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.

Panopto Recordings			×
Permanent term - Demonstration Choose	Course Upload	Record	•
Don't have Panopto installed? Clic	Enter a name Record k here to download		

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

Panopto Recordings		`
Choose	Upload	Record
My 1st Record	ording	

7. Click **Open Panopto**.

Open Panopto.app?		
	Cancel	Open Panopto.app

- 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.

Panopto			- 🗆 ×
Create Net	w Recording	Manage Recordings 😧 Settings	Canvas\
	Session Settings Folder	Demonstration Course	Webcast
Record Primary Sources	Name My 1s	PowerPoint ×	Join Session V
Video Microsoft C Audio Microphon Quality High	Camera Front	PowerPoint is not running Open a Presentation	
Secondary Sources Capture Power Capture Main S Add Apothe	Point Screen 🔂		
		Resolution 1920 x 1080 V fps 4 kbps	340 ②

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.

Panopto		- 🗆 ×
Create New Recording) Manage Recordings Settings	Canvas\ @uccs.edu Sign out
Session Settings Folder Record Name My 1st	- Demonstration Course t Recording	Uebcast
Primary Sources Video Microsoft Camera Front Video Microphone Array (Realtek Hi Quality High Capture Computer Audio Secondary Sources Capture PowerPoint Capture Main Screen Add Another Video Source	PowerPoint × Begin recording? × Image: Comparison of the second secon	340
	Resolution 1920 x 1080 \checkmark fps $-$ 4 kbps $-$	340 🕜

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.

	Create New Recording	E Manage Recordings	Canvas' 1@uccs edu Sign out
	Recording	j Complete	Webcast
Stop	Folder Name	Recording Complete	Join Session 🗸
Primary	Sources 🕜	\bigcirc	
		Session name My 1st Recording	
Video Audio	Microsoft Camera Front Microphone Array (Realtek	Located in folder Permanent term - Demonstration Course	oresenting
Quality	High oture Computer Audio	Enter a description (optional)) starts
Seconda	ary Sources oture PowerPoint		
Cap	oture Main Screen Add Another Video Source		
		Delete and record again Done	
		Resolution 1920 x 1080 / fps 4 kbps 4	340

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.

Panopto Recordings		×
- Demonstration Course [ass	signments] 🗸	Search under "Permanent term - Demonstratio
Choose	Upload	Record
• Want to Anales Your Students? • Manager to anale - winter • It and	1st Recording 7/2019	
		\searrow
		Insert

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

Points 10	
Submitting a text entry box	
Taut Entry	
lextentry	
Copy and paste or type your submission right here.	
	HTML Editor
Want to Amaze Your Stocents? Show them new worlds without leaving the classroom. University of Colorado. Colorado Springs	:
p	• 0 words
Comments	lla.
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 frc@uccs.edu or 719.255.4493.