



Panopto

Using the Panopto Mashup tool in your Blackboard course (Panopto video embed link & the mashup tool in the text editor).

Panopto Video Embed

1. In your Blackboard course, navigate to your **content folder (area)** (Fig.1).

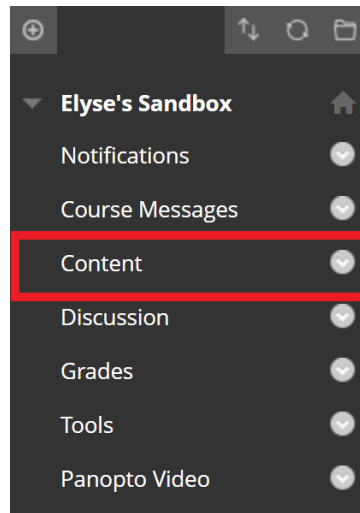


Figure 1

2. In the top menu bar, select **Build Content** (Fig. 2).
 - a. Next, select **Panopto Video Embed**.
 - b. A new page will open.

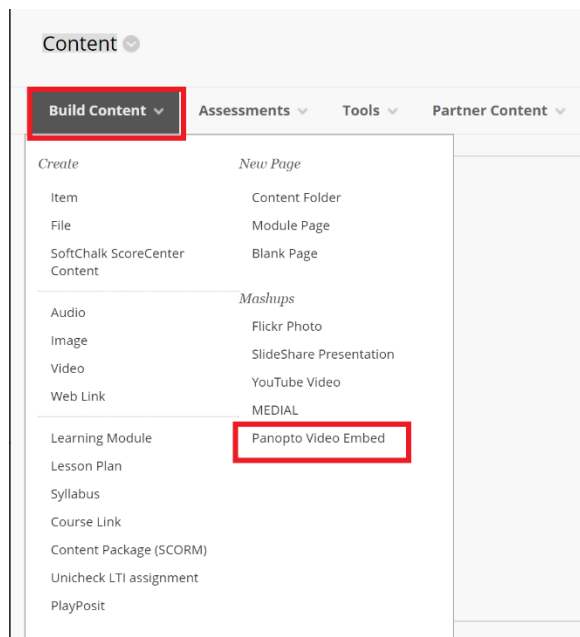


Figure 2

Choose

3. If you have videos already within the Panopto video library, you can **choose a video** from “**My Folder**”, **your course folder**, or **other folders** you may have already created (Fig. 3A).
 - a. **Note:** To change folders, select the **gray drop-down menu** next to the name and **select your folder** or **use the search bar** to look for your folder or video (Fig. 3B).

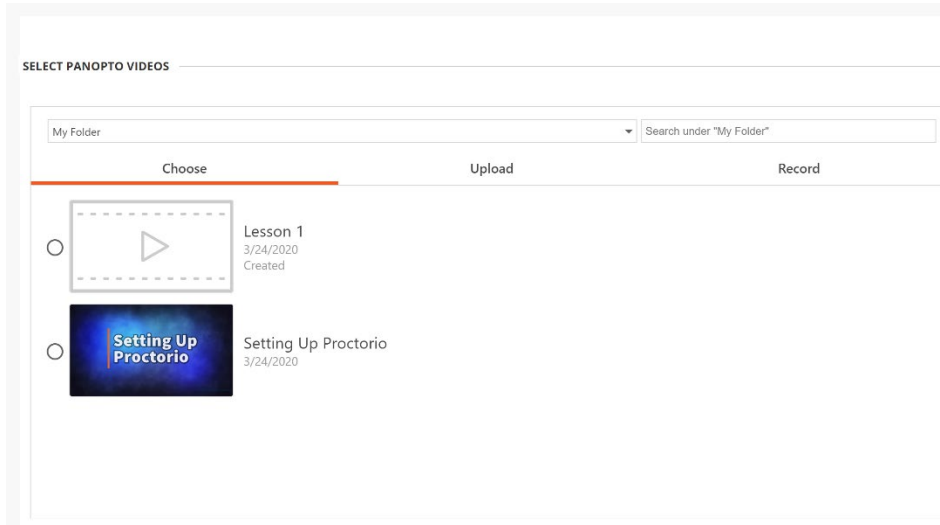


Figure 3A

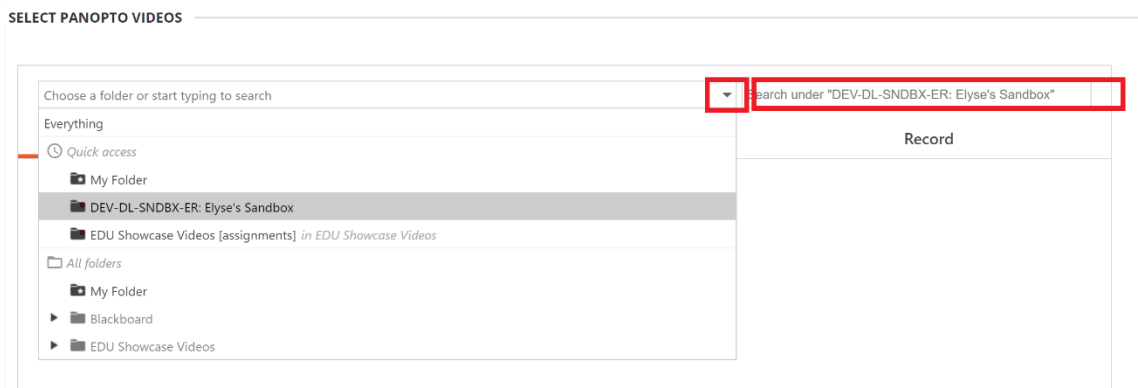


Figure 3B

Upload

4. By selecting **Upload** from the Panopto Video Menu, a new window will appear asking you to **drag video or audio files** into this window or **click to find on your computer** (Fig. 4)

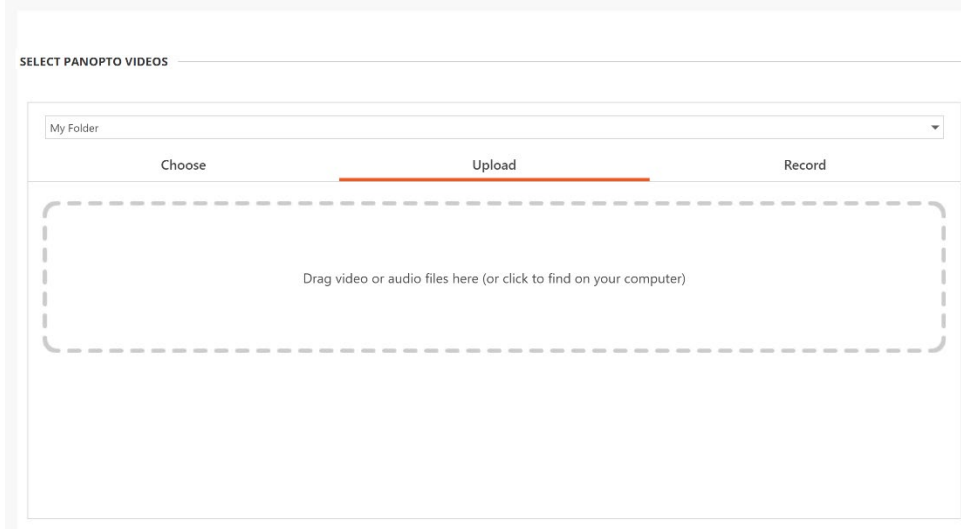


Figure 4

Record

5. By selecting **Record** from the Panopto Video Menu, a new window will appear allowing you to record a new session.
 - a. **Enter a name** for your video (Example: Lesson 1).
 - b. Select the **record button** (Fig. 5).

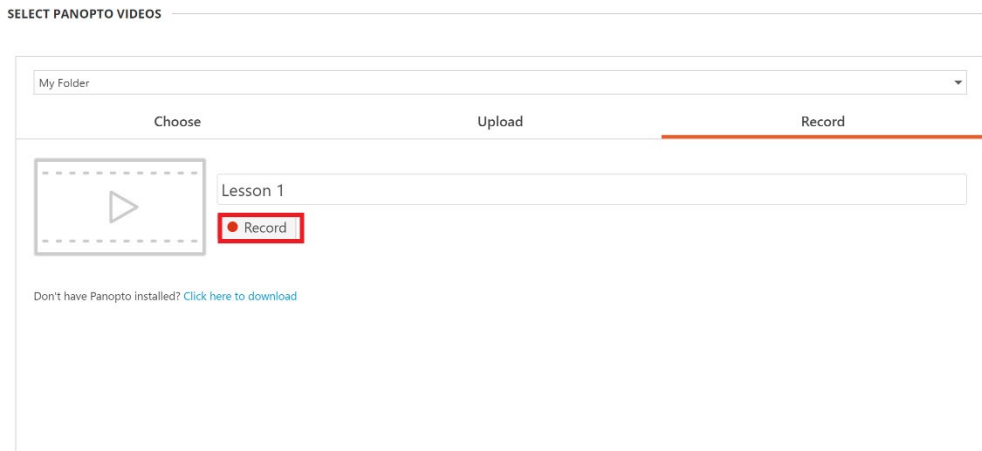


Figure 5

- c. You will prompt with a message to **open the Panopto Recorder**.
 - d. For further instructions on how use the Panopto Recorder, visit **“Recording a New Session”** instructions.
6. When you have completed your task (Choose, Upload, or Record), select the **Insert Video button**.
7. **Your video will successfully be inserted in the Content Folder (Area).**
 - a. **Note:** Test the video by selecting the play button (Fig. 6).

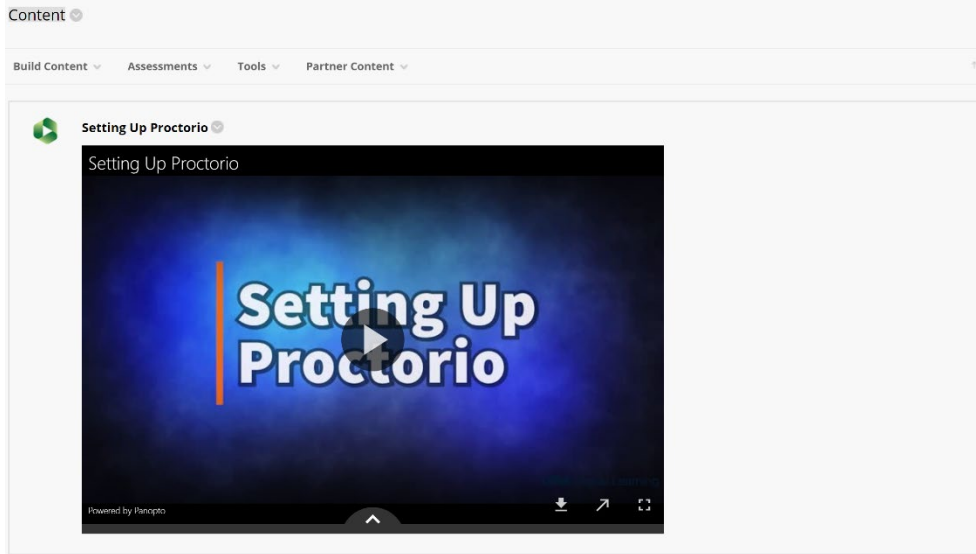
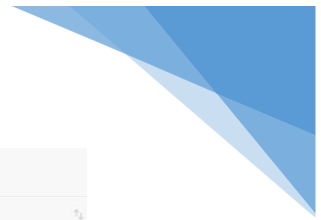


Figure 6

Panopto Mashup Tool in Text Editor

1. In your Blackboard course, navigate to your **content folder (area)** (Fig.7).

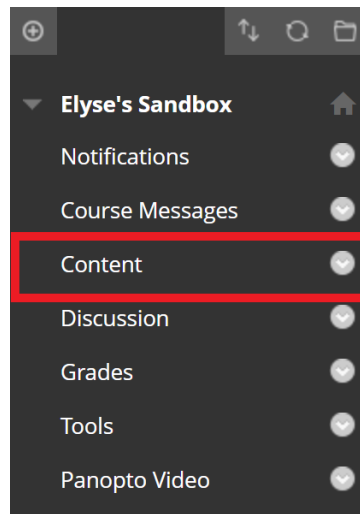


Figure 7

2. In the top menu bar, select **Build Content** (Fig. 8A).
 - a. Next, select **Item**.



b. A new page will open.

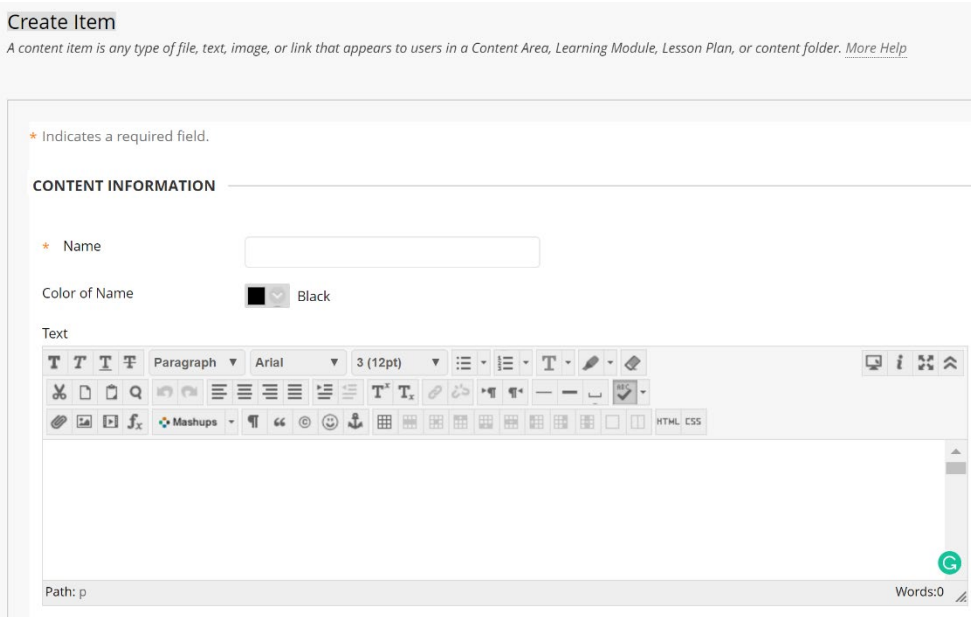


Figure 8A

c. **Type in a name** for your Item.

3. Select the **Mashup Tool** in the Text Editor and then select **Panopto Video** (Fig. 8B).

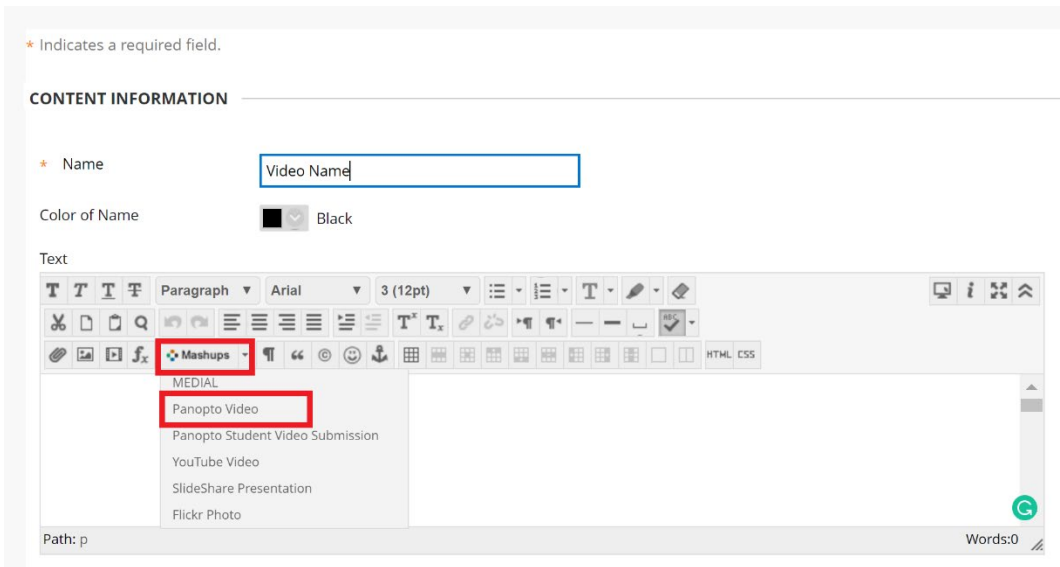
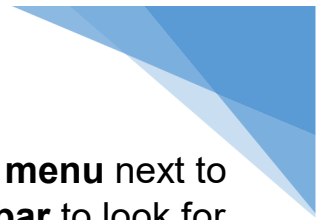


Figure 8B

Choose

4. If you have videos already within the Panopto video library, you can **choose a video** from **“My Folder”, your course folder, or other folders** you may have already created (Fig. 9A).



- a. **Note:** To change folders, select the **gray drop-down menu** next to the name and **select your folder** or **use the search bar** to look for your folder or video (Fig. 9B).

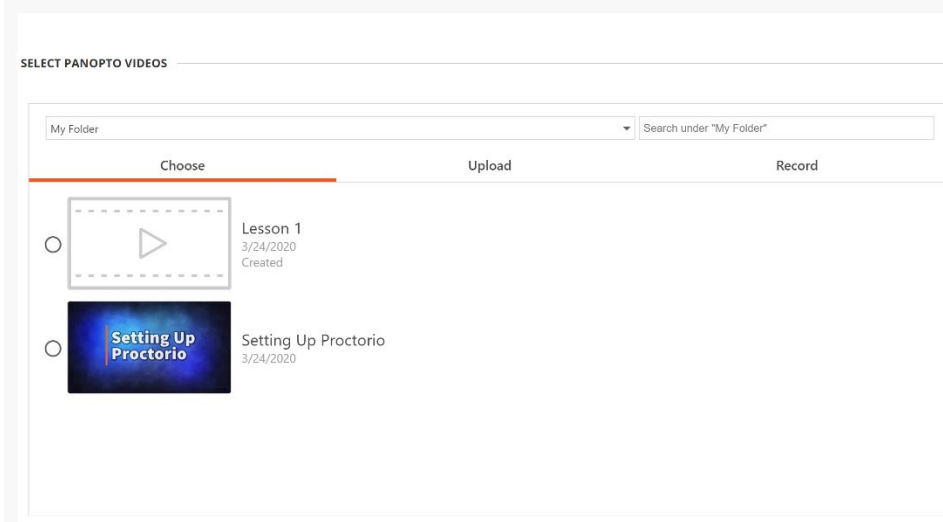


Figure 9A

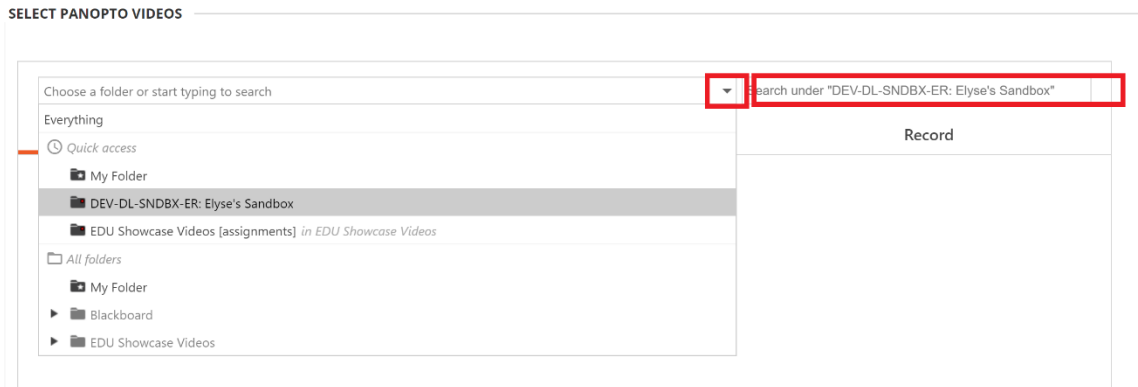


Figure 9B

Upload

5. By selecting **Upload** from the Panopto Video Menu, a new window will appear asking to **drag video or audio files** into this window or **click to find on your computer** (Fig. 10)

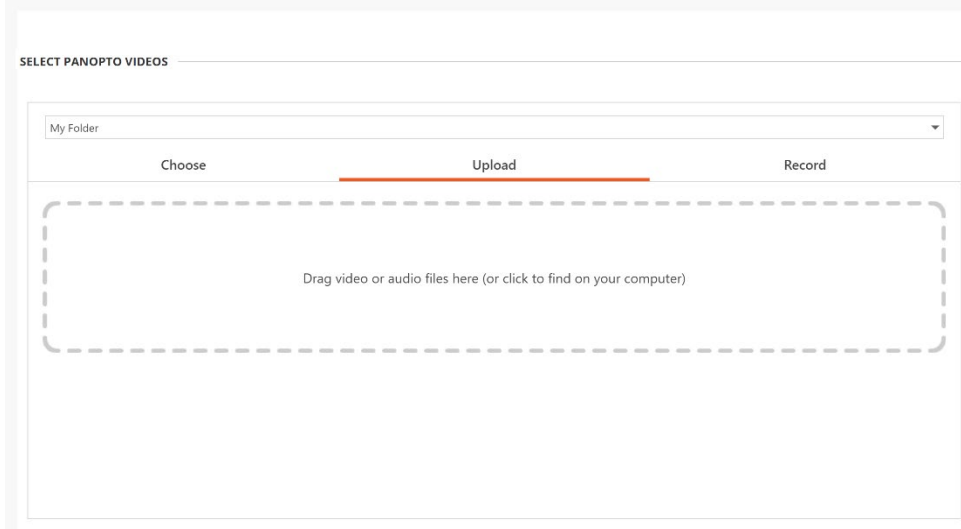


Figure 10

Record

6. By selecting **Record** from the Panopto Video Menu, a new window will appear allowing you to record a new session.
 - a. **Enter a name** for your video (Example: Lesson 1).
 - b. Select the **record button** (Fig. 11).

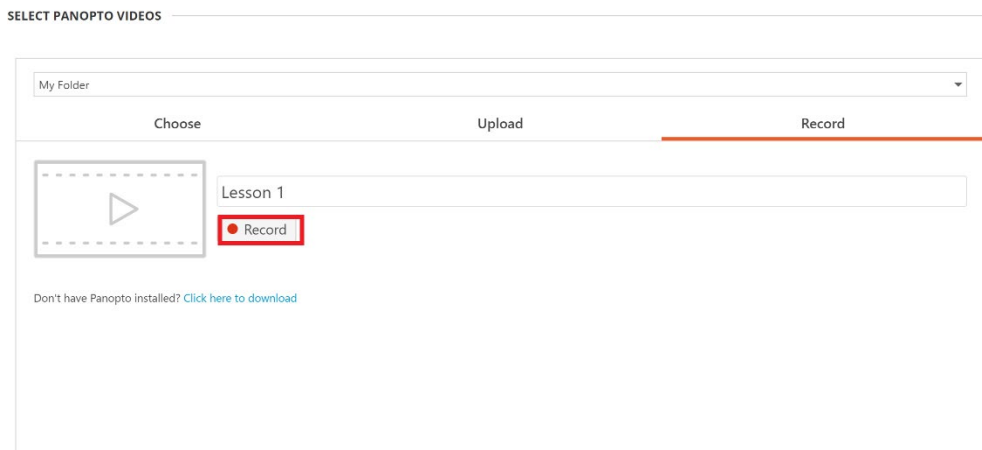
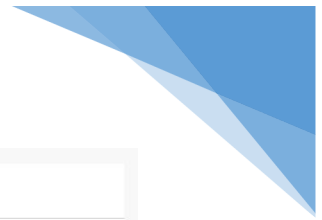


Figure 11

- c. You will prompt with a message to **open the Panopto Recorder**.
 - d. For further instructions on how use the Panopto Recorder, visit **“Recording a New Session”** instructions.
7. When you have completed your task (Choose, Upload, or Record), select the **Insert Video button**.
8. Your video will show up in the text editor as a yellow box. Press the Submit button in the bottom right corner (Fig. 12).



* Indicates a required field.

CONTENT INFORMATION

* Name

Color of Name █ Black

Text

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, Unlink, Image, Video, Table, Table of Contents, and HTML/CSS.

Text area with a yellow background.

Path: p Words: 0

ATTACHMENTS

You can drag files from your computer to the Attach Files area or use the browse functions. Files are saved in the top-level folder in your course's file repository. Select **Do Not Attach** to remove a selected file.

Click **Submit** to proceed.

Figure 12

9. **Your video will successfully be inserted in the Content Folder (Area).**
 - a. **Note:** Test the video by selecting the play button (Fig. 13).

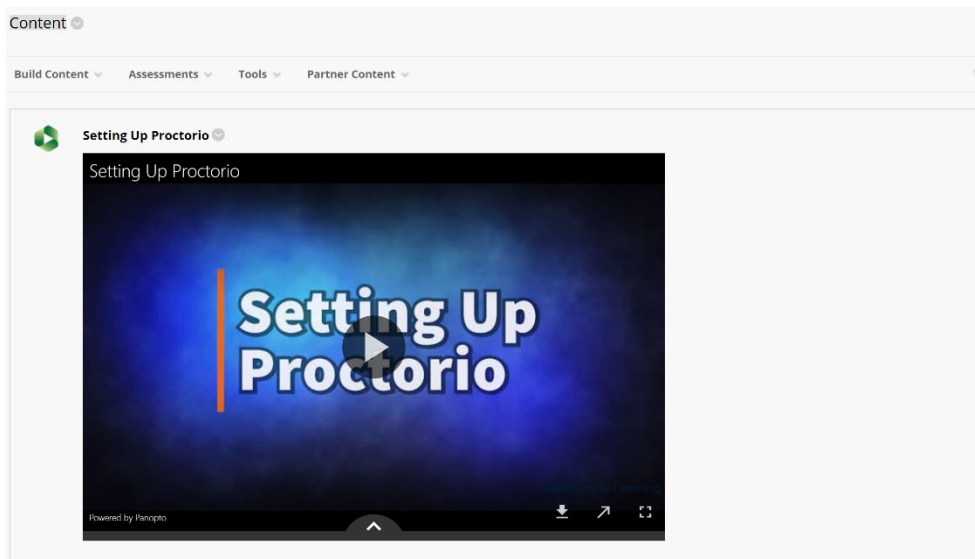


Figure 13