

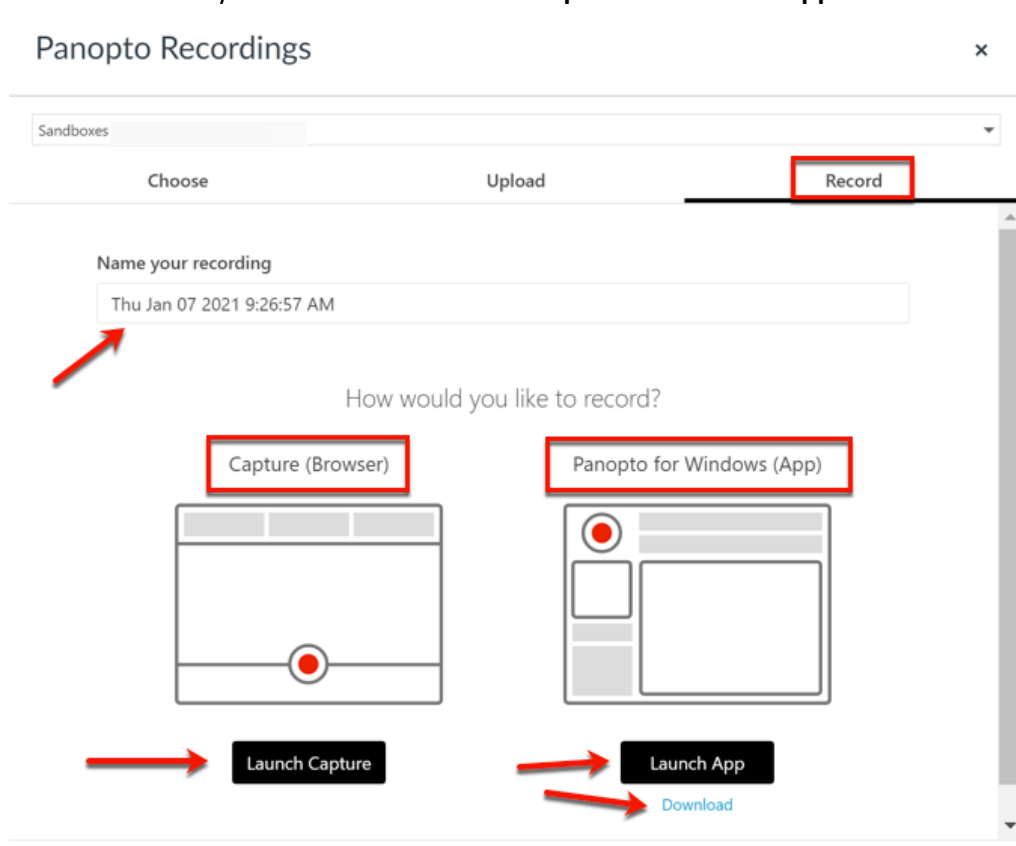
Panopto Recordings in Canvas (PowerPoint Presentation)

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 **Panopto** icon on the toolbar. *NOTE: If you do not see the Panopto icon, click the electrical plug/more external tools icon and locate Panopto there.*

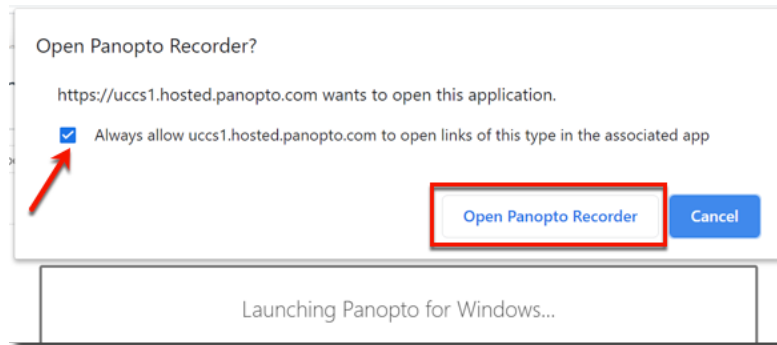
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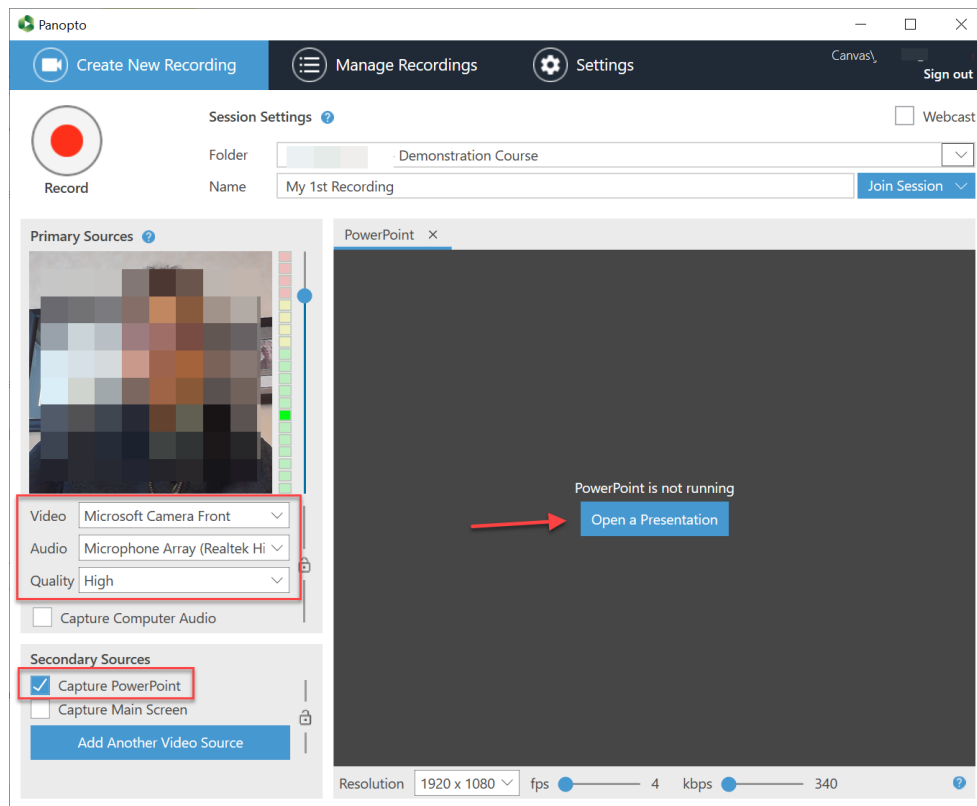
4. Click the **Record** tab.
 - a. **Name your recording.** The default is a date and time stamp.
 - b. Click **Launch Capture is ideal for Chromebooks** or other devices where the **Panopto Recorder cannot be installed**. *NOTE: For BEST quality, always use the Panopto App for either Windows or Mac.*
 - c. Click **Launch App** if you have already installed the **Panopto for Windows**.
 - i. The recorder only needs to be installed the first time that you record in Panopto.
 - ii. The Panopto Recorder can be installed on multiple computers.
 - d. Click **Download** if you need to install the **Panopto for Windows App**.



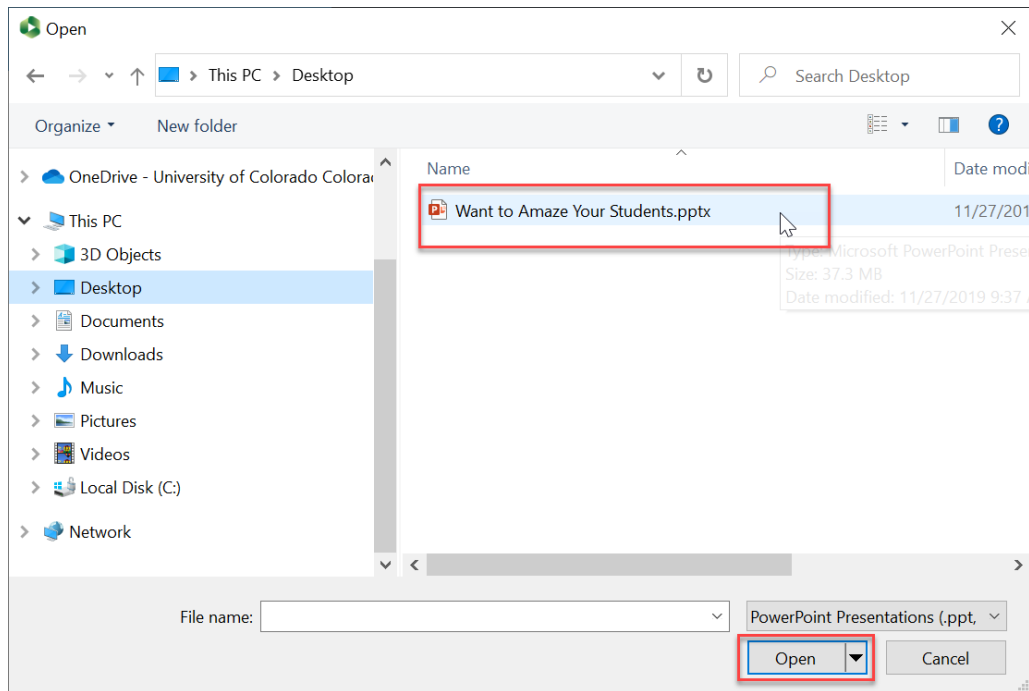
5. After clicking the **Launch App** button, check the box to **Always allow uccs1.hosted...** and click **Open Panopto Recorder**.



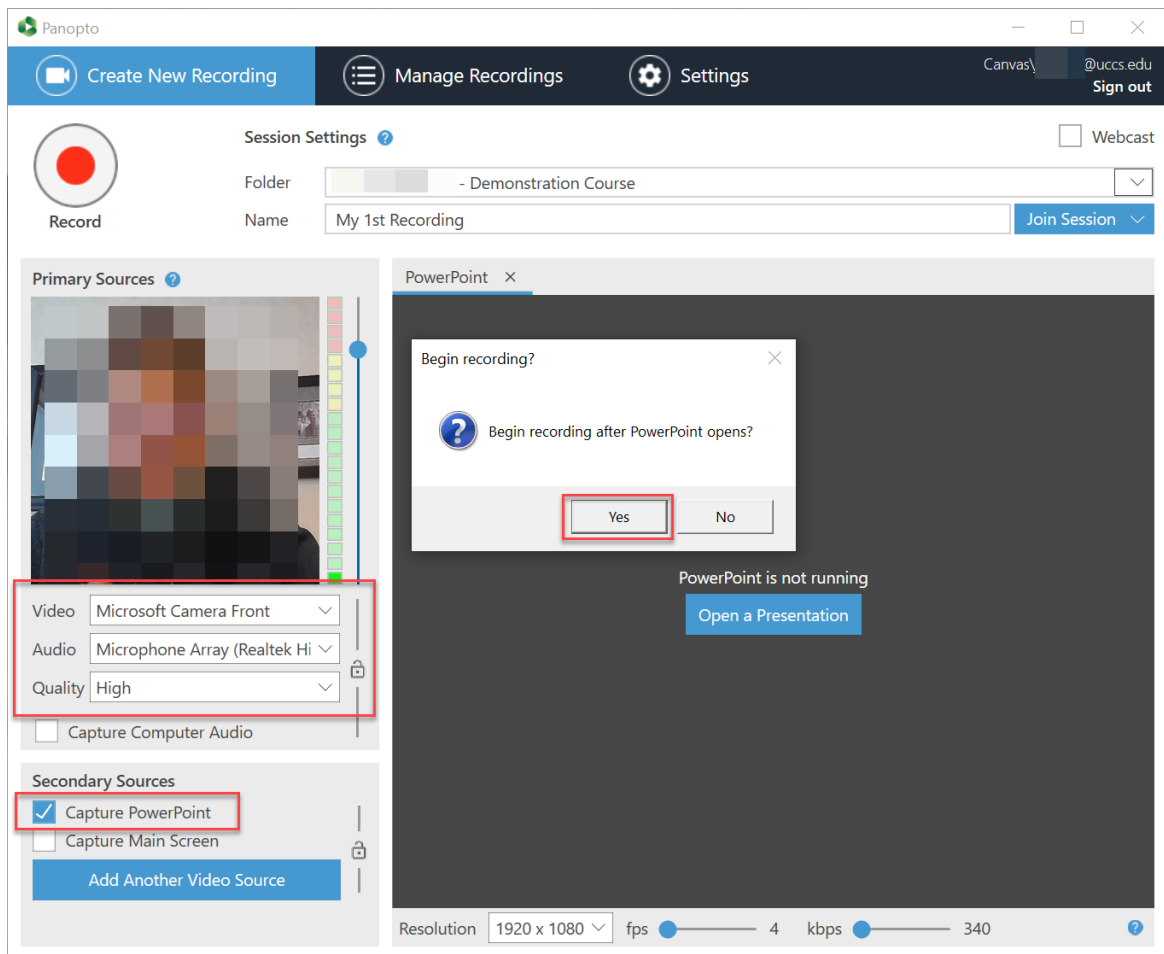
6. The Panopto Recorder opens and detects your webcam and audio source.
- Choose **NONE** in the video option menu **if you do not want to be seen** on video.
 - Check the **Capture PowerPoint** box if you are recording a PowerPoint presentation.
 - Deselect** the Capture Main Screen checkbox.
 - Click the **Open Presentation** button to browse for your PowerPoint presentation.



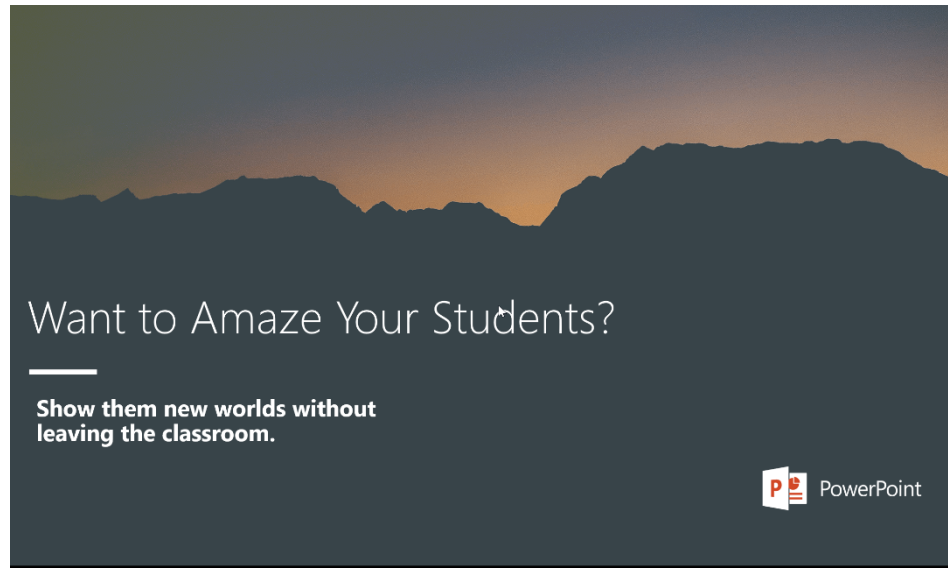
7. Browse to locate your PowerPoint presentation, select it, and click the **Open** button.



8. Click **Yes** in the Begin recording after PowerPoint opens window.



9. PowerPoint opens and fills your screen.

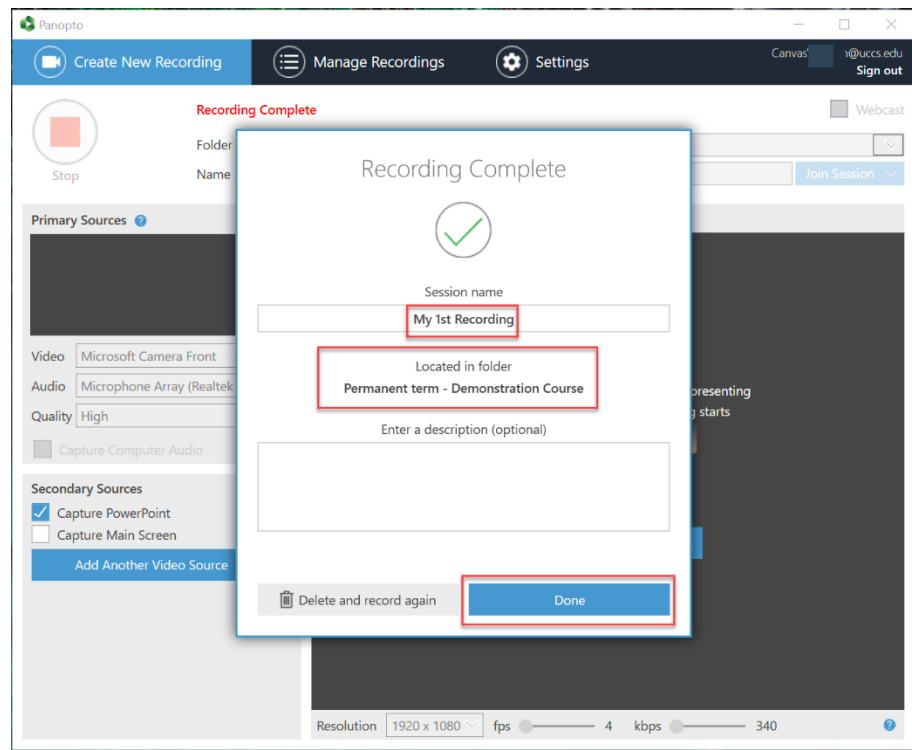


10. You (video if chosen and audio) as well as PowerPoint are now being recorded. ***You will not see yourself being recorded.*** Advance your slides as usual as you narrate your presentation.

11. 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).

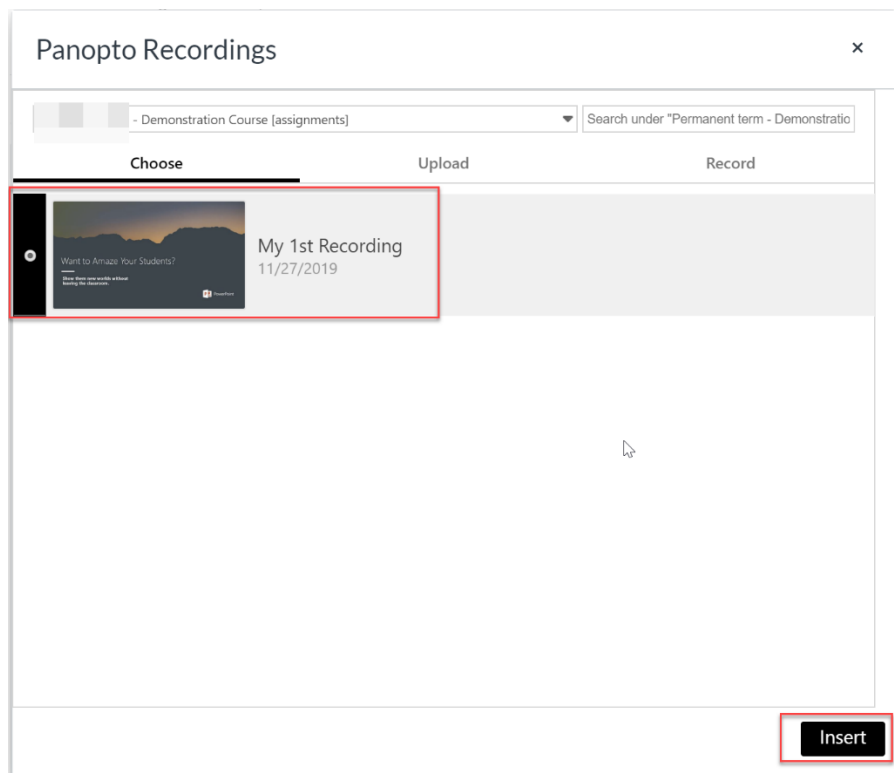
a. This stops the Panopto Recorder and returns you to Panopto.

12. Click the **Done** button to begin uploading your presentation into the Panopto folder.



13. Return to the **Canvas** page and your video will now be located under the **Choose** tab.

14. Click the recording to select it and click the **Insert** button.



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

16. Your video is now available for viewing.

For technical assistance, contact frc@uccs.edu.