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

![Figure 4](image)

- **Record a new session**: Record from your Mac or Windows PC using the Panopto Recorder.
  - **Note**: If you haven’t installed the Panopto Recorder, please revisit “**Panopto Installation**” instructions.
  - 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).
  - **Note**: Please revisit “**Recording a New Session**” instructions.
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).
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).

iii. Next, it will open a new window where you can add videos in the playlist by selecting the **Add video button** (Fig 8A).
iv. Other options in the left menu of the window include sharing by link or embedding with a selected audience (Fig 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 window](image)

- **Name**: The folder’s name must be unique within its parent folder.
- **Parent folder**: DEV-DL-SNDBX-ER: Elyse’s Sandbox
- **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**