Enabling Panopto to Your MyClasses Course

Before any Panopto recordings will appear in MyClasses, faculty members must first enable Panopto in their courses. The following handout explains how to enable Panopto and create a folder for saving and storing recordings on the Panopto server:

1. Login to MyClasses Canvas and select the desired course.
2. From the course navigation, select Settings.
3. Select the Navigation tab from the top of the settings page.
4. At the bottom of the page, you will see that Panopto Recordings option is disabled. In order to enable it, click the gear to the right of Panopto Recordings, and then click enable. Another option is to drag the Panopto Recordings item above the message about hiding links from students.
5. Click Save. (Might need to scroll down to see).
6. This will add Panopto Recordings to the Course Navigation. The next step will create a folder on the Panopto server to store course recordings.
7. Click on Panopto Recordings from the course navigation (left). Wait a few moments as folder is configured. By creating this folder, Panopto establishes rights/permissions for only the students in this course to view these recordings.

Note: Panopto Recordings from your other courses can be accessed by clicking on the “Choose a folder...” dropdown and selecting the desired course. Panopto videos from other courses that were embedded in a course and copied to a new course will automatically grant permission to the current semester students. Otherwise, faculty can grant permission to selected course students as Viewers using instructions in the Sharing Recordings in Panopto handout.