

# How to Create a New Class Recording in Panopto

The screenshot shows the Panopto course settings interface. On the left is a vertical navigation menu with icons for Account, Dashboard, Courses, Calendar, Inbox, and Help. The 'Settings' option is highlighted with a red circle labeled '1'. The main content area is titled 'zAS\_panopto-copy-test-copy2-a2017 > Settings' and has a red circle labeled '2' around the 'Navigation' tab. Below the tabs are sections for 'Ongoing (Communities)', 'Home', 'Announcements', 'Modules', 'Assignments', 'Pages', 'Discussions', 'Grades', 'Class Recordings', 'People', 'Files', 'Syllabus', 'Outcomes', 'Quizzes', 'Conferences', 'Collaborations', and 'Attendance'. The 'Class Recordings' item is circled in red with a red circle labeled '3'. A red arrow points from the 'Class Recordings' item in the 'Hidden from Students' section up to the 'Grades' section in the 'Course Navigation' section. A 'Save' button is at the bottom.

Item	Settings
Home	⚙️ ▼
Announcements	⚙️ ▼
Modules	⚙️ ▼
Assignments	⚙️ ▼
Pages	⚙️ ▼
Discussions	⚙️ ▼
Grades	⚙️ ▼
People	⚙️ ▼
Files	⚙️ ▼
Syllabus	⚙️ ▼
Outcomes	⚙️ ▼
Quizzes	⚙️ ▼
Conferences	⚙️ ▼
Collaborations	⚙️ ▼
Attendance	⚙️ ▼
Class Recordings <i>Page disabled, won't appear in navigation</i>	⚙️
Penn Library Course Reserves <i>Page disabled, won't appear in navigation</i>	⚙️ ▼
MyLab and Mastering <i>Page disabled, won't appear in navigation</i>	⚙️ ▼
Library Guide <i>Page disabled, won't appear in navigation</i>	⚙️ ▼
Cengage <i>Page disabled, won't appear in navigation</i>	⚙️ ▼

**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.**

The screenshot displays the Panopto interface for a course titled "zAS\_panopto-copy-test-copy2-a2017". On the left is a vertical navigation sidebar with icons and labels for: Ongoing (Communities), Home, Announcements, Modules, Assignments, Pages, Discussions, Grades, **Class Recordings** (highlighted with a red circle containing the number 4), People, Files, Syllabus, Outcomes, Quizzes, Conferences, Collaborations, Attendance, and Settings. The main content area shows a search bar for the folder "zAS\_panopto-copy-t...", a folder icon for "zAS\_panopto-copy-test-copy2-a2017", and sorting options: Name, Duration, Date (selected), and Rating. Below this is an "Add folder" button and the text "Nothing to watch here". On the right, a "Create" dropdown menu is open, showing options: "Record a new session" (with a red circle containing the number 6), "Upload media", "Scheduled recording", and "New Folder". A red circle containing the number 5 is positioned above the "Create" button.

**4. Click 'Class Recordings'**

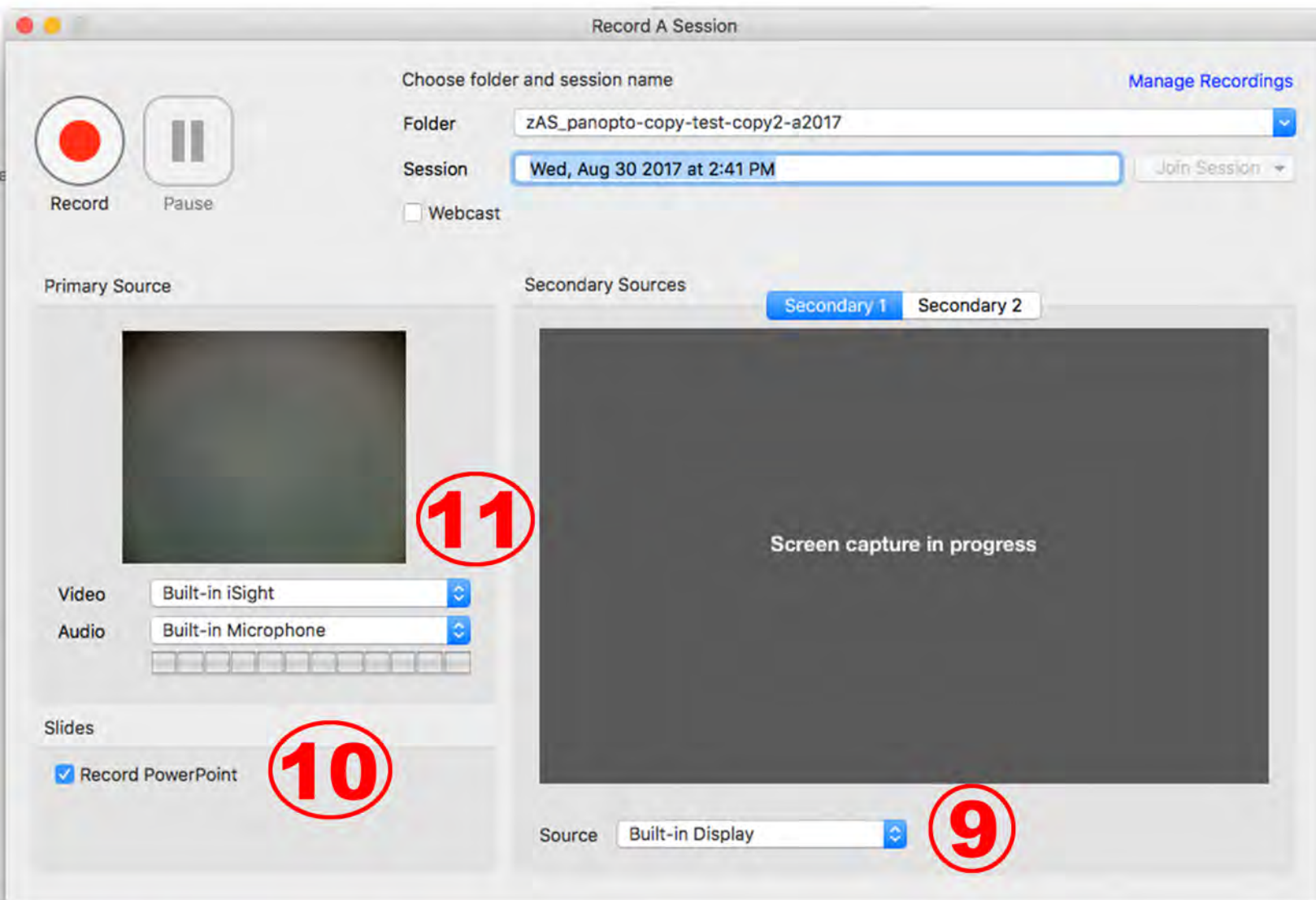
**5. Click 'Create'**

**6. Click 'Record a New Session'**

The screenshot shows the Panopto interface. On the left is a sidebar with navigation items: Ongoing (Communities), Home, Announcements, Modules, Assignments, Pages, Discussions, Grades, **Class Recordings**, People, Files, Syllabus, Quizzes, Conferences, Collaborations, Attendance, and Settings. The main content area shows a search bar and a list of recordings, with the text "Nothing to watch here" at the bottom. A modal window titled "Record a new session" is open, containing two options: "Open Panopto" (with a red circle containing the number 8) and "Download Panopto" (with a red circle containing the number 7). The "Download Panopto" option includes a link for "other download options".

**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.**

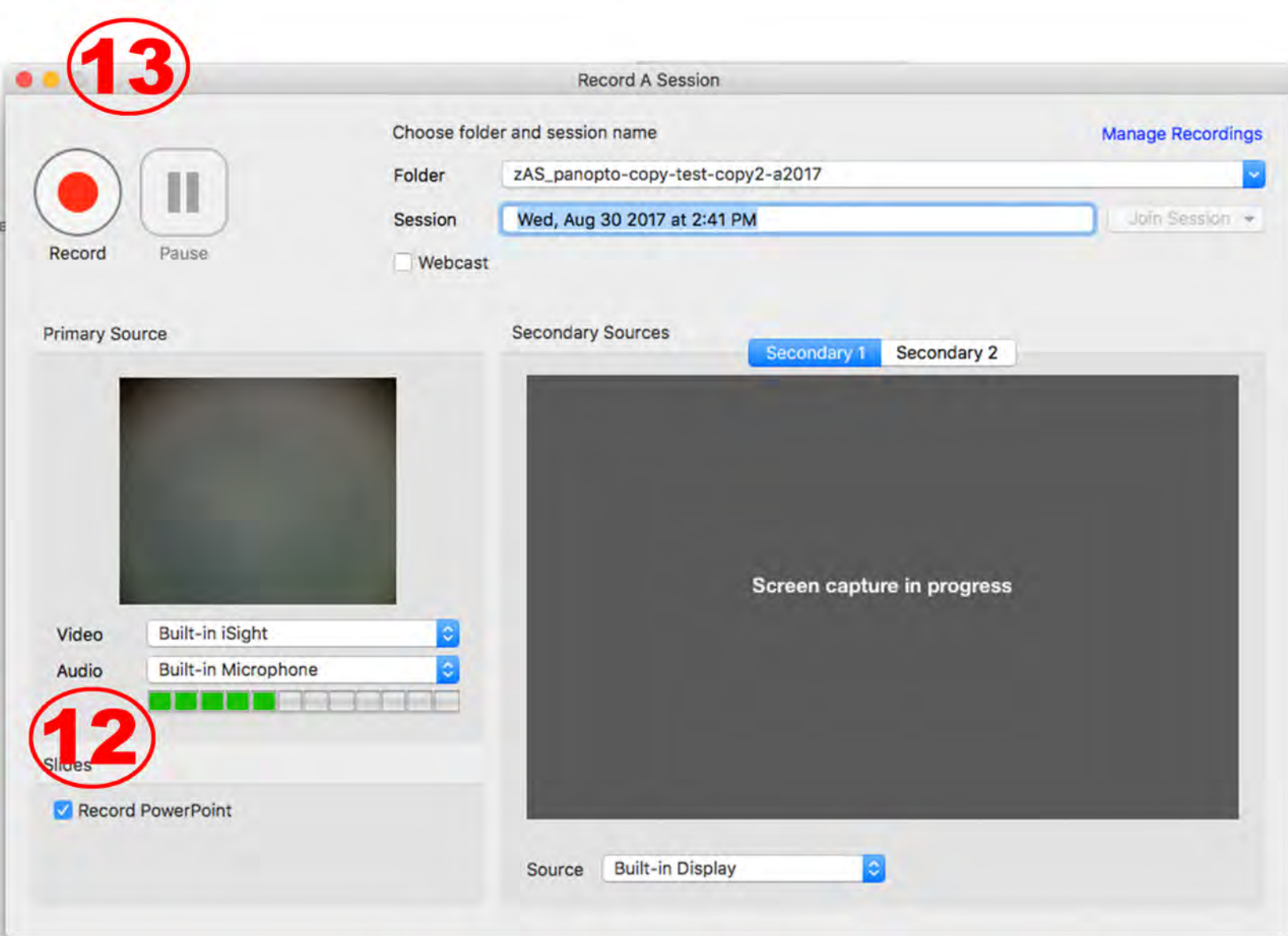


**This is the main screen for the Panopto recorder. You can record what's on your computer screen along with voice or camera.**

**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.'**

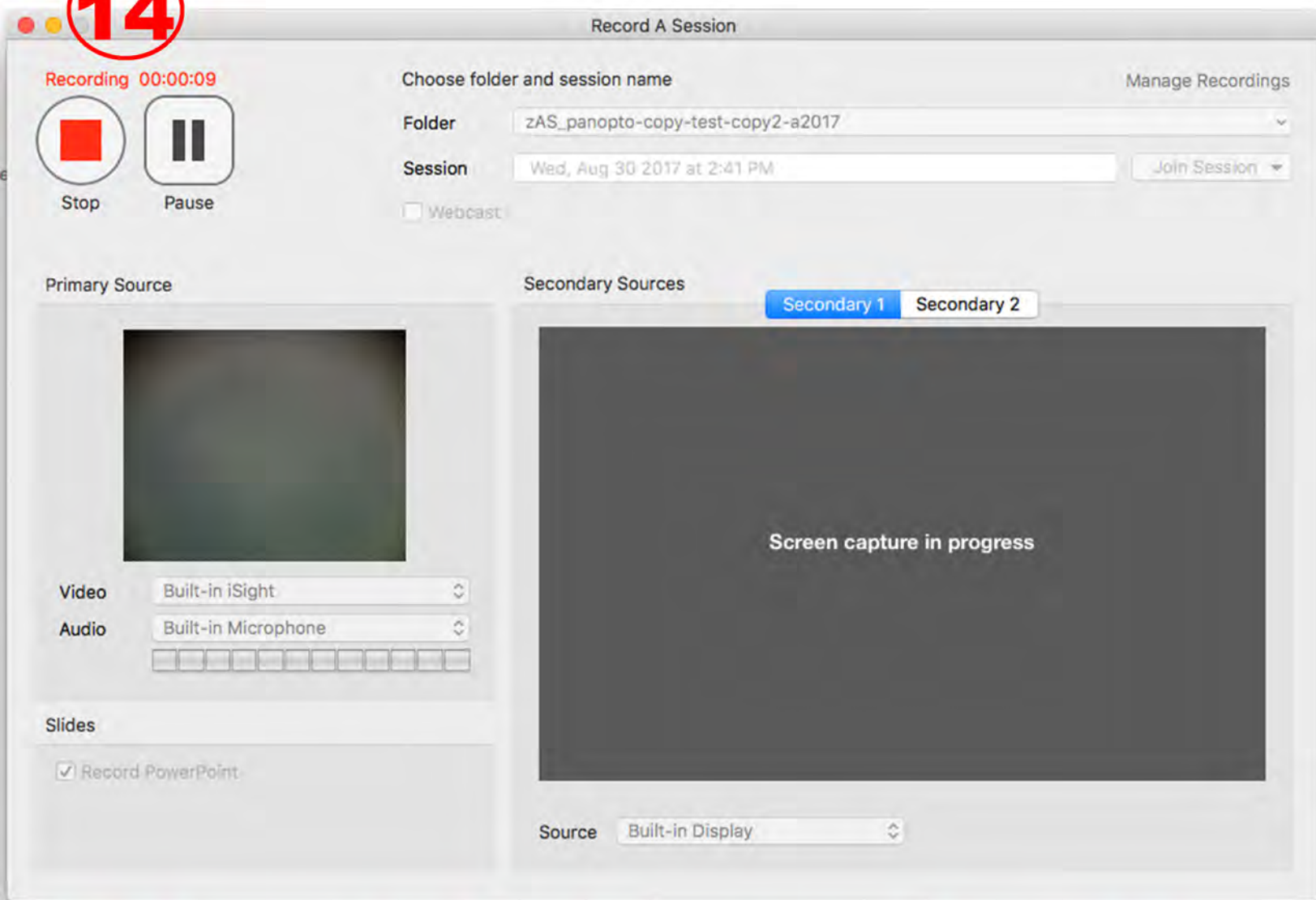


**You are almost ready to start recording. Open your Powerpoint slides or prepare other materials you want to include in your recording.**

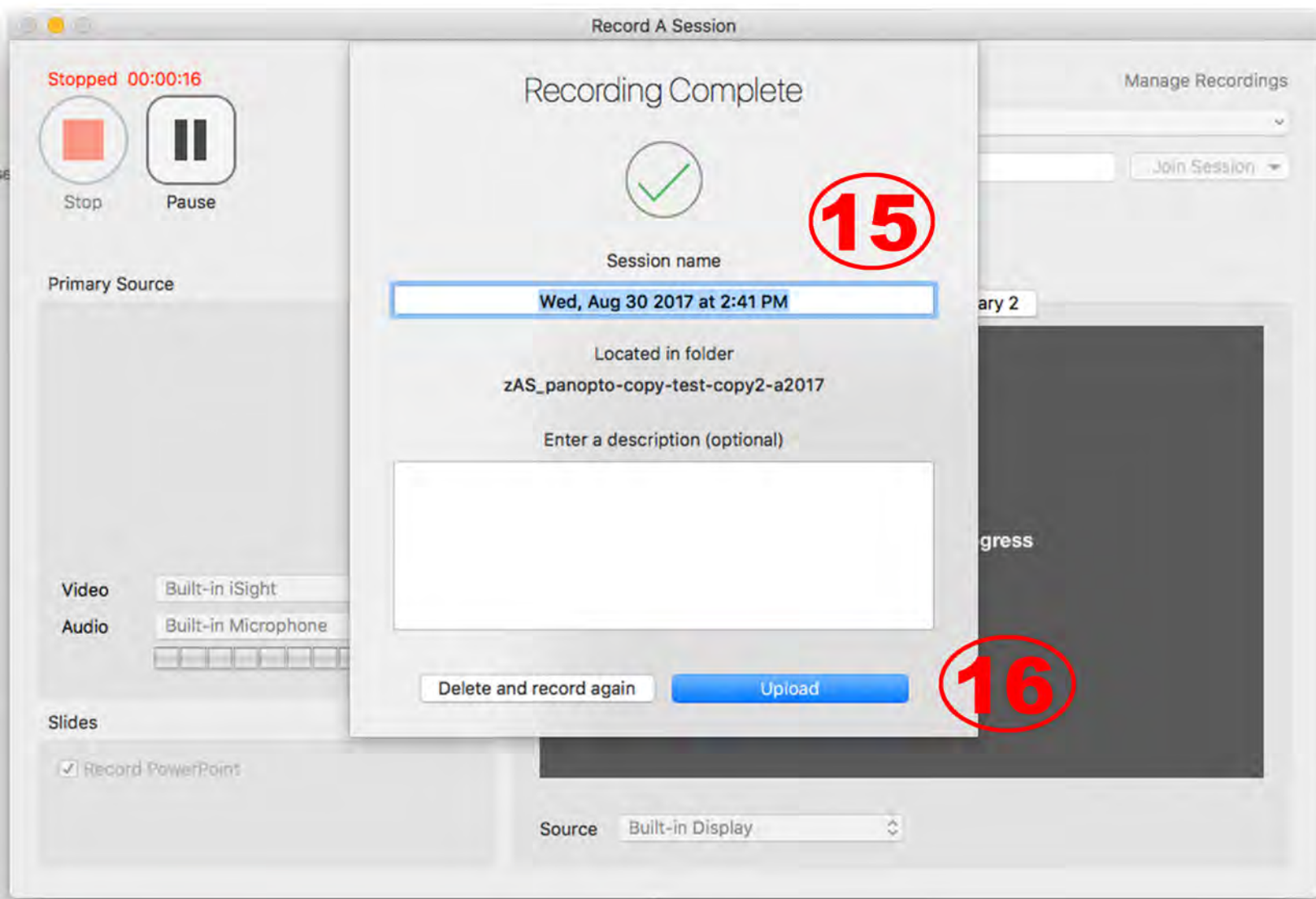
**12. Start speaking to test your microphone. You should see green lights appear under the audio source selection.**

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

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**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.**

Manage Recordings

Create New Recording

Panopto

Only recordings stored on this computer are shown below. ? Signed in to upenn.hosted.panopto.com Sign Out

Session	Date	Length	Status
Wed, Aug 30 2017 at 2:41 PM	8/30/17, 2:42:53 PM	00:00:16	Uploaded - Processing

Recording Details

Folder: zAS\_panopto-copy-test-copy2-a2017  
Session: Wed, Aug 30 2017 at 2:41 PM  
Streams: Primary, Secondary 1  
Webcast: No  
Status: Uploaded - Processing

Links: [Share](#) [Edit](#) [View Online](#)

Delete Actions

Preview

Primary Video Secondary 1 Secondary 2

**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.**



Ongoing (Communities)

Search in folder "zAS\_panopto-copy-t..." 🔍

Create ▾

Home

Announcements

zAS\_panopto-copy-test-copy2-a2017 ▾

Modules

Sort by: Name Duration Date ▾ Rating

Assignments

➕ Add folder

Pages



🔊 Wed, Aug 30 2017 at 2:41 PM  
a minute ago in zAS\_panopto-copy-test-copy2-a2017

Processing: 1%

Discussions

Grades

**Class Recordings**

People

Files

Syllabus

Outcomes

Quizzes

Conferences

Collaborations

Attendance

Settings

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