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.