

⚠ **Scheduled Service Outage Notice: From Saturday, January 31st at 10:00 PM EST through Sunday, February 1st at Noon EST, many Wharton and University systems will be unavailable or degraded due to scheduled ISC datacenter maintenance. For more information, see ISC Datacenter Maintenance.** ⚠

Asynchronous Teaching Using Canvas and Panopto

Last Modified on 10/06/2022 11:10 am EDT

Asynchronous teaching leverages pre-recorded lectures published in a place where students enrolled in the course can easily access them to **flip the classroom**. Panopto, Wharton's recording tool, allows instructors to seamlessly capture, edit, and upload video to Canvas.

Before You Start

You will need the following before you can complete this task:

- Admin access to your device (to install the app) or Panopto Recorder App
- A published Canvas site
- Classroom Recording tab (in Canvas) visible to students

Table of Contents

- [Before You Record](#)
- [Download the Panopto Recorder](#)
- [Starting a Recording](#)
- [Recording Best Practices](#)
- [Managing Your Recordings](#)
- [Questions?](#)

Before You Record

Recording a lecture is a very different experience from delivering a lecture in the classroom. Even if you've given the same lecture dozens of times before, it behooves you to do some planning before you hit **Record**.

Suggestions and Recommendations

- Keep recordings 6-15 minutes in length to keep students engaged and allow for adequate breaks.
- Script ahead of time, or at least create an outline to best organize your thoughts.
- Consider different means of collaboration and participation, such as discussion posts.
- Initiate a test recording to become comfortable with the application's features. Place the test recording in **your personal folder** so students don't have access to it.
- Plan how you will handle any mistakes you make during the recording. You can:
 - Acknowledge the mistake and move on, as you would in class

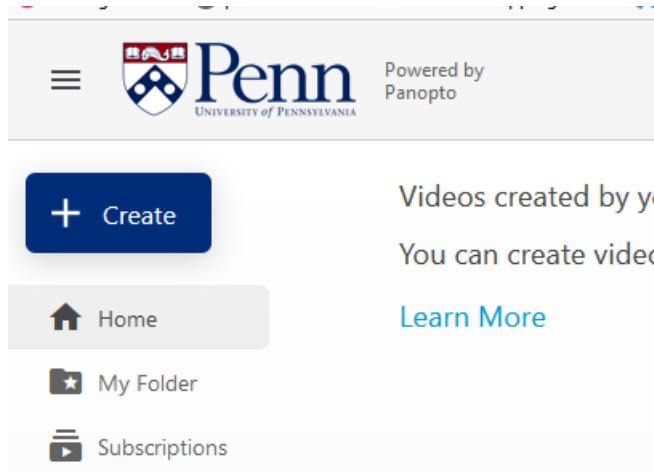
- **Edit out the error** prior to making it available to students
- Discard the recording and start all over again

[Top](#)

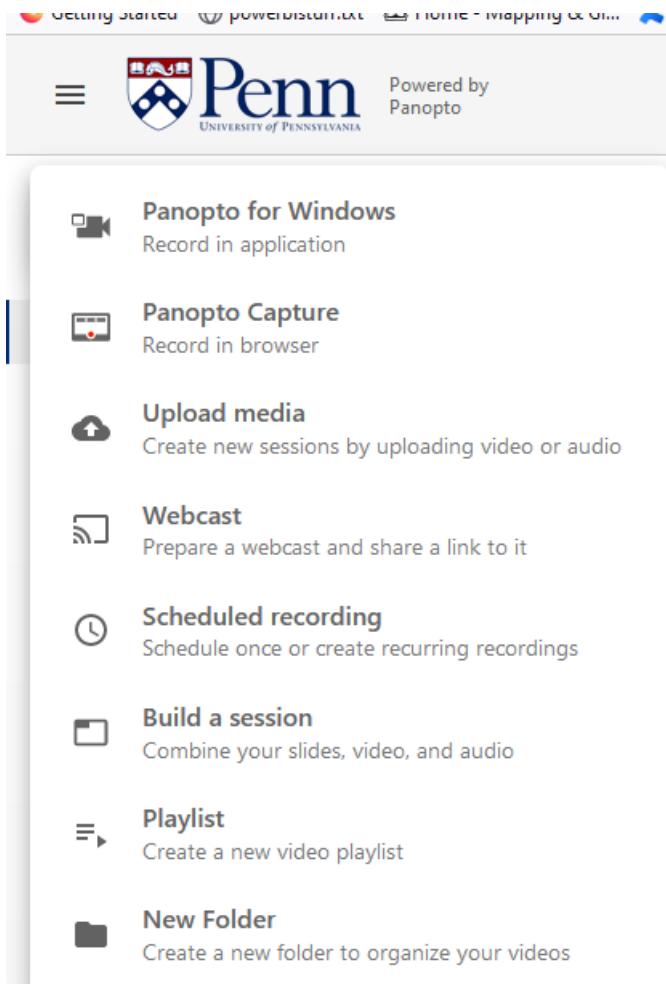
Download the Panopto Recorder

1. Verify that the Panopto Recorder isn't already installed on your machine by checking your applications folder/Start Menu or using your operating system's search function.

If it isn't installed on your machine, download the app by clicking on [this link](#), and then click on the blue Create button.



Panopto should recognize your Operating System.



The screenshot shows the Panopto interface. At the top, there are several small icons: a red circle with a white play button, a blue square with a white play button, a blue square with a white triangle, a blue square with a white minus sign, and a blue square with a white plus sign. Below these is the University of Pennsylvania logo with the word "Penn" in large letters and "UNIVERSITY OF PENNSYLVANIA" in smaller letters. To the right of the logo, it says "Powered by Panopto". The main content area is a sidebar with the following options:

- Panopto for Windows**
Record in application
- Panopto Capture**
Record in browser
- Upload media**
Create new sessions by uploading video or audio
- Webcast**
Prepare a webcast and share a link to it
- Scheduled recording**
Schedule once or create recurring recordings
- Build a session**
Combine your slides, video, and audio
- Playlist**
Create a new video playlist
- New Folder**
Create a new folder to organize your videos

If the system is yours, click on your Operating System and then choose Download Panopto.

Record a new session

Open Panopto

If you have Panopto installed, you can open it from the Start menu or desktop. To download the latest version of Panopto below, click the "Open Panopto" button.

[Open Panopto](#)

Download Panopto

Record PowerPoint, video, and audio presentations on your computer and share them with your coworkers.

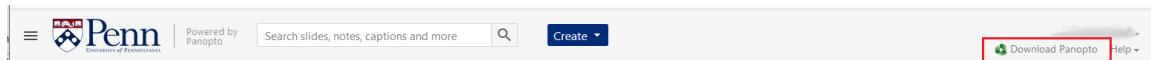
[Download Panopto](#)

For Windows 10 and up 64-bit

[Click here for other download options](#)

1. If it isn't installed on your machine, download the app using [this link](#).

1. Click on the Download Panopto link to the far right



2. Panopto should recognize your Operating System. If the system is yours, click Download Panopto. If your operating system is not listed below the Download Panopto button, choose [Click here for other download options](#) and select your operating system from the options listed.

Download & Record

Panopto for Windows

Record PowerPoint, video, and audio presentations. I and coworkers.

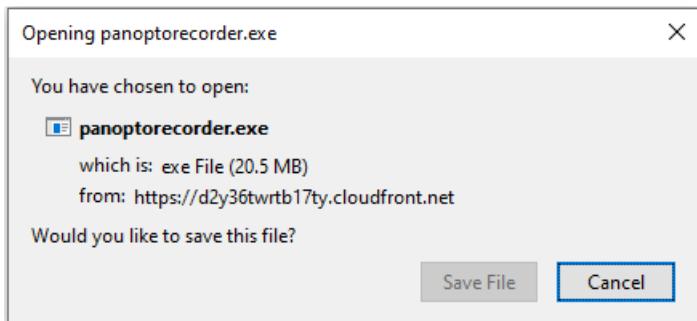
[Download Panopto](#)

For Windows 10/8.1 64-bit

[Click here for other download options](#)

If your operating system is not listed below the Download Panopto button, choose [Click here for other download options](#) and select your operating system from the options listed.

3. Click the Download Panopto button, and save the install file.

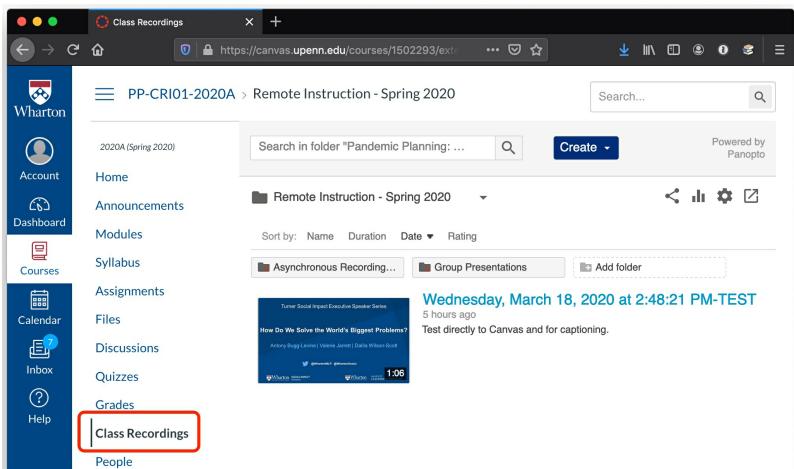


4. Run the executable install file from your browser download folder.

[?Top](#)

Starting a Recording

1. Log into the Canvas site where you'd like this video to live.
2. Click **Class Recordings** on the Courses menu:



Class Recordings

PP-CRI01-2020A > Remote Instruction - Spring 2020

Search in folder "Pandemic Planning: ..."

Create

Powered by Panopto

Home

Announcements

Modules

Syllabus

Assignments

Files

Discussions

Quizzes

Grades

Class Recordings

People

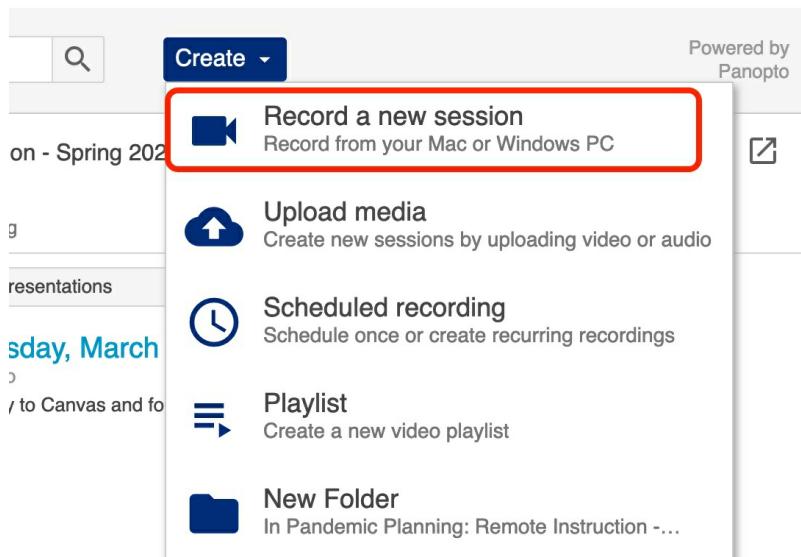
Wednesday, March 18, 2020 at 2:48:21 PM-TEST

5 hours ago

Test directly to Canvas and for captioning.

3. Click the blue **Create** button in the upper right corner.

4. Click **Record a new session**:



Create

Powered by Panopto

Record a new session

Record from your Mac or Windows PC

Upload media

Create new sessions by uploading video or audio

Scheduled recording

Schedule once or create recurring recordings

Playlist

Create a new video playlist

New Folder

In Pandemic Planning: Remote Instruction - ...

The Panopto application will launch. Follow the instructions below for your operating system to record and upload a video.

Mac Instructions

[Read More](#) 

Windows Instructions

[Read More](#) 

Recording Best Practices

- Use a reliable headset with a microphone. It will improve the audio capture, which is a critical component of recording capture.
- Close any applications you don't want to share with your class.
- Verify your background conditions using your camera:
 - Avoid bright background lights
 - Check that the image isn't too dark to see you.

[Top](#)

- Remove distracting items from the background.
- Open all applications you want captured before you begin the recording to avoid having to pause the recording to find them.
- Name recordings uniquely and be as consistent with the naming convention as possible. Consider: **Course - Section - Class or Week # - Lesson Title - Video #**. The video number should reflect which video it is in the lesson series.
 - Example: **MKTG 101 - Section 001 - Virtual Class 1 - Developing Your Marketing Strategy - Video 1**

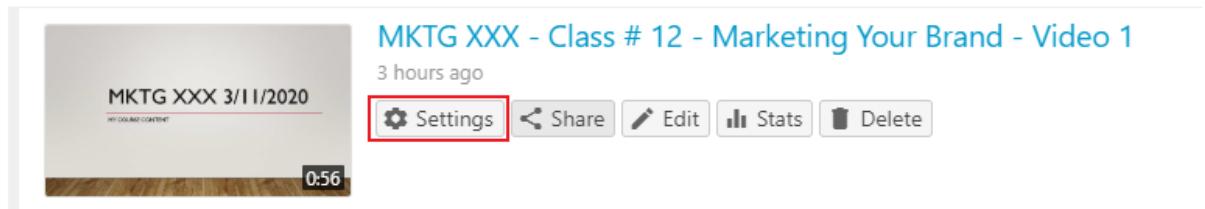
[Top](#)

Managing Your Recordings

Recording Availability

After a recording has been uploaded to Canvas, you'll be able to adjust the beginning and end dates of its visibility to students.

1. Hover over the newly uploaded recording.
2. Click the **Settings** button.



3. On the Overview tab, scroll to the Availability section at the bottom.
4. Adjust the availability start date by selecting the radio button of the option with the customizable date field and update the date and time fields accordingly.

Session becomes available

with its folder (immediately)

starting 9:00am

5. Adjust the availability end date by selecting the radio button of the option with the customizable date field and update the date.

Session remains available

forever

with its folder (forever)

until 9:00am

Copying a Recording

1. Click **Manage > Copy**
2. While the copy is processing, go to its Overview and edit the Folder name, choosing or typing the name of the desired target Canvas course site.
3. Click **Save**, which moves the newly created copy to that other course's Class Recordings.
 1. You may need to first click **Class Recordings** again in that target Canvas course to see the moved video.
 2. For semester-long viewing dates, choose **With its folder** for start and end.

[Top](#)

Questions?

- For assistance with downloading the app, contact your **academic support representative**

- Request help with using the Panopto Recorder app by emailing class-tech@wharton.upenn.edu
