STUDENT Panopto Recordings for a Canvas Assignment or Discussion (PowerPoint Presentation)

- 1. Log into <u>Canvas</u> and locate the Assignment.
- 2. Have your **presentation** open in **PowerPoint** on your computer.
- 3. Click the **Submit Assignment** button OR the **Reply** button in a Discussion.
- 4. 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.*

	ew Insert														
12pt $\scriptstyle{\smallsetminus}$	Paragraph	~	B I	$\underline{\cup}$	<u>A</u> ~	<u>∅</u> ∨ T ² ∨	P ~	~ 3	$\mathbb{P}_{\mathbb{P}}^{} \wedge$	3 🕸	☆ ~	\equiv \sim	$I\!\!\equiv\!$	≝	:

- 5. 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.

Sandboxes				-
Choose	Up	load	Record	
Name your recording		-		
Thu Jan 07 2021 9:12:	57 AM			
Capture	How would yo	u like to record? Panopto for I	Mac (App)	
	•			
	h Capture	Launch		

6. Click **Open Panopto.app**. *NOTE: Check the box to* **Always allow uccs.1.hosted...** so that the Panopto app opens automatically the next time that you use it.

	Open Panopto.app? https://uccs1.hosted.panopto.com wants to open this application. Always allow uccs1.hosted.panopto.com to open links of this type in the associated app					
Pan						
Sandbo	Cancel Open Panopto.app	•				
	опово орнаа поота					
	Launching Panopto for Mac					
	Video will appear here after recording completes					
	Start over					

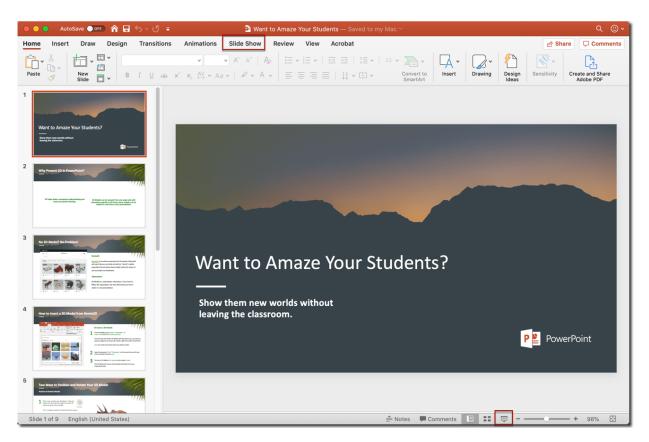
- 7. The Panopto Recorder opens and detects your webcam and audio source. **Mac version** is pictured here.
 - a. Choose None in the video option menu if you do not want to be seen on video.
 - b. Check the **Record PowerPoint** box if you are recording a PowerPoint presentation.
 - c. Select None in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

		Record A Sess	sion	
	Choose folde	er and session name		Manage Recordings
	Folder Permanent term - Demonstration Course [assignments]			
	Session	My 1st Recording	Join Session 👻	
Record Pause	🗌 Webcast			
Primary Source		Secondary Sources	Secondary 1 Secondary 2	
Video FaceTime HD Camera (Bu Audio Built-in Microphone Capture Computer Audio				
Slides				
Record PowerPoint		Source None		

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

	Record A Session	
Record (Cmd+Option+R)	Choose folder and session name Folder Permanent term - Demonstration Course [assignments] Session My 1st Recording Webcast Vebcast	Manage Recordings
Primary Source	Secondary Sources	
	Secondary 1 Secondary	2
Video Audio Built-in Microphone Capture Computer Audio		
Slides		
✓ Record PowerPoint	Source None	

9. Go to your PowerPoint Presentation and enter SlideShow mode.



10. PowerPoint opens and fills your screen.



- 11. 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.
- 12. When you are finished with your presentation, on your **Mac**, use the keyboard shortcut **Cmd+Option+R to** stop the Panopto Recorder.
 - a. Use the Escape key (Esc) to exit PowerPoint.
 - b. Return to the Panopto Recorder.
- 13. Click the **Upload** button to begin uploading your presentation into the Panopto folder.

Recording Complete						
Session name						
My 1st Recording						
Located in folder Permanent term - Demonstration Course [assignments]						
Enter a description (optional)						
Delete and record again Upload						

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

	Mar	nage Recordings			
Cr	eate New Recording				🗳 Panopto ⁻
Only recor	dings stored on this computer are shown below.		Signed in	to uccs1.hosted.panop	oto.com Sign Out
Session	Da	ate	✓ Length	Status	
My 1st Rec	ording To	oday, 11:40:55 AM	00:02:15	Uploading (84.96%)	
					Manage Online
Recording	Details	Preview	Primary V	Video Secondary 1	Secondary 2
Folder:	Permanent term - Demonstration Course [assignmen				
Session:	My 1st Recording				
Streams:	Primary, PowerPoint, PowerPoint				
Webcast:					
Status:	Uploading (84.96%)				
Links:	Share Edit View Online				
LINKS:	Share Early New Grinnle				2
	Pause Upload Actions				
	Actions			The second se	

15. Return to the **Canvas assignment** and your video will now be located under the **Choose** tab.16. Click the recording to select it and click the **Insert** button.

Panopto Recordings ×						
- Demonstration Course [assi	- Demonstration Course [assignments]					
Choose	Upload	Record				
• Wart to Amage Your Students? Margine meaning states Margine meaning states Margine meaning states My 1 11/27	st Recording /2019					
		\square				
		Insert				

17. Click the **Submit Assignment** button OR the **Post Reply** button.

18. 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.*