Getting Started in Panopto

You can use Panopto to record and share lectures (using a camera and/or screen capture) with your students. You don't need to set up an account, it is automatically available to you in your Canvas course.

To get started, follow the written instructions below or visit the CTI website (https://teaching.cornell.edu/resource/getting-started-panopto) to watch video tutorials.

Add the Panopto Recordings Link in Course Navigation

1. Within your course, click the Settings link at the bottom of the Course Navigation menu on the left.
2. Click the Navigation tab in the top middle of the page.
3. Drag and drop Panopto Recordings from the bottom list to the top list. (Alternatively, you can click the three dots next to Panopto Recordings and choose Enable.)
4. Click the Save button at the bottom.

Record Yourself and/or Your Screen through Panopto

Accessibility tips when recording videos:
- Write a script before recording, and add a link to it below the video.
- Keep recordings under 10 minutes.
- Verbally describe any images or props you show in the video or include textual descriptions below the video.
- Check auto-generated captions for accuracy and edit as needed.

1. Within your course, click the **Panopto Recordings** link in the Course Navigation menu on the left.

2. Click the **Create** button in the top middle to open a dropdown. Select **Record a new session** from the dropdown.

3. Click the **Open Panopto** button. If the Open Panopto? pop-up window does not appear, click the **Launch Panopto** button under **Record a New Session** and then click the **Open Panopto** button. (If you have installed Panopto on your computer, it will open a **Record a Session** window.)

4. In the space next to **Session**, enter a clear, descriptive title.

5. Under **Primary Source** on the left, choose whether to record yourself and choose the source of the audio. (The bar under Audio will fill with green or red to indicate audio input. Red means that the sound is too loud.)

6. Under **Secondary Sources**, choose whether to record your screen(s) and/or other camera feeds.

7. You can choose to **Record PowerPoint** or **Record Keynote**, but neither is necessary if capturing your screen in the **Secondary Sources**.

8. To begin recording, click the **Record** button at the top left. (You can pause recording by hitting the Pause button and then resume recording by hitting the **Resume** button.)

9. Click the **Stop** button to stop recording.

10. A **Recording Complete** window will appear. Enter a description of the video.

11. Click the **Upload** button. (If unhappy with the recording, you can click the **Delete and record again** button, confirm by clicking the **Delete** button, and repeat steps 4-11 as needed.)

12. Once the video has processed (monitored in the bottom left of the application), you can click **Edit** on the bottom left to trim the video (see [How to Edit a Video (Links to an external site.)]) and add captions or edit auto-captions (see [How to Add Automatic Speech Recognition Captions into a Video (Links to an external site.)]).

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**Add the Panopto Video to a Module**
1. Within your course, click the Modules link in the Course Navigation menu on the left.
2. Click + Module to create a new module to which to add a video or go to an existing module.
3. Click the + button to the far right of the module. (You may have to click it two times.)
4. Click the dropdown menu at the top of the pop-up window and choose Page.
5. Select New Page, name the page (usually the title of the video), and click the Add Item button at the bottom right.
6. Click the title of the page that was just added to the module.
7. Click the Edit button at the top right.
8. Add text as needed to contextualize the video.
9. Click the Panopto logo in the middle of the second line of buttons.
10. Choose the video from the list, change settings as desired, and click the Insert button on the bottom right.
11. Click the Save & Publish button on the bottom right.