

-->

▲ **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

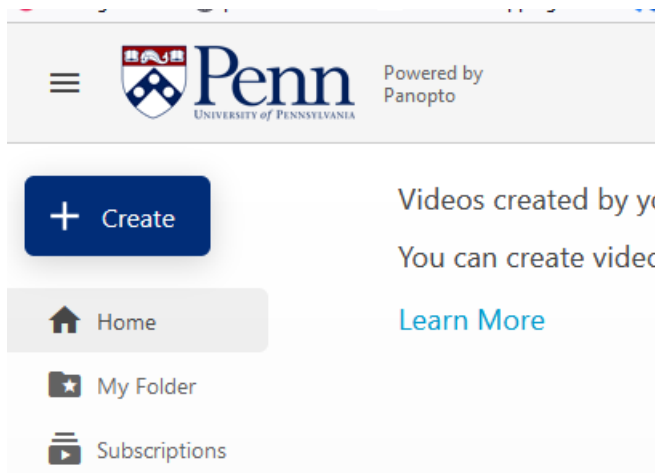
- **Edit out the error** prior to making it available to students
- Discard the recording and start all over again

[Top](#)

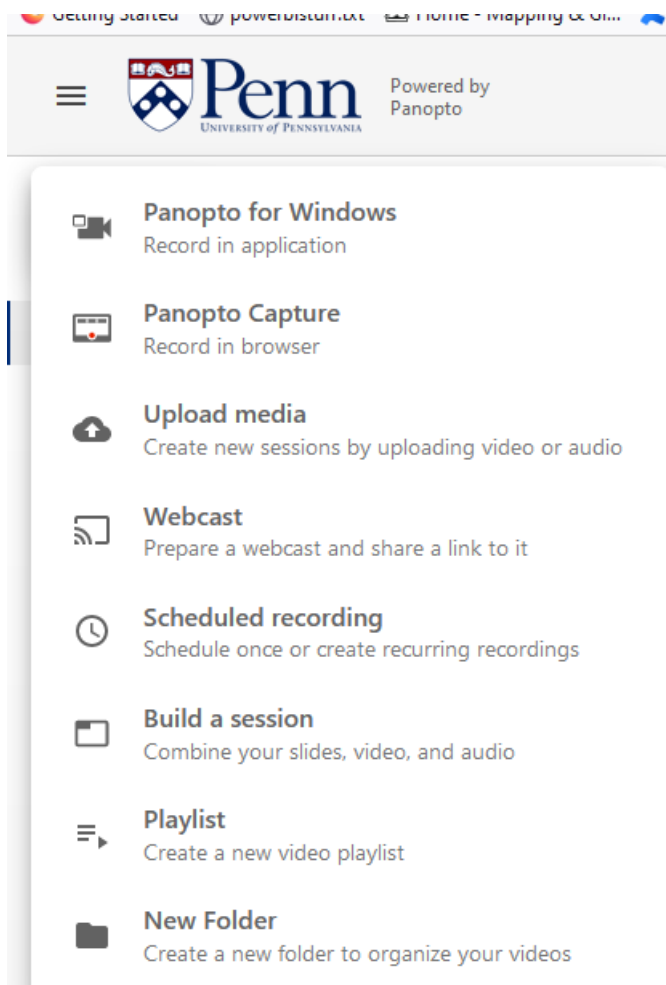
Download the Panopto Recorder

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.



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 desktop icon or the application menu. If you have not installed the latest version of Panopto below.

[Open Panopto](#)

Download Panopto

Record PowerPoint, video, and audio presentations and coworkers.

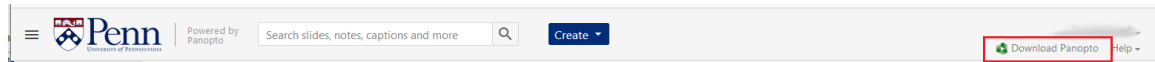
[Download Panopto](#)

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.

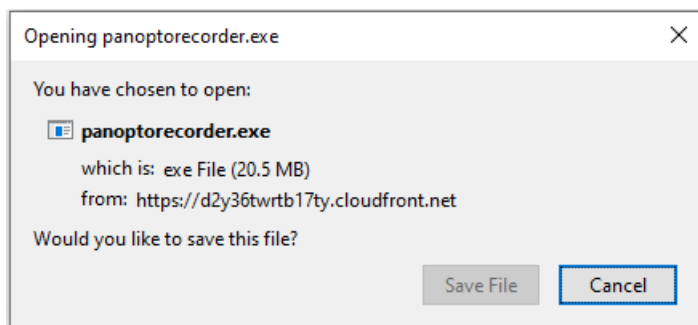
Download Panopto

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.

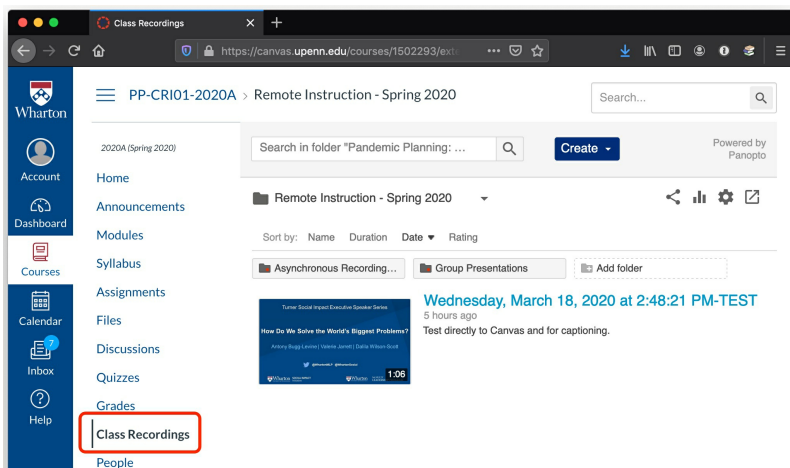


4. Run the executable install file from your browser download folder.

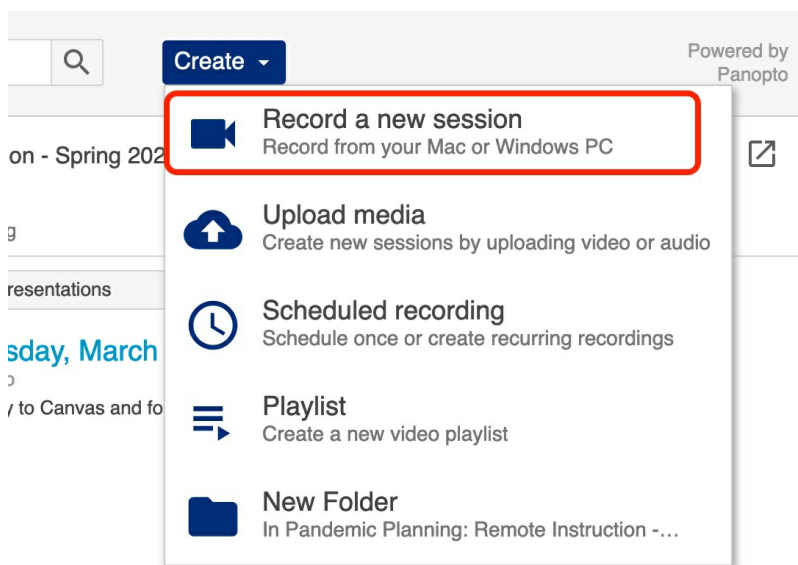
Starting a Recording

[Top](#)

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



3. Click the blue **Create** button in the upper right corner.
4. Click **Record a new session**:



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

[Top](#)

- 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.

- 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**

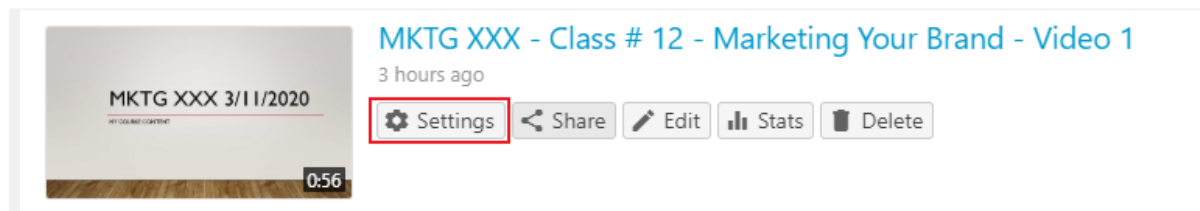
[Top](#)

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 03/18/2020 9:00am Eastern Time (US & Canada)

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 06/01/2020 9:00am Eastern Time (US & Canada)

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
-