PART I : Getting Your Blackboard Site Ready for Panopto
(Note – Proceed to Part II if you’ve previously followed the steps outlined below)

1. Log into a specific course site in Blackboard.

2. At the bottom of the course menu, click on the Panopto link.

   Note: the symbol means that the item is not currently visible to students. That is the correct setting since this tool link is only used by the course instructor(s).

3. Click the Configure button.

4. Click Configure.

5. Click Add Course to Panopto.

6. Click Continue to Part II on the next page.

7. Continue to Part II on the next page.
PART II: Making a Recording with Panopto

1. Click the Panopto link at the bottom of the course menu

2. Click the Create button near the top of the window, and choose Record a New Session

   ![Record a new session](Record from your Mac or Windows PC)

   **Note:** If you have not previously downloaded the Panopto recording software, you will be prompted to do so. Due to the security settings of computers on the SAIS campus, you may need to ask the IT staff to complete this installation on your SAIS computer.

3. Click Launch Panopto

   ![Launch Panopto](Requires Installation)

   The Panopto Recorder software will open

4. If the Folder Name does not list your course name or number, click the arrow and locate your course

   ![Folder](SAIS)

   ![Session](YOUR SESSION NAME HERE)

5. Enter a Name for your recording in the appropriate field.

   **Note:** Individual recordings are called “Sessions” in Panopto

   ![Folder](SAIS)

   ![Session](YOUR SESSION NAME HERE)
7. Choose the Audio/Video inputs and settings that you wish to use for your recording.

**Video**
Choose the appropriate video source from the drop menu. If you do not wish to include video of yourself, choose None.

**Audio**
Choose the appropriate audio source from the drop menu.

When speaking, the colored volume meter should top out close to the level indicated in the image to the right.

8. For the Secondary capture source, choose Capture PowerPoint or Capture Keynote, depending on the presentation software you use.

Note: You may also record your computer desktop by deselecting the PowerPoint and Keynote options.

9. When you are ready to begin recording, click the Record button.

If you are recording voice over PowerPoint or Keynote, navigate to that software and view your presentation in slideshow mode before proceeding.

11. When you have finished recording, tap the Esc key on your keyboard and return to the Recorder software.

12. Click the Stop button. You may also Pause the recording and revisit it after a break.

Panopto will automatically upload your session to the folder you chose previously. It will also process the recording to make it viewable online. Processing may take from several minutes to an hour, depending on the length of your recording.

Note: Do not turn off or restart the computer until the session has finished uploading.
13. After processing, the recording will appear in the Panopto area in the Blackboard course site menu. Click the link to review the presentation.

![Sample Powerpoint 1](image)

---

**PART III**: Making a Recording Available to Students in Blackboard

Students do not see the Panopto tool link in the Blackboard course menu. In order to allow them to view your recording, you will need to create a link to it in a different space within the course site.

A. Click on **Course Files** or another content area in the course menu

B. Hover your mouse over the **Tools** button at the top of the window

C. Choose **Panopto Video Link**

D. Select the appropriate **Folder** and **Lecture** from the drop-down menus

E. Choose a **Title** that will be displayed in the Bb site. You may also include a **Description**

F. Click **Submit**

Students will click the link to view the recording in a new window.

---

**Support Resources**

For questions and training related to Panopto and Blackboard:
**SAIS Online and Distance Learning**
sais.odl@jhu.edu | 202.663.5652