

# Recording Lectures in the Classroom

## How-to Article



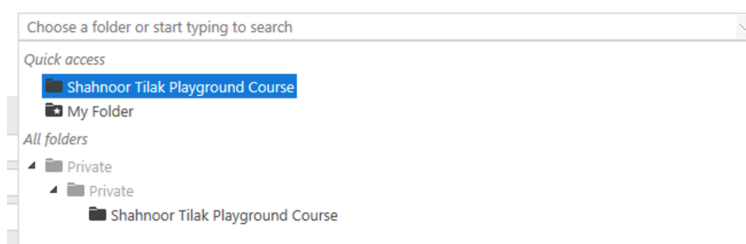
**If Panopto is already signed in, click **Sign Out** and sign in with your Passport York account.**

## Starting a Recording



1. Click the Start Menu and search for *Panopto*
2. Sign in using your Passport York credentials
3. Under *Folder*, select the folder that corresponds to the course

**To locate the folder, you will need to expand *Private* until you see your current year's course code.**



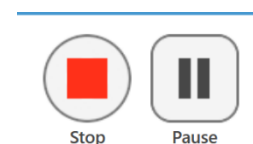
4. Enter a *Title* and *Description* of your choice

Session Settings ⓘ  Webcast

Folder: My Playground Course Panopto\_Test

Name: August 25, 2021 at 9:58:36 AM

5. Install fresh batteries in the microphone
6. Turn on the microphone and check the sound levels
7. Change screen capture settings if desired
8. Press the red **Record** button to start recording; press **Pause** to pause the recording during a break



## Completing a Recording

1. Click the **Stop** button to end the recording
2. Click **Done**
3. The recording will upload to the server
4. Click **Sign Out** to sign out of Panopto

