



PANOPTO

For Windows and Blackboard

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)

Calendar
Course Files
Discussions
Assignments
Email

Help and Support
Panopto ←

3. Click the **Configure** button

This course is not provisioned with Panopto. Before a course can be used with Panopto it must be setup.

Configure ←

9. Click **Add Course to Panopto**

jh.hosted.panopto.com ▾
↓
Add Course to Panopto *Creates a Panopto folder. Once the course has been*

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

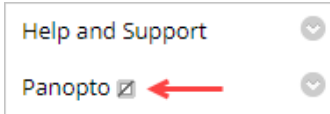
Click **Return to Course** to finish

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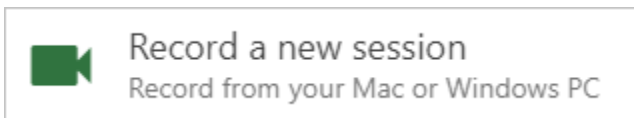


PART II : Making a Recording with Panopto

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

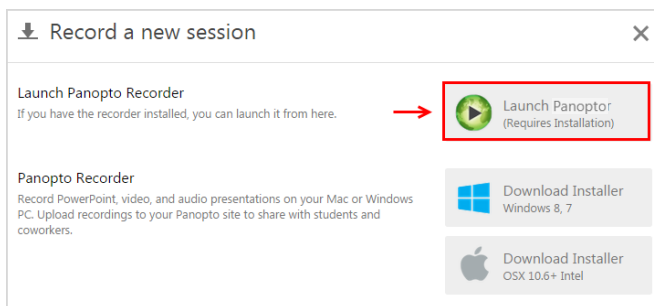


2. Click the **Create** button near the top of the window, and choose **Record a New Session**



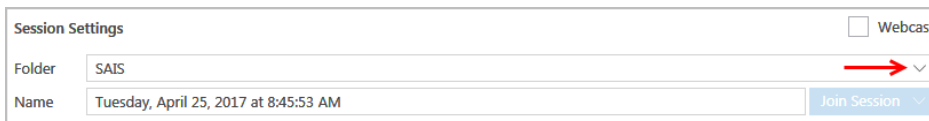
*Note: If you have not previously downloaded the **Panopto** recording software, you will be prompted to do so. Due to the security settings of computers on the SAIS campus, you may need to ask the IT staff to complete this installation on your SAIS computer.*

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

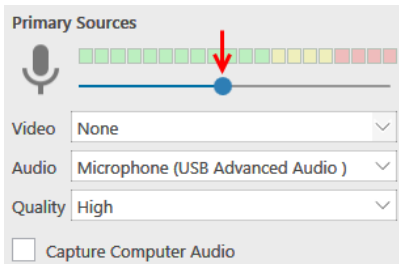




7. Choose the Audio/Video inputs and settings that you wish to use for your recording

Audio Only

Use the slider to adjust the recording input level.
The colored volume meter should top out between green and yellow for best audio quality

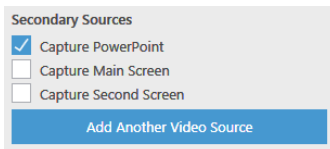


Audio and Video

Use the slider to adjust the recording input level!
You may adjust the recording Quality as necessary. The default option is **High**



8. Under the Secondary Capture Source, choose **Capture PowerPoint** or **Capture Primary Screen**. Deselect any other options

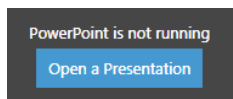


For Voice-over-Powerpoint (VoPPT) only

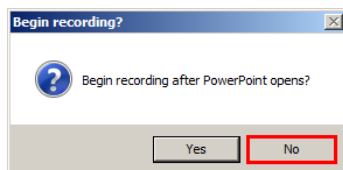
Panopto makes the process of recording narration over a PowerPoint file simple by automating some steps. Once you choose the file you wish to use, you will have the option of automatically starting the recording, which is not recommended so that you have time to prepare.

The PowerPoint file will open in a full screen mode when the recording begins.

9. In the main recording window, click the button marked **Open a Presentation**



10. When prompted, choose **not** to begin recording right away. The presentation will automatically start after you begin recording





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



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

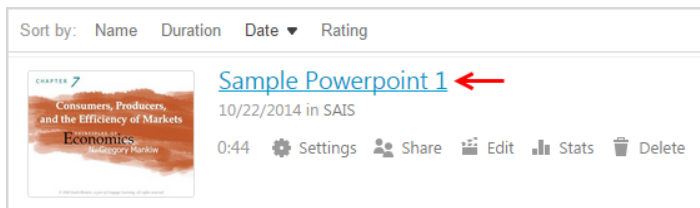
13. Click the **Stop** button. You may also **Pause** the recording and revisit it after a break



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

14. After processing, the recording will appear in the Panopto area in the course site menu. Click the link to view the presentation



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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

For assistance installing the Panopto Recorder on campus:

saishelp@jhu.edu | 202.663.5666