1. Log into Canvas and locate the Assignment.
2. Have your presentation open in PowerPoint on your computer.
3. Click the Submit Assignment button.
4. Click the More External Tools icon on the lower toolbar.

5. Click Panopto Recordings.

6. Click the Record tab. Use the Click here to download link to install the Panopto Recorder on a PC or Mac (no Chromebooks).
   a. The recorder only needs to be installed the first time that you record in Panopto.
   b. Can be installed on multiple computers.
7. After installing the Panopto Recorder, return to Canvas and **Enter name** for your recording and click the **Record** button.

8. Click **Open Panopto**.
9. 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.

10. Click **Record** or use the keyboard shortcut CMD+Option+R.
11. Go to your PowerPoint Presentation and enter **SlideShow mode**.

12. PowerPoint opens and fills your screen.

13. 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.
14. 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.
15. Click the **Upload** button to begin uploading your presentation into the Panopto folder.

16. **Do not exit Panopto** until you see that the recording has fully uploaded.
17. Return to the Canvas assignment and your video will now be located under the Choose tab.
18. Click the recording to select it and click the Insert button.

19. Click the Submit Assignment button.
20. Assignment is successfully submitted. Click the **Submission Details** in the upper right to view the submission.

**NOTE:** This process is the same for a Canvas Discussion. In a Discussion, you will click the Reply button to start the process.

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