

# Using Panopto Video in Your BW Course

Video can be a powerful and engaging instructional tool that has been shown to increase student engagement. Follow these steps to begin using Panopto video in your class.

## Provision Your Course

The first step needed when using Panopto is to provision your course. This allows Panopto and Blackboard to communicate and sets the appropriate viewer/creator permissions. IT provisions all courses each semester, but if you get a message that your course was not provisioned (rare) then please refer to the last section of this document.

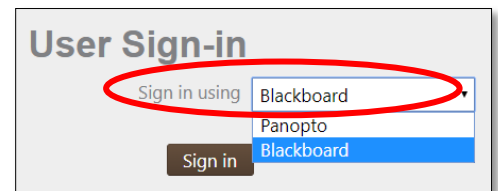
# Using the Panopto Recording Tool

## Accessing or Downloading the Recorder

### In a classroom

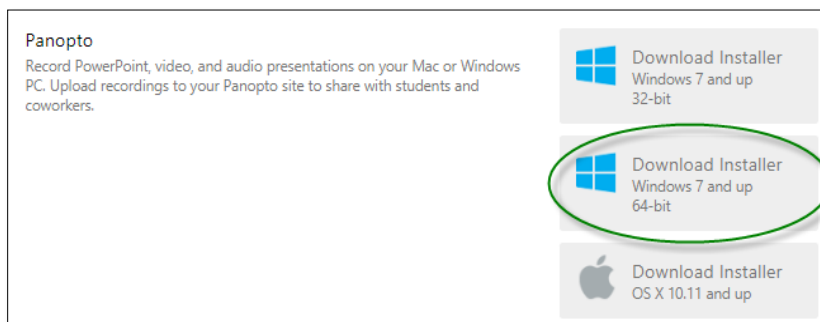


On the classroom media cart computer, you should see a Panopto icon on the desktop. You will be prompted to log in with your BW user name and password. If you have trouble logging in, make sure it says you are logging in with your Blackboard credentials and not Panopto. (Blackboard is the default so you should not have to change this).



### Installing the Recorder (outside of a classroom)

If you are not on a classroom computer, the first time you make a Panopto recording, you will need to download the Installer. (Panopto recorder may be installed on non-BW computers). Connect to <http://bw.hosted.panopto.com> and sign in using your BW credentials. Next, click the **Create** button at the top of the screen. Then choose **Panopto for Windows**. You will be given the opportunity to **Download the Installer** for your Windows or Mac device.



For most campus computers, choose the **Windows 7 and up version, 64 bit**. For Macs or 32 bit Windows systems, choose the correct option.

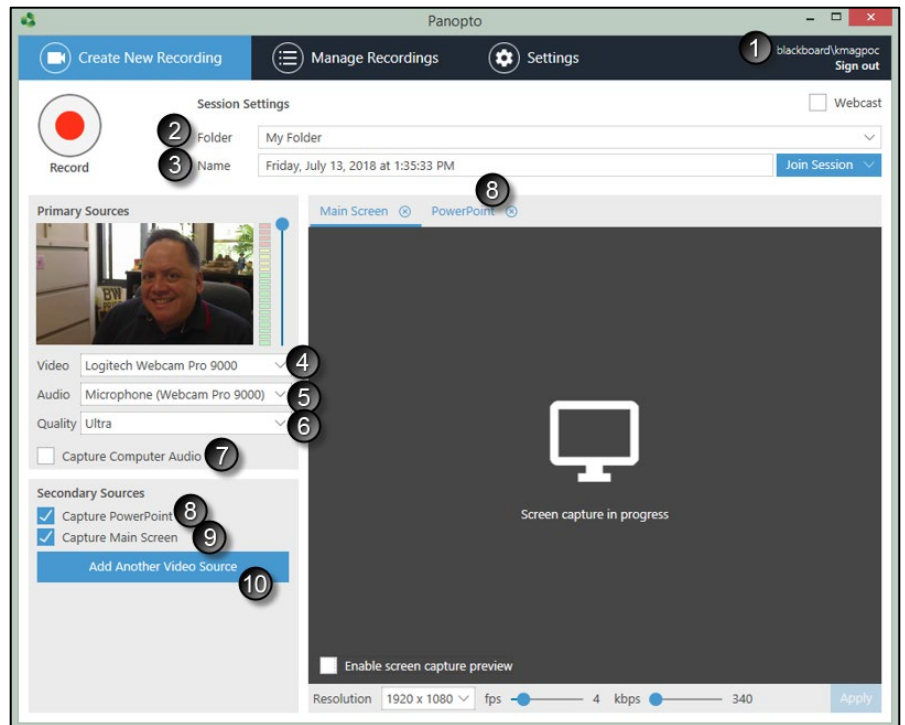
The installation is not complicated. If you are prompted by the antivirus software to confirm installation, you can click OK. In very rare cases, you may be asked to download a Windows .NET upgrade. This is OK as well.

Follow through the prompts until the software is installed. Once installed, Panopto will run. If you have previously logged in, it should remember who you are. If prompted, choose Blackboard and log in with your BW credentials again.

## Recorder Features and Options

This graphic is labeled to assist you in understanding the features on the Record panel.

1. Verify that your user name is displayed in the upper-right.
2. Folder: Determine which folder you want to store the video. Typically this will be the folder for the class you have provisioned. If you can't find that, you can temporarily store it in 'My Folder' and move it later.
3. Name: Optional, but we recommend that you name all of your videos. Otherwise, the date and time will be the video default name.
4. Are you using a webcam? Be sure it is connected and check it here.
5. The microphone for the media cart should already be selected. If you added your own mic instead, please choose it. Audio is required.
6. Quality – Choose between Standard, High, and Ultra.
7. Capture Computer Audio – Unless your lecture includes video or some other audio from the computer that needs to be saved in the recording, this is not needed. The microphone on the media cart will capture your voice.
8. Capture PowerPoint – If you are using a PowerPoint or other type of presentation from the computer, please check this box. A new tab will open above the screen capture box. This will let you browse to find your PowerPoint file and it will be integrated into your recording.
9. Capture Main Screen will let you capture all activity on the desktop computer.
10. Add Another Video Source – use this for a second webcam if you wish.



## Begin Recording

Click Record in the upper-left and then you can minimize the recorder. If you added a PowerPoint, the recording starts right away. If you want to confirm that the recording is happening, verify that the timer is advancing.

The Pause button can be used anytime to pause the action.

When you are done, click Stop, which replaces the Record button once you've started.

When you have stopped the recording, a box will open prompting you to add a description, if desired. Click Upload when you're ready.

The screenshot shows the Panopto web interface. At the top, there are navigation buttons for 'Create New Recording', 'Manage Recordings', and 'Settings'. The user is logged in as 'blackboard\kmgapoc' and can 'Sign out'. Below the navigation is a message: 'Only recordings stored on this computer are shown below. Manage My Recordings'. The main content area is divided into two sections: 'Currently Uploading Recordings' (highlighted in yellow) and 'Uploaded Recordings'.

Start Time	Duration	Folder	Session	Streams	Upload Progress	Actions
7/13/2018 1:57 PM	00:00:10	My Folder	Friday, July 13, 2018 at 1:57:43 PM	PPT + Video + Screen	<div style="width: 50%;"></div>	Pause Cancel

Start Time	Duration	Folder	Session	Actions	Status / Link
7/13/2018 1:55 PM	00:01:40	My Folder	Friday, July 13, 2018 at 1:...	Delete Local Set Offline	Resume Share Edit View
7/13/2018 8:56 AM	00:03:24	My Folder	Lynn Schulte - Show Exa...	Delete Local Set Offline	Resume Share Edit View
7/12/2018 11:06 AM	00:02:34	My Folder	srichman - locate extra c...	Delete Local Set Offline	Resume Share Edit View
6/22/2018 10:44 AM	00:05:30	2018SP-THE-328IX-M01:...	BUS 500A Overview	Delete Local Set Offline	Resume Share Edit View

Video upload time varies based on the length of the session. The section of the graphic above (highlighted in yellow) lists the videos currently being uploaded. When this section disappears, the upload is complete and has been submitted to the server for processing. You will receive an email message when the video is ready to use.

## Sharing Video with Others

### Email a Direct Video Link

If you want to share your video directly (without adding to a Blackboard course) follow these steps.

1. Log in at <http://bw.hosted.panopto.com> with your BW credentials.
2. Browse your folders to find your video.
3. Mouse over the video you want to send and click Share.
4. Under **Who has access** change **Specific people** to **Anyone with the link**. This will allow anyone with the link to view the video file. Copy the link above and click Save Changes. You can paste the link in an email or add it to a website.

This screenshot shows a video player interface. The video title is 'Friday, July 13, 2018 at 1:57:43 PM' and it was uploaded '22 minutes ago'. Below the video, there are several action buttons: 'Settings', 'Share' (circled in green), 'Edit', 'Stats', and 'Delete'. A small video thumbnail is visible on the left side of the player.

This screenshot shows the 'Who has access' dialog box. It states: 'This session inherits permissions from its folder: My Folder'. There are five access options listed:

- Specific people**: Only specific users and groups can view.
- Anyone at your organization with the link**: Unlisted, anyone at your organization who has the link can view.
- Anyone at your organization**: Anyone at your organization can find and view.
- Anyone with the link**: Unlisted, anyone who has the link can view. No sign-in required.
- Public on the web**: Anyone on the Internet can find and view. No sign-in required.

## Post a Video in Blackboard

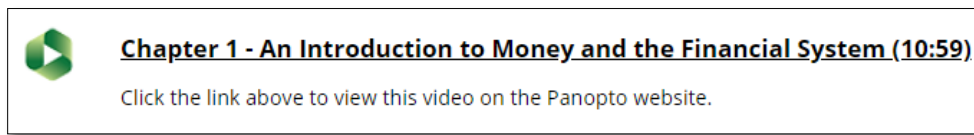
You can securely add a video to your Blackboard course. When you save the video in the class folder, students in your class automatically have permission to click the file to play it.

There are two ways you can post the video.

### 1. Link Only (only a link to the video appears)

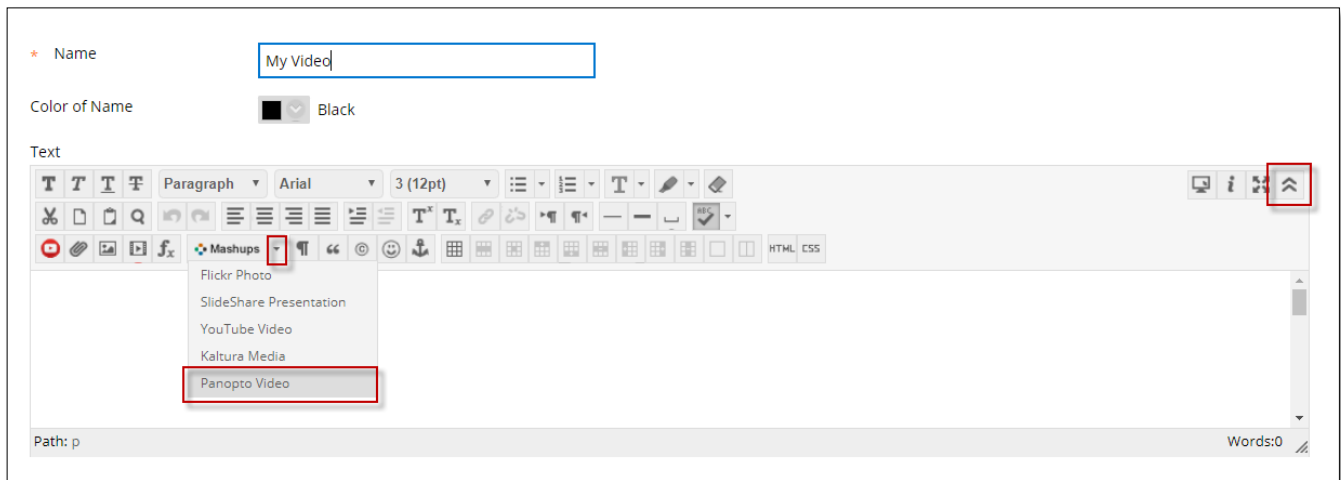
- Navigate to the course and content area (folder) in which you want the video link to appear.
- With Edit Mode ON, go to **Tools > Panopto Video Link**.
- Choose the Folder and the lecture from the drop down menus.
- Add a description, if desired. Click submit.

The link now appears in your class.

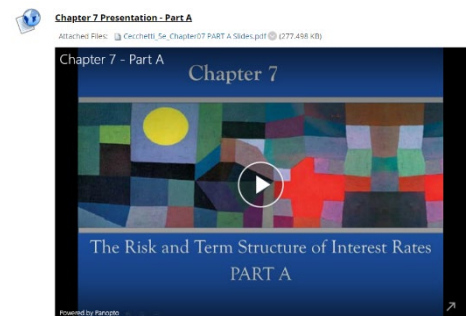


### 2. Embed Video (video is displayed on the Blackboard page)

- Navigate to the course and content area (folder) in which you want the video link to appear.
- With Edit Mode ON, go to **Build Content > Item**.
- Add a title and slide down to the Visual Text Box Editor (VTBE).
- If you don't see three toolbars in the text editor, use the down arrows on the far right. Choose the down arrow next to Mashups on the third toolbar and choose Panopto Video.



- A box will let you choose the video you want. Choose the folder at the top if needed, then find the video(s) you want to add to Blackboard. Click the selection, then slide down and click **Insert Videos** when done. A yellow box will appear in the text editor. Save this screen at the bottom and your video should appear.



## Are Your Students Creating Video Assignments?

If so, you will need to create an Assignments folder for your course. This gives students the ability to create and post content in Panopto and share it with other members of your class. Students are normally viewers, but this setting will allow them to become content creators.

To create the Assignments folder:

1. Log in at <http://bw.hosted.panopto.com> with your BW credentials.
2. Using the My Folders link on the left, select the folder you want to create the student assignments folder in.
3. Once selected, click the **Folder Settings** wheel in the upper-right corner of the page.
4. Click the blue **Create Assignments Folder** link in the center of the page.
5. Under **Settings**, check "Allow viewers to see each other's sessions." if appropriate.



Please note this page also contains a link to **Close** the assignments folder and prevent students from submitting other videos. Previously submitted assignments will remain in Panopto, but will not be viewable by the class when the folder is closed.

## Viewing Statistics

One advantage of including video content and assignments in your course is the ability to view user statistics.

This graphic is for a video that was BW Management class.

The green bar graph indicates the number of views (by week).

The next graph displays Views by Video Time – this shows how long users are watching your videos and you can observe when they drop off.

The bottom line graph indicates, by viewer, who is watching and for how long. The names have been blurred in the example, but each student name is a clickable hyperlink. This allows you to examine any students viewing history of what they've watched and for how long.

Viewing statistics confirm whether students have or have not watched required material. This can be used as an indicator of effort or completion of required assignments.

To learn more about the statistics functions:

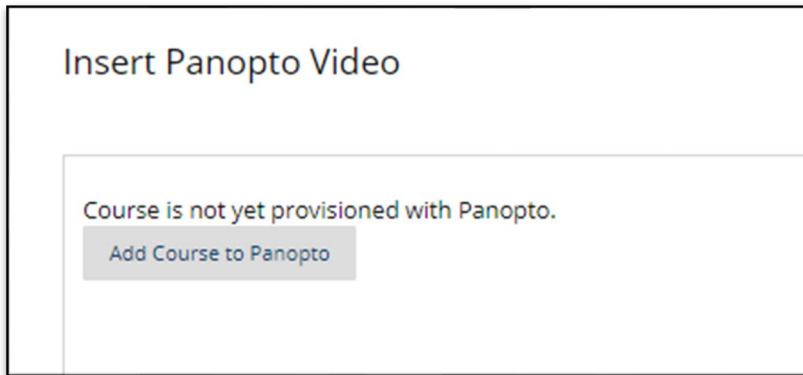
<https://www.panopto.com/blog/is-anyone-watching-your-videos-video-analytics/>.



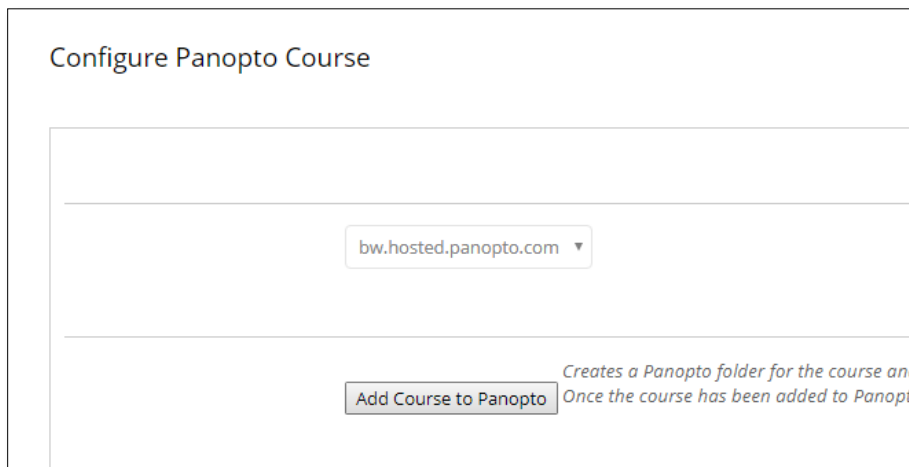
## Provision Your Course

This tells the Panopto server that your course will use video and lets Panopto and Blackboard work with each other. It also creates Panopto accounts for you and your students.

1. Go to any Blackboard Content Area (Course Documents, Assignments, etc.) within your course.
2. With Edit Mode ON, go to the Tools Menu at the top of the page and select **Panopto Video Link**.
3. If your course has not been provisioned, you will be asked to do so. If you see your course videos, then your course is already provisioned, and this step is complete.
4. Otherwise, you will see the prompt to add your course. Click **Add Course to Panopto**.



5. Again, click **Add Course to Panopto**.

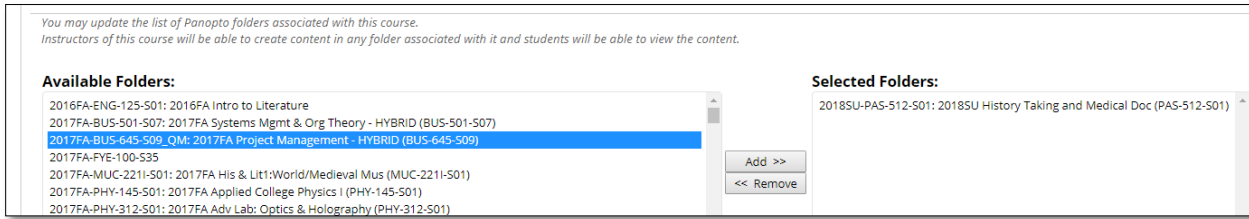


6. You will see the action confirmed. A box will appear which lists all instructors, teaching assistants and students. Instructors and Teaching Assistants are then able to create video in this class, while all students receive permission to view. At the bottom of the box, you should receive a success message in green text. Click OK.

### Result

Successfully provisioned course 2018SU History Taking and Medical Doc (PAS-512-S01)

7. IMPORTANT – If you are using videos from a section you have previously taught, you must select that class and send it to the right by clicking the Add button in the center of the screen. This gives your current section the rights to view the videos in the section you previously had Panopto content in. This will become increasingly important in future semesters when you copy courses that use Panopto.



8. After you click Submit, you will get to another screen which will allow you to place a previously-recorded video into your class. Usually you can cancel here, unless you already have video content in Panopto.

If you need help using Panopto video or taking advantage of its features, please reach out to your instructional designer. We are excited to offer this software to BW faculty and students. Please let us know how we can help!

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