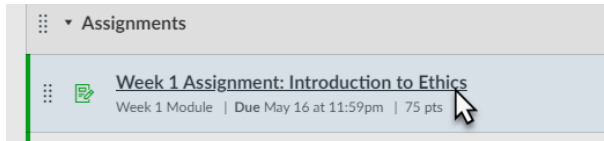


How to Record and Submit a Panopto Video

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

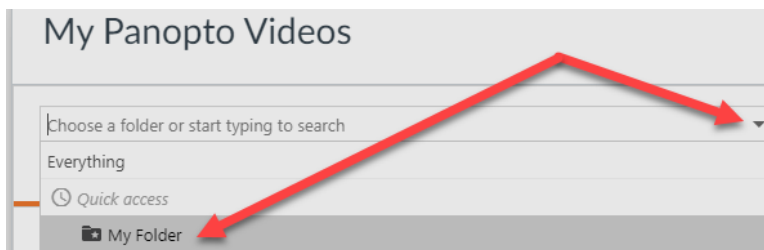
1. In your Canvas course, click on the assignment title link.



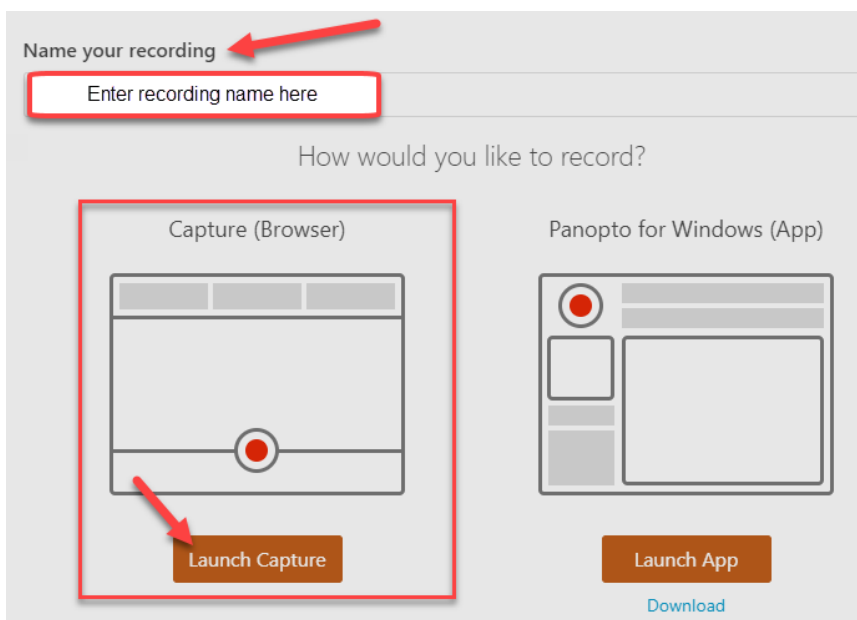
2. Under *Submission Type*, select **Text Entry** from the menu and press **Start Entry**. In the toolbar, click on the green Panopto icon.



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

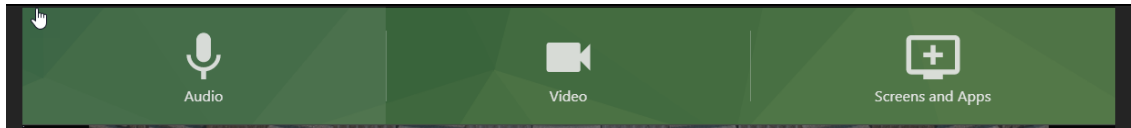


4. Enter the name of your recording. Press the **Launch Capture** button to open Panopto.

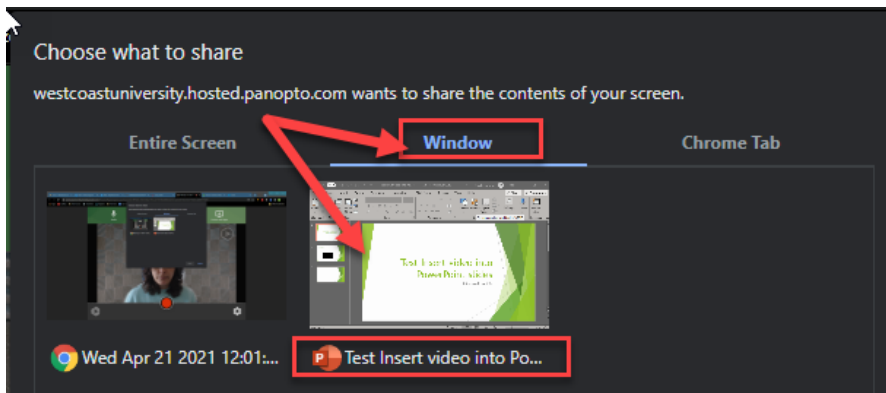




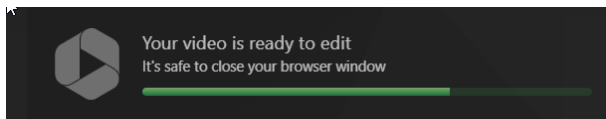
5. You can adjust your choice of microphone and camera using the **Audio** and **Video** buttons.



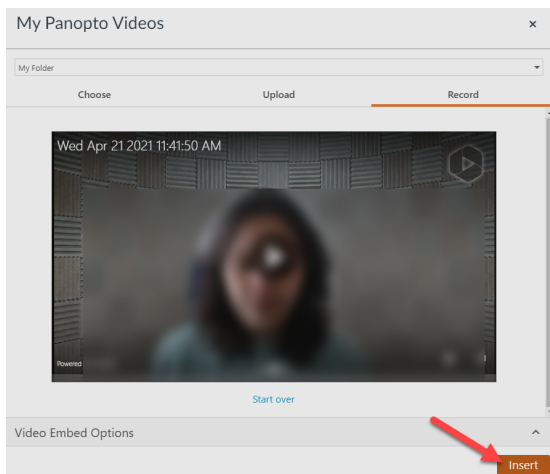
If your video requires a Powerpoint presentation in addition to a webcam, open the Powerpoint file on your computer and then press the **Screens and Apps** button. Select the **Window** tab, and then select the window with the Powerpoint presentation. Press **Share**.



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



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



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