Recording A Lecture:
The easiest way to record a lecture into your Canvas course is...

1. Point your web browser to mySLU.slu.edu and log in with your SLU Net ID and Password.
2. Go to the Tools tab and click on the Canvas tile to launch the Canvas LMS.
3. Select the course into which you wish to record your lecture.
4. Scroll down the options to the left until you find Panopto Video – click on it.
5. Just right of center at the top of the page is a blue Create button – click on it.

6. Select the top option to record in the Panopto application.
7. You may then be prompted again whether you wish to run the Panopto application – confirm.
8. If you aren’t signed into Panopto, there will be a Sign In button to the right.
9. Click it and enter your SLU Net ID and Password and click the Sign In button.
10. Folder should have the name of your course.
11. Beside Name replace the date and time with the name of your lecture.
12. Verify your Primary Video and Audio Sources.
13. When you’re ready, click the Record button and minimize Panopto so you can begin your lecture.
14. Once complete, maximize Panopto and click the Stop button.
15. Add a description if useful and click the Upload button.

NOTE: Do not shut down the computer right away. You will find the recording in your course and in the Video Library. You will receive an email alerting you that the video is ready.