Install the Panopto Recorder application

For **Windows computers** type Software in the Search Windows field and click Software Centre. Install Panopto.

For **Mac computers** in the Dock click Finder, then Applications then Self Service. Install Panopto.

Create a Panopto menu link in the Blackboard unit

Access the Blackboard unit site and create a ‘Panopto Video’ menu link (refer to Quick Guides – ‘Adding Panopto to Blackboard’).

This process creates a unit folder in Panopto with a student viewing permission.

Record the video

Select the ‘Panopto Video’ menu link in the Blackboard unit site.

Click on **Create** and select ‘**Record a new session**’ to launch the Panopto Recorder (refer to Quick Guides – ‘**Recording Basics**’).

Submit the video for upload to the Panopto library. You will receive an email when the video is available for viewing.

For every 1 hr of recording allow approx. 1 hr for upload and processing time (longer with complex video streams and a high server load).

Edit the video

Select the ‘Panopto Video’ menu link in the Bb unit site.

Click on the ‘**Open in Panopto**’ button located on the far right of the page.

Mouse over the video and select **Edit**.

Make changes in the web editor window and select **Publish** to commit (refer to Quick Guides – ‘**Editing Basics**’).

Embed the video in the Blackboard unit learning content

Navigate to the Blackboard learning content page to insert the video.

From the Built Content menu in Blackboard, select ‘Panopto Video Embed’ (refer to Quick Guides – ‘Embed Video in a Blackboard Content Area’ for more options).

Reposition the video in the correct sequence with the learning material provided.