How to Schedule Classroom Panopto Recordings

Step 1

Click Panopto in your NYUClasses course site (for the class needing a recording).

Step 2

Click the green Create button. Select Scheduled recording.
Enter the name of this specific recording using this convention:
roomnumber_classtime_classname_professor_date
e.g. - FH212_2:00PM_CorporateTaxI_Blank_8/25/16

Step 3

In the Source field, select Primary remote recorder. Using the dropdown menu, select the classroom for the recording.

Step 4

Click the Date field and select the date of the recording.

Step 5

Select Enter times manually. Add a cushion of 2 minutes before, and 2 minutes after your scheduled class times.
e.g. - 3:58 for class beginning at 4:00 and 5:02 ending at 5:00

Step 6

Tick the Webcast Session option next to Options.

Step 7

Click the Create button. Voila! At the time, date, and place you scheduled, your class will automatically be recorded.

Step 8