

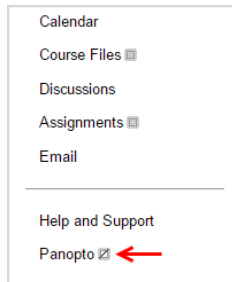


PART I : Getting Your Blackboard Site Ready for Panopto

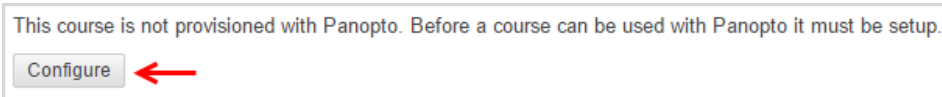
(Note – Proceed to Part II if you've previously followed the steps outlined below)

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



9. Click **Add Course to Panopto**



10. After a brief pause, the system will notify you that you have successfully provisioned the course. It will also list all of the instructors and students that are affiliated with the course

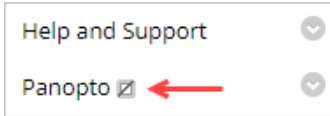
Click **Return to Course** to finish

Continue to Part II on the next page

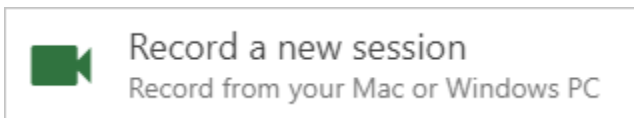


PART II : Making a Recording with Panopto

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

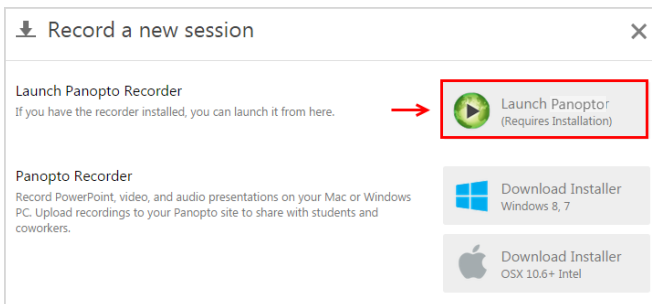


2. Click the **Create** button near the top of the window, and choose **Record a New Session**



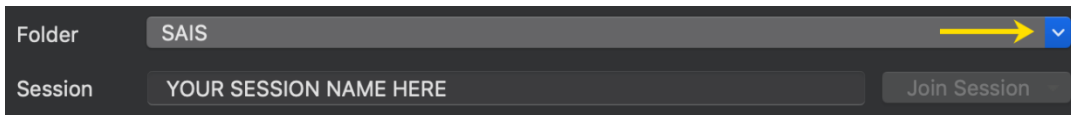
*Note: If you have not previously downloaded the **Panopto** recording software, you will be prompted to do so. Due to the security settings of computers on the SAIS campus, you may need to ask the IT staff to complete this installation on your SAIS computer.*

3. Click **Launch Panopto**



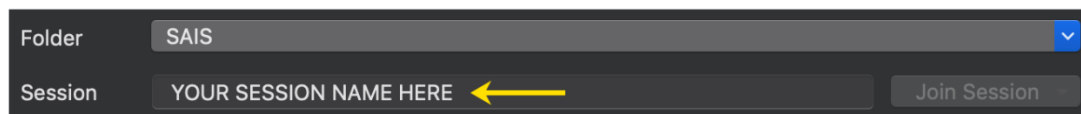
The Panopto Recorder software will open

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



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

Note: Individual recordings are called "Sessions" in Panopto





7. Choose the Audio/Video inputs and settings that you wish to use for your recording

Video

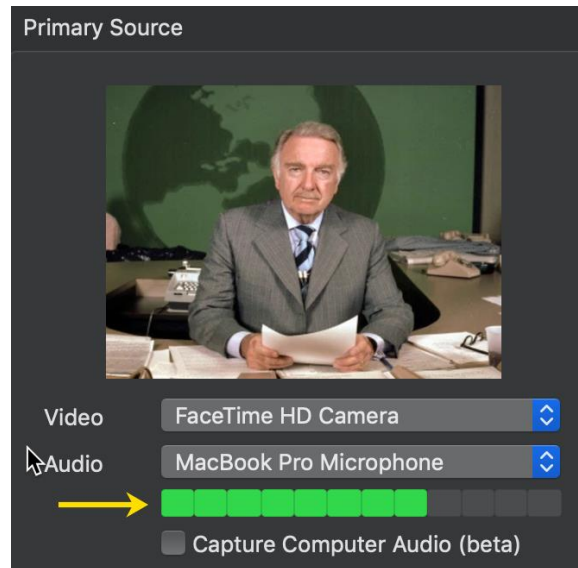
Choose the appropriate video source from the drop menu. If you do not wish to include video of yourself, choose **None**



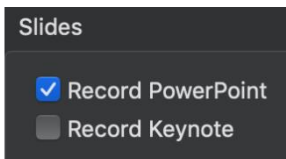
Audio

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

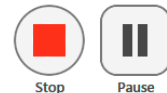
9. When you are ready to begin recording, click the **Record** button



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

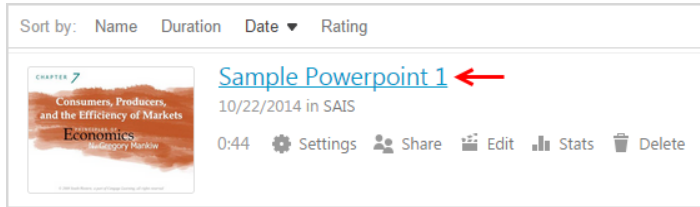


Panopto will automatically upload your session to the folder you chose previously. It will also process the recording to make it viewable online. Processing may take from several minutes to an hour, depending on the length of your recording.

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

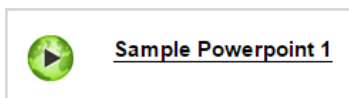


PART III : Making a Recording Available to Students in Blackboard

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