Updated Panopto (V4.4) Configure and Record Instructions

New Look!
New menu option on the left side menu bar: “Panopto Recordings”

![New Panopto Recordings option on the left side menu bar](image)

**NOTE:** If you configured Panopto in an older course, where you configured Panopto, you may also see the old menu option “Panopto”. This will no longer work. It can be easily removed by going to Settings>Navigation and dragging the old “Panopto” option into the bottom section of items that users cannot see. If you need assistance please contact ELMS or Panopto Support.

Configuring Canvas to use Panopto

1. The only configuration step required is to click on the new menu item “Panopto Recordings”. This will create the course folder on the server and allow you to create and save recordings for your course.

![Click to open Panopto in a new tab](image)

After clicking on the Panopto Recordings button you will see this message. Clicking on the link will open the Panopto Recordings for your class in a separate window.
You can also go directly to this page without going thru Canvas.

1. Go to http://capture.umd.edu
2. Select Log in using UMD Canvas, from the drop down. This should be the default.
3. Click Log in
4. You will see the window as shown below.

5. Click “Log in”. This is an access request, it is not asking to remember a password. You can check the box to “Remember my authorization for this service” and this will not come up again on this computer.
6. Once logged in you will see your folders on the bottom left side. The recordings for the selected folder will show in the middle window.
Recording:

Creating a recording no longer requires logging into Canvas first.

1. Open the Panopto Recorder from the desktop shortcut, if using a classroom computer.
2. Click to “Log in with UMD Canvas”

3. Enter your Directory ID & Password.
4. Click Log in.
5. You will see this Access Request window.

![Access Request Window](image)

6. Click “Log in”. The Panopto Recorder will now open.

7. The basic functionality of the Panopto Recorder has not changed.