



# MEETING IN AND RECORDING YOUR LECTURE USING PANOPTO

1.  On the Control Panel, select the screen you wish to display to, then select **Cynap**





- 2A.  Prepare to share the document camera or device (example laptop connected by HDMI or VGA)


-  Ensure your **Mirror Display** is set to **ON**
-  Under the **Cynap Input menu**, select what you want to display




- 2B.  On the Cynap, **share the device** you want to record:

-  Tap the Cynap screen and select **[+]** button
-  Select the **Cynap Input** icon to bring up the device you previously selected on the Cynap Input menu



3.  Choose **WebRTC**




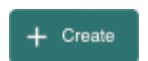
4.  Choose the **Panopto** icon



5.  Log into UTK Canvas with your NetID and password using Two-Factor Authentication




6.  Choose the green **Create** button.




7.  Select **Panopto Capture: Record in browser**



8.  Select your laptop or other device previously added to Cynap by tapping the **Screens and Apps** button at the top of the Panopto window. To change to a different source, select the Screens and Apps button again.




9.  To start recording, tap the red circular **Record** button



10.  To stop recording, tap the red square **Stop** button



11.  Recordings are automatically saved, however, you have the option to:

- Enter the desired name for your recording
- Choose the folder where you wish to save the recording



For more information  
[classrooms.utk.edu](https://classrooms.utk.edu)

## NEED HELP?

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