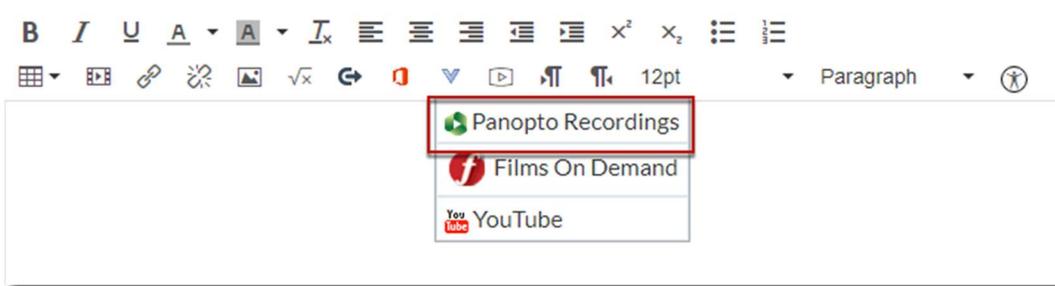


Panopto Recordings in Canvas (PowerPoint Presentation) - MAC

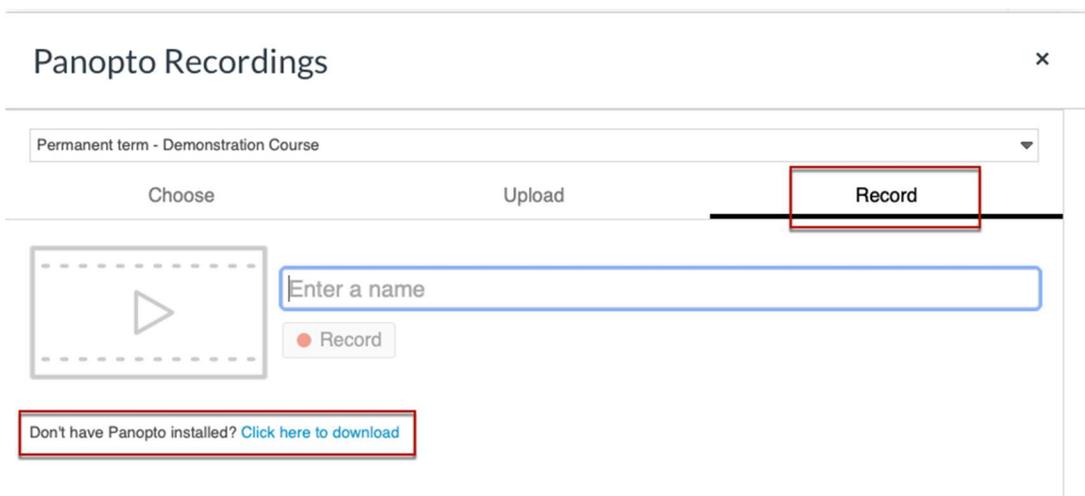
1. Log into [Canvas](#).
2. A recording can be created anywhere you have the **Rich Content Editor** pictured below.
 - a. We recommend embedding a video on an individual **Page** in a module.
 - b. Review how to [Add an Item to a Module in Canvas](#).
 - i. Choose "Page" in the above tutorial where "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.



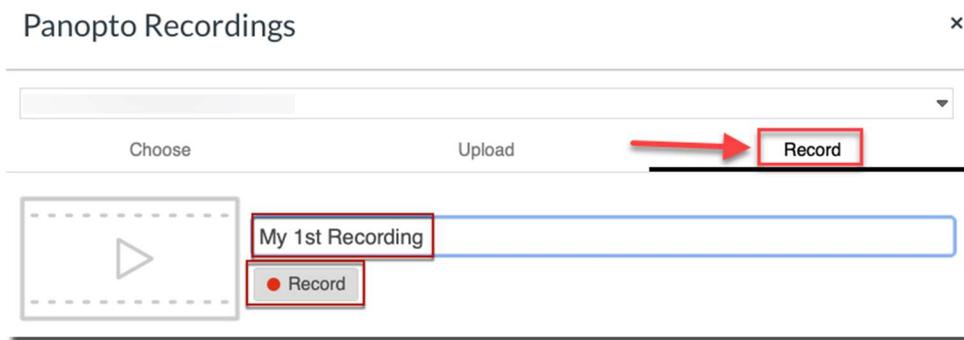
4. Click **Panopto Recordings**.



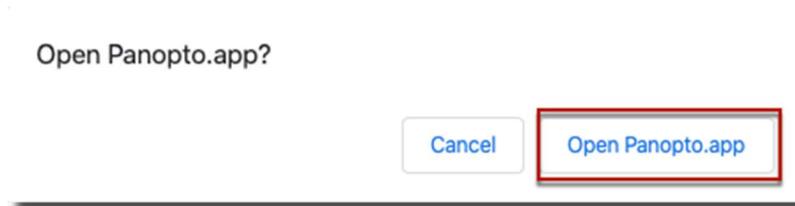
5. Click the **Record** tab.
 - a. Use the [Click here to download](#) link to install the Panopto Recorder on a PC or Mac (no Chromebooks).
 - b. The recorder only needs to be installed the first time that you record in Panopto.
 - c. Can be installed on multiple computers.



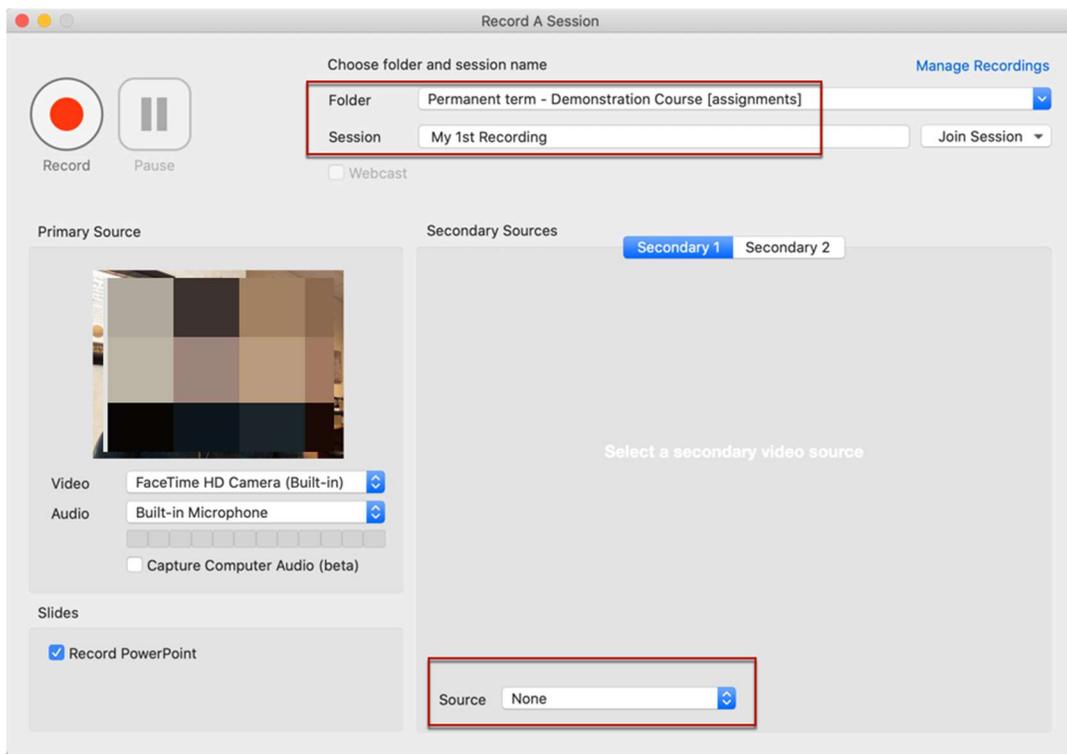
6. After installing the Panopto Recorder, return to Canvas and **Enter name** for your recording and click the **Record** button.



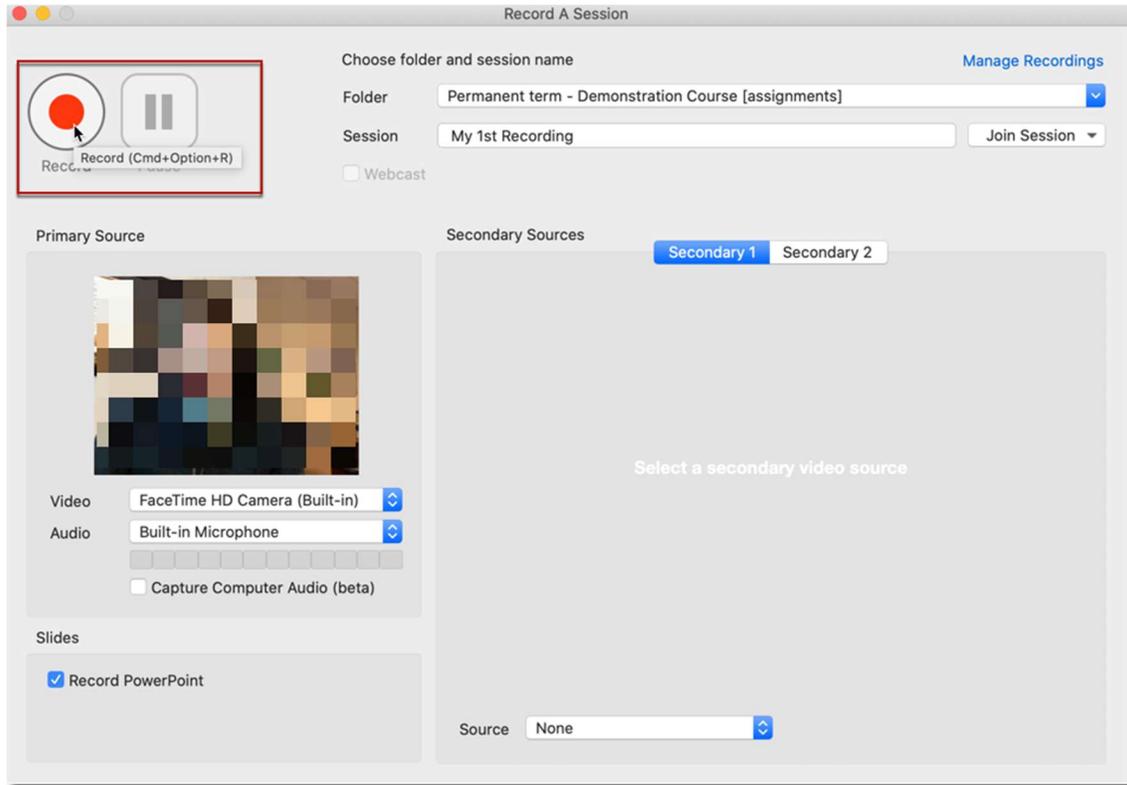
7. Click **Open Panopto**.



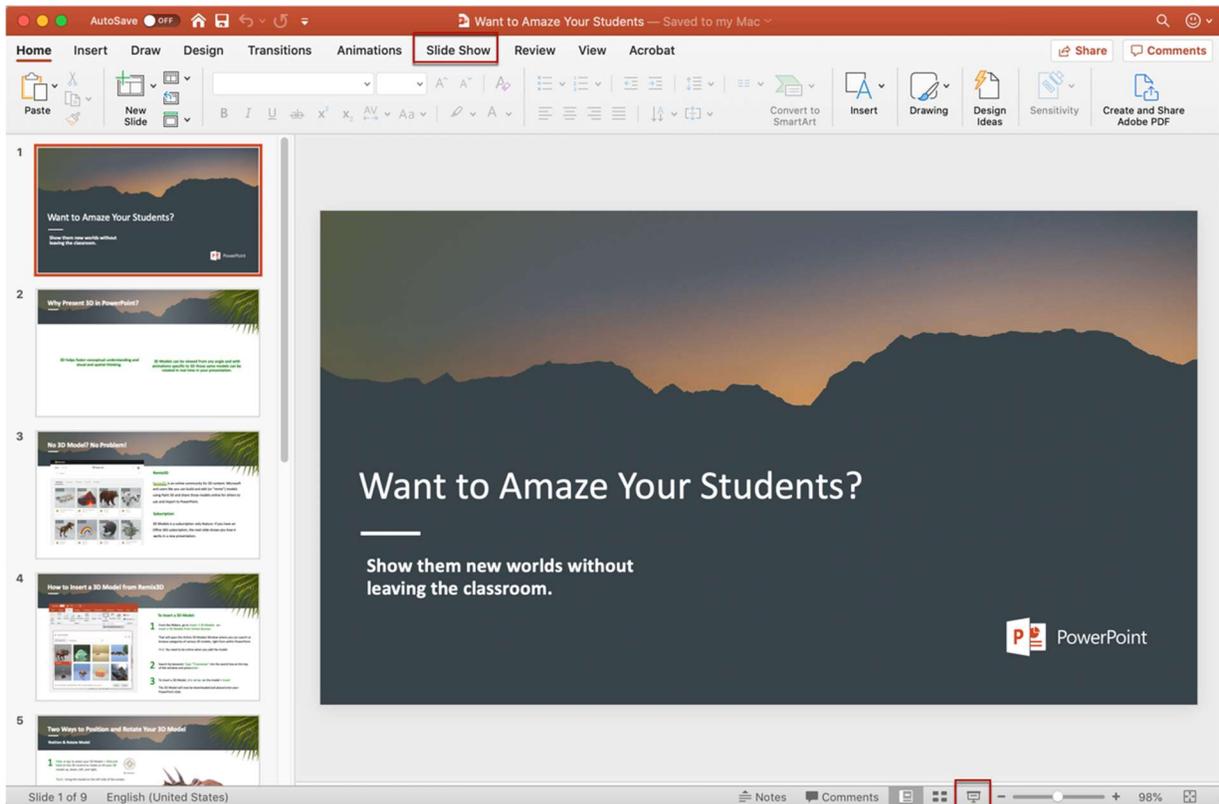
8. The Panopto Recorder opens and detects your webcam and audio source. **Mac version** is pictured here.
- Choose None in the video option menu if you do not want to be seen on video.
 - Check the **Record PowerPoint** box if you are recording a PowerPoint presentation.
 - Select **None** in the **Source**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



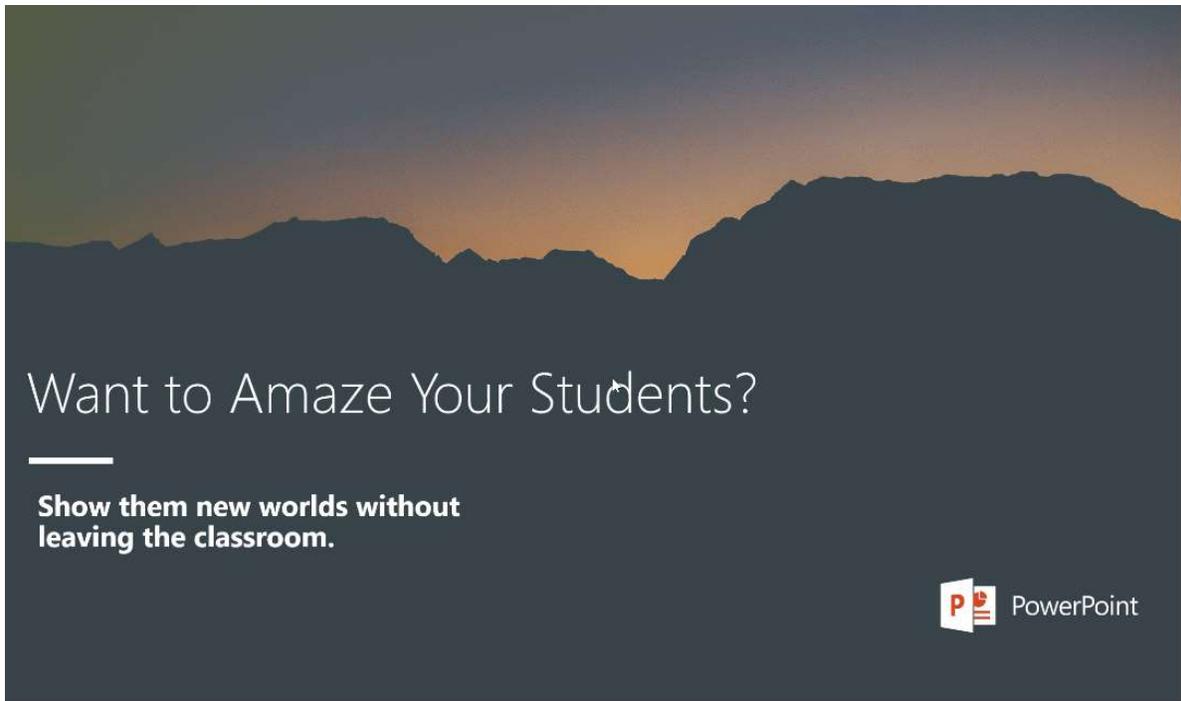
9. Click **Record** or use the keyboard shortcut CMD+Option+R.



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



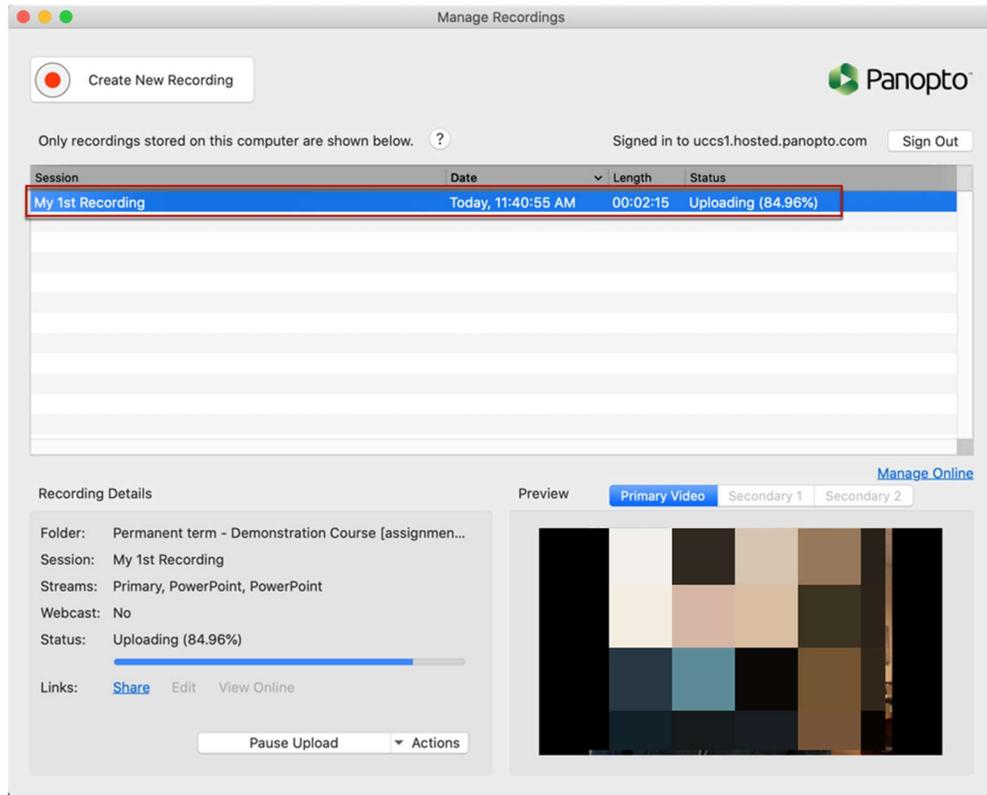
11. PowerPoint opens and fills your screen.



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.

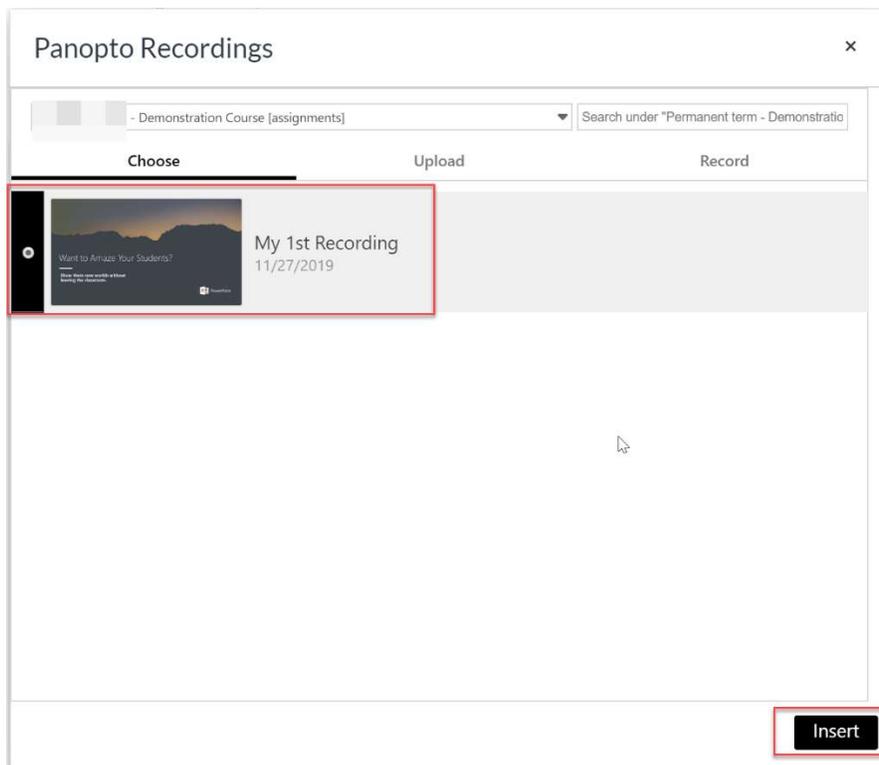
A dialog box titled "Recording Complete" with a green checkmark icon. It contains a text input field for "Session name" with the value "My 1st Recording", a label "Located in folder" with the value "Permanent term - Demonstration Course [assignments]", and a text area for "Enter a description (optional)". At the bottom, there are two buttons: "Delete and record again" and "Upload".

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



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.



18. Scroll to the bottom of the page and click **Save** or **Save and Publish**.

19. Your video is now available for viewing.

For technical assistance, contact frc@uccs.edu.