

Recording Lectures in the Classroom

How-to Article



If Panopto is already signed in, click **Sign Out** and sign in with your Passport York account.

1 – Starting a Recording

1. Click the Start Menu and search for *Panopto*
2. Sign in using your Passport York credentials
3. Under *Folder*, select the folder that corresponds to the course
4. Enter a *Title* and *Description* of your choice



Session Settings [?](#)

Webcast

Folder ▼

Name ▼

5. Install fresh batteries in the microphone
6. Turn on the microphone and check the sound levels
7. Change screen capture settings if desired
8. Press the red **Record** button to start recording

Tip: You can press Pause instead of Stop during a break

2 – Finishing a Recording

1. Click the **Stop** button to end the recording
2. Click **Done**
3. The recording will upload to the server
4. Click **Sign Out** to sign out of Panopto

