Getting Started with Panopto

Panopto is GVSU’s private video hosting service that will allow you to quickly create, edit, caption and host any academic videos. This user guide will take you through the basics of using Panopto.

Creating Content in Panopto

1. To start creating content in Panopto go to gvsu.hosted.panopto.com. Click “Sign in” on the top right and in the pop-up also click sign in. At the Blackboard sign-in page enter your credentials and once you click “login” you will be redirected back to Panopto.

2. Once you are in Panopto navigate to your “My Folder” in the top left. Add a new folder for all courses, by clicking “Add folder” in the middle of the screen. Give the folder a title, you may want to use your course name.

3. Once you have created that folder click it.
4. Once in your course folder, click create and then click “record a new session”

5. If this is your first time creating content with Panopto you will first need to download and install the Panopto recorder.

6. Once you open the recorder you will see the red Record button. Give your video a name in the session area. Choose if the front facing camera is to be on or not in the primary source video area, if you would like to turn it off you can do that in the drop-down menu to the left. The secondary display you will want to be your computer screen. This should be the default setting. Once you have things set up to record click the record button on the top left, minimize the recorder and start recording!
7. Once you are done recording bring the recorder back up and click the stop button on the top left.

8. Once you stop recording click the upload button

9. Once you hit upload you should see this screen which will show you the status of your upload. Once your video is fully uploaded and processed you will receive an email from Panopto. At this point you can close the recorder and go back to your Panopto library at gvsu.hosted.panopto.com.
1. After your video has uploaded click edit, you will need to hover your mouse over your video for this option to appear.

2. Once you are in the editing area click the scissors in the middle of the screen. This will put blue sliders on each side of the timeline of your video, use these sliders to trim the beginning and ends of your video. If you click in the center of the video you can also make edits in the middle of your video. Any content in the timeline that is white represents what your viewer will see. Once you are done editing click publish at the top.
3. Add captions: Back in the edit area click captions on the left hand side and the click “import captions” and select “import automatic captions”. This will import the automatic captions that Panopto has created for you.

4. You can easily edit the automatic captions by double clicking on the caption text. Once your captions are correct click publish on the top of the screen.
Provisioning your BlackBoard Course

To use Panopto in your courses you will first need to provision a Panopto folder for **each** course **each** semester, you use Panopto.

1. **Go to the tools section of your Bb course.**

   ![Image of BlackBoard tools section]

2. **Click “Panopto Content”**

   ![Image of BlackBoard tools section highlighting Panopto Content]

3. **Click configure**

   ![Image of BlackBoard tools section highlighting Configure button]
4. Click “Add Course to Panopto”

5. Click “Return to Course”
Sharing Your Content in BlackBoard

1. Share content in BlackBoard: you first need to change the sharing permissions of your course folder. Click the share icon in the top right. Make sure you are doing this for the course folder and not just a single video. Once the settings for a folder have been changed, each video in that folder will have those same settings. You only have to do this step the first time you create a video in your course folder.

2. Under "Who has access:" change to “Anyone at your organization with the link”. This setting will allow any of your students in the courses you embed content in to view your video. Once you have done this you can go to your BlackBoard course and add your video.
3. Once in BlackBoard go the section you would like to add your video and go to Build Content and then click Panopto Video Embed.

4. Select your video from the list shown. If you don’t see your video click the drop down menu at the top and find the folder where your video is located. Once you’ve selected your video click “Insert Videos”
5. Once you’ve added your video your BlackBoard page should look like this!