

# How to Find and View Panopto Recordings in Canvas

## Overview

With Panopto, videos can be included anywhere in the Canvas LMS and played back on-demand on any laptop or mobile device. From any embedded video, students can launch the full interactive Panopto video player to access captions, notes, and search. And with Panopto's Dropbox functionality, students can securely submit their own video assignments to a private folder where the instructor can review them and provide feedback.

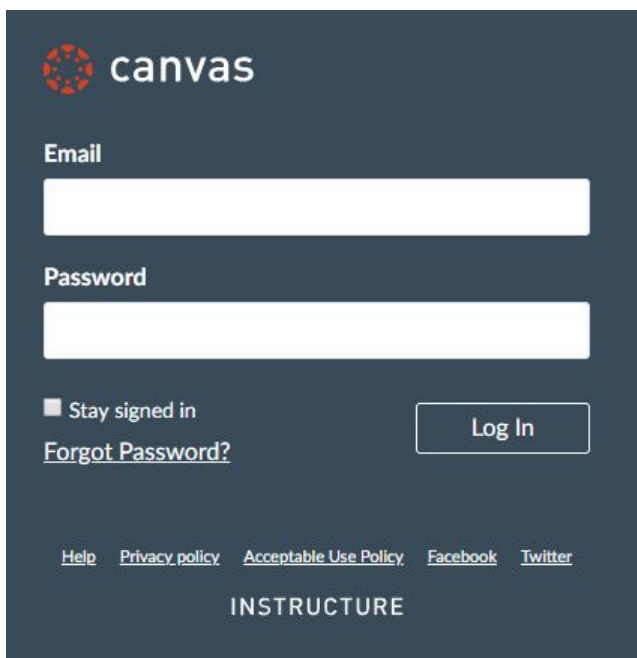
### Prerequisites

- Access to Panopto

## 1. Find Videos

1.1. **Log in** to Canvas and find your course that has been configured with Panopto.

1.2. You will see the below prompt if it's the first time you're logging in. Check the box for **Stay signed in** if you would like, then click **Log In** (See Figure 1).



The image shows a dark blue login form for Canvas. At the top left is the Canvas logo (a red globe icon) and the word "canvas" in white. Below the logo are two white input fields: "Email" and "Password". Under the "Email" field is a white rectangular box. Under the "Password" field is a white rectangular box. To the left of the "Log In" button is a checkbox labeled "Stay signed in". Below the checkbox is a link that says "Forgot Password?". To the right of the checkbox and link is a white button with the text "Log In". At the bottom of the form, there are several links: "Help", "Privacy policy", "Acceptable Use Policy", "Facebook", and "Twitter". At the very bottom, the word "INSTRUCTURE" is written in white capital letters.

Figure 1

1.3. In the left-hand navigation pane, you will see an item similar to this. It may be called **Panopto Recordings**, but your school does have the option to rename this to something else. Please ask your instructor if you have problems locating this item. Click **Panopto Recordings** (Fig. 2).

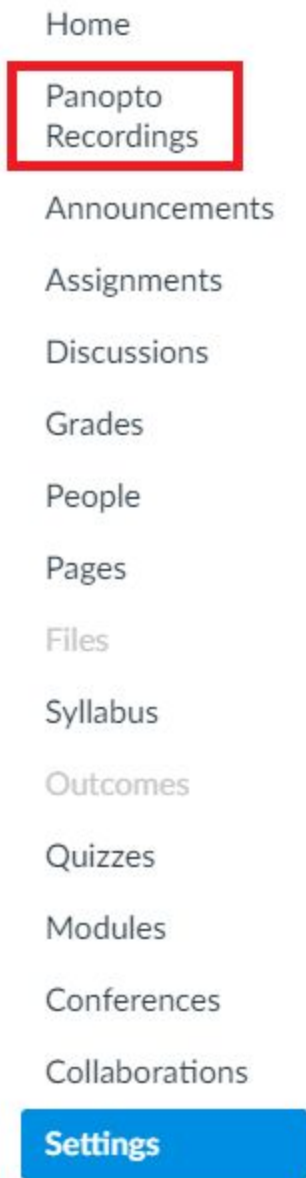


Figure 2

1.4. A new page will load and your Panopto videos will be available for viewing (Fig. 3).

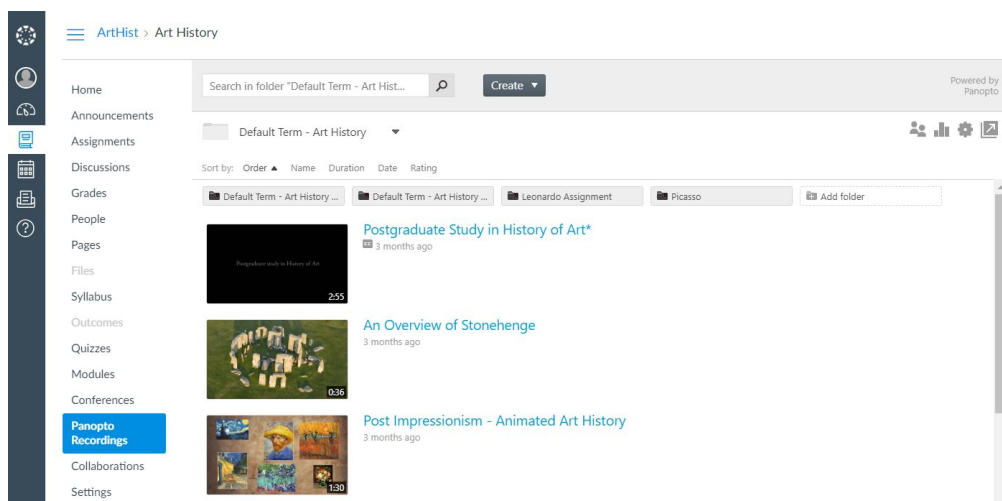


Figure 3

## 2. Watch Videos

2.1. Some options might look different based on your account permissions, but here are some basic navigation steps:

2.1.a. View any recording by clicking on the thumbnail or name of the recording.

2.1.b. Search by using the **Search in folder "CourseName:"** area at the top of your screen. You will see search results where the word you searched appears in the title. But you will also see results if the word was spoken, shown on screen, or shown in slides in a video (Fig. 4). You will see where in the video the word appears by looking in the search results below the video title.

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Search Results for **history** in **Default Term - Art History**

Sort by: Order Name Duration Date Rating Relevance

**Post Impressionism - Animated Art History**  
3 months ago  
1:30

**Postgraduate Study in History of Art\***  
3 months ago  
In this session  
0:01 **History**

**The History of Art in 3 Minutes\***  
3 months ago  
In this session  
0:19 **history**  
0:29 **history**

**Art History Questions - Who Was Henri Matisse**  
3 months ago  
2:15

Figure 4

2.1.c. Change course folders by clicking the drop-down arrow next to the course name (Fig. 5).



Figure 5

*Students:* See [How to Record with Windows or Mac](#) for instructions on student recording.

*Faculty:* See [Student Assignment Folders](#) for more information on enabling this feature.

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