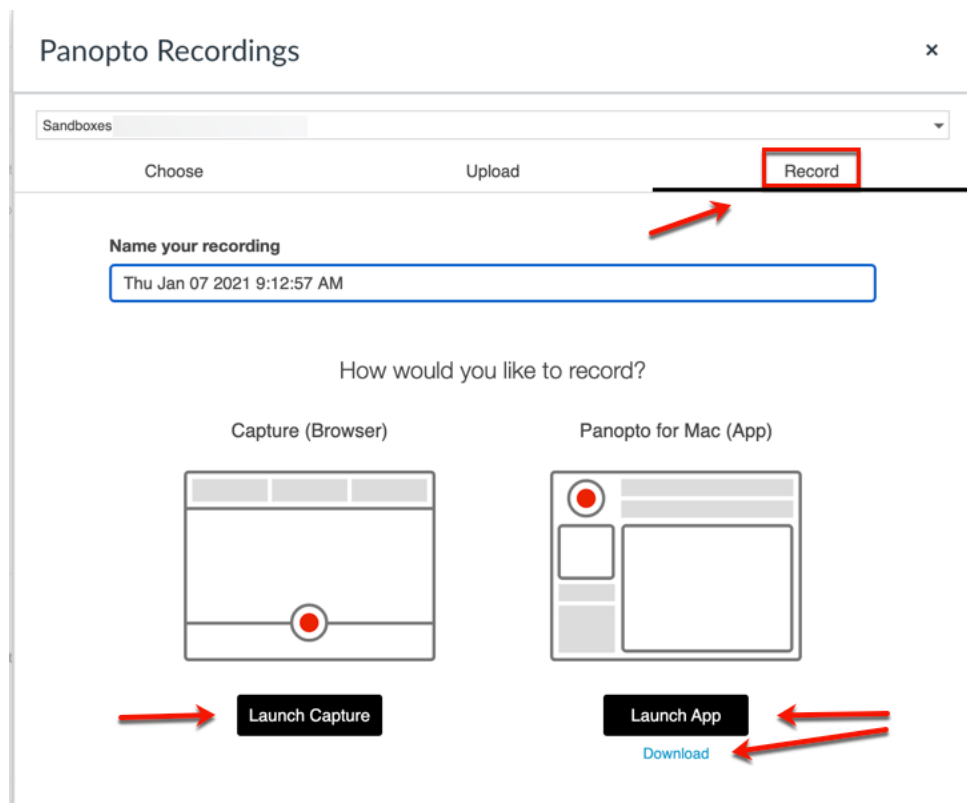


STUDENT Panopto Recordings for a Canvas Assignment or Discussion (PowerPoint Presentation)

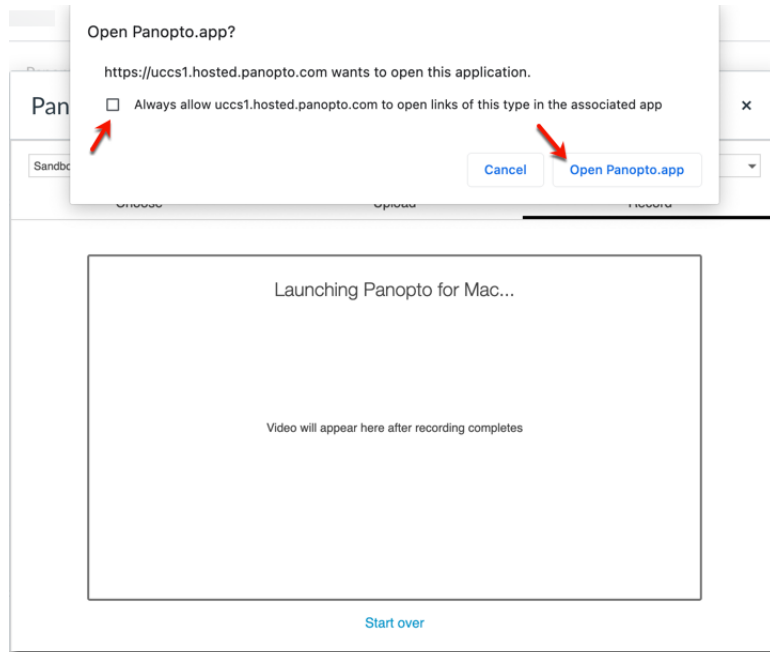
1. Log into [Canvas](#) and locate the Assignment.
2. Have your **presentation** open in **PowerPoint** on your computer.
3. Click the **Submit Assignment** button OR the **Reply** button in a Discussion.
4. Click the **Panopto** icon on the toolbar. *NOTE: If you do not see the Panopto icon, click the electrical plug/external tools icon to reveal the Panopto icon.*



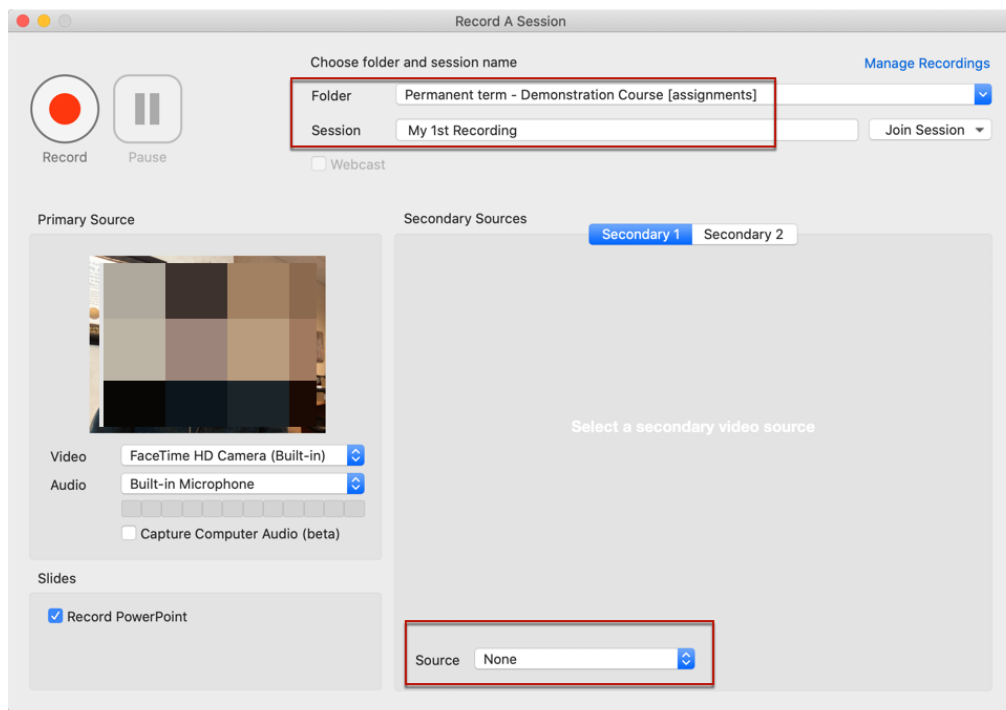
5. Click the **Record** tab.
 - a. You may need to expand **Everything**, then click **Default Folder**, then **locate** the correct course name with **[assignments]** appended so that you record into the correct folder.
 - b. Edit the **Name your recording** box to title your recording. The default 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.



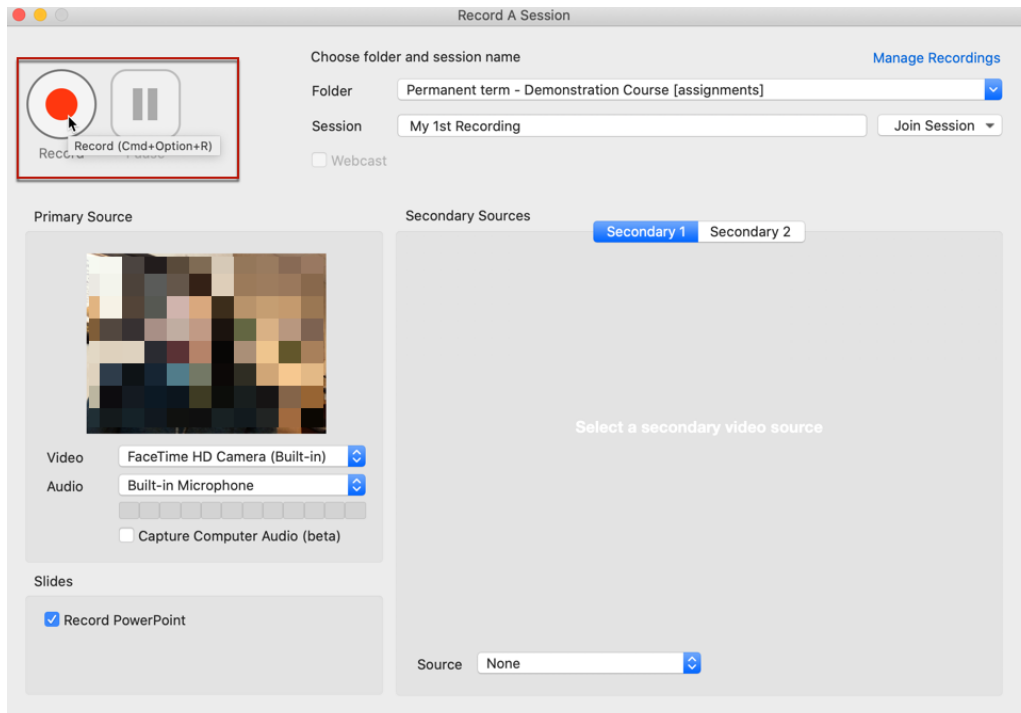
6. Click **Open Panopto.app**. *NOTE: Check the box to **Always allow uccs.1.hosted...** so that the Panopto app opens automatically the next time that you use it.*



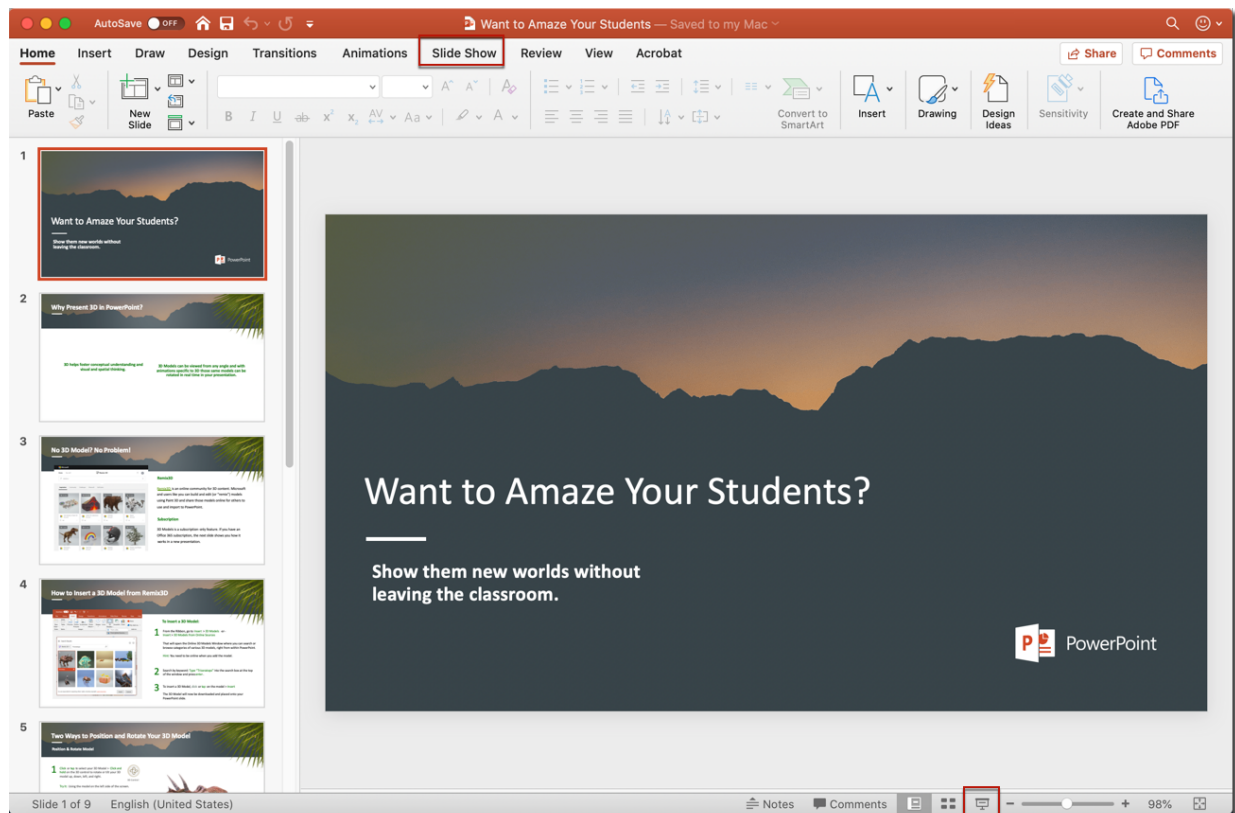
7. The Panopto Recorder opens and detects your webcam and audio source. **Mac version** is pictured here.
- Choose None in the video option menu if you do not want to be seen on video.
 - Check the **Record PowerPoint** box if you are recording a PowerPoint presentation.
 - Select **None** in the **Source**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



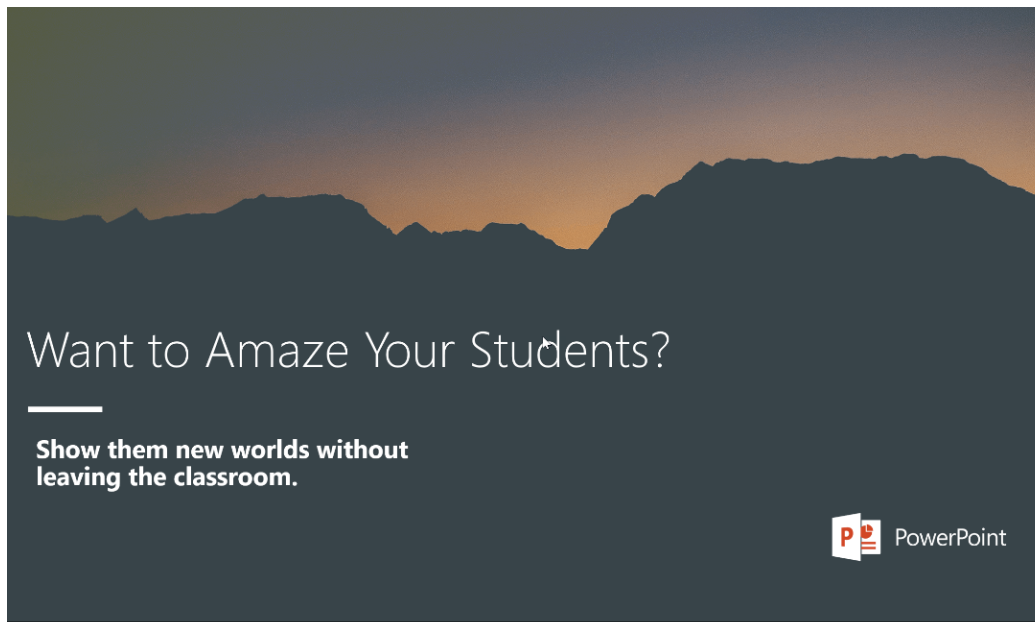
8. Click **Record** or use the keyboard shortcut CMD+Option+R.



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



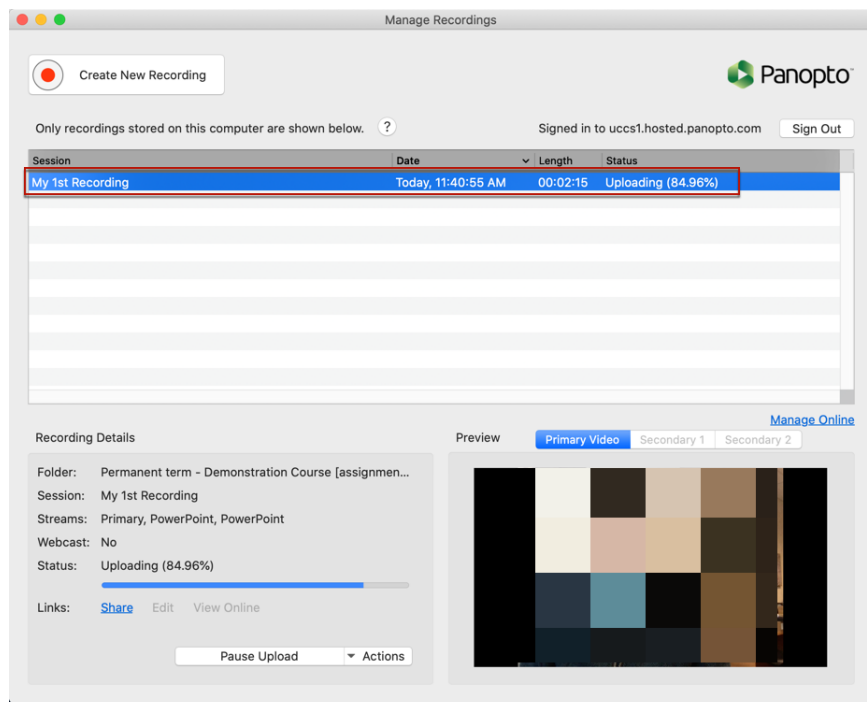
10. PowerPoint opens and fills your screen.



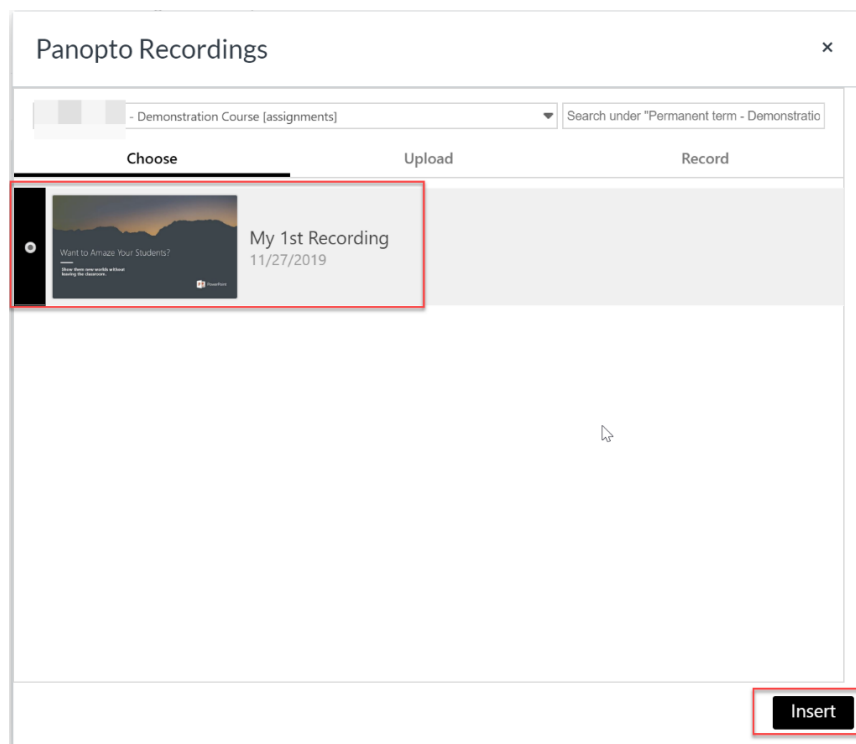
11. You (video if chosen and audio) as well as PowerPoint are now being recorded. ***You will not see yourself being recorded.*** Advance your slides as usual as you narrate your presentation.
12. When you are finished with your presentation, on your **Mac**, use the keyboard shortcut **Cmd+Option+R** 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.

A screenshot of the Panopto Recorder "Recording Complete" dialog box. It has a light gray background. At the top, it says "Recording Complete" in a sans-serif font. Below that is a green checkmark inside a circle. Then, there's a "Session name" label above a text input field containing "My 1st Recording". Below that is a "Located in folder" label above the text "Permanent term - Demonstration Course [assignments]". Then, there's an "Enter a description (optional)" label above a large, empty text area. At the bottom, there are two buttons: "Delete and record again" on the left and "Upload" on the right. The "Upload" button is highlighted with a red rectangular border.

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



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.



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.