

Installing the Panopto Recorder

The first thing you need to do to be able to download and install the Panopto Recorder, is to have a Panopto Account. If you do not yet have one, click here to go to the [Panopto User Request](#) form.

Website Procedure

A. Access Rappahannock Community College's Panopto Instance:

Ex: <https://rappahannock.hosted.panopto.com>

B. Log in using your Panopto Account—normally this is your college email username, but the password may be different. You will be given a temporary password when your account is created. It is up to you to set it to a value you can remember.

C. Install the recorder software:

1. Click on the **Download Panopto** button at the upper right of the landing screen below your name.
2. From the pop-up screen, Select the appropriate download for your Operating System—Are you Windows or Apple MAC OS?
3. Note, for Windows there are several sub-versions—you want the regular *Panopto*
4. Depending on your Internet Browser, you may be prompted to Save the File or Run the File. IF you save it, don't forget where you put it.
Once you run the file and answer the questions, you should be good to go.

Panopto will let you know when it is done.

Canvas Procedure:

- A) Access your course in Blackboard
- B) Click **Create** at the top of the screen.
- C) Choose **Record a New Session** from your PC—If you do not have the Recorder installed, you will be prompted.
- D) Follow the On-screen Instructions

ALTERNATE: In Step C, choose **Panopto Capture**—this will launch the Web based recorder—no installation required.

