Panopto Setup

To set up Panopto and provide students with access to recordings in Blackboard, the instructor of the course should do the following:

1. Link Your Course to Panopto
2. Download the Panopto Recorder
3. Add a link to a Panopto video in a Blackboard Item

1. **Link Your Course to Panopto**

Enable the Panopto Tool in your Blackboard Course

1. Log into Blackboard at blackboard.gwu.edu and go to your course.
2. Under Customization click Tool Availability.
3. Place a check mark next to Panopto Course Tool Application and Panopto Video Link, and click Submit.

Create a section for your Panopto recordings

1. Click the plus sign and "Tool Link" from the main menu on the left sidebar to see a list of all tools available in your course (see figure below).
2. Click the Panopto Course Tool Application link from the list of tools, (see figure below) and click Submit.
3. Type a name for your new section; here we used “Lecture Videos”.
4. Choose to make the folder available to students, or not.

![Tool Link](image.png)

Link your course to Panopto

1. Go into the course section that you just created.
2. Click the Configure button.
3. On the screen that appears click the Add Course to Panopto button.
4. To accept Panopto into your course, click OK.
5. Panopto calls courses “Folders”. Under Selected Folders, (see figure below) you should see your course. Click Submit.

![Configure Panopto Focus Course](image)

1. When you make your first Panopto recording, you will choose to put it in this course and it will automatically be listed in the new Blackboard section that you just created, (here, “Lecture Videos”).

2. You can leave the folder available to students, where they will find all of the Panopto videos.

3. And/or you can put links to the videos wherever you like in your course, which is probably more user-friendly for the students. See section on “Add a Link to a Panopto video in a Blackboard Item.”

2. Download the Panopto Recorder
For GW computers:
1. Click on the Windows Start Button in the lower right hand corner of your screen and type Software Center in the search box.
2. Click on the Available Software tab, then Panopto Recorder, then Install.

Windows or Mac Computer on which you have administrator rights:

1. In the Panopto section of your course that you have created, in the upper right corner, there should be some icons.
2. Click on the icon with a black box and arrow, (see figure below).
3. This link will take you online to your Panopto video manager webpage, where you can see all the recordings for all the classes you can access.
4. On the video manager page, also in the upper right corner, is a link for downloading the Panopto Recorder.

3. Add a link to a Panopto video in a Blackboard Item

1. Instead of choosing Build Content and Create Item (which you do for most things), choose Tools and Panopto Video Link.

2. Choose the Panopto Folder (meaning your course).
3. Choose your video.
4. Adjust the title if needed and click Submit and OK.