Steps to record your own video using Panopto

1. Go to http://canton.hosted.panopto.com
2. Sign in with your SUNY Canton username and Password
3. Click the Create button in the top right corner and pull down to "Panopto Capture"
   a. Make sure you allow access to your camera and microphone if it asks
4. If you are just recording yourself you can click the Red record button at the bottom of the screen. If you wish to add a powerpoint to the presentation follow the following steps:
   a. Open the powerpoint that you would like to present
   b. Back in the panopto window click on the screen with a plus symbol in it, in the top right corner, then click on the center tab, called "application window" and then click on Microsoft Power Point and then the "Share" button in the bottom right corner
5. Back in the Panopto window click on the red record button
6. Go back to your powerpoint and start slide show and begin your presentation
7. When your presentation is done go back to Panopto and stop recording
8. Replace the date for the title of your presentation in the following format:
   a. "Presentation Name – Presenter Last Name, Presenter First Name"
9. Leave the folder as the default "My Folder"
10. Click on "Share" and enter the email for R.J. Thayer – mattimorer@canton.edu and click send
11. Within 24 hours your will receive an email back confirming we have received your video.

If you have any questions or concerns please email for R.J. Thayer – mattimorer@canton.edu

Note: Don't worry about the beginning or the end of the video, we can cut out the start where you get set up and the end where you stop the presentation.