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Please visit the [ITMS website](#) for additional documentation and details.

There are several ways in which we can add media (video/audio/screen captures) into our Canvas courses for our students to have access. This document explains how to add a video within a Canvas Page.

These instructions follow the same steps described in [the video found here](#).

Caution: Once a Panopto folder is created within Canvas, it must remain in its original location. This will avoid any access issues or interruptions.

[Embedding a video in a Page](#)

[Recording a Video with the Panopto Recorder](#)

[Sharing a Panopto Video](#)

[Additional Resources](#)

### Embedding a video in a Page:

- 1.) Within your Canvas course, navigate to the “**Pages**” tab on the left.
- 2.) Click the “ **+ Page** “ in the top right corner to add a new page to this course.
- 3.) Add a title for the new page.
- 4.) Within the rich content editor, select to expand the down arrow located next to the Youtube symbol.
- 5.) Select “Panopto Media” from the drop down menu.
- 6.) Choose from your list of existing videos, upload a new video from your computer, or record a new video with the Panopto recorder.

### Recording a Video with the Panopto Recorder:

- 1.) Open the Panopto Recorder or Panopto Capture within a page or assignment.
- 2.) Select the folder you want the video to upload to and give the session a title
- 3.) Check that your video and audio sources are selected properly and functioning.
- 4.) Select record and stop the recording button when you are finished.\*\*

- 5.) You can choose to **delete and record again** or select **“Done”** to upload the video. *\*\*Note: To automatically minimize the Panopto recorder upon starting a new recording, go to **Settings** at the top, select **“minimize when recording”** and **save your changes**.*

## Sharing a Panopto Video:

- 1.) Navigate to this [Panopto link](https://muhlenbergcollege.hosted.panopto.com) (<https://muhlenbergcollege.hosted.panopto.com>)
- 2.) In the drop down menu, select **OneLogin** as the log in type.
- 3.) Use your Muhlenberg credentials to log in.
- 4.) On the left hand side, use the navigation bar to go to your **“My Folder”**.
- 5.) Hover over the video you would like to share and click the **“Share”** button.
- 6.) Change the **“Who has access”** setting to fit your needs and use the given link or embed code as desired.

## Additional Resources:

Below are five resources from the Panopto support site that give more detail on these topics.

1. [Embedding videos in a Canvas Course](#)
2. [Creating a Canvas assignment with a Panopto video](#)
3. [Recording basics on Windows](#)
4. [Recording basics on Mac](#)
5. [How to share a video](#)