

# Panopto Recording in the Classroom

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The primary method of recording classroom lectures and events at Wharton is with an application called Panopto. Use this article for help with **recordings in the Classrooms**; for information on recordings of Zoom meetings, see [the recordings section of Virtual Meetings Instruction](#).

## Before You Start

You will need the following before initiating recording:

- a valid PennKey

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## What's in a recording?

Recordings feature up to three views:

- The presenter, captured from the rear camera.
- Two separate feeds of projected materials, one from the left projector, the other from the right.

Audio for recordings can differ depending on room type, but it is recommended that presenters wear the wireless microphone to ensure the highest audio quality possible. Any questions/concerns regarding audio capture should be addressed with the scheduling team when making your request.

## How do I schedule a recording?

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### Notes on Recordings:

- Zoom meetings scheduled through Canvas will be **automatically** posted to your Class Recordings tab.
- All classes are automatically recorded if they follow the standard class meeting pattern.
- Any additional class sessions or events **will need to be requested via the tech request form** (login required) in order to make sure they are recorded.

Recordings can be scheduled ahead of time using the **online technology request form**. (Note: WSF faculty should reach out to their **IT support team**.) Once your recording request has been processed, you will receive a confirmation email from the scheduling team outlining the details of your request. Recording requests sent within 2 business days of the event are considered last minute and are not guaranteed.

Recordings can also be started in-room at the touch panel (this is not recommended for recurring recordings). Once logged in to the system, touch the Recording menu at the bottom right of the screen. The system will then walk you through confirming the in-room camera as well as the desired duration of your recording. When the recording has started, a red *Recording* box will appear at the top of the touch panel.

## How long will it take for my recording to be posted?

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All academic recording requests are made available via Canvas and may take a few hours to process. Once processed, recordings will appear in the Class Recordings tab of your Canvas site. (Please see the note in the previous section about backup recordings in Zoom.)

All non-academic recordings are made available via a download and may take up to 48 hours to process. Once processed, a link will be sent to the requestor email so that the recording(s) can be downloaded. This link will be active for 2 weeks from the date it was sent out.

**Note:** If you start a recording from the touch panel, send an email to [class-tech@wharton.upenn.edu](mailto:class-tech@wharton.upenn.edu) in order to retrieve it.

## Who can view my recordings?

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When scheduling a recording request there are three options available for recording access.

- *Publish to Canvas* - The recording is made available to all students and faculty on the Canvas site.
- *Instructor View Only* - The recording is made available to the instructor of the Canvas site, but no students are able to access it.
- *Restricted Viewing* - The recording is made available to specific students whom the instructor has approved for viewing.

## How long will my recordings be available online?

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The end of the semester is the default end of access for Panopto videos: June 1st for Spring Semester and January 1st for Fall Semester. Faculty can override these defaults by emailing [class-tech@wharton.upenn.edu](mailto:class-tech@wharton.upenn.edu) if they would like Panopto help.

Zoom videos will be viewable in Panopto for Zoom account holders scheduling Zoom class links via Canvas. The class video will be deleted from their Zoom video storage, but will be preserved in Panopto following the guidelines above.

## Questions?

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Email: [class-tech@wharton.upenn.edu](mailto:class-tech@wharton.upenn.edu)

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