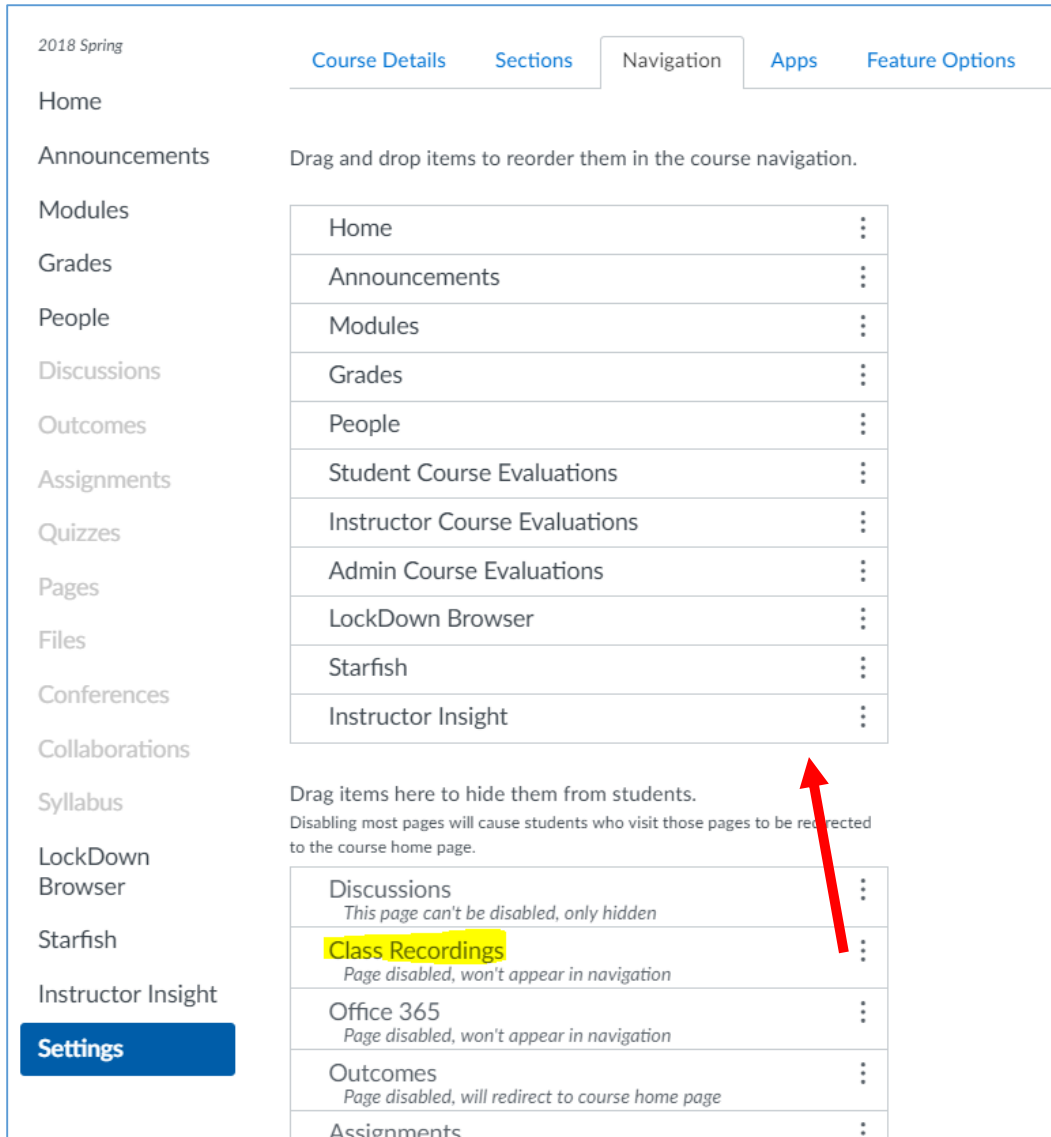


Panopto

Setup Your Canvas Course For Recording Live Lectures

This tutorial will show you how to setup your course in Canvas for recording live lectures to share with your students.

1. Open your course in Canvas
2. Click on the “Settings” button in the navigation bar
3. Click on the “Navigation” tab at the top of the settings menu
4. Locate “Class Recordings” in the lower section and click and drag the 3 dots to move it to the upper section and add it to the navigation menu



2018 Spring

Course Details Sections **Navigation** Apps Feature Options

Home

Announcements Drag and drop items to reorder them in the course navigation.

Modules

Grades

People

Discussions

Outcomes

Assignments

Quizzes

Pages

Files

Conferences

Collaborations

Syllabus

LockDown Browser

Starfish

Instructor Insight

Settings

Home	⋮
Announcements	⋮
Modules	⋮
Grades	⋮
People	⋮
Student Course Evaluations	⋮
Instructor Course Evaluations	⋮
Admin Course Evaluations	⋮
LockDown Browser	⋮
Starfish	⋮
Instructor Insight	⋮

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

Discussions <i>This page can't be disabled, only hidden</i>	⋮
Class Recordings <i>Page disabled, won't appear in navigation</i>	⋮
Office 365 <i>Page disabled, won't appear in navigation</i>	⋮
Outcomes <i>Page disabled, will redirect to course home page</i>	⋮
Assignments	⋮

5. Scroll down and click “Save” to save your changes



6. When you add "Class Recordings" to your course, a folder is created automatically in Panopto that is specific to this course. **The permissions are automatically configured to allow you as the instructor to create videos in that folder and only the students in this course to view the videos. Students in other course will not be able to view the videos in this folder.**