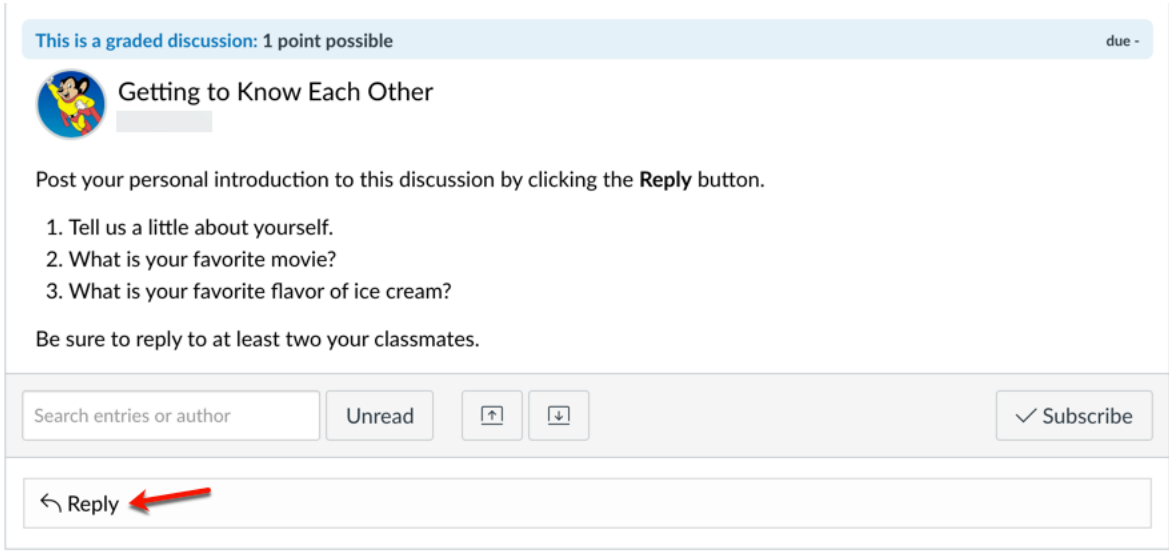
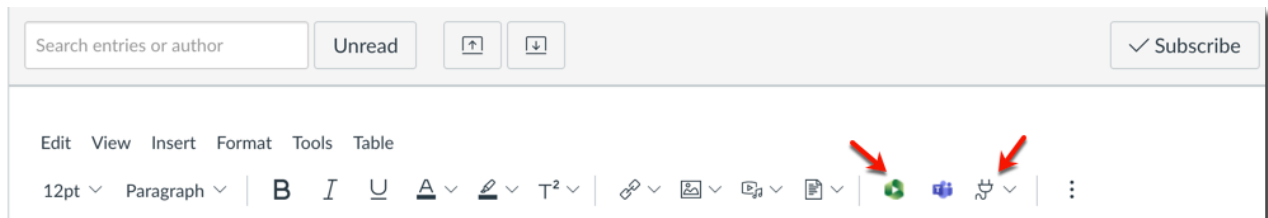


Panopto Recording – Upload for a Canvas Discussion OR Assignment

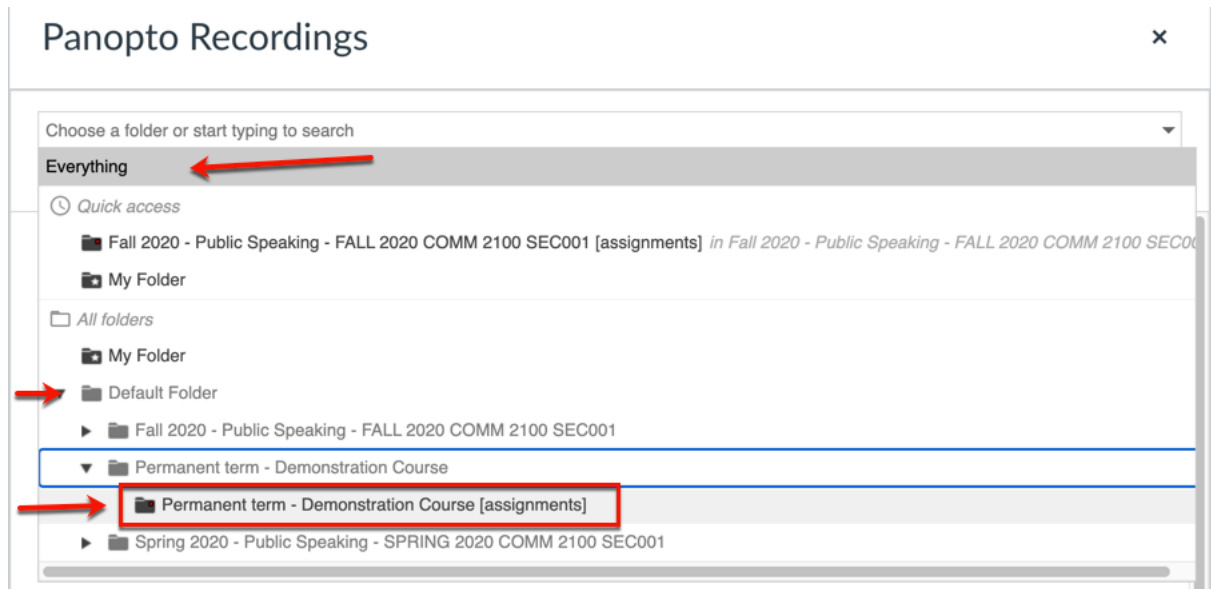
1. Log into [Canvas](#) and go to the Discussion OR Assignment.
2. Click the **Reply** button or the **Submit Assignment** button.



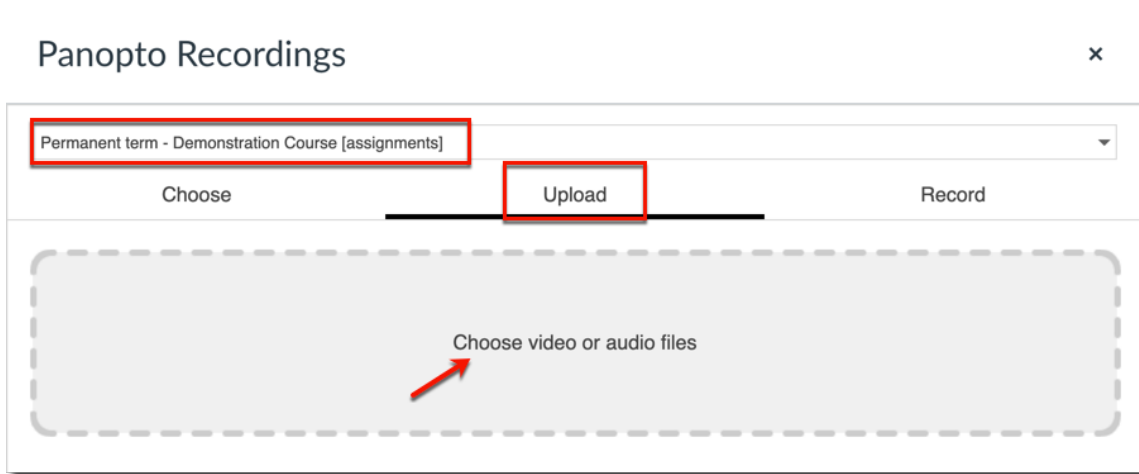
3. Click the green **Panopto** icon on the toolbar. *NOTE: If you cannot see the Panopto icon, click the electrical plug/external tools icon to reveal the Panopto icon.*



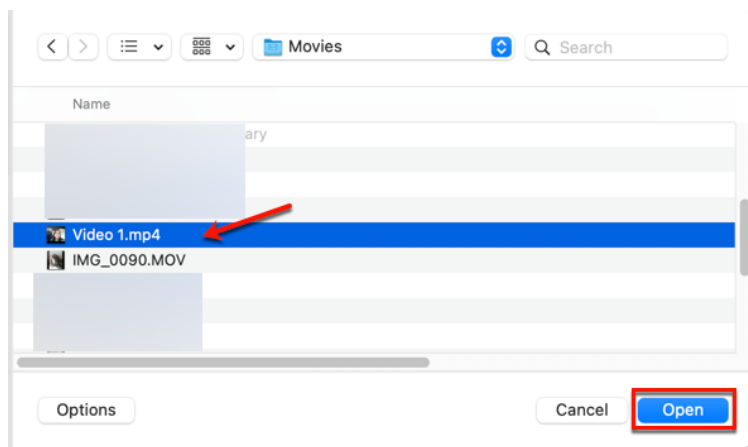
4. Click **Everything** at the top of the window and expand the **Default Folder** to locate your course and its sub-folder with **[assignments]** appended. Select that sub-folder.



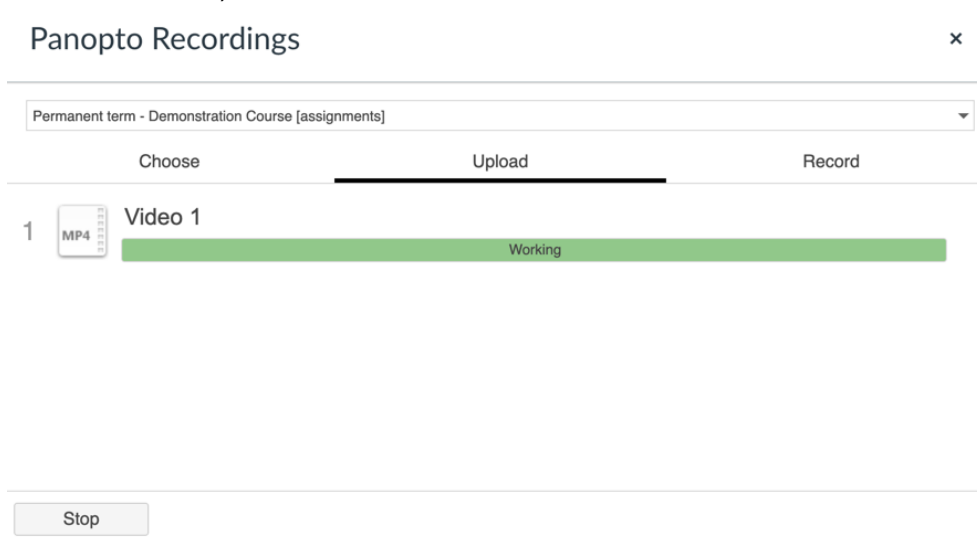
5. Click the **Upload** tab and then click the **Choose video or audio files...** area to browse for your mp4 file.



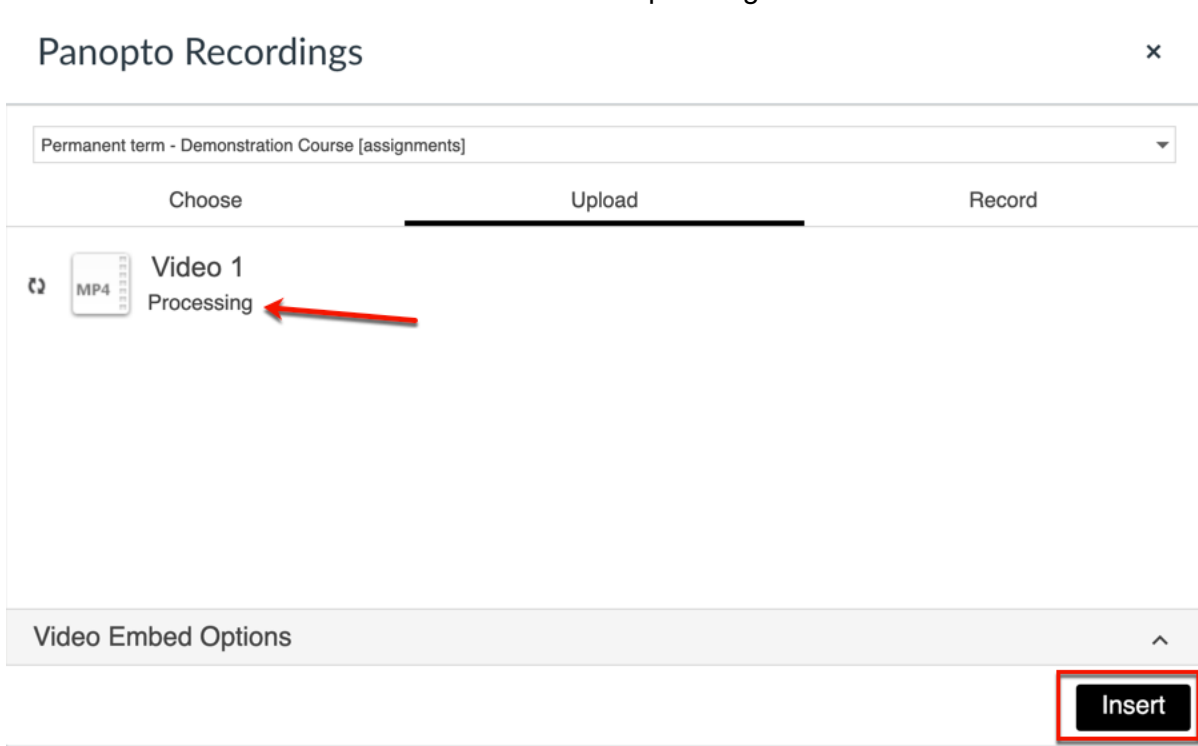
6. Click the file on your computer and click the **Open** button to begin upload.



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



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



Panopto Recordings

Permanent term - Demonstration Course [assignments]

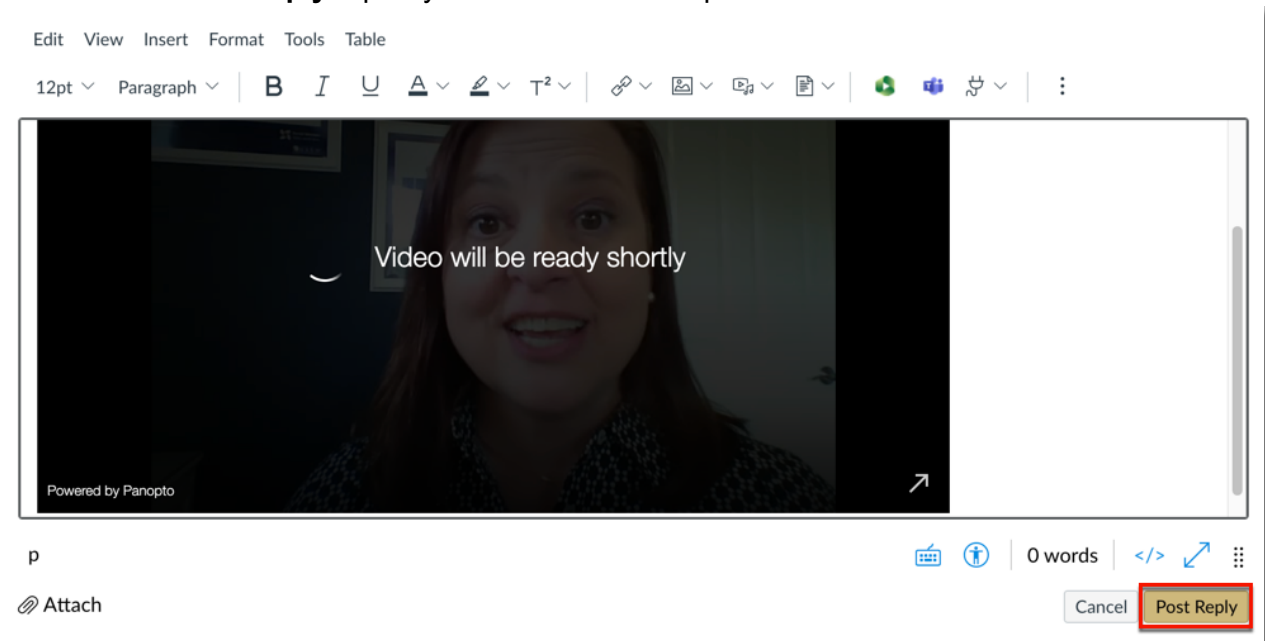
Choose Upload Record

MP4 Video 1 Processing

Video Embed Options

Insert

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



Edit View Insert Format Tools Table

12pt Paragraph B I U A T² [Link] [Image] [Video] [Document] [Refresh] [Share] [More]

Video will be ready shortly

Powered by Panopto

p [Grid] [User] | 0 words | [Code] [Link] [More]

Attach Cancel Post Reply

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

