Panopto Recordings in Canvas (PowerPoint Presentation)

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.
3. Click the **More External Tools** icon on the lower toolbar.
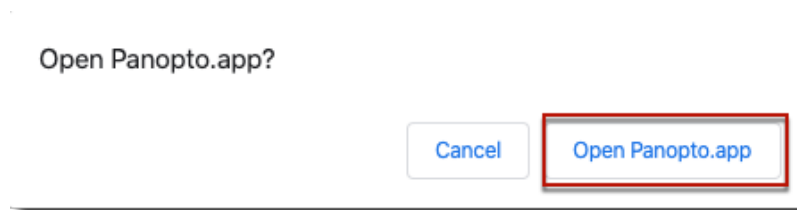

4. Click **Panopto Recordings**.
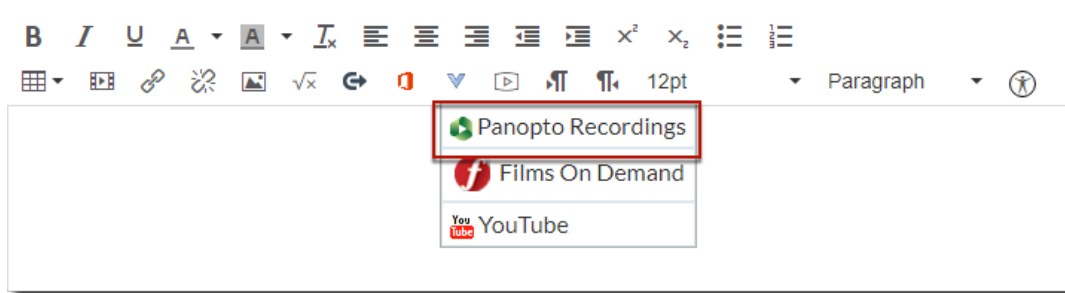
5. Click the **Record** tab.
   a. Use the **Click here to download** link to install the Panopto Recorder on a PC or Mac (no Chromebooks).
   b. The recorder only needs to be installed the first time that you record in Panopto.
   c. Can be installed on multiple computers.
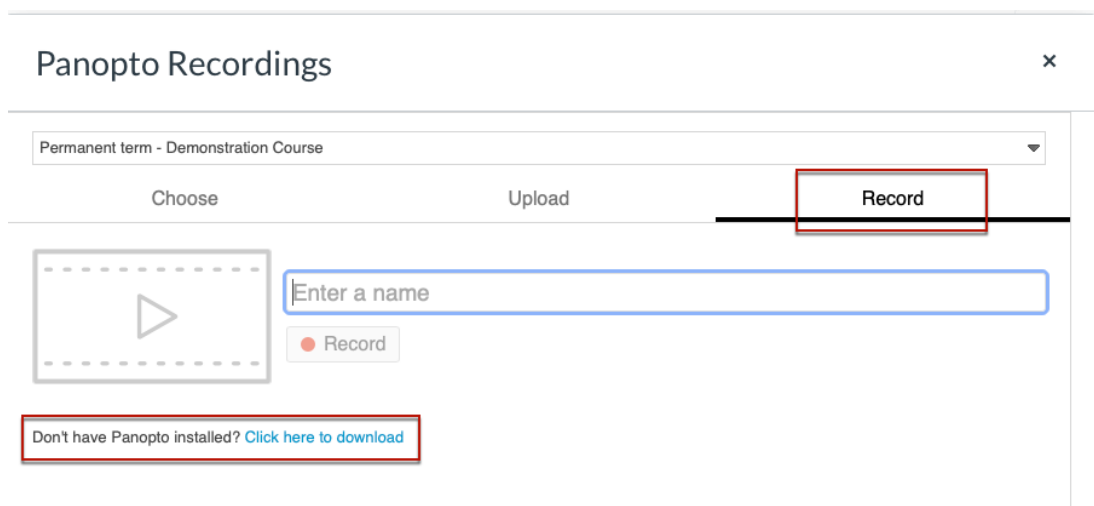
6. After installing the Panopto Recorder, return to Canvas and **Enter name** for your recording and click the **Record** button.
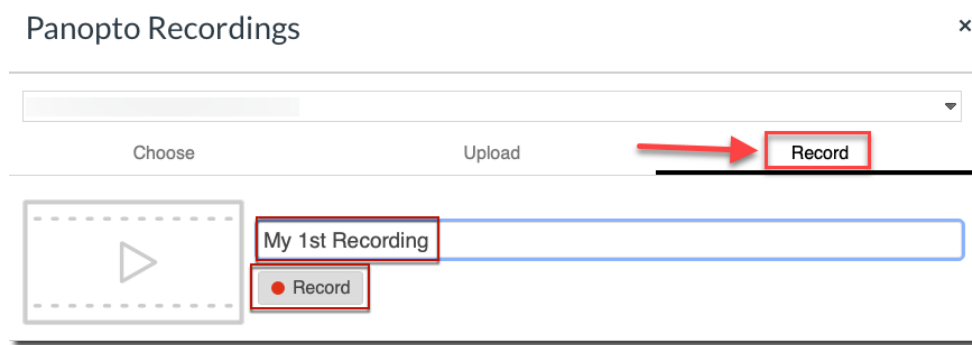

7. Click **Open Panopto**.

8. The Panopto Recorder opens and detects your webcam and audio source. **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. **Deselect** the Capture Main Screen checkbox.
   d. Click the **Open Presentation** button to browse for your PowerPoint presentation.
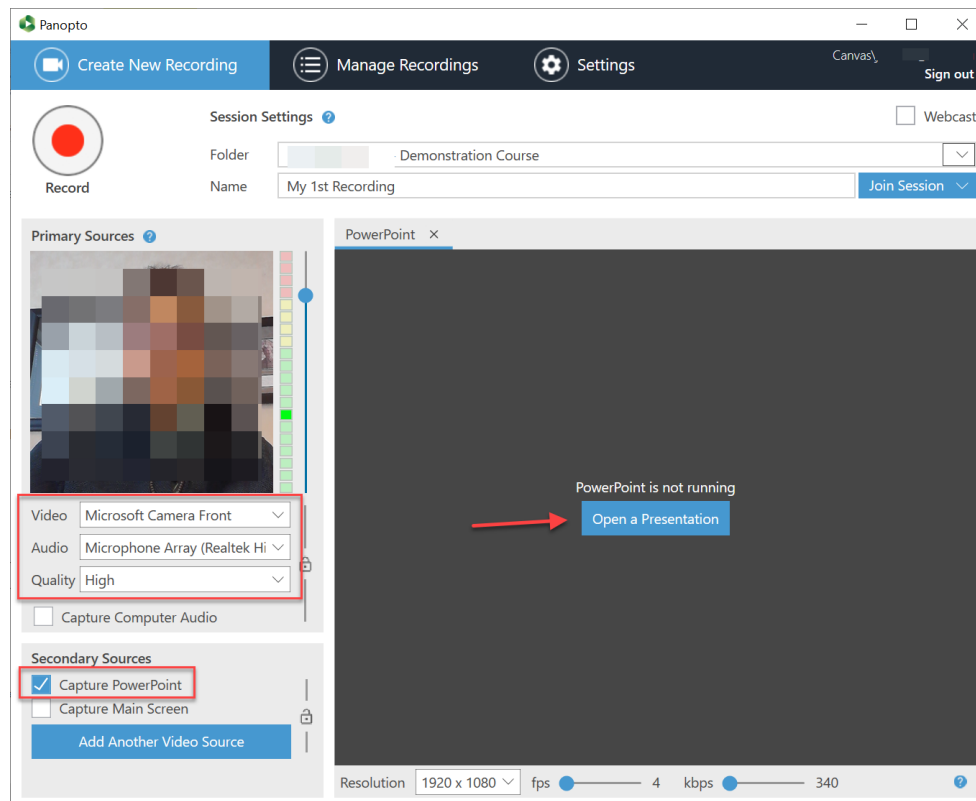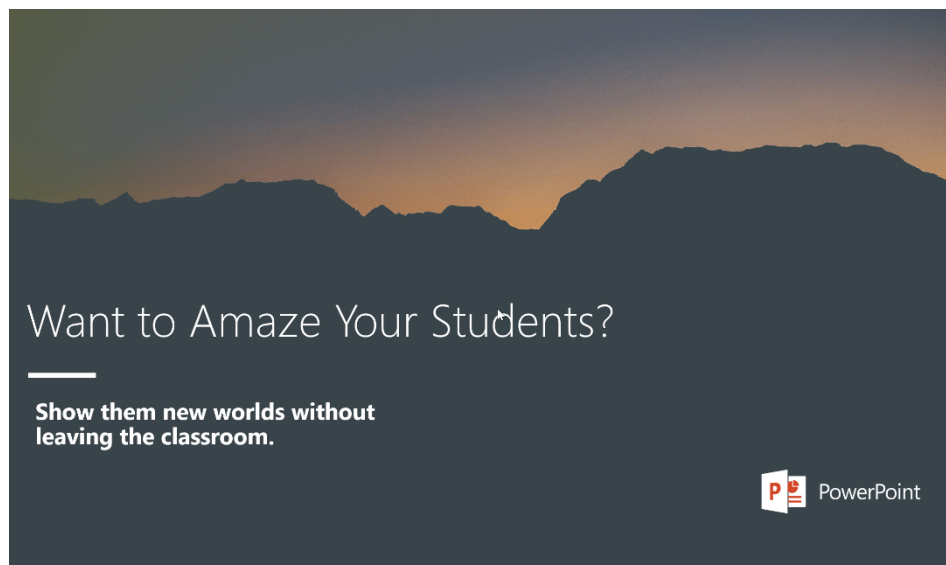
9. Browse to locate your PowerPoint presentation, select it, and click the **Open** button.
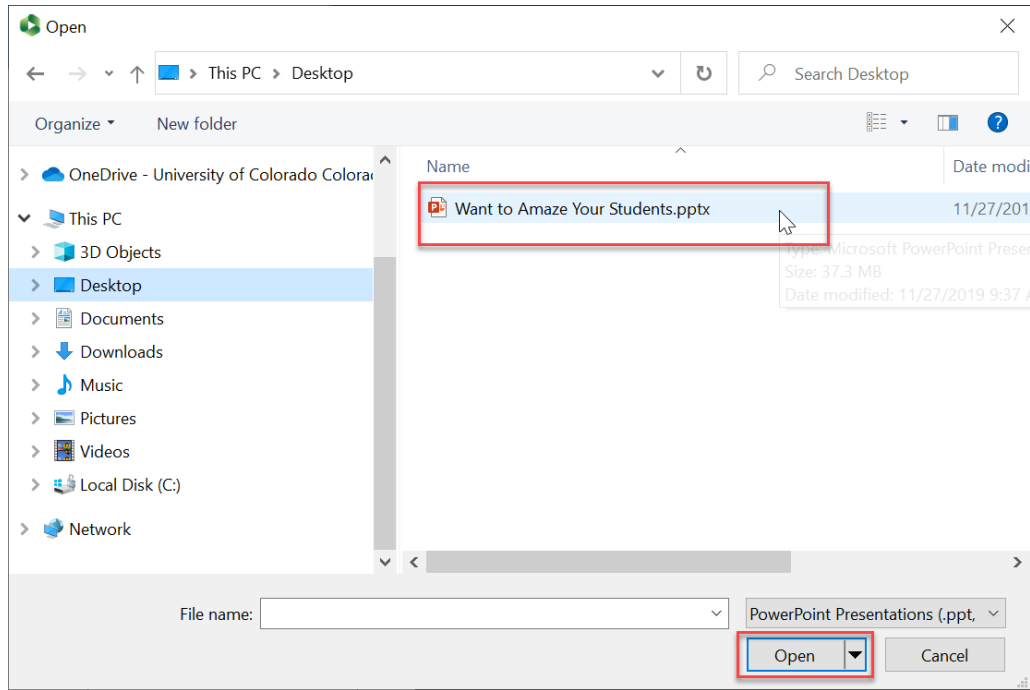

10. Click **Yes** in the Begin recording after PowerPoint opens window.
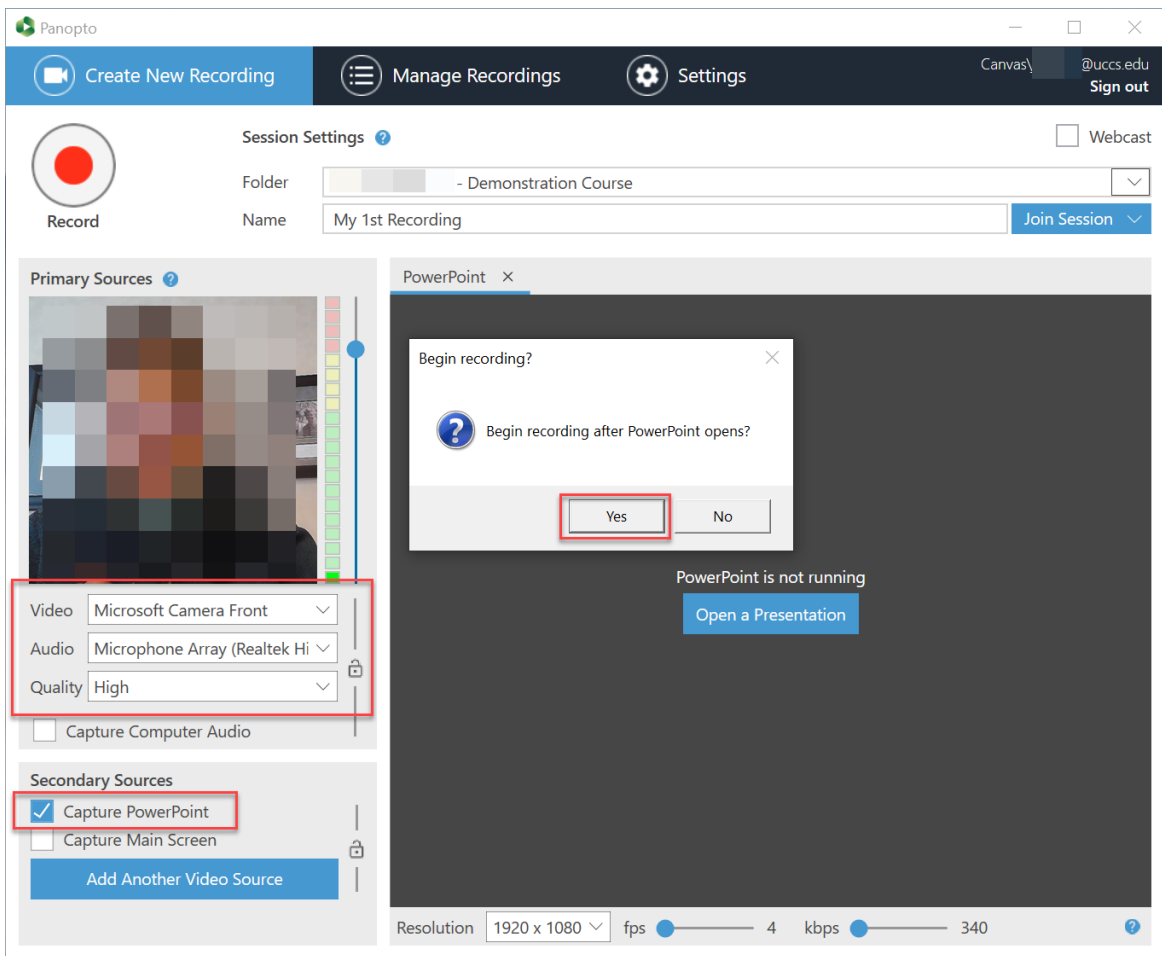
11. PowerPoint opens and fills your screen.

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.
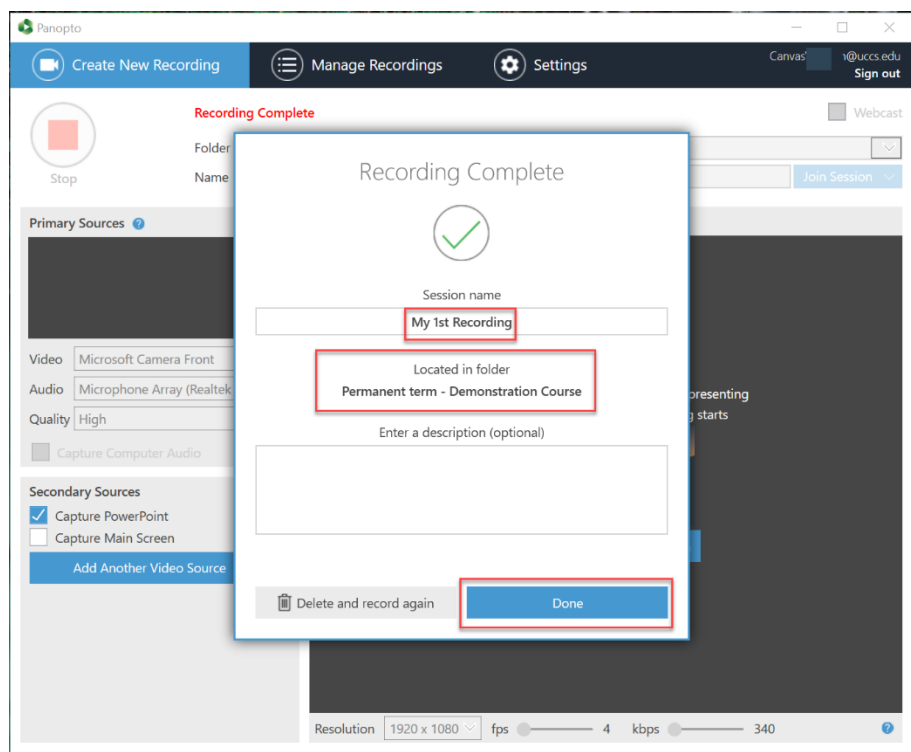
15. Return to the **Canvas page** and your video will now be located under the **Choose** tab.
16. Click the recording to select it and click the **Insert** button.
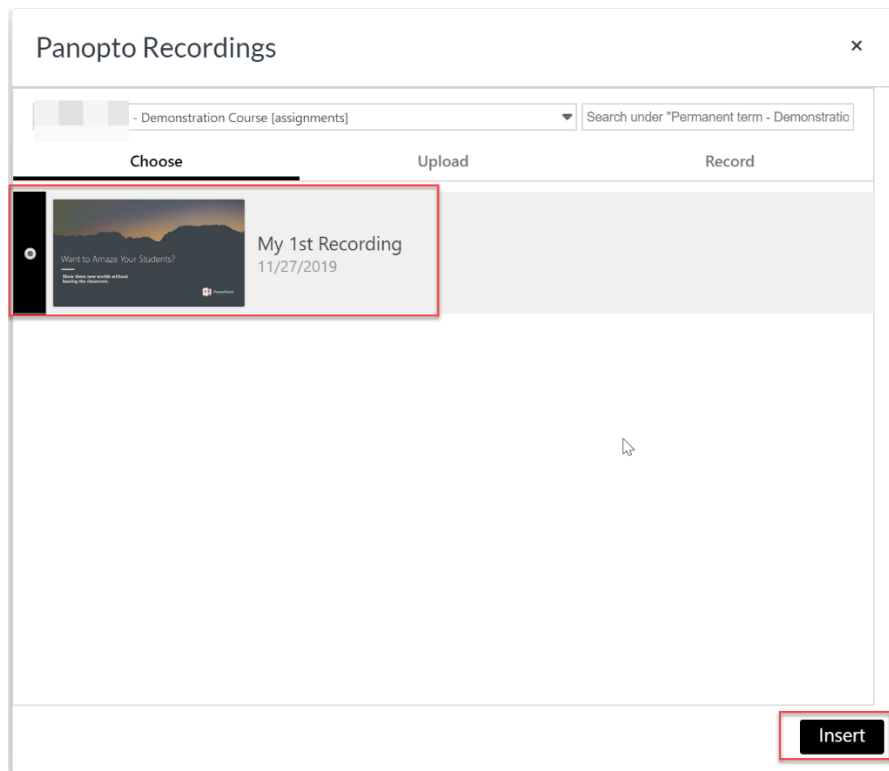
17. Scroll to the bottom of the page and click **Save** or **Save and Publish**.
18. Your video is now available for viewing.

For technical assistance, contact frc@uccs.edu.