

STUDENT Panopto Recordings in Canvas (PowerPoint Presentation)

1. Log into [Canvas](#).
2. Click either the **Submit Assignment** button or the **Reply** button in a Discussion.
3. Click the **Panopto icon** on the toolbar. *NOTE: If you do not see the Panopto icon, click the electrical plug/external tools icon to reveal the Panopto icon.*

Edit View Insert Format Tools Table

12pt ▾

Paragraph ▾

B

I

U

A ▾





T^2 ▾























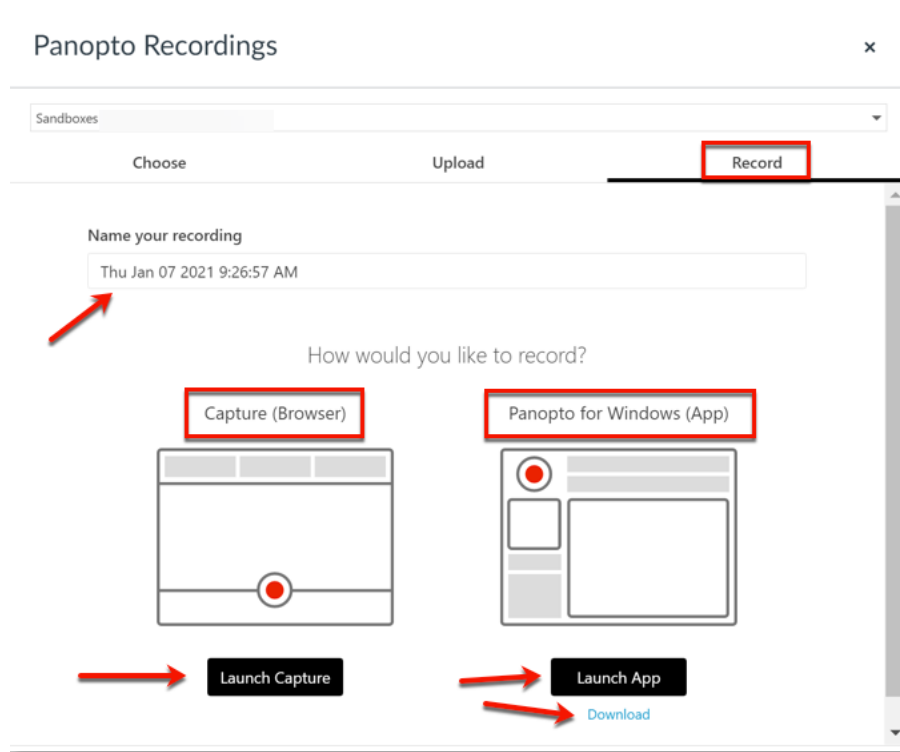




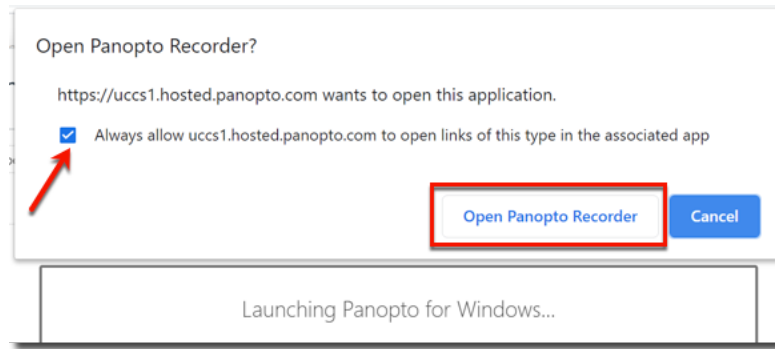




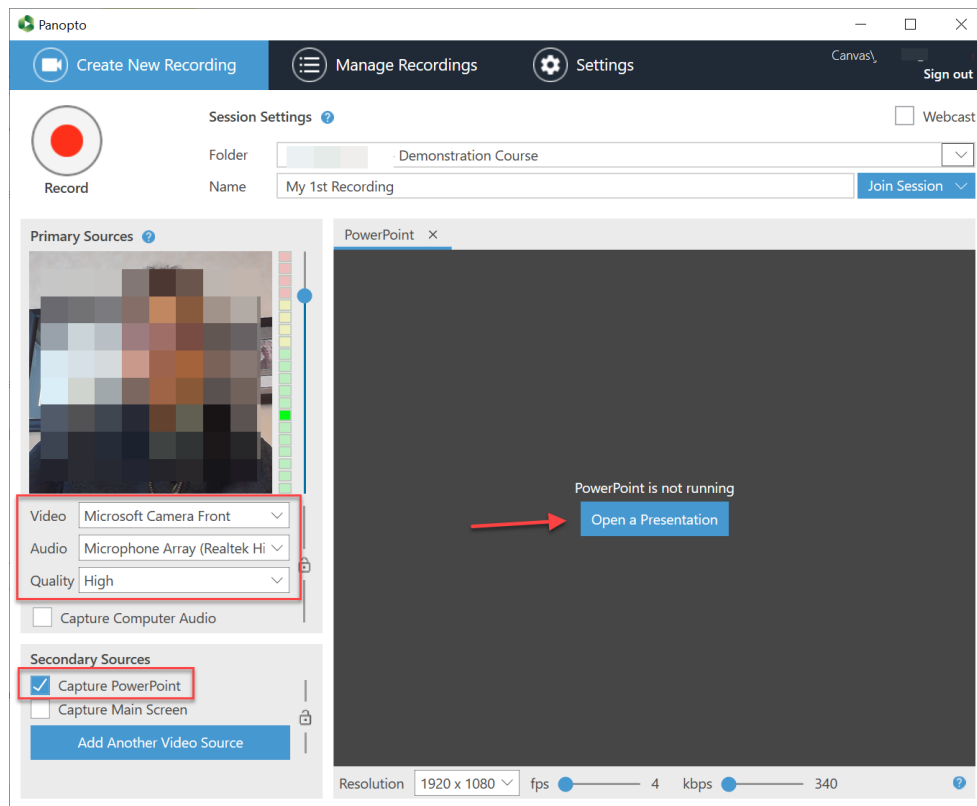
4. Click the **Record** tab.
 - a. You may need to expand **Everything**, then click **Default Folder**, then **locate** the correct course name with **[assignments]** appended so that you record into the correct folder.
 - b. Edit the **Name your recording** box to title your recording. The default is a date and time stamp.
 - c. Click **Launch Capture** ONLY if you are using a **Chromebook** or other device that does not allow installation of the Panopto Recorder.
 - d. Click **Launch App** if you have already installed the Panopto Recorder **OR** click **Download** to install the Panopto Recorder on either a Mac or PC. *NOTE: The PC version is pictured below.*
 - i. For **best results**, record using a PC or Mac.
 - ii. The recorder only needs to be installed the first time that you record in Panopto.
 - iii. Panopto Recorder can be installed on multiple computers.



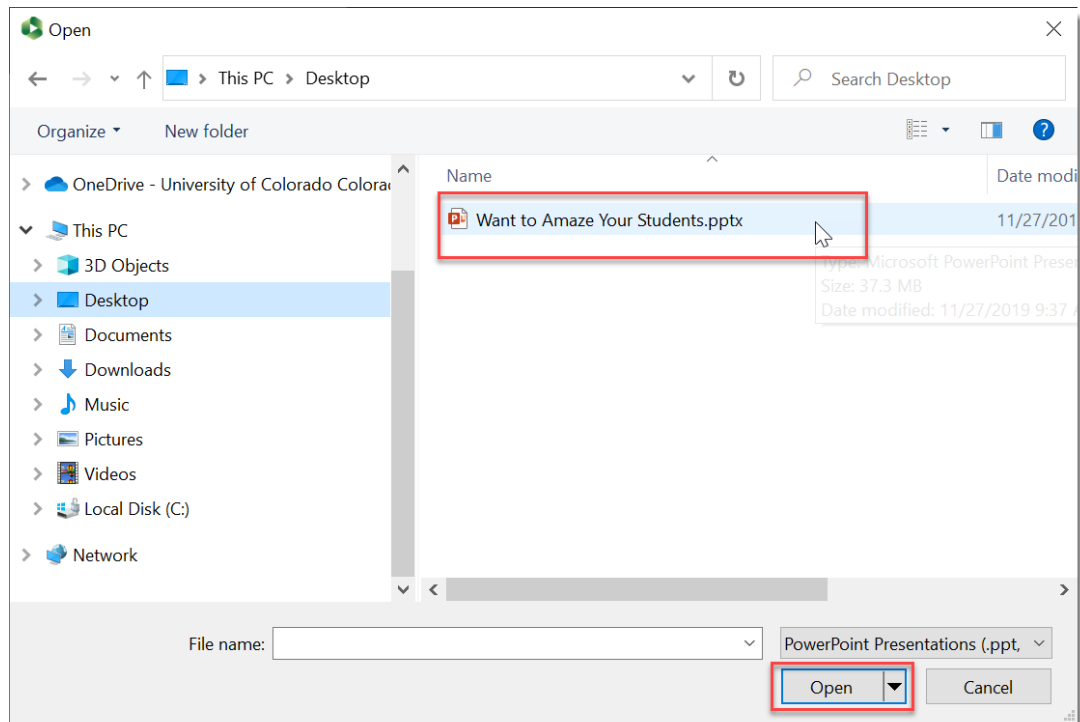
5. Click **Open Panopto Recorder**. *NOTE: Check the Always allow uccs1... option to allow the Panopto Recorder or App to open automatically the next time you use it.*



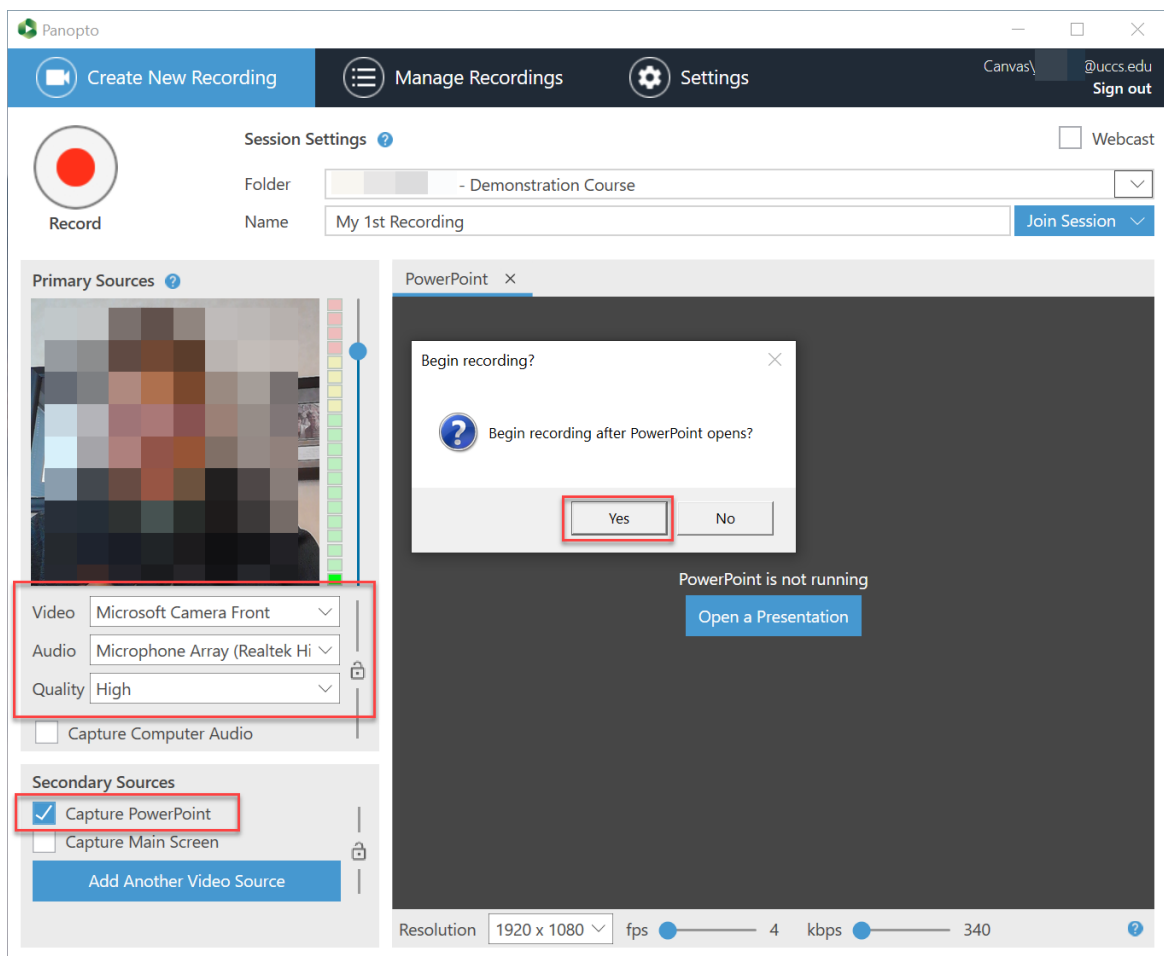
6. The Panopto Recorder opens and detects your **webcam** and **audio** source.
- Choose **NONE** in the video option menu if you do not want to be seen on video.
 - Check the **Capture PowerPoint** box if you are recording a PowerPoint presentation.
 - Click the **Open Presentation** button to browse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



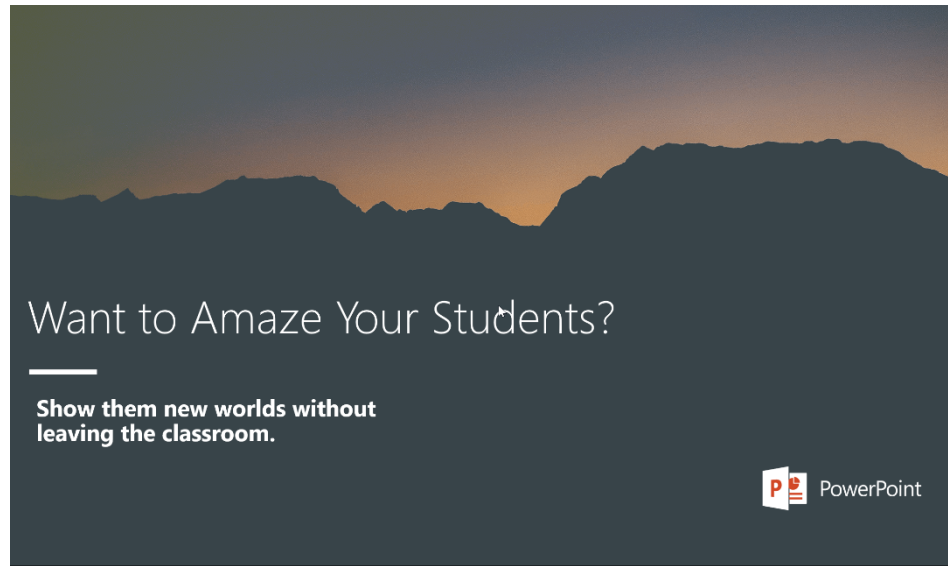
7. Browse to locate your PowerPoint presentation, select it, and click the **Open** button.



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



9. PowerPoint opens and fills your screen.

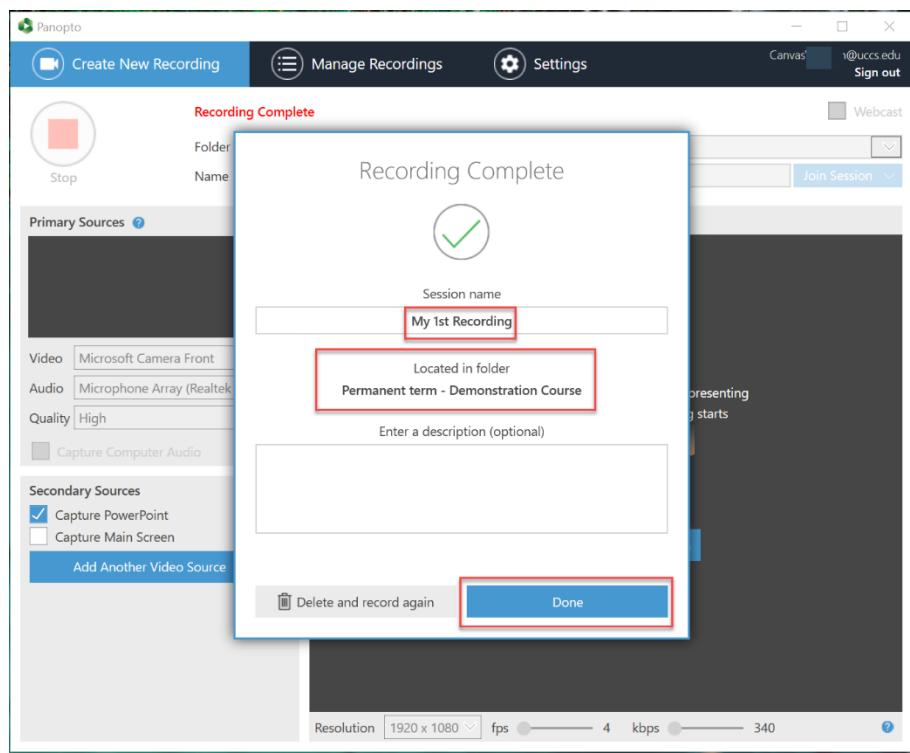


10. You (video if chosen and audio) as well as PowerPoint are now being recorded. ***You will not see yourself being recorded.*** Advance your slides as usual as you narrate your presentation.

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).

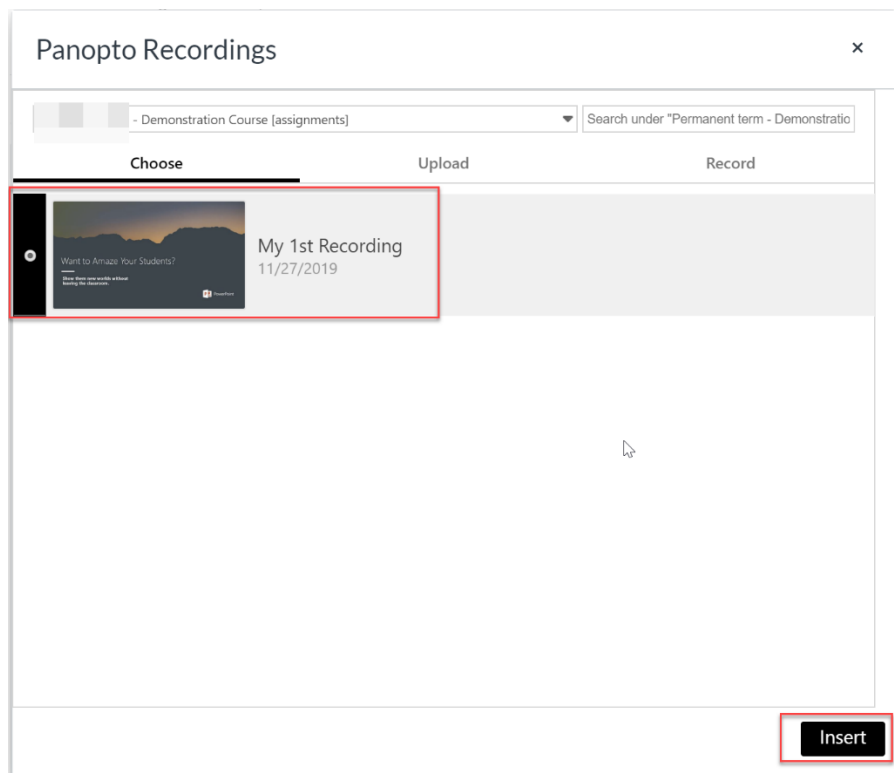
a. This stops the Panopto Recorder and returns you to Panopto.

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



13. Return to the **Canvas assignment** 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 down if necessary and Click the **Submit Assignment** button or the **Post Reply** button in a Discussion.

16. Assignment is successfully submitted. Click the **Submission Details** in the upper right to view the submission.

For technical assistance, contact Jackie Crouch at frc@uccs.edu or 719.255.4493.