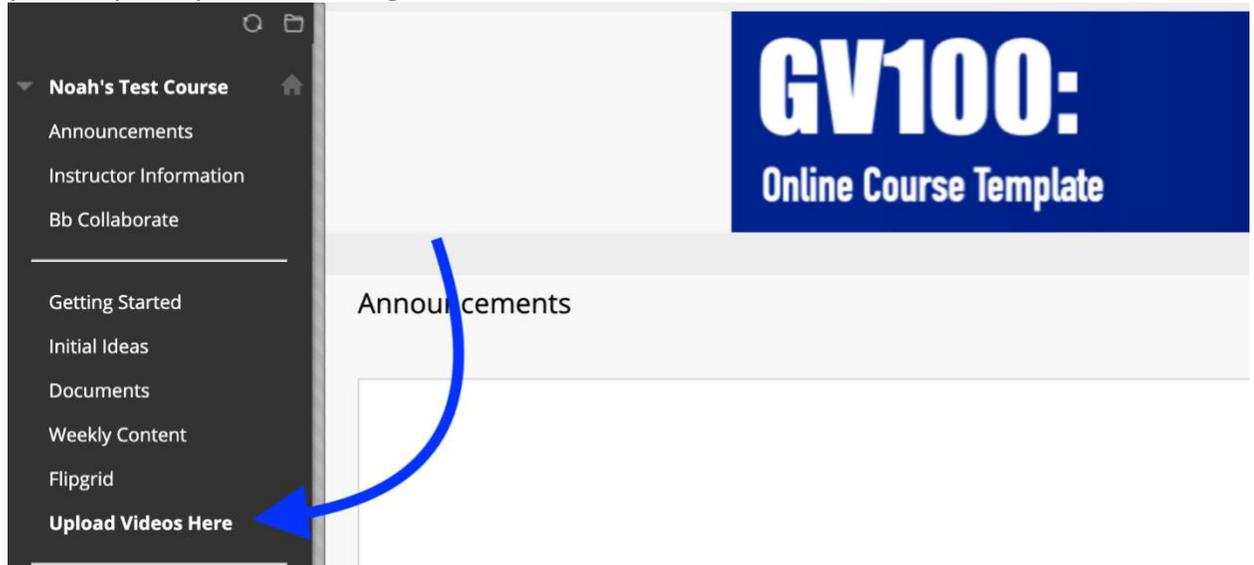


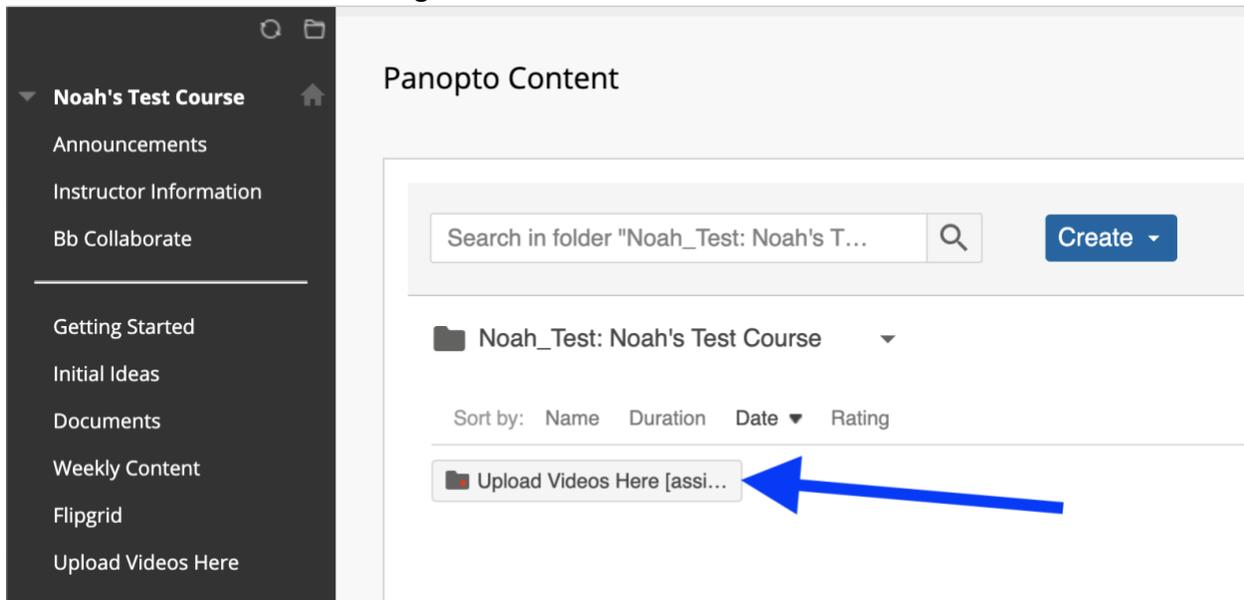
## Creating Video Assignments with Panopto

**\*MAKE SURE YOU ARE USING GOOGLE CHROME FOR THIS PROCESS\***

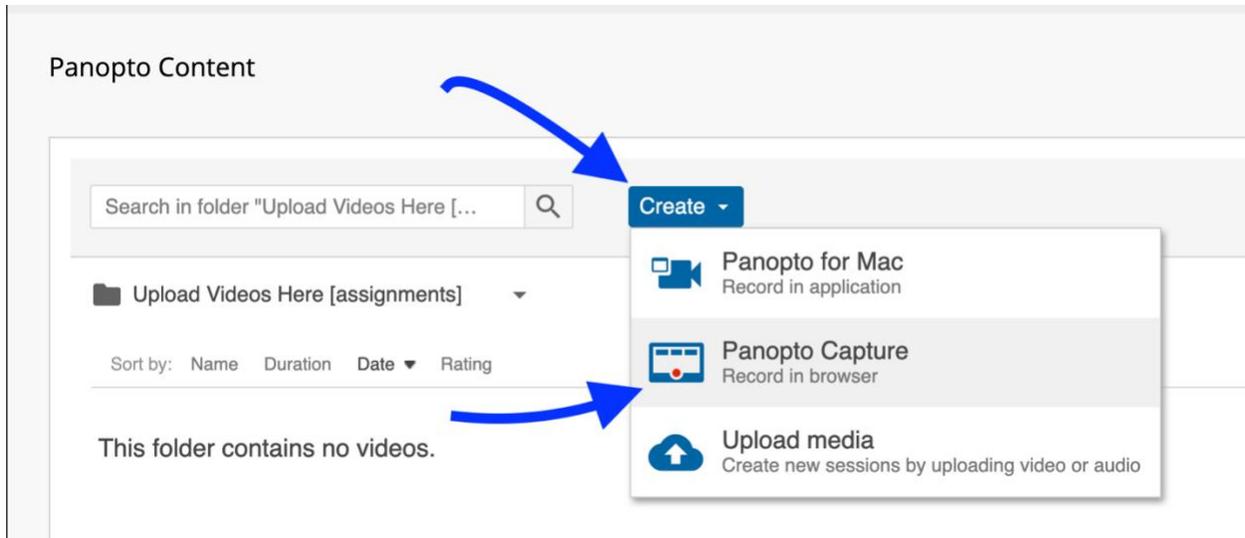
1. Navigate to the area in your course's Blackboard site that your instructor has directed you to upload your video assignment to.



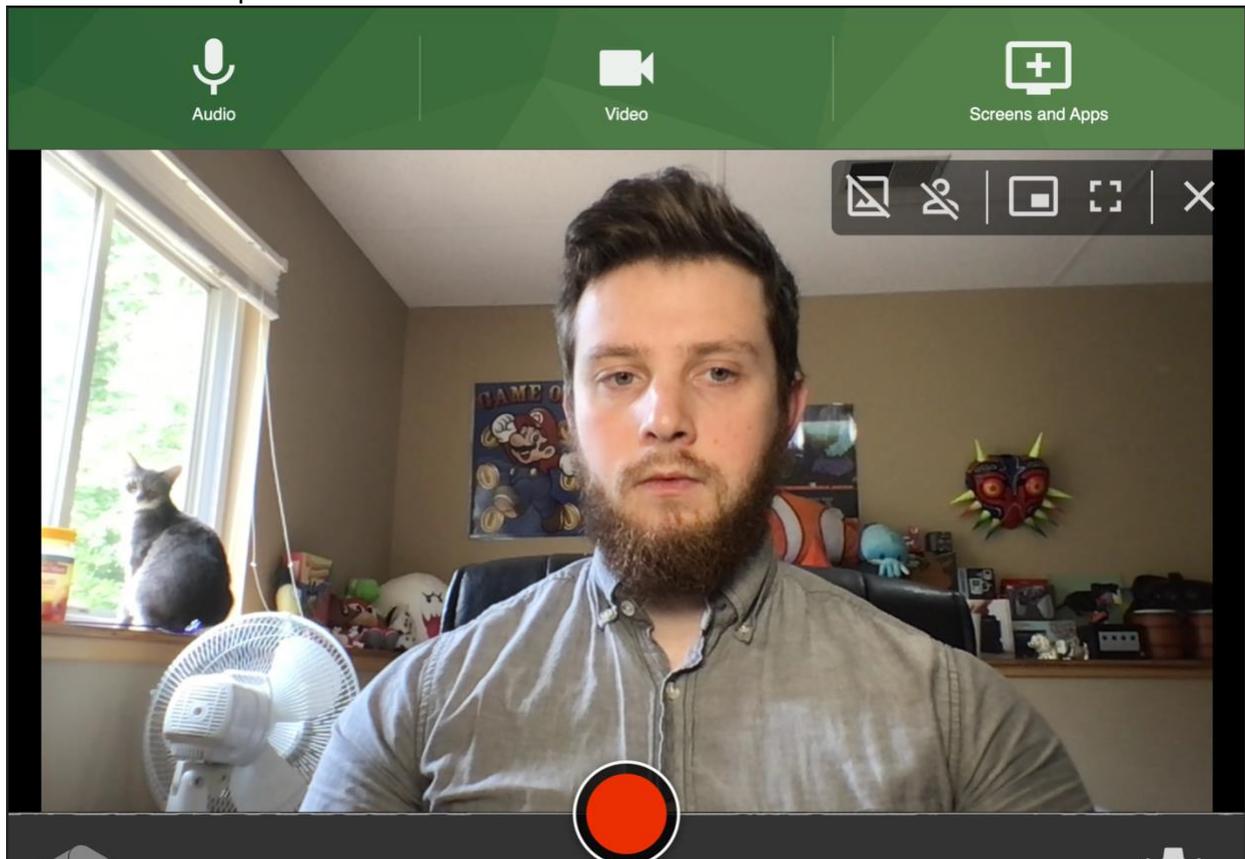
2. Click on the student assignment folder in that area.



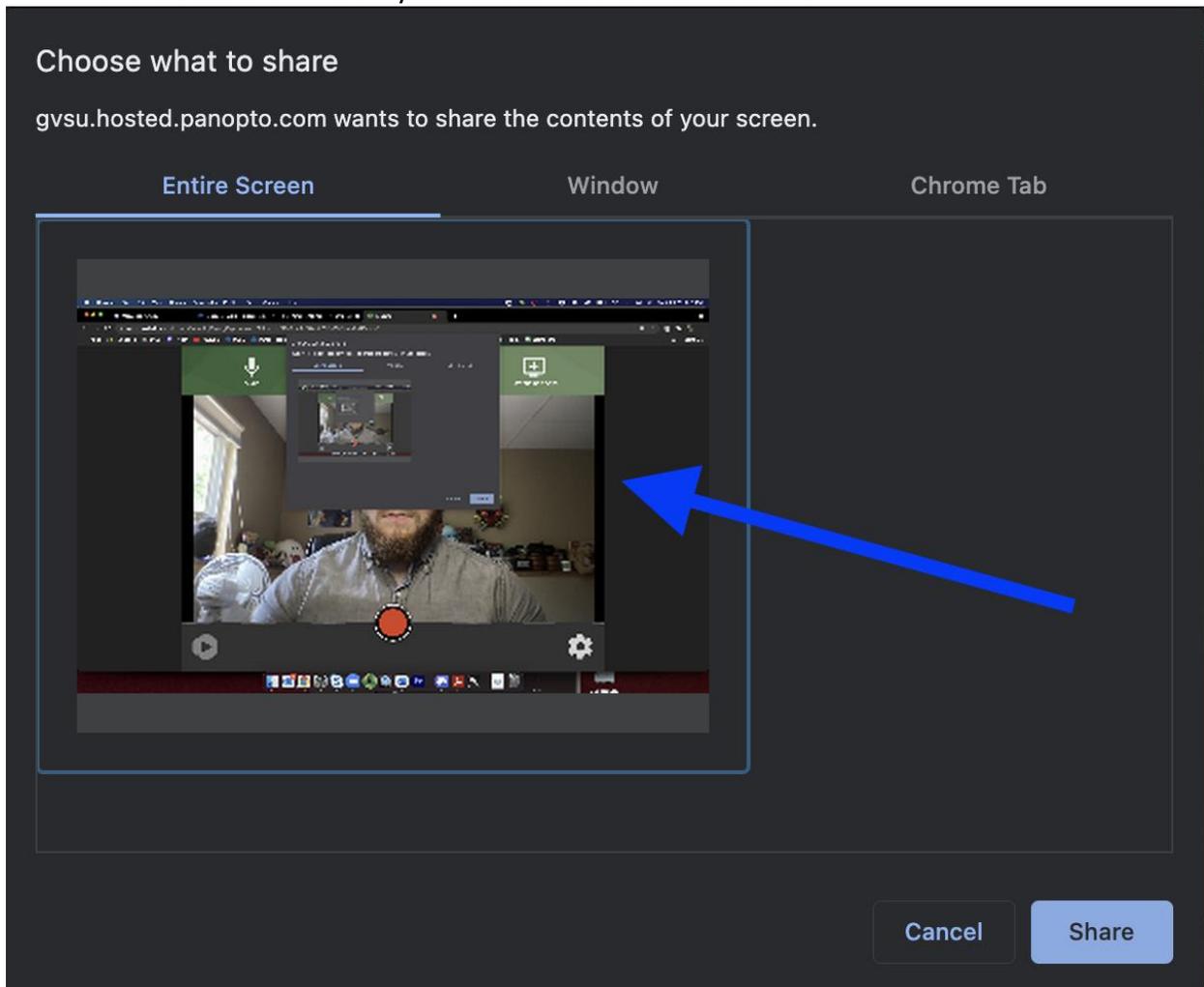
3. To access the recorder, click on the 'Create' button and select 'Panopto Capture' within the Blackboard course link.



4. The Panopto web recorder screen will look like this. The options at the top are for selecting audio, video, or screen sharing options respectively. Notice the record button below your camera display. You can see if the recorder is picking up your audio through watching the horizontal line that goes behind the record button bounce as it detects audio inputs.



5. Click on the screen capture button to enable it. It will bring up a window that looks like this. Select the window you want to record and hit 'Share.'

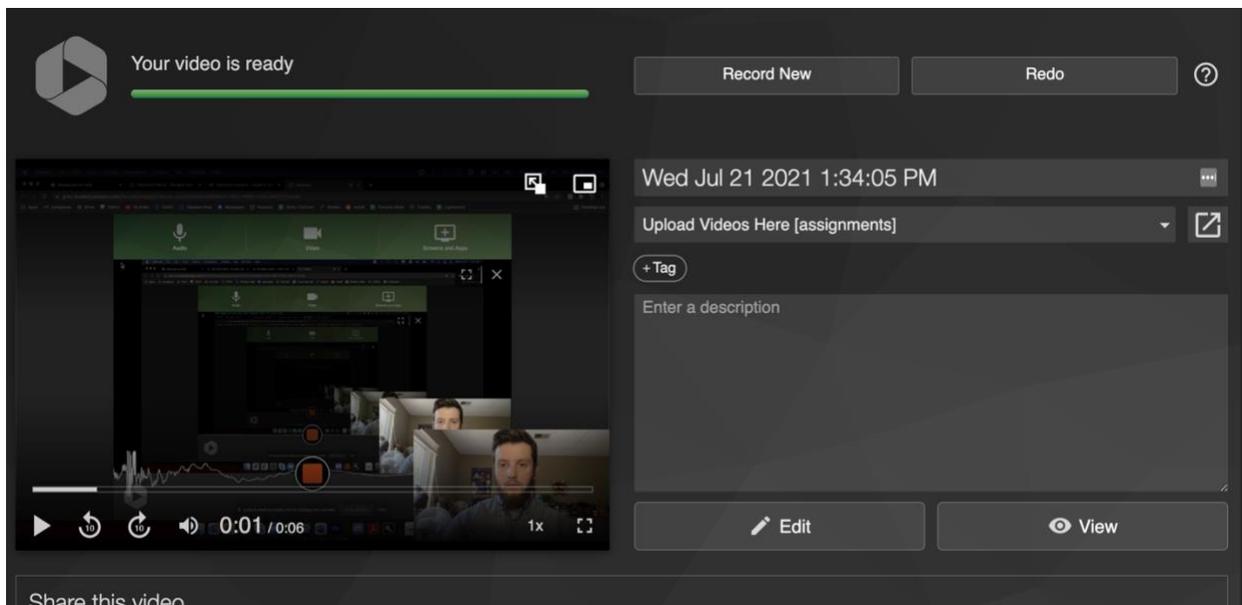


**\*avoid using the 'Application Window' or 'Chrome Tab' option as they will sometimes not record your Powerpoint in presentation mode, and will not pick up switching tabs.**

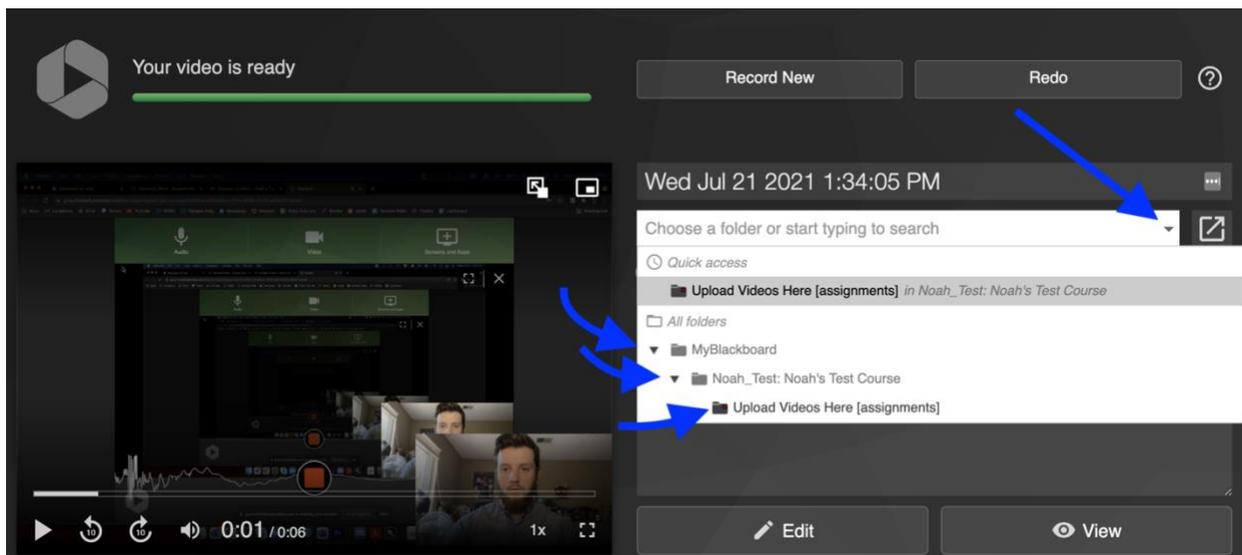
6. Click record when you're ready to start the 5 second countdown. Recording will start after 5 seconds.

**\* Panopto Capture will be running in the background even if you show something else on your screen. You do not need to be looking at the Panopto Capture tab during the recording!**

7. Click on the Stop (record) button when you're done. You'll be redirected to the new uploading page, and the video will automatically start uploading your most recently visited folder. You can still rename your video from here. It should default to uploading the video to the correct assignment folder.



**\*double check to make sure the video is uploading into the correct folder. If it is not in the correct folder, you can find it by clicking on the dropdown menu, and following the little black triangles until you see the [assignment] folder. IF YOU UPLOAD TO THE WRONG FOLDER, YOUR PROFESSOR WILL NOT HAVE ACCESS TO YOUR VIDEO FOR GRADING**



8. You can close the page when you see the text, 'Getting your video ready for editing.' This means the video has finished uploading and is now processing.
9. When the video is done processing, you will have access to the 'Edit' and 'Share' button. Clicking these will redirect you to the Panopto editor or viewer, which have not changed.