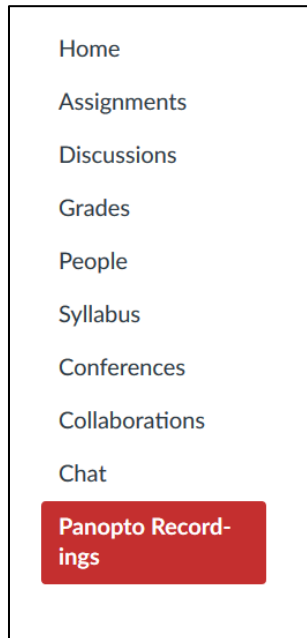# MONTCLAIR STATE UNIVERSITY

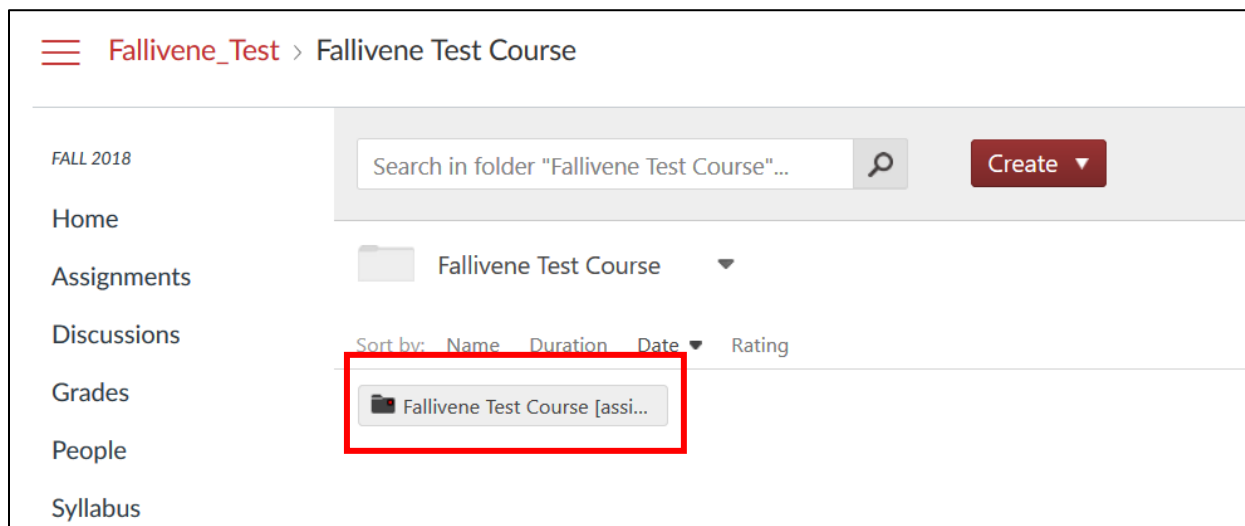## Panopto Recordings in Canvas for Students

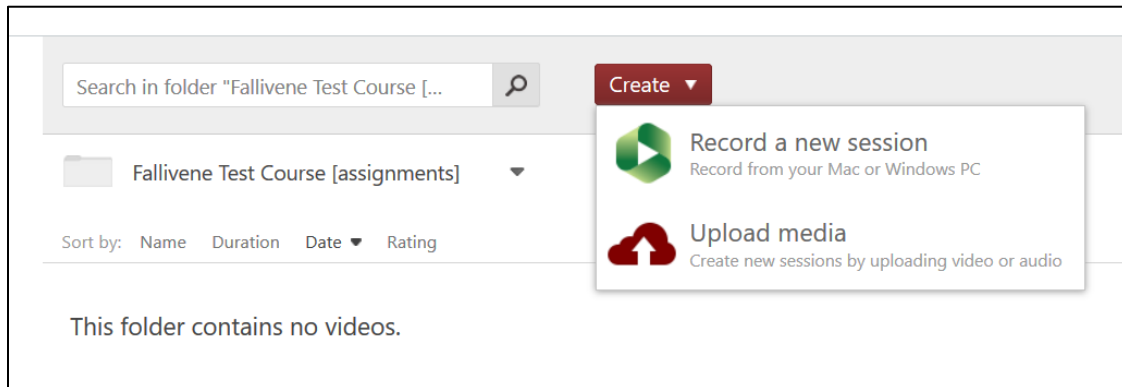**Creating a Panopto Recording in Canvas:**

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

Home

Assignments

Discussions

Grades

People

Syllabus

Conferences

Collaborations

Chat

Panopto Recordings

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

Fallivene_Test > Fallivene Test Course

FALL 2018

Home

Assignments

Discussions

Grades

People

Syllabus

Search in folder "Fallivene Test Course"...   🔍   Create ▼

Fallivene Test Course   ▼

Sort by: Name   Duration   Date ▼   Rating

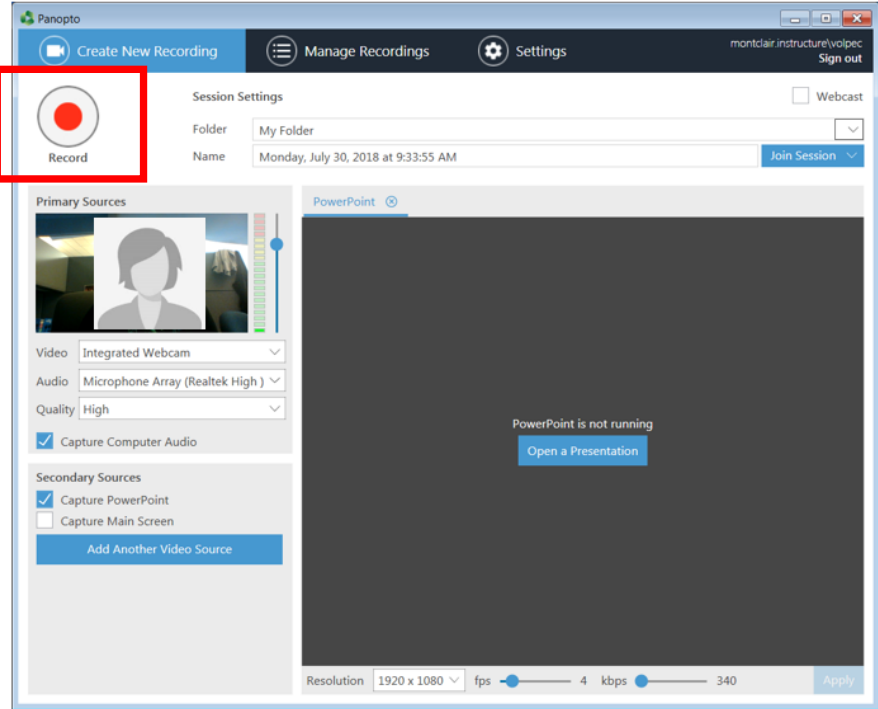Fallivene Test Course [assi...

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.
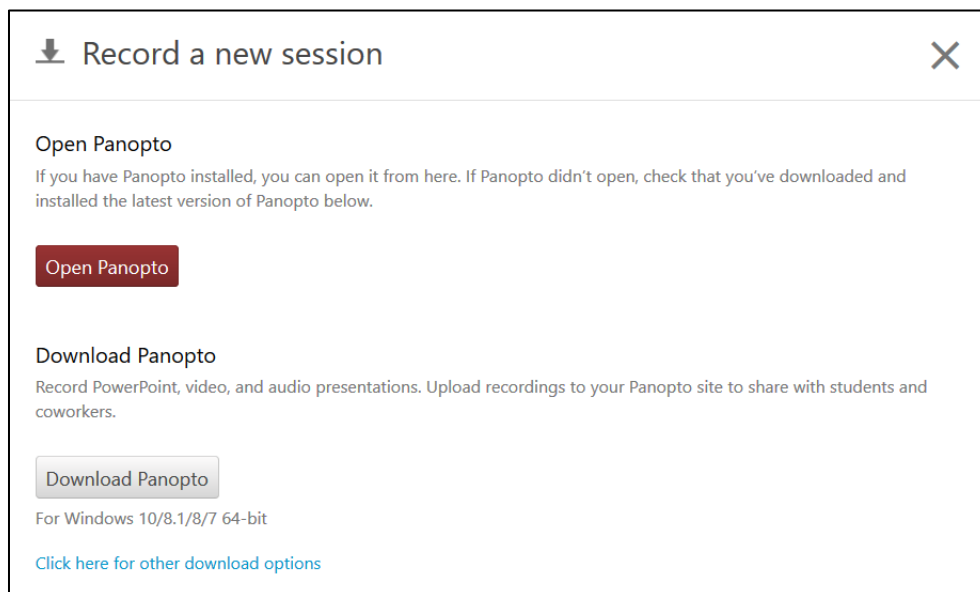

When Panopto finishes installing, it automatically opens in the **Create New Recording** window.

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**
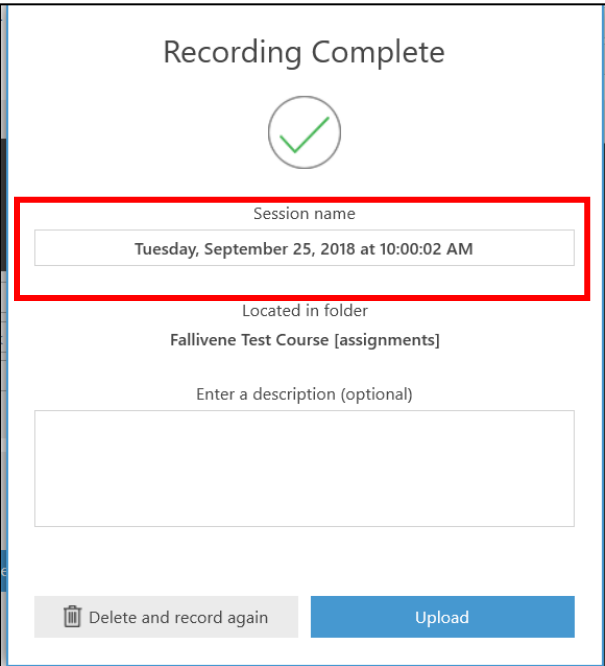
8) You will be brought to **Manage Recordings** showing that your recording is being processed. **Close** out of **Manage Recordings** by clicking on the X.
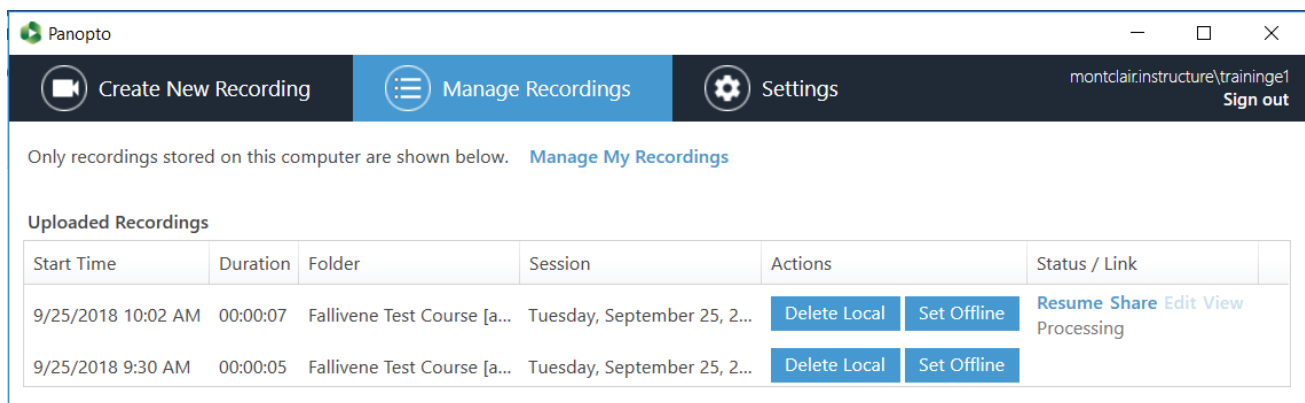
9) When you close out of **Manage Recordings** navigate back to Canvas. To refresh, click on **Panopto Recordings** in the course menu and click on the **Assignments** folder.
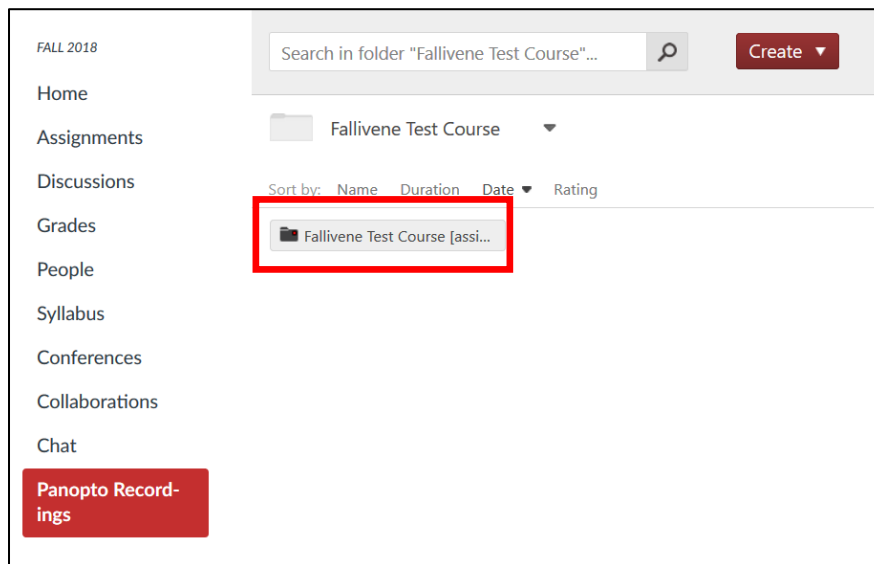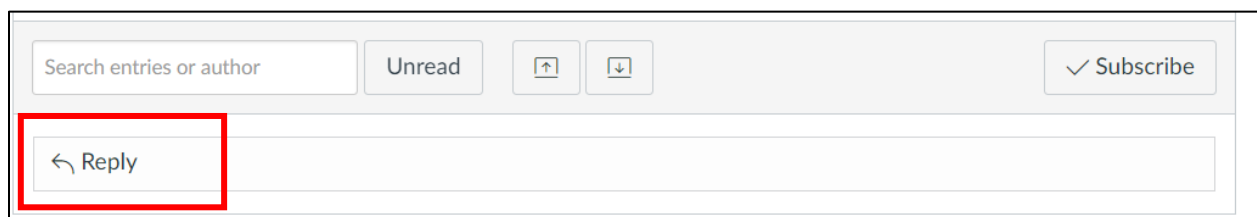

You will now see your recording in the assignments folder – **Course Name [assignments].**
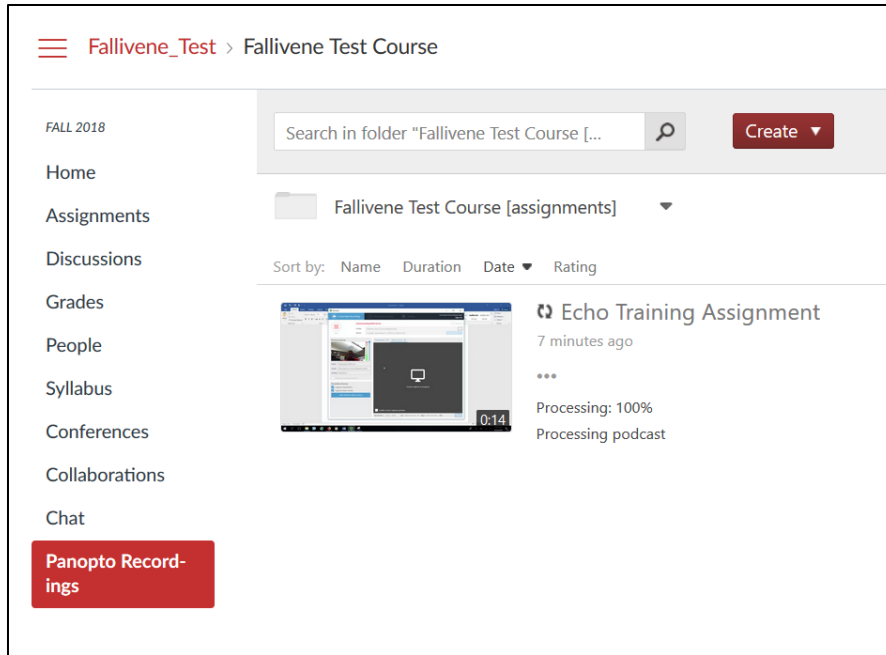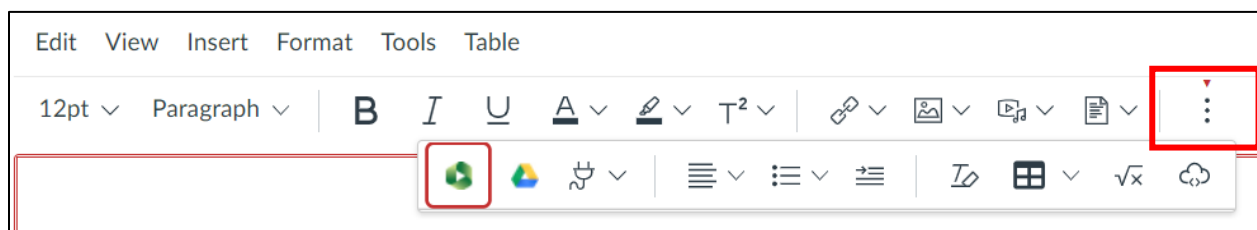
If this recording is part of an Assignment or Discussion you can upload the recording to it.

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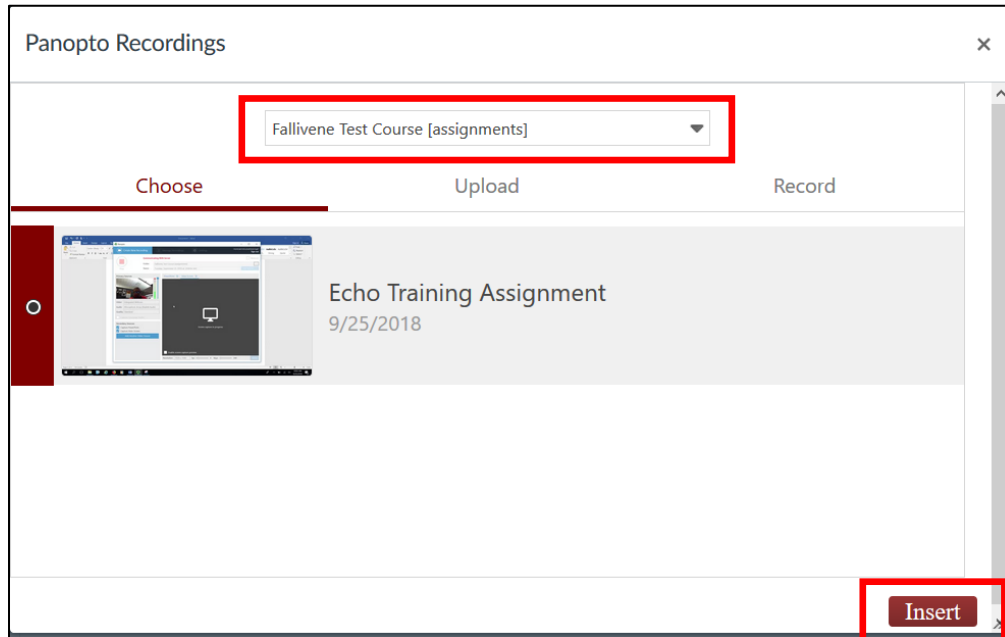2) Click on **Start Assignment** for an Assignment or **Reply** for a Discussion

3) Click on **Panopto Recordings**. (You may need to click on more if Panopto is not visible.)

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**