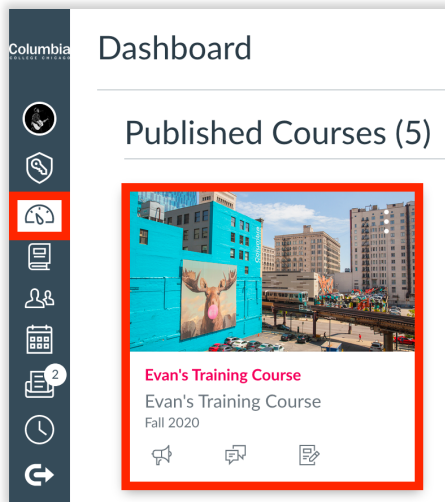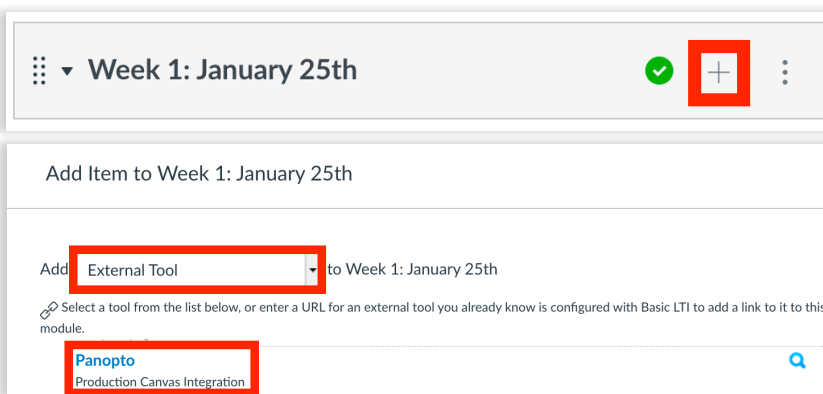# How to Add a Panopto Video to a Canvas Module
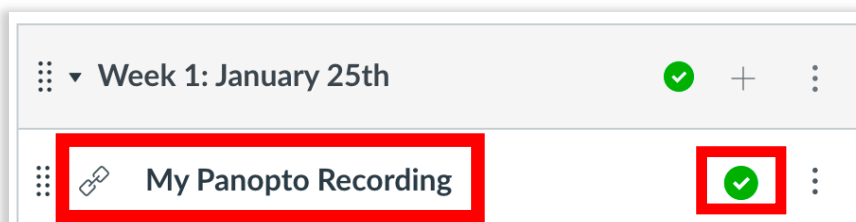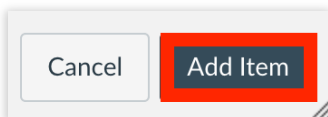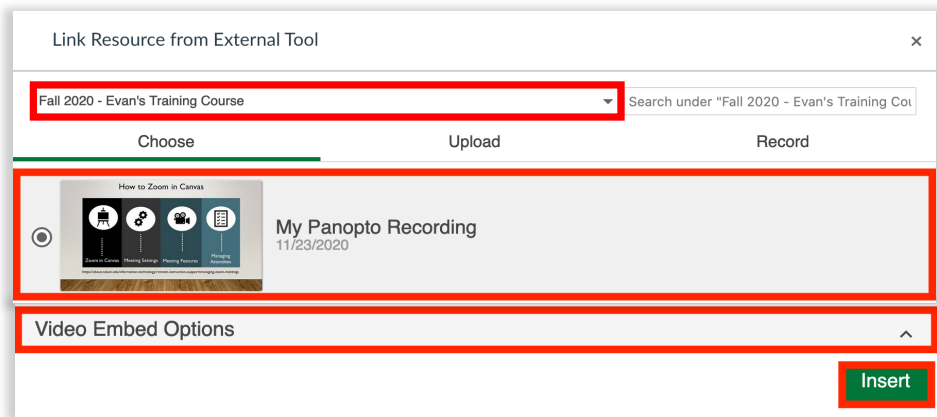
1. Sign into Canvas at canvas.colum.edu with your Office 365 Credentials.

2. Click on the course that you'd like to add a Panopto video to.

3. Click on the "+" icon within the module that you would like to have the video posted.

4. From the drop-down menu, choose to add an "External Tool."

5. Select Panopto from the list of Tools available.
- This list is sorted in alphabetical order.

6. Videos that you have already recorded in Panopto will appear. Select the video that you would like to add to your Canvas module from your Panopto course folder.

- By default, only videos in your Canvas course's Panopto folder will appear. Your video must be posted to your course's Panopto folder to proceed.

7. If you would like to change the size or aspect ratio of your video or enable "auto-play" for your students, click on "Video Embed Options" to adjust these settings. This is optional.

8. Click "inset" when you are ready to continue.

9. Click "add item."

10. Your Panopto recording will now appear in your Canvas Module. To make sure that it is available to students, make sure that it is published. A green check mark will indicate that the Panopto Video is published.