Panopto Recordings for a Canvas Assignment (PowerPoint Presentation)

1. Log into Canvas and locate the Assignment.
2. Click the Submit Assignment button.
3. Click the More External Tools icon on the lower toolbar.

4. Click Panopto Recordings.

5. 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.
6. After installing the Panopto Recorder, return to Canvas and **Enter name** for your recording and click the **Record** button.

7. Click **Open Panopto**.
8. The Panopto Recorder opens and detects your webcam and audio source. **Windows 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 **Capture PowerPoint** box if you are recording a PowerPoint presentation.
   c. Click the **Open Presentation** button to browse for your PowerPoint presentation.

9. Browse to locate your PowerPoint presentation, select it, and click the **Open** button.
10. Click **Yes** in the Begin recording after PowerPoint opens window.

![Screenshot showing the Begin recording prompt](image)

11. PowerPoint opens and fills your screen.

![PowerPoint open](image)

12. 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.
13. 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.
14. Click the **Done** button to begin uploading your presentation into the Panopto folder.

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.

18. 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.*