From time to time a little “good housekeeping” is good for the soul and for server performance. This handout will discuss how to delete recorded sessions from the Panopto server.

1. Log into MyClasses, select the desired course, and click Panopto Recordings from the course navigation.

2. Move the cursor to the desired recording and select Delete.

3. If you have multiple recording to delete, in the top right corner select the black icon with an arrow to manage recordings directly on the Panopto server.
4. Select the checkbox in front of any session you no longer need and click the **Delete** button.

5. Click **OK** to confirm deletion of the recordings.