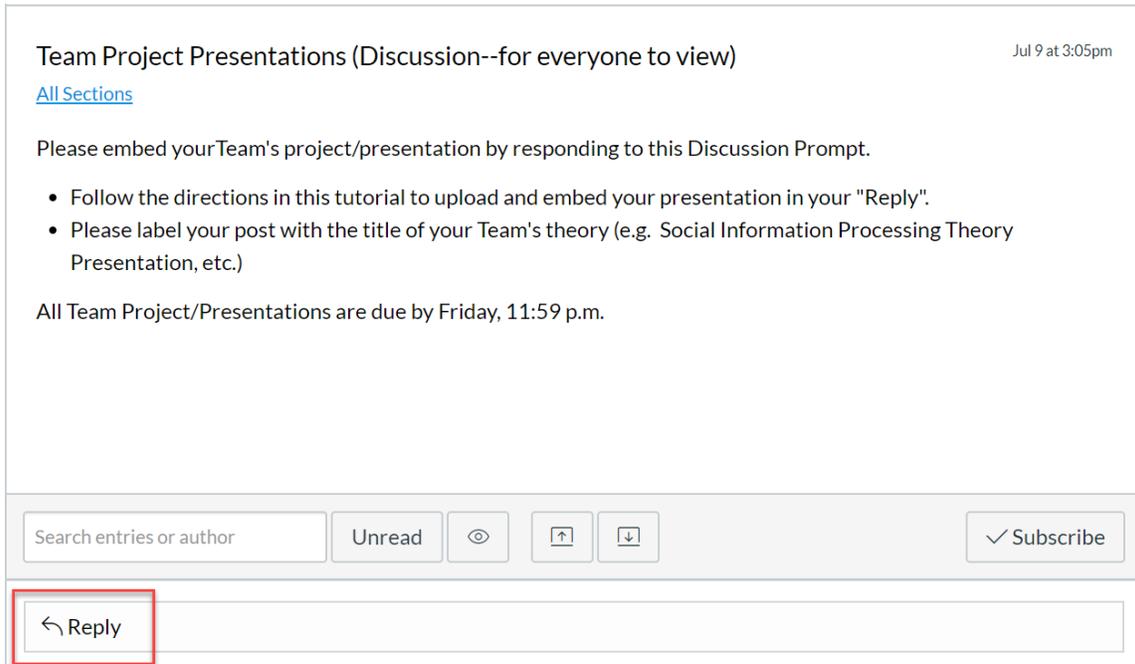


Panopto Recording – Upload for a Discussion Assignment in Canvas

1. Log into [Canvas](#) and go to the Discussion assignment.
2. Click the **Reply** button.



Team Project Presentations (Discussion--for everyone to view) Jul 9 at 3:05pm

[All Sections](#)

Please embed your Team's project/presentation by responding to this Discussion Prompt.

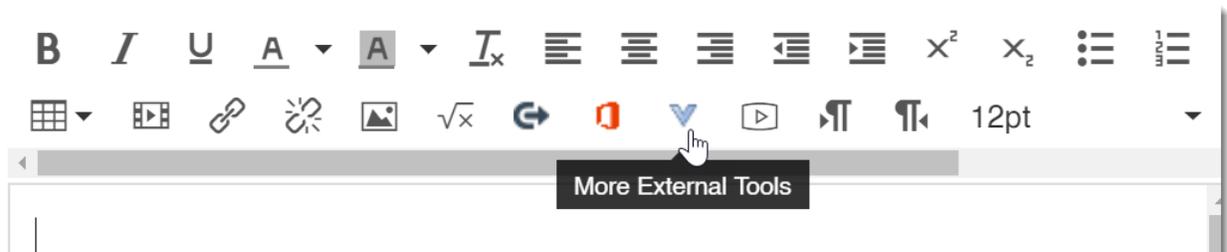
- Follow the directions in this tutorial to upload and embed your presentation in your "Reply".
- Please label your post with the title of your Team's theory (e.g. Social Information Processing Theory Presentation, etc.)

All Team Project/Presentations are due by Friday, 11:59 p.m.

Search entries or author Unread ✓ Subscribe

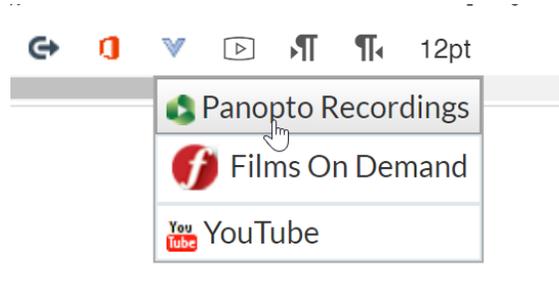
↩ Reply

3. Click the **More External Tools** (blue V) icon on the lower toolbar.



Rich text editor toolbar showing various icons for text formatting (bold, italic, underline, text color, background color, text size, bulleted list, numbered list, indent, outdent, link, unlink, image, equation, video, audio, table) and a blue inverted triangle icon labeled "More External Tools".

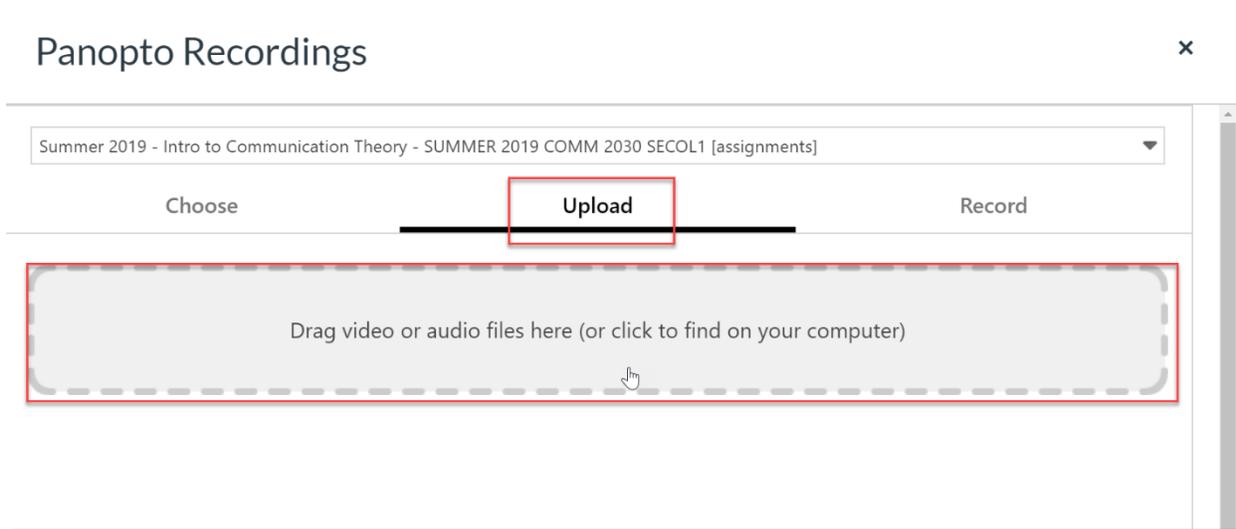
4. Click **Panopto Recordings**.



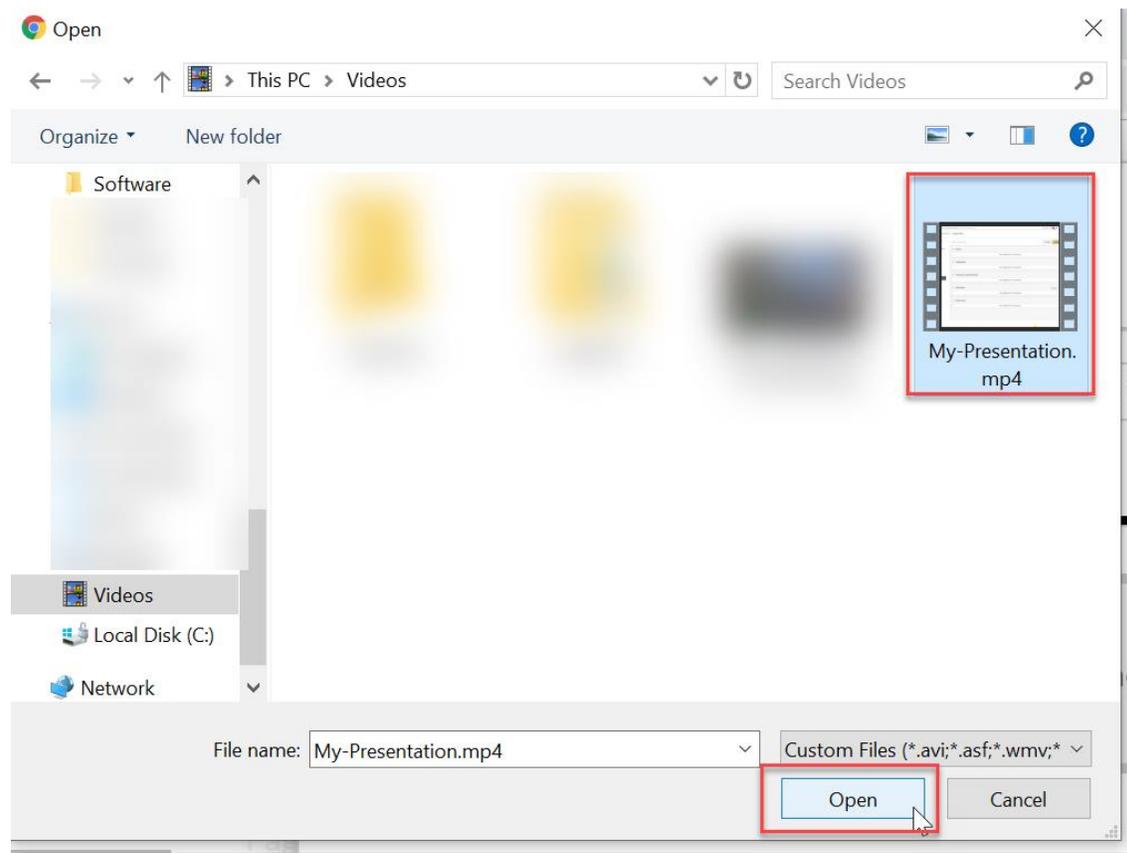
Dropdown menu showing external tool options:

- Panopto Recordings
- Films On Demand
- YouTube

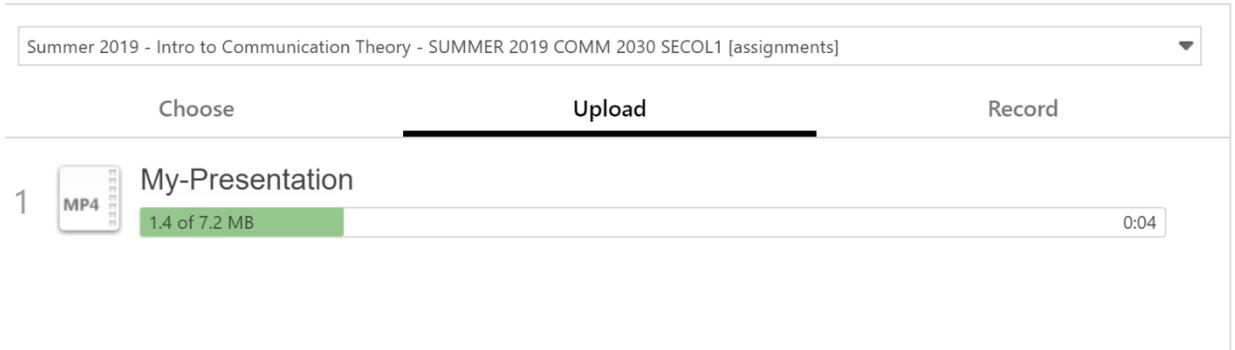
5. Click the **Upload** tab and then click the **Drag the video or audio files...** area to browse for your mp4 file.



6. Click the file on your computer and click the **Open** button to begin upload.



7. The file uploads (note that large files will take a while to upload especially when using a wireless internet connection).



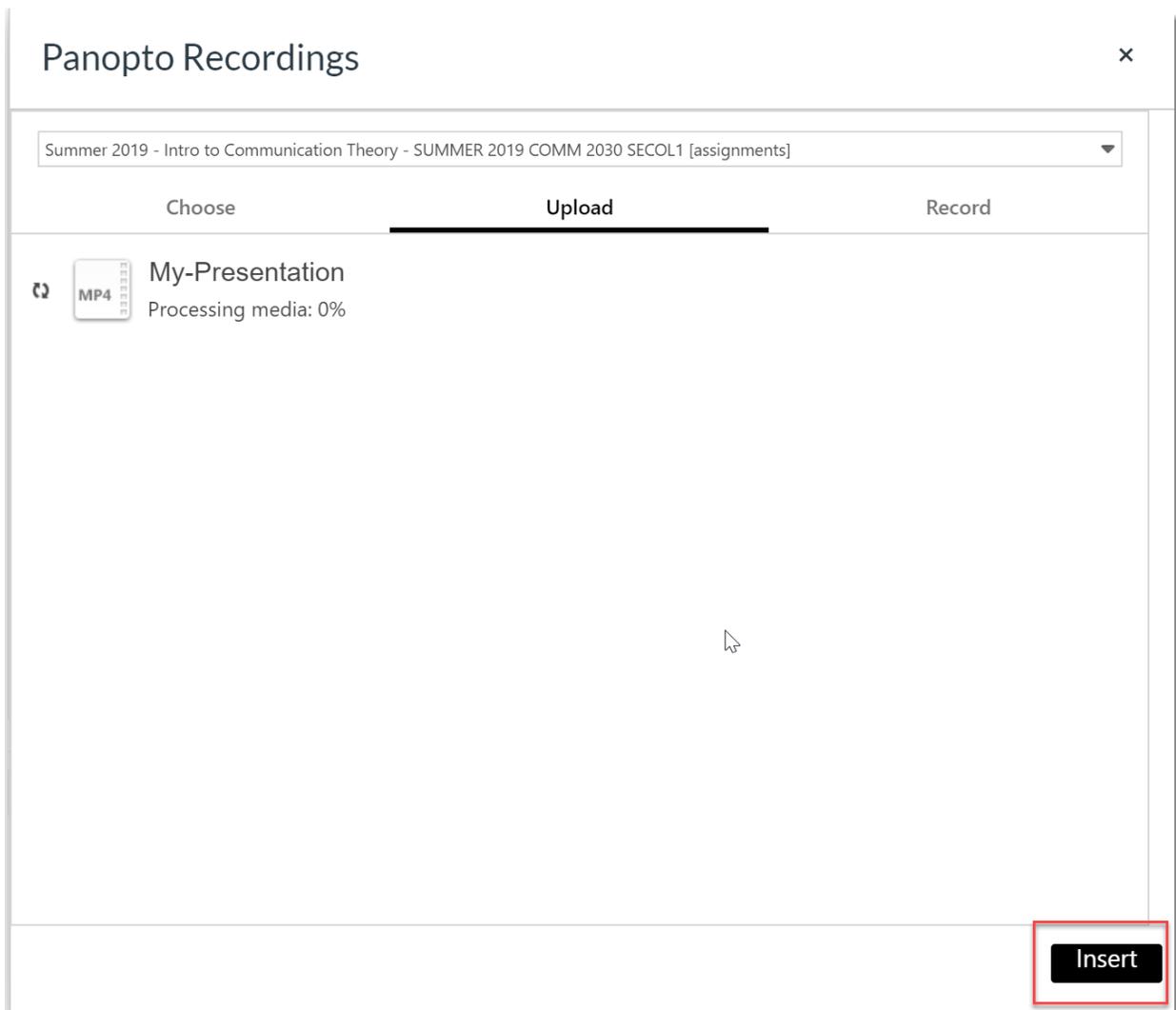
Summer 2019 - Intro to Communication Theory - SUMMER 2019 COMM 2030 SECOL1 [assignments]

Choose **Upload** Record

1  My-Presentation
1.4 of 7.2 MB 0:04

This screenshot shows the Panopto interface during the upload phase. A dropdown menu at the top displays the course name. Below it are three tabs: 'Choose', 'Upload' (which is active and underlined), and 'Record'. A single file named 'My-Presentation' is shown with a progress bar indicating that 1.4 MB of a 7.2 MB file has been uploaded. A small '0:04' timer is visible on the right side of the file entry.

8. Click the **Insert** button once the file finishes uploading.



Panopto Recordings ×

Summer 2019 - Intro to Communication Theory - SUMMER 2019 COMM 2030 SECOL1 [assignments]

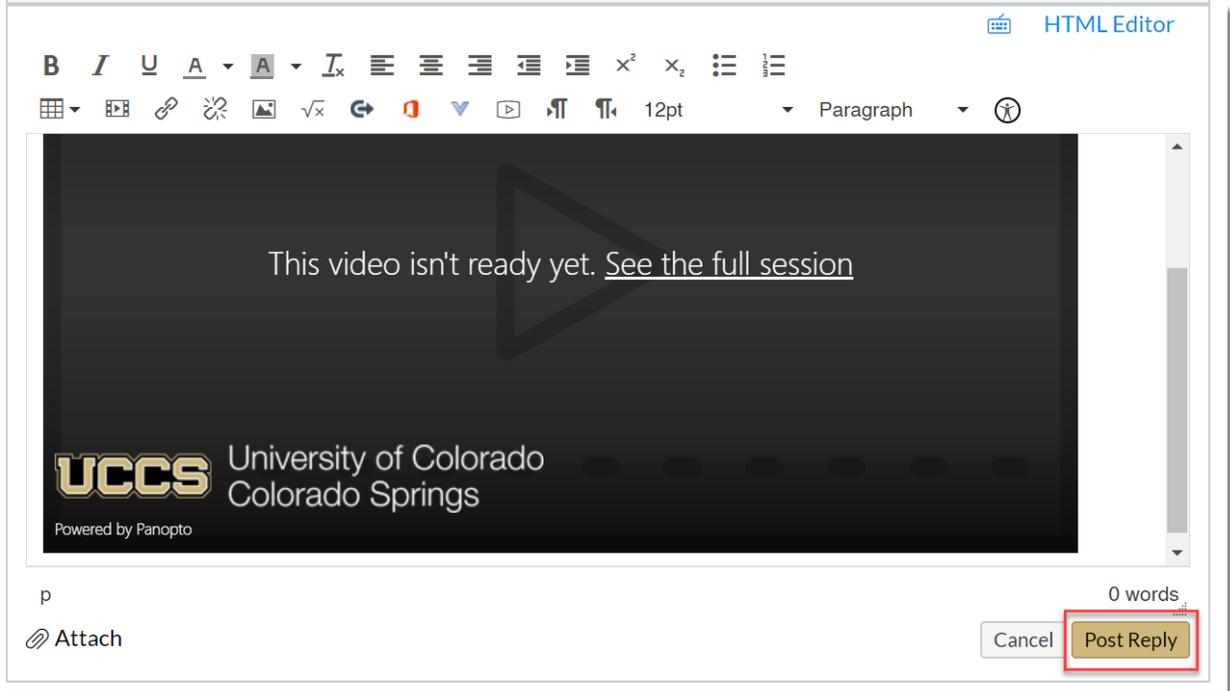
Choose **Upload** Record

  My-Presentation
Processing media: 0%

Insert

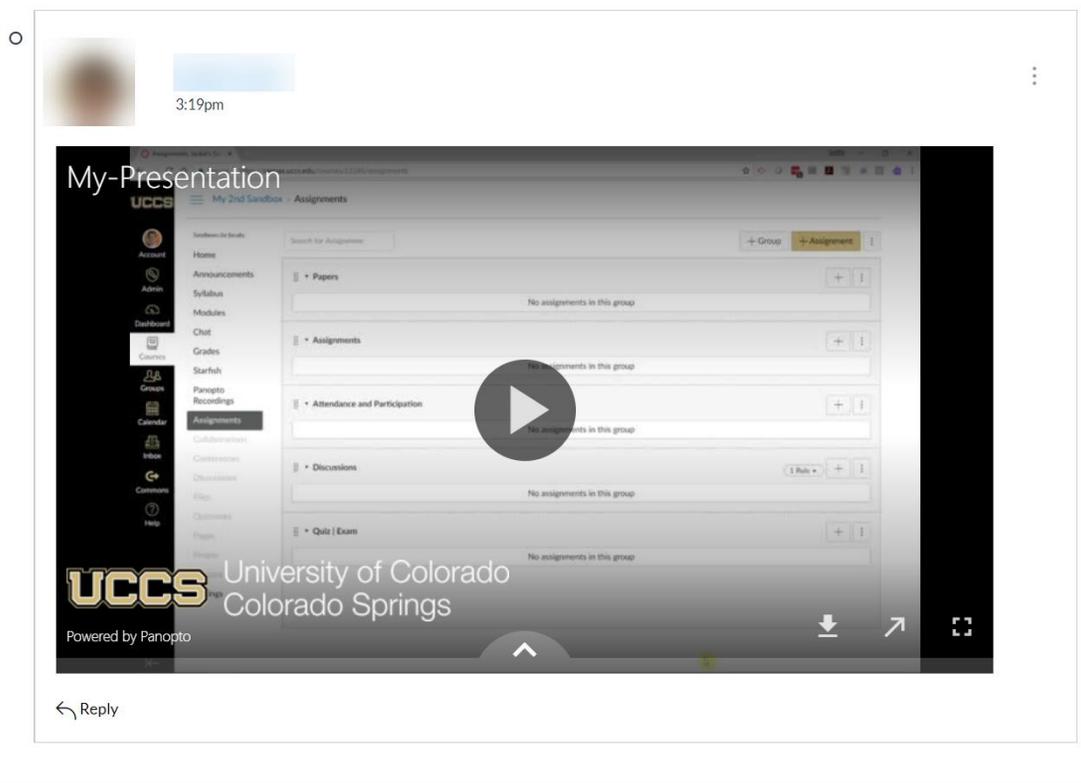
This screenshot shows the Panopto interface after the upload is complete. The 'Processing media: 0%' status is displayed. The 'Insert' button at the bottom right is highlighted with a red rectangular box, indicating the next step in the process.

9. Click **Post Reply** to post your embedded video presentation to the discussion.



The screenshot shows an HTML editor interface. At the top right, it says "HTML Editor". Below that is a toolbar with various icons for text formatting (bold, italic, underline, link, unlink, list, indent, outdent) and alignment. The main content area contains a video player with a large play button in the center. The video frame has a black background with white text that reads: "This video isn't ready yet. [See the full session](#)". In the bottom left of the video frame is the "UCCS University of Colorado Colorado Springs" logo and "Powered by Panopto". Below the video frame, there is a text input field containing the letter "p". To the left of the input field is an "Attach" icon. To the right, there are two buttons: "Cancel" and "Post Reply". The "Post Reply" button is highlighted with a red rectangular box. Above the "Post Reply" button, it says "0 words".

10. Click the play button to view the presentation once it finishes processing on the Panopto server.



The screenshot shows a video player interface. At the top left, there is a profile picture and a timestamp "3:19pm". The video frame displays a presentation slide titled "My-Presentation" from the "UCCS University of Colorado Colorado Springs" system. The slide content includes a sidebar menu with items like "Home", "Announcements", "Syllabus", "Modules", "Chat", "Grades", "Starfish", "Panopto Recordings", "Assignments", "Collaboration", "Discussions", "Help", and "Exam". The main content area of the slide lists several categories: "Papers", "Assignments", "Attendance and Participation", "Discussions", and "Quiz | Exam", each with a "+ Group" and "- Assignment" button and a note "No assignments in this group". A large play button is centered over the slide. At the bottom of the video frame, there are navigation icons: a back arrow, a play button, a download icon, a share icon, and a full screen icon. Below the video frame, there is a "Reply" button with a left-pointing arrow.