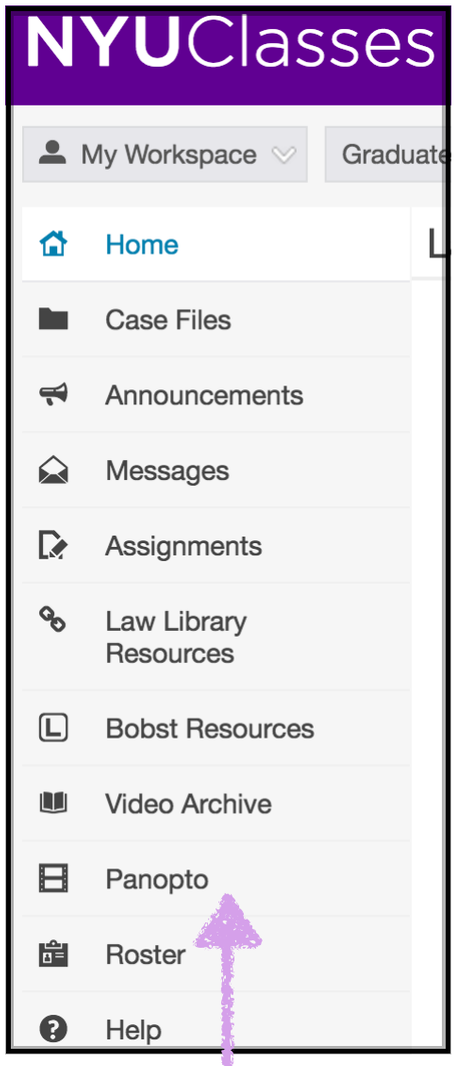
How to Schedule Classroom Panopto Recordings

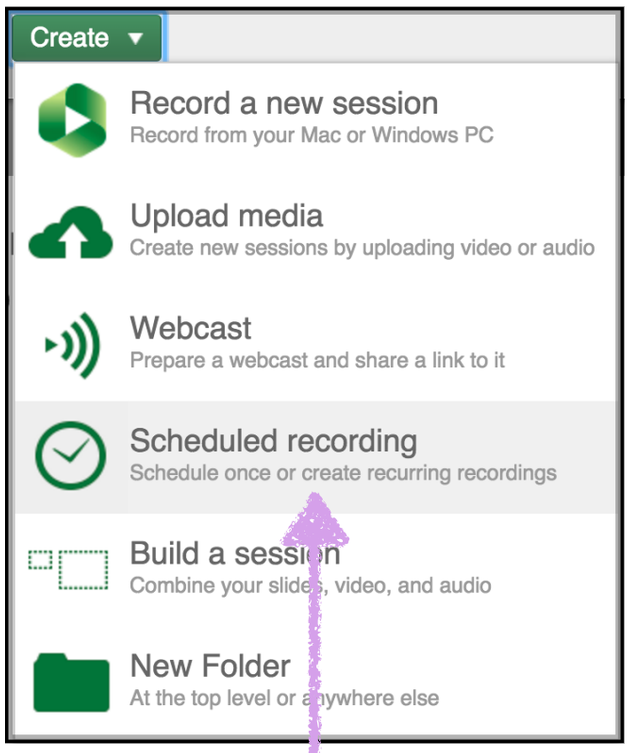
Step 1



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

Step 2

Click the green *Create* button.



Select *Scheduled recording*.

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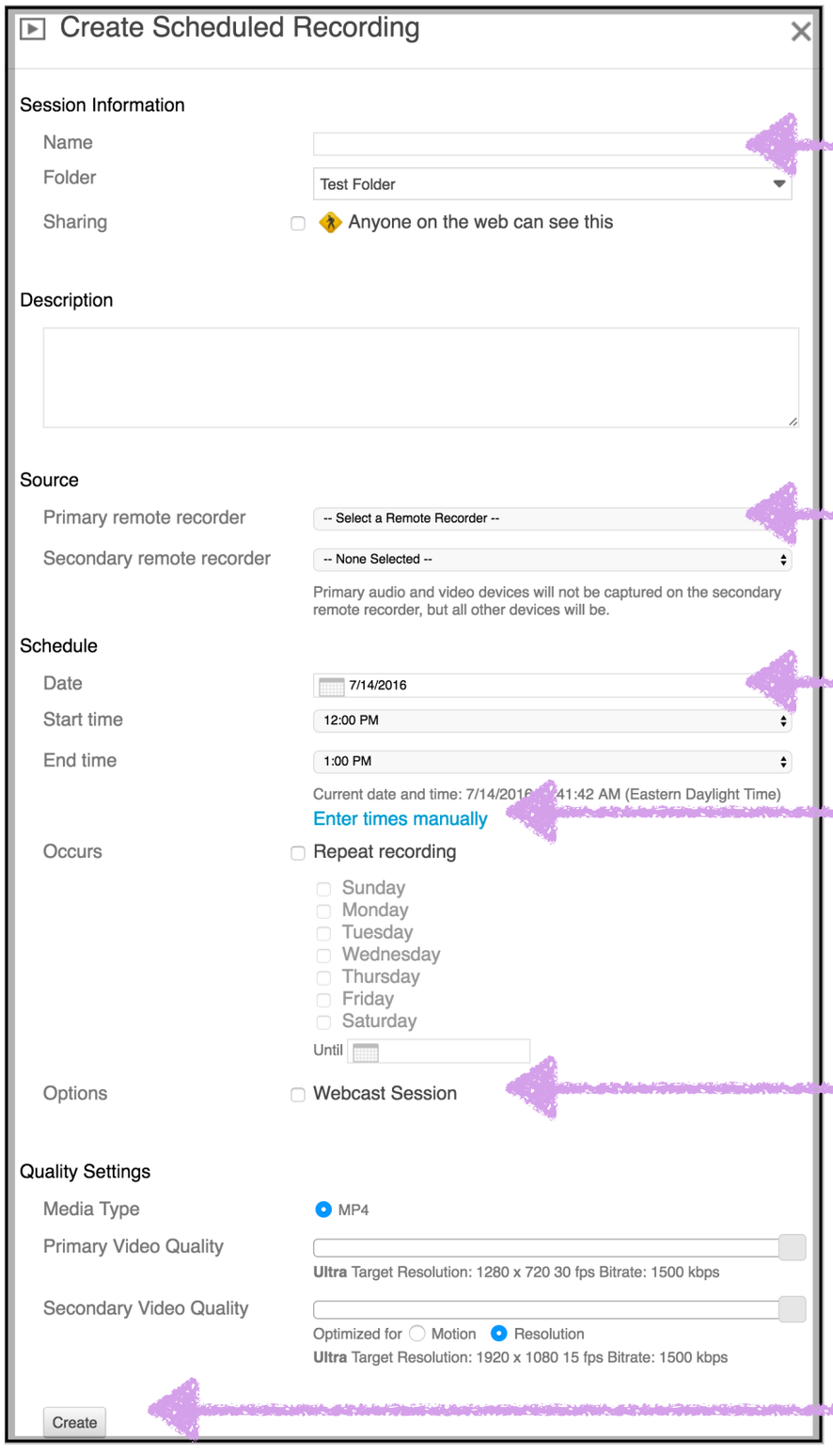

Step 3 Enter the name of this specific recording using this convention:
roomnumber_classtime_classname_professor_date
e.g - **FH212_2:00PM_CorporateTaxI_Blank_8/25/16**

Step 4 In the *Source* field, select *Primary remote recorder*. Using the dropdown menu, select the classroom for the recording.

Step 5 Click the *Date* field and select the date of the recording.

Step 6 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 7 Tick the *Webcast Session* option next to *Options*.

Step 8 Click the *Create* button. Voila! At the time, date, and place you scheduled, your class will automatically be recorded.