

Please note Sussex is replacing its lecture capture system for the 2019/20 academic year. The new system Panopto will replace Opencast.

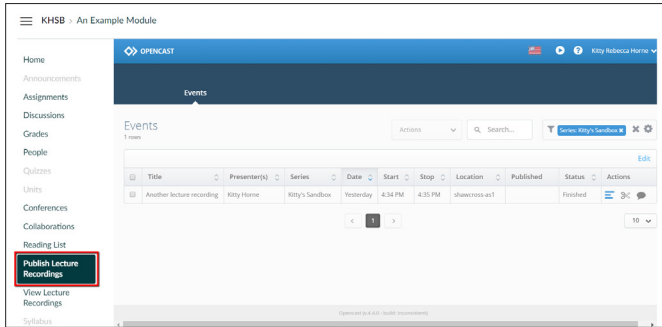
By September 2019, the new system, Panopto, will be in place in teaching spaces across campus.

For further information please see:

[http://www.sussex.ac.uk/tel/
learningtechnologies/lecturecapture](http://www.sussex.ac.uk/tel/learningtechnologies/lecturecapture)

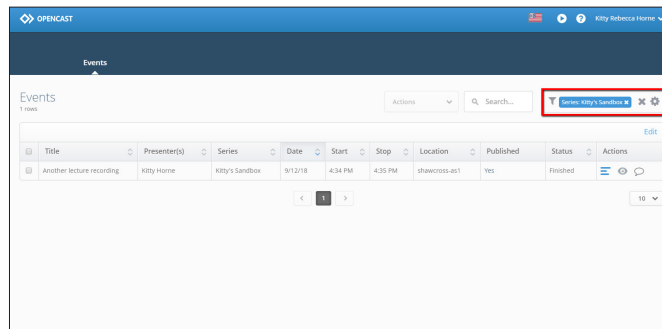


This guide explains how to search for lecture recordings in your Canvas modules. This will enable you to find any recordings that you chose to save to 'My Recordings'. First complete the steps on the first page of the guide to *Creating and Publishing Lecture Recordings*, available at www.sussex.ac.uk/tel/canvasfaq, before starting the steps listed



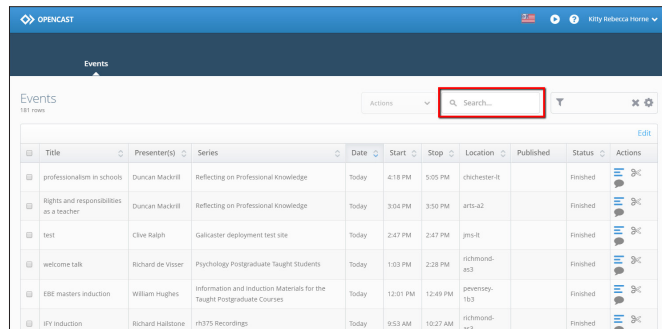
Step 1

Log in to Canvas and access your module via your Dashboard or Modules. In the Module Menu on the left hand side of the site click the item **Publish Lecture Recordings**.



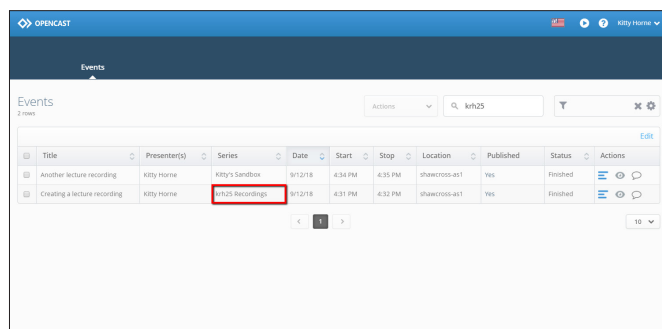
Step 2

You will be presented with a filtered list of recordings related to the Canvas Module that you are viewing. Clear the filter in the top right hand corner by clicking the **X** icon.



Step 3

Use the Search box to search for the title you gave the recording. Alternatively you could search for your name or your Sussex username.



Step 4

In the Series column you will see "<your username> Recordings", clicking this will display just the lecture capture recordings that you chose to save to My Recordings. You can now follow the instructions on how to publish, edit or embed lecture recordings which can be found at: www.sussex.ac.uk/tel/canvasfaq.

Last updated: 25th Sept. 2018. Canvas is regularly updated and refined; as a result, some elements referenced in this guide may have been amended since it was written. For any further guidance, please contact tel@sussex.ac.uk

