

Getting Started in Panopto

You can use Panopto to record and share lectures (using a camera and/or screen capture) with your students. You don't need to set up an account, it is automatically available to you in your Canvas course.

To get started, follow the written instructions below or visit the [CTI website](#) to watch video tutorials.

Add the Panopto Recordings Link in Course Navigation

1. Within your course, click the **Settings** link at the bottom of the Course Navigation menu on the left.
2. Click the **Navigation** tab in the top middle of the page.
3. Drag and drop **Panopto Recordings** from the bottom list to the top list. (Alternatively, you can click the three dots next to **Panopto Recordings** and choose **Enable**.)
4. Click the **Save** button at the bottom.

Drag and drop items to reorder them in the course navigation.

Home	
Announcements	⋮
Syllabus	⋮
Modules	⋮
Library Reserves	⋮
Grades	⋮

Drag items here to hide them from students.
Disabling most pages will cause students who visit those pages to be redirected to the course home page.

Panopto Recordings	⋮
Page disabled, won't appear in navigation	
New Analytics	⋮
Page disabled, won't appear in navigation	

Record Yourself and/or Your Screen through Panopto






Accessibility tips when recording videos:

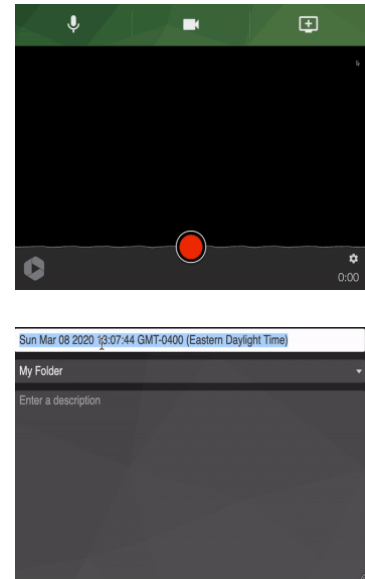
- Write a script before recording, and add a link to it below the video.
- Keep recordings under 10 minutes.
- Verbally describe any images or props you show in the video or include textual descriptions below the video.
- Check auto-generated captions for accuracy and edit as needed.

There are two methods for recording with Panopto. You can either record through the online tool **Panopto Capture** or you can download the Panopto application and install it on your computer.

Method 1: Recording through Panopto Capture Online





This option is only available through [Google Chrome](#).

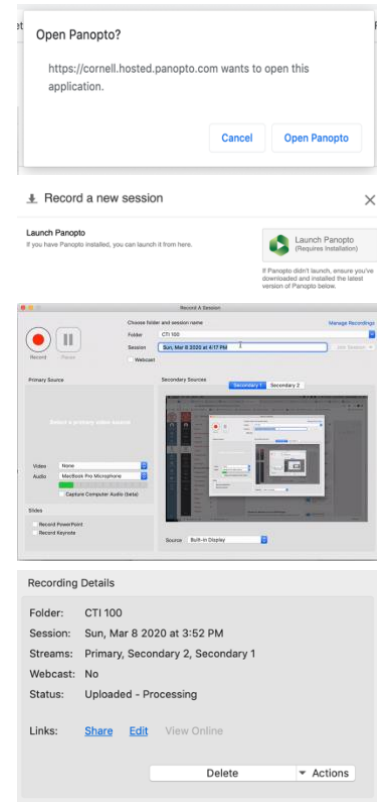
1. Within your course, click the **Panopto Recordings** link in the Course Navigation menu on the left.
2. Click the **Create** button in the top middle to open a dropdown. Select **Panopto Capture** from the dropdown. (This will open a new tab in your browser.)
3. If your device has multiple microphones, click the microphone symbol  on the top left to select which one to use. (A line just under the black screen in the recording window will move to indicate the sound being caught by the microphone.)
4. If you want to record yourself or a subject and your device has multiple cameras, click the camera symbol  in the top middle to select which one(s) to use.
5. If you want to capture what is going on your computer screen(s), click the monitor icon  on the top right to select which screen(s) to use. (When choosing to record a screen, you have the option of whether to capture the entire screen, an application window, or a tab in your browser. Multiple tabs, applications, or screens can be selected.)
6. Click the record button . A countdown timer will begin, starting at 5.
7. Once you have finished recording, click the stop recording button .
8. If you captured your screen, click the **Stop Sharing** button in the bottom middle.
9. Enter a clear, descriptive title for the video.
10. Click the dropdown and choose your course from the list of save locations.
11. Add a description of the video.
12. Click **Edit** to trim the video (see [How to Edit a Video](#)) and add captions or edit auto-captions (see [How to Add Automatic Speech Recognition Captions into a Video](#)).




Method 2: Recording through Panopto on Your Computer

This option requires that you have downloaded and installed the Panopto application (download for [Windows 32-bit](#), [Windows 64-bit](#), or [Mac](#)). Installation may require assistance from the [CIT help desk](#).

1. Within your course, click the **Panopto Recordings** link in the Course Navigation menu on the left.
2. Click the **Create** button in the top middle to open a dropdown. Select **Record a new session**.
3. Click the **Open Panopto** button. If the **Open Panopto?** pop-up window does not appear, click the **Launch Panopto** button under **Record a New Session** and then click the **Open Panopto** button. (If Panopto is installed on your computer, it will open a **Record a Session** window.)
4. In the space next to **Session**, enter a clear, descriptive title.
5. Under **Primary Source** on the left, choose whether to record yourself and choose the source of the audio. (The bar under **Audio** will fill with green or red to indicate audio input. Red means that the sound is too loud.)
6. Under **Secondary Sources**, choose whether to record your screen(s) and/or other camera feeds.
7. You can choose to **Record PowerPoint** or **Record Keynote**, but neither is necessary if capturing your screen in the **Secondary Sources**.
8. To begin recording, click the **Record** button  at the top left. (You can pause recording by hitting the **Pause** button  and then resume recording by hitting the **Resume** button .)
9. Click the **Stop** button  to stop recording.
10. A **Recording Complete** window will appear. Enter a description of the video.
11. Click the **Upload** button. (If unhappy with the recording, you can click the **Delete and record again** button, confirm by clicking the **Delete** button, and repeat steps 4-11 as needed.)
12. Once the video has processed (monitored in the bottom left of the application), you can click **Edit** on the bottom left to trim the video (see [How to Edit a Video](#)) and add captions or edit auto-captions (see [How to Add Automatic Speech Recognition Captions into a Video](#)).



Add the Panopto Video to a Module

1. Within your course, click the **Modules** link in the Course Navigation menu on the left.
2. Click **+ Module** to create a new module to which to add a video or go to an existing module.
3. Click the **+** button to the far right of the module. (You may have to click it two times.)
4. Click the dropdown menu at the top of the pop-up window and choose **Page**.
5. Select **New Page**, name the page (usually the title of the video), and click the **Add Item** button at the bottom right.
6. Click the title of the page that was just added to the module.
7. Click the **Edit** button at the top right.
8. Add text as needed to contextualize the video.
9. Click the Panopto logo  in the middle of the second line of buttons.
10. Choose the video from the list, change settings as desired, and click the **Insert** button on the bottom right.
11. Click the **Save & Publish** button on the bottom right.

