

Recording Lectures in the Classroom

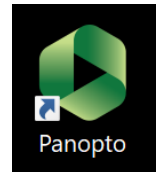
HOW-TO ARTICLE



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

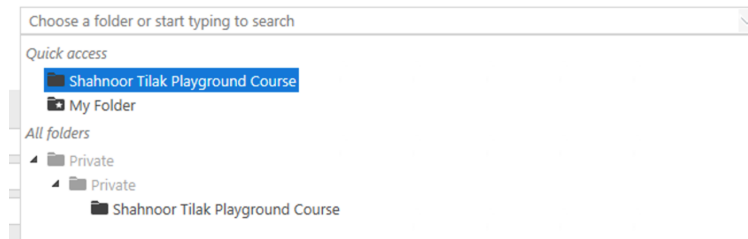
Failure to do this will result in your recording not being uploaded, and it cannot be recovered.

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

To locate the folder, you will need to expand **Private** until you see your current year's course code.



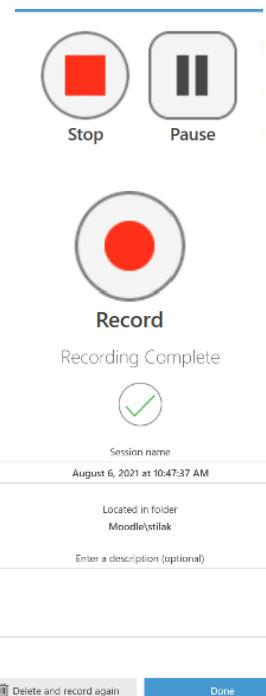
4. Enter a *Title* and *Description* of your choice

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; press **Pause** to pause the recording during a break



Completing 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