**Topic: Basic Powerpoint Recording**

**To perform a video recording of a PowerPoint presentation**

First, select the **PowerPoint** tab located next to the screen capture tab in the main Panopto recorder window.
Open a PowerPoint presentation

Below the PowerPoint tab you will see a white area with the button labeled Open a Presentation. Click on the button to open up a new dialog screen.

In the new dialog window, browse through your computer to open the presentation you would like to record.
Begin recording PowerPoint presentation

Once you have selected your PowerPoint, Panopto will prompt you whether you would like to begin recording as soon as PowerPoint opens.

For beginners, we recommend that you select [Yes] and have Panopto automatically switch PowerPoint to full screen and begin recording all of your activity.

When you are finished recording your PowerPoint presentation, simply hit Escape on your keyboard to exit out of the full screen view. To stop further recording, simply click on the STOP button to end recording.

You will then be taken to the recording status screen where your session will automatically be uploaded to the CourseCast server.
For More Information

Please contact Instructional Technology Services at support@mnstate.edu or 218.477.2603 if you have questions about this material.