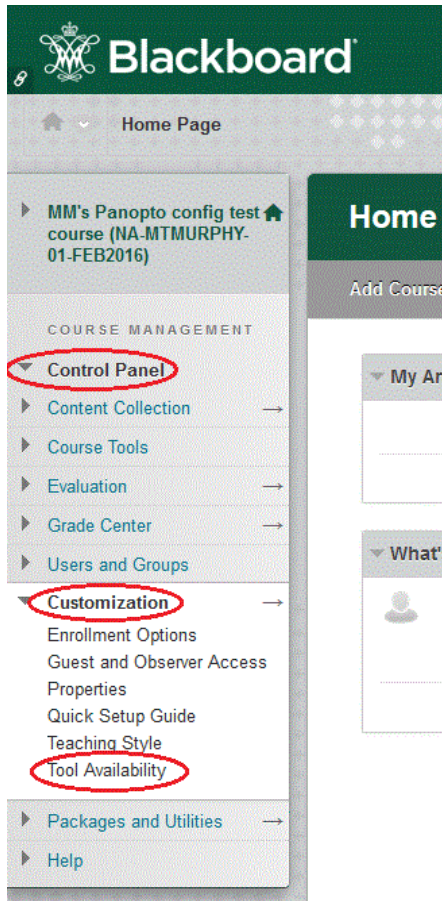


## Setting Up Blackboard Courses for Panopto

Prior to using Panopto for video recordings, you must first make the tool available in each of your Blackboard courses. The following steps provide guidance on this setup.

1. Make the Panopto tool available.  
Enter into one of your Blackboard courses. Within your course, under **Control Panel**, select **Customization, Tool Availability**.



2. Under **Tool Availability**, scroll down to find **Panopto Course Tool Application**, **Panopto Video Button**, and **Panopto Video Link**. Check the available boxes as shown below to make those tools available and available in content area.

OSCELOT Photo Roster	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Panopto Course Tool Application	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Panopto Video Button	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Panopto Video Link	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Performance Dashboard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poll Everywhere Single Sign On	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Now that you've made Panopto available, return to the **Tools** option of your course and select **Panopto Content**.

The screenshot shows the Blackboard interface for a course. The top navigation bar includes the Blackboard logo, a 'Home' button, and links for 'Content Collection' and 'Bb Course Generator'. The user's name, Michael Murphy, is displayed in the top right corner. The main content area is titled 'Tools' and features a grid of tool cards. Each card includes an icon, the tool name, a 'Hide Link' button, and a brief description. The 'Panopto Content' card is circled in red. The left sidebar contains a navigation menu with 'Tools' also circled in red. Below the 'Tools' section, there is a 'COURSE MANAGEMENT' section with a 'Control Panel' and various course management options.

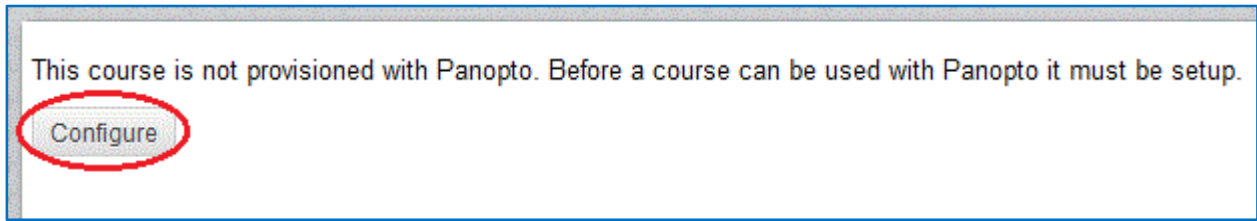
**Tools**

- Achievements** [Hide Link](#)  
Achievements
- Announcements** [Hide Link](#)  
Create and view Course Announcements.
- Blackboard Help for Students** [Hide Link](#)  
Open Blackboard Help in a separate window.
- Blogs** [Hide Link](#)  
Create and manage blogs for Courses and Course Groups.
- CPS Connection** [Hide Link](#)  
Allows Blackboard classes to connect to CPS for use in the class room.
- Calendar** [Hide Link](#)  
Track important events and dates through the Calendar.
- Cengage Learning MindLinks** [Hide Link](#)
- Discussion Board** [Hide Link](#)  
Create and manage Forums within the Discussion Board.
- Glossary** [Hide Link](#)  
View a list of important terms and their definitions.
- Groups** [Hide Link](#)  
Create and manage formal groups of students to collaborate on work.
- Journals** [Hide Link](#)  
Create and manage journals that can be assigned to each user in a group for the purposes of private communication with the instructor.
- My Grades** [Hide Link](#)  
Displays detailed information about your grades.
- Panopto Content** [Hide Link](#)  
Panopto Content
- Portfolios Homepage** [Hide Link](#)

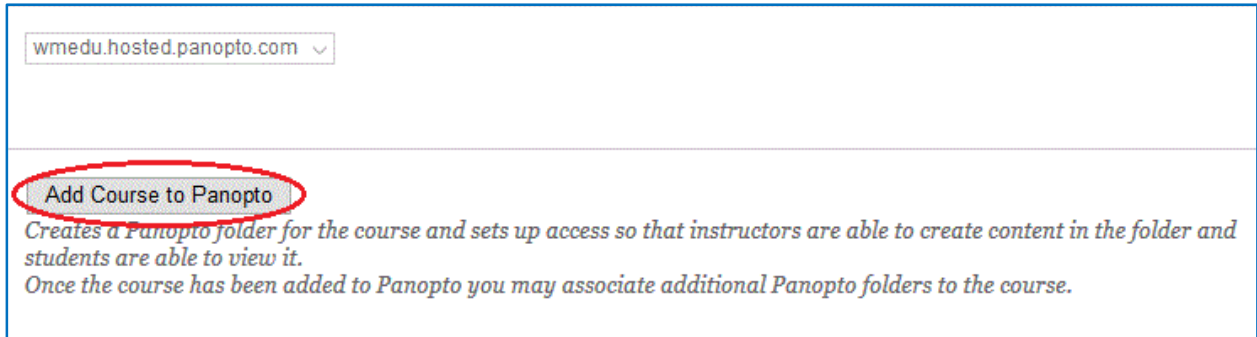
**COURSE MANAGEMENT**

- Control Panel**
- Content Collection →
- Course Tools
- Evaluation →
- Grade Center →
- Users and Groups
- Customization →
- Packages and Utilities →
- Help

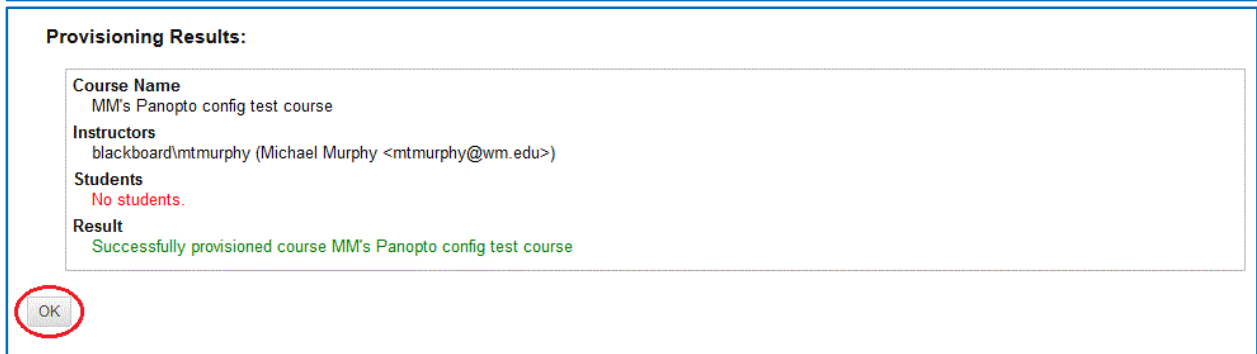
4. Your course now needs to be “provisioned” to use Panopto. Follow the set up using the images below.



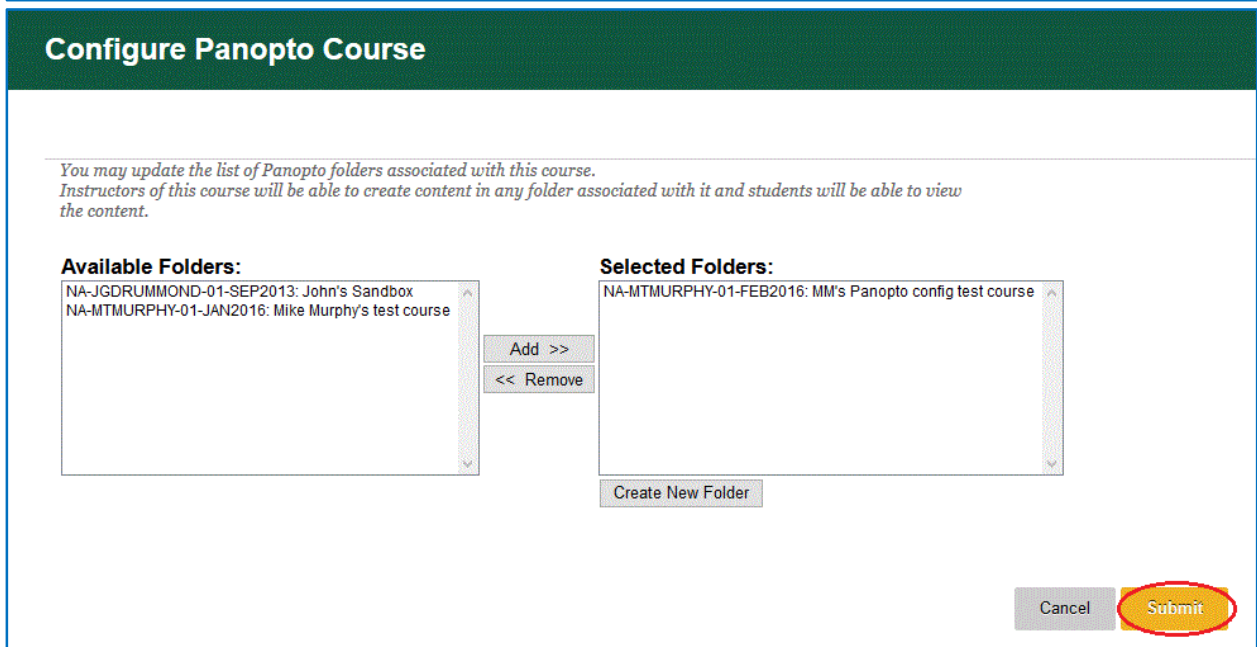
a.



b.



c.

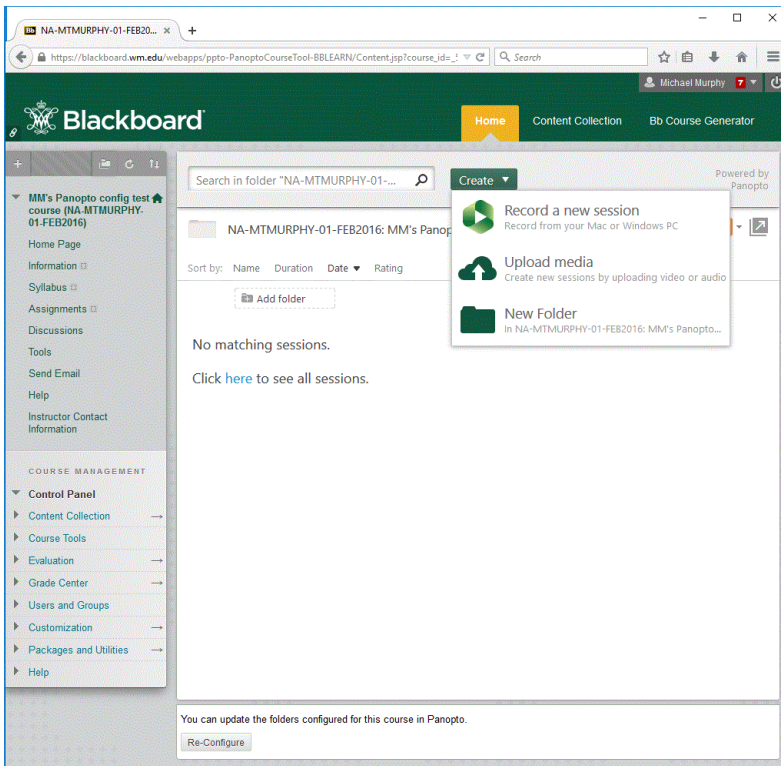


d.

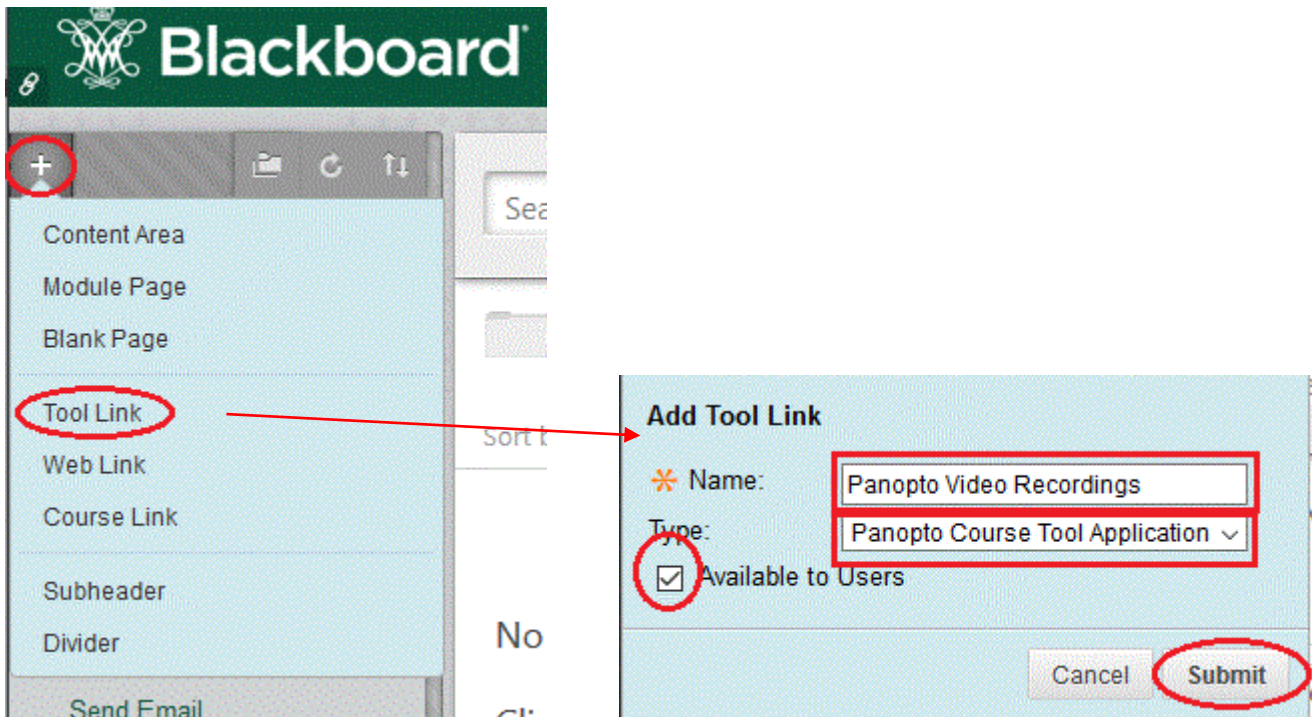
Your course is now provisioned and ready to be used Panopto.

If this is NOT a classroom podium, you may need to install the Panopto software. Refer to Panopto Software Installation instructions for further directions.

5. Panopto is now ready for use in your course for recording sessions, uploading media, and creating folders. Refer to the Panopto Use documents for operational directions.



6. Next, you will want to create a shortcut for students to easily access Panopto Content. Click the + sign then click the **Tools Link**. Create a **name** for your link (ex: Panopto Video Recordings), for type select **Panopto Course Tool Application**, check **Available to Users**, and click **Submit** when finished.



7. Congratulations! You have now finished setting up your Blackboard course for Panopto and have added a shortcut to your Panopto recordings (circled below) for students to easily access.

The screenshot shows a Blackboard course page for "MM's Panopto config test course (NA-MTMURPHY-01-FEB2016)". The left-hand navigation menu includes links for Home Page, Information, Syllabus, Assignments, Discussions, Tools, Send Email, Help, Instructor Contact Information, and Panopto Video Recordings. The "Panopto Video Recordings" link is circled in red. The main content area displays a search bar, a "Create" button, and a folder view for "NA-MTMURPHY-01-FEB2016: MM's Panopto config test course". Below the folder view, it states "No matching sessions." and "Click here to see all sessions." At the bottom of the page, there is a "Re-Configure" button.