

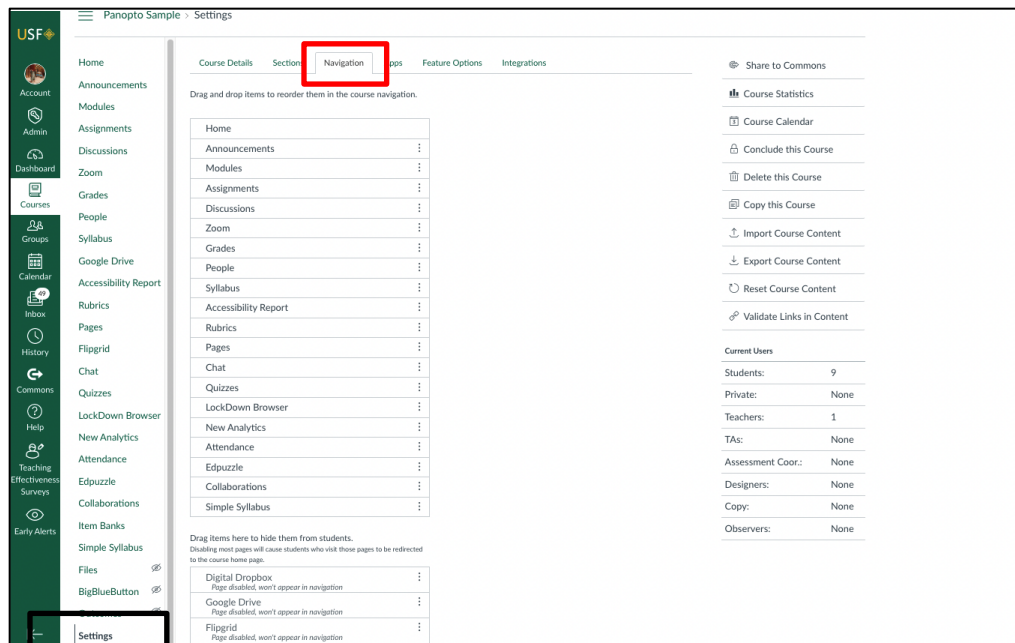
# Prepare for Scheduled Panopto Classroom Recordings

If you are planning to schedule classroom recordings in a Panopto equipped classroom for the semester, this guide will cover the activation and setup of the Panopto integration in Canvas. Each instructor should setup their Panopto Course Folder before requesting the recordings.

## Link Panopto Video in the Navigation Column

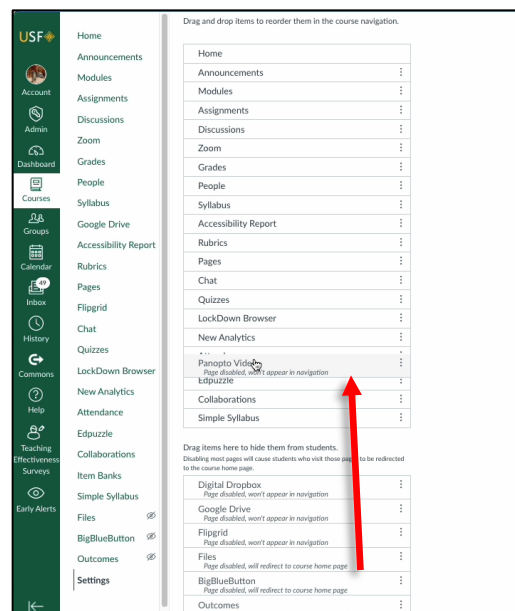
Login to Canvas and bring up the course you would like to link Panopto to.

Click on **Settings** in the left Navigation column and then click on the **Navigation** tab.



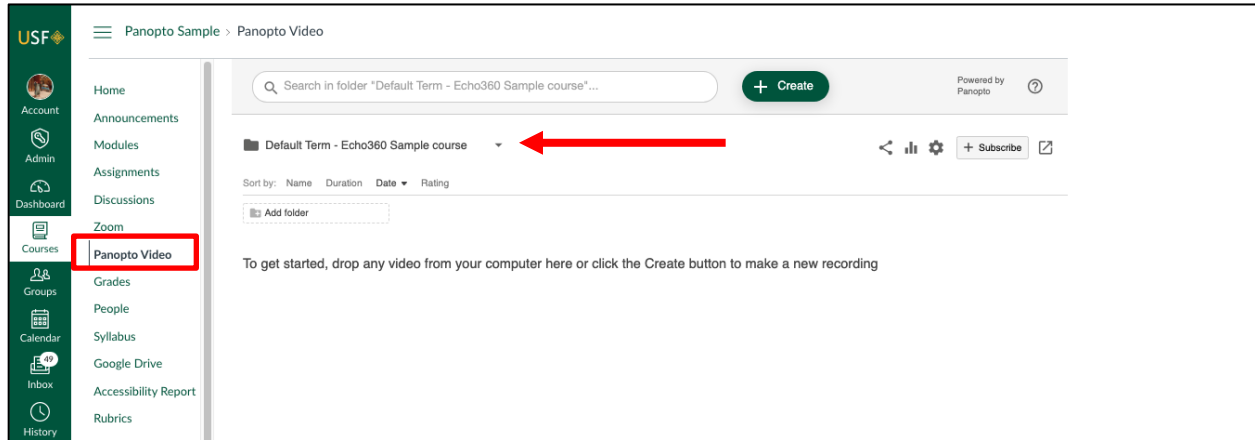
To enable the Panopto Canvas integration, drag the item **Panopto Video** from the lower inactive listing to the upper active listing.

Scroll to the bottom of the page and click **Save** to finish adding the Panopto Video link to the Navigation column.



## Enable the Panopto Course Folder in Canvas

To prepare for your schedule of classroom recordings, click on the **Panopto Video** link to activate your Panopto account and to automatically create the course folder which will have the course term and course name.



Now you are ready to request the scheduled classroom recordings for your course. All of the scheduled recordings both recorded and future scheduled recordings will show in the folder once the Panopto administrator has completed the process.