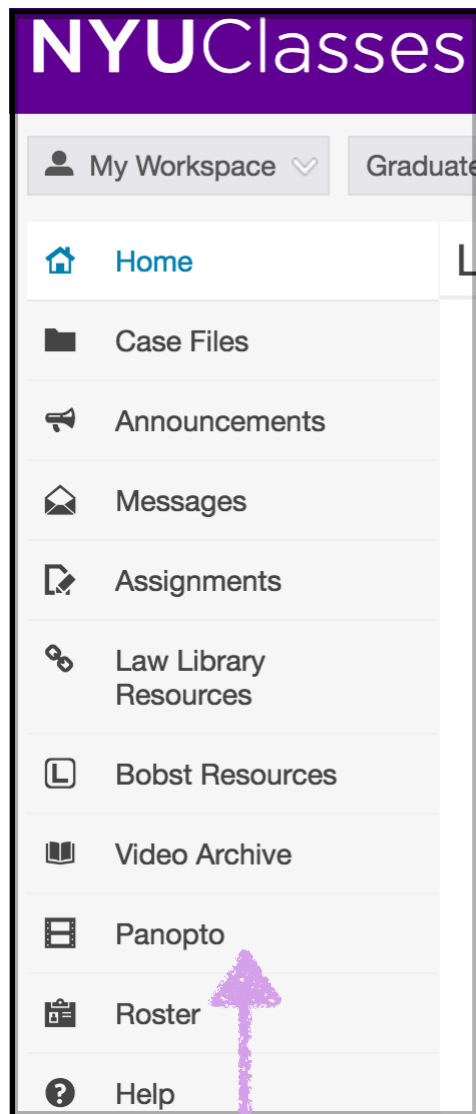


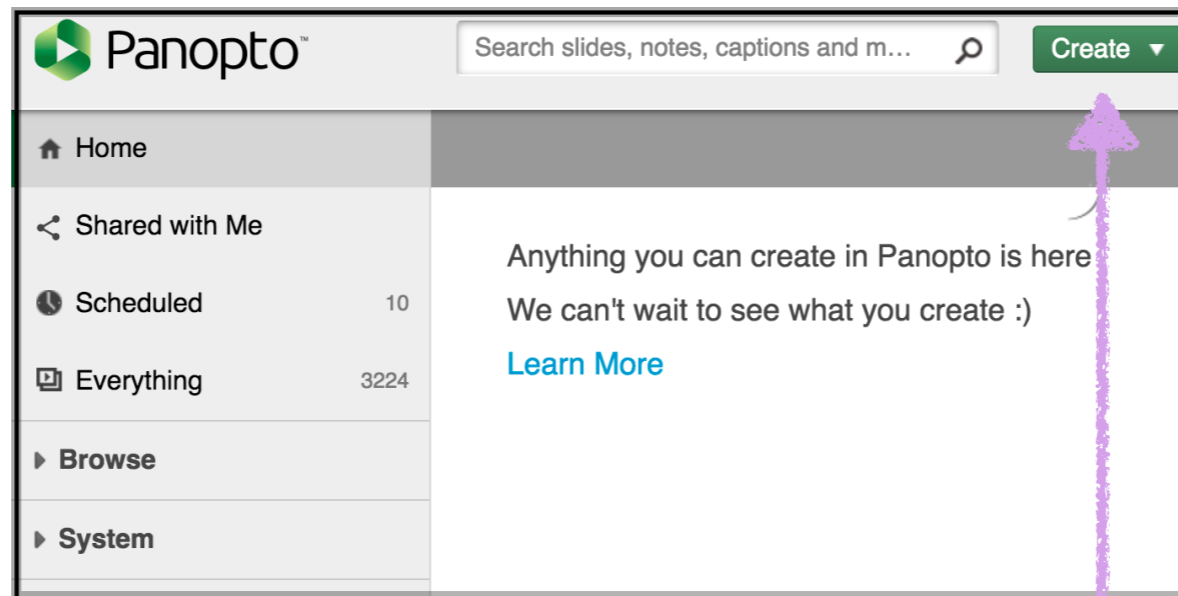
How to Schedule Classroom Panopto Recordings

Step 1

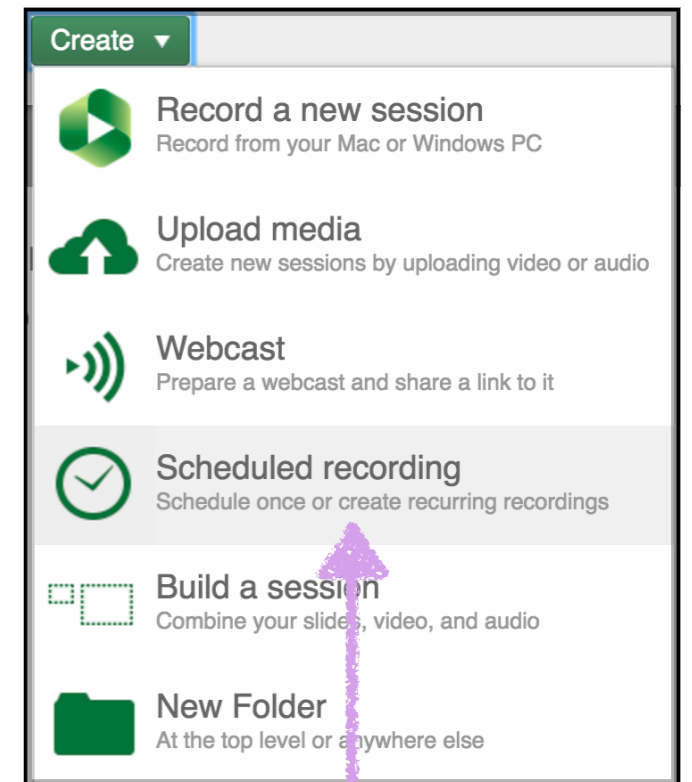


Click *Panopto* in your NYUClasses course site (for the class needing a recording).

Step 2



Click the green *Create* button.



Select *Scheduled recording*.

How to Schedule Classroom Panopto Recordings

Create Scheduled Recording

Session Information

Name

Folder

Sharing Anyone on the web can see this

Description

Source

Primary remote recorder

Secondary remote recorder

Primary audio and video devices will not be captured on the secondary remote recorder, but all other devices will be.

Schedule

Date

Start time

End time

Current date and time: 7/14/2016 11:41:42 AM (Eastern Daylight Time)

[Enter times manually](#)

Occurs Repeat recording

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Until

Options

Webcast Session

Quality Settings

Media Type MP4

Primary Video Quality

Ultra Target Resolution: 1280 x 720 30 fps Bitrate: 1500 kbps

Secondary Video Quality

Optimized for Motion Resolution

Ultra Target Resolution: 1920 x 1080 15 fps Bitrate: 1500 kbps

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.