Student Tutorial: Use Panopto to Create and/or Share a Recording

Purpose: To show students how to create recordings using Panopto and then share a URL to the recording in a discussion forum in Blackboard. Additionally, this tutorial shows how to upload a media file to Panopto in order to generate a URL.

For Panopto help, visit Panopto Support, which includes a link to Getting Started video.

Options

Follow instructions in your course in Blackboard to know which of the following options to select based on your instructor's requirements. Sometimes you may have the option to choose:

- Use Panopto on your computer
- Use Panopto on your smart phone
- Upload media not created in Panopto

Use Panopto on your Computer

1. Before you begin, review the required resources or technical requirements in the syllabus.

2. Read this article to learn how to install and record using Panopto. I**mportant:** If you have already downloaded Panopto to your computer, skip to step 4.

   a. If you prefer video tutorials, they are located at the bottom of the article.

   b. If you have questions after reviewing the resources, post them to the Q&A Forum.

3. Follow the instructions in the same article for step 1 to **install Panopto on your computer.**

4. Follow the instructions in the same article for steps 2 – 4 to **create a recording** (record a new session).

5. Use the naming convention provided in Blackboard when saving your recording session.

6. Your video auto saves to a course folder. WAIT until you see your video in the Panopto **Assignments** folder before sharing in the discussion forum.

7. Locate your recording in the Panopto **Assignments** folder.

   a. If you do not see it available, please contact your instructor.

8. Hover over the title of your recording. When the options appear, click **Share.**

9. Copy the link from the text box located below: **Link / Embed.**

   a. This is the link you will paste into the video discussion when prompted to share the link for your Panopto video.

Use Panopto on your Smart Phone

1. Locate and download the Panopto application to your phone.

2. Click the three horizontal bars (top left) to sign in.

3. Sign in using this web address: **drake.hosted.panopto.com**

4. Follow the prompts to sign in to Blackboard.

5. Click the three horizontal bars (top left) to access the main menu again.

6. Under Create, click **Record & Upload.**

7. Select the **Assignments** folder for the correct course.

    a. If the folder is not visible, click the **Browse** button to search for it.

8. Use the **Start recording** button to record your video.

9. After you finish your recording, you have three options:

    a. Click the arrow (bottom middle) to preview your recording.

    b. Click **Retake** to try again.

    c. Click **Use Video.**

10. When you click **Use Video,** name the file according to the naming convention provided by your instructor.

11. Click **Upload** (top right).

    a. During the upload process, which takes some time (~5 minutes), the status displays as 'Processing'.

    b. The upload process is complete when a **Share** button displays next to the video and you receive an email confirmation.

12. If the assignment requires you to post a link to your video, copy the first link from the email confirmation you receive from Panopto.

Upload Media not Created in Panopto

1. Before you begin, review the required resources or technical requirements in the syllabus.

2. Read this article to learn how to install and record using Panopto. I**mportant:** If you have already downloaded Panopto to your computer, skip to step 4.
    a. If you prefer video tutorials, they are located at the bottom of the article.
    b. If you have questions after reviewing the resources, post them to the Q&A Forum.
3. Follow the instructions in the same article for step 1 to **install Panopto on your computer.**
4. Follow the instructions in the same article for steps 2 – 4 to **create a recording.** Instead of creating a recording, select the option to **Upload Media.**
    a. Be sure to click the **[Assignments]...** folder before uploading media.
    b. For screenshots after you select the **[Assignments]** folder, review how to upload videos files using the Create button.

5. When the upload is complete and the session is ready to view, click **Edit** to change the name of the file. If available, use the naming convention provided in Blackboard.

    a. To edit the filename, locate the current filename listed across the top after the [Assignments] folder >> type the correct file name >> close the browser window to save.

6. Your video auto saves to a course folder. WAIT until you see your video in the Panopto **Assignments** folder before sharing in the discussion forum.

7. Click **Panopto** in the course menu. Locate your recording.

    a. If you do not see it available, please contact your instructor.

8. Hover over the title of your recording. When the options appear, click **Share**.

9. Copy the link from the text box located below: **Link / Embed.**

    a. This is the link you will paste into the video discussion when prompted to share the link for your Panopto video.