



Panopto

Using Panopto video in your Blackboard course.

Panopto Video in Blackboard

1. **Login** to Blackboard and **navigate** to the desired course.
2. In the left-hand navigation pane (Course Menu), you will see **Panopto Video** (Fig. 1).
 - a. **Note:** If you haven't added your course in Blackboard to Panopto, be sure to review the steps in "**How to add Panopto to your course in Blackboard**".

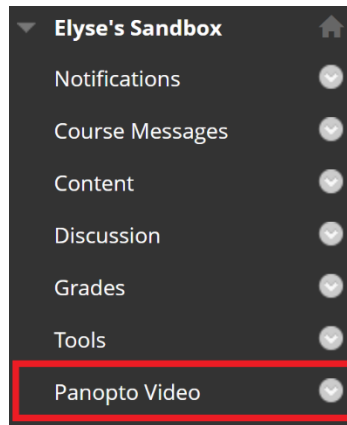


Figure 1

3. A new page will load and your Panopto videos will be available for viewing (Fig. 2).
 - a. **Note:** This is only if you have videos already in Panopto.
4. To find videos in a different folder or Course Folder, select the **drop-down arrow** next to the folder name (Fig. 2).

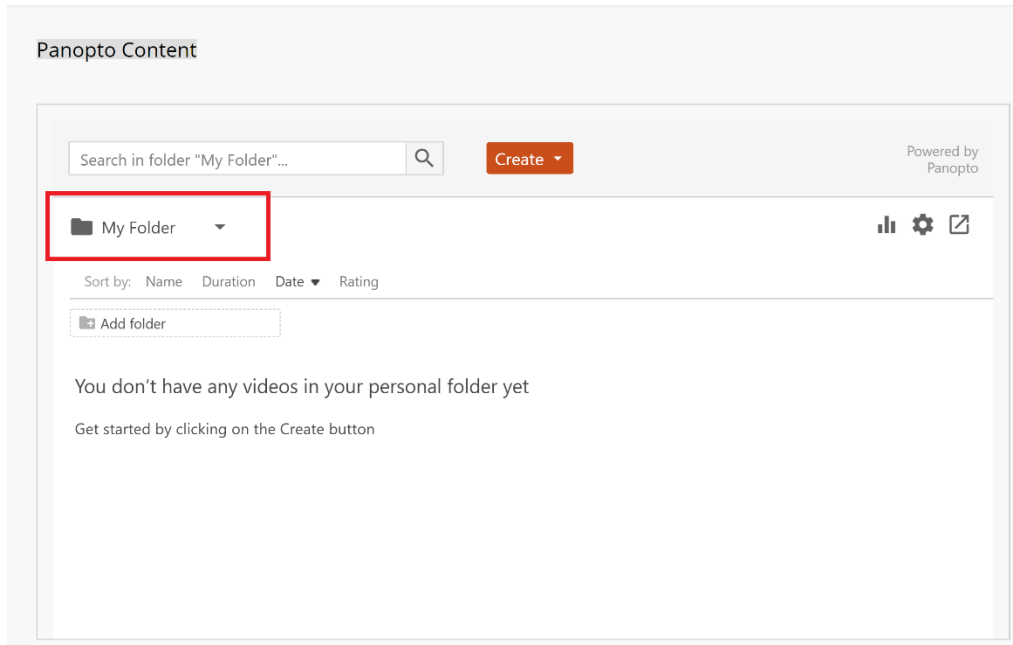


Figure 2

- a. Choose a folder by **selecting the name** or if you have multiple folders, **use the search bar** to search for a particular folder (Fig. 3A).

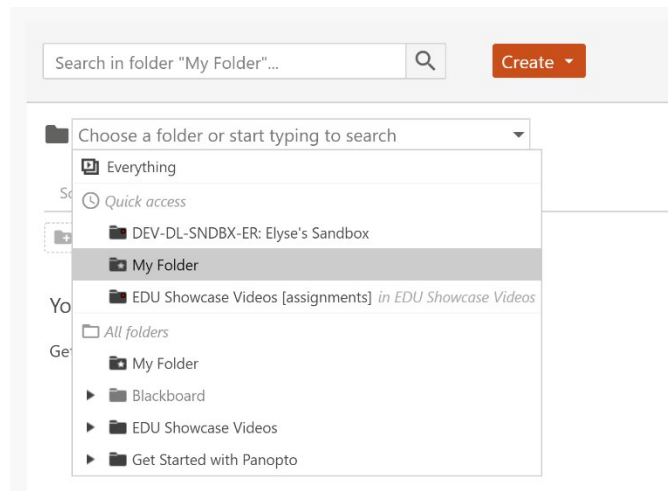


Figure 3A

- b. To add a folder in your current folder, select **“Add Folder”**. Type in a Name and your folder will be added into your current folder (Fig. 3B).

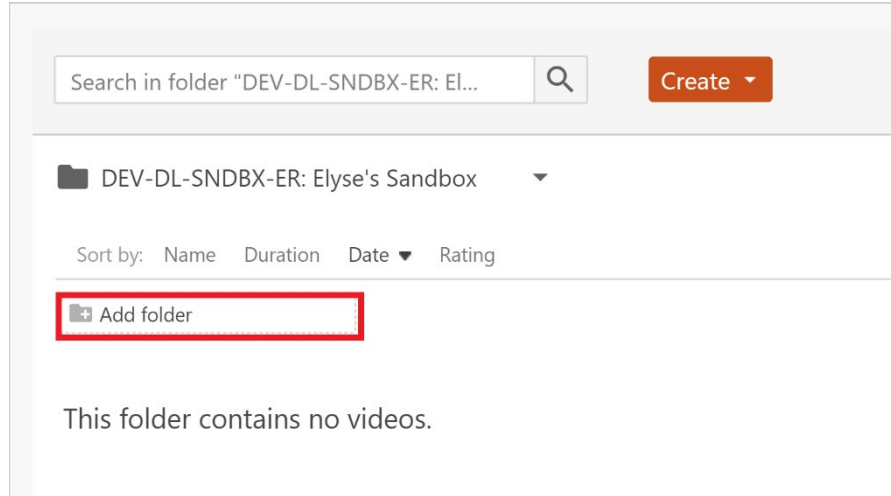


Figure 3B

5. Select the **Create** button. You will be provided with a few options (Fig. 4).

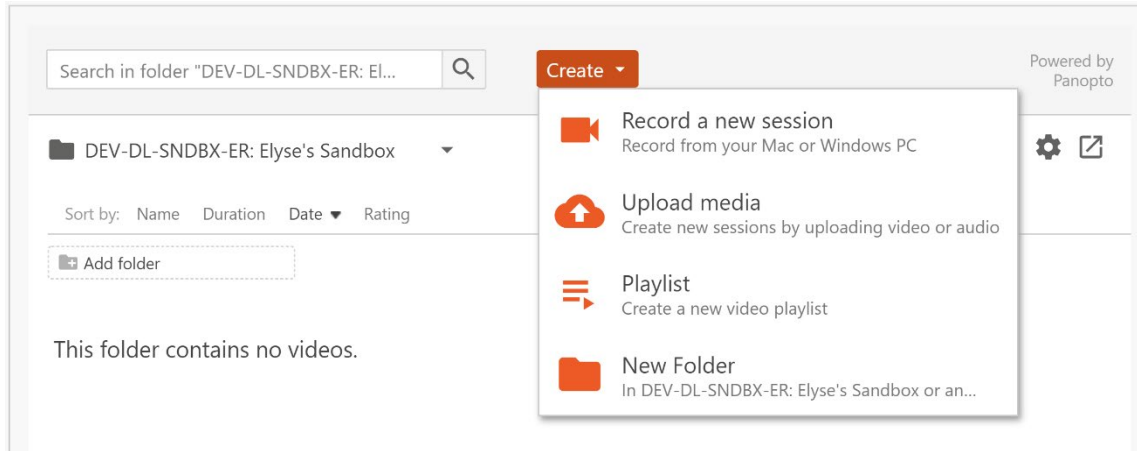


Figure 4

- a. **Record a new session:** Record from your Mac or Windows PC using the Panopto Recorder.
 - i. **Note:** If you haven't installed the Panopto Recorder, please revisit "**Panopto Installation**" instructions.
 - ii. If you select to **Record a new session option**, a new window will appear asking to open the Panopto Recorder. Open the **Panopto Recorder** to record a new session (Fig. 5A & 5B).
 - iii. **Note:** Please revisit "**Recording a New Session**" instructions.

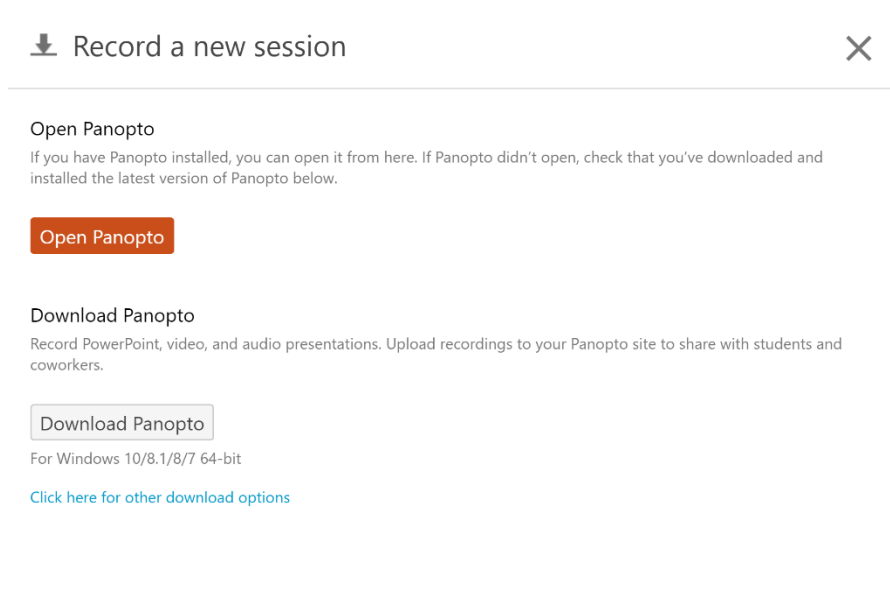


Figure 5A

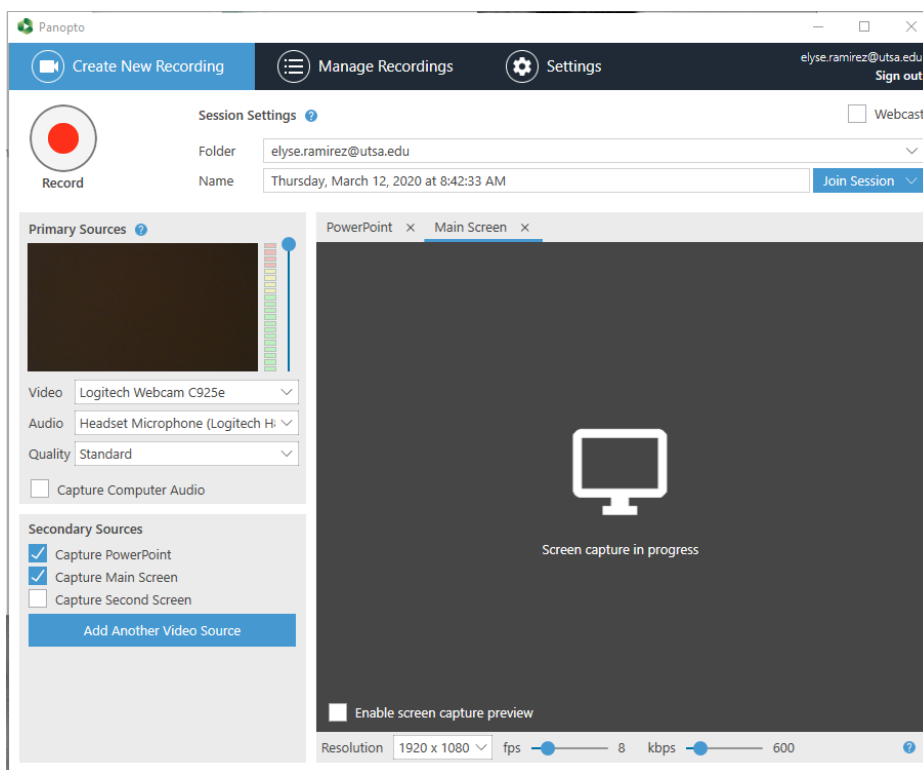


Figure 5B

- b. **Upload media:** Create new session by uploading video or audio.
 - i. If you select to **Upload media**, a new window will appear asking to **drag video or audio files** into this window or **click to find on your computer** (Fig. 6).

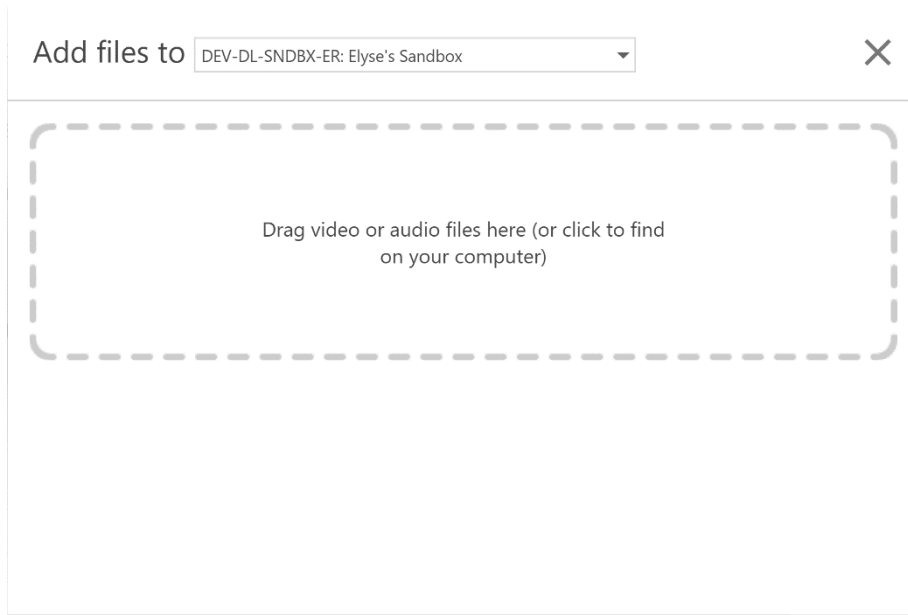


Figure 6

- c. **Playlist:** Create a new video playlist.
 - i. If you have videos already in your folder, you can **create a playlist** of videos to share in Blackboard.
 - ii. A new window will appear when you select to **create a new video playlist**. Provide a name and a description then select the **Create button** (Fig.7).

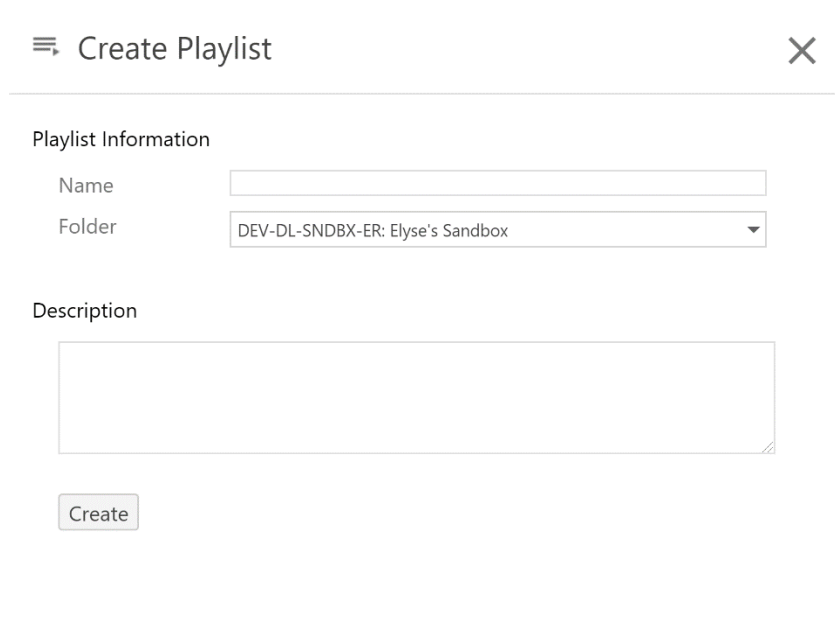


Figure 7

- iii. Next, it will open a new window where you can add videos in the playlist by selecting the **Add video button** (Fig 8A).

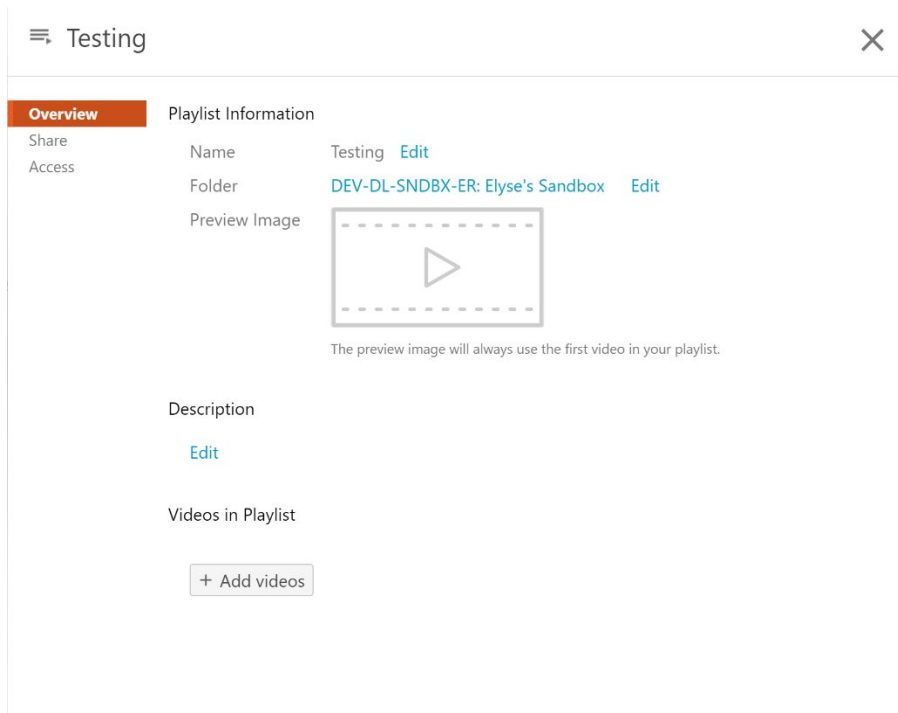


Figure 8A

iv. Other options in the left menu of the window include **sharing by link or embedding** with a selected audience (Fig 8B).

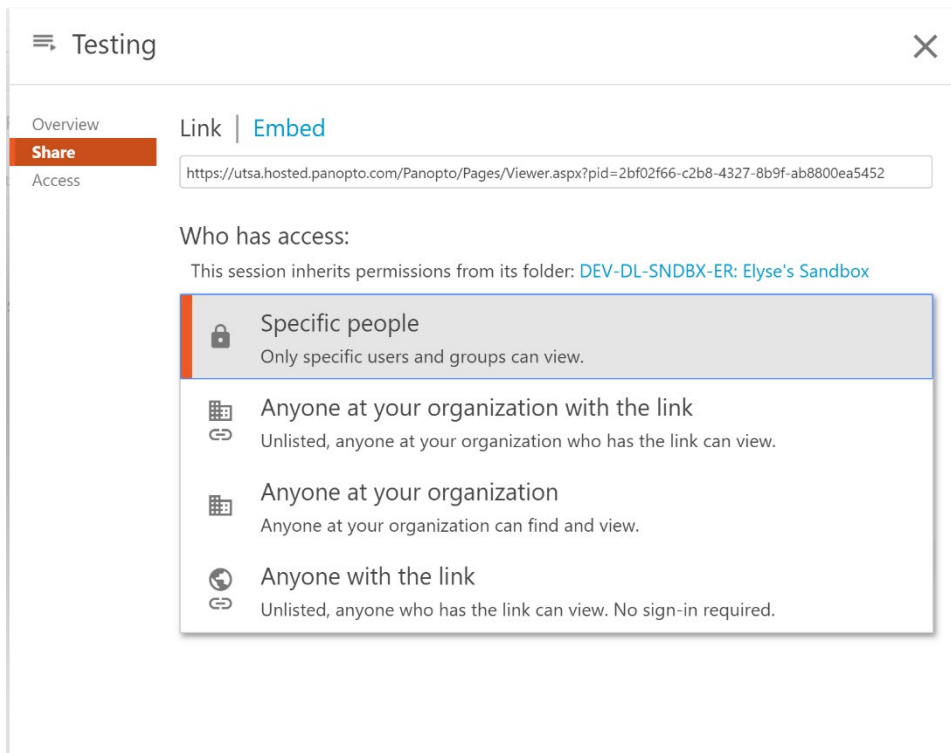
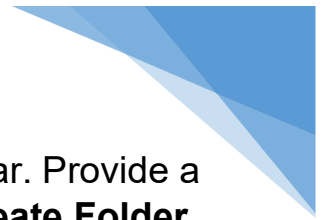



Figure 8B

d. **New Folder:** Creating a new folder in your course or anywhere else.



- i. Selecting **New Folder**, a new window will appear. Provide a name, short description, and then select the **Create Folder button** (Fig. 9)

 Create Folder ✕

Name
The folder's name must be unique within its parent folder.

Parent folder

Description
Viewers can see the folder description when browsing folders and in the web-based viewer.
Folder searches include this field when finding results.

Options **Inherit permissions from the parent folder**
The permissions for this folder and all its sessions will be kept in sync with its parent folder.

Figure 9