Create a Webcast URL in Advanced

1. From the Panopto site, click Create.
2. Select Webcast.
3. Enter a session name.
4. Use the drop-down arrow to select a folder for the session.
5. If desired, enter a description for the session.
6. Click Create.

![Session Information Form]

7. You will be brought to the Overview page for this session. Copy and paste the URL next to Viewer Link and send this link to users you wish to attend the session.

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**Record your Webcast**

1. Open the recorder and click the folder icon.

![Session Folder Selection]

2. Navigate to the webcast you created and click Record to this Session.

![Record to this Session Button]
3. You will complete the recording in the same manner as a pre-recorded Panopto session. For more information on the Panopto recorder please review Faculty Documentation: Create a Recording (Windows) or Faculty Documentation: Create a Recording (Mac). Click Record to begin the session.

4. Click Stop to end the session.

Discussion, Notes, and Bookmarks

Viewers have the option to type into a discussion, take notes, and add bookmarks during a live session. Discussion posts will appear at the bottom of the recorder.