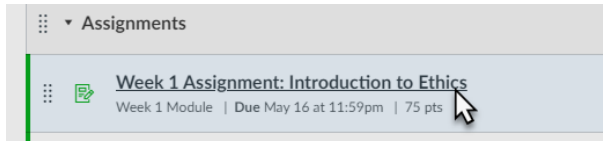


How to Record and Submit a Panopto Video

This job aid will explain how to record and submit a Panopto video to an assignment in Canvas.

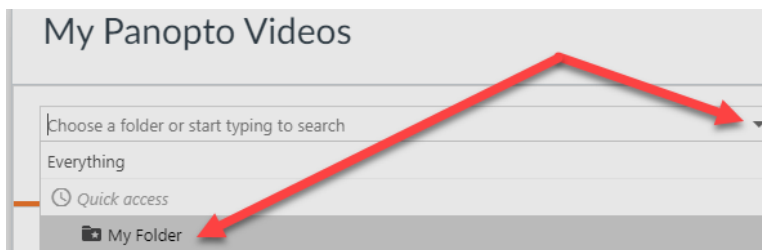
1. In your Canvas course, click on the assignment title link.



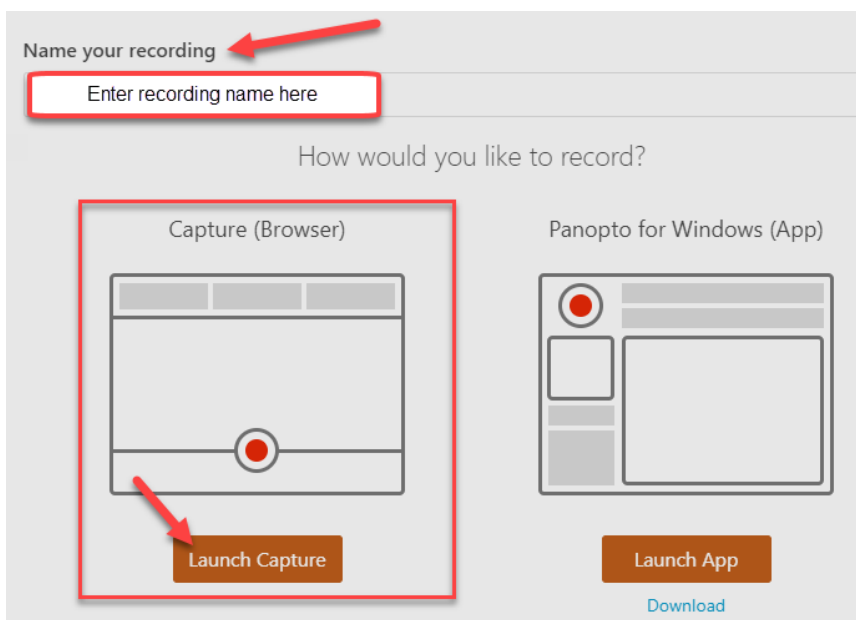
2. Under *Submission Type*, select **Text Entry** from the menu and press **Start Entry**. In the toolbar, click on the green Panopto icon.



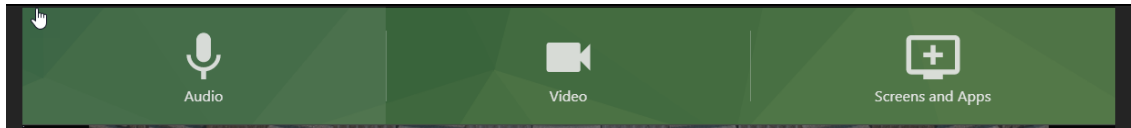
3. Under *My Panopto Videos*, select the **Record** tab. Choose **My Folder** from the menu.



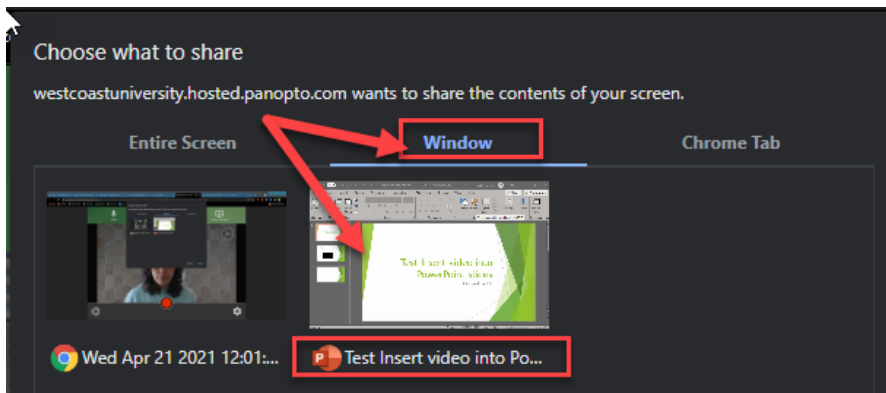
4. Enter the name of your recording. Press the **Launch Capture** button to open Panopto.



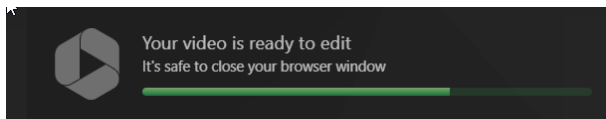
- You can adjust your choice of microphone and camera using the **Audio** and **Video** buttons.



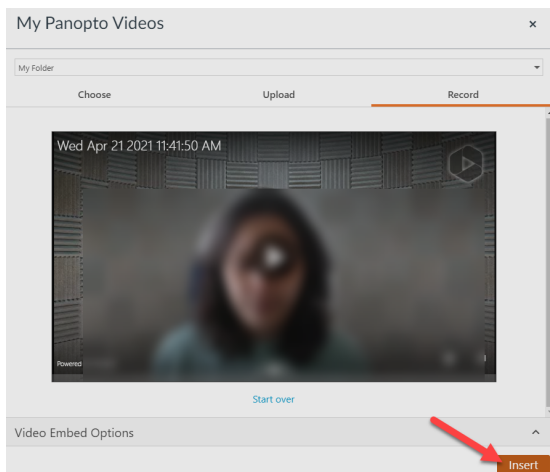
If your video requires a Powerpoint presentation in addition to a webcam, open the Powerpoint file on your computer and then press the **Screens and Apps** button. Select the **Window** tab, and then select the window with the Powerpoint presentation. Press **Share**.



- Press the big red button to start recording. Press the red square to end the recording.
- On the next page, you can preview, edit, or redo your video. Close the browser tab when directed.



- In Canvas, you should see the video in the My Panopto Videos pop up window. Press **Insert**.



- Press **Save** to submit the assignment.