MEHP Online

Recording and Posting with Panopto

Use these instructions to create and post Panopto videos within a Canvas discussion. We recommend the most up-to-date version of Google Chrome to create recordings with Panopto, but you may also use Firefox.
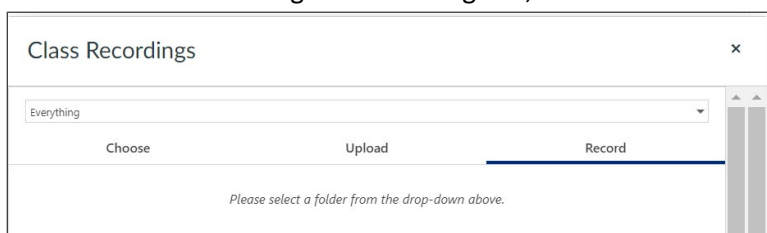
Creating the Recording

- From the Canvas discussion post interface, click the **Panopto logo** on the top menu bar of the rich content editor.
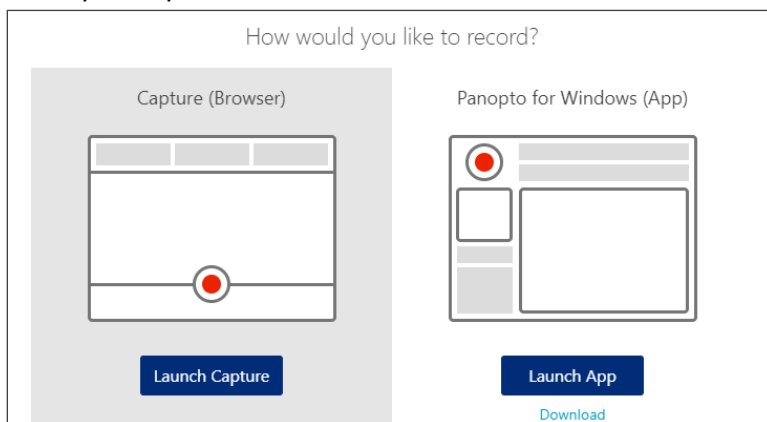 *If you do not see it, you may need to select the 3 vertical dots to view more.*

- From the Class Recordings modal dialog box, choose the **Record** tab.
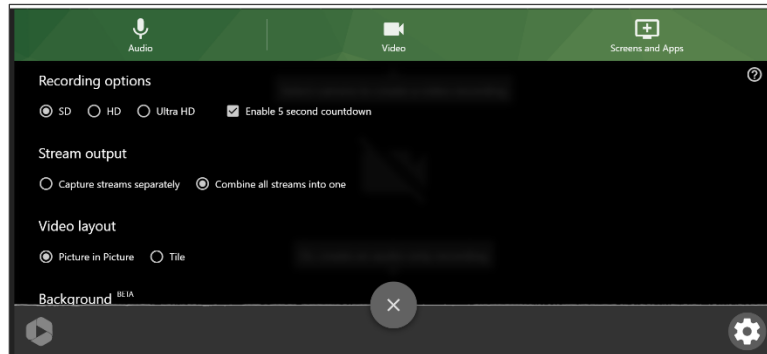

- On the Record tab, use the **dropdown menu** to choose where you want to save your recording.
  Remember this location, as you will need to go back to it later to post your recording to the discussion forum.

- Under How Would You Like to Record, choose the **Capture (Browser)** option to record your presentation directly from your web browser.
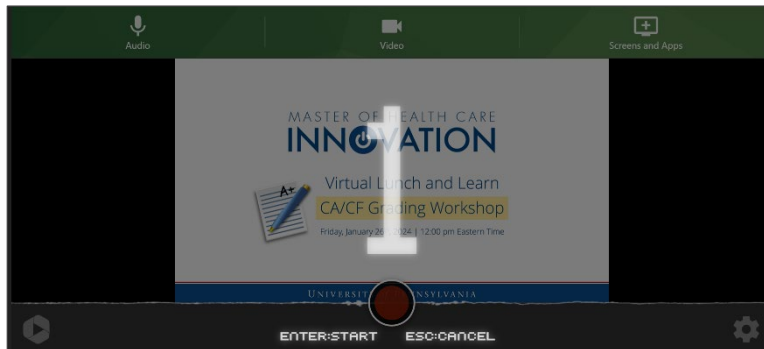

- This will bring up the Panopto Capture interface in a new tab or browser window. From the Capture interface:
  - Use the **Audio** button to make sure you are recording from the correct microphone.
  - Use the **Video** button to make sure you are using the correct webcam.
    You can also turn your video off entirely by deselecting any webcam.
  - Use the **Screens and Apps** button to share your presentation slides.
    See more about sharing your presentation slides in the Sharing Your Presentation section below.
  - Use the **gear icon** in the lower right of the interface to set the following preferences:

- Recording options: **HD**.
- Stream output: **Combine all streams into one**.
- Video layout: **Picture in Picture**.
- Use the **X** at the bottom of the options screen to return to the recording interface.

- To record your presentation, click the red circle at the bottom of the recording interface.
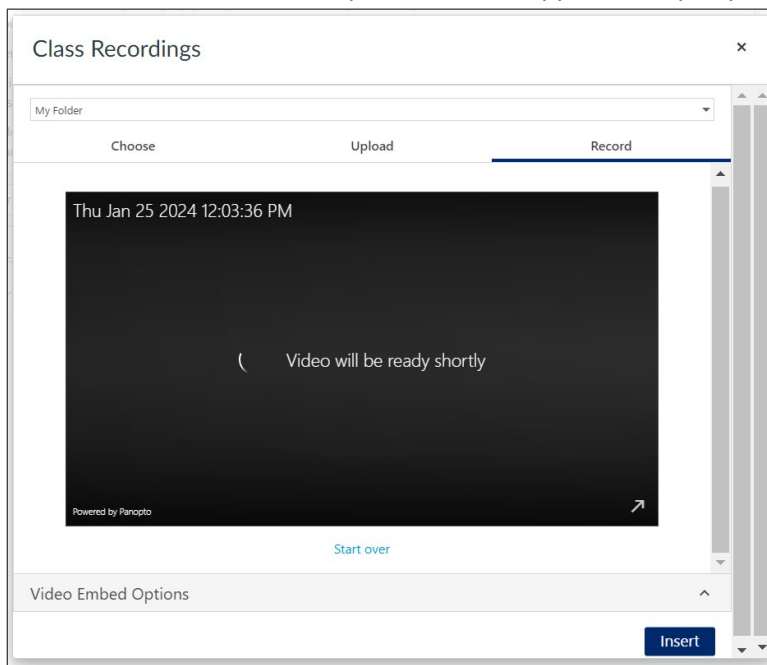 *You will receive a countdown before the recording begins.*

- When you are done, press the red circle again to stop the recording.
  You will be taken to another screen that will allow you to change the title of your video, enter a description, and (optionally) edit the video.

Posting Your Video

- Once you have finished recording your video, you will be taken to a screen that will allow you to change the title of your video, re-record it, or record new—which means recording an additional video.
  On that screen, you will see a green loading bar as your video processes.

- Once that screen indicates that your video is ready, you may switch back to the Canvas discussion browser window or tab, and your video will appear, ready to post.

- Click the blue **Insert** button to embed the video in your discussion post.
- Remember to click the red **Post Reply** button to submit your discussion post to the forum.
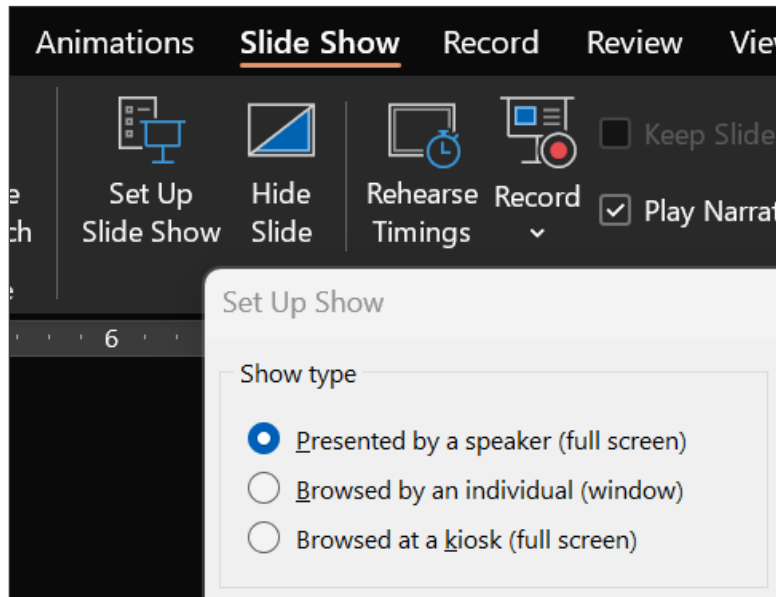
Sharing Your Presentation

To share your presentation slides as part of a Panopto recording:

- From Microsoft PowerPoint (or your preferred presentation app), put your slides in presentation mode.
- From the Panopto Capture interface, use the **Screens and Apps** button to share the window with your slides.
    - In Mozilla Firefox, you will be able to see a list of window titles from your browser.
    - In Google Chrome, you will be able to see thumbnail images of windows.

If your slide presentation blocks your ability to see the rest of your screen, most presentation apps have the ability to present in a window rather than in full-screen mode. To do this in Microsoft PowerPoint:

- Click on the **Slide Show** menu at the top of the screen.
- From the ribbon, click **Set Up Slide Show**.

- Under Show Type, choose **Browsed by an Individual (window)**.

- Click **Okay** to confirm the new setting.

Editing Your Video (Optional)

After you are done recording and before you post it, you will have the option to do some basic editing to your video. This includes cutting dead air at the start and end of your video, as well as long pauses and filler words in the middle.

We would recommend only using the editing option to cut out dead air at the start and end. Further editing may be time consuming and is usually unnecessary. And further, it is contrary to the spirt of practicing your pitch skills in a way that simulates pitching live.

If you choose to edit your video, you can learn more from the Panopto support site.