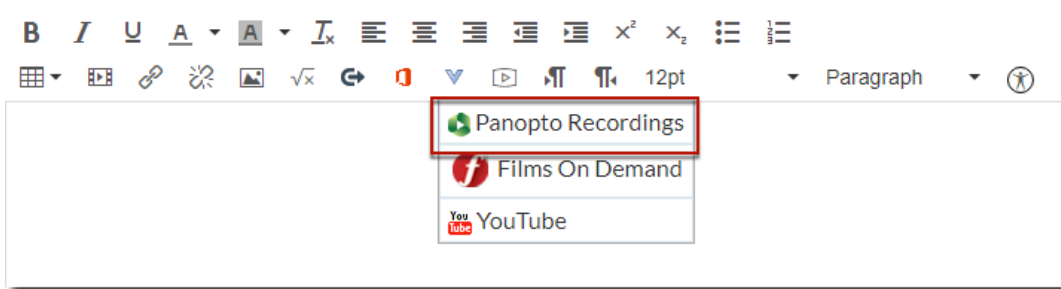


## Panopto Recordings for a Canvas Assignment (PowerPoint Presentation)

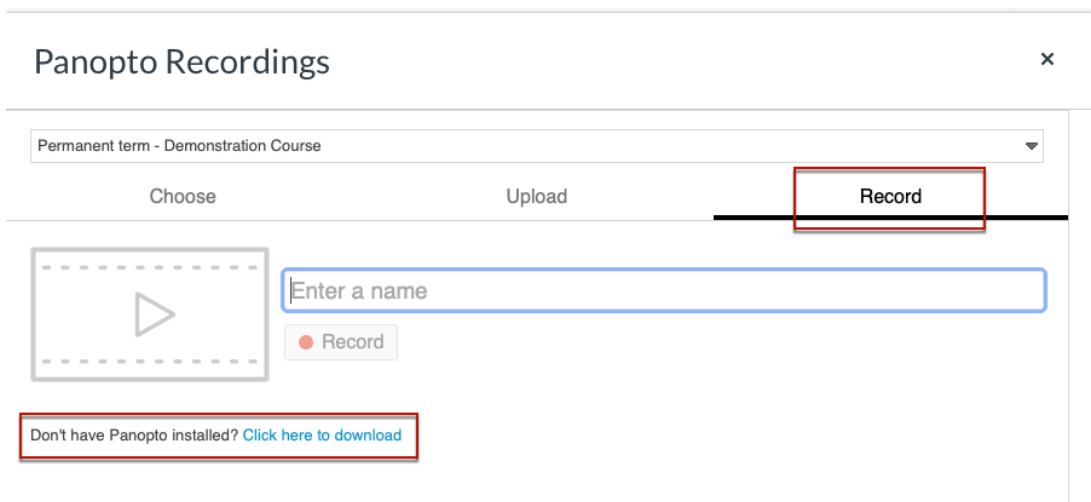
1. Log into [Canvas](#) and locate the Assignment.
2. Have your **presentation** open in **PowerPoint** on your computer.
3. Click the **Submit Assignment** button.
4. Click the **More External Tools** icon on the lower toolbar.



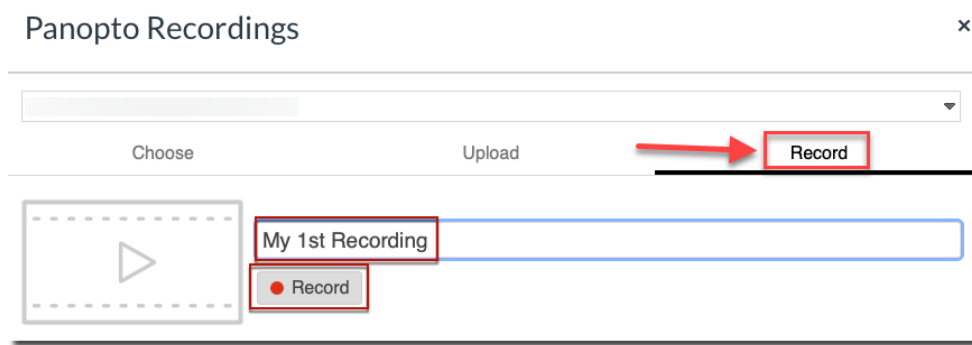
5. Click **Panopto Recordings**.



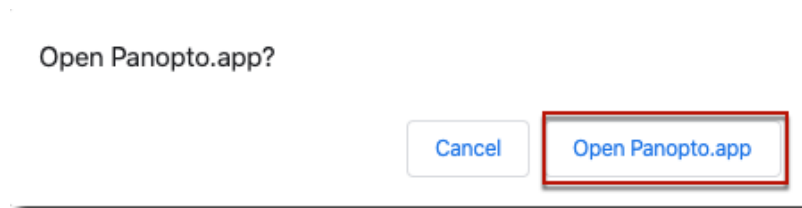
6. Click the **Record** tab. Use the **Click here to download** link to install the Panopto Recorder on a PC or Mac (no Chromebooks).
  - a. The recorder **only needs to be installed the first time** that you record in Panopto.
  - b. Can be installed on multiple computers.



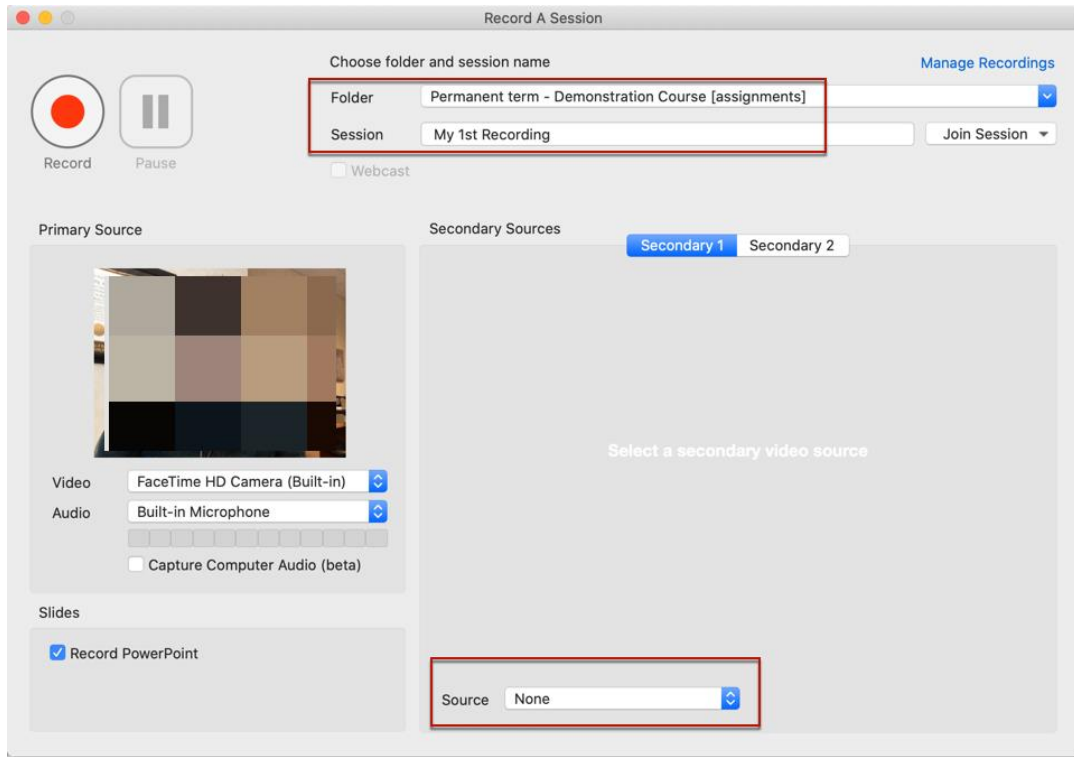
7. After installing the Panopto Recorder, return to Canvas and **Enter name** for your recording and click the **Record** button.



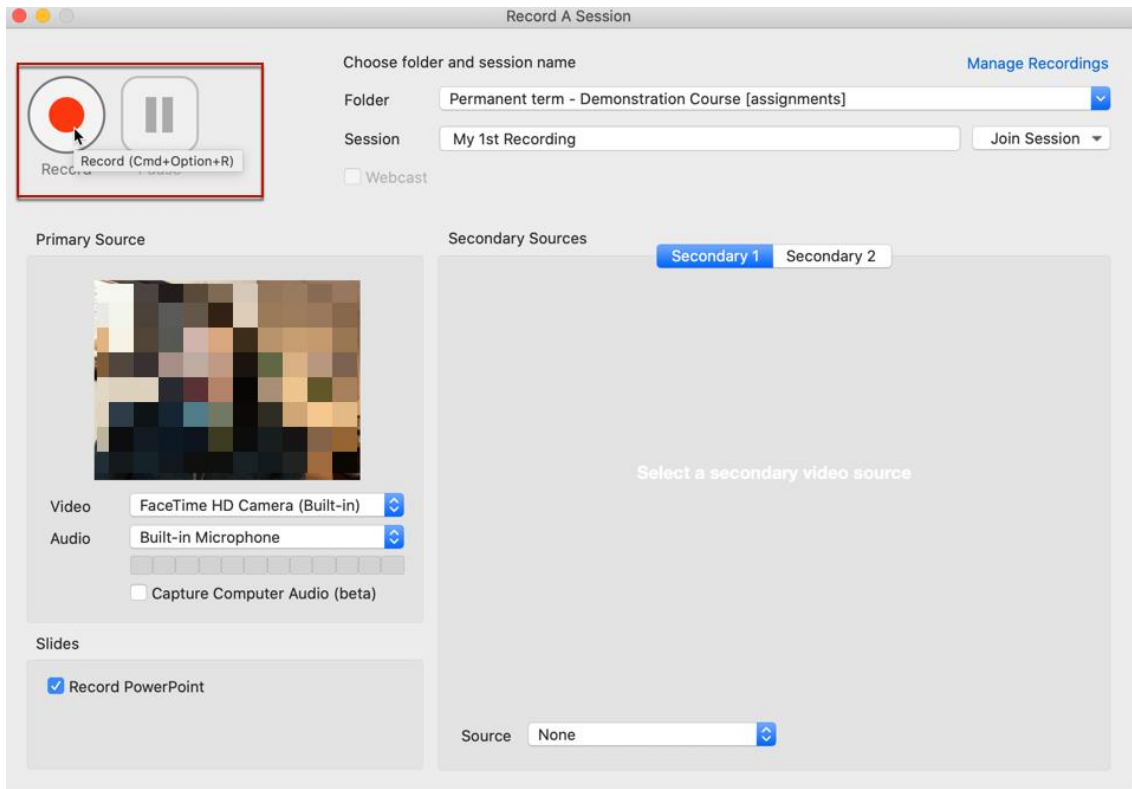
8. Click **Open Panopto**.



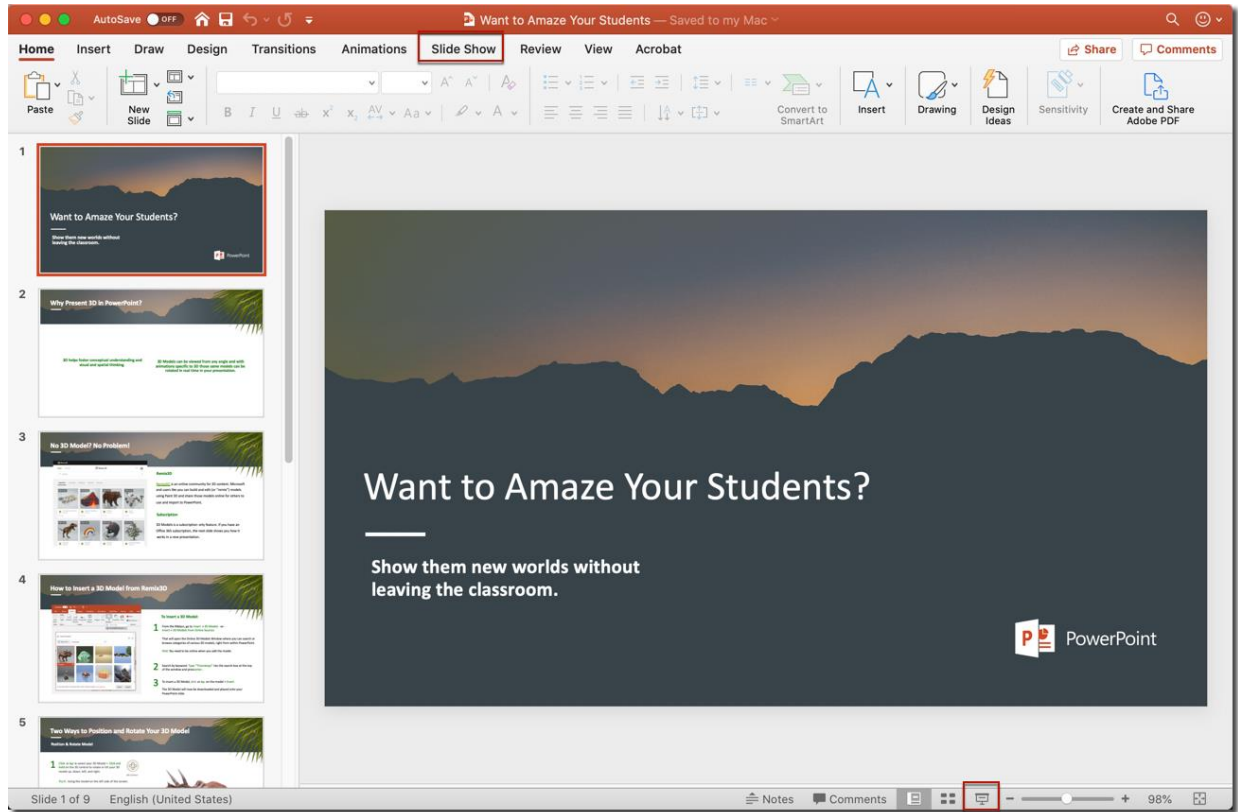
9. The Panopto Recorder opens and detects your webcam and audio source. **Mac version** is pictured here.
- a. Choose None in the video option menu if you do not want to be seen on video.
  - b. Check the **Record PowerPoint** box if you are recording a PowerPoint presentation.
  - c. Select **None** in the **Source option menu**.



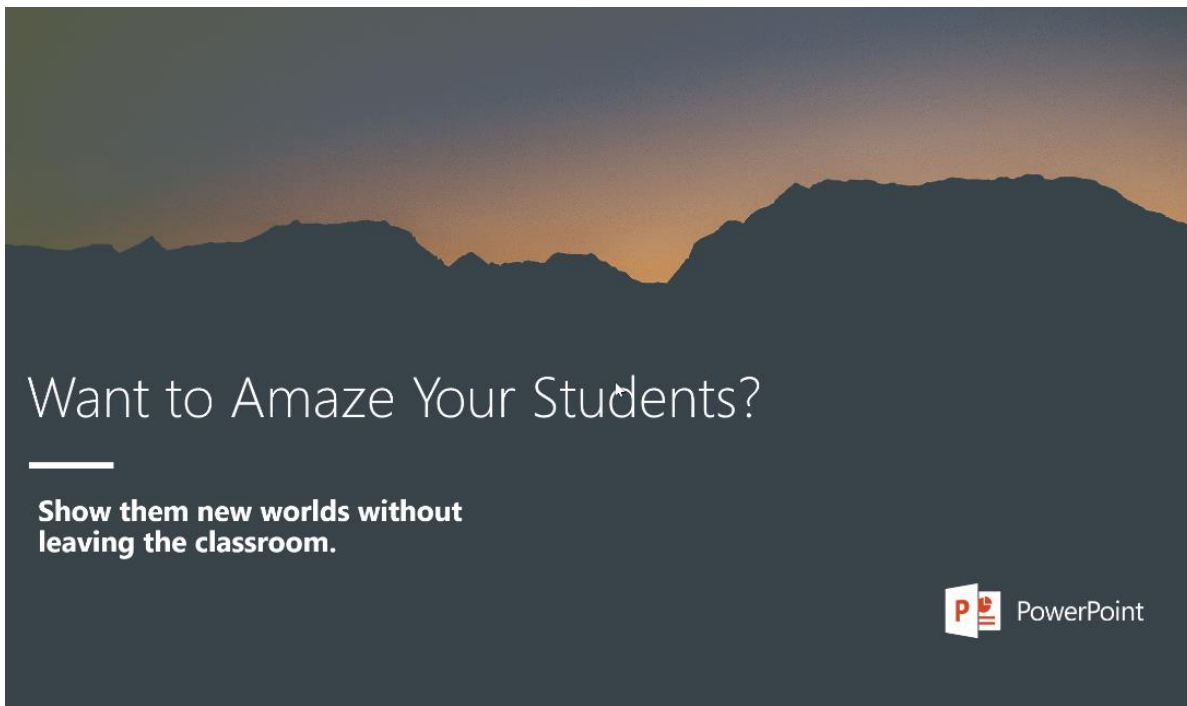
10. Click **Record** or use the keyboard shortcut CMD+Option+R.



11. Go to your PowerPoint Presentation and enter **SlideShow mode**.

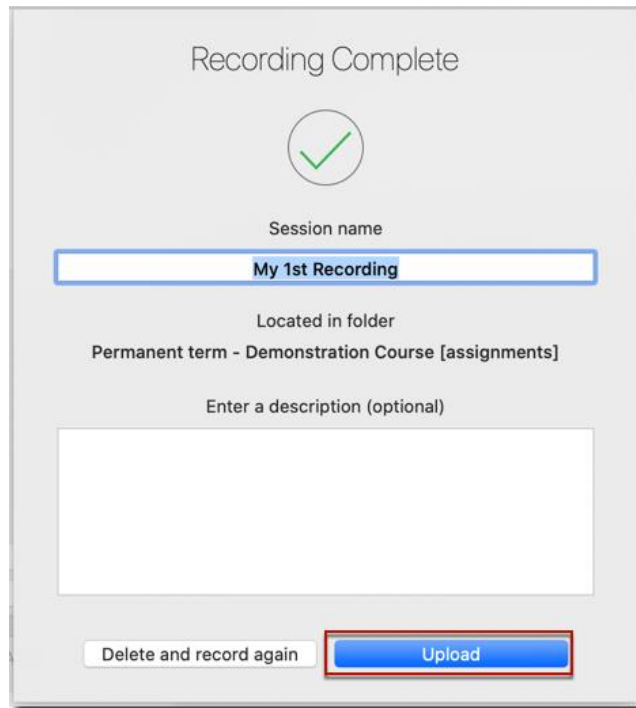


12. PowerPoint opens and fills your screen.

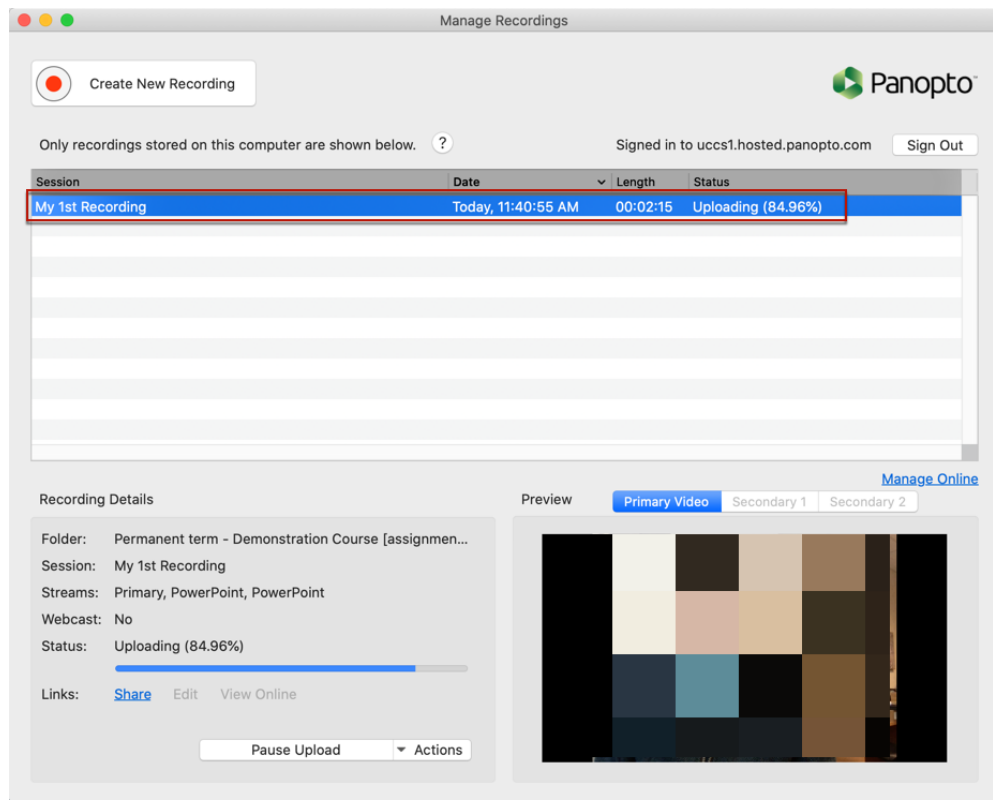


13. You (video if chosen and audio) as well as PowerPoint are now being recorded. **You will not see yourself being recorded.** Advance your slides as usual as you narrate your presentation.

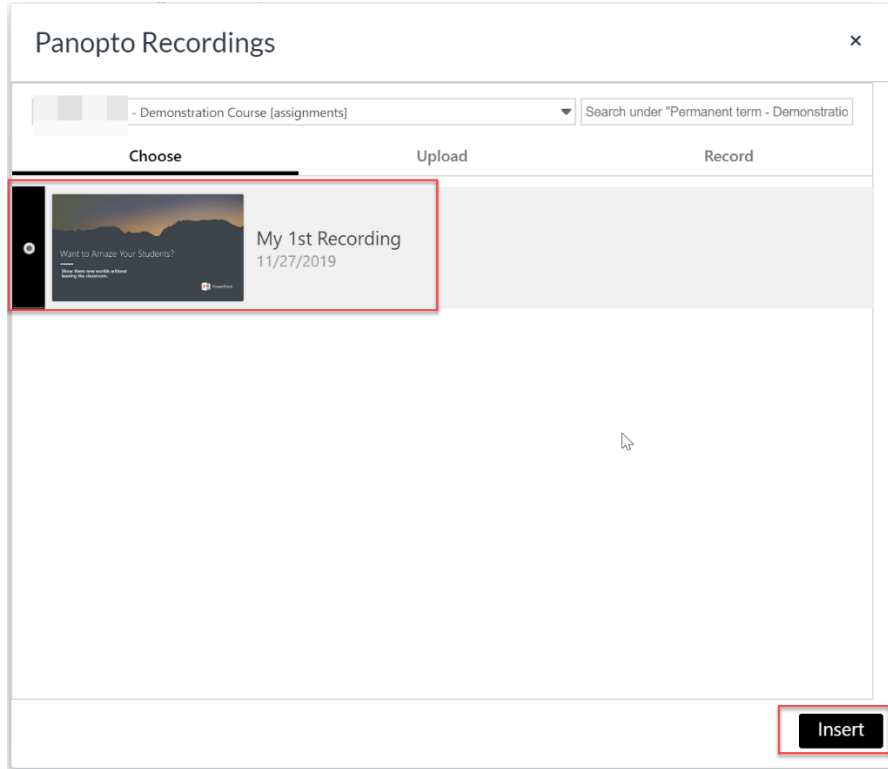
14. When you are finished with your presentation, on your **Mac**, use the keyboard shortcut **Cmd+Option+R** to stop the Panopto Recorder.
  - a. Use the **Escape key (Esc)** to exit PowerPoint.
  - b. Return to the Panopto Recorder.
15. Click the **Upload** button to begin uploading your presentation into the Panopto folder.



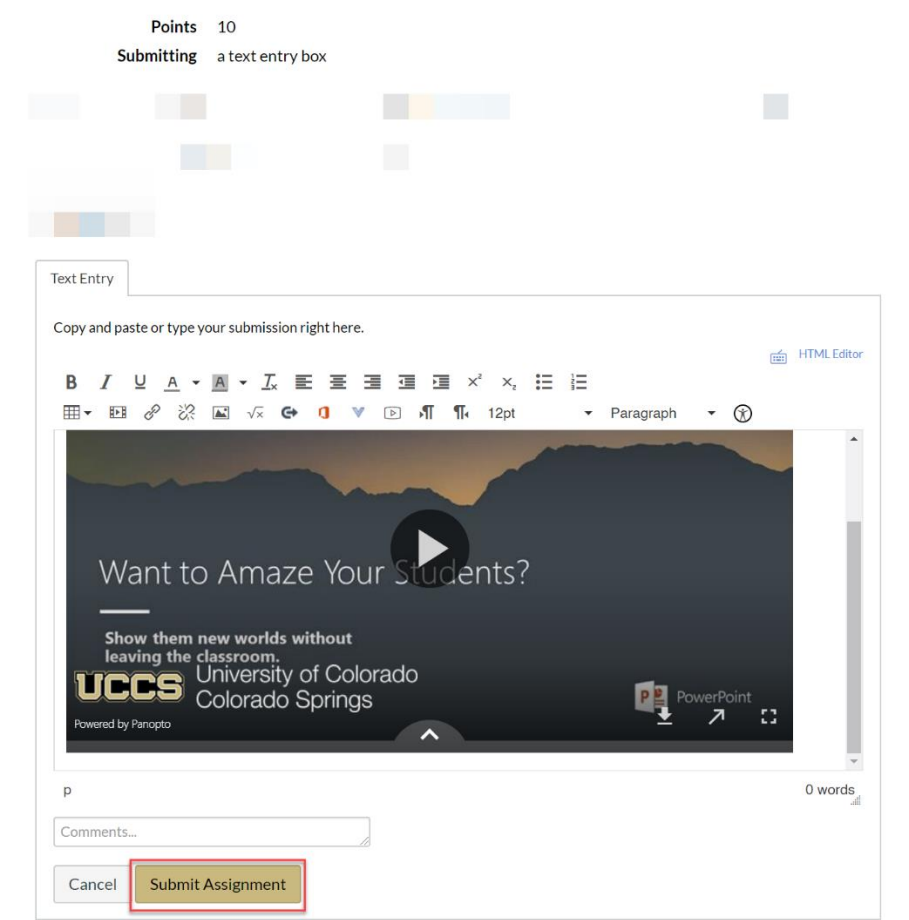
16. Do not exit Panopto until you see that the recording has fully uploaded.



- Return to the **Canvas assignment** and your video will now be located under the **Choose** tab.
- Click the recording to select it and click the **Insert** button.



- Click the **Submit Assignment** button.



20. Assignment is successfully submitted. Click the **Submission Details** in the upper right to view the submission.

NOTE: This process is the same for a Canvas Discussion. In a Discussion, you will click the Reply button to start the process.

*For technical assistance, contact Jackie Crouch at [ffc@uccs.edu](mailto:ffc@uccs.edu) or 719.255.4493.*