The Panopto Lecture Capture system is a flexible and easy-to-use presentation capture platform that lets users capture, edit, stream, archive, and share recordings (video, audio, PowerPoint, and screen capture) that preserve critical knowledge. This rich media video capture software cannot only be installed and used on campus classroom but also locally on your computer at home and in the office.

**How to access My Panopto Account outside Canvas?**

To log into Panopto account:
- Go to [http://vwcc.hosted.panopto.com](http://vwcc.hosted.panopto.com)
- Under the “User Sign-in” section, be sure that “MyVWCC” is selected.
- Enter “Username and Password”. Use your MyVWCC user name and password (e.g. yc253). It is the one you are using to login to your SIS account/Canvas.

- You will see the course folder under “Browse”, “My Folders”. By default, the recorded sessions within the course folder will be accessible for the students in that particular course.

**How to access Panopto in Canvas Course?**

Panopto is integrated into Canvas. Instructors can enable a sidebar link to Panopto recordings by going to “Settings”, clicking on the “Navigation” tab, and dragging the Panopto Recordings to the course navigation. This link will take you to a page embedded in Canvas where you can view course related recordings and create a Panopto recording directly from your course.
If you haven’t already, install the Panopto Recorder:

a. In your Canvas course, from the left menu, select Panopto Recordings. (Note: you can log in directly to Panopto, but it’s easier to log in via your Canvas course because your recordings will be put in the correct class folder.)

b. Click the “Create” button

c. Click the “Record a New Session” option

d. Download the correct version of the recorder.

e. If you have already downloaded the recorder, on the “Record a New Session” page, select “Launch Panopto”.

f. Select the folder for your recording; by default it will be your course folder.

g. Make sure that an audio and video source is selected. Note: You must at least have audio in order for the recording to be complete and usable. In order to properly record PowerPoint presentations, after you have launched PowerPoint, you must have it in full-screen presentation mode.
h. Give your recording a name that will make it easy for your audience to identify. The default name is the date and time when the recording was created.
i. Click the red circular “Record” button.
j. To finish the recording click “Stop”.
k. You may enter a description that will display under the recording title in Canvas and Panopto.
l. Select “Upload”. You will then see the upload status on the “Manage Recordings” screen.

***For more information about how to record a lecture with Panopto, please visit this page.

How to embed Panopto recordings in a Canvas course?

With Panopto, recorded videos can be included anywhere in a Canvas course (through Rich Text Editor) and played back on-demand on any computer or mobile device.
1. For this tutorial, we will embed a Panopto recording within an announcement. During the creation of an announcement, click the blue “V” icon within Rich Text Editor that is labeled “More External Tools.”

2. Select “Panopto Recordings”.

3. To choose an existing recording, browse through your available folders, select the video, and then click “Insert Videos” button at the bottom of the page. For more information about how to embed Panopto videos in a Canvas course, please visit this page.
Here are more instructions and tutorials from Panopto:

- Panopto Getting Started Site
- How to Manage Video Content in Your Panopto account?
- How to Edit a Video?
- Panopto Video Tutorials