

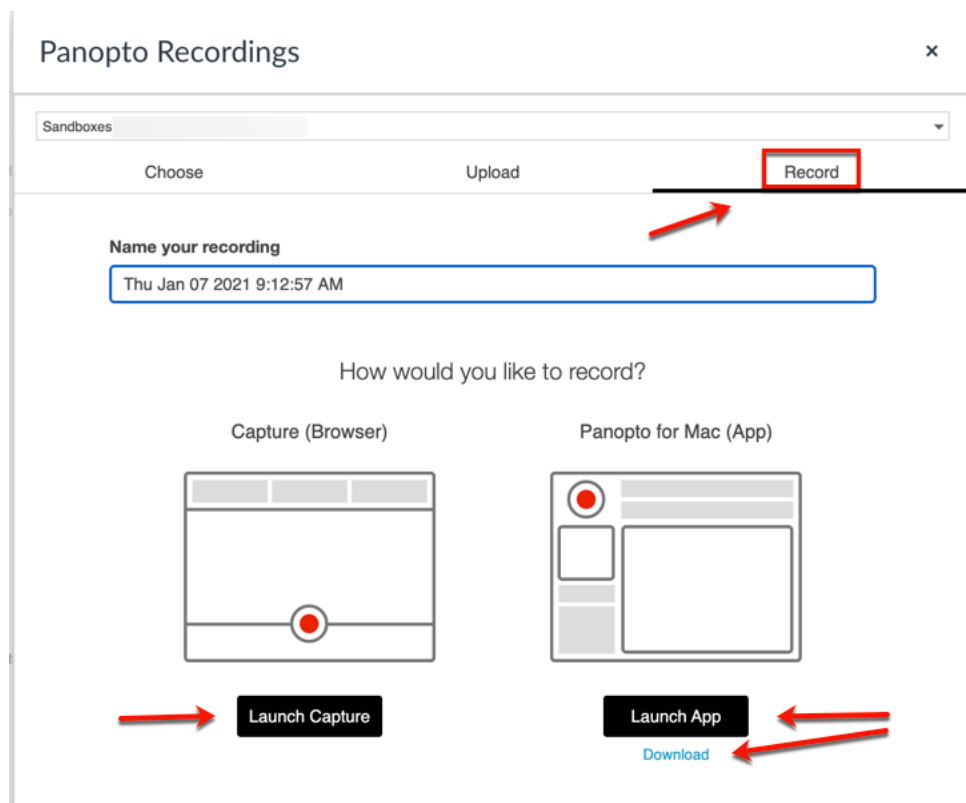
Panopto Recordings in Canvas (PowerPoint Presentation) - MAC

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 **Panopto** icon on the toolbar (*Note: If you do not see the Panopto icon on the toolbar, click the electrical plug/more external tools icon to reveal it*).

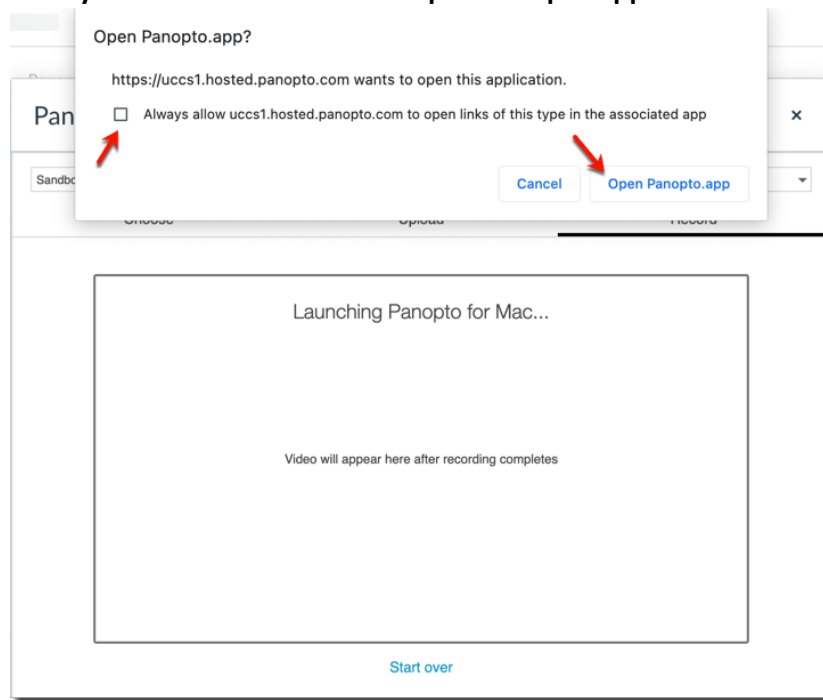
Edit View Insert Format Tools Table



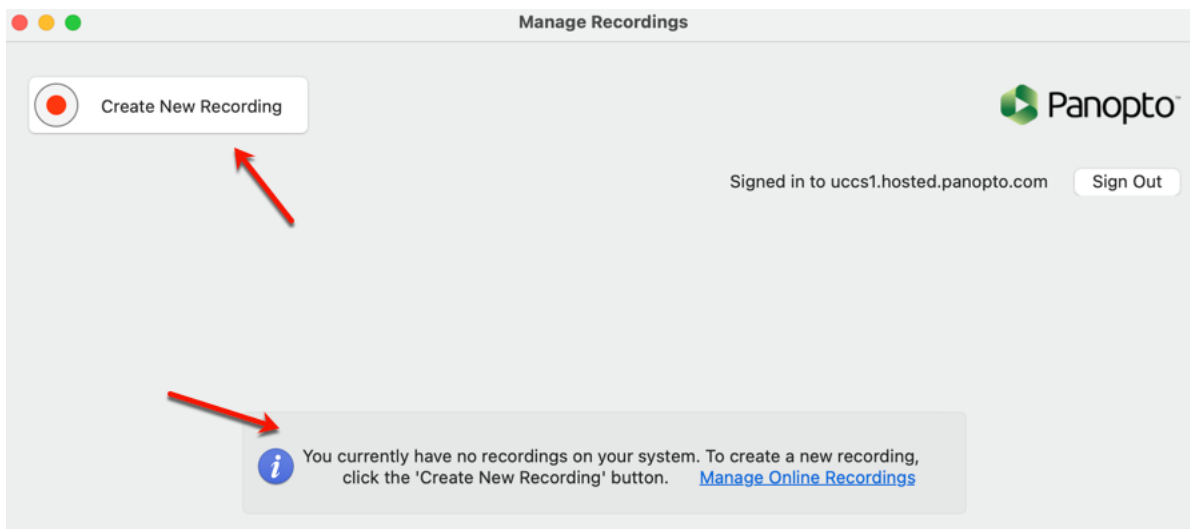
4. Click the **Record** tab.
 - a. **Name your recording** to replace the default time and date stamp.
 - b. Click **Launch Capture**: Ideal for **Chromebooks or other device** where the Panopto recorder cannot be installed (*NOTE: Although this functions, it is not the best quality recording*).
 - c. Click **Launch App** if the Panopto Recorder is already installed.
 - i. The recorder only needs to be installed the first time that you record in Panopto.
 - ii. Can be installed on multiple computers.
 - d. Click **Download** to install the Panopto Recorder.



5. Check the box to **Always allow uccs.1...** and click **Open Panopto.app**.

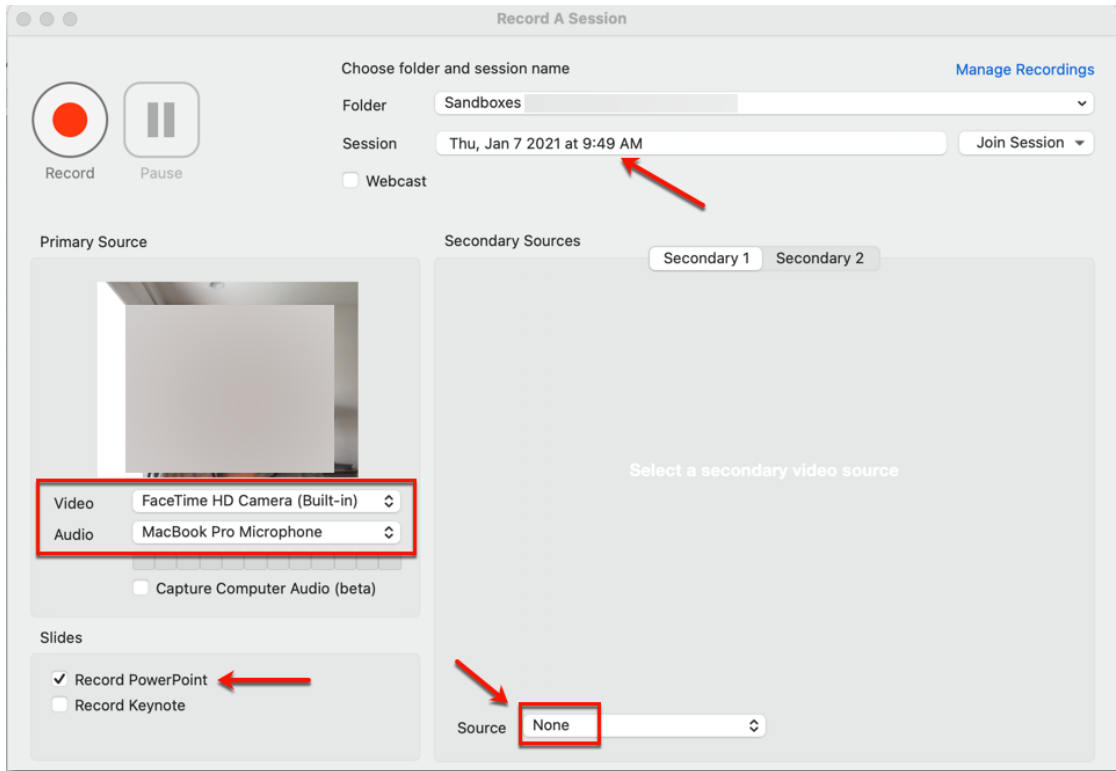


6. Enter your **UCCS credentials** if you are prompted to do so and **Check the box to Remember Me** required for Offline Recording. *Offline Recording allows you to record on your computer when no internet connection is available and upload later.*
7. The Panopto Recorder window opens. If this is the first time that you are using Panopto, click the **Create New Recording** button.

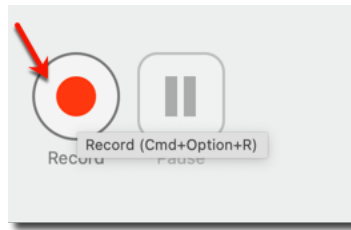


8. Set your Set the **Recorder Options**

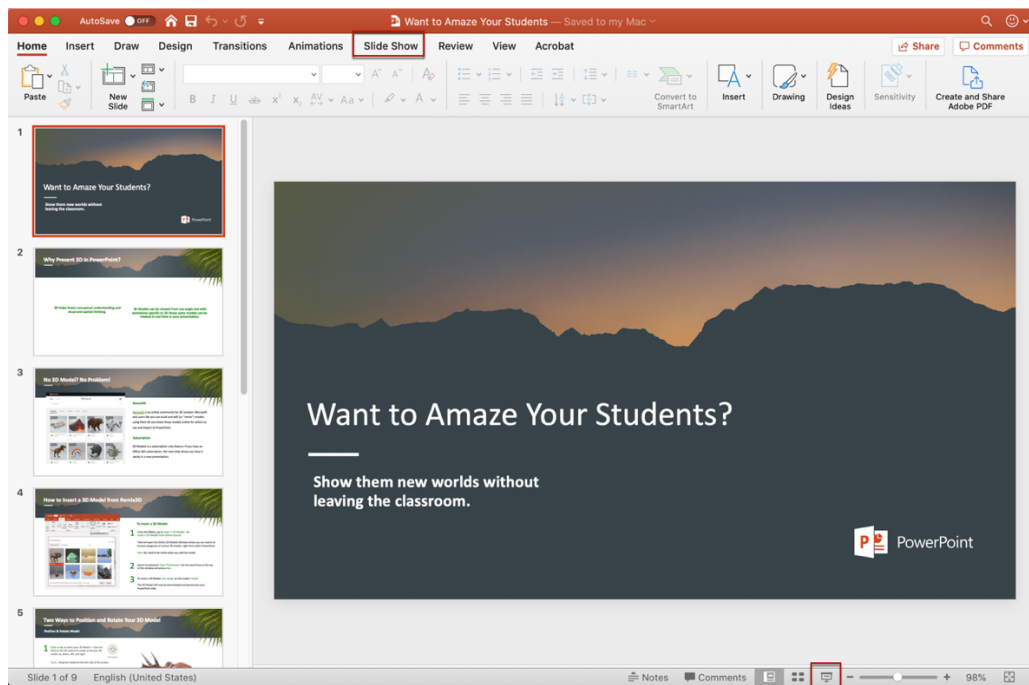
- a. Edit the **Session** name to replace the default time and date stamp.
- b. Choose your **Video source** (default is FaceTime HD Camera) if you want to be on camera.
 - i. Choose **None** in the **video** option menu if you **do not want to be** on video.
- c. Choose your **Audio** source (default is built in microphone)
- d. Check the **Record PowerPoint** box if you are recording a PowerPoint presentation.
- e. Select **None** in the **Source** option menu.



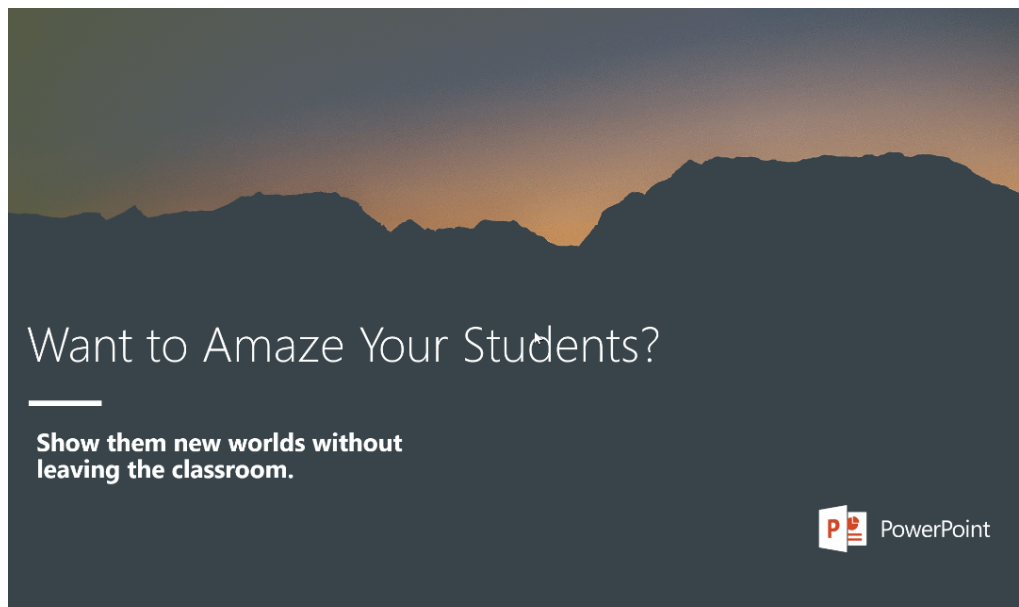
9. Click **Record** or use the keyboard shortcut CMD+Option+R.



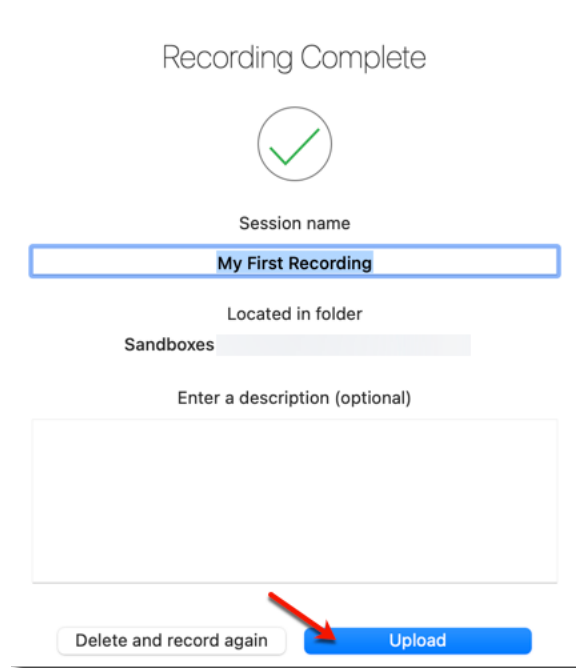
10. Go to your PowerPoint Presentation and enter **SlideShow mode**.




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.
 - f. Use the **Escape key (Esc)** to exit PowerPoint.
 - g. Return to the Panopto Recorder.
14. Click the **Upload** button to begin uploading your presentation into the Panopto folder.



Recording Complete



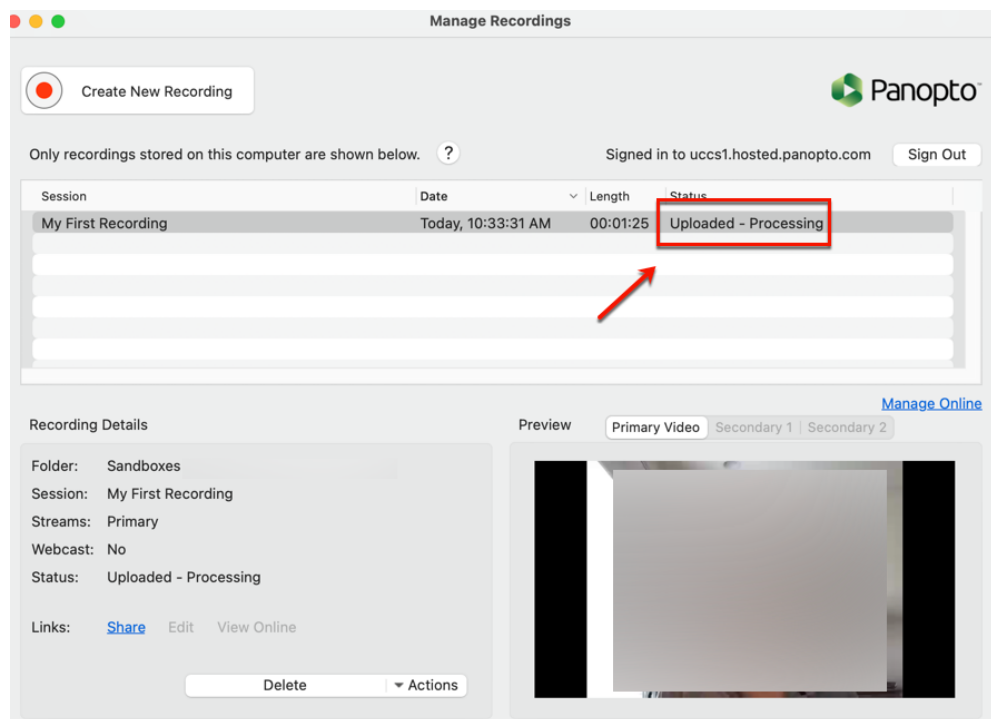
Session name

Located in folder
Sandboxes

Enter a description (optional)

A red arrow points to the 'Upload' button.

15. Do not exit Panopto until you see that the recording is **Uploaded-Processing**.



Manage Recordings

Create New Recording

Only recordings stored on this computer are shown below. ? Signed in to uccs1.hosted.panopto.com Sign Out

Session	Date	Length	Status
My First Recording	Today, 10:33:31 AM	00:01:25	Uploaded - Processing

A red arrow points to the 'Uploaded - Processing' status.

Recording Details

Folder: Sandboxes
Session: My First Recording
Streams: Primary
Webcast: No
Status: Uploaded - Processing

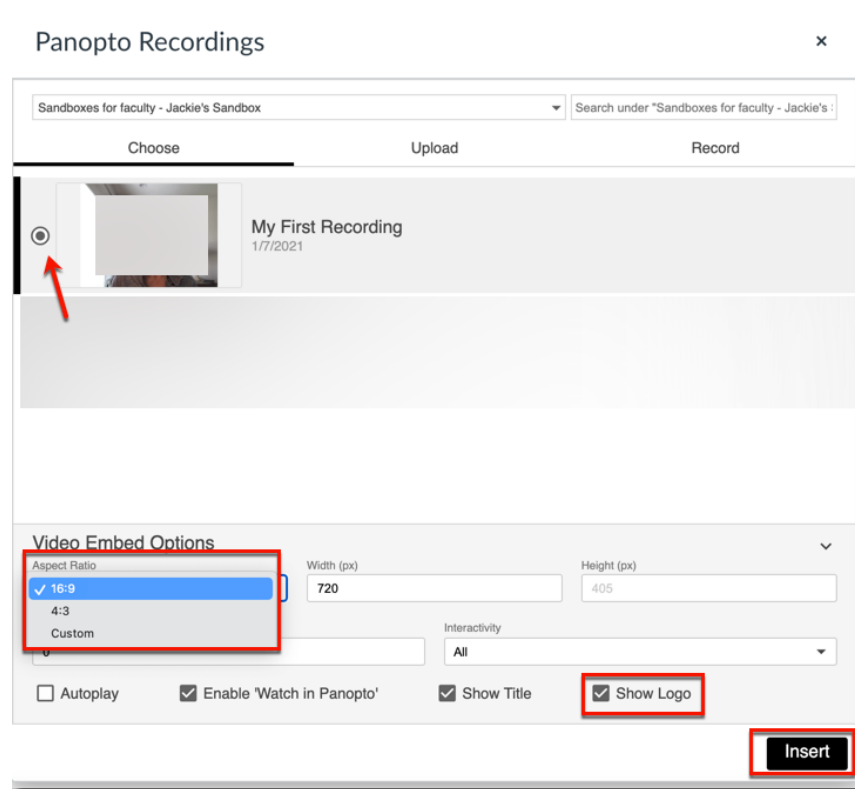
Links: [Share](#) Edit View Online

Delete Actions

Preview Primary Video Secondary 1 Secondary 2

[Manage Online](#)

16. Return to the **Canvas** page and your video will now be located under the **Choose** tab.
- Click the recording to select it. Expand the Video Embed options if you would like to include the UCCS Logo and/or change the aspect ratio of your presentation.
 - 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.