My Pitt Video in the Classroom

Open Panopto and Set Recording Options
All Pitt Business classroom and faculty computers have Panopto installed. To open, find and **click on the Panopto icon** on the desktop or in the Start menu. **Sign in** with your **Pitt user name and password**. After, you will be asked to **authenticate via MFA** (multifactor authentication), as you would when using my.pitt.edu.

Set your **recording options** (below), then press the **Record** button in the top left:

1. Choose **CourseWeb class or folder**
2. Type in a name for this recording
3. Set input audio volume
4. Set video and audio inputs
5. Set recommended video settings
6. Click **Apply**
7. Click **Record**
Stop Recording and Upload

To **pause recording** during a session, click the **Pause button** in the top left. When you are finished recording, press the **Stop button** in the top left.

After recording is complete, you will receive the following message. Press **Upload**:

![Recording Complete](image)

Exit Panopto

The next screen to appear is the **Manage Recordings** screen. You will see any previous recordings created on the current computer listed – if you created other recordings, they will be available through [my.pitt.edu](http://my.pitt.edu), by clicking on the **My Pitt Video** link.

![Manage Recordings](image)

After recording, you may close the Panopto window – Panopto will continue to upload any queued files – but do not restart the computer or **Force Close** the Panopto program.