USING PANOPTO ON A WINDOWS MACHINE

Recording and posting a Panopto video on Blackboard requires the following steps:

**STEP 1:** Connecting Panopto to Your Blackboard Course

**STEP 2:** Installing Panopto Recorder

**STEP 3:** Creating a Panopto Recording/Session

**STEP 4:** Posting Panopto Session on Blackboard Course

Detailed instructions for each step are listed below.
STEP 1: Connecting Panopto to Your Blackboard Course

1. Open Blackboard learn

2. Open the course that you want to connect Panopto to

3. Click <Tools>  
4. Click <Panopto Focus Contact>

5. Click <Configure>

Panopto Focus Content

This course is not provisioned with Panopto. Before a course can be used, please press the configure button to provision.
6. Click <Add Course to Panopto>

1 Select Panopto Server

![Select Panopto Server](image)

2 Provision Panopto Course

![Provision Panopto Course](image)

7. Click <OK>

8. Once you click <OK>, you will be taken to the Select Panopto Folders screen. In this screen you will see two columns: **Available Folders** and **Selected Folders** (see image below). It is in this screen that Panopto prompts you to create a folder for your course where all the recordings that you will be creating will be stored.

The column on the left titled, **Available Folders**, may not list any folders if you have never connected Panopto to any of your other courses. (e.g. The image below)
1 Select Panopto Folders

You may update the list of Panopto folders associated with this course. Instructors of this course will be able to create content in any folder associated with it.

If you have connected Panopto to other courses, the folders that you may have created in the past will be displayed in the Available Folders column as illustrated in the image below.

Also notice that in both cases, in the column titled Selected Folders, Panopto has by default created a
folder for your course where you can save all your recordings. Also note that name of the folder is the same as that of your course.

At this point you can choose to either continue working with the folder that Panopto has created for you or you can choose to create your own folder. Alternatively, you can also rename the folder that Panopto has created for you. To rename, please reference the rename folder worksheet.

To create a new folder, simply click the <Create New Folder> button.

Type in the name for your folder in the Enter a folder name textbox and click <OK>

9. Click <Submit>
## STEP 2: Installing Panopto Recorder

1. **Follow the installation instructions based on the browser used**

   - **Firefox**
     1. On the Panopto Focus Content screen, under **Links** right click on `<Windows>` and select `<Open link in new tab>`
     2. An Opening panoptorecorder.exe pop-up will appear. Click `<Save file>`
     3. Click on the `<down facing arrow>` found at the top right corner of your browser to reveal a window listing the

   - **Internet Explorer**
     1. On the Panopto Focus Content screen, under **Links** right click on `<Windows>` and select `<Open link in new tab>`
     2. A download tab opens at the bottom of your browser. Click `<Run>`

   - **Chrome**
     1. On the Panopto Focus Content screen, under **Links** right click on `<Windows>` and select `<Open link in new tab>`
     2. The file panoptorecorder.exe will download and will become available to you in the bottom left-hand corner of your screen.
     3. Click on the `<panoptoRecorder.exe>`

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downloaded file.

4. Click `<panoptorecorder.exe>`

2. On the **Install Panopto** window, click `<Next>`

3. Click `<Install>`

4. The **Install Panopto** window will open
STEP 3: Creating a Panopto Recording/Session

1. Click on <Panopto Focus> icon on your task bar

2. In the Panopto Focus window, click on <Log in with Blackboard>

3. In the My CLU that opens within the Panopto Focus window, type in your CLU username and Password and click <Login>
4. The **Panopto Focus** window will open.

5. Click on the arrow point down, found at the far right of the window to select a folder where you will be saving your recording.

6. Hover over the folder you want to select
7. Click **<Add New Session>**

8. Click **<Create New Recording>**

9. In the text field next to **Record a new session call**, type the description for the recording:
   a. Panopto by default lists the date and time stamp as the session description. However, you can choose to enter your own description.

10. Make sure that the **Capture PowerPoint** checkbox is checked.

11. Make sure that **Capture Screen** checkbox is checked.

12. In the **Audio** field, click the dropdown to select the microphone that you would like to use for the recording.

13. In the **Video** field, click the dropdown to select the camera you want to use.
   a. If the **Video** is correctly selected, you will be able to preview the video.

14. Click the checkbox next to **Start presenting when recording starts**.
15. Open your **PowerPoint presentation**

16. Click `<Record>`

17. Once in Slide Show, start making your presentation

18. When finished, press the **Esc Key** on your keyboard and click `<Stop Recording>` on the Panopto recorder window. Alternatively, you can also press the **F10 key** on your keyboard to stop the recording

19. Panopto will then start rendering the video

20. Click on `<View>`

21. The video will open in a new browser window/tab

22. Having viewed your lecture, you can now post your recording on Blackboard, or if you need to make changes, you can edit the recording
Step 4: Posting Panopto Session on Blackboard Course

1. Go to Blackboard Learn
2. Click on the course where you want to post your session
3. Click on the weekly lecture/lessons page where you want your post the session
4. Hover over Tools, click on <Panopto Video Link>

5. In the dropdown next to Folder, select the folder in which you recorded your session
6. In the dropdown next to Lecture, select the lecture that you want to post

   1. Select Panopto Folder
      
      Folder

   2. Select Panopto Lecture
      
      Lecture

   3. Edit title and description
      
      Title
      Description

7. In the text field next to Title, you have the option to either enter a new title or leave the default title as is

8. You can add a description in the description field if you like

9. Click <Submit>

10. Click <OK>

11. Your lecture will now show up as a Panopto video link on the page. You can click on it to view it.