

# Getting started with Panopto – Instructors

## What is Panopto?



Panopto is a video content management system for uploading, managing and sharing recorded lectures, flipped classroom videos, campus events, and more. It comes with built-in video analytics, a web-based video editor, automatic encoding to ensure your videos play efficiently on any device, and a unique search engine that helps your students review material mentioned or shown in their course videos.

**NOTE: A webcam is required for creating a Panopto recording. Many newer computers already have a webcam built-in. Otherwise a webcam must be purchased separately (most electronics retailers offer webcams for under \$50).**

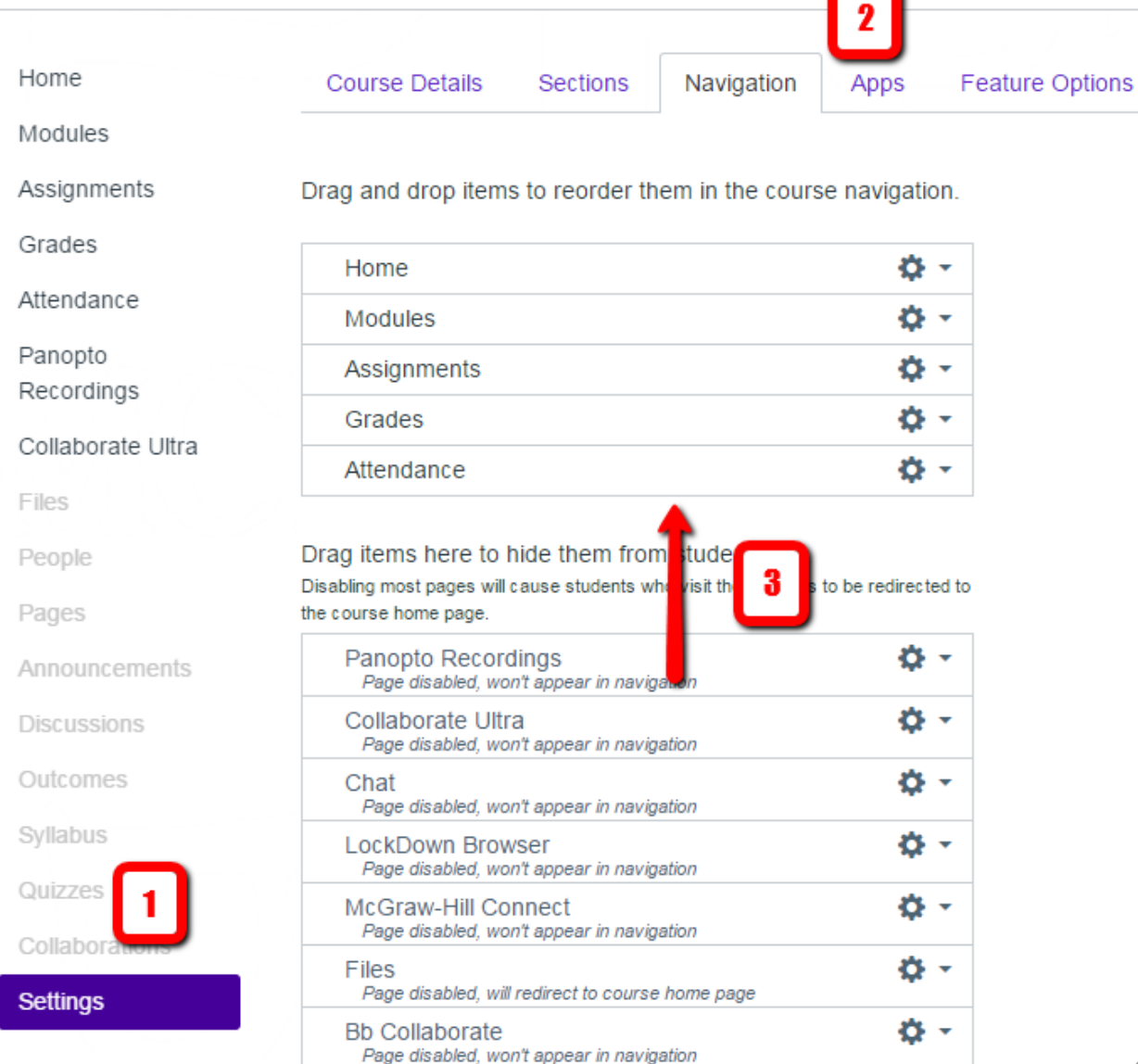
- [Enable Panopto in your Canvas course](#)
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## Enable Panopto in your Canvas course

Enter your course in Canvas and follow the steps below:

- 1) Click on Settings on the left
- 2) Click on Navigation on the top
- 3) Drag Panopto in the top frame
- 4) Click Save on the bottom of the page

☰ Test Course > Settings



The screenshot shows the Canvas course settings page for a course named "Test Course". The "Settings" menu item is highlighted in the left sidebar (marked with a red box '1'). The "Navigation" tab is selected in the top navigation bar (marked with a red box '2'). Below the navigation bar, a table lists items currently in the navigation bar: Home, Modules, Assignments, Grades, and Attendance. Below this table, a section titled "People" contains a list of items to be added to the navigation bar. The "Panopto Recordings" item is being dragged from this list to the top of the navigation bar (indicated by a red arrow and a red box '3'). The other items in the list are Collaborate Ultra, Chat, LockDown Browser, McGraw-Hill Connect, Files, and Bb Collaborate. Each item has a gear icon and a dropdown arrow.

Item	Settings
Home	⚙️ ▾
Modules	⚙️ ▾
Assignments	⚙️ ▾
Grades	⚙️ ▾
Attendance	⚙️ ▾

Drag items here to hide them from students. Disabling most pages will cause students who visit the course home page to be redirected to the course home page.

Panopto Recordings <i>Page disabled, won't appear in navigation</i>	⚙️ ▾
Collaborate Ultra <i>Page disabled, won't appear in navigation</i>	⚙️ ▾
Chat <i>Page disabled, won't appear in navigation</i>	⚙️ ▾
LockDown Browser <i>Page disabled, won't appear in navigation</i>	⚙️ ▾
McGraw-Hill Connect <i>Page disabled, won't appear in navigation</i>	⚙️ ▾
Files <i>Page disabled, will redirect to course home page</i>	⚙️ ▾
Bb Collaborate <i>Page disabled, won't appear in navigation</i>	⚙️ ▾

Settings

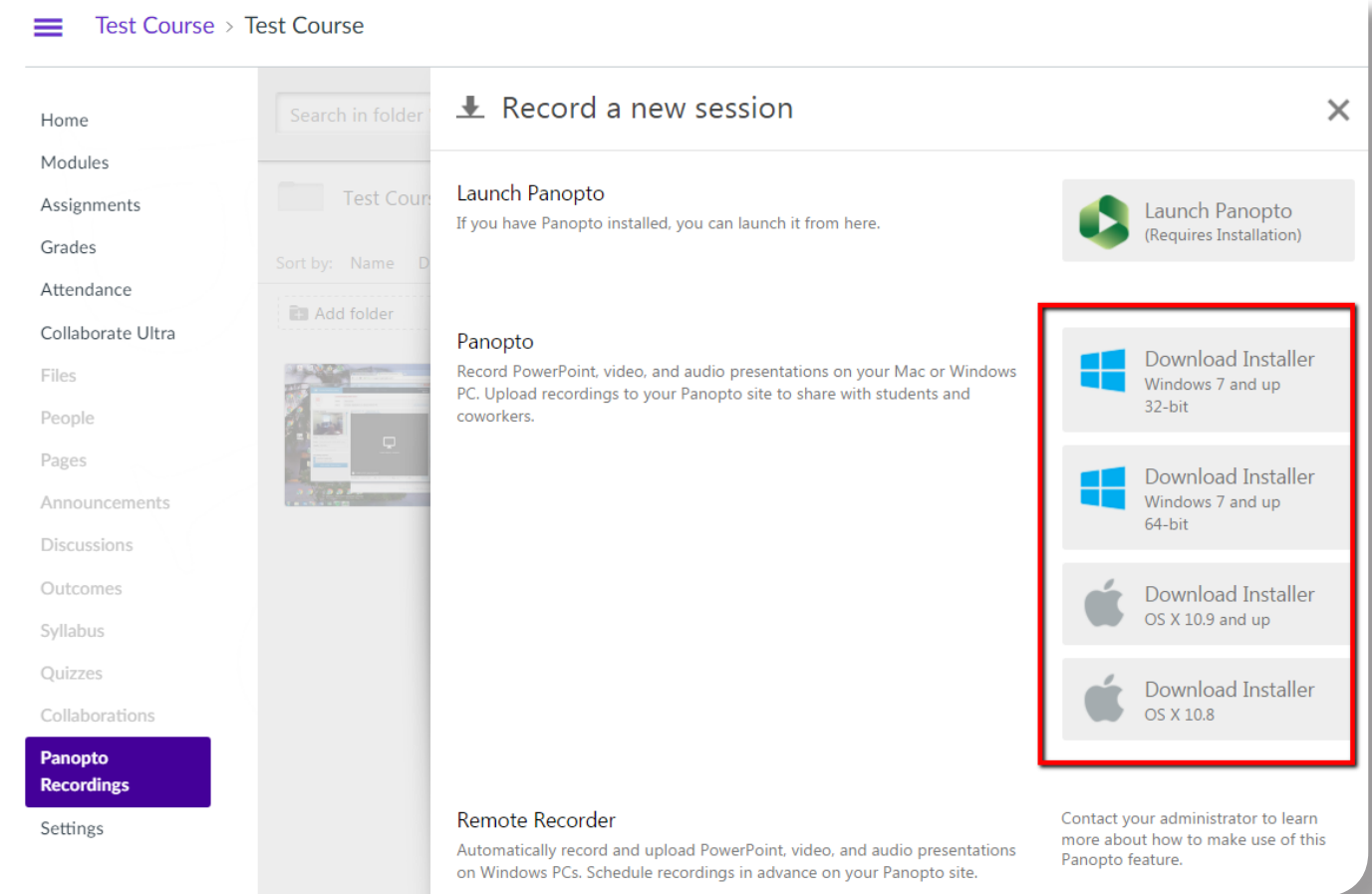
## Download the Panopto Recorder

Before using Panopto you will need to download the Panopto recorder.

**Note: DO NOT** use web search tools like Google to locate this application.  
Use only this version that is provided within Canvas.

### To download the recorder

- Login to Canvas and enter your course
- Click on Panopto Recordings on the left of your course
- Click on the Create button on the top, then Record a new session
- Click on Download Installer - select the appropriate option for your computer
- Open the install file and follow the steps to complete the installation



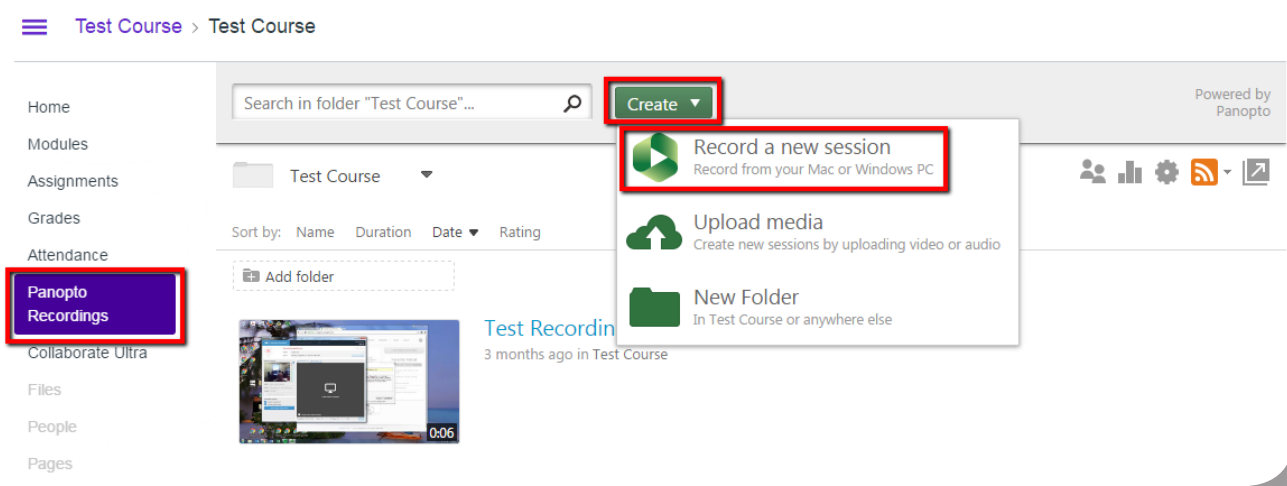
The screenshot shows the Canvas interface for a course titled "Test Course". On the left is a navigation menu with "Panopto Recordings" highlighted in a purple box. The main content area is titled "Record a new session" and contains the following sections:

- Launch Panopto**: "If you have Panopto installed, you can launch it from here." A button labeled "Launch Panopto (Requires Installation)" is visible.
- Panopto**: "Record PowerPoint, video, and audio presentations on your Mac or Windows PC. Upload recordings to your Panopto site to share with students and coworkers." A red box highlights four download options:
  - Download Installer Windows 7 and up 32-bit
  - Download Installer Windows 7 and up 64-bit
  - Download Installer OS X 10.9 and up
  - Download Installer OS X 10.8
- Remote Recorder**: "Automatically record and upload PowerPoint, video, and audio presentations on Windows PCs. Schedule recordings in advance on your Panopto site." A note below states: "Contact your administrator to learn more about how to make use of this Panopto feature."

## How to create a recording from within your Canvas course

Follow the steps below to create a recording from within your Canvas course:

- While in your Canvas course, click on Panopto Recordings on the left
- Click on the Create button on the top, then Record a new session

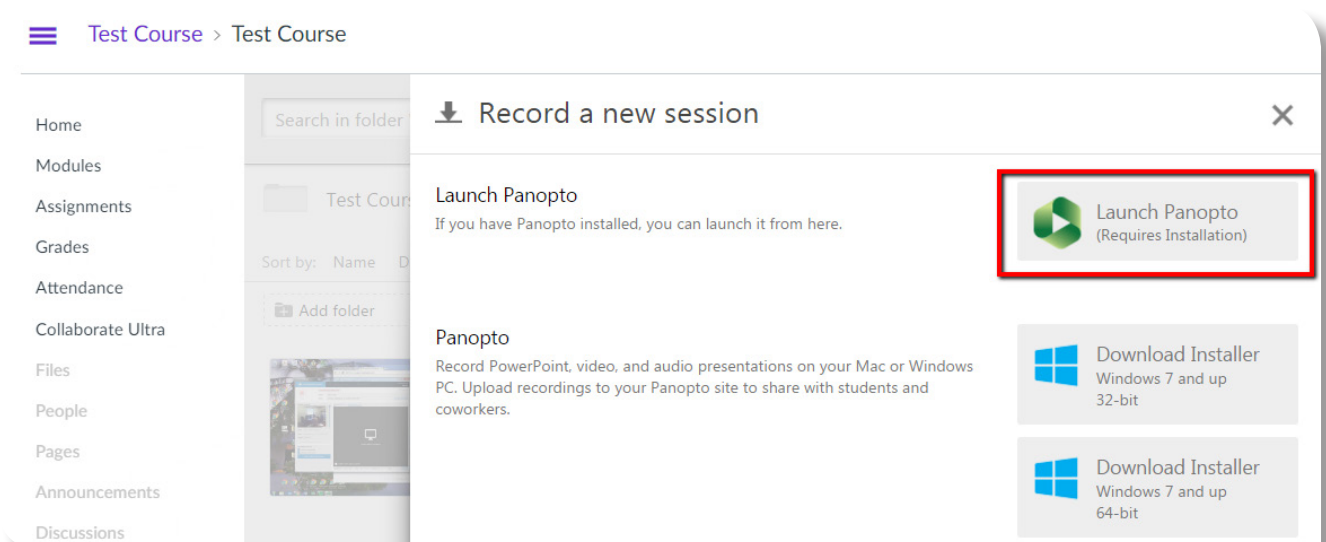


The screenshot shows the Canvas course interface for a "Test Course". On the left sidebar, the "Panopto Recordings" option is highlighted with a red box. In the top right corner, the "Create" button is also highlighted with a red box. A dropdown menu is open from the "Create" button, showing three options: "Record a new session" (highlighted with a red box), "Upload media", and "New Folder". Below the dropdown, a "Test Recording" card is visible, showing a video player with a 0:06 duration.

- Before using you will need to download the Panopto recorder – click on Download Installer (select the appropriate option for your computer)

**Note: DO NOT use web search tools like Google to locate this application. Use only this version that is provided within Canvas.**

- Once installed (or if already installed) click on Launch Panopto

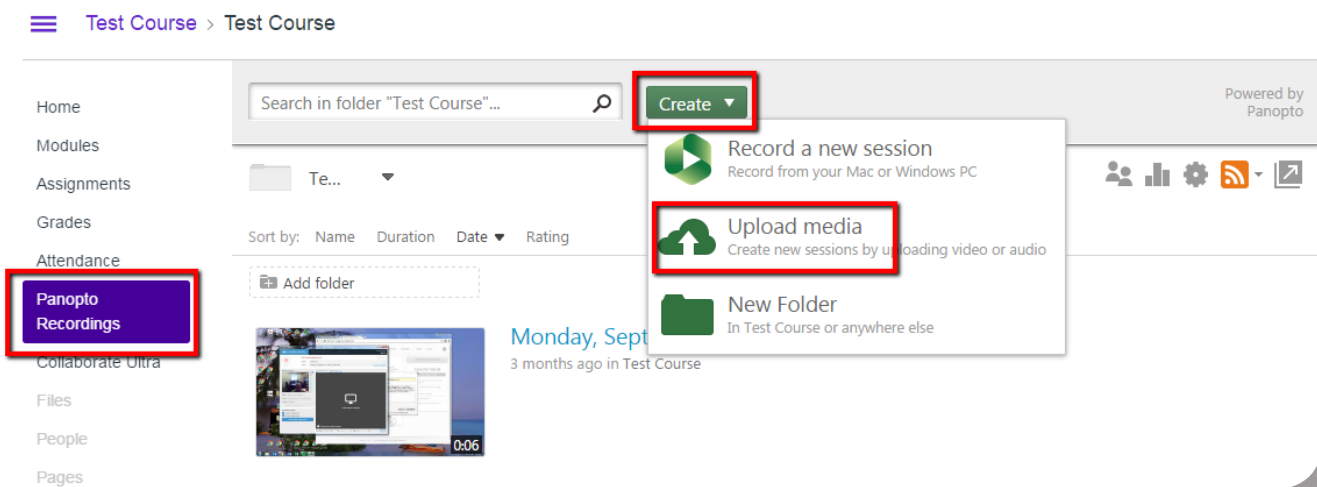


The screenshot shows the "Record a new session" dialog box in the Canvas course interface. The dialog box has a title bar with a close button (X). Inside the dialog, there are three main sections: "Launch Panopto" (with a red box around the "Launch Panopto (Requires Installation)" button), "Panopto" (with a description: "Record PowerPoint, video, and audio presentations on your Mac or Windows PC. Upload recordings to your Panopto site to share with students and coworkers."), and two "Download Installer" buttons for "Windows 7 and up 32-bit" and "Windows 7 and up 64-bit".

## How to upload a video from your computer

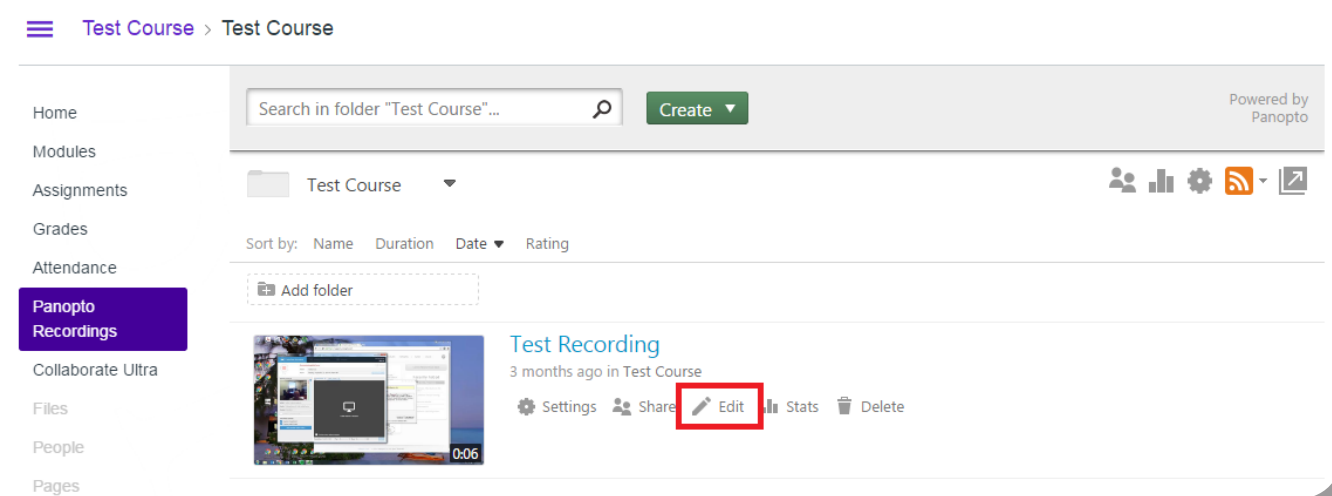
Follow the steps below to upload a video that you created outside of Canvas:

- While in your Canvas course, click on Panopto Recordings on the left
- Click on the Create button on the top, then Upload media
- Drag your video files onto the screen, or click to select from your computer



The screenshot displays the Canvas interface for a course titled "Test Course". On the left-hand navigation menu, the "Panopto Recordings" option is highlighted with a red box. In the top right corner of the main content area, a "Create" button is also highlighted with a red box. A dropdown menu is open from this button, showing three options: "Record a new session" (with a play button icon), "Upload media" (with an upload icon and a red box around it), and "New Folder" (with a folder icon). The "Upload media" option is described as "Create new sessions by uploading video or audio". Below the menu, a video player is visible, showing a video thumbnail and a duration of 0:06. The interface also includes a search bar, a "Sort by" dropdown, and various utility icons on the right side.

## How to edit a recording



Test Course > Test Course

Home

Modules

Assignments

Grades

Attendance

**Panopto Recordings**

Collaborate Ultra

Files

People

Pages

Search in folder "Test Course"...

Create

Powered by Panopto

Test Course

Sort by: Name Duration Date Rating

Add folder

**Test Recording**

3 months ago in Test Course

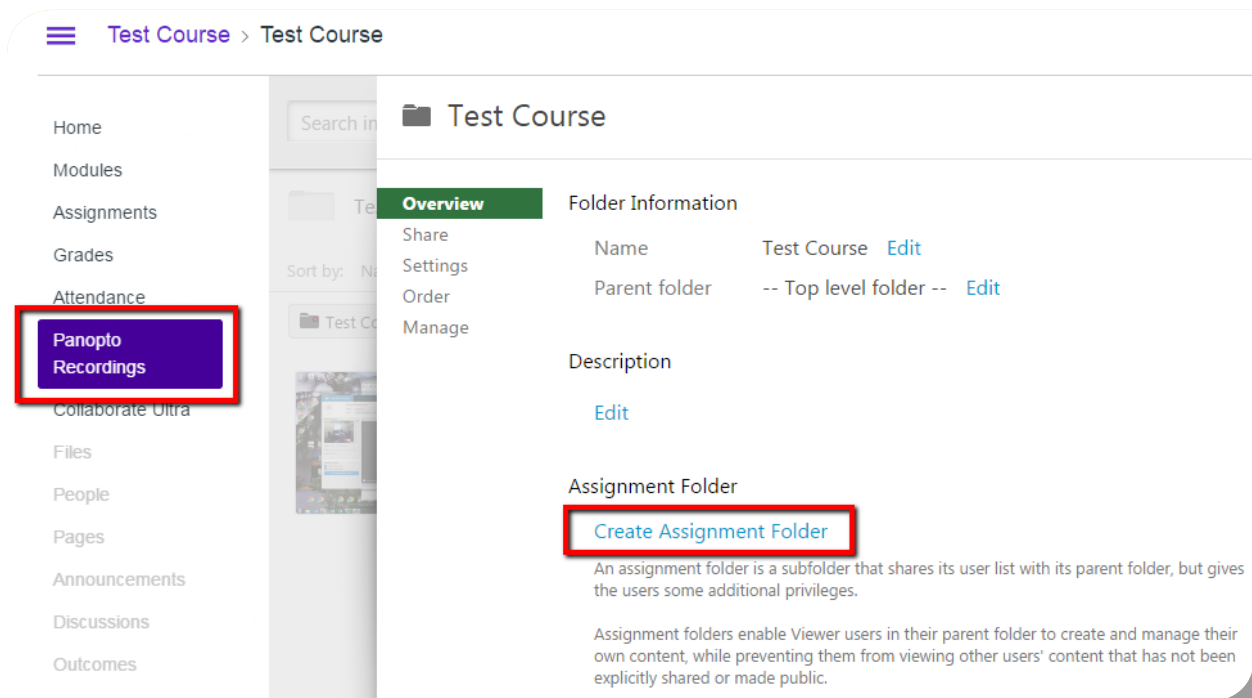
Settings Share **Edit** Stats Delete

- While in your Canvas course, you can access the Panopto video editor by clicking on Panopto Recordings on the left of your course, hover over the name of the recording, then click on the Edit button:



### Step 3 (of 3): Prepare Panopto

- Click on Panopto Recordings on the left
- Click on the gear icon on the top right (folder settings)
- Click on Create Assignment Folder in the middle of the page
- The Assignment is now ready for students



Test Course > Test Course

Home  
Modules  
Assignments  
Grades  
Attendance  
**Panopto Recordings**  
Collaborate Ultra  
Files  
People  
Pages  
Announcements  
Discussions  
Outcomes

Search in

Test Course

Overview

Folder Information

Name	Test Course	<a href="#">Edit</a>
Parent folder	-- Top level folder --	<a href="#">Edit</a>

Description

[Edit](#)

Assignment Folder

**Create Assignment Folder**

An assignment folder is a subfolder that shares its user list with its parent folder, but gives the users some additional privileges.

Assignment folders enable Viewer users in their parent folder to create and manage their own content, while preventing them from viewing other users' content that has not been explicitly shared or made public.

## Need help?

Submit a ticket: Panopto online tech support

Phone: 855-726-6786

Email: [support@panopto.com](mailto:support@panopto.com)

For additional help using Panopto contact the GLI office:

Phone: 203-576-4853

Email: [ubonline@bridgeport.edu](mailto:ubonline@bridgeport.edu)