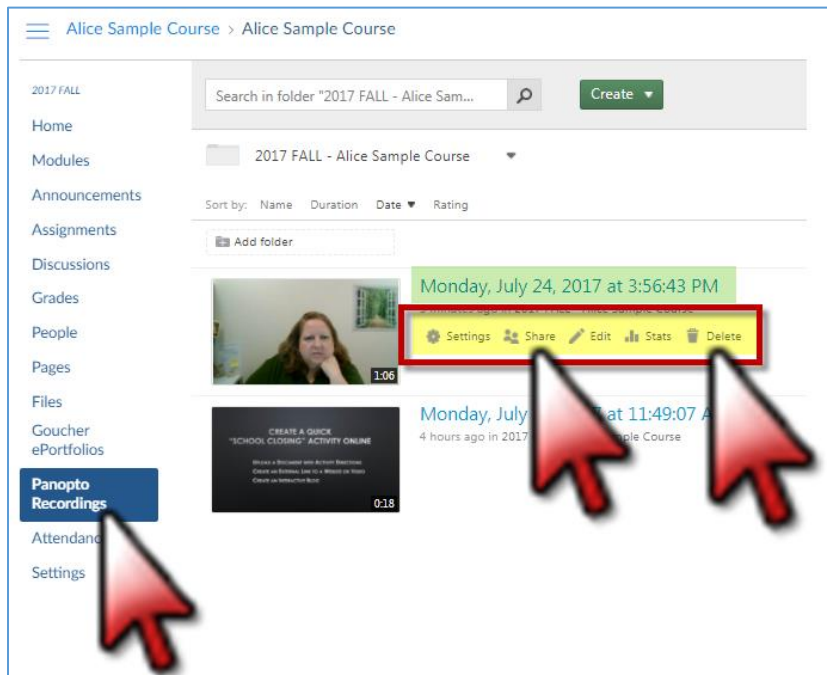
Click the **Share** option to find the **URL link** for each recording and permission access settings if needed.

You can copy the **URL link** and paste it into your Canvas course site as an **External URL link**.
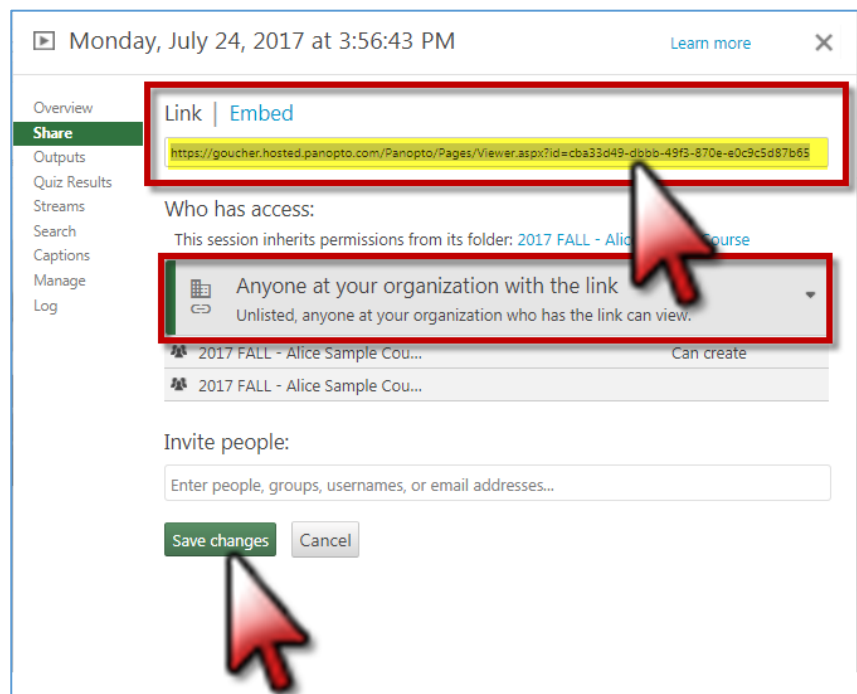
The **External URL link** will appear in the desired course module so students can open the recording easily.