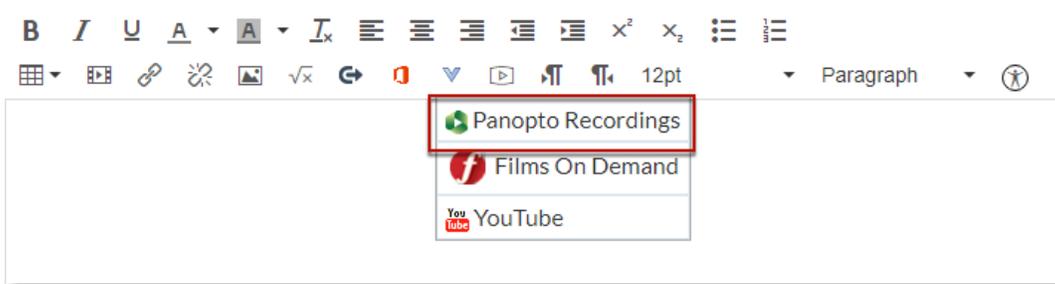


Panopto Recordings for a Canvas Assignment (PowerPoint Presentation)

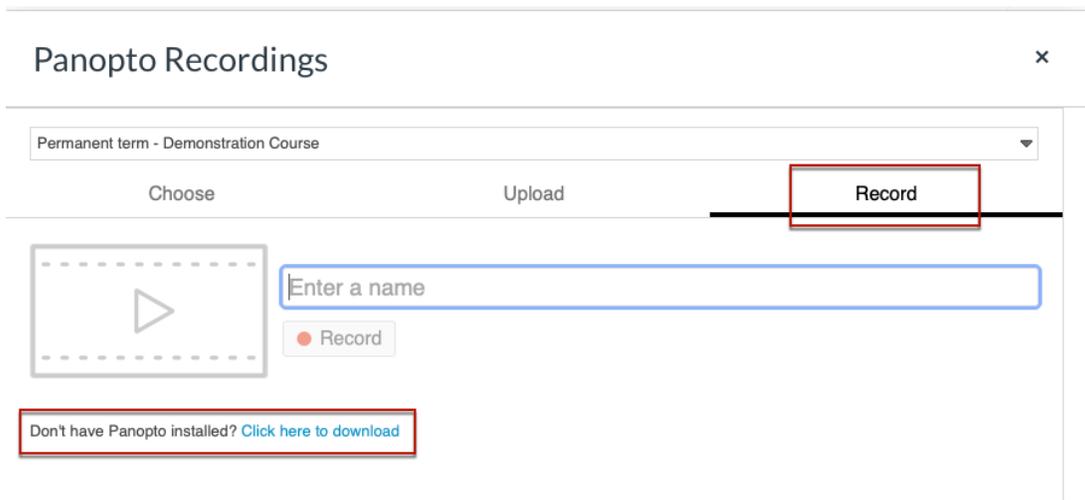
1. Log into [Canvas](#) and locate the Assignment.
2. Click the **Submit Assignment** button.
3. Click the **More External Tools** icon on the lower toolbar.



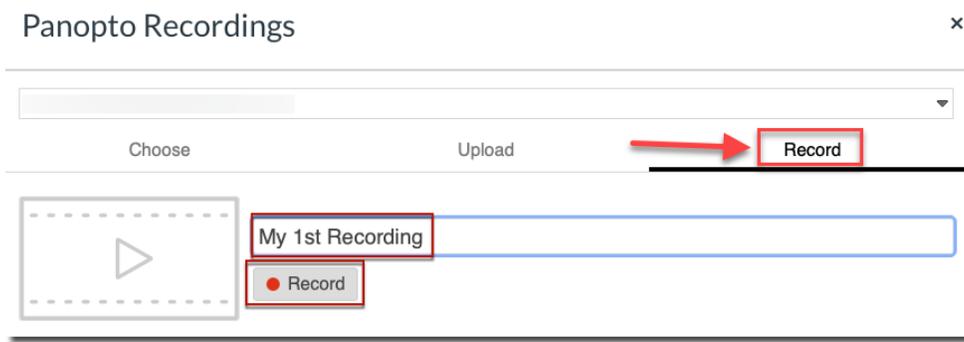
4. Click **Panopto Recordings**.



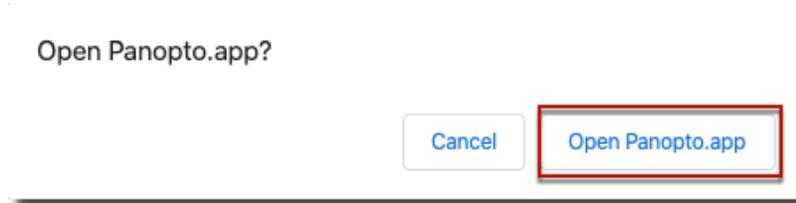
5. Click the **Record** tab. Use the **Click here to download** link to install the Panopto Recorder on a PC or Mac (no Chromebooks).
 - a. The recorder only needs to be installed the first time that you record in Panopto.
 - b. Can be installed on multiple computers.



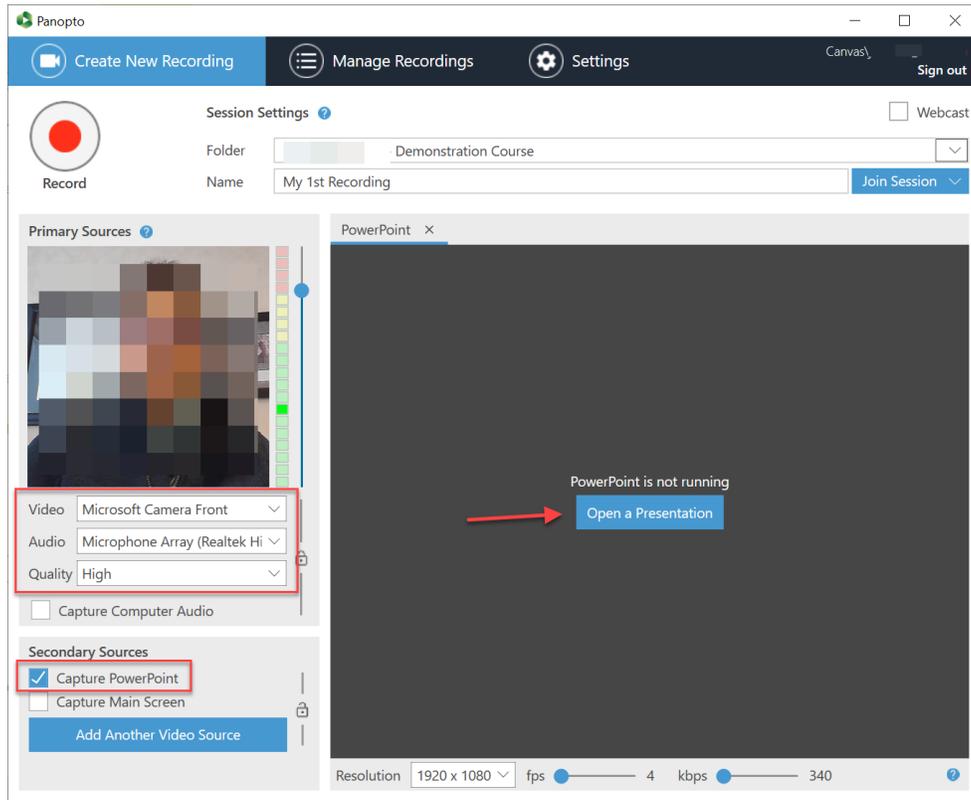
6. After installing the Panopto Recorder, return to Canvas and **Enter name** for your recording and click the **Record** button.



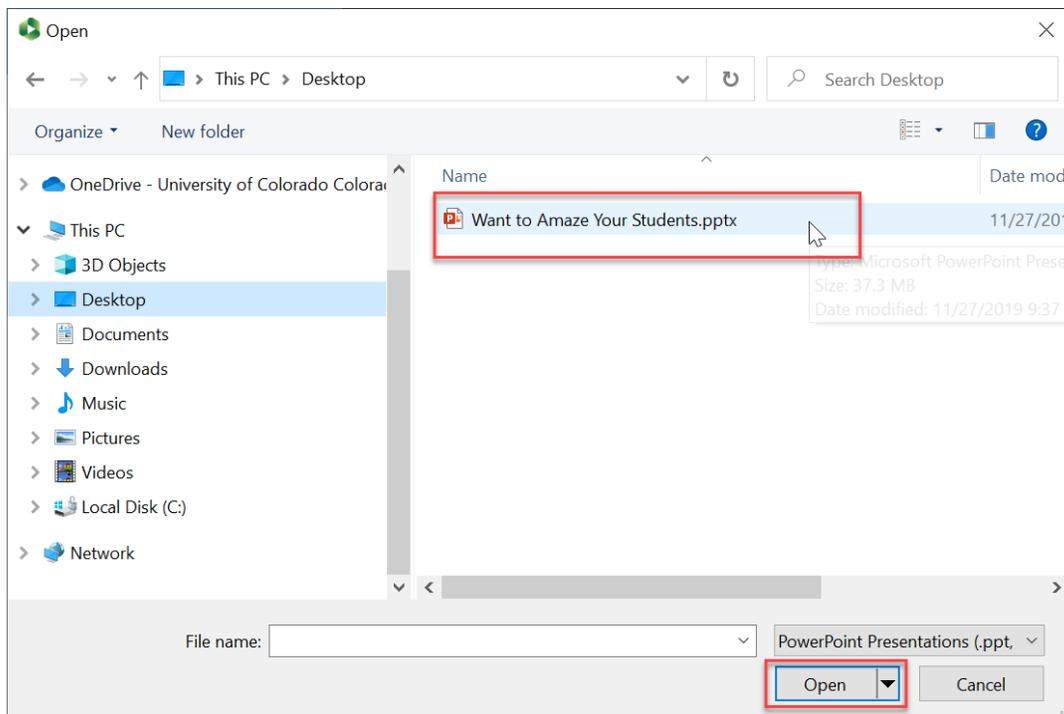
7. Click **Open Panopto**.



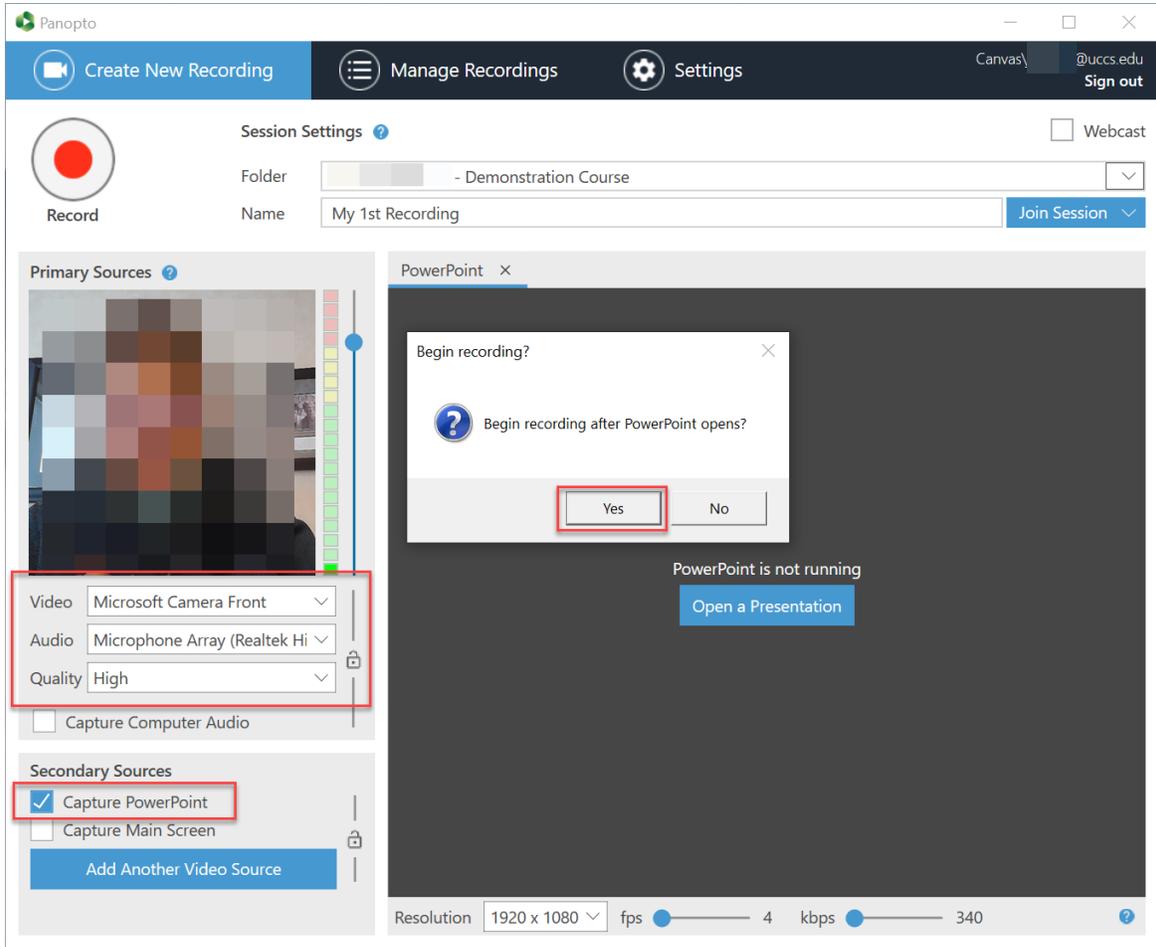
8. The Panopto Recorder opens and detects your webcam and audio source. **Windows version** is pictured here.
 - a. Choose NONE in the video option menu if you do not want to be seen on video.
 - b. Check the **Capture PowerPoint** box if you are recording a PowerPoint presentation.
 - c. Click the **Open Presentation** button to browse for your PowerPoint presentation.



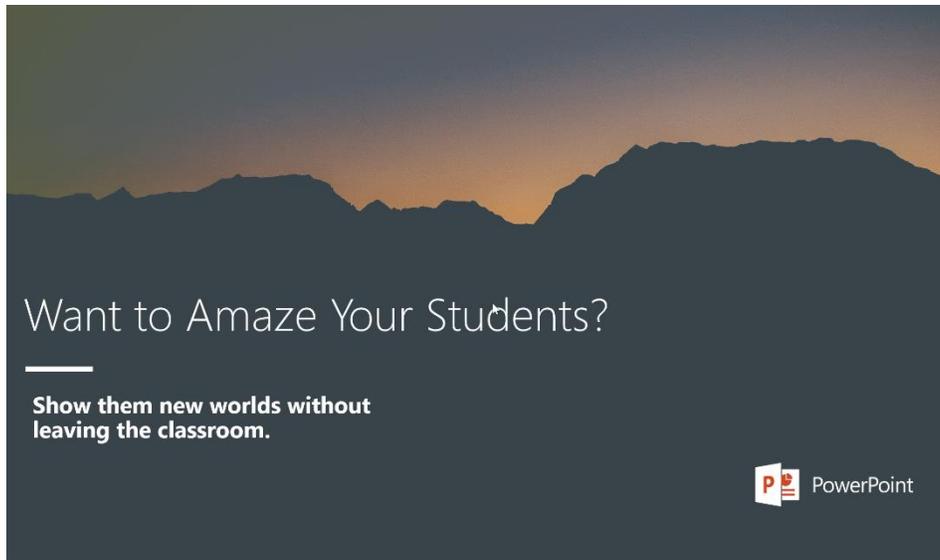
9. Browse to locate your PowerPoint presentation, select it, and click the **Open** button.



10. Click **Yes** in the Begin recording after PowerPoint opens window.

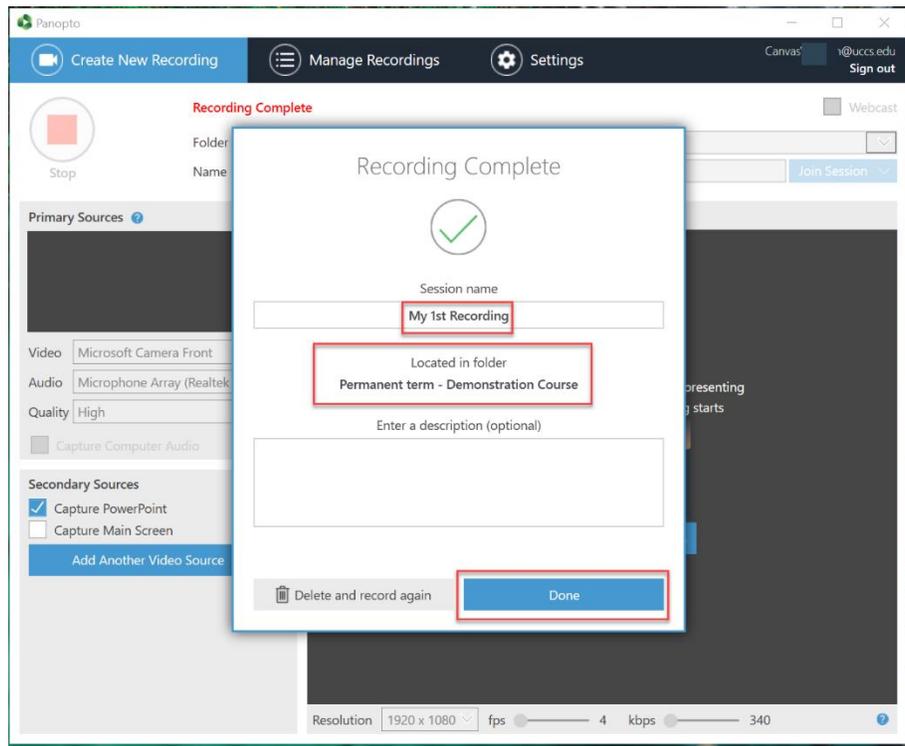


11. PowerPoint opens and fills your screen.

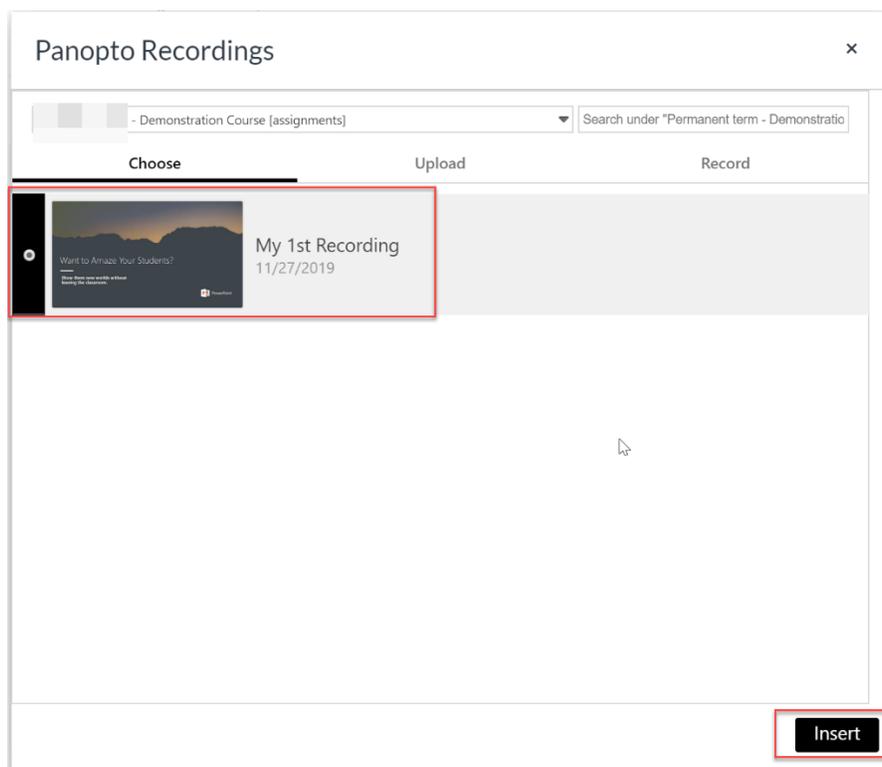


12. You (video if chosen and audio) as well as PowerPoint are now being recorded. **You will not see yourself being recorded.** Advance your slides as usual as you narrate your presentation.

13. When you are finished with your presentation, on your **PC**, hold down the **Fn + F10** keys (Fn key is located to the left of the spacebar on your keyboard and the F10 key is near the upper right of your keyboard).
- a. This stops the Panopto Recorder and returns you to Panopto.
14. Click the **Done** button to begin uploading your presentation into the Panopto folder.



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



17. Click the **Submit Assignment** button.

Points 10

Submitting a text entry box



Text Entry

Copy and paste or type your submission right here.

HTML Editor

B *I* U A A *I*_x 12pt Paragraph

p 0 words

Comments...

Cancel **Submit Assignment**

18. 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 or 719.255.4493.