Panopto Remote Recorder Scheduling

Please Watch Video.
The instructions below are for Lecture Capture equipped Classrooms in UTC, GSB, CBA and RRH.
Please check the classroom database to verify your classroom is equipped with the relevant equipment. UT Classroom Database

1. When you are logged into your Canvas course, select the Panopto Video add in, click on +Create.
2. Select Schedule Recording
3. Choose the Primary remote recorder from the drop-down list. (Please leave Secondary remote recorder blank. This will cause problems if you select a Secondary remote recorder)
4. Make sure you give your Recording/Session Information a uniquely identifiable name and choose the dates and times for the recordings. Choose a Recording Template with desired sources.
5. Leave the Quality Settings as is, and make sure you click Create at the bottom of the dialog to finish the process.
6. Your class video recording will show up in the Panopto Video tab of your course. (after the actual date and time of the recording)
7. Videos are auto-published unless you edit the schedule for alternate times desired.
8. Email vc-trouble@mccombs.utexas.edu Recording name/dates/time/location if you would like to verify your recording schedule.
Step 2

- Panopto for Mac
  Record in application

- Panopto Capture
  Record in browser

- Upload media
  Create new sessions by uploading video or audio

- Scheduled recording
  Schedule once or create recurring recordings

- Playlist
  Create a new video playlist

- New Folder
  In "Default Term - ZoomAlpha101 Sandbox Cour..."
Session information
Name: Management ZA 310
Folder: Default Term - ZoomAlpha101 Sandbox Course

Description
Classroom recordings for 2023 Spring Semester

Source
Primary remote recorder: -- Select a Remote Recorder --
Secondary remote recorder:
- GSB 2.124 (McCombs)
- GSB 2.126 (McCombs)
- GSB 3.104 (McCombs)
- GSB 3.106 (McCombs)
- GSB 3.120 FERC (McCombs)
- GSB 3.130 (McCombs)
- GSB 3.138 (McCombs)
- GSB 5.142AB (McCombs)
- MSB Lenovo Test
- RRH 1.400 Auditorium (McCombs)
- UTC 1.102 (McCombs)
- UTC 1.104 (McCombs)
- UTC 1.116 (McCombs)
- UTC 1.118 (McCombs)
- UTC 1.130 (McCombs)
- UTC 1.132 (McCombs)
- UTC 1.144 (McCombs)
- UTC 1.146 (McCombs)
- UTC 2.102 (McCombs)
- UTC 2.112 (McCombs)
- UTC 3.102 (McCombs)
- UTC 3.104 (McCombs)
- UTC 3.110 (McCombs)

Options

Quality Settings
- UTC 3.112 (McCombs)
- UTC 3.122 (McCombs)
- UTC 3.124 (McCombs)
If you need additional help.

**Getting Panopto and Canvas help**

These first two links are for either Friday Canvas office hours - a Zoom link, or, for scheduling One-on-One consultation.

2. [https://utexas.instructure.com/courses/633028/pages/one-on-one-consultations](https://utexas.instructure.com/courses/633028/pages/one-on-one-consultations)

Alternatively, you can get help immediately through Instructure Support. This is also a service paid for by the University.

If you go to -

[https://canvas.utexas.edu/](https://canvas.utexas.edu/)

And log in with your UTEID.

You are actually redirected to the Utexas Instructure subdomain where all of Utexas Canvas Courses live.

If you click on the ? You will have all your Canvas help available.
Help

Little lost? Try here first!

Search the Canvas Guides
Find answers to common questions

OTHER RESOURCES

UT Canvas Resource Center
Local tutorials, workshops, and consults for UT Austin

Ask Your Instructor a Question
Questions are submitted to your instructor

Chat with Canvas Support (Faculty)
Live chat with Canvas Support!

Canvas Support Hotline (Faculty)
+1-833-668-1672

Report a Problem
If Canvas misbehaves, tell us about it

Chat with Canvas Support (Students)
Live chat with Canvas Support!

Canvas Support Hotline (Students)
1-855-308-2494

Training Services Portal
Access Canvas training videos and courses