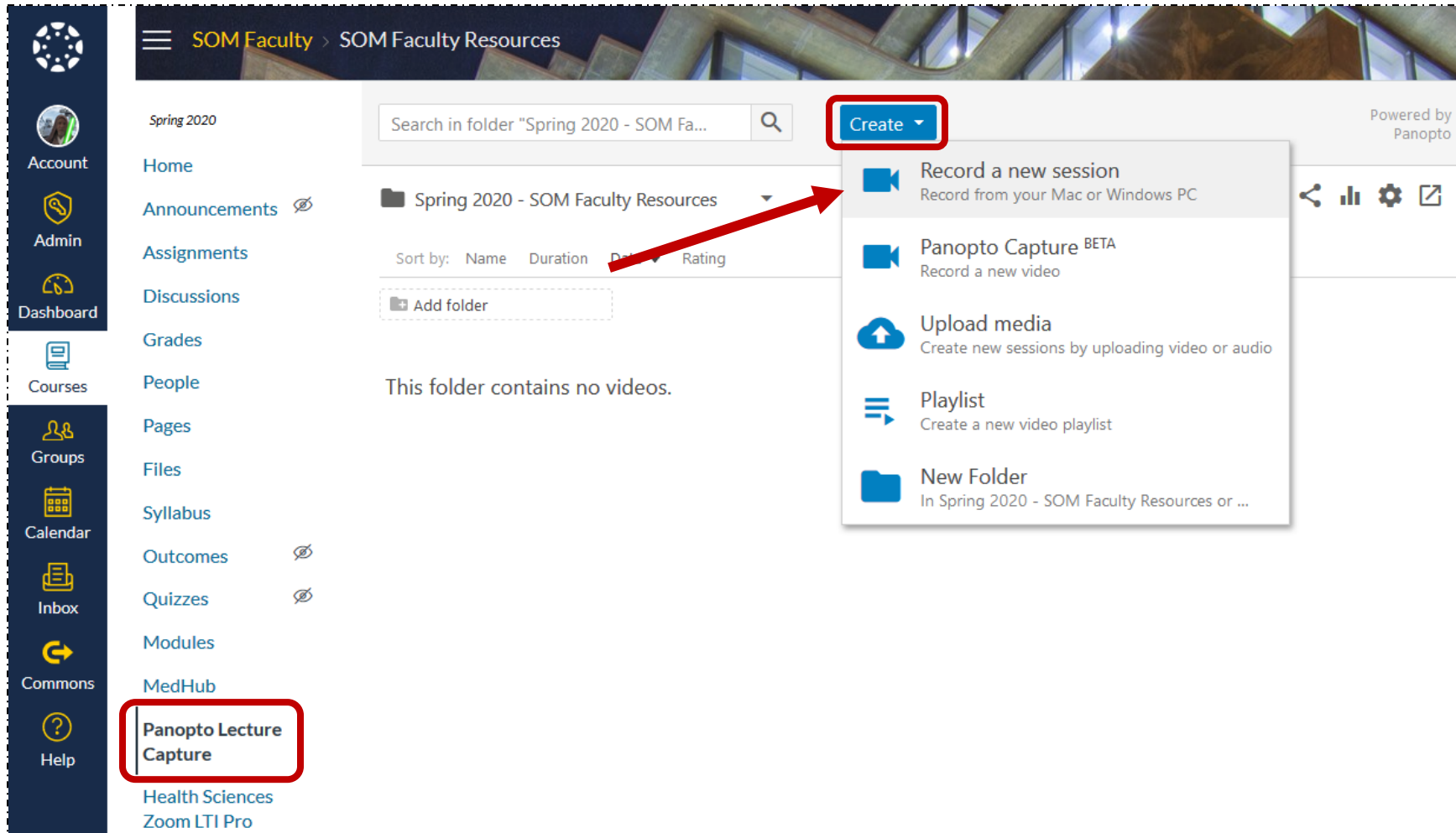


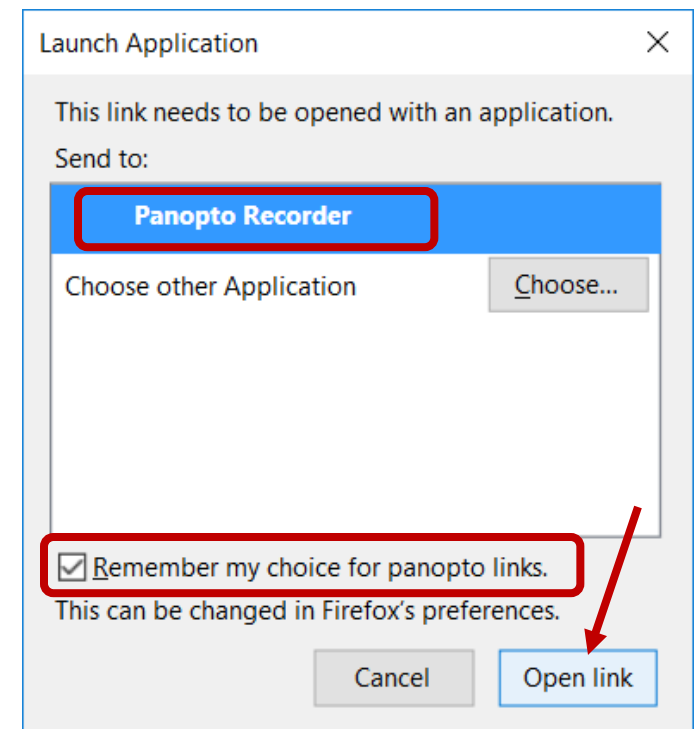
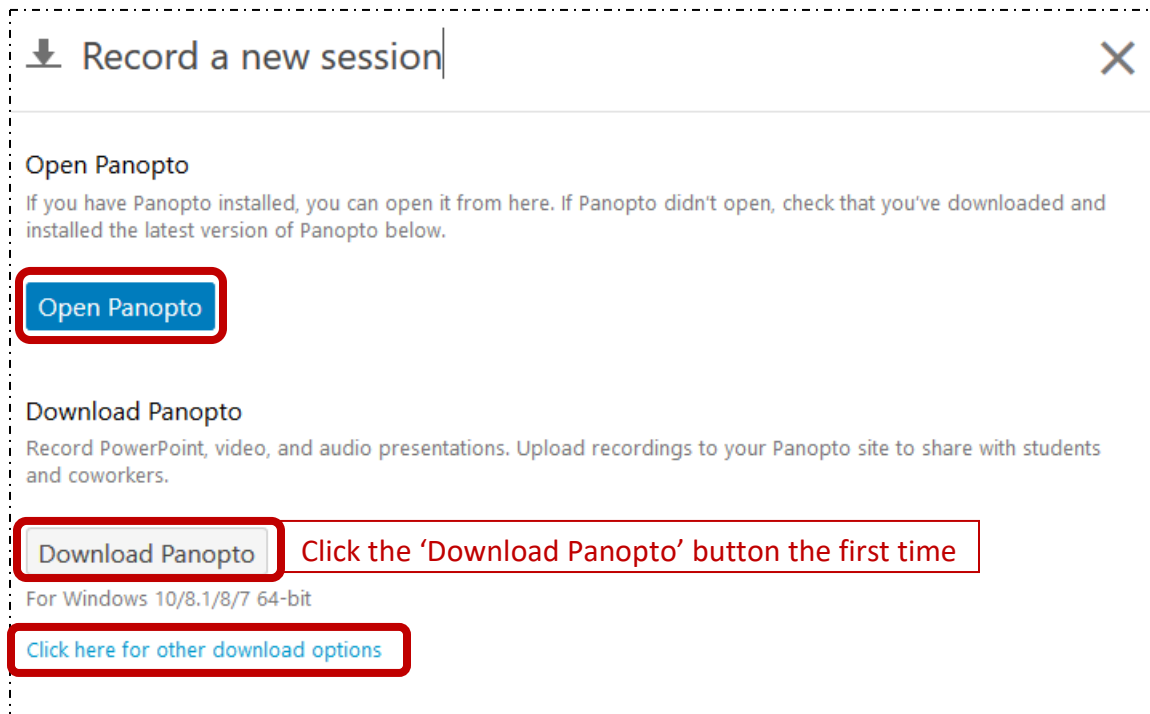
Record Live Presentations into Canvas Course via Panopto

- From the Canvas course, click the “**Panopto Lecture Capture**” item in the left navigation column.
- Next, click the blue “**Create**” button at the top of the window and select the “**Record a new session**” option in the pull-down menu.



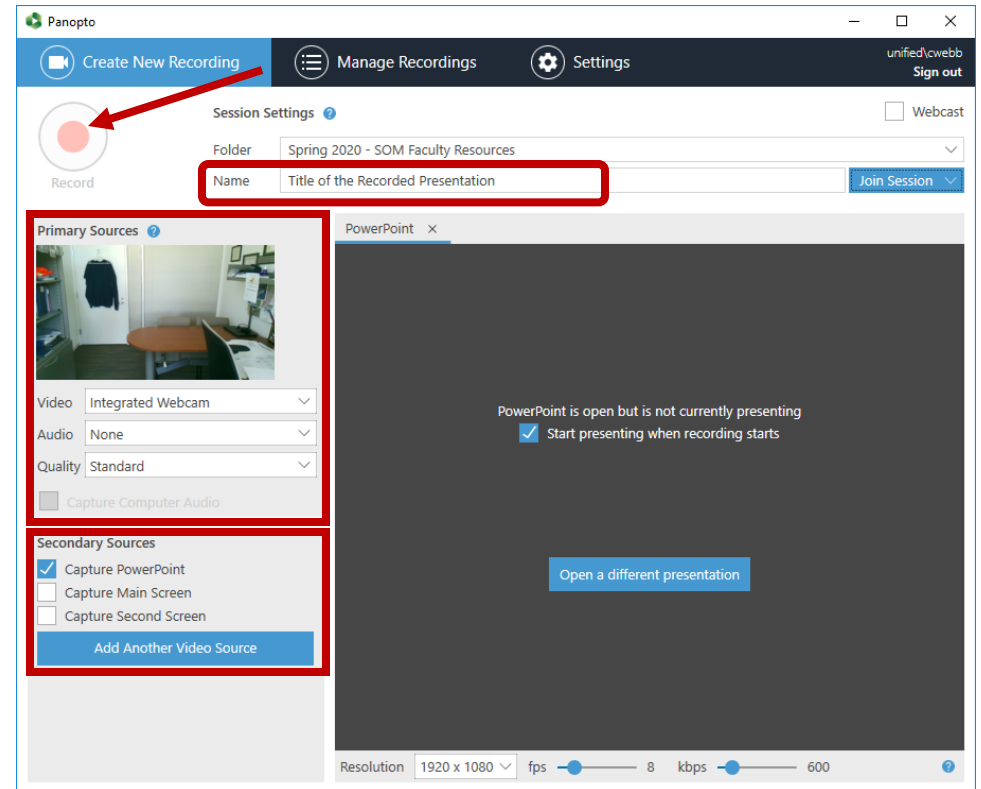
Record Live Presentations into Canvas Course via Panopto

- Then, perform these actions in the ‘Record a new session’ and ‘Launch Application’ dialog boxes:
 - On the initial instance, click the **“Download Panopto”** button and accept all the default choices to install the Panopto Recorder application onto your computer (use the **“Click here for other download options”** link to install the software on Mac computers);
 - For any successive instances, click the **“Panopto Recorder”** blue bar and check the box to **“Remember my choice for panopto links”**;
 - Click the **“Open link”** button to launch the Panopto Recorder application.



Record Live Presentations into Canvas Course via Panopto

- The Panopto Recorder application will open with various fields to complete prior to begin recording.
- In the **“Name”** field: type the title for the presentation
- In the ‘Primary Sources’ section, complete the following fields:
 - **“Video”**: select your webcam to include your ‘talking head’ in the presentation or choose **“None”** if not needed;
 - **“Audio”**: defaults to your audio device;
 - **“Quality”**: leave as ‘Standard’;
 - **“Capture Computer Audio”** (currently grayed out): The box will be available when either ‘Capture Main/Second Screen’ are selected in ‘Secondary Sources’ section. Check the box – if there is embedded audio in your PPT slides.
- In the ‘Secondary Sources’ section, select any of the following fields:
 - **“Capture PowerPoint”**: Check the box if an accompanying PPT will be shown in the presentation;
 - **“Capture Main Screen”**: Check the box to show the main screen of your computer;
 - **“Capture Second Screen”**: Check the box to show the second screen of your computer (if one exists);
 - **“Add Another Video Source”** button: click to include an alternate video source.
- If a PowerPoint file will be presented, then select the *Slide Presentation* mode when ready to display the slides (can also be done after the recording is begun).
- When all fields are set as needed, then click the **“Record”** button to initiate the recording (red circle icon in upper left of window).



Record Live Presentations into Canvas Course via Panopto

- When finished recording, click the “**Stop**” button (red square icon in upper left of window).
- The file will be uploaded into the Panopto folder for the course. After uploading the file, a message will display that the “window can be closed now”.
- The Panopto system will process the file for online delivery – which could take time, depending on the run-time duration of the video and the current network bandwidth available.

