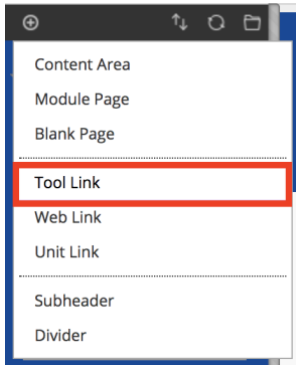


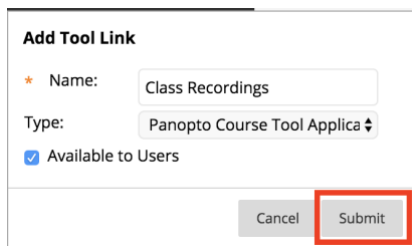
## How to Add Panopto to your Blackboard Site

In order for your staff and students to correctly view your Panopto videos, you **must** add Panopto into each Blackboard site you want to use it in. If you do not follow these instructions first, students will not be given the correct permissions to view your videos.

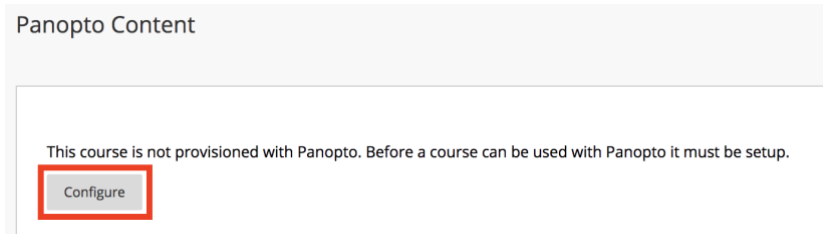
1. Log into Blackboard and navigate to your Blackboard site.
2. At the top-left of the Unit Menu, click on the add (+) icon and then select Tool Link.



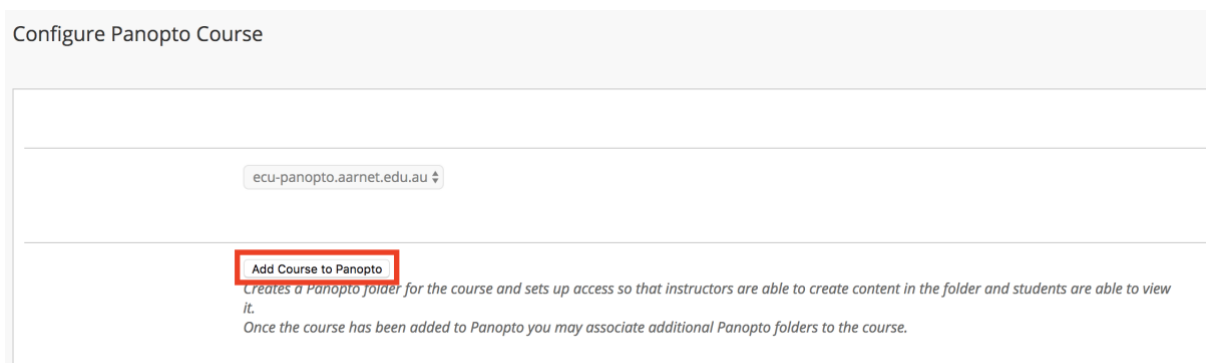
3. In the **Add Tool Link** box, complete the following fields:
  - a. **Name:** the name of the link on your menu, e.g. *Class Recordings*
  - b. **Type:** select *Panopto Course Tool Application*
  - c. Be sure to check the *Available to Users* check box and click **Submit**

A screenshot of the 'Add Tool Link' form. The form has the following fields: 'Name' with the value 'Class Recordings', 'Type' with a dropdown menu showing 'Panopto Course Tool Applica', and a checked checkbox for 'Available to Users'. At the bottom right, there are two buttons: 'Cancel' and 'Submit' (highlighted with a red box).

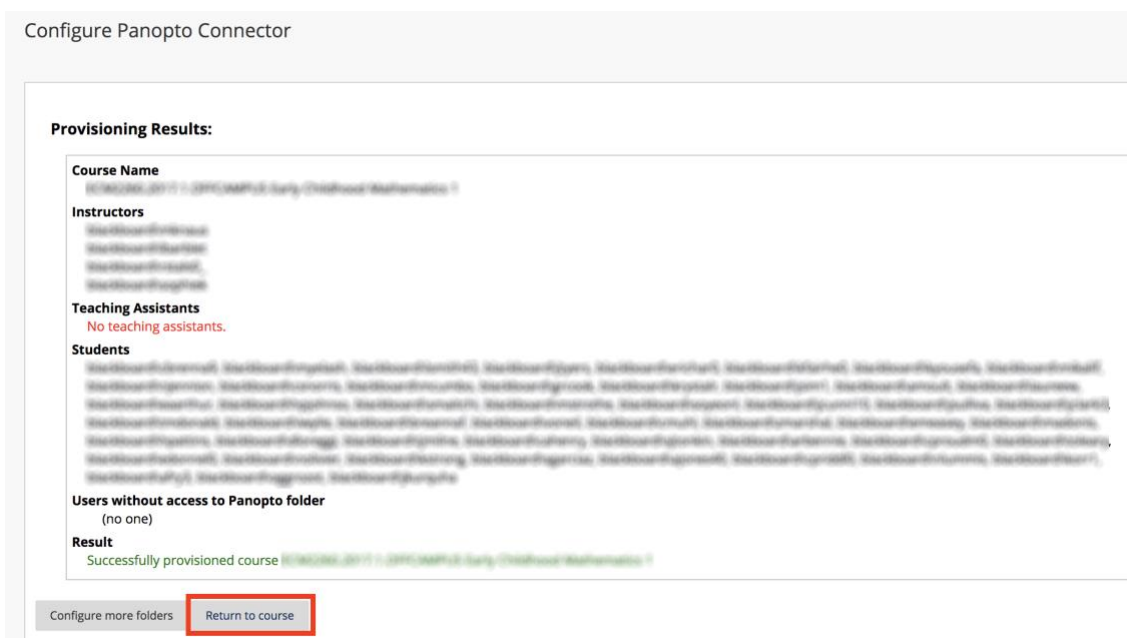
- Now click on the unit menu link you just created, e.g. **Class Recordings**
- Click the **Configure** button.



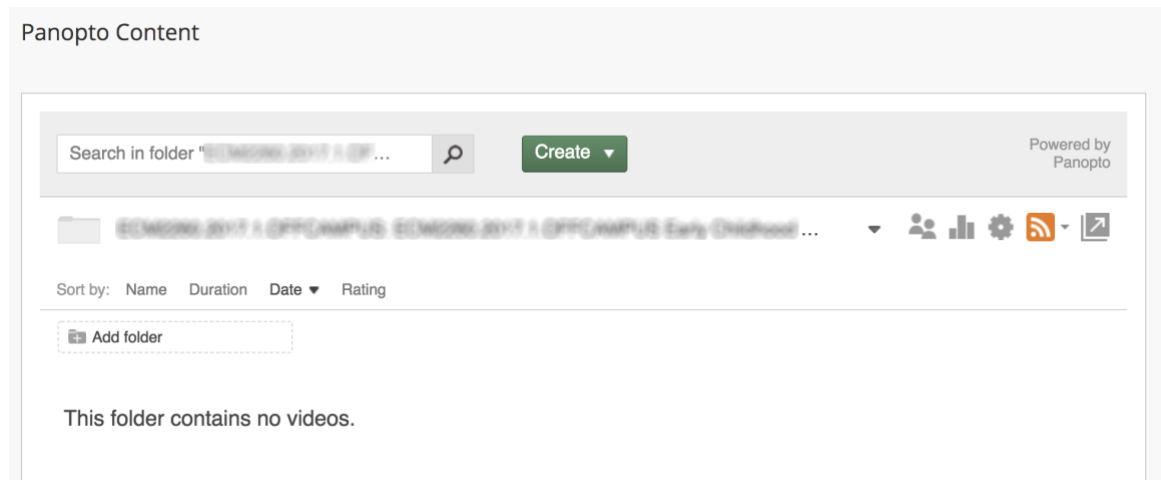
- Click the **Add Course to Panopto** button.



- A page confirming your Blackboard unit was configured in Panopto. Click the **Return to course** button.



- Now, if you click on the unit menu link you just created, e.g. **Class Recordings**, you will see an empty folder ready to begin using Panopto in your unit.



## More information:

For more information see the Panopto page in the Learning Intranet

<http://intranet.ecu.edu.au/learning/learning-technologies/panopto-lecture-capture/panopto-for-staff>