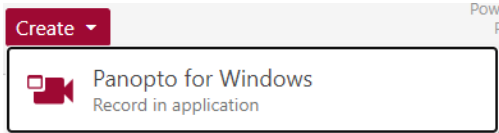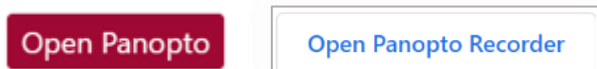# Recording lectures with Canvas Panopto

IMPORTANT! Never shut down a room laptop. Everything is wiped when the laptop is restarted or shutdown including any Panopto recordings that are still uploading!

Launch the Panopto recorder

1. Login to Canvas
2. Go to the module course you are delivering a lecture for
3. Click the **Panopto Video** folder (located in the course navigation menu)
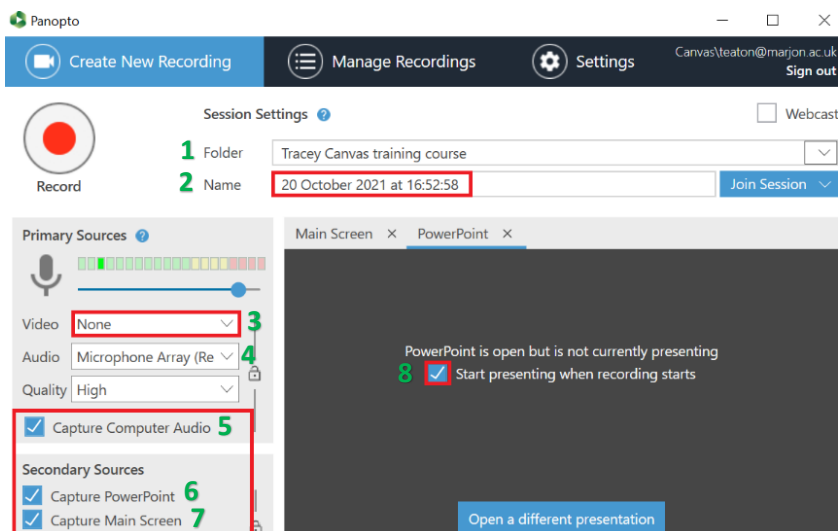4. Click **Create** and select **Panopto for Windows**

5. Then click **Open Panopto** and click **Open Panopto Recorder**

Session Settings

1. **Folder** – This will be populated with the Panopto Video folder of the Canvas module course you launched it from
2. **Name** – Enter a title (optional) the date and time displays automatically
3. **Video** – If the laptop you're using has a webcam and you don't want to include it, select **None**
4. **Audio** – The laptop mic should be detected automatically
5. **Capture Computer Audio** – Selecting this will ensure that sound is captured if you play any video clips – e.g. from YouTube
6. **Capture PowerPoint** – Select if you are opening your presentation in the PowerPoint *desktop app*
7. **Capture Main Screen** – Selecting this will ensure content is captured if you visit a webpage or are using PowerPoint in Office 365 (e.g. via browser)
8. **Start presenting when recording starts** – Check this box for your presentation to open in Slide Show view when you press the record button (Note: Your presentation needs to be open to enable this option)

Recording

1. Press **Record** and navigate through your slides, follow any links to websites or videos etc
2. Press **Stop** when your presentation has ended
3. Then click **Done** – the recording will upload to the Canvas course Panopto video folder

On average the upload time will be the same as the recording time – so if you have an hour recording it will take an hour to upload and process. Remember to **SIGN OUT** and not shut down.