To Record Using Panopto in a Classroom:

Log into your course in Canvas.

Click on Panopto Recordings in the left-hand menu

Click on Create and choose Record a new Session

If Panopto is installed on your computer, the Recording window may automatically open, or another window may appear from which you need the choose Launch Application. If neither of these occurs, click Launch Panopto
In the **Record a Session** window,

1) you can record into the class folder, or you can choose “**My Folder**” from the dropdown

2) name your recording

3) choose your **video** source

4) choose your **audio** source

5) If recording **PowerPoint**, make sure it’s checked. Same with **Capture Main Screen**

6) Click **Record** to start recording

When you’re done recording, click **Stop**

Click to **Upload** your video, and then leave your computer on so that it can finish processing.

You can close all your recording windows and close Canvas. The upload will proceed as long as your computer is powered up.