

Setting Up Panopto for Your Course

Panopto is a web-based lecture capture service that provides the ability to combine audio and screen capture in a single recording. **To use the Panopto service, you must first set it up for each course through your CoursePlus class site***. This process will create a designated folder, linked directly to your class site in the Resources navigation menu available to students and faculty. Your Panopto recordings will be saved automatically to this folder, as long as you're signed into the service. Additionally, this folder can be used to archive other video files that are uploaded manually.

***IMPORTANT:** *To allow for processing and set up operations to complete, it is recommended that you set up Panopto at least one day before the first day of class. By default, the Panopto course folder permissions are limited to the course staff and registered students, with faculty receiving "creator" privileges.*

When you are ready to record with Panopto from your laptop or classroom computer, you will sign into the [Panopto website](#) or app installed on your computer.

Setting Up Panopto in CoursePlus

To set up Panopto for a course, go to the main Faculty Tools page in your CoursePlus course site and click on the Panopto Recordings link within the Content Tools group.

The first time you click on it, you will see a screen containing an overview of Panopto. You must select the button reading, **"Yes, I want to use Panopto to record my class"** to begin the setup process.

Content Tools

Course Content:

- [Schedule Builder](#)
- [Page Builder](#)
- [Syllabus Builder](#)

Course Resources:

- [Online Library](#)
- [Link to eReserves](#)
- [Panopto Recordings](#)
- [FAQs about course content](#)

Panopto Recordings

Panopto is a lecture capture recording system used throughout the University. Panopto will record the audio from a classroom podium and the screen on the classroom computer where Panopto is running. It can also be used to store recordings of Zoom sessions. BSPH IT offers training and guidance for using Panopto.

If you want to use Panopto for recordings in your course, please **"Click"** the button below.

[Yes, I want to use Panopto for recordings in my class](#)

Verify the course information on the form that appears before using the button to **“Send Your Request to BSPH IT”**. Upon successful submission, a message will be displayed stating that **the link to Panopto recordings for your course will appear in CoursePlus in a few hours**.

Panopto Recordings

In order to use Panopto for your recordings, please fill out the form below, then click the "Send Your Request to BSPH IT" button.

Instructor name and email:

Lastname, First (JHEDid@jh.edu)

Department:

Health Policy and Management

Course number and title:

312.000.01 -- CourseName

Year and Term:

AY 2024-2025 Second Term

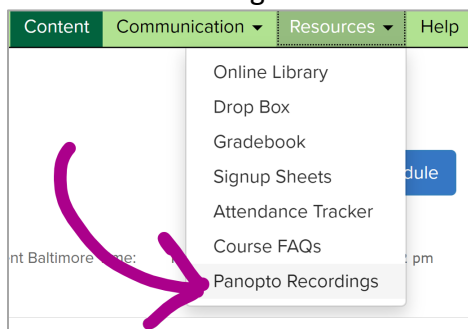
Room, if known:

Course day(s) and time(s):

Tuesday, Thursday, 8:30 AM to 9:50 AM

Send Your Request to BSPH IT

Once your Panopto course folder has been created, the Panopto Recordings page can be navigated to from the Resources drop-down menu on the horizontal navigation bar across your course site.



The page will now have a direct link to the folder set up specifically for that class offering.