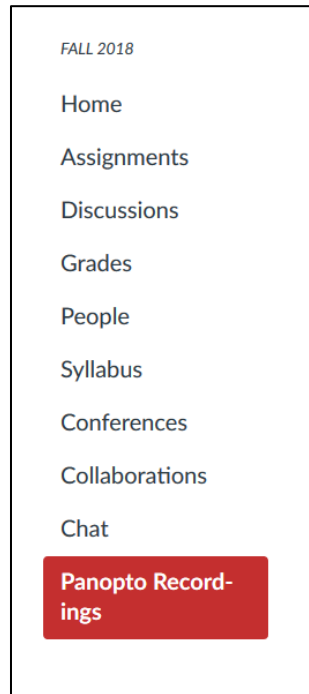


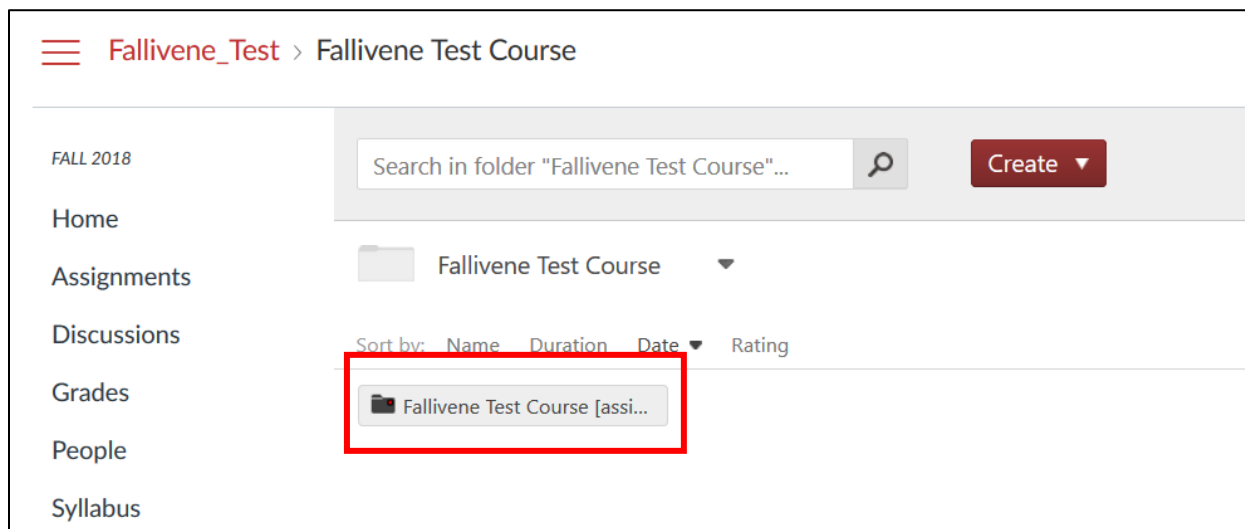
Panopto Recordings in Canvas for Students

Creating a Panopto Recording in Canvas:

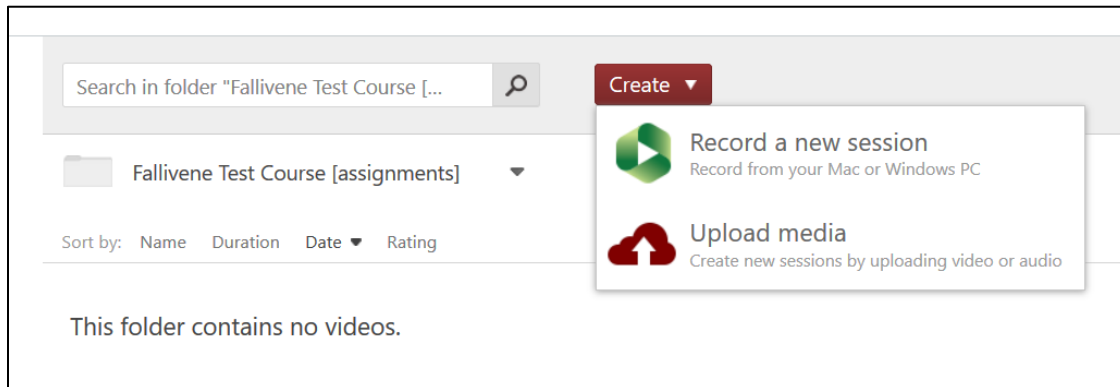
- 1) Click on **Panopto Recordings** in the course menu



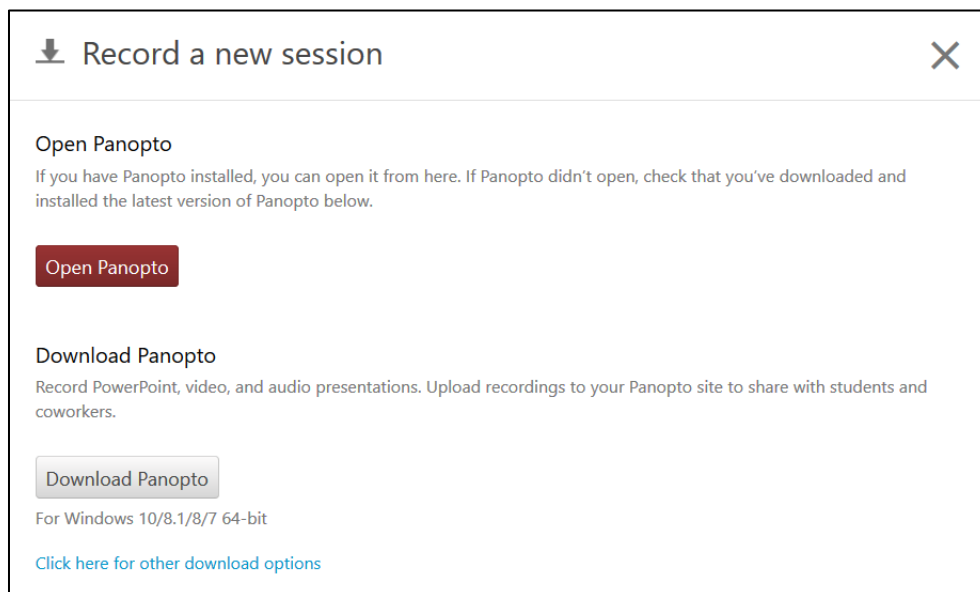
- 2) Click on the **Assignment folder** for the course – **Course name [assignments]**.



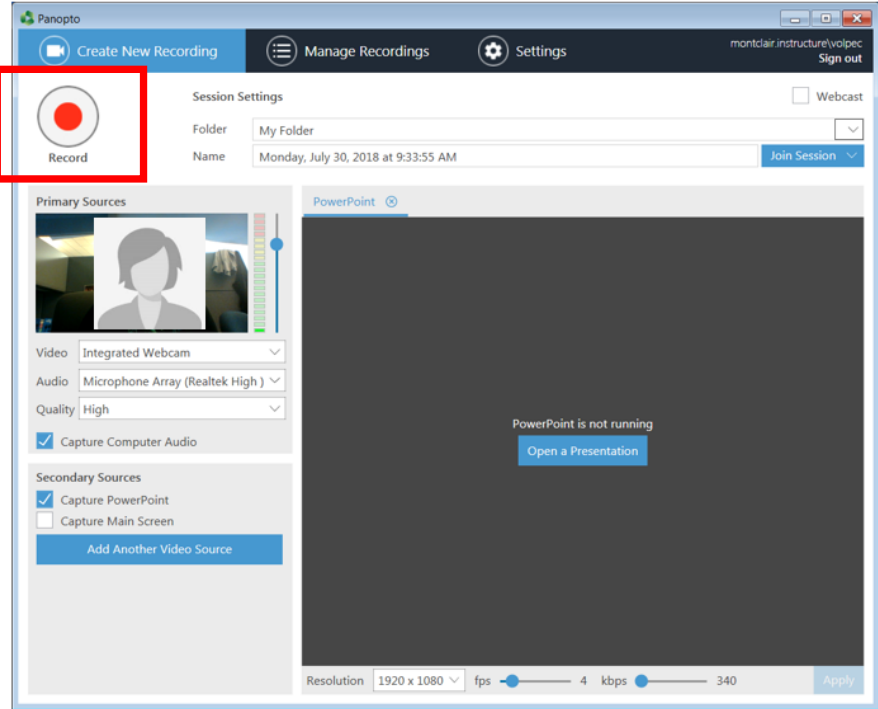
3) Click **Create** and click on **Record a new session**



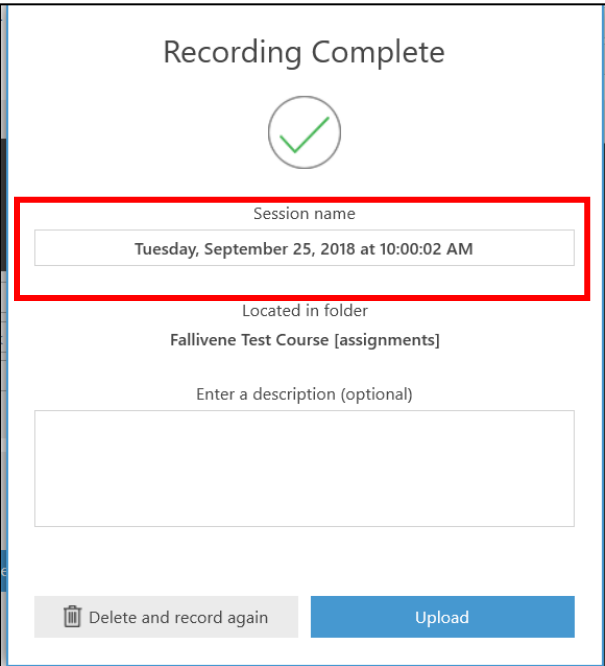
4) If Panopto is installed on the computer, click **Open Panopto**. If Panopto is not installed, click **Download Panopto** and follow the prompts to download and install the program.



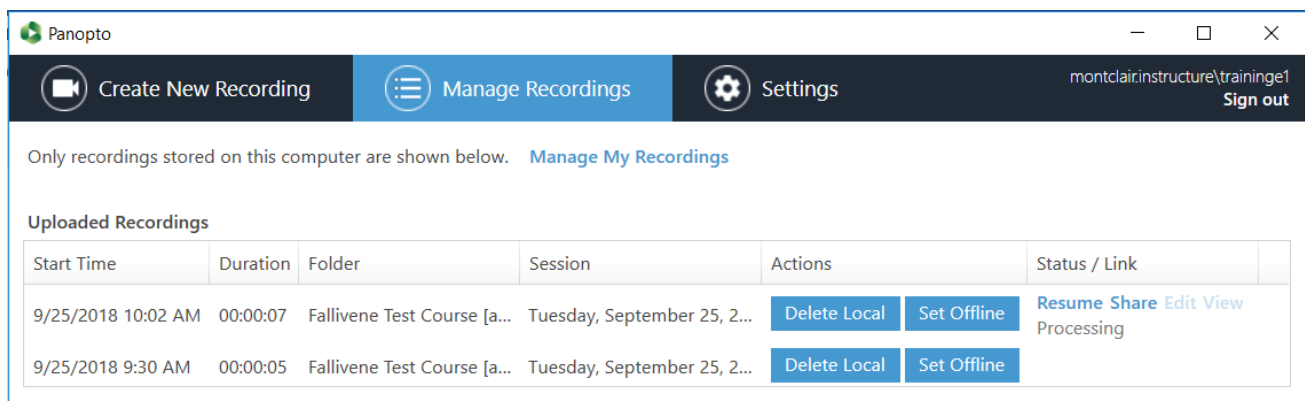
When Panopto finishes installing, it automatically opens in the **Create New Recording** window.



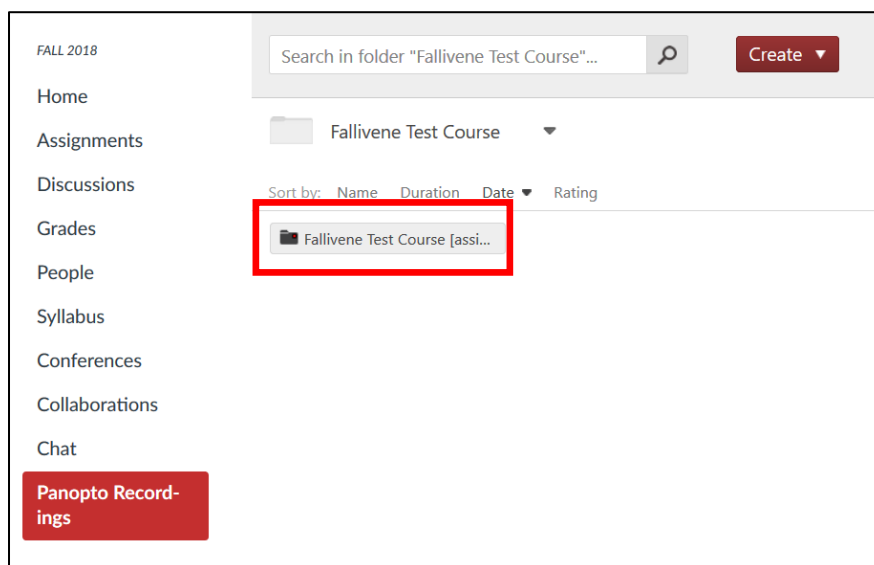
- 5) Click on the **Record** button and click on **Stop** when done.
- 6) By default, the title of the recording is the date and time. It is recommended to change the title to your name and the name of the assignment.
- 7) Click **Upload**



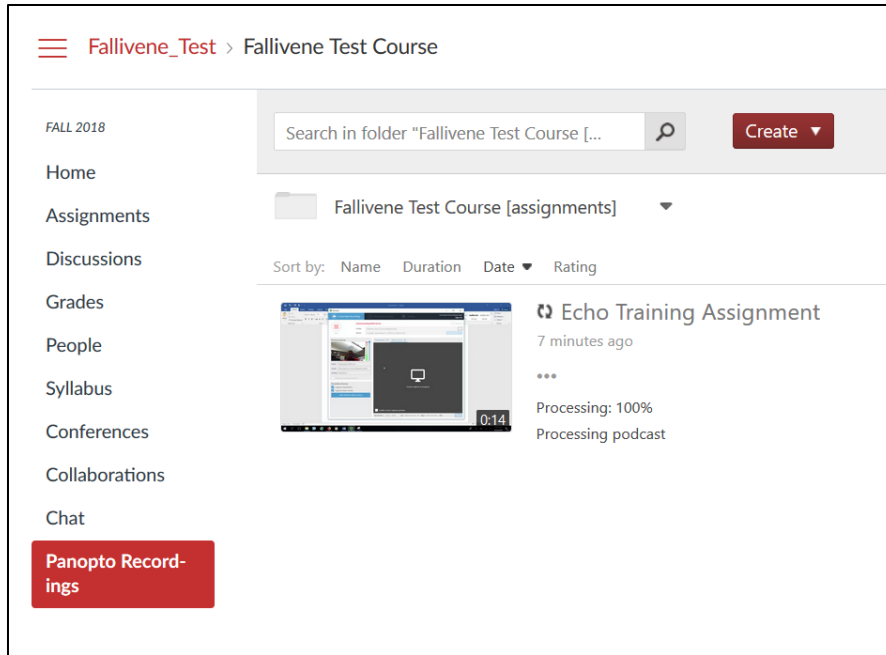
- 8) You will be brought to **Manage Recordings** showing that your recording is being processed. **Close** out of **Manage Recordings** by clicking on the X.



- 9) When you close out of **Manage Recordings** navigate back to Canvas. To refresh, click on **Panopto Recordings** in the course menu and click on the **Assignments** folder.

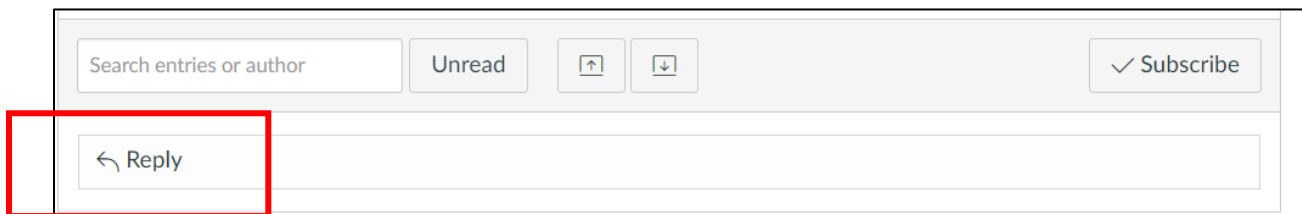
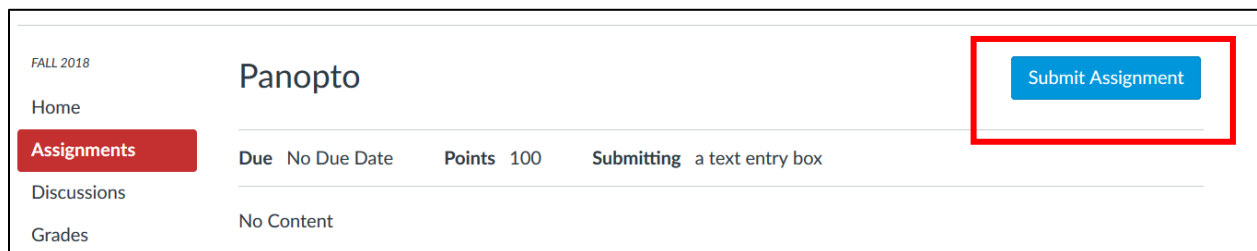


You will now see your recording in the assignments folder – **Course Name [assignments]**.

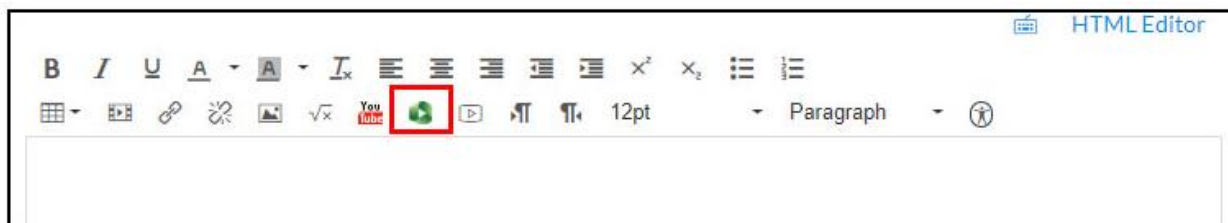


If this recording is part of an Assignment or Discussion you can upload the recording to it.

- 1) Click on the **Assignment** or **Discussion**
- 2) Click on **Submit Assignment** for an Assignment or **Reply** for a Discussion

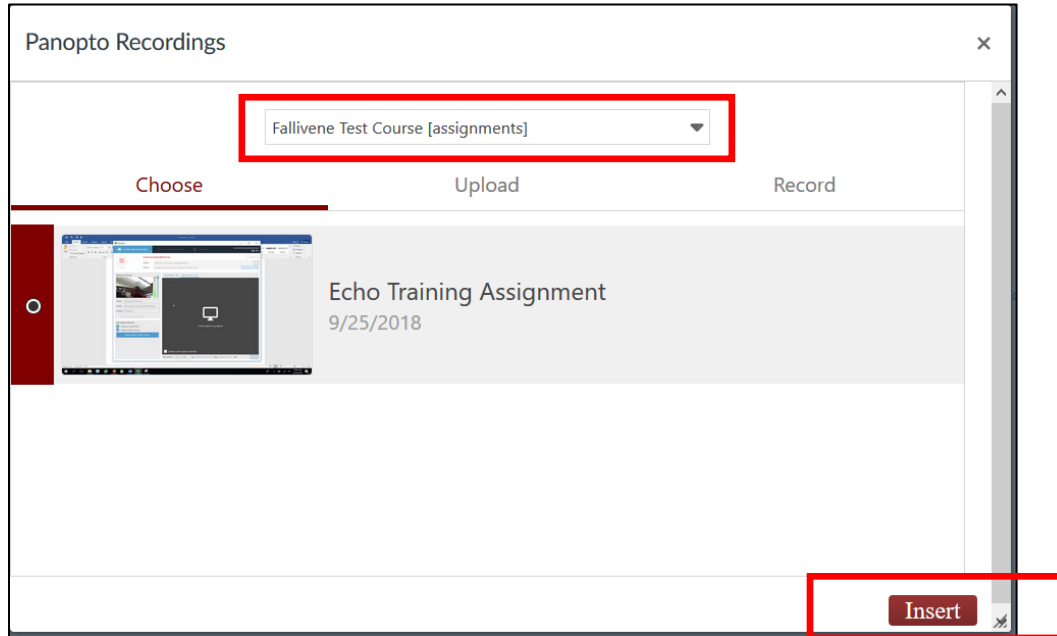


- 3) Click on **More External Tools** and choose **Panopto Recordings**



4) Your recordings will be listed under the **Choose** tab. **Select** the recording and click **Insert**.

NOTE: If you do not see your recording, make sure you are in the Assignments folder – **Course Name [assignments]**.



5) Click **Submit Assignment** or **Post Reply**