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](image1)

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

![Figure 3B](image)

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)
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).
   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).
Panopto Mashup Tool in Text Editor

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

2. In the top menu bar, select **Build Content** (Fig. 8A).
   a. Next, select **Item**.
b. A new page will open.

![Create Item](image.png)

**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).

![Choose](image.png)

**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](image1)

![Figure 9B](image2)

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