1. Configuring Your Blackboard Course

This will “turn on” Panopto in your course, creating a folder for this course in the Panopto system, and allowing you to create videos to share with your students.

1. To activate Panopto, first click on the Customization Tab on the Blackboard Course Management Control Panel.

2. Next, scroll down to find the three Panopto tool options. Make sure that all three are checked, and press Submit at the top or bottom of the page. (Note: One of the checkboxes is on the right).

3. Now click the plus (+) sign icon at the top left corner of your Blackboard course. Select Tool Link. Then, type in Panopto into the first field, select Panopto Course Tool Application from the drop-down, and do NOT check Available to Users. Press Submit.
4. Click the new Panopto course tool link on your menu.

5. Click Configure when prompted to provision your course with Panopto. This step will create a folder for your course in the Panopto system with yourself as the creator, and your registered students with viewing privileges.
6. Click Add Course to Panopto.

7. Click OK

8. Panopto is structured around folders associated with your courses. If you would like your materials from other courses to be available with students in your current course (such as, for example, if you have multiple sections of the same course), click the names of the courses in the left menu box, and click Add to allow those materials to be accessed by the current course. Click Submit.

9. Congratulations! Your course is now configured for Panopto!
II. Creating Videos in Panopto

This will get you started making your Panopto videos, managing them, and sharing them with your students.

1. Visit the Panopto website at:

   ![Panopto website link](panopto.wcu.edu)

2. Sign-in using your Blackboard Credentials (Note: If you are currently signed in to Blackboard in another window, you will automatically log in!)

   ![Sign-in using Blackboard](WCU (via Blackboard)

3. The courses that you have configured with Panopto will be listed on the left side of the screen, along with the number of videos in each. To begin creating videos, click one of your folders.

   ![Course folder](panoptotest518: Panopto Test Course 5/18)

4. The first time you create a Panopto video, you will have to download the Panopto Recorder. This is a small application that will allow you to begin recording. Click the link at the top right side of the screen, and install the Recorder.

   ![Download Recorder](Download Recorder)
5. To create a Panopto desktop recording, enter one of your course folders, and click the purple Create button at the top of the screen. Select Record a New Session from the dropdown menu. When prompted, click the Launch Panopto Recorder button.
6. Here you will select your options for creating your video. **Folder Name** should default to the folder you selected on the Panopto website. You can change your video's name from the default, as well as determine what will be recorded. Under **Primary Source: Video**, you can choose a webcam if you would like to record yourself. **Primary Source: Audio** should default to your built in microphone.

If you would like to record a PowerPoint presentation, check the **Capture PowerPoint** box under Secondary Capture Sources. If you plan on recording yourself using a spreadsheet, website, document, or other non-PowerPoint material, click **Capture Primary Screen**.

Press the red **Record** Button to start the recording process.

7. When you have finished your presentation, click the Stop Button at the top of the screen. Your video will now automatically upload to your Panopto course folder.
8. Return to the Panopto website (http://panopto.wcu.edu). Click on your course folder. You should now see your Panopto recording. (Note: It may take a few minutes to appear).

9. To share it with your students, return to your course in Blackboard. Navigate to the section of your course materials you’d like the recording to be inserted. Select Tools, and Panopto Video Link at the menu along the top of your page.

10. Select your course folder from the dropdown menu, give your video a name and a description and click Submit.
Congratulations! Your video is now available to your students!

A Word About Copyright

The migration process is a good time to review your course resources to determine whether it complies fully with federal copyright law and related policies at WCU.

Generally speaking, it is never permissible to store or disseminate copyrighted materials (including feature films) that you do not have explicit written permission from the copyright holder.

The Coulter Faculty Commons staff and student workers cannot at this time aid in the conversion, transfer or upload of copyrighted materials without the express and written consent of the copyright holder.

For more help in determining your rights and responsibilities under copyright law, please consult the resources at the end of this step sheet.