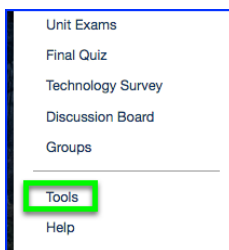Panopto is the video management system used by Moody, and it can be easily integrated into any Blackboard course, which allows video and audio stored in Panopto to be streamed directly in your course. Follow the instructions below to integrate, or "provision," Panopto capabilities into your course.
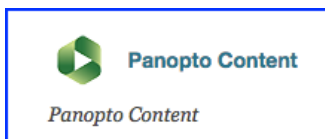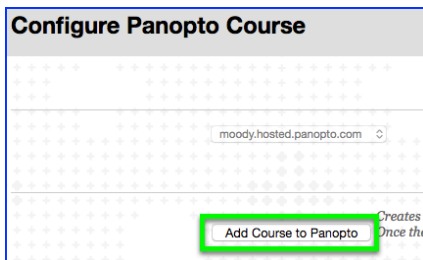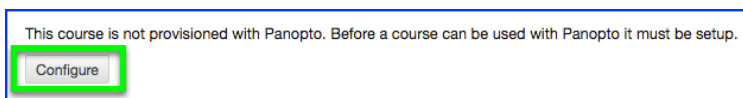
Process Steps

Provisioning in Blackboard

1. Log in to Blackboard and open the course you would like to provision with Panopto, and click the "Tools" link on the course menu.

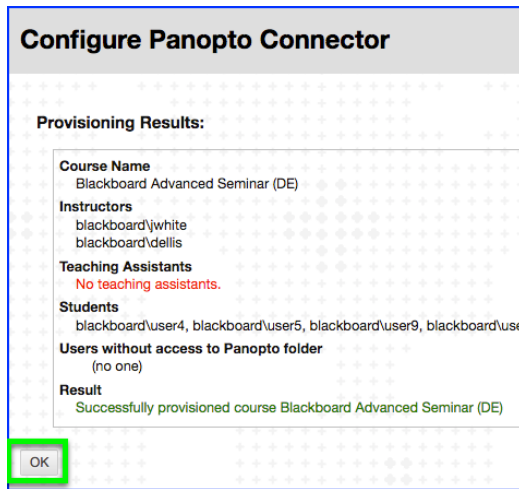2. On the "Tools" page, click the "Panopto Content" link.

3. If your course has not been provisioned already, you will see a message telling you to do so. Click "Configure"; then, on the next page ("Configure Panopto Course"), click "Add Course to Panopto."
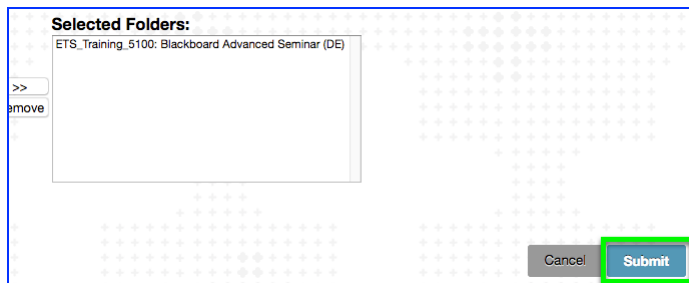

(Continued on next page)

4. The next page lists users in your Blackboard course with permissions to access any media located in the course's Panopto folder. This list is updated automatically as users are added or removed from the course in Blackboard. Click "OK" to move to the next step.

Configure Panopto Connector

Provisioning Results:

Course Name
Blackboard Advanced Seminar (DE)

Instructors
blackboard\jwhite
blackboard\dellis

Teaching Assistants
No teaching assistants.

Students
blackboard\user4, blackboard\user5, blackboard\user9, blackboard\use

Users without access to Panopto folder
(no one)

Result
Successfully provisioned course Blackboard Advanced Seminar (DE)

OK

5. On the next page, you will see the course folder in Panopto that is created automatically when you provision your course in Blackboard. In most cases, the selections on this page should not be changed. Unless you have a specific reason to change a setting, click "Submit" to complete the provisioning process.

Selected Folders:
ETS_Training_5100: Blackboard Advanced Seminar (DE)
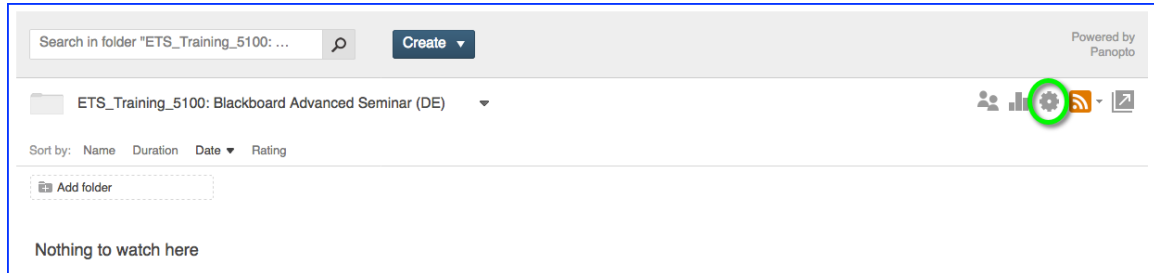
>>
emove

Cancel   Submit

One situation when you would change a setting is if you are teaching two sections of the same course for the semester and want to use the same Panopto folder for both courses. To do this, complete the full provisioning process for the first course. When selecting the Panopto folder (as in the graphic above) for the second course, remove the folder automatically placed in the "Selected Folders" section and add the folder for the first section of the course that was provisioned. Follow these steps:

a. Click on the folder in the "Selected Folders:" list to highlight it. Then, click the "Remove" button (to the left of the list).

b. To the left of the "Selected Folders:" list is a listing of all the Blackboard course sites in which you are enrolled. You can choose any of the courses in this this and move it to the "Selected Folders:" list to get those videos into the course being provisioned.
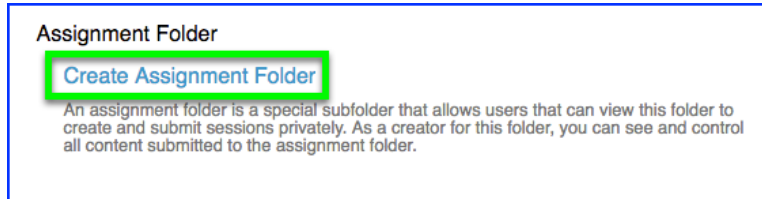
(Continued on next page)

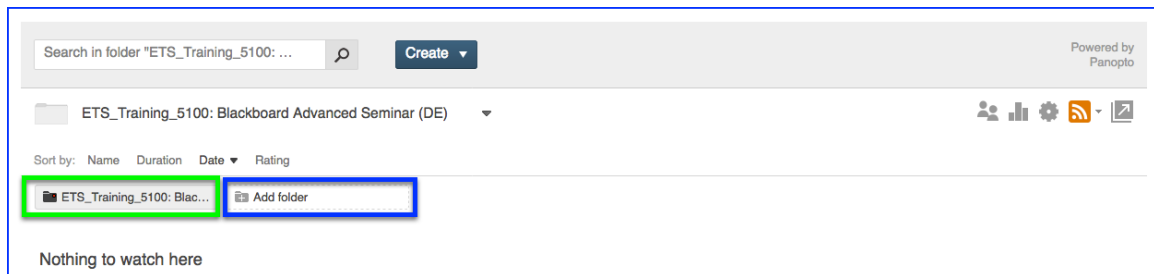## Setting Up for Student Video Assignment Submissions

1. If any of your course assignments require your students to submit a video, you will need to enable an "Assignment" folder within the Panopto course folder. Go to the home Panopto folder for your course, and then click the "Gear" icon in the upper-right side of the window.

2. A pop-up menu will appear; click the "Create Assignment Folder" link to enable student video submissions.

3. If you plan to have several assignments that require a video submission, you may want to create a separate folder for each video assignment. To do this, click the "Add folder" icon/link, type in the assignment name, and click "Enter."

4. For each new folder, click the folder's icon to enter it, then repeat Step 1 and Step 2 to create the assignment folder students will use to submit the assignment. This is one way to keep the assignment submissions for your class organized.

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/Volumes/its/Technology Services/Instructional Technology/Help Sheets/Panopto/HELP SHEET_Panopto-Blackboard_Provisioning Panopto to Bb_Feb_2018.docx