



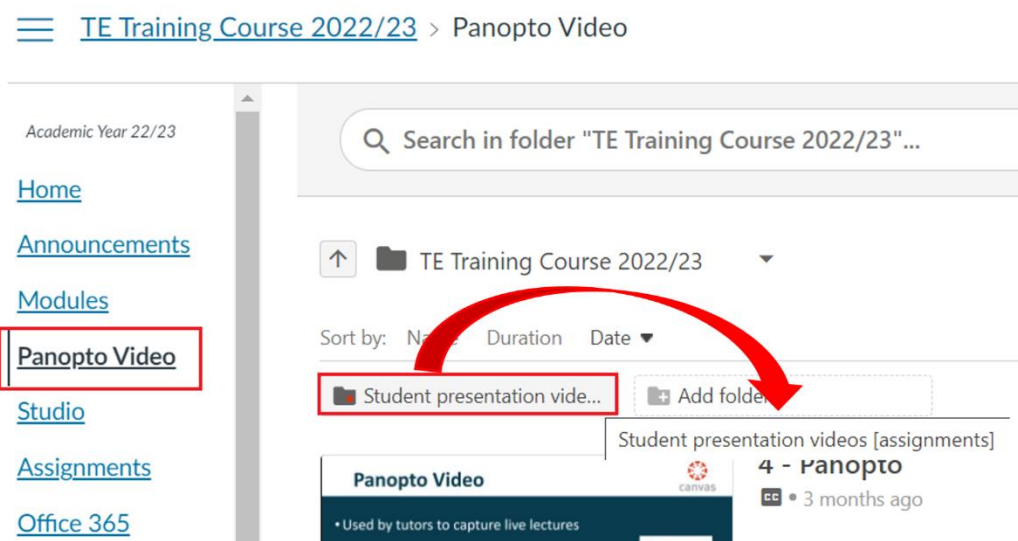
# Recording with Panopto - Students

If your tutor has created a Panopto assignment folder for you to upload video or audio files to, you also have the option to record with Panopto from within the assignment folder. This guide shows you how to access, upload to and record within the Panopto assignment folder.

## Access the Panopto assignment folder

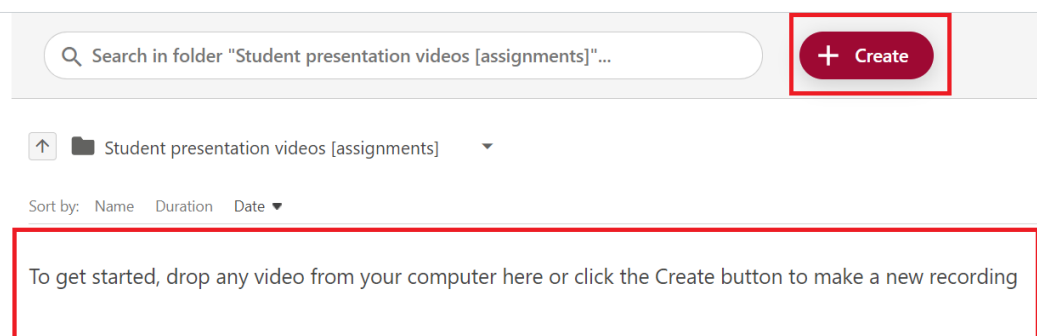
1. Open your Canvas course
2. Click the Panopto Video link in the course navigation menu
3. Click the Assignment folder to open

Note: The assignment folder will be located above lecture recordings. The name will vary (depending on what your tutor has named the folder) but if you hover over it you should see [assignments] at the end of the name – *see student presentation videos in the screenshot example below:*



## Uploading video and audio files

1. Follow steps 1 – 3 above
2. Drag and drop your video/audio file into the space indicated **or** Click the Create button:

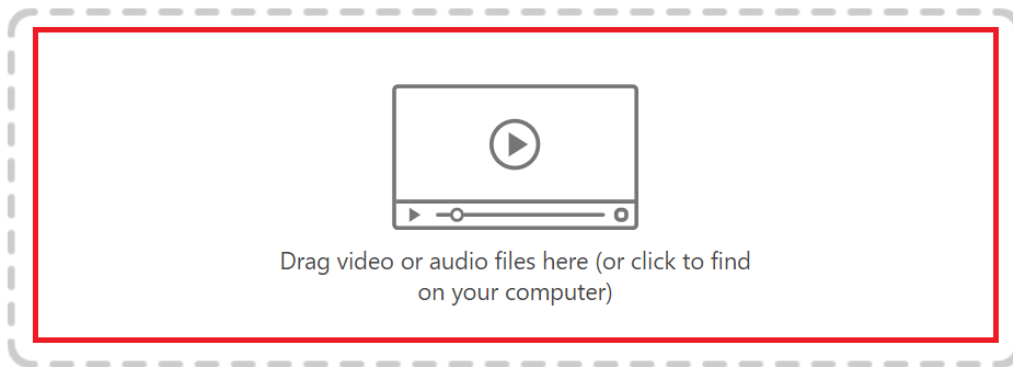


3. Then drag and drop or click to locate the video/audio file on your computer:



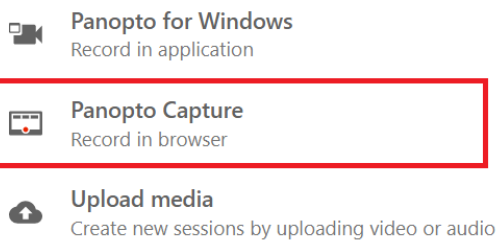
# Recording with Panopto - Students

Add files to



## Record with Panopto in browser (no installation required)

1. Open the Panopto assignment folder
2. Click the Create button and select 'Panopto Capture – record in browser'



## Video and Audio

3. If you have a webcam this should be automatically selected to use for video and audio. If not or if you want to select different sources, click the relevant Audio and Video tabs and select from options available:



## Recording Options

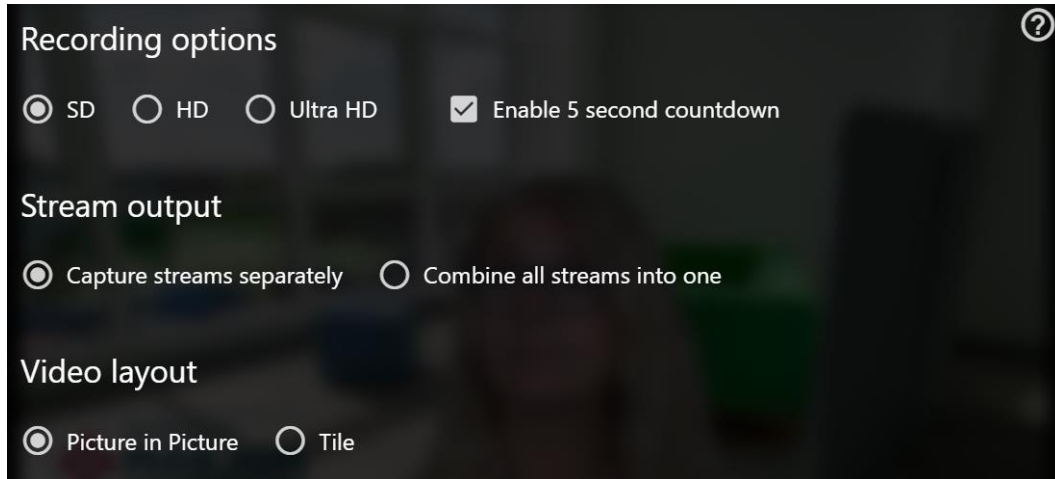
4. Click the cog icon (bottom right)



5. Select recording options – *in the example below separate streams and picture in picture have been selected*

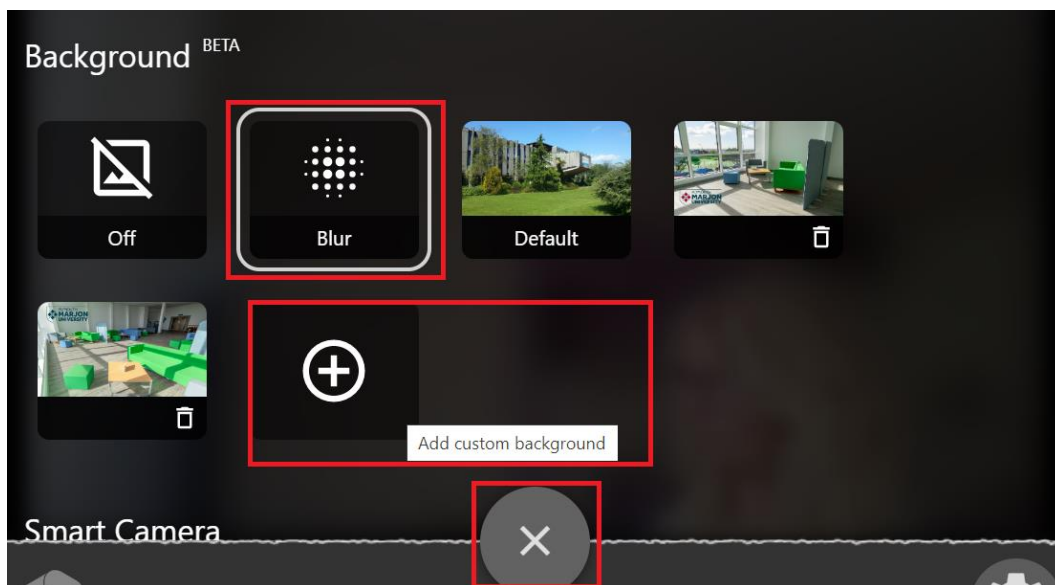


# Recording with Panopto - Students



## Background

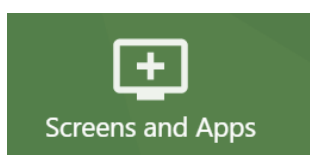
6. Scroll down to Background section (beneath recording options)
7. From here you can upload a background image (Add custom background) or choose the 'Blur' option:



8. Once selected, click the X icon to close

## Sharing your screen and recording

9. Click the Screens and Apps tab



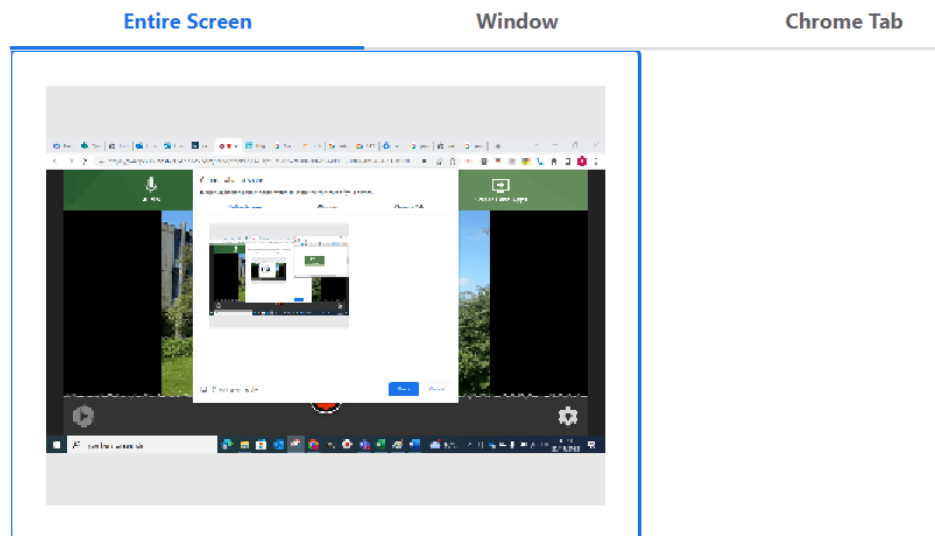
10. Select what you want to share: Entire Screen, Window or Chrome Tab  
*Entire screen has been selected in the example below (make sure to click onto the preview image to select). This is ideal for presentations and will continue to capture if you need to link out to another file or website etc.*



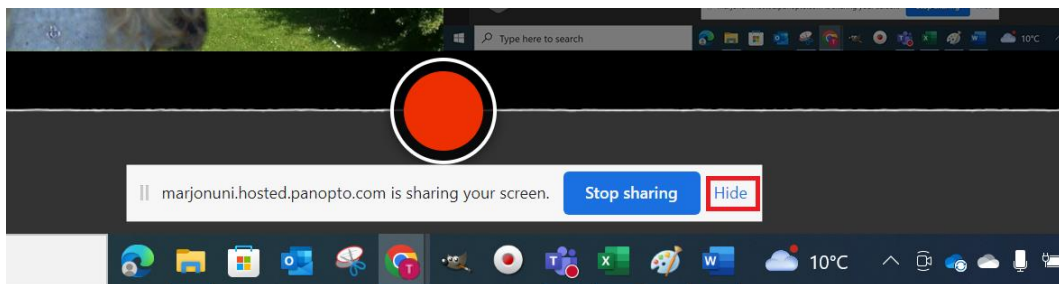
# Recording with Panopto - Students

Choose what to share

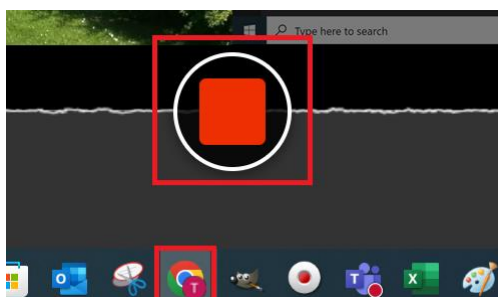
marjonuni.hosted.panopto.com wants to share the contents of your screen.



11. Once selected, click Share
12. Open what you want to be captured (e.g., presentation or webpage)
13. Click the Red record button and click 'hide' to hide the Panopto sharing message - you will see a five second countdown until capture begins



14. Put presentation into presenter mode and begin talking through your slides etc
15. When you have finished, click the chrome icon in taskbar (bottom of screen), go to the Panopto tab and press the red icon to stop recording



## Play back, record new or edit recording

Important! You need to leave the browser tab open while the recording uploads to the Panopto assignment folder to be processed.

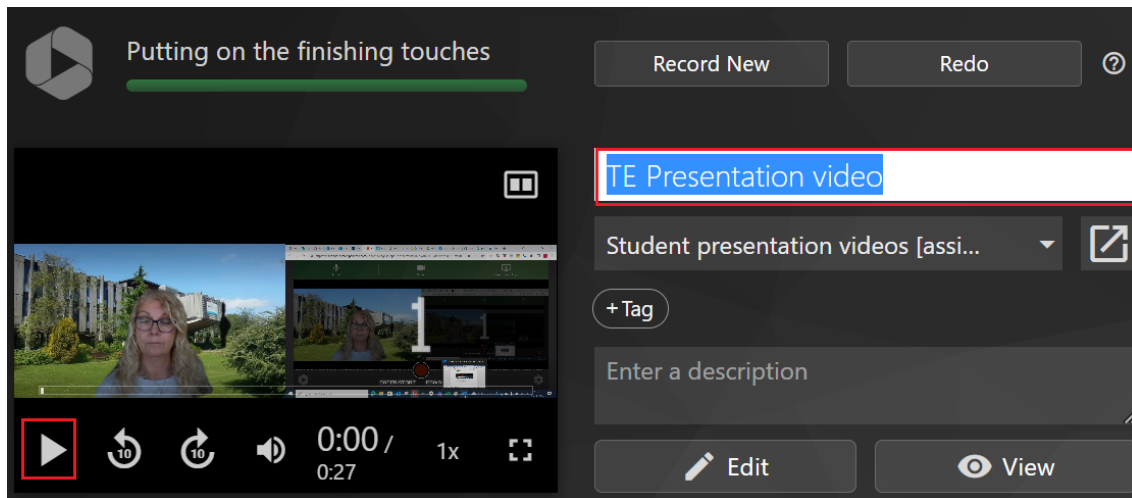


# Recording with Panopto - Students

When you stop the recording, you have options to play, edit, redo or start a new recording.

## Play and rename your recording

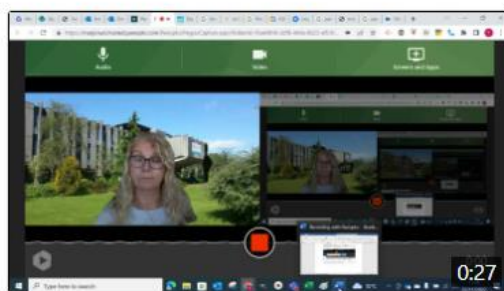
1. Click the play button to play back the recording. If you're happy with it, enter a name for it and wait for the upload to complete.



2. Check whether the recording has uploaded successfully by opening the Panopto assignment folder
3. You will see your recording in the folder and can play it from there when processing is complete



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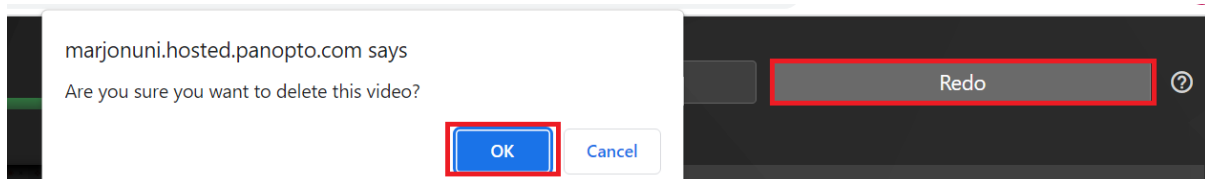


## TE Presentation video

CC • 5 hours ago

## Redo

Choose this option to delete the recording and start a new one:



## Record New

Choose this option if you have another recording to make



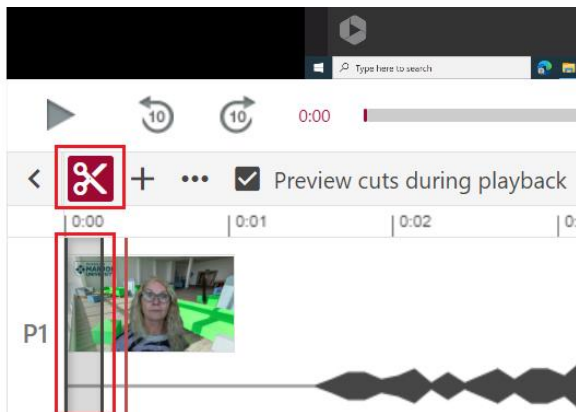
# Recording with Panopto - Students



## Edit a recording

The edit tool allows you to cut out the beginning and end of a recording as well as sections in between these two points.

1. Click the Edit button
2. Then click the scissor (cut) icon – this will display a grey vertical line at the beginning and end of the recording in the timeline
3. To cut the beginning and/or end of the recording, left click the relevant grey line and drag to the point in the timeline that you want to cut to:



4. To cut sections within the recording, click the play button and pause at the point you want to cut from
5. Then left click and drag to the point that you want to cut to:

*Note: The sections of the recording that you have cut will still be visible in the timeline, but will appear 'greyed out' and will not playback when saved*

6. Click Apply to save

## Delete a recording

If you have more than one recording in the Panopto video folder, you will need to delete versions that aren't to be assessed. To do this:

1. Open the Panopto assignment folder, locate the recording and hover your mouse over it to reveal settings (share, edit, stats and delete) options
2. Then click Delete:



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