How to Download and Install Panopto for Windows

Overview

This document will walk you through the installation of the Panopto for Windows. Be sure to have plenty of hard drive space available for long sessions.

1. Installation

1.1. **Login** to Canvas. If Panopto is not showing on your left-hand navigation menu, go to **Settings/Navigation** and Enable Panopto. Hit **Save**.

1.2. Select **Panopto** from your Canvas course left-hand Navigation menu. Download Panopto for Windows by clicking on the green **Create** button and choosing **Record a new session** (Fig. 1).
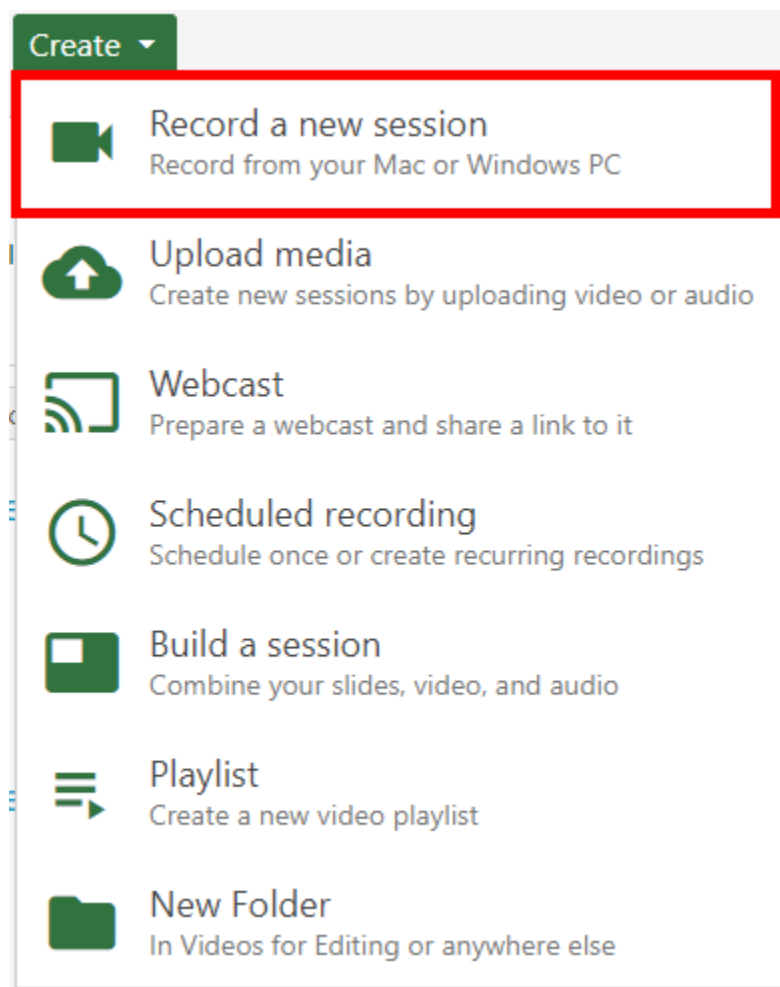

Figure 1

1.3. Alternately, select the **Download Panopto** link located in the top right of the video library (Fig. 2).
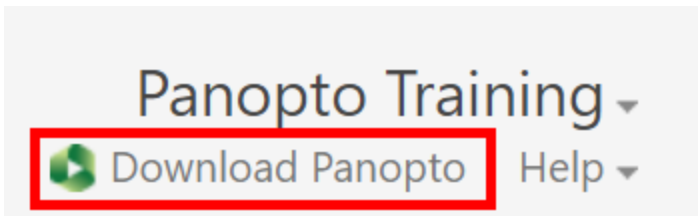
Figure 2

1.4. After clicking on either option, choose **Download Panopto** in the window that pops up to begin downloading the application (Fig. 3). Please note, Creators will only see the option to download the best recorder for their system as pictured below. Administrators will see options to download all of the recording clients.

Figure 3

1.5. Locate **PanoptoRecorder.exe** in your downloads and run the application.

1.6. The installer will self-extract and begin the installation.

1.7. Select a **Destination Folder** to install the recorder, a **Storage location** where you would like your recordings saved, and the URL (without http) of your Panopto **Web Server**. Click **Next** (Fig. 4).
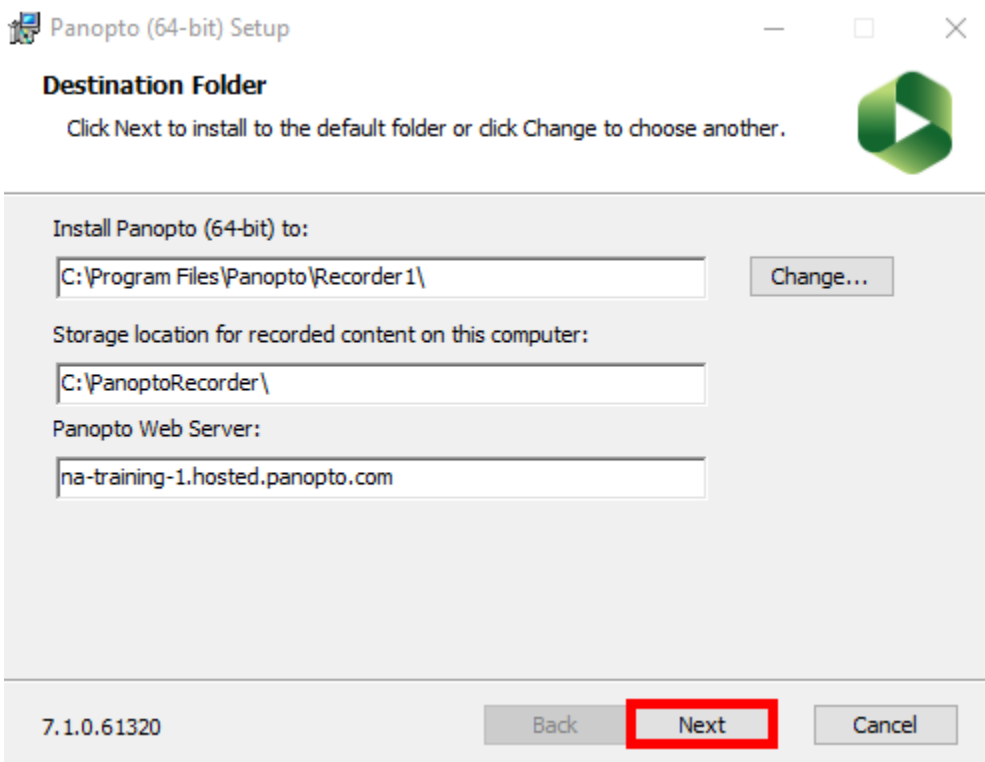

Figure 4

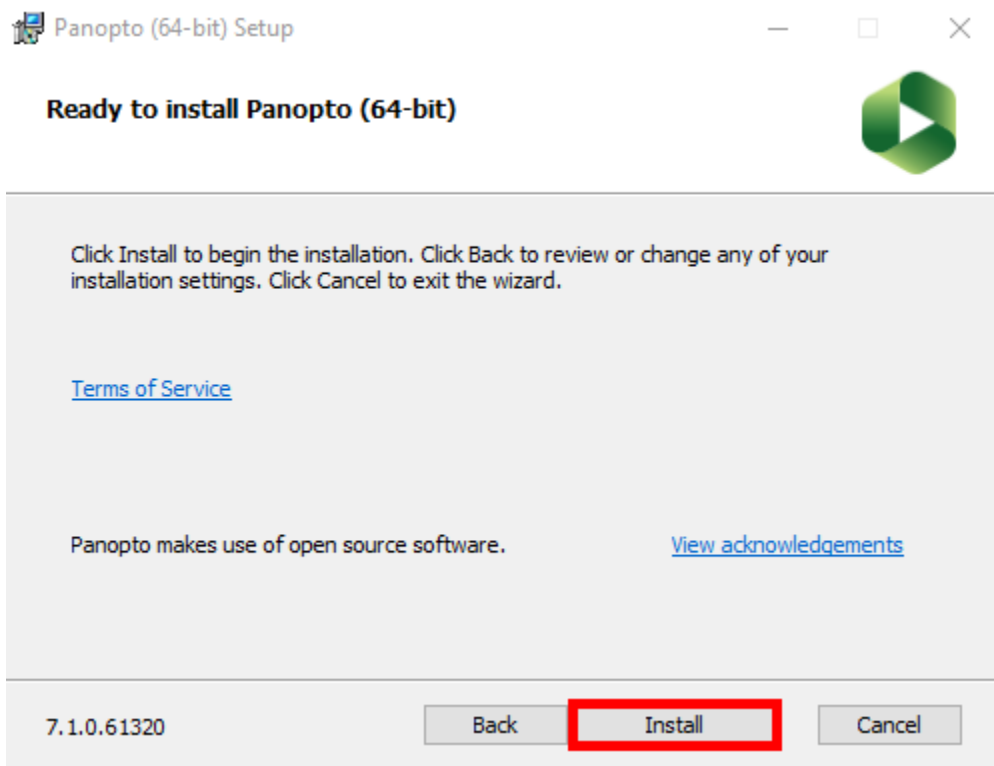*1.8*. Click **Install** and the installation will begin (Fig. 5).

Figure 5

1.9. Once Panopto for Windows is installed, you will be able to open the software. Select **Sign in** (Fig. 6).
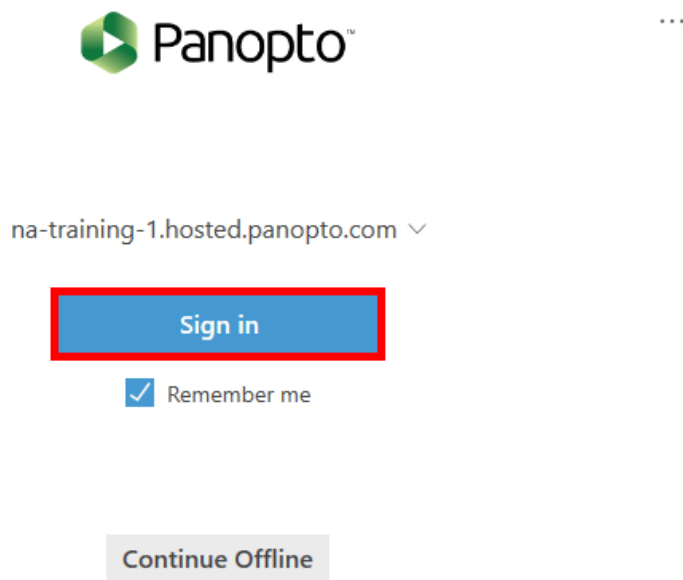

Figure 6

1.10. Your default internet browser will launch. Enter your UMSL SSO ID username and password and then click **Sign in** (Fig. 7). You will be logged into Panopto for Windows and can begin recording.

Figure 7

1.11. Alternately, you can pass your credentials to Panopto for Windows by launching it from inside of the video library. Click the **Create** button and then **Record a New Session** (Fig. 8).
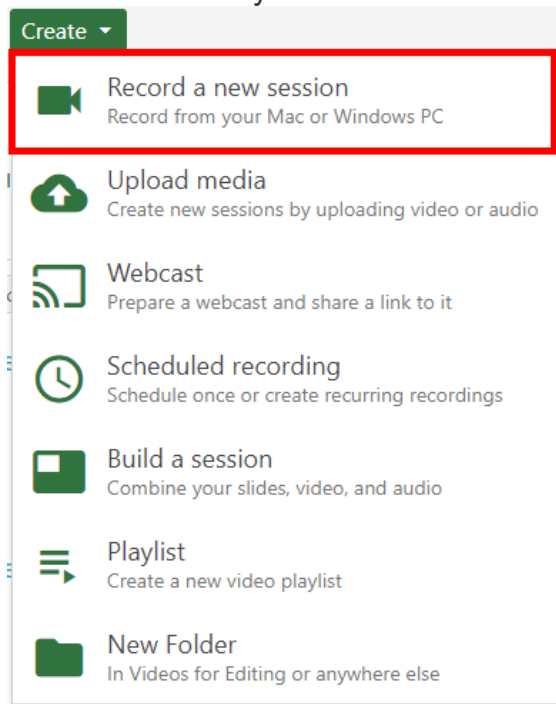

Figure 8