Using Panopto with Canvas on a PC Guide

This step-by-step guide will lead you through the process of creating a pre-recorded video lecture using Panopto and sharing the video with your students in Canvas. This process involves the following steps:
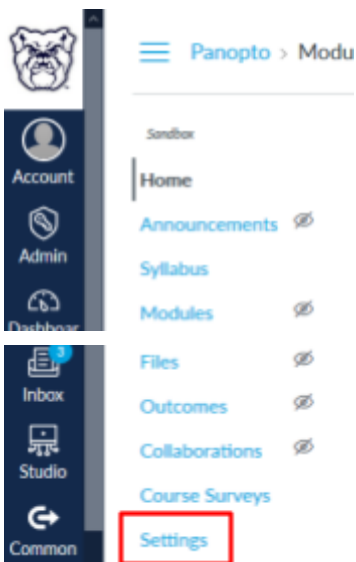
1. Activating the Panopto integration in Canvas;
2. Downloading the Panopto Recorder;
3. Creating a Panopto recording;
4. Adding the Panopto recording to a Canvas module.
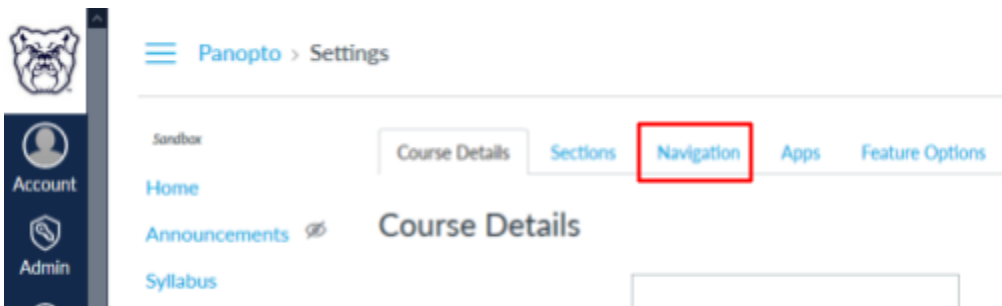
Activate the Panopto Integration in Canvas

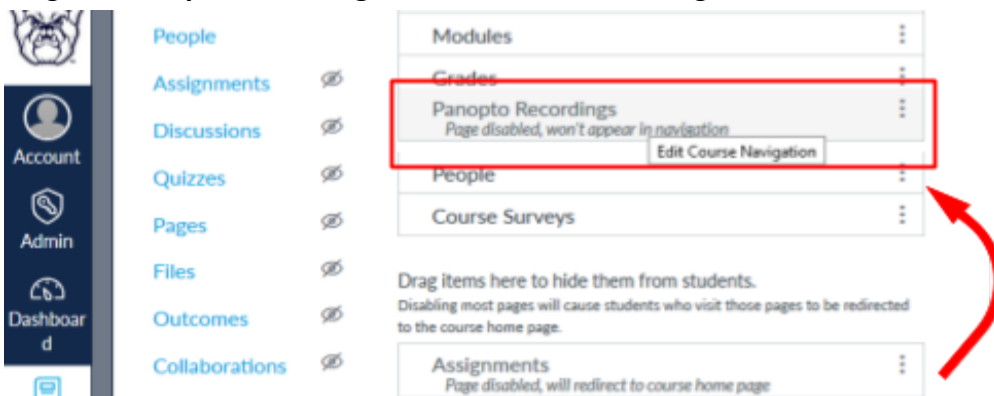1. On your Dashboard, click to enter your Canvas course.
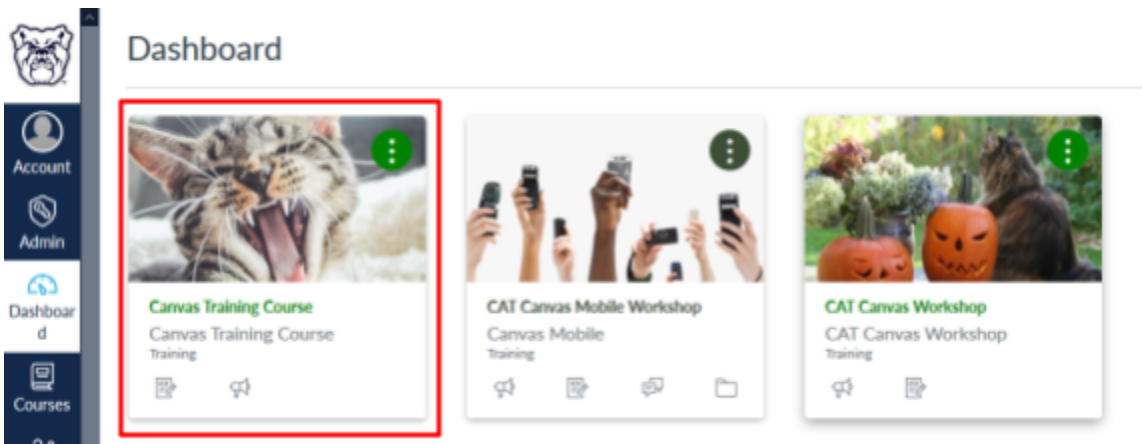
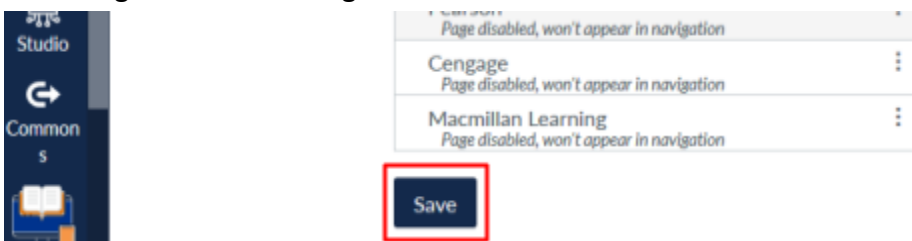2. From the Course Navigation, click **Settings**.

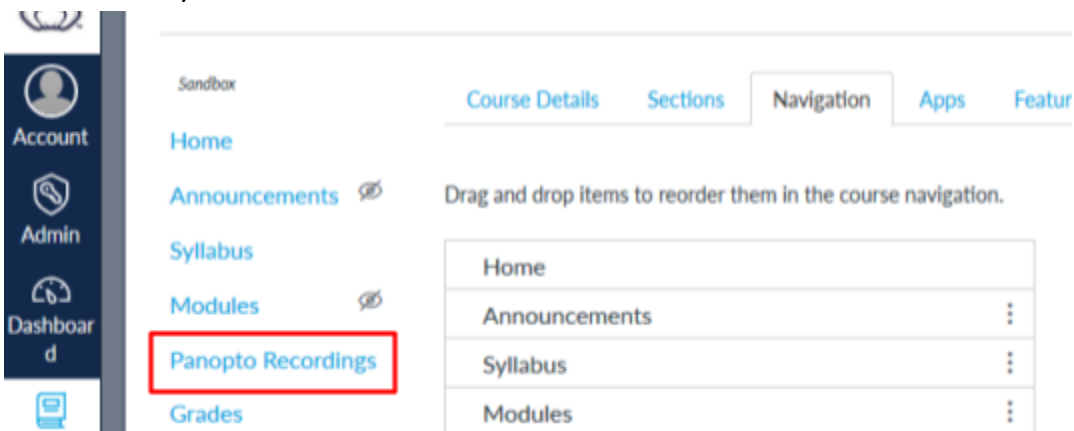3. Select **Navigation** from the top tabs.

4. Drag the **Panopto Recordings** link into the active Navigation bar.

5. Click **Save** at the bottom of your screen. When the page reloads, you will now see the Panopto Recordings link in the Navigation menu.
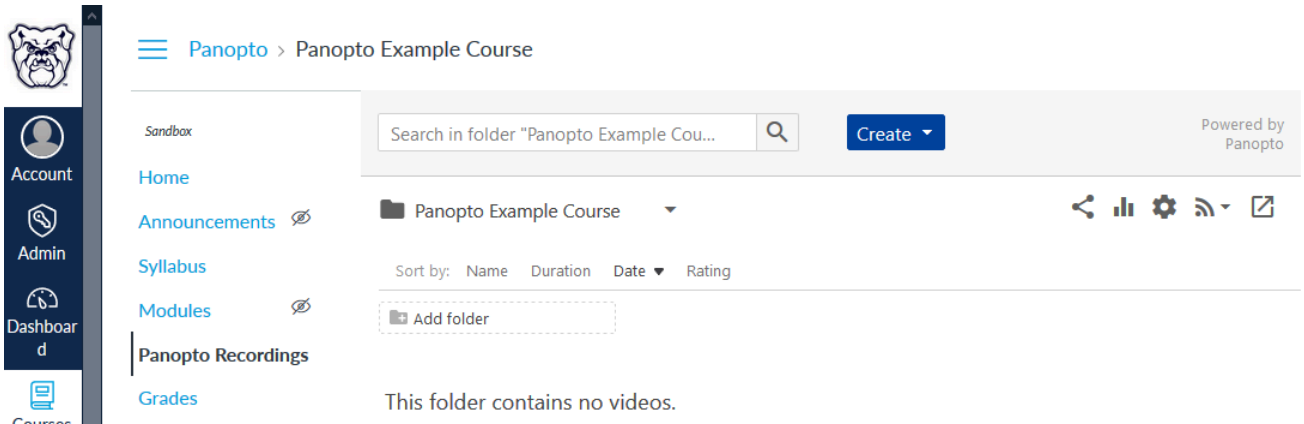

6. In the Course Navigation, click once on **Panopto Recordings**. This will create a folder in Panopto that is connected to your course.
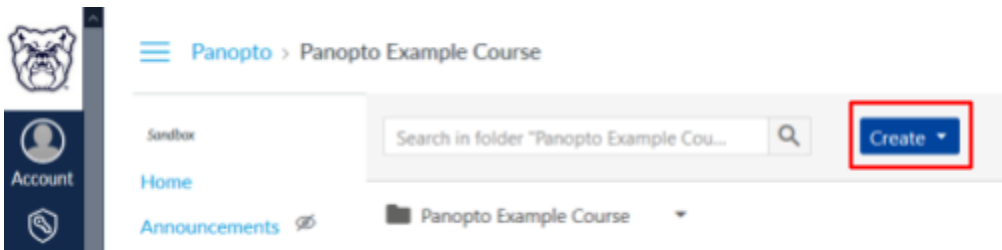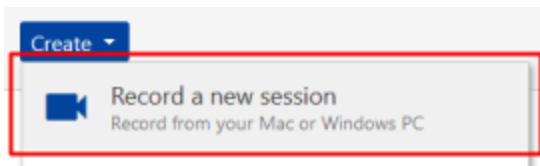
Download the Panopto Recorder

1. After clicking Panopto Recordings in the Course Navigation, the Panopto interface loads inside of Canvas.
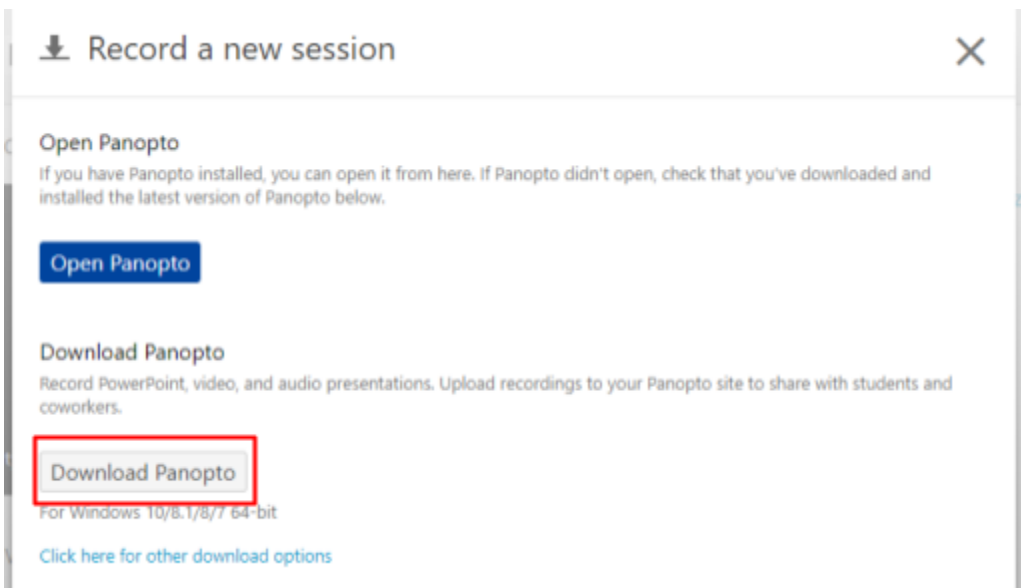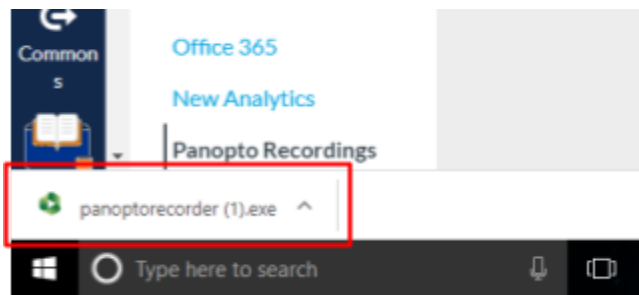

2. Click the **Create** button.
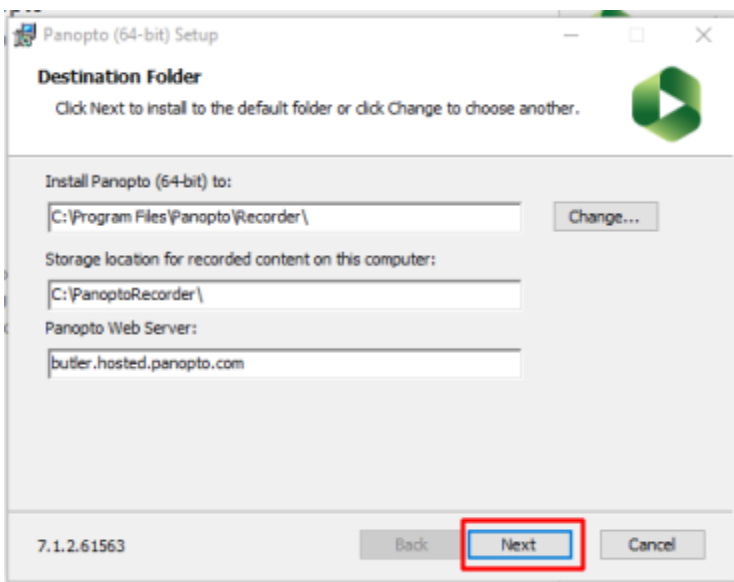

3. Select **Record a new session**.

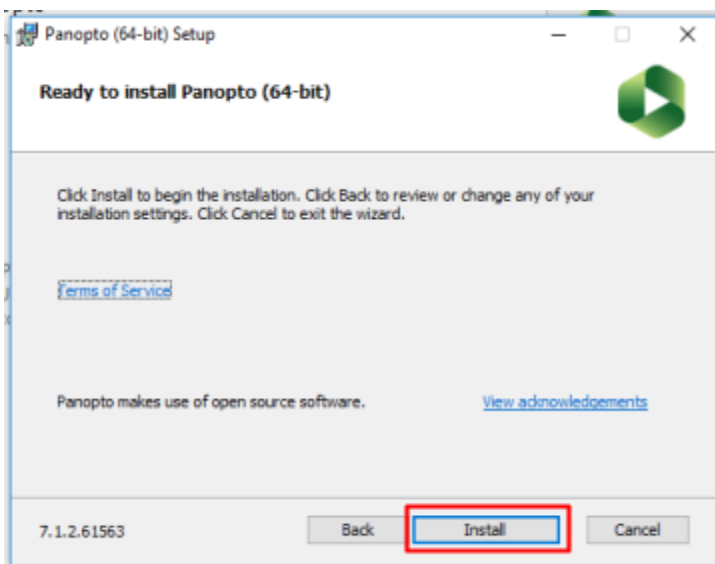4. In the *Record a new session* window, select **Download Panopto**.

5. In Google Chrome, the file will download and appear at the bottom of your browser. Click the **panoptorecorder.exe** file.

6. Click **Allow** if you get a prompt asking if you approve this software to make changes to your computer.
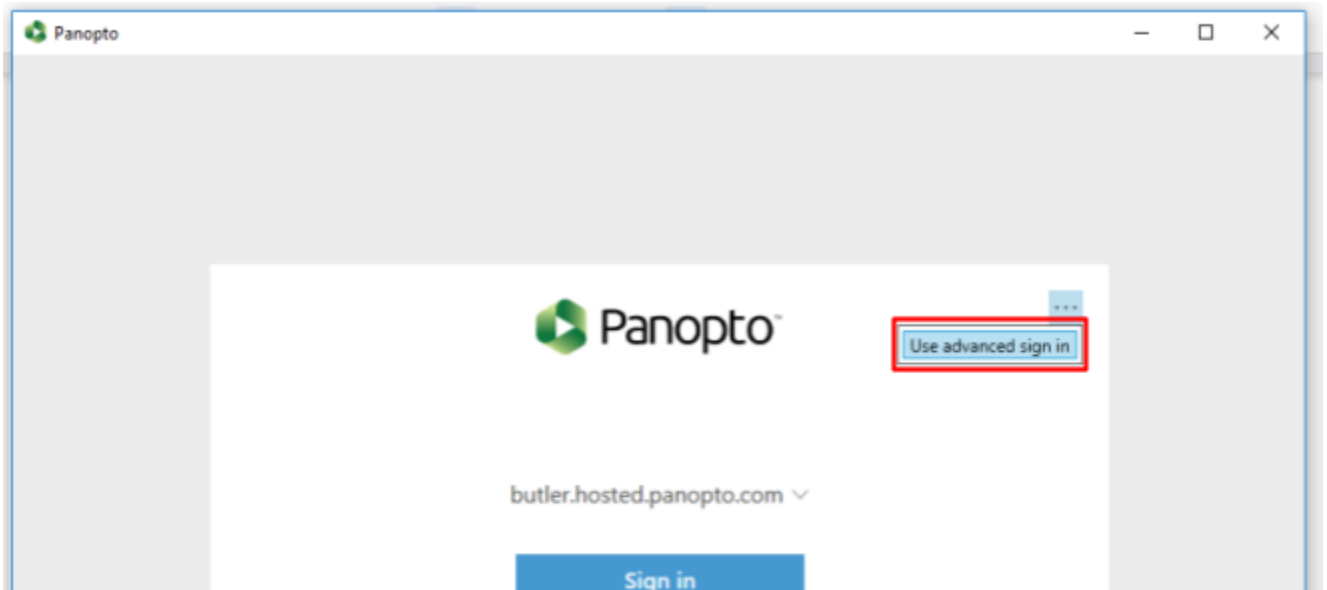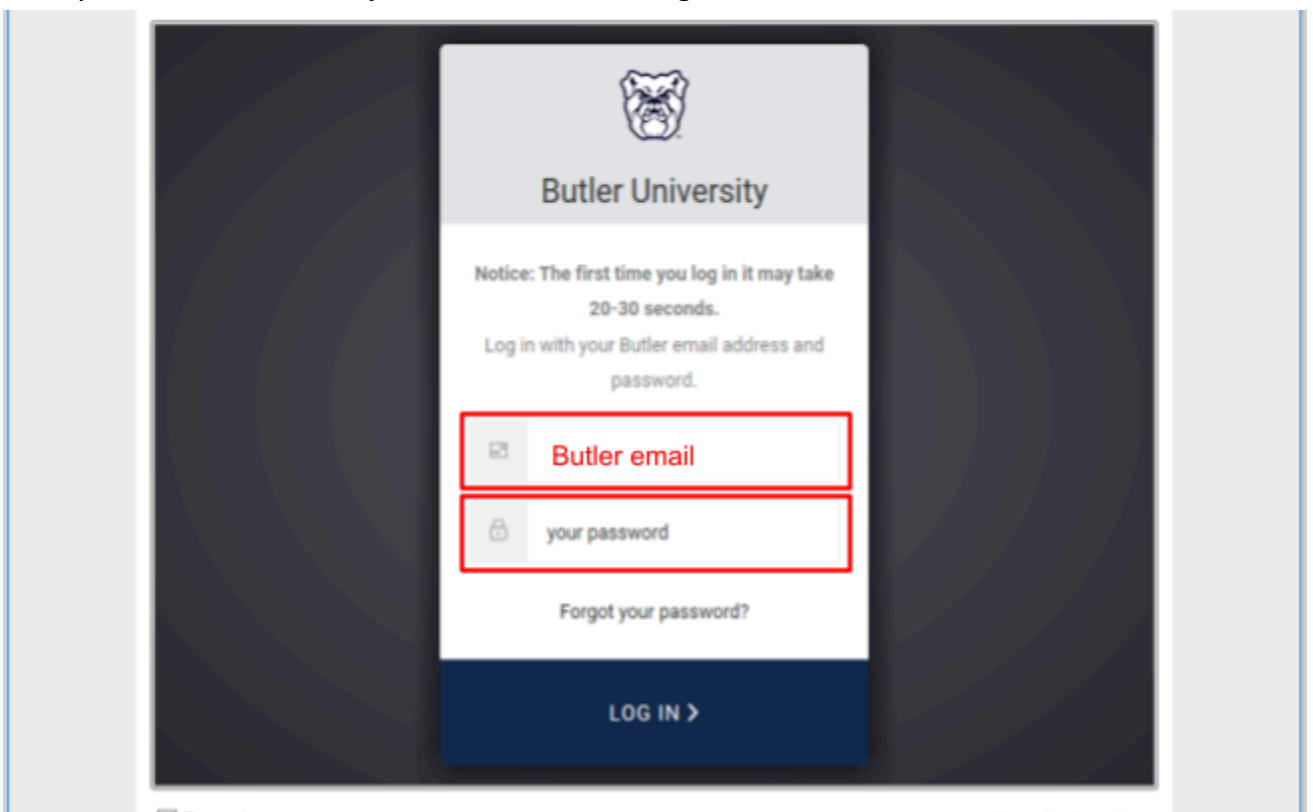7. In the installation window, click **Next.**

8. Click **Install**.

9. The Panopto Recorder will launch when the installation is complete.
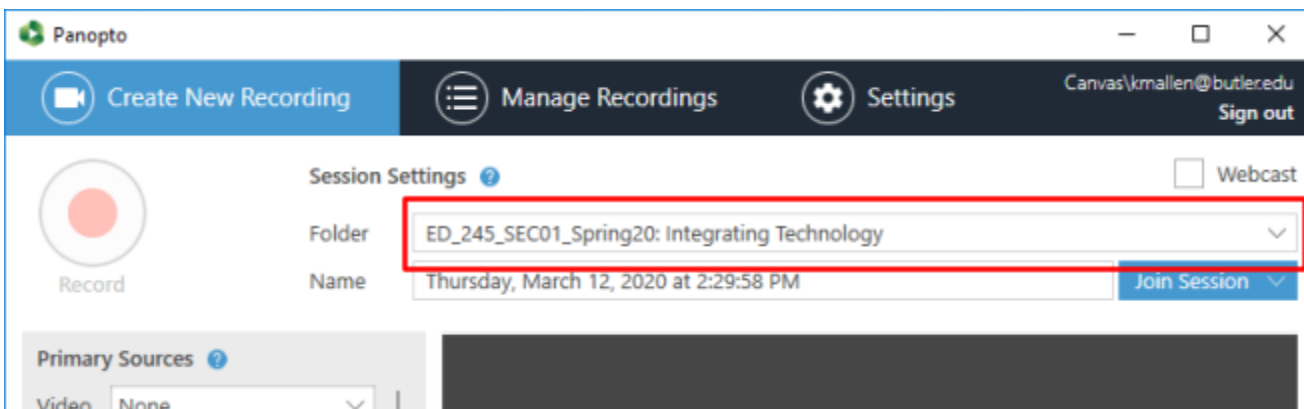
Create a Panopto Recording

1. In the Panopto Recorder, click the **ellipsis (...)**, and then select **Advanced login**.

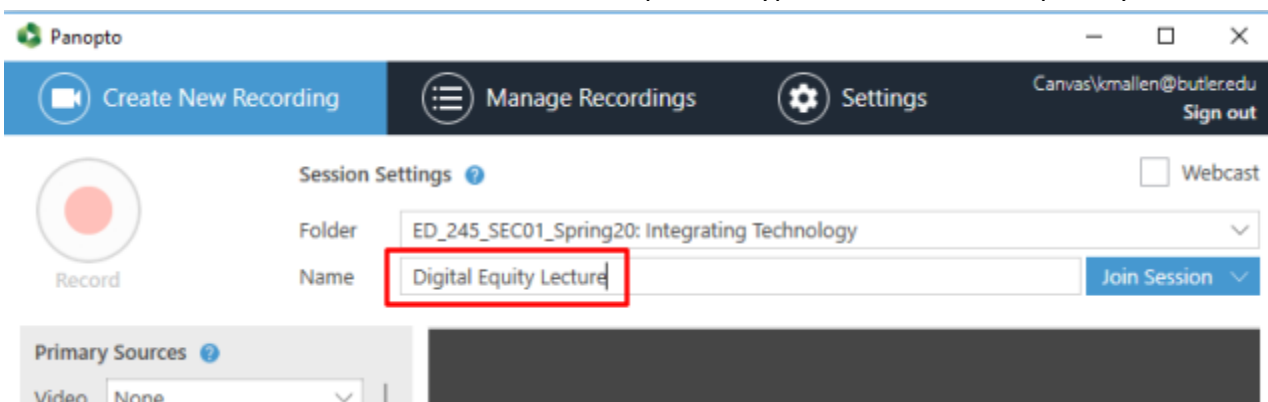2. Enter your **Butler email** and **password**. Then click **Login**.

3. Set the *Folder* to the course where you want to upload the video. If your folder is set to the wrong course, click the **dropdown arrow** and select the correct course.
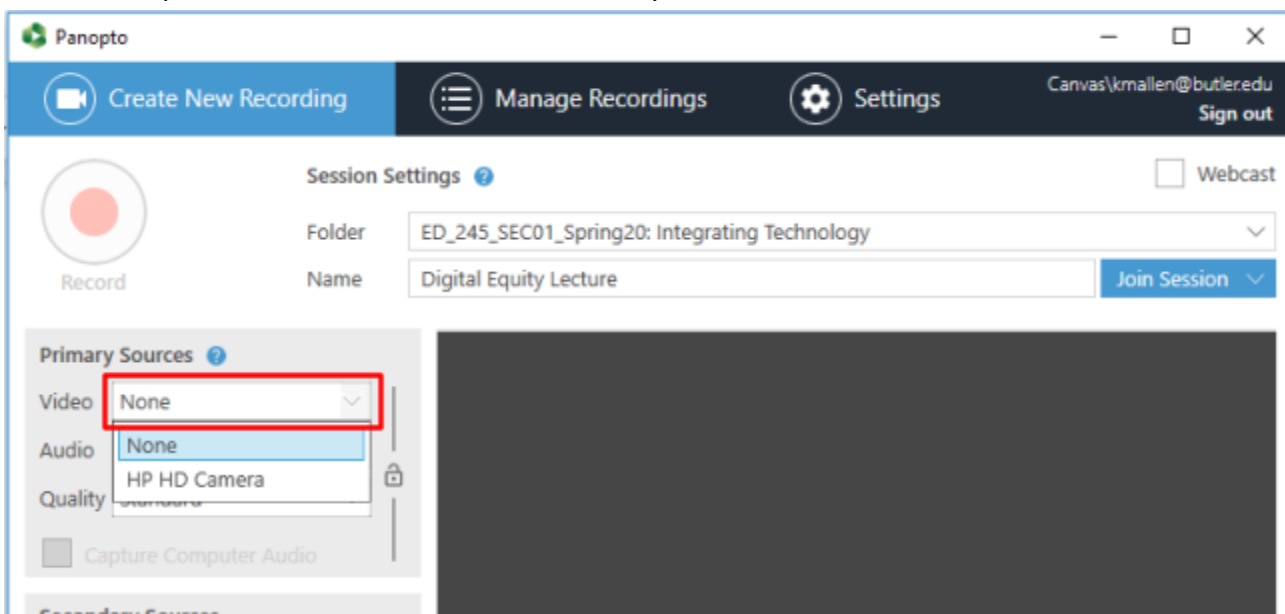

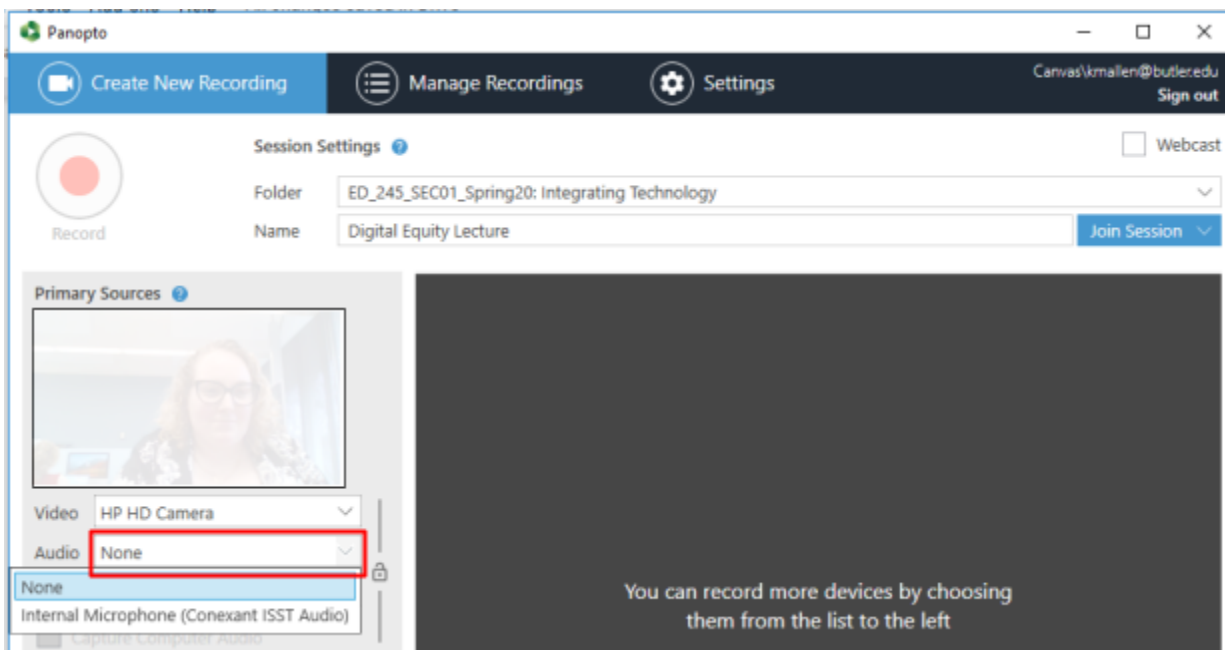4. Click into the *Name* field and delete the timestamp. Then type in the name or topic of your lecture.

5. Click the dropdown beside *Video* to turn on or off your webcam.

6. Click the dropdown beside *Audio* to select your microphone. Note that if you are using headphones, you will need to select the headphones from this list.

7. Adjust the microphone volume by dragging the moving the volume slider.
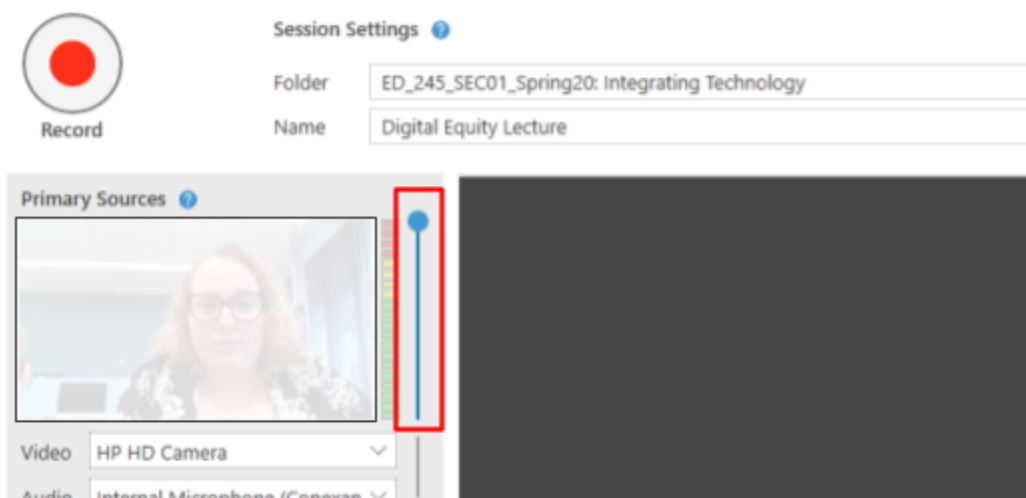
8. To record a PowerPoint, check off the **Capture PowerPoint** box.
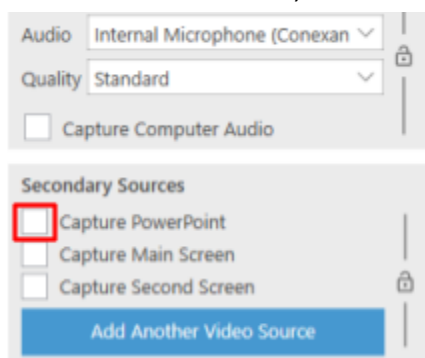
9. In the middle of the Panopto Recorder, click the **Open a Presentation** button.

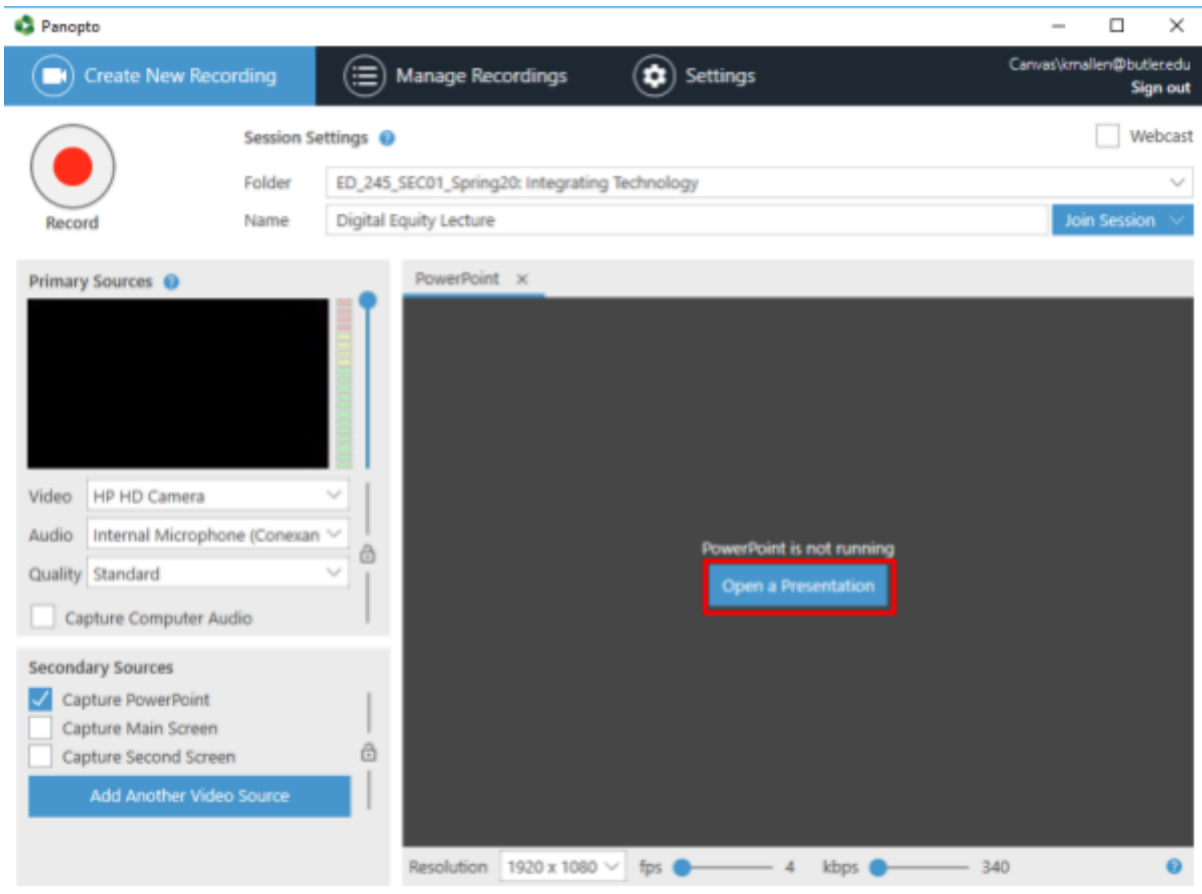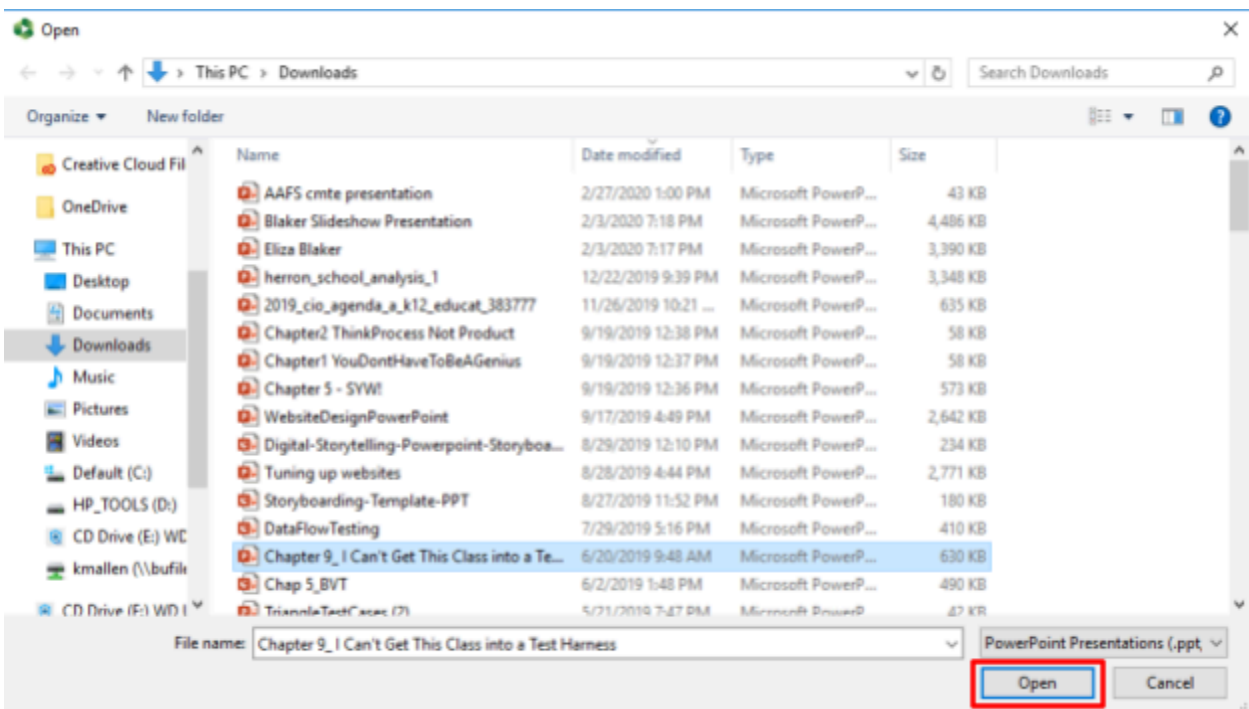10. Navigate to your PowerPoint presentation and click **Open**.

11. To begin recording, click **Yes** to the pop-up prompt. (Note that this will launch your PowerPoint and put it in Presentation Mode automatically.)
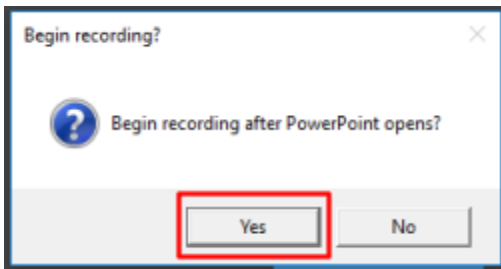
12. When you are finished with your PowerPoint presentation, press the **Esc** key on your keyboard.
13. Click on the **Panopto Recorder** in your toolbar (bottom of your computer screen).

14. When the Panopto Recorder restores, click the **Stop** button.

15. In the *Recording Complete* window, click **Done**.

16. Wait until the **Upload Progress** bar goes away. The recording will move into the *Uploaded Recordings* list.
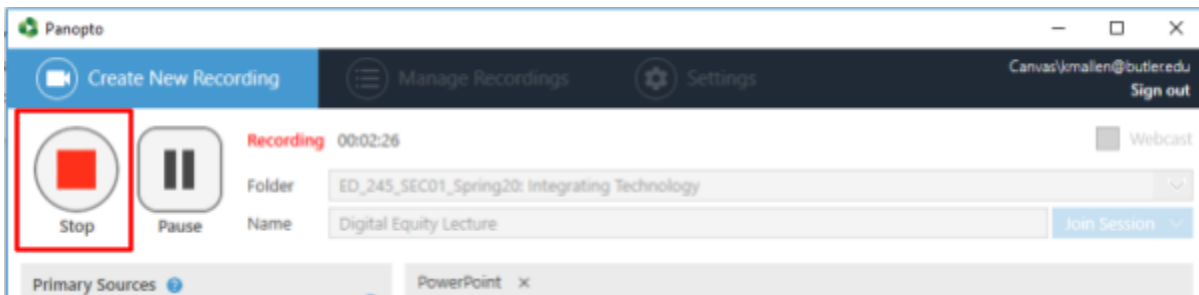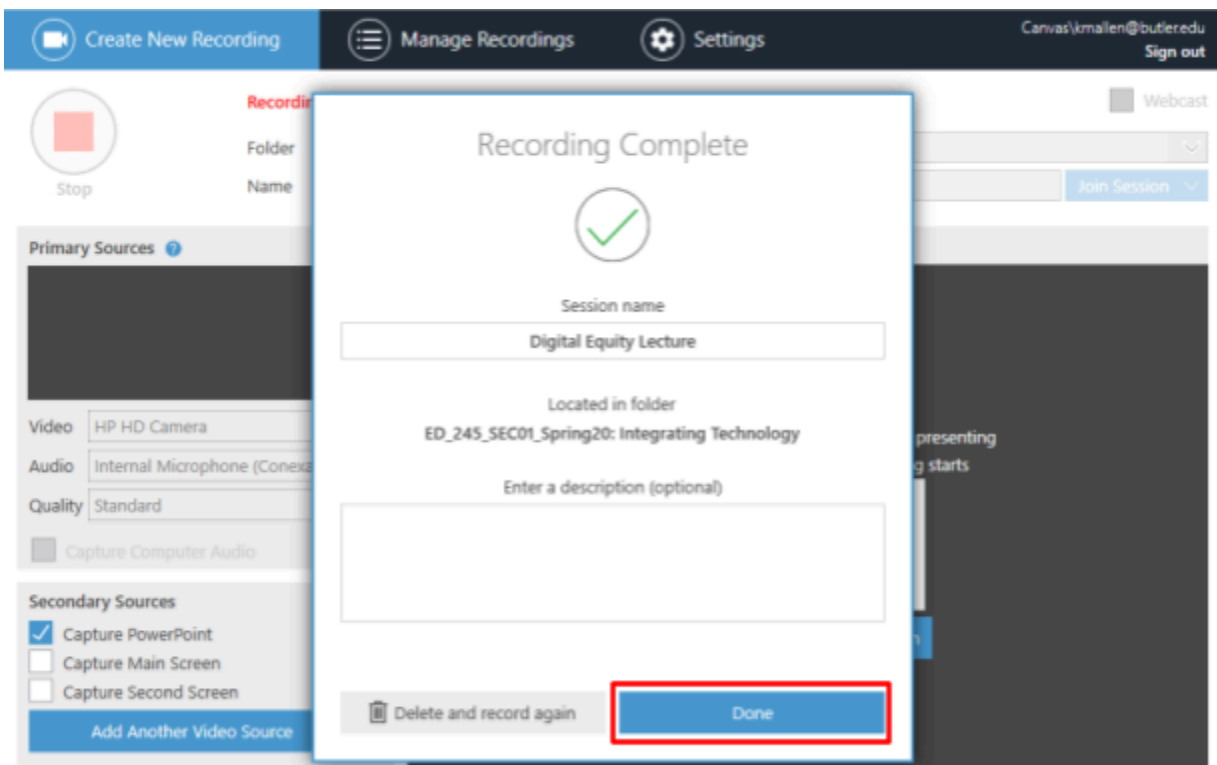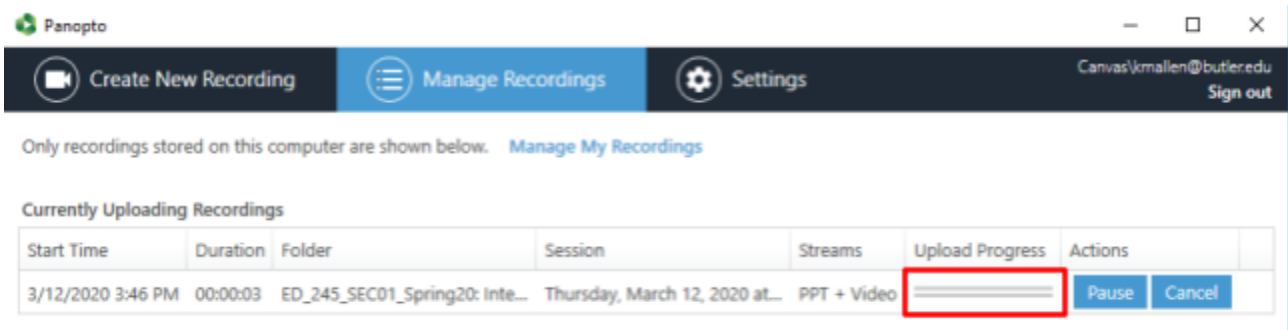

17. Once the recording appears in the *Uploaded Recordings* section, close the Panopto Recorder by clicking the **X** in the upper-right.
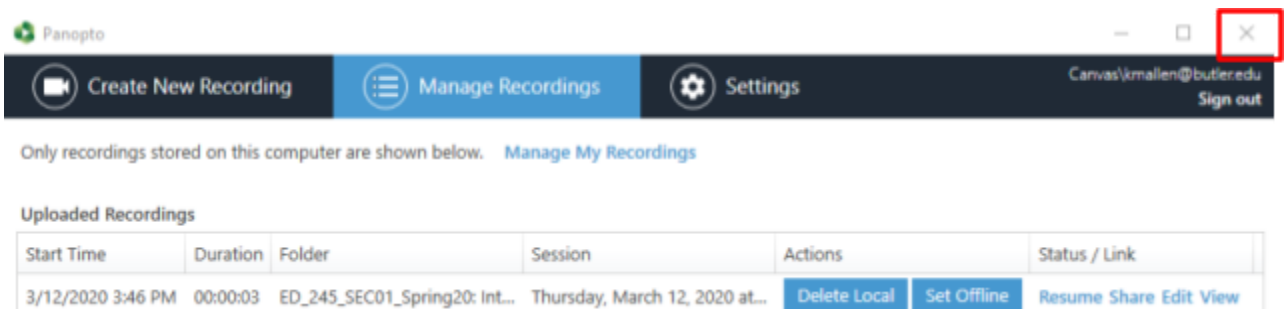
18. In your Canvas course, click the **X** to close the *Record a new session* window.
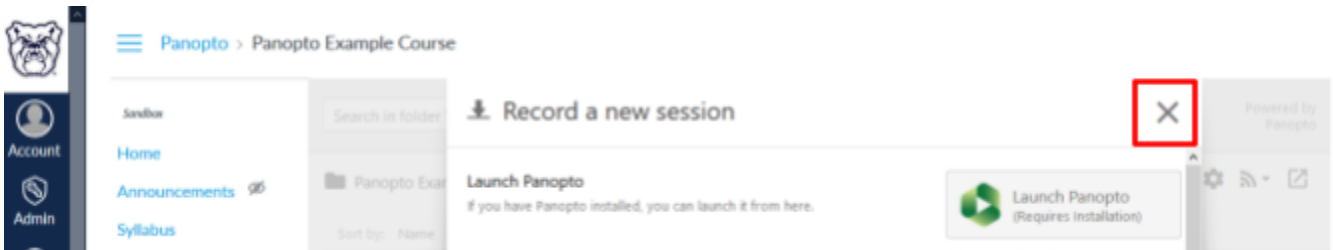
19. You will see a message saying, "This folder contains no videos." Click **Panopto Recordings** in the Course Navigation to refresh the folder.

20. When the folder refreshes, you will see your Panopto recording in the list of videos.

📁 Panopto Example Course ▾

Sort by: Name   Duration   Date ▾   Rating
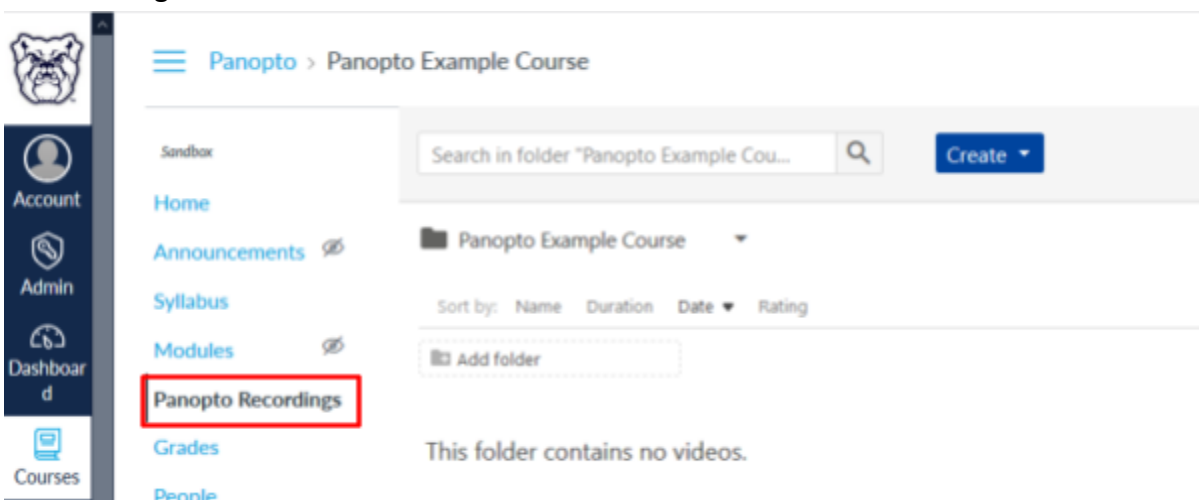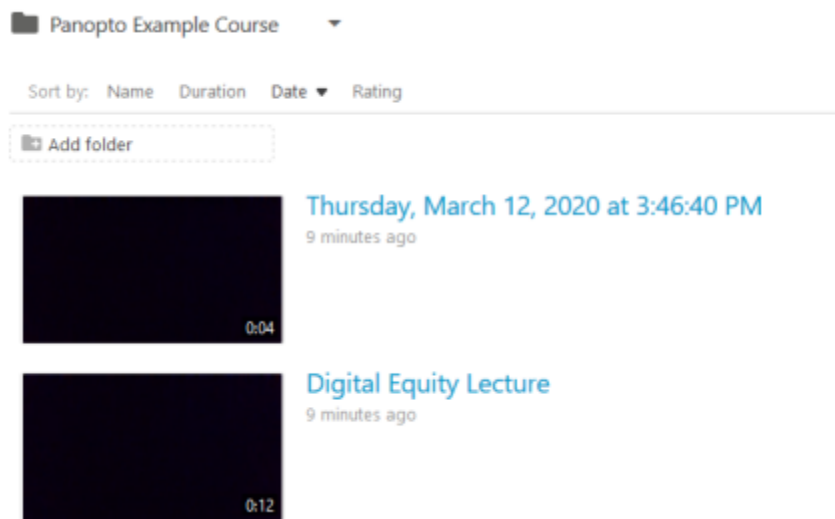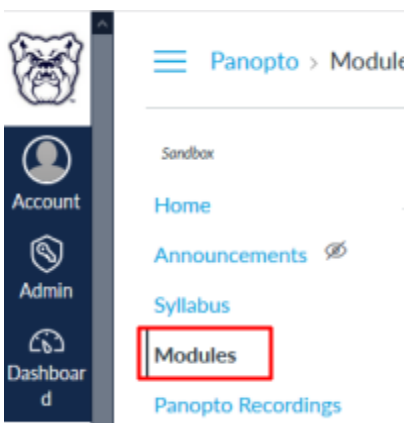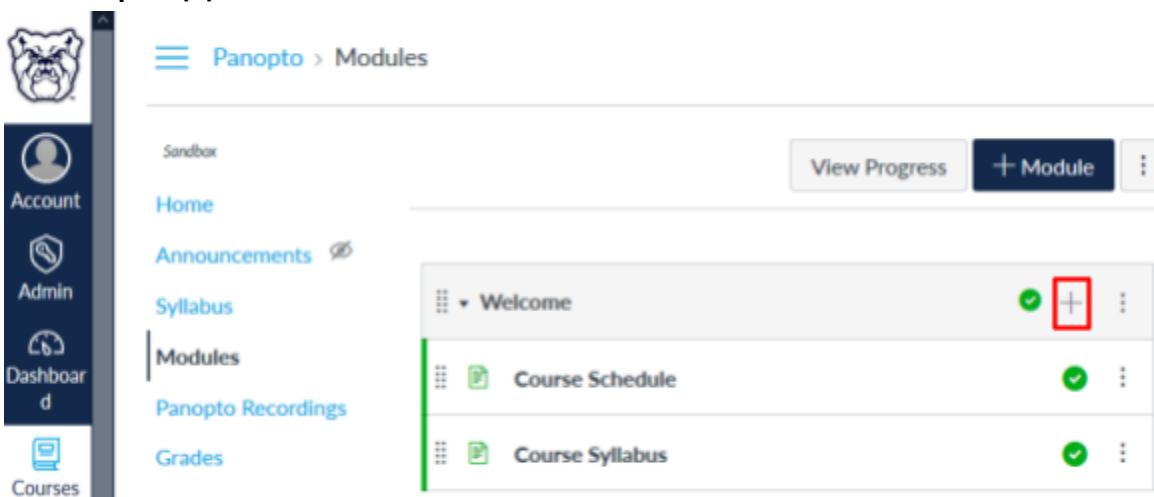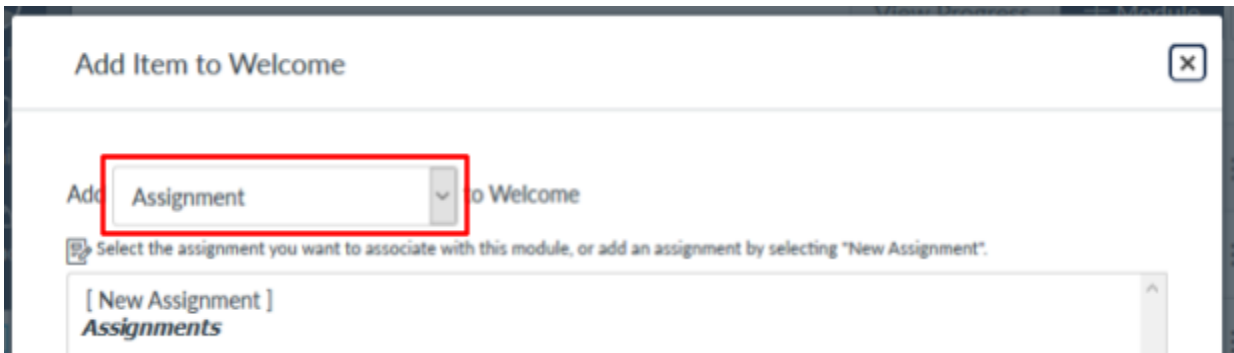
📁 Add folder

Thursday, March 12, 2020 at 3:46:40 PM
9 minutes ago
0:04

Digital Equity Lecture
9 minutes ago
0:12

Add a Panopto Recording to a Canvas Module
1. Click on **Modules** in the Course Navigation.

☰ Panopto › Module

Sandbox

Account   Home

Admin   Announcements ⌀

Dashboar   Syllabus
d
          Modules

          Panopto Recordings

2. Click the **plus (+)** button next to the module name.

☰ Panopto › Modules

Sandbox   View Progress   ＋ Module   ⋮

Account   Home

Admin   Announcements ⌀

Dashboar   Syllabus   ⁞ ▾ Welcome   ✓ ＋ ⋮
d
          Modules   ⁞ 📄 Course Schedule   ✓   ⋮

          Panopto Recordings ⁞ 📄 Course Syllabus   ✓   ⋮
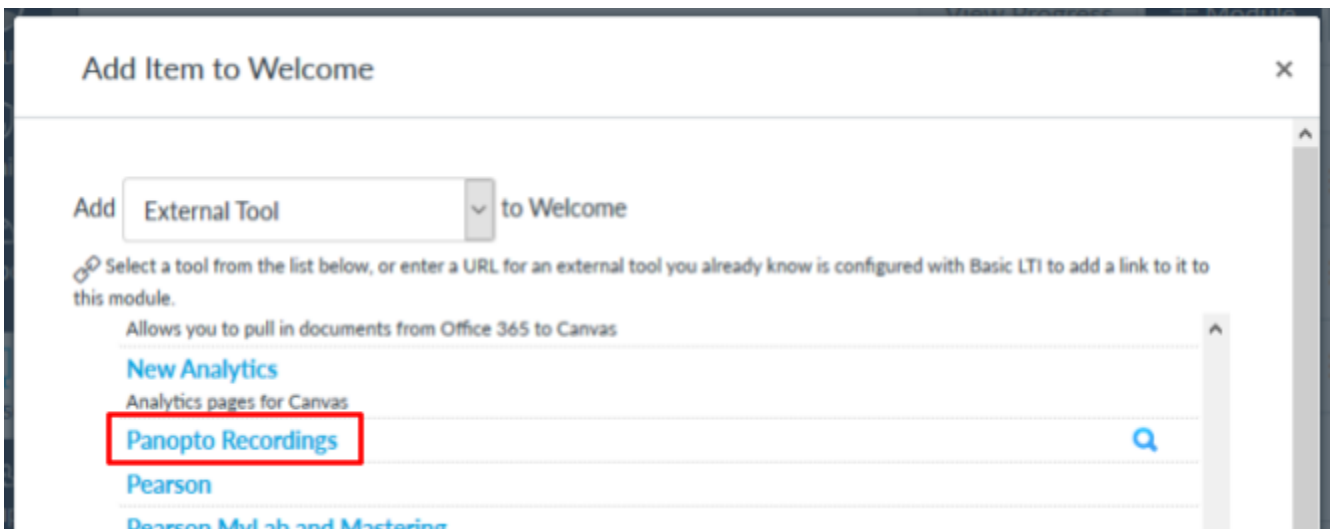
Courses   Grades

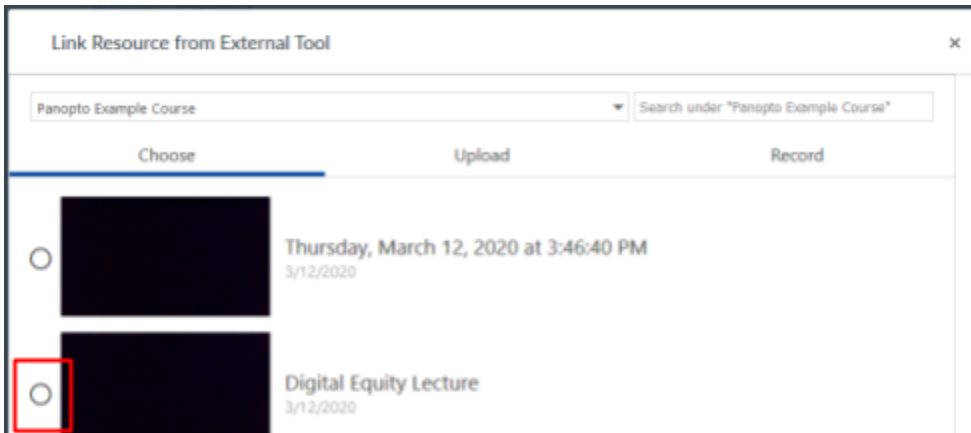3. In the *Add Item…* window, click the **dropdown menu**.

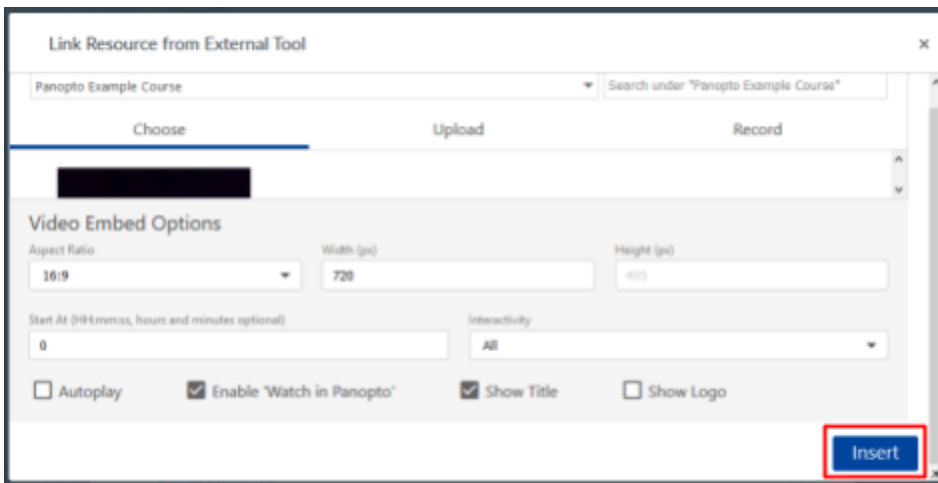4. Select **External Tool** from the list.
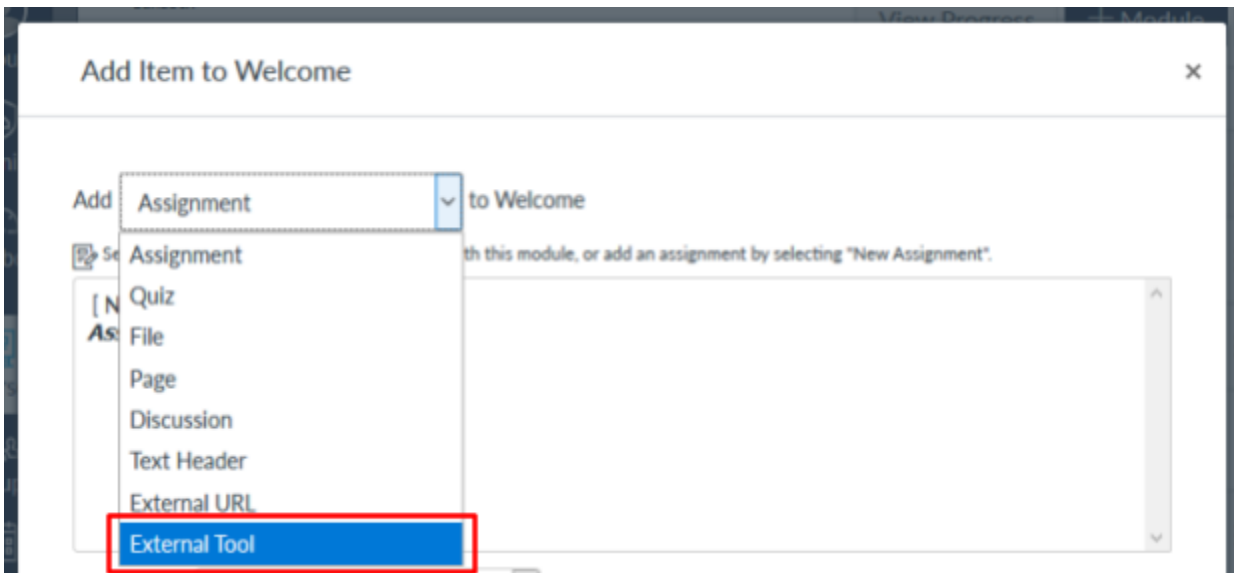
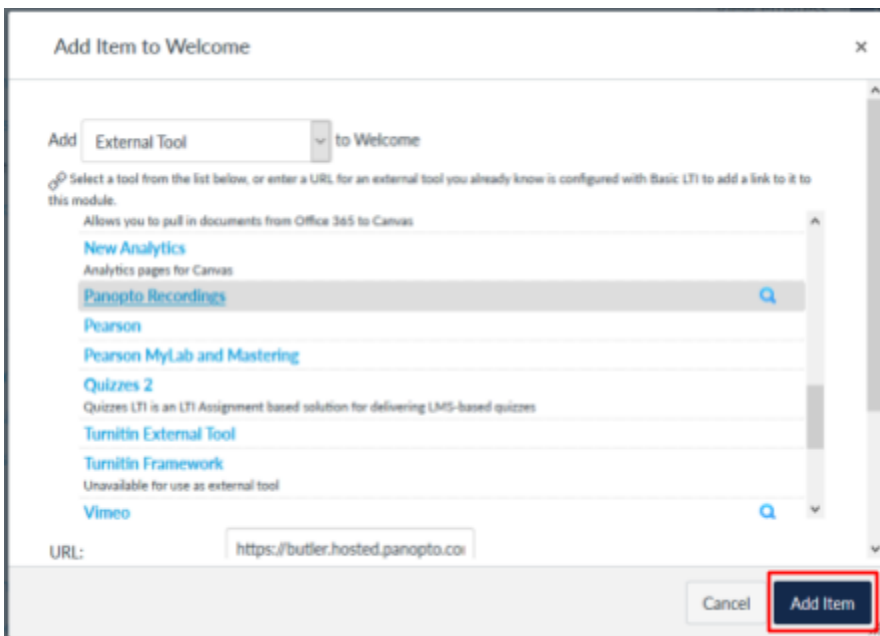5. Scroll down and click on **Panopto Recordings**.

6. Select the Panopto video to add by clicking the **circle** next to the video.

7. Click **Insert**.

8. In the *Add Item...* window, click **Add Item**.

9. The video will appear in the Canvas module. Click the **Publish icon** to make the video visible to your students.

Panopto Assistance

For additional Panopto resources, visit:

- Panopto's Getting Started Guides
- Panopto Video Tutorials