

Submitting a Panopto Video Assignment in Canvas (0041)

Step 2: Have the student log in to Canvas

Each student will need to log in to record and submit their assignments. It is important that all students know their NetID and password when it is their turn.


Step 3: Navigate to the Course Canvas site

Step 4: Go to the Appropriate Assignment

Step 5: Click on the “Start Assignment” button

A blue rectangular button with the text "Start Assignment" in white.

Step 6: Select Panopto from the Rich Text Editor

- When the rich content editor loads, click the **Panopto icon** [if the full editor menu does not appear, click **Kabob**  at the end of the toolbar.

Edit View Insert Format Tools Table

A screenshot of the rich text editor toolbar. It includes various icons for text formatting (bold, italic, underline, text color, background color, link, unlink, image, video, audio, link, unlink, list, link, unlink, link, unlink), a word count icon, a refresh icon (highlighted with a red box), and a kabob menu icon.

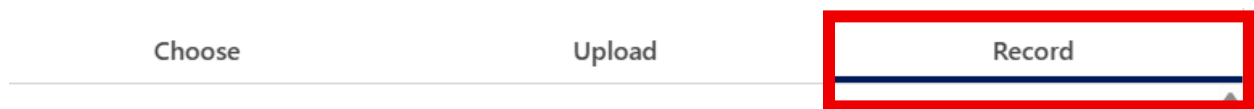
Step 7: Choose the Correct Folder

- Record directly into the **[assignments]** folder for the course
- For PREACHING 758.001.Fa25, you will be looking for the following:

Everything → Duke Canvas → Introduction to Christian Preaching | PREACHNG 758.001.Fa25 → Introduction to Christian Preaching | PREACHNG 758.001.Fa25 [assignments]



Step 8: Select “Record”



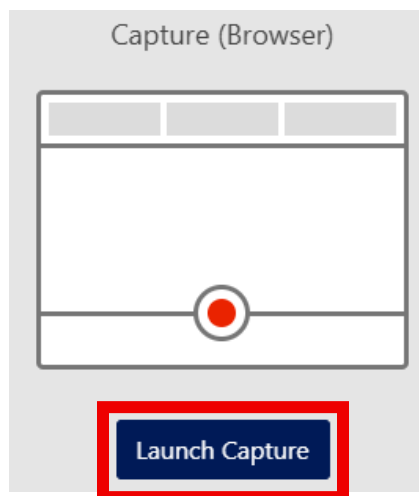
Step 9: Name the Recording

- Use the student’s name and assignment and/or recording date

Name your recording

Step 10: Select “Launch Capture” to Use Web Browser

Launching Capture in browser will use a new browser tab.



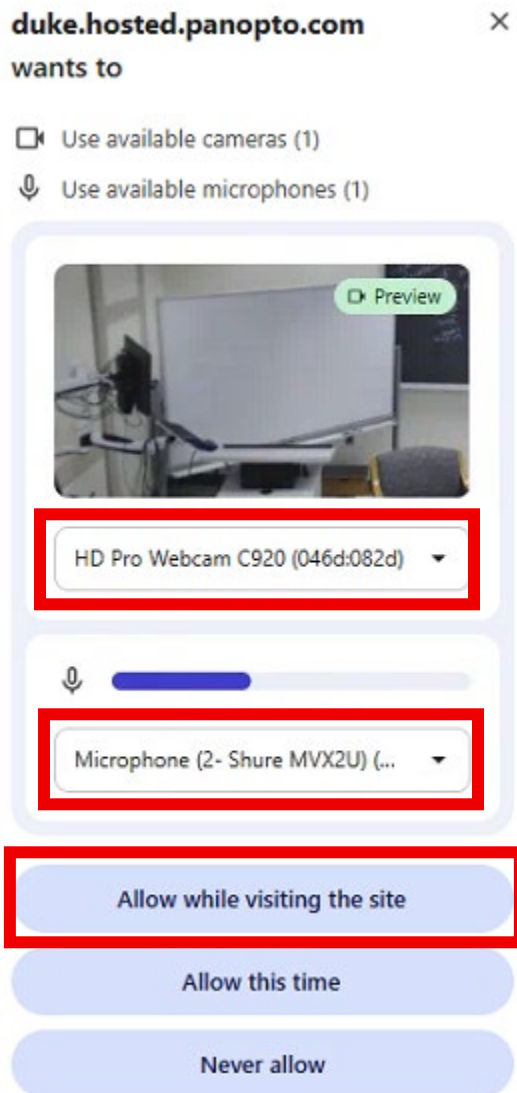
If you choose “Panopto for Windows (App)”, the Panopto Desktop Recorder will open. This is a back-up option. Please see later instructions for use.

Step 11: Using Panopto Capture

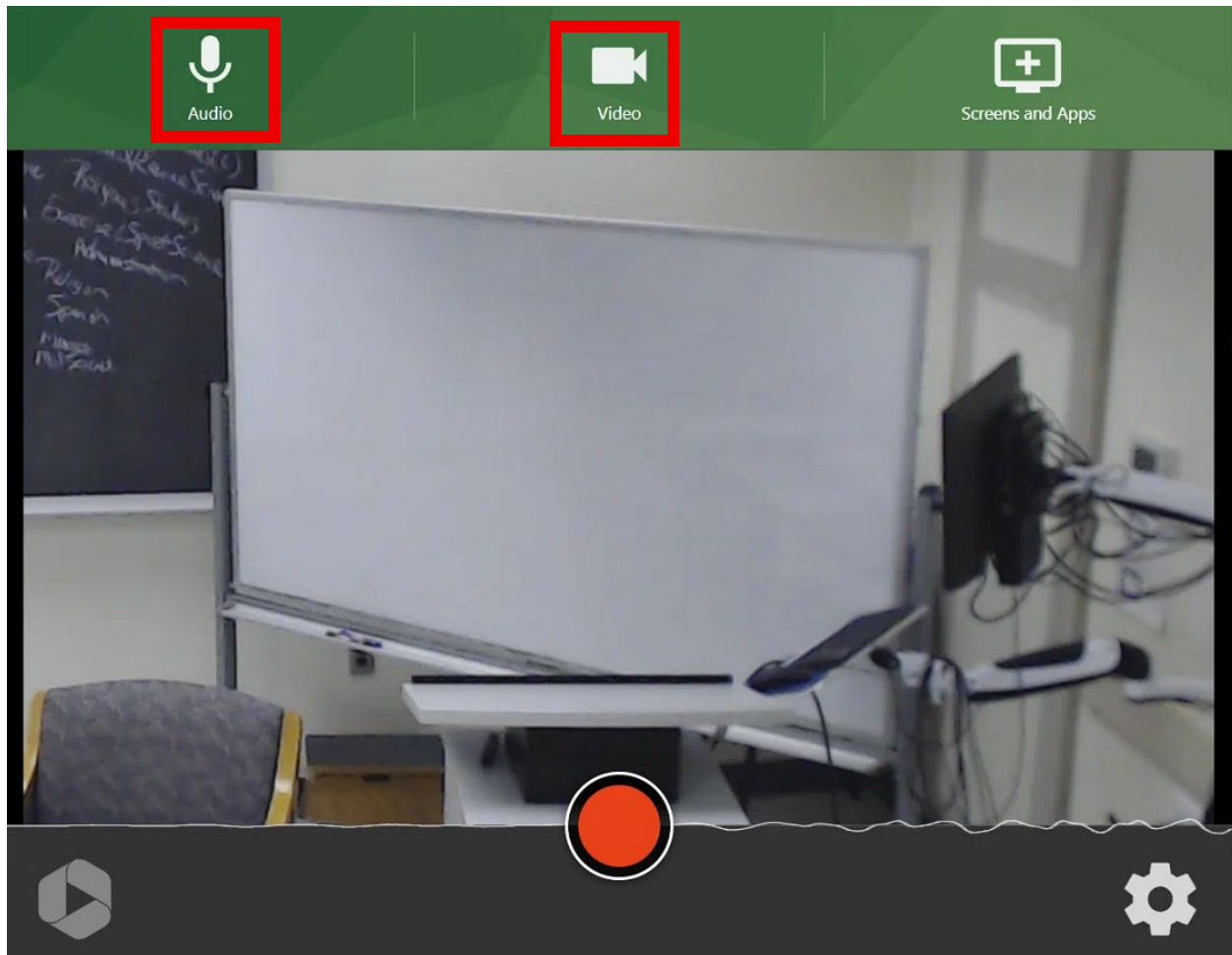
In the Panopto Recording interface, you'll need to set-up the Video and Audio inputs for your video.

- Camera: Logitech C920
- Microphone: (Shure MVX2U)

You may be prompted to allow Panopto to access the camera and microphone. Be sure that the above are listed and then click **Allow While Visiting This Site**.



In the Panopto Recording interface, you'll need to set-up the Video and Audio inputs for your video.



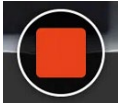
- **Video Set-Up**
The Video screen will appear first where you can confirm the recording camera.
- **Audio Set-up**
Click on Audio on the top menu bar to select the audio source you'll be using.

Step 12: Recording

- When everything is ready, select the red, circular Record button to begin recording. There will be a 5 second countdown timer before the recording begins.

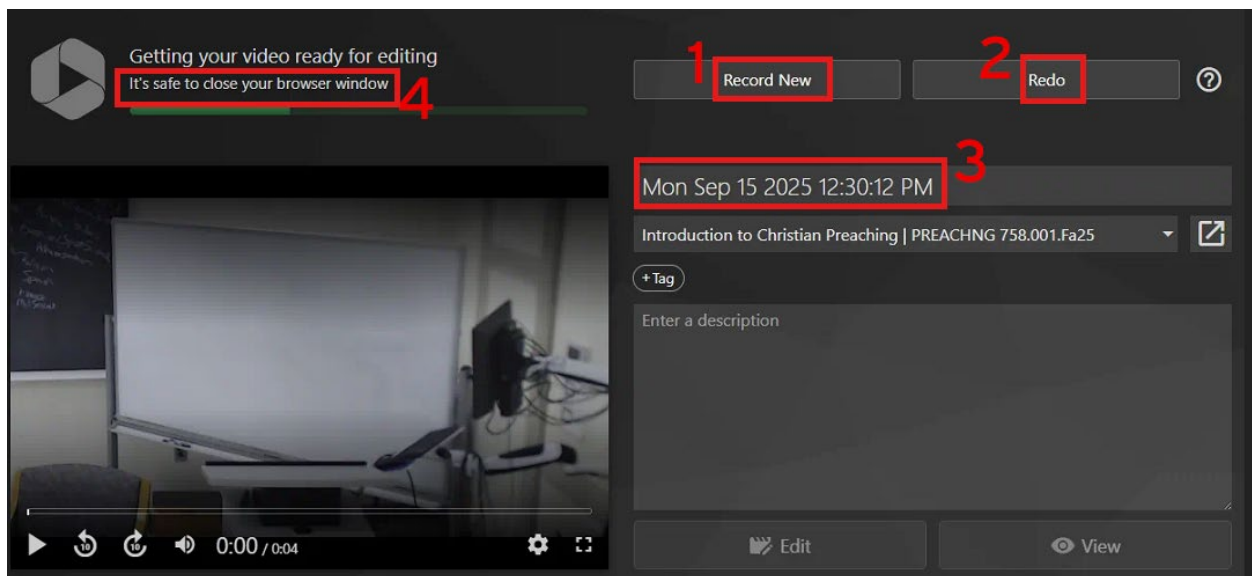


- When you are finished recording, select the same button which will now be a red square.



The **Panopto Upload** screen will appear. Your video will be automatically processed and added to your Panopto Video folder on Canvas. You have a few options here.

1. **Record New [1]:** You can record a new video using this option while your other video continues processing.
2. **Redo [2]:** Deletes the current video and allows you to create a new version.
3. You can change the **name of the video [3]** and, change the folder the video will be saved in.
4. When you see **It's safe to close the browser [4]**, you can close the recording tab.

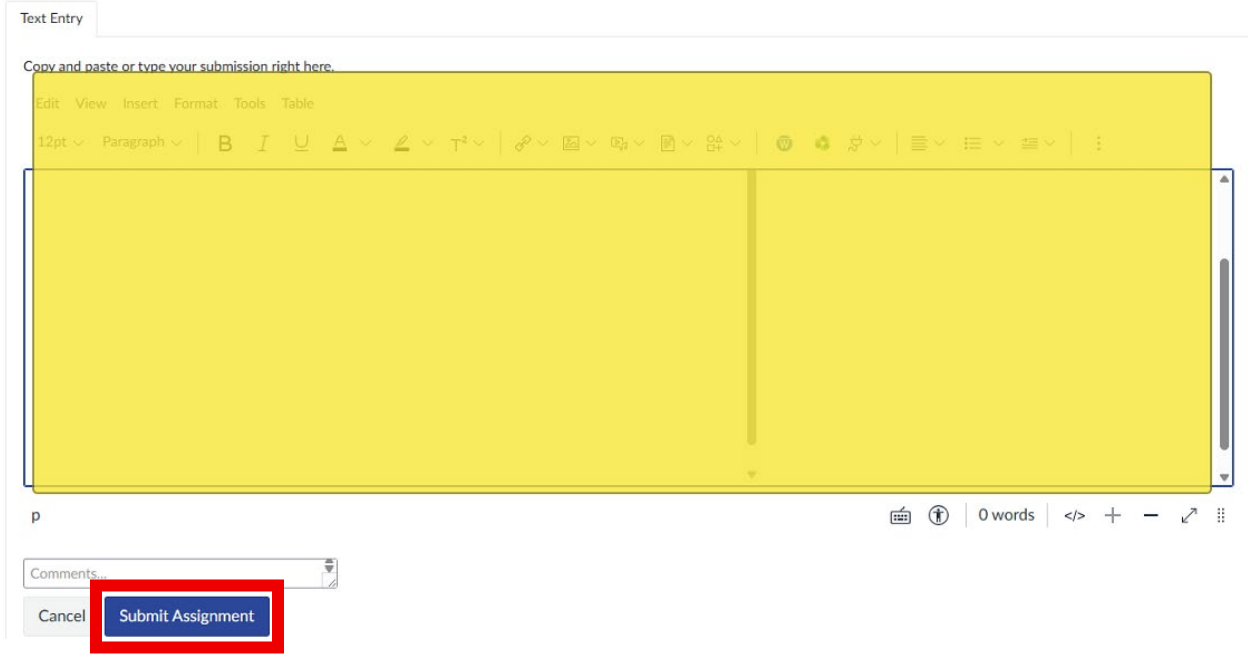


Step 13: Insert the Recording

Click on the **Insert** button.

Insert

When the assignment has inserted, you will see a large yellow box. Once you see this, you can click on **Submit Assignment**.



An assignment submission notification will appear at the top of the screen.



You will also see submission details on the right side of the screen.

Submission

✓ **Submitted!**

Sep 15 at 12:44pm

[Submission Details](#)

Step 14: Log Out of Canvas

Step 15: Repeat Process for Next Student

If necessary, start from Step 1 for camera set-up. Otherwise, start from Step 2.