Using Panopto Recorder

Click Create New Recording. If you are recording your class and would like to upload the video immediately, sign in and select the folder you want the video to be uploaded to. If you do not select a folder, the recording will be “offline” and you can choose to upload the video to a folder at a later point.

Mark the checkboxes of the sources you would like to record (slides/screen/audio/video). Test the audio by speaking before recording— you should see the level of audio light up with green boxes.

Click Start Recording

When you are done recording, click the Panopto Recorder, and then click Stop Recording. If you would like to upload an offline recording, highlight the recording and click Choose Folder and Upload. Click the drop-down and select the correct folder. You may choose to rename the session if you would like. Then click Upload.

If you are using a Mac, do not sign out until the recording says that it is uploaded.