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.

1. Login to Blackboard Production (https://blackboard.ohio.edu/) and navigate to a course.

2. Click on **Tools**.

3. Click the **Panopto 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 **Create** 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 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.

   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.