



## Panopto Personal Recorder User's Guide

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1. To use Panopto Personal Recorder, you must first have Creator access to a folder in Panopto. Here's how to get access:
  1. **If you're using Canvas**, [Activate the Media Library](#), go to [brown.hosted.panopto.com](http://brown.hosted.panopto.com) and click "Download Panopto" in the upper right corner.
  2. **If you're not using Canvas** - [Request Access](#) (Note: include the course(s) you are teaching or department requesting the recording folder.) Note: *You do not need to complete the request form if you are using Canvas.* A consultation with an Instructional Designer is not required, but recommended. Contact [dld@brown.edu](mailto:dld@brown.edu) to set up a consult.
2. [Install Personal Recorder](#) on your computer.
3. Record using Personal Capture for [Mac](#) or [Windows](#).