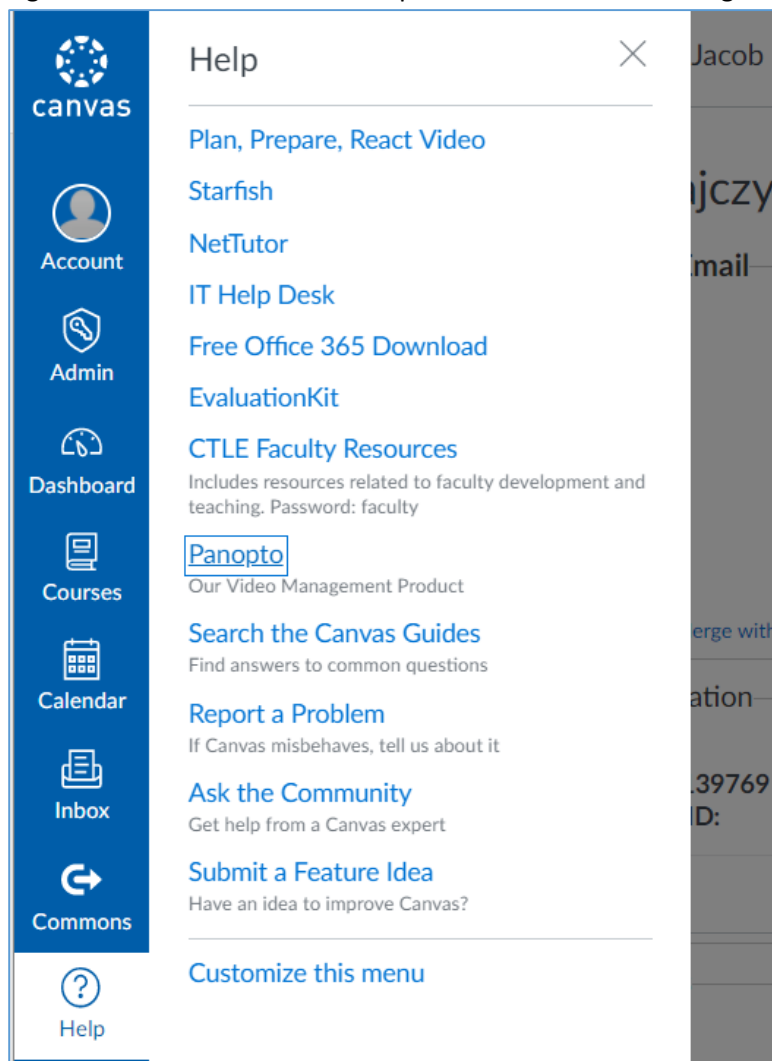


# Panopto

## Create A Welcome Video

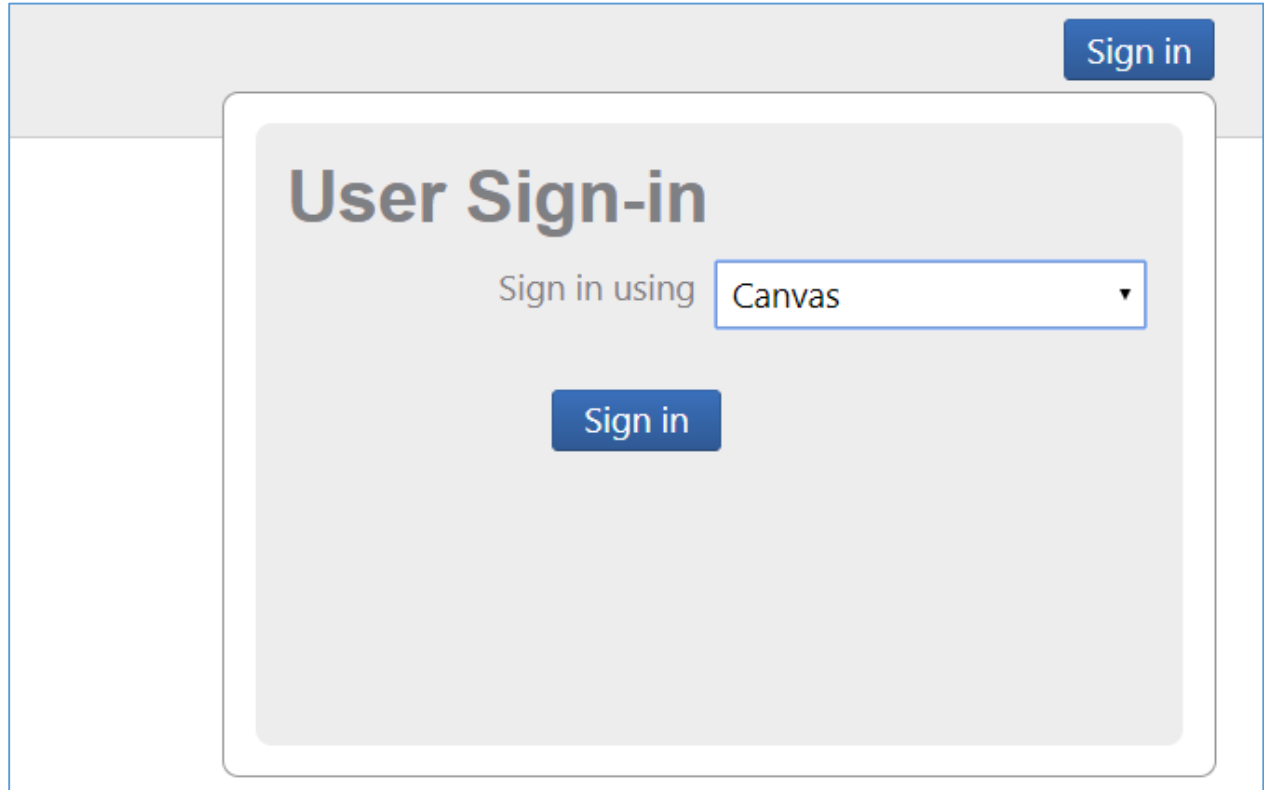
Panopto can be used to create short welcome videos or module overviews for your course by following the directions below.

1. **Before recording, contact the IT Helpdesk to have a Panopto folder created for your course**
2. Sign into Canvas. Click on the Help button in the far left navigation pane. Then click on “Panopto”

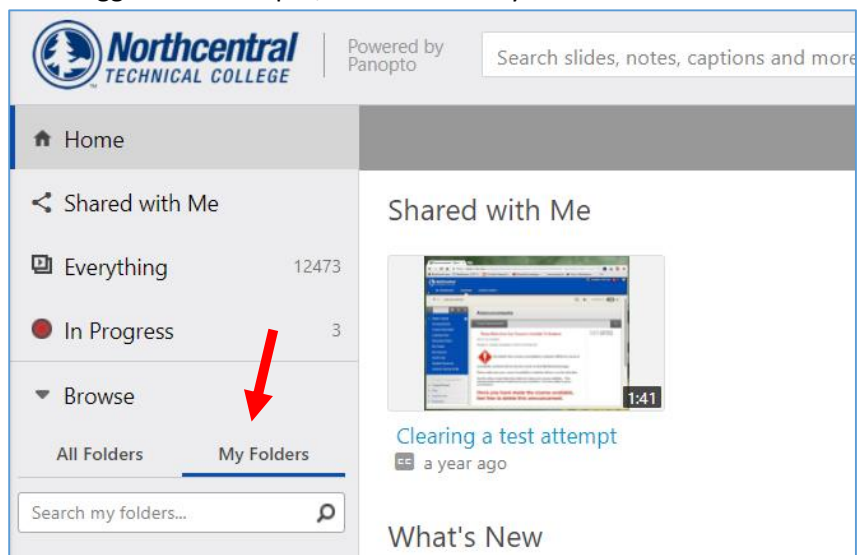


3. The Panopto login page will open. Click Sign in.

4. Make sure Canvas is selected in the drop down and click Sign in again. (Your Canvas login credentials carry over to Panopto.)

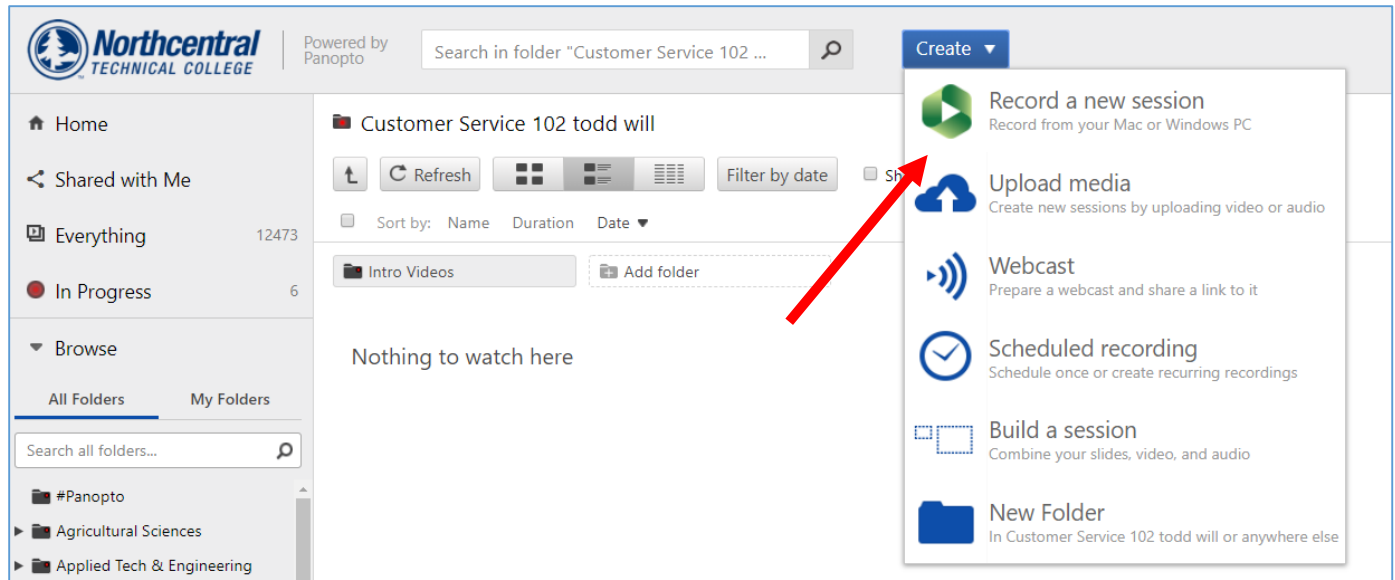


5. Once logged into Panopto, click on the “My Folders” tab to locate all the folders that you have access to

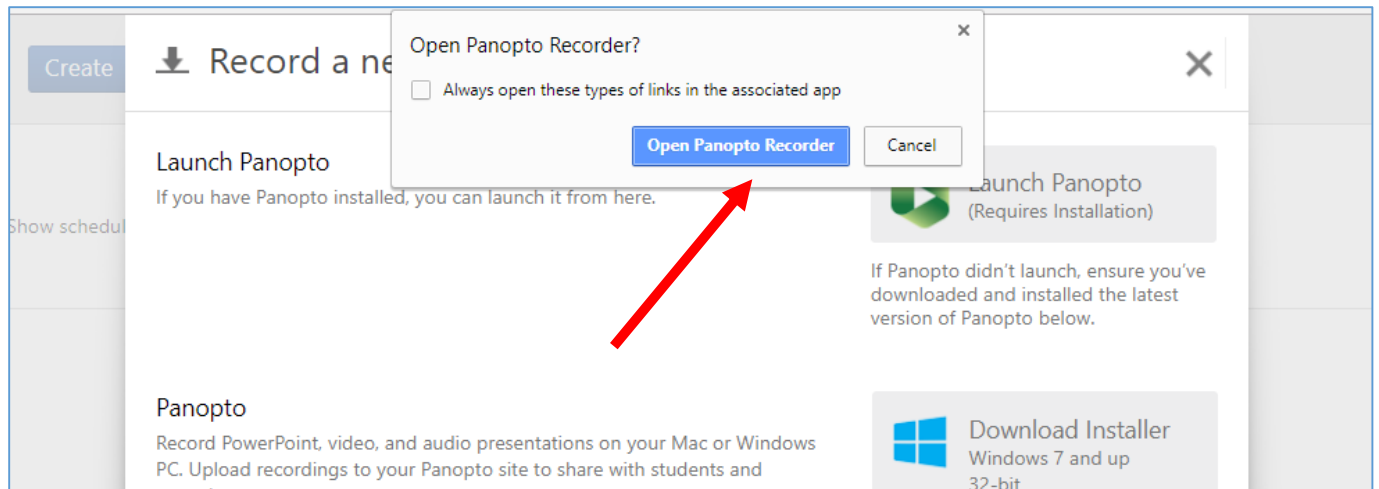


6. Open the folder that you wish to create the video in.

7. Click the “Create” button and then click “Record a new session” button.



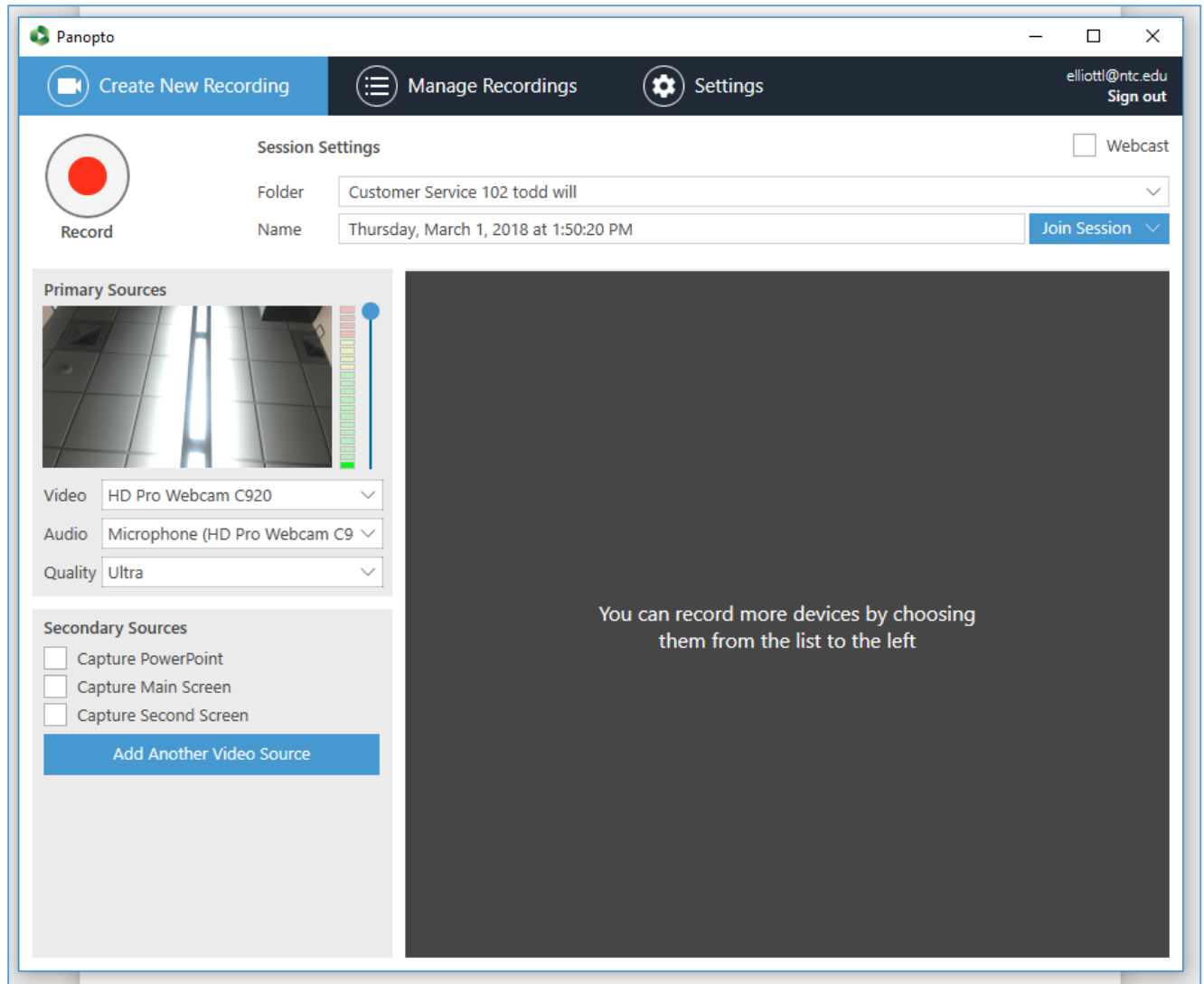
8. The “Record a new session” window will appear. Click on “Open Panopto Recorder” to launch the Panopto application on your computer



*If Panopto is not installed on your computer, click the “Download Panopto” button to download the installer. Contact IT if you are trying to install on an NTC computer.*

9. After a few moments Panopto will open. Then make the following changes.
  - a. Ensure your camera is displaying properly.
  - b. Ensure that you have an audio source selected.
  - c. Change the quality to **Ultra**.
  - d. Decide whether you want to capture your screen or not.


10. When ready, click on the Record button. Panopto will begin recording immediately.



11. When finished with your recording, click the Stop button.

12. Make the video an appropriate name such as “Customer Service 101 Welcome Video” and click “Upload”

## Recording Complete



Session name


Tuesday, October 25, 2016 at 3:10:28 PM

Located in folder

Collaborate\_Link: Collaborate\_Link

Enter a description (optional)

This session will automatically upload after 5 minutes of inactivity.

 Delete and record again

Upload

13. It will take a few moments for the video to finish uploading. Do not shut down the computer until it has finished.  
When complete you can click “Delete Local” to remove the video recording from the computer hard drive.
14. At this point, you can close Panopto or begin recording another video.
15. View the “Post A Video to Canvas” tutorial to see how to embed your video into Canvas.