

# Panopto Recordings in Classroom (For Student Workers)

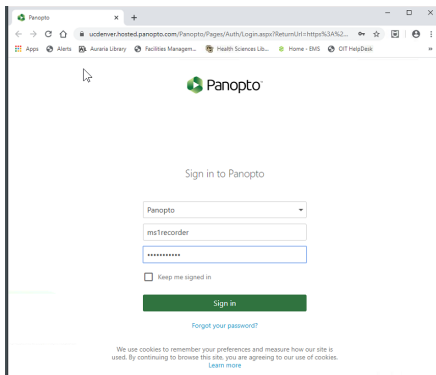


Follow these directions for starting a recording in Panopto in a classroom at Anschutz.

**PLEASE NOTE:** If you are running Zoom and Panopto at the same time, Zoom must be started first and only one program can have access to the camera at a time.

## Setup Tasks

1. Log into the classroom computer.
2. Launch and make sure that "Panopto" is selected in the drop down (as seen below). Then, login using your given login credentials (EX: ms1recorder).



3. After logging in, select the folder for the specific class you are in. (SemesterYear\_ Course Name)
4. Change the name of the recording, if needed.
5. Check to ensure you are seeing a camera image and audio from the mics in the room are working in Panopto.

