Panopto Recordings in Canvas (PowerPoint Presentation) - MAC

- 1. Log into Canvas.
- 2. A recording can be created anywhere you have the **Rich Content Editor** pictured below.
 - a. We recommend embedding a video on an individual **Page** in a module.
 - b. Review how to Add an Item to a Module in Canvas.
 - i. Choose "Page" in the above tutorial where "Assignment" is pictured.
 - c. Once a new page is added in the module, click the title of the page and then click the Edit button
 - d. Have your PowerPoint presentation open in PowerPoint.
- 3. Click the More External Tools icon on the lower toolbar.



4. Click Panopto Recordings.



5. Click the **Record** tab.

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

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

Panopto Recordings			×
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7. Click Open Panopto.

Open Panopto.app?		
	Cancel	Open Panopto.app

- 8. 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.

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

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10. Go to your PowerPoint Presentation and enter SlideShow mode.



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 **Mac**, use the keyboard shortcut **Cmd+Option+R to** stop the Panopto Recorder.
 - d. Use the Escape key (Esc) to exit PowerPoint.
 - e. Return to the Panopto Recorder.
- 14. Click the **Upload** button to begin uploading your presentation into the Panopto folder.



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

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

Panopto Recordings		×	
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- Scroll to the bottom of the page and click Save or Save and Publish.
 Your video is now available for viewing.

For technical assistance, contact frc@uccs.edu.