AD-HOC PANOPTO RECORDINGS

The Panopto application is installed on all Duke Law classroom computers.

1. Double-click the Panopto icon to get started.

2. Make sure duke.hosted.panopto.com is listed.

3. Click Sign in.

4. Click to Sign in with your Duke NetID & password.

5. Click to Open the Panopto Recorder.

Questions? Need Help?
Email itc@law.duke.edu | Call 919.613.7249
6. Panopto Recorder Home Screen

   **Note the live feeds in the left column:**
   a. The *live camera* feed
   b. The *live microphone* feed/levels

7. Select the corresponding **course folder** for the class using the drop-down menu.

8. **Name** the class session or leave the Date/Time stamp as the session title.

   *Note: Check the box beside Webcast to make the session live for students to view the session remotely in real-time.*

9. Click **Record** to begin your session.

10. Click to **minimize** the Panopto Recorder window.

Questions? Need Help?

Email [itc@law.duke.edu](mailto:itc@law.duke.edu) | Call 919.613.7249
11. When finished, **maximize** the Panopto Recorder window.
12. Click **Stop**.

13. The Webcast/Recording window will then open.
14. Click **Done**.

15. Make sure to verify that the recording with your **session name** is being uploaded to your corresponding **course folder**.
16. Verify that the Status/Link of the recording says, “**Processing**.”
17. Click to **Sign out** in the upper right corner.
18. **Exit** out of the Panopto Recorder window.