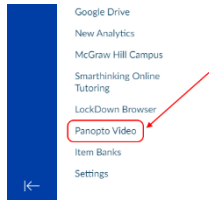
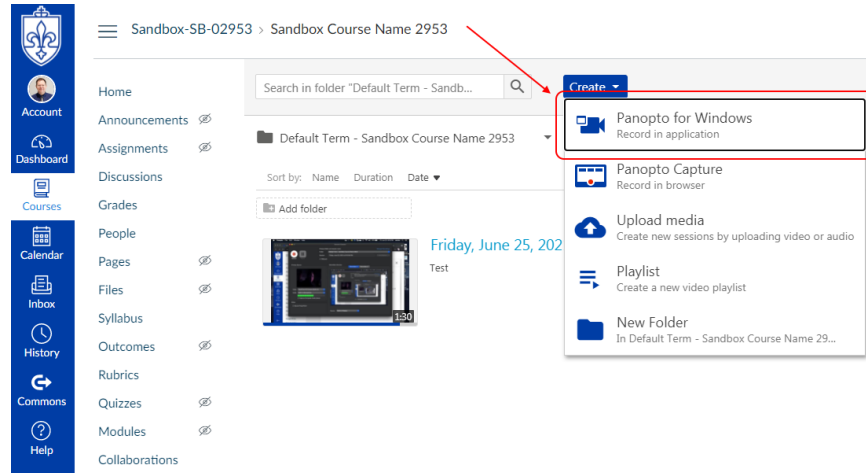


## Recording A Lecture:

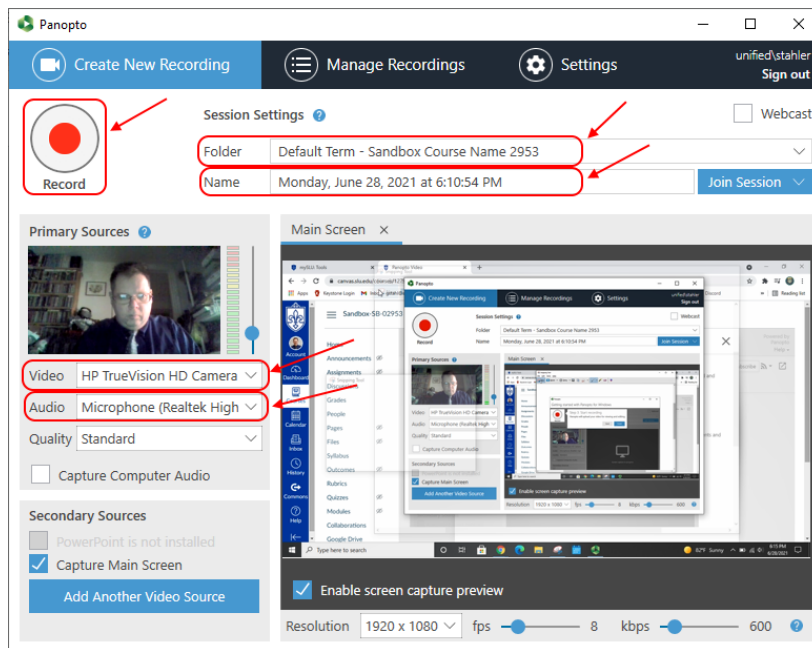
The easiest way to record a lecture into your Canvas course is...



1. Point your web browser to [mySLU.slu.edu](http://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.