Create a Video with Panopto in Blackboard

The purpose of this is to identify how to start up the Panopto Recorder from within Blackboard Production. These screenshots are from Firefox 17 on Windows 8, they should be very close if not the same as a Windows 7 version.

1. Login to Blackboard Production (https://blackboard.ohio.edu/) and navigate to a course.
2. Click on Tools.
3. Click the Panopto Focus Content link.
4. Click the **Panopto Folder Settings** link. This will open a new tab and a popup in your browser.

5. No need to make any changes at this moment, just close out of this by clicking the X in the top right corner.
6. Notice there is now a new browsing tab open, click the **Record** button in the top right area.

7. A popup will appear, if you already have the Panopto application installed, click **Launch Recorder**.
8. Once the Panopto application has launched, check that the video, audio, and secondary capture sources are set as desired.
9. Click the **large dropdown arrow** (circled below).
   
a. By default the recording is set to **Offline Recording**, videos are easily uploaded later.
   
b. You can choose to have your recording automatically uploaded to a course once the recording finishes by clicking **Add New Session** to the right of the course name.

10. Use the **Settings** tab view more customizable settings. These are optional and changes are usually unnecessary.
11. When you are ready to start recording, navigate back to the Create New Recording tab and click the red Record button.

a. Confirm the start of recording when the Record button turns into a Stop button and the timing indicator is counting up.
12. While recording, you can adjust Secondary Capture Sources on the fly to make your video a desirable progression. Click **Stop** when finished recording.
13. After finishing a recording, you can find the video in the **Recording Status** tab.

![Screen Shot](image)

a. Clicking **Upload to Server** will prompt an upload to the course of your choosing.
b. Clicking **Delete** will permanently remove the video from your local Hard Drive.