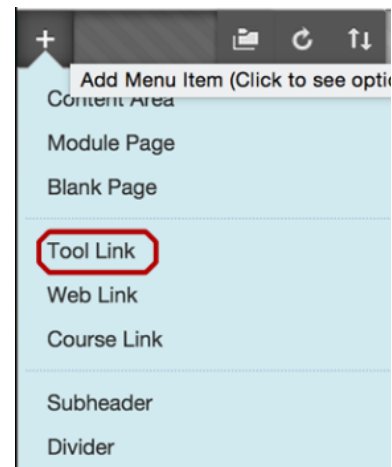




Quick Guide: Adding Panopto to Blackboard

This one-off process is required for each Blackboard unit using Panopto

1. At the top of the left course menu, click on the + icon then select Tool Link



2. In the **Add Tool Link** box, complete the following fields:
 - **Name:** enter what you want to call the link (ex. Class Recordings)
 - **Type:** click on the menu and select **Panopto Course Tool Application**
 - Click the box next to **Available to Users** (this allows your students to see the link)

Add Tool Link

* Name:

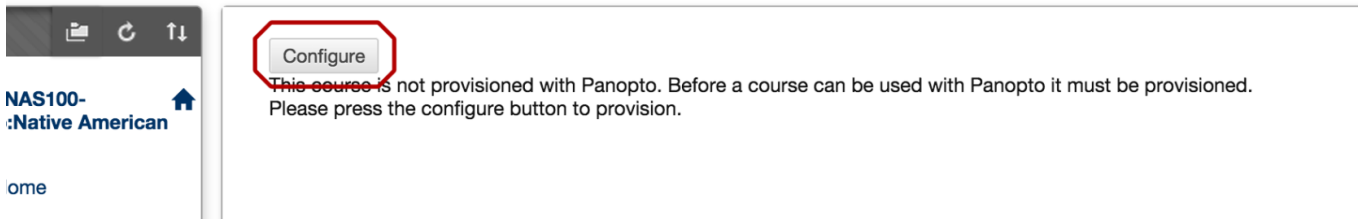
Type:

Available to Users

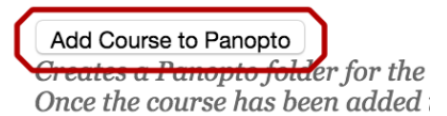
4. Click the Submit button



- Click on the Panopto tool link you just created. In this example the link's name is **Class Recordings**
- In the content area of Bb Learn (to the right of the course menu), click on the **Configure** button.



- On the Configure Panopto Focus Course page, click the **Add Course to Panopto** button.



- Confirm that the course was successfully configured in Panopto then click the **OK** button.

Provisioning Results:

Course Name
(201501-NAS100-810)Intro:Native American Studies

Instructors
blackboard\kwhite3 (Kevin White <kevin.white@oswego.edu>)
blackboard\kflint2 (Kristen Flint <kristen.flint@oswego.edu>)
blackboard\dutton (Katharine Dutton <katharine.dutton@oswego.edu>)

Students
blackboard\jbell2, blackboard\adanner, blackboard\schase2, blackboard\jsheehy, blackboard\hgrewal, blackboard\kgrampp, blackboard\mpappas, blackboard\jberner, blackboard\cmoore4, blackboard\gtrivign, blackboard\kjacobbi, blackboard\akelly4, blackboard\ndelgaiz, blackboard\hzcari, blackboard\rbortin, blackboard\dkuhn, blackboard\bladd, blackboard\jferrant, blackboard\jforman2, blackboard\esantos2, blackboard\apizzino, blackboard\jklein3, blackboard\hboutell, blackboard\hcarpine, blackboard\mmccabe4, blackboard\ecash, blackboard\rnacaj, blackboard\westfal, blackboard\srose3, blackboard\mrumpf, blackboard\mtuohey, blackboard\cgaylord, blackboard\raponte, blackboard\bcasciol, blackboard\ataranto, blackboard\mklauser, blackboard\mbarthol, blackboard\ehall5, blackboard\scharap, blackboard\mnelson4, blackboard\ddolma, blackboard\lazzano, blackboard\cpyrda, blackboard\pasiedu, blackboard\...

Result
Successfully provisioned course (201501-NAS100-810)Intro:Native American Studies

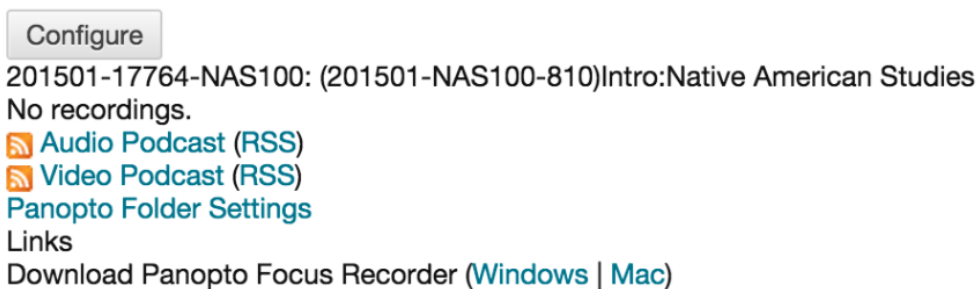




7. On the next page, click the **Submit** button.



8. Under the **Configure** button, your course name will be listed. Recordings will be listed on this page.



9. Move the link from the bottom of the menu to a more visible menu area – such as **Learning Modules**

