Creating and Uploading Video Assignments Using Panopto

1. Navigate to the area in your course’s Blackboard site that your instructor has directed you to upload your video assignment to.

2. Click on the student assignment folder within that area.
3. Click on create and then “Record a new session”. If you do not see this create button ensure you are in the correct folder.

4. If this is your first time using Panopto download the appropriate recorder. Once the installation is complete launch the Panopto recorder.
5. Once you have launched the Panopto recorder first give your session a title, please include your first and last name in the title. Next ensure that both your webcam and laptop screen are being recording, by default they will be. Once you are ready to record hit the record button in the top left.

6. Once you’re recording, minimize the recorder and start your presentation. **Remember, Panopto will record everything that is happening in your screen.**

7. After you are done giving your presentation bring the recorder back up and click stop in the top left.
8. Click upload

9. Next you will need to wait until your recording has uploaded. You can check its progress on the screen that looks like what is shown above that is found in the recorder.

10. Once your course tour is uploaded navigate back to the area your instructed you to upload your video presentation to and click on the edit button for your video. You need to mouse over your video for this button to appear.
11. In the editor find the timeline at the bottom right and move your cursor to the left end of it. Once close, you’ll notice the gray line get thicker. Click and drag that line to the time you want the video to start. Do this same thing on the right gray line to the point you want your video to end. This is done to get rid of the time at the beginning and end of your course presentation where you are setting up and finishing the recording. Once you are done trimming your video hit Apply. After you hit Apply your video will be turned in and ready for others to view!