In order to provide students with access to Panopto recordings, instructors need to link their Blackboard course to Panopto each semester.

**Enable Panopto Tools in your Course**
- Log into Blackboard at blackboard.gwu.edu and go to your course.
- Under Customization click Tool Availability.
- Place a check mark next to Panopto Course Tool Application, Panopto Video Button and Panopto Video Link, and click Submit.

**Create a menu item for your recordings**
- On the main menu in the left sidebar, click the plus sign and "Tool Link."
- Next to Type, click on the drop down list (see figure below).
- Click the Panopto Course Tool Application link from the list of tools and click Submit.
- Give your new item a name; here we used “Lecture Videos.”
- Choose to make the item available to students, or not (you can also add links throughout the course).

![Link menu item](image)

**Link your course to Panopto**
- Click the menu item that you just created.
- Click the Configure button.
- On the screen that appears, click the Add Course to Panopto button.
- To accept Panopto into your course, click OK.
- Panopto calls courses “Folders.” Under Selected Folders, (see figure below) you should see your course. Click Submit.
**Configure Panopto Focus Course**

1. **Select Panopto Folders**

   You may update the list of Panopto folders associated with this course. Instructors of this course will be able to create content in any folder associated with it and students will be able to view the content.

   **Available Folders:**
   - [2014 U] Hematology, Hemostasis, Inflammation, Infectious Disease
   - [2014 M] Medicine, Internal Medicine, Infectious Disease, Infection
   - [2014 L] Laryngology, Anesthesiology, Anesthesia, Imaging
   - [2014 J] Jericho, Anesthesiology, Anesthesia, Imaging
   - [2014 I] Internal Medicine, Infectious Disease, Infection
   - [2014 H] Hematology, Hemostasis, Inflammation, Infectious Disease
   - [2014 F] Family Medicine, Internal Medicine, Infectious Disease, Infection

   **Selected Folders:**
   - C2C, scrub, course301, Development, Course

2. **Save**

   [Cancel] [Submit]