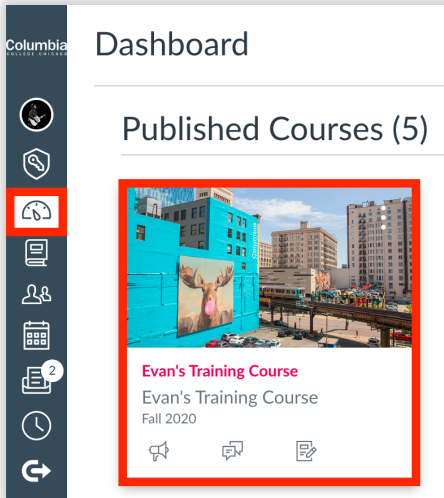# How to Record a Panopto Session

**1.** Open any presentations, documents, applications, or site pages that you would capture in your Panopto recording so that you have them ready.

2. Sign in to Panopto. You may do so by going to your Canvas course and clicking on the "Panopto Video" link in your course's navigation menu.

3. Once you open Panopto from your Canvas course menu, you will see a green button labeled "create" in the top right of your screen. Click on this.

4. From this drop-down, select the option to "Record a new session."
  • If you have not already, download the Panopto installer for your device.

5. Choose the "Launch Panopto" option.

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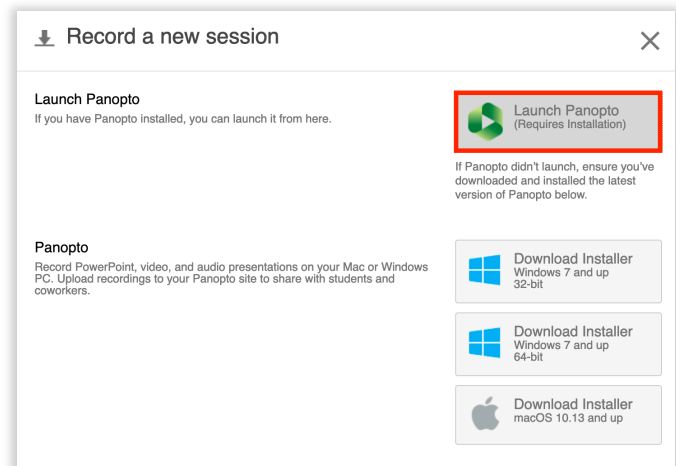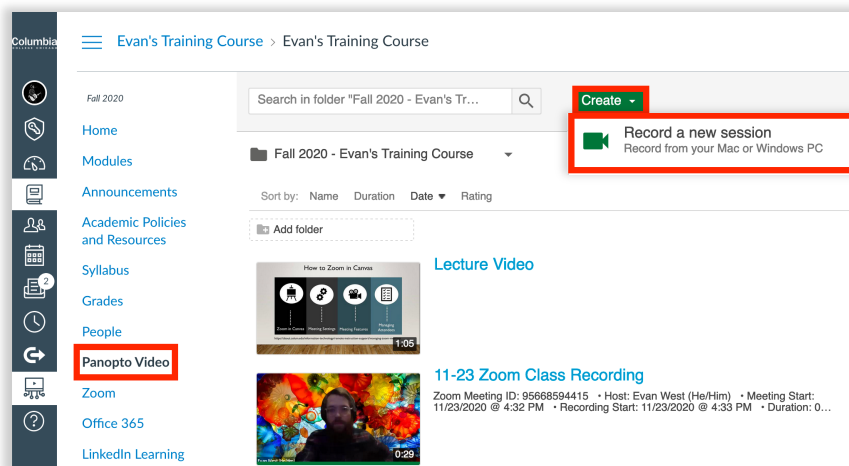
6. When you access Panopto from a Canvas course and begin a recording, it will be stored in your course's Panopto folder by default. If you would like to place the recording in a different folder within your Panopto library, you may click on the drop-down menu by the folder option. Choose whichever folder that you would like the recording to be stored within.

7. In the session field, enter a title for your Panopto recording. The title will default to the current date and time.
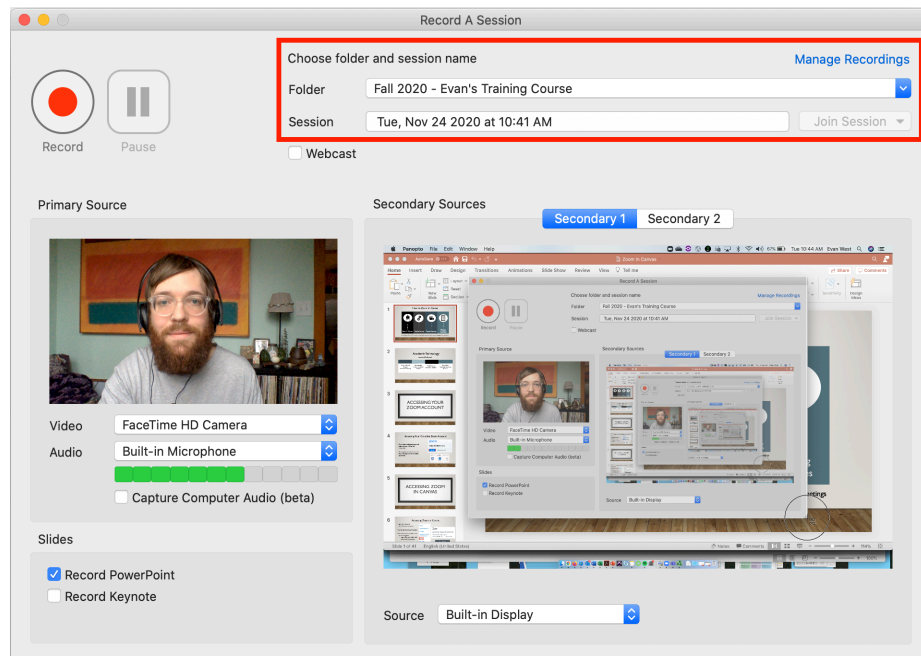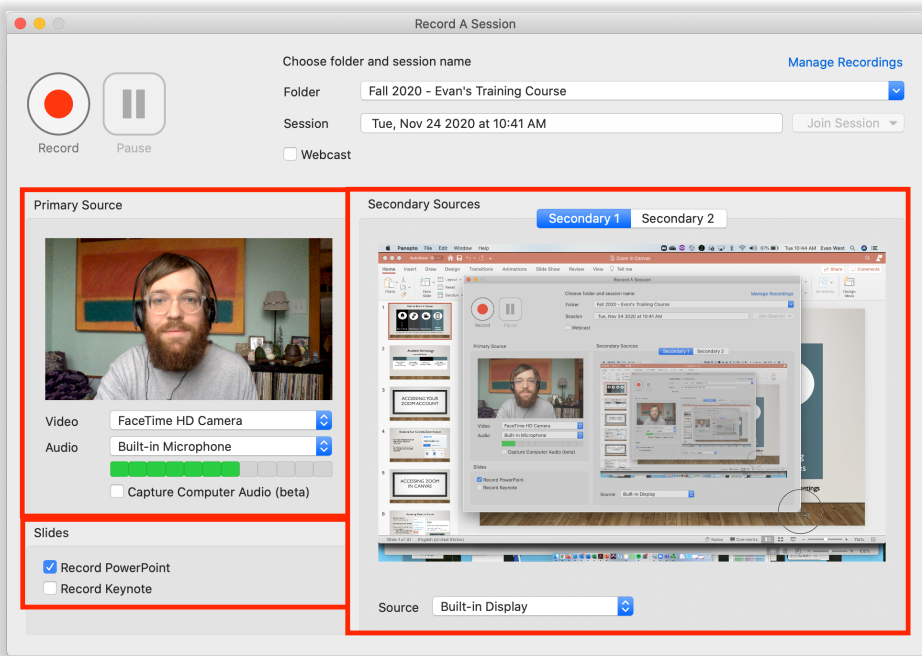
8. In the Primary Source area, make sure that the correct camera and microphone are selected. Once Panopto detects your selected camera and microphone, you will see yourself, and the volume bar in this section will populate with color.

9. Your secondary sources will include your computer's screen. You may add an additional secondary source, such as a second camera. You may change the secondary source in this section's drop-down menu.

10. If you are using a PowerPoint or a Keynote presentation you may choose for Panopto to record your slides as well. You must be in presentation mode for your slides to be included in the recording.

11. Click "Record" when you are ready to begin. Once you are finished with your recording. Click "Stop" when you are finished recording.

- You may pause recording at any time as well.
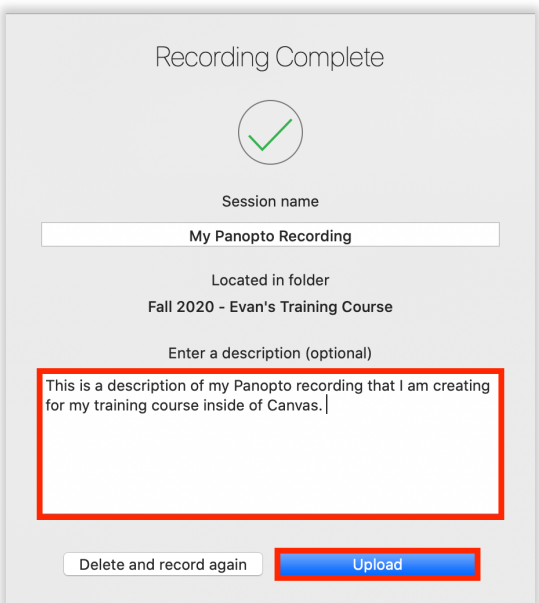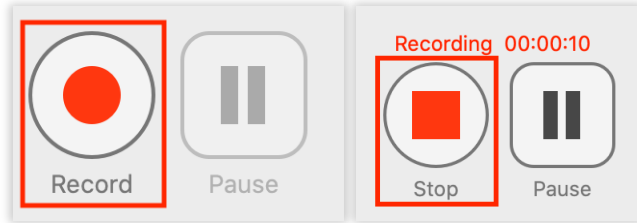
12. Once you stop recording, enter a description of your video and click "upload."

13. Your video will upload to the Panopto folder that you selected. Panopto will provide confirmation once the video has been uploaded. Do not exit your Panopto application until this has been completed.
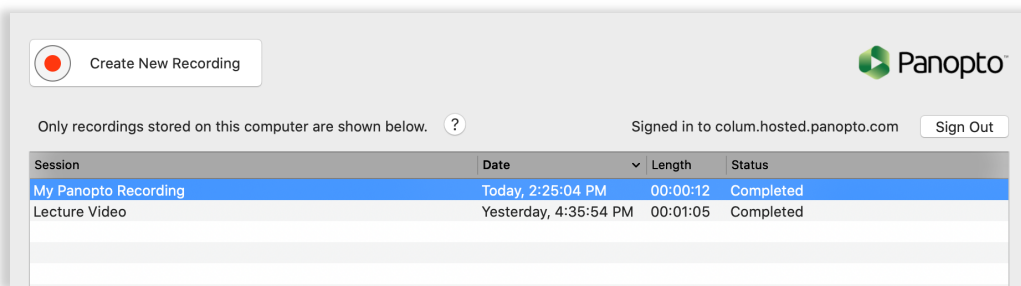
14. Your recording will now appear in Panopto. Your recording can now be edited and shared accordingly.

15. Please see additional instructions from Academic Technology for more information on how to edit recordings and share them within Canvas courses for students to view.

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