To Record In Panopto Using a Computer:

You may wish to use the Mozilla Firefox browser. Editing your video, for example, will not work when using Google Chrome

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.

Once the video has finished processing, you can edit it. Click on “**Edit**” from the menu that appears when you pass the mouse over the thumbnail of your video.