

## Using Panopto in Canvas

**Panopto** is a lecture/video capture tool that allows you to record lectures, demos, and import recordings. It can be activated in all your Canvas shells. The steps to add and make a basic lecture capture or recording are below.

**Add Panopto to your Canvas course** (Click **“Settings”**, then **“Navigation”**, drag Panopto to active navigation, & **“Save”**):

**1. Click “Settings”**      **2. Click “Navigation” tab**      **3. Drag “Panopto” to active navigation**      **4. Click “Save”**

### To install the Panopto Recorder:

After adding Panopto to Canvas, click the **“Panopto Recordings”** button to get started.

Panopto has **Recorder** software that works on PCs & Macs.

### To install the Panopto Recorder:

- Click green **“Create”** button.
- Click **“Record a new session”**
- Click **“Download Panopto”**

**Note:** The installer file is pre-configured for PSC. Double-click the downloaded installer file to install the Recorder, using the default settings.

**Panopto Basics > Panopto Basics**

Search in folder "Panopto Basics" ... **Create**      Powered by Panopto

Panopto Basics

**Create**

- Record a new session**  
Record from your Mac or Windows PC
- Upload media  
Create new sessions by uploading video
- Playlist  
Create a new video playlist
- New Folder  
In Panopto Basics or anywhere else

**Record a new session**

**Open Panopto**  
If you have Panopto installed, you can open it from installed the latest version of Panopto below.

**Open Panopto**

**Download Panopto**  
Record PowerPoint, video, and audio presentation and documents

**Download Panopto**  
For Windows 10/8.1/8/7 64-bit  
[Click here for other download options](#)

After installing, open the Panopto Recorder and login using your PSC email address and password.

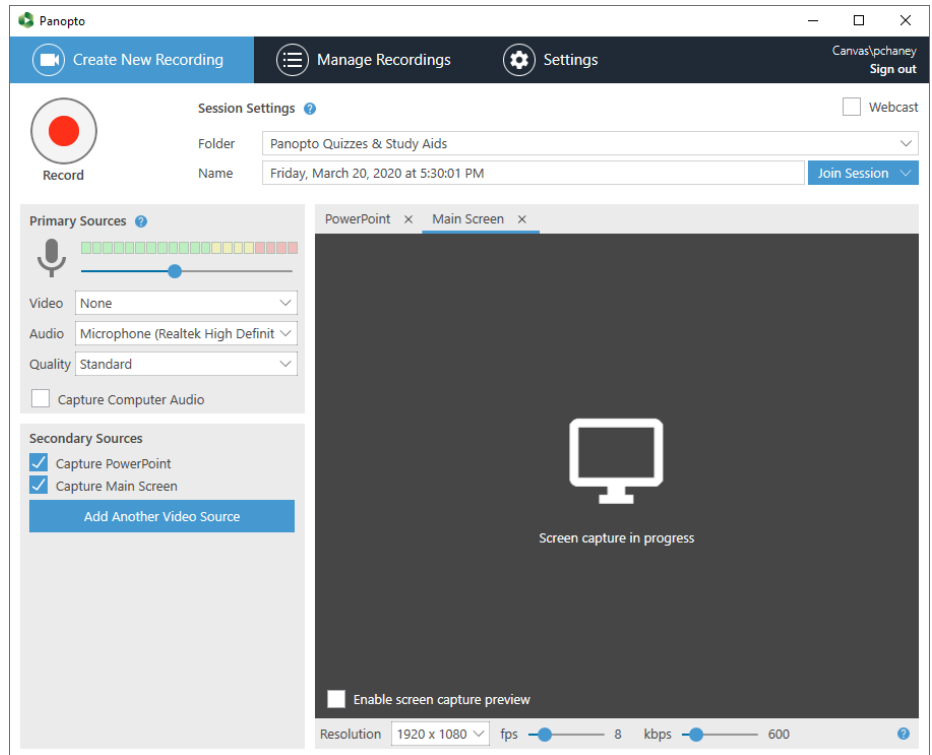
### The Recorder interface:

Sign In/Out is in the upper right

Session Settings are located to the right of the “Record” button, is where you name of the recording and where it will be stored

### Primary/Secondary Sources:

Located to the left. Used to choose what you want to record.



You need to select settings for your first recording (Panopto will remember these settings for future use):

To record, first choose what you want to record.

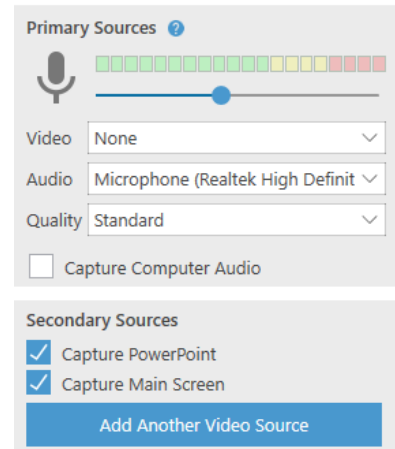
An Audio source is required, everything else is optional.

### Primary Sources:

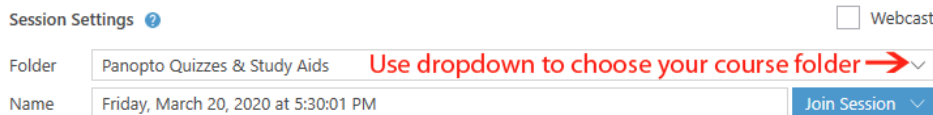
- Select **Video** source (webcam)
- Select your **Audio** (microphone/webcam microphone)
- Choose whether you want to capture **Computer Audio**.

### Secondary Sources:

It is recommended to capture the **Main Screen** at a minimum. Select Capture **PowerPoint** if you want to narrate your PowerPoint lecture, but keep the Main Screen selected.



Once set up all that's left is to choose your course folder:



Finally, click the “Record” button, and when finished, click “Stop” Allow the recording to upload before shutting down the computer.

**Note:** Once you feel comfortable capturing your lectures, you may wish to explore other Panopto functions, such as auto-captioning, editing, quizzes, copying a recording to other courses, capturing video with iOS devices, and/or using Panopto to import non-Panopto recorded videos. If you have further questions, please email us at [eLearning@pensacolastate.edu](mailto:eLearning@pensacolastate.edu)