# **Recording Lectures with Panopto**

How-to Article

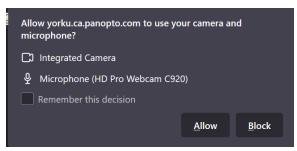
#### **Recording a Lecture**

Follow these instructions to record lectures with Panopto from your own laptop.

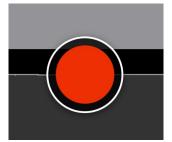
- **1.** Sign into <u>Panopto</u> using your Passport York credentials
- 2. Click Create then Panopto Capture



3. Click Allow when prompted to use the camera and microphone



- **4.** Click **Screens and Apps** if you want to include content from your screen in the recording
- 5. Click the red button to begin the recording

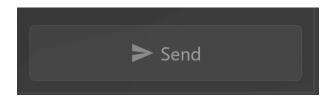


- 6. Click the red button to stop the recording
- 7. Select your course folder



Choose a folder or start typing to search	- 🛛
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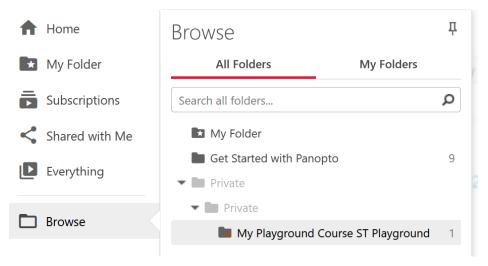
8. Click Send to upload the recording



## Uploading a Recording

If you have an existing video file, this can be uploaded to Panopto and included in the recordings for a course.

- 1. Sign into Panopto using your Passport York credentials
- 2. Click Browse on the left side, then expand Private twice
- 3. Select the course to which you would like to upload the recordings



4. Click Create then Upload Media

Create 🔻		
	Panopto for Windows Record in application	
	Panopto Capture Record in browser	
6	<b>Upload media</b> Create new sessions by uploading video or audio	

5. Drag the file to the upload box, the file will upload automatically



Drag video or audio files here (or click to find on your computer)

### Moving a Recording

If you have made a recording to 'My Folder', or would like to add a previous year's recording to a current year's course, follow these instructions to move a recording.

- **1.** Sign into Panopto using your Passport York credentials
- 2. Click Everything on the left side
- **3.** Locate the recording that needs to be moved
- 4. Mouse over the recording you want to move, and click Settings (Gear Icon)
- 5. Beside the folder, click Edit
- **6.** Select the folder from the dropdown menu to which you want to move the recording (the name of your course with the correct year at the end)

- **a.** You will need to expand the *Private* folders to locate the current year's course folder
- 7. Click Save



#### 8. Beside the Folder, click Edit

Folder My Folder Edit

**9.** Select the folder to which you want to move the recording (the name of your course with the correct year at the end)

Folder		•
	() Quick access	^
Tags	🖬 My Folder	
Preview image	My Playground Course ST Playground	
-	All folders	
10. Click Save		
Folder	My Playground Course ST Playground	•
	Save Cancel	