

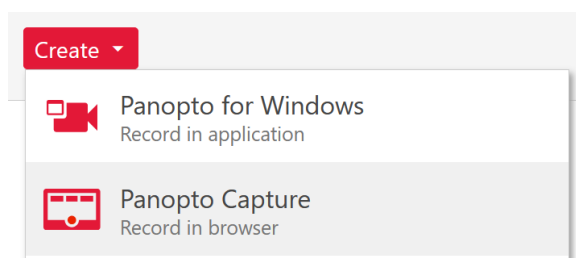
# Recording Lectures with Panopto

## HOW-TO ARTICLE

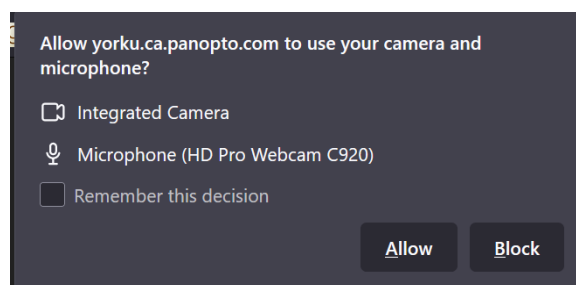
### Recording a Lecture

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

1. Sign into [Panopto](#) using your Passport York credentials
2. Click **Create** then **Panopto Capture**



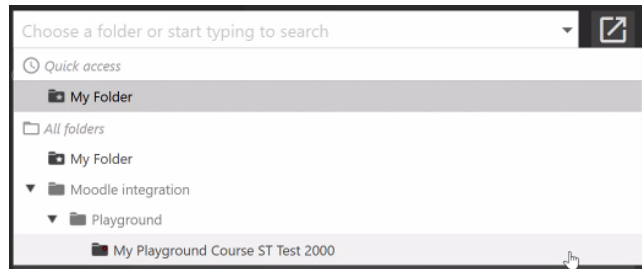
3. Click **Allow** when prompted to use the camera and microphone



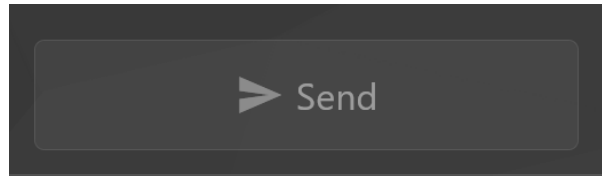
4. Click **Screens and Apps** if you want to include content from your screen in the recording
5. Click the red button to begin the recording



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



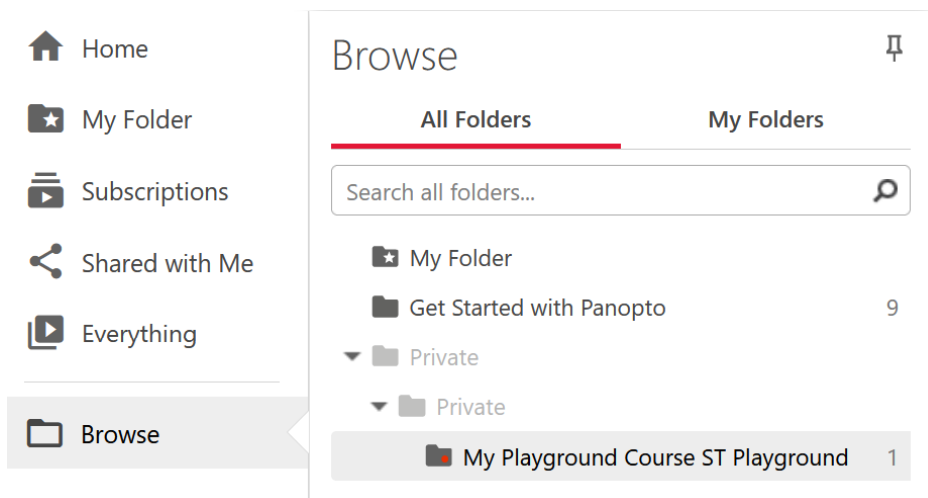
8. Click **Send** to upload the recording



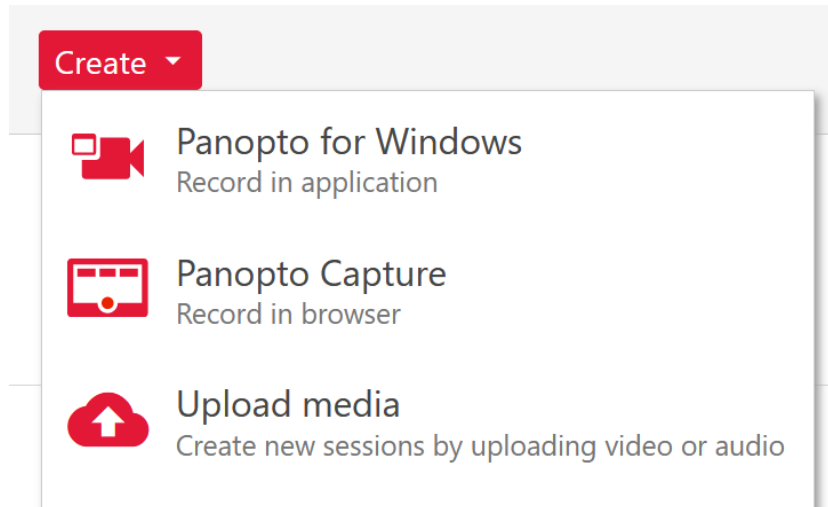
## Uploading a Recording

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

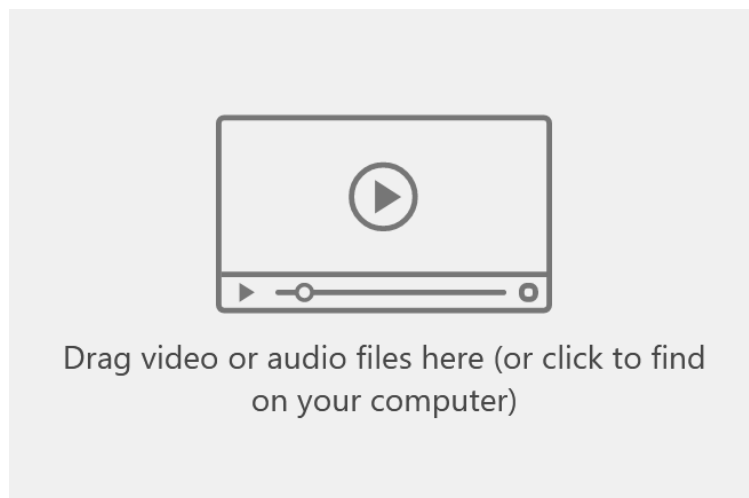
1. Sign into [Panopto](#) using your Passport York credentials
2. Click **Browse** on the left side, then expand **Private** twice
3. Select the course to which you would like to upload the recordings



4. Click **Create** then **Upload Media**



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



## 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**

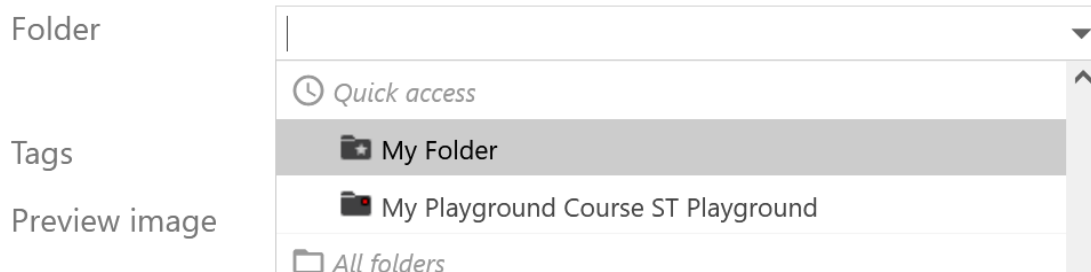
GMT20210904-214613\_Recording



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)



10. Click **Save**

Folder     

[Save](#)    [Cancel](#)