Get Started with Panopto Lecture Capture in Blackboard

Panopto’s lecture capture tool is integrated with Blackboard in order to make it easier for instructors to create presentation videos and share them with students. This document describes how to get started with the Panopto Lecture Capture tool for the first time. Instructions include provisioning a course within Panopto, configuring a Bb course for use with Panopto, downloading and installing the Panopto recorder, and the initial login in to the recording management interface.

Configure Panopto Tool in a Course:

1. Login to the Blackboard Production Environment here: https://blackboard.ohio.edu.
2. In the My Courses module, select course in which you wish to place your lecture recordings.
3. From the Course Menu, navigate to the Tools area and click the Panopto Focus Content link:

   ![Panopto Focus Content link](image1)

4. On the “Panopto Focus Content” page, click the Configure button.
5. “Select Panopto Server,” section 1 on the “Configure the Panopto Focus Course” page, is already set for you. On a Mac, note the server name (lecturecapture.oit.ohio.edu), as it is needed later.
6. In section 2, “Provision Panopto Course,” click the Add Course to Panopto button. The Provisioning Results should produce a green success message. Click OK to proceed.

   ![Provisioning Results](image2)

7. The next “Configure Panopto Focus Course” page allows you to select folders to hold your recordings. The course will have its default folder selected already. If you have multiple
courses that are configured with the Panopto tool, you have the opportunity to associate the other folders with the course you are currently configuring. This would allow you to pull recordings from the other courses to post in this course, but it isn’t necessary to do so.

8. Click **Submit** button to complete the configuration process.

![Configure Panopto Focus Course](image)

9. This returns you to the “Panopto Focus Content” page, where the recordings associated with the course are listed.

**NOTE:** If you are a first-time user, proceed to the Links area to download the Panopto Focus Recorder appropriate to your operating system. For detailed instructions, please see the associated documentation, “Download & Install the Panopto Recorder.”

**Download & Install the Panopto Focus Recorder:**

1. Login to the Blackboard Production Environment here: [https://blackboard.ohio.edu](https://blackboard.ohio.edu).
2. In the My Courses module, click the link of a course configured for use with the Panopto lecture capture tool.
3. From the Course Menu, navigate to the **Tools** area and click the **Panopto Focus Content** link:
4. On the “Panopto Focus Content” page, click the Download the Panopto Focus Recorder link appropriate to your operating system—Windows or Mac.

![Download the Panopto Focus Recorder](image)

5. The file download dialogue box should appear. Select the Save option, then run/open the file to begin the installation process. Follow the installation prompts.

6. When the installation completes, the recorder may open automatically, or you may need to find the application and manually open it. Upon opening the recorder, a Panopto login box will appear:

   **Windows:**

   ![Panopto Login Window (Windows)](image)

   Use Ohio ID & password

   For Windows, click Log in with Blackboard Production button

   **Mac:**

   ![Panopto Login Window (Mac)](image)

   For Mac, must enter a Server Name: lecturecapture.oit.ohio.edu

   Click Get Providers for Server button and select “Blackboard Production”

7. In the Panopto Recorder login box:
   a. For Windows OS, enter your Ohio ID and password, then click the Log in with Blackboard Production button. DO NOT click the Log In button in the bottom right corner.
   b. For Mac OS, enter a Server name (lecturecapture.oit.ohio.edu), then click the Get Providers for Server button and select Blackboard Production from the drop-down.

8. Enter Ohio ID and password on the Ohio Blackboard Production login page and click Login.

9. The Panopto Recorder application is now open and ready to record.
NOTE: For details regarding the use of the Panopto Lecture Capture tool, please see additional documentation describing how to create a recording and post it in a Blackboard course for viewing.