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.

Panopto Sa	mple > Settings					
Home	Course Details Section Navigation pps	Feature Options	Integrations		Share to Commo	ns
Announcements	Drag and drop items to reorder them in the course navigatio	Drag and drop items to reorder them in the course navigation.				
Modules					Course Calendar	
Assignments	Home				Course Calendar	
Discussions	Announcements	:			🔒 Conclude this Co	urse
Zoom	Modules	:			Delete this Cours	e
Grades	Assignments	:				
People	Discussions	:			Copy this Course	
Syllabus	Zoom	:			1 Import Course Co	ntent
Syllabus Google Drive	Grades	:				ntent
Accessibility Repo	People	:				
	Syliabus	1			🖒 Reset Course Cor	itent
Rubrics	Accessibility Report	:				Content
Pages	Rubrics	1				
Flipgrid	Pages	1			Current Users	
Chat	Chat	:			Students:	9
Quizzes	Quizzes	1			Private:	None
LockDown Browse		:			Teachers:	1
New Analytics	New Analytics	:			TAs:	None
Attendance	Attendance	1			Assessment Coor.:	None
Edpuzzle	Edpuzzle	:			Designers:	None
Collaborations		:				None
Ham Daula	Simple Syllabus	:			Copy:	
5	Drag items here to hide them from students.				Observers:	None
Simple Syllabus	Disabling most pages will cause students who visit those pages to be redires to the course home page.	cted				
Files 9 BigBlueButton 9	Digital Dropbox	:				
-	Google Drive Page disabled, won't appear in navigation	1				
Settings	Flipgrid Page disabled, won't appear in navigation	:				

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.

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	Modules	Announcements :
Account	Assignments	Modules :
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Admin	Discussions	Discussions
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Dashboard	Grades	Grades :
	People	People :
Courses	Syllabus	Syllabus :
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	Accessibility Report	Rubrics
Calendar	Rubrics	Pages :
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Inbox	Flipgrid	Quizzes
0	Chat	LockDown Browser :
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Help	Attendance	Simple Syllabus
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Teaching Effectiveness	Collaborations	Drag items here to hide them from students. Disabling most pages will cause students who visit those page to be redirected
Surveys	Item Banks	to the course home page.
\odot	Simple Syllabus	Digital Dropbox Page disabled, won't appear in navigation
Early Alerts	Files Ø	Google Drive Page disabled, won't appear in navigation
	BigBlueButton Ø	Flipgrid : Page disabled, won't appear in navigation
	Outcomes Ø	Files : Page disabled, will redirect to course home page
	Settings	BigBlueButton : Page disabled, will redirect to course home page
K←		Outcomes :

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.

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Account	Home	Q Search in folder "Default Term - Echo360 Sample course"
S Admin	Announcements Modules	🖿 Default Term - Echo360 Sample course 🔹 🚽 🕹 🕹 🕹
C Dashboard	Assignments Discussions	Sort by: Name Duration Date - Rating
Courses	Zoom Panopto Video	To get started, drop any video from your computer here or click the Create button to make a new recording
오& Groups	Grades People	
Calendar	Syllabus Google Drive	
Inbox U History	Accessibility Report Rubrics	

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.