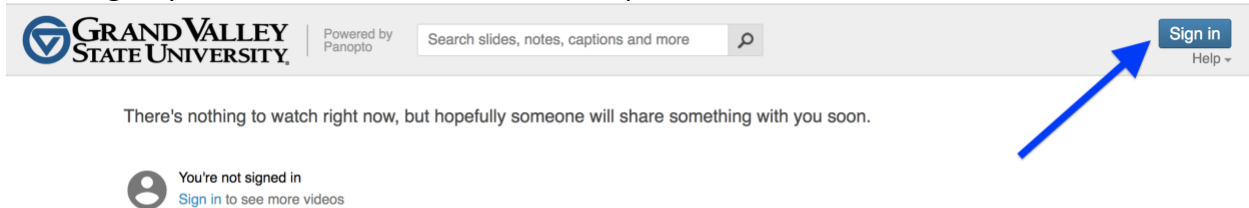


Getting Started with Panopto

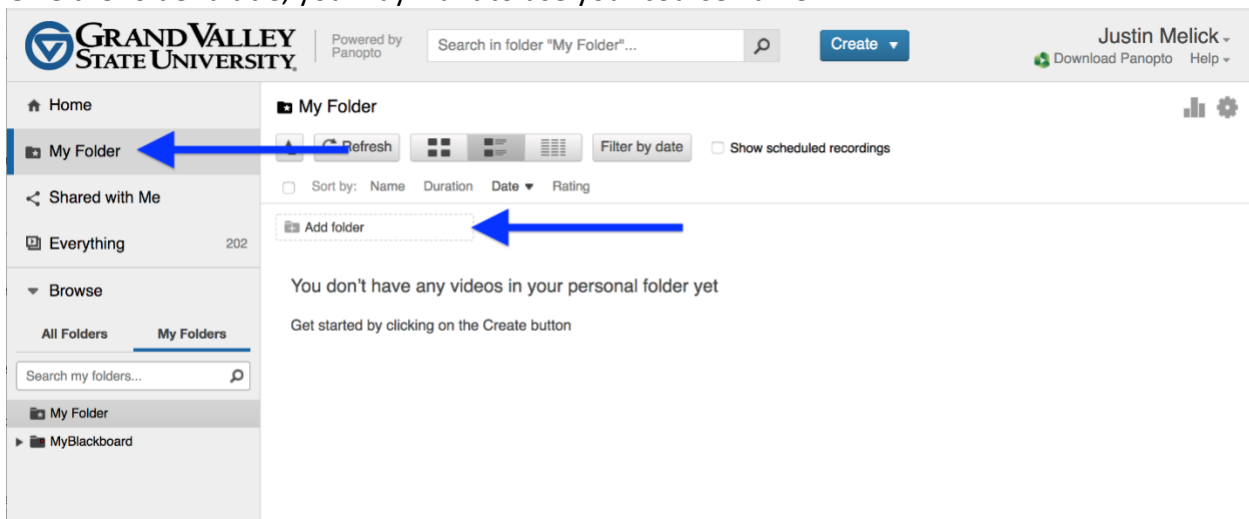
[Panopto](#) is GVSU's private video hosting service that will allow you to quickly create, edit, caption and host any academic videos. This user guide will take you through the basics of using Panopto.

Creating Content in Panopto

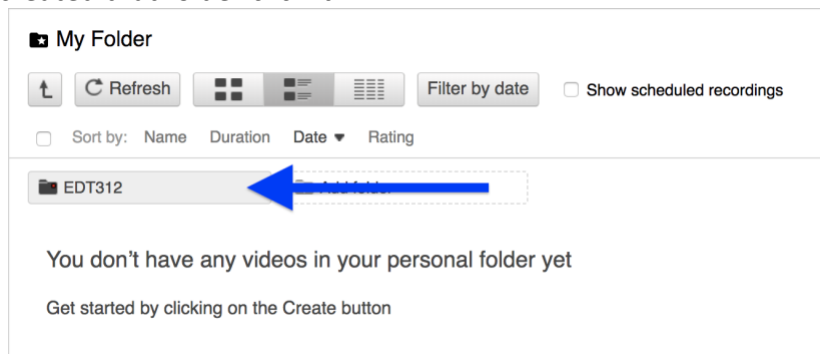
1. To start creating content in Panopto go to gvsu.hosted.panopto.com. Click "Sign in" on the top right and in the pop-up also click sign in. At the Blackboard sign-in page enter your credentials and once you click "login" you will be redirected back to Panopto.



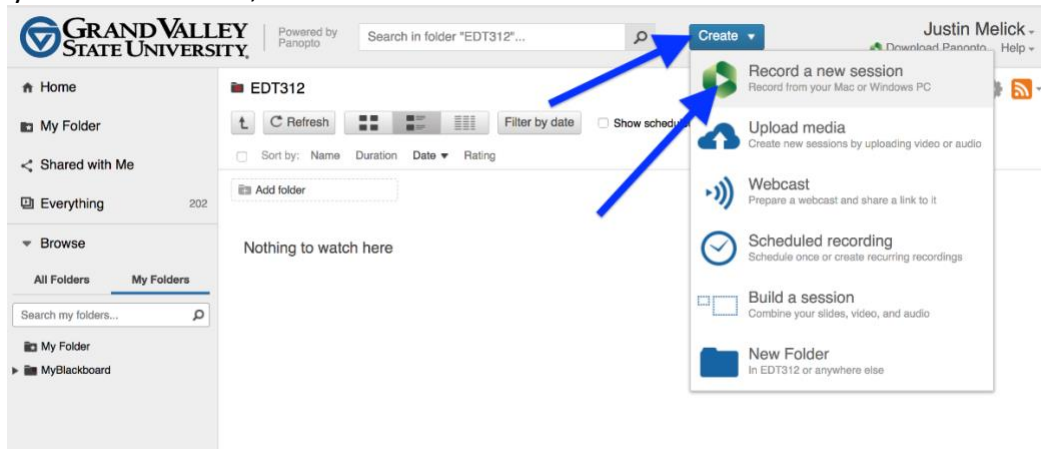
2. Once you are in Panopto navigate to your "My Folder" in the top left. Add a new folder for all courses, by clicking "Add folder" in the middle of the screen. Give the folder a title, you may want to use your course name.



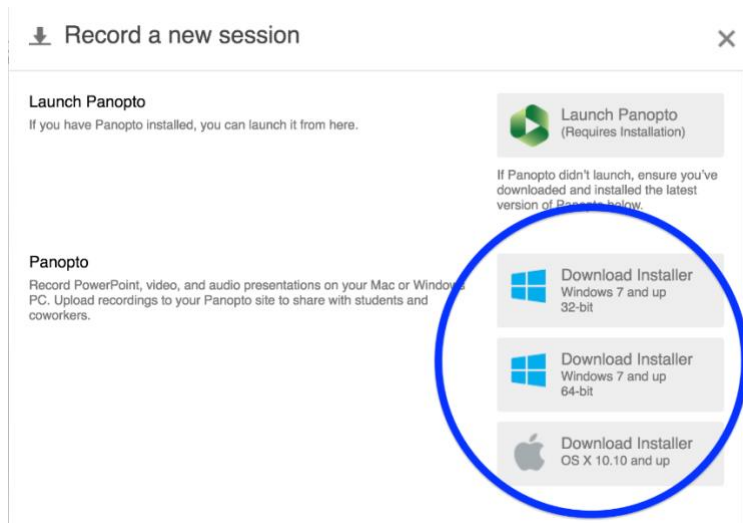
3. Once you have created that folder click it.



4. Once in your course folder, click create and then click “record a new session”

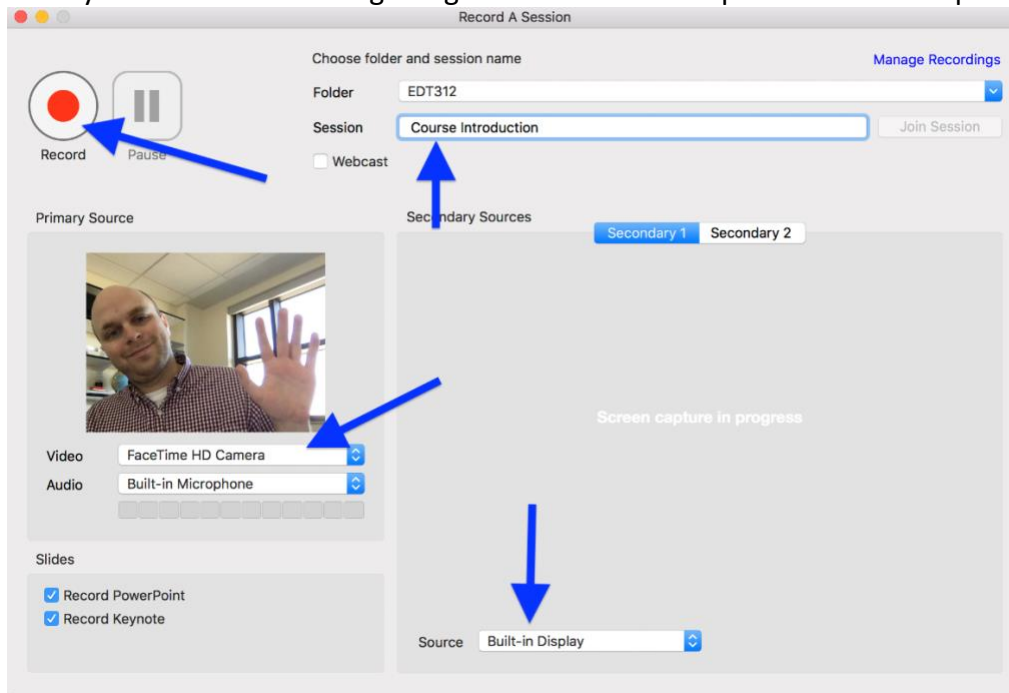


5. If this is your first time creating content with Panopto you will first need to download and install the Panopto recorder.

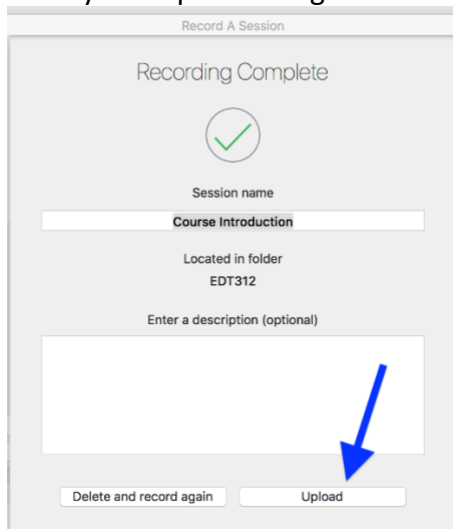


6. Once you open the recorder you will see the red Record button.
Give your video a name in the session area.
Choose if the front facing camera is to be on or not in the primary source video area, if you would like to turn it off you can do that in the drop-down menu to the left.
The secondary display 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!

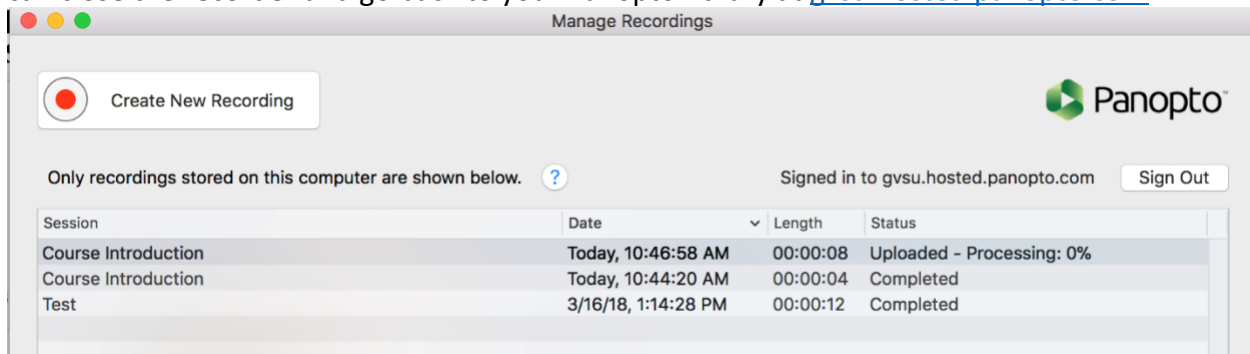
7. Once you are done recording bring the recorder back up and click the stop button on the top left.



8. Once you stop recording click the upload button

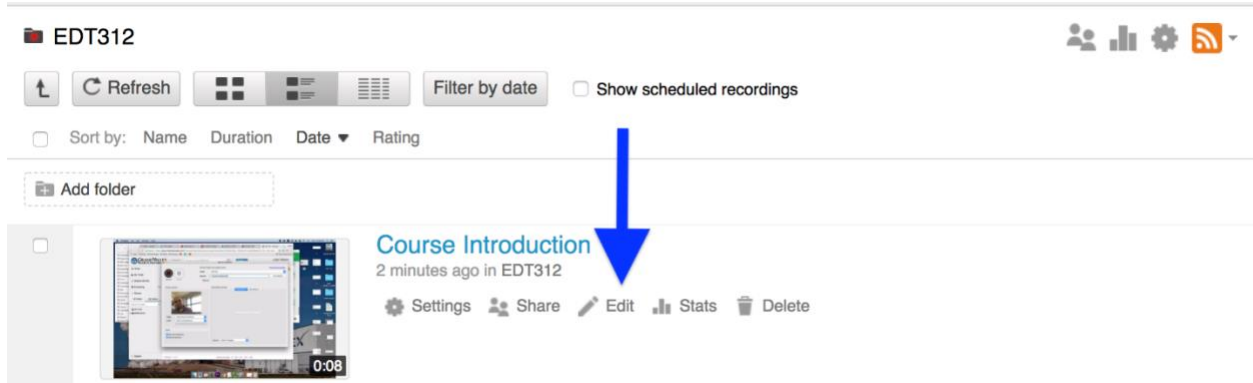


9. Once you hit upload you should see this screen which will show you the status of your upload. Once your video is fully uploaded and processed you will receive an email from Panopto. At this point you can close the recorder and go back to your Panopto library at gvsu.hosted.panopto.com.

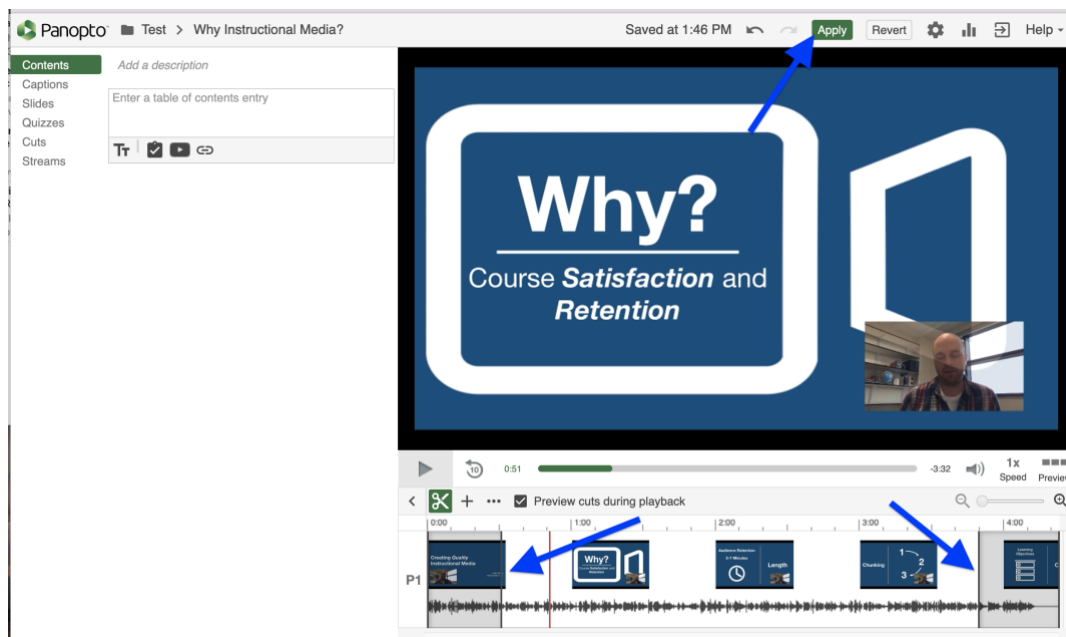


Editing and Captioning your Video

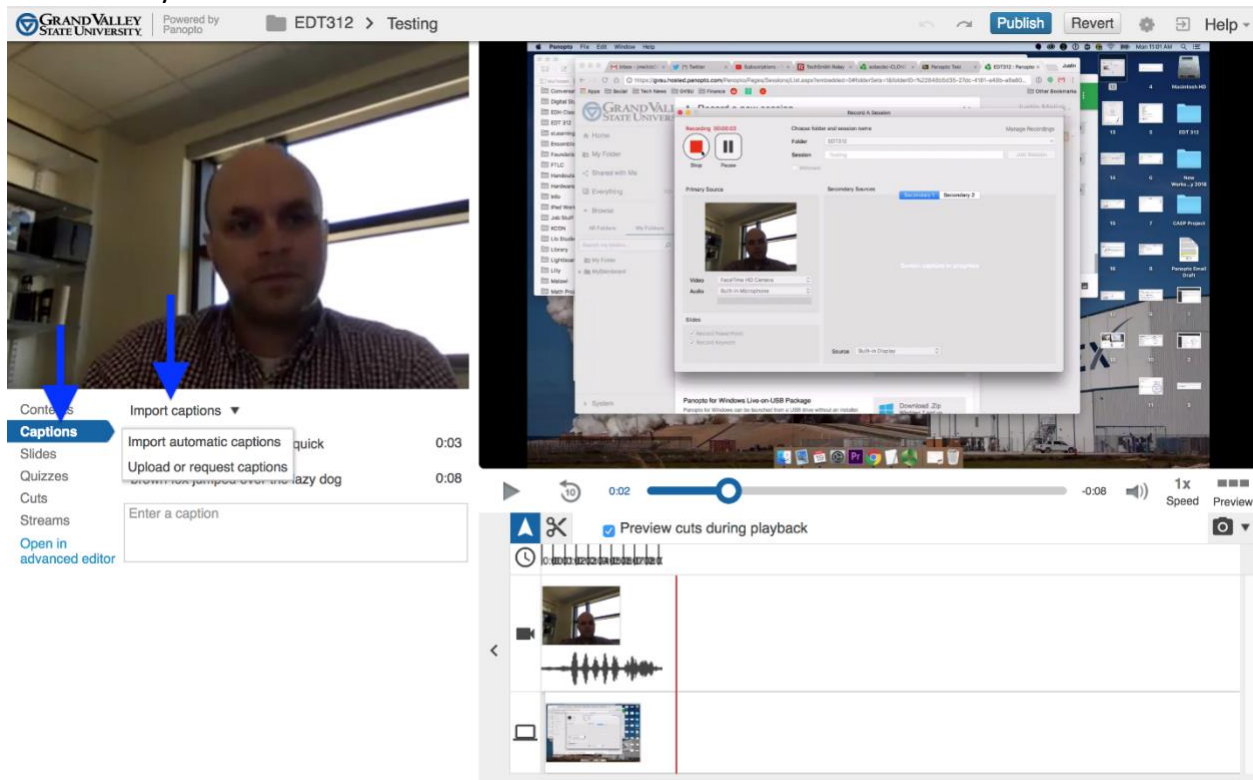
1. After your video has uploaded click edit, you will need to hover your mouse over your video for this option to appear.



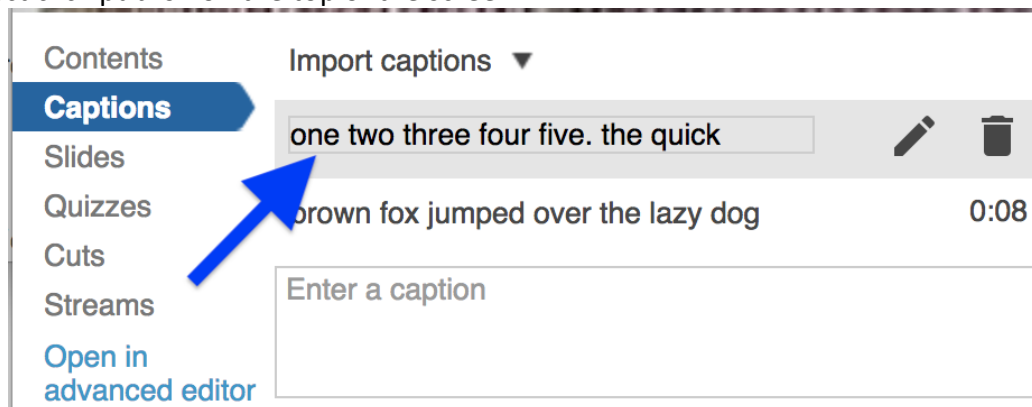
2. Once you are in the editing area move your cursor to the beginning of the timeline and click and drag your mouse to the right up to the point you would like your video to start at, do the same for the end of the video. If you click in the center of the video you can also make edits in the middle of your video. Any content in the timeline that is white represents what your viewer will see. Once you are done editing click apply 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.



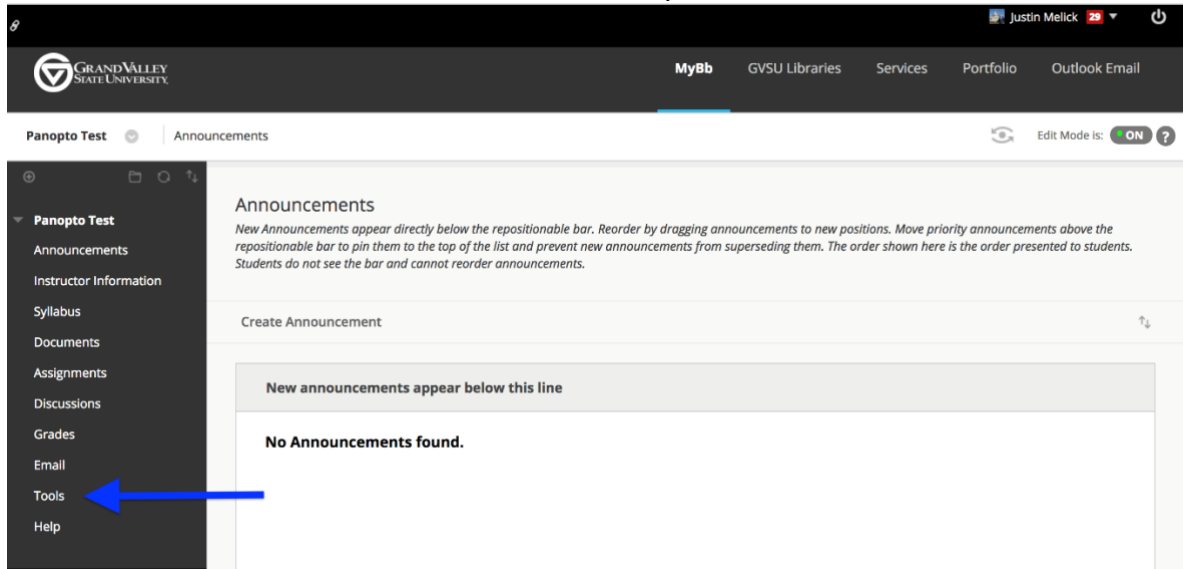
4. You can easily edit the automatic captions by double clicking on the caption text. Once your captions are correct click publish on the top of the screen.



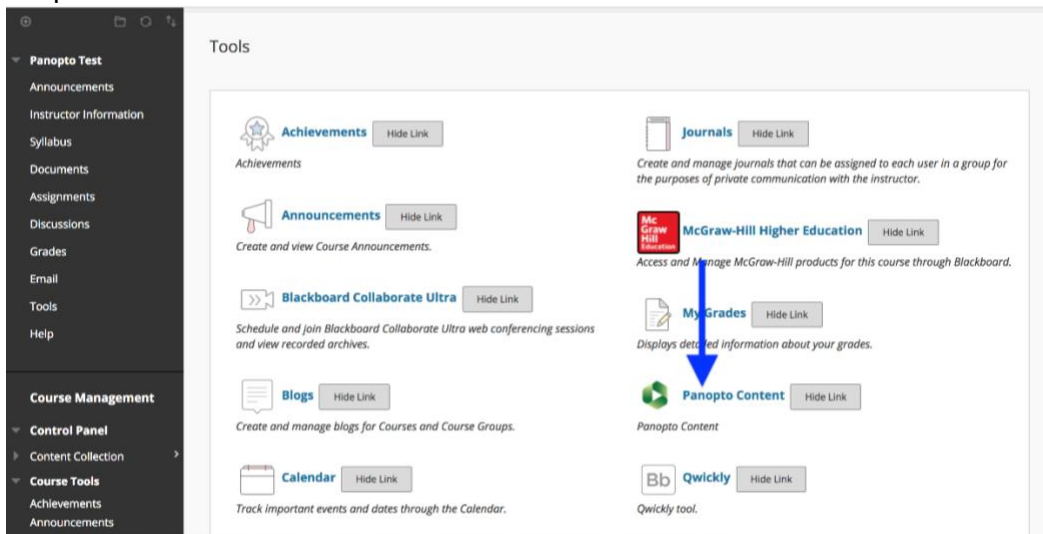
Provisioning your BlackBoard Course

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.



2. Click “Panopto Content”



3. Click configure

This course is not provisioned with Panopto. Before a course can be used with Panopto it must be setup.



4. Click “Add Course to Panopto”

gvsu.hosted.panopto.com

Add Course to Panopto
Creates a Panopto folder for the course and sets up access so that instructors are able to create content in the folder and students are able to view it.
Once the course has been added to Panopto you may associate additional Panopto folders to the course.

5. Click “Return to Course”

Course Name
Creating Digital Media

Instructors
bb\melicjus.sup
bb\robmath.sup
bb\stgermav.sup
bb\melicjus
bb\bridwehu.sup
bb\barricks.sup
bb\kenwardk.sup

Teaching Assistants
No teaching assistants.

Students
bb\bellja, bb\millers, bb\owendesj, bb\mishraj, bb\matthewa, bb\keranesa, bb\edwardss, bb\morganm, bb\geiselr, bb\laningas, bb\northupm, bb\truskows, bb\kaiserc, bb\sergeana, bb\burdg, bb\anderach, bb\fernans, bb\huizing, bb\barnever, bb\huangl, bb\nieboesu, bb\schellia, bb\carlsnan, bb\pagep, bb\robertsk, bb\catai, bb\lutenme, bb\mlynarcs, bb\mannardl, bb\roodsc, bb\pettiboj, bb\bakerb, bb\karpenm, bb\springro, bb\campbeam, bb\fordke, bb\veazeyj, bb\kautzc, bb\terryg, bb\jaskiewl, bb\spraggib, bb\lewisdee, bb\damourca, bb\kanabosn, bb\rossdayv, bb\fredrial, bb\walsjh, bb\welledan, bb\whelesa, bb\meyerinr, bb\muellera, bb\triezenc, bb\welkerl, bb\vroons, bb\johnsor2, bb\levanskr, bb\mehallc, bb\olsjenni, bb\sterlijo, bb\janesp, bb\senkowke, bb\reinholm, bb\riccom, bb\leonm, bb\luurtslo, bb\zacks, bb\barronke, bb\williab2, bb\dunnc, bb\mckeeki, bb\levansda, bb\diarrasn, bb\wilsona, bb\wooddelm, bb\defrancn, bb\parkert, bb\kongh, bb\wilsonra, bb\sheffiea, bb\vandjul1, bb\maouenej, bb\harrroc, bb\desousaj, bb\clarks1, bb\mathewst, bb\sunwa, bb\seleznee, bb\nourma, bb\fitzpaco, bb\wildeymi, bb\perrinet, bb\philbinj, bb\schuelka, bb\schmitj, bb\rieseeje, bb\cronkrij, bb\powersra, bb\houghtol, bb\macdonel, bb\libmank, bb\maddoxd, bb\solisj1, bb\smimaryj, bb\chappels, bb\tumal, bb\codegam, bb\malaretd, bb\benjamsc, bb\raaymasu, bb\mavimasi, bb\benjamsc.sup, bb\damstrak, bb\barnhaka, bb\chenh, bb\cooperkr, bb\forsluna, bb\pettesj, bb\jacobale, bb\kneeshta, bb\mennenga, bb\mollaziz, bb\murphyph, bb\lorrv, bb\rohwerjg, bb\rosenera, bb\smithre, bb\taik, bb\vogelzjo, bb\willishe, bb\yenh, bb\buckrids, bb\chycinbr, bb\clappve, bb\coviack, bb\sunw, bb\vukr, bb\whippsj, bb\kochb, bb\hrooadsr, bb\heidke, bb\fortesm, bb\chenhs, bb\mooredu, bb\ruenm, bb\cadenac, bb\saintamm, bb\bergakkb, bb\morrowd, bb\palmerv, bb\smithsu, bb\wangdiy, bb\jasinsam, bb\gielow, bb\bradlesa, bb\chesserb, bb\delaroad, bb\deyonann, bb\fowlerjo, bb\macauleb, bb\mccadana, bb\rogersia, bb\berlins, bb\hooperba, bb\daveymeg, bb\anlee, bb\burrisr, bb\cornelta, bb\goeriscd, bb\greensco, bb\leonardr, bb\masonja, bb\palmerzs, bb\riksenm, bb\rothstej, bb\rupprh, bb\smuckerc, bb\measeliz.guest, bb\vetterla, bb\laurenv.guest, bb\burnsil, bb\davirebe, bb\simons, bb\milledia, bb\brintnar, bb\pradovan, bb\andrewjo, bb\johnssid, bb\paynen, bb\osterd, bb\elrodgen, bb\calkmic, bb\kenwardk.sup_previewuser, bb\wittebra, bb\herlandj, bb\stokesv, bb\modaka, bb\wallaceh, bb\bangluma, bb\niucoope, bb\sheffjos

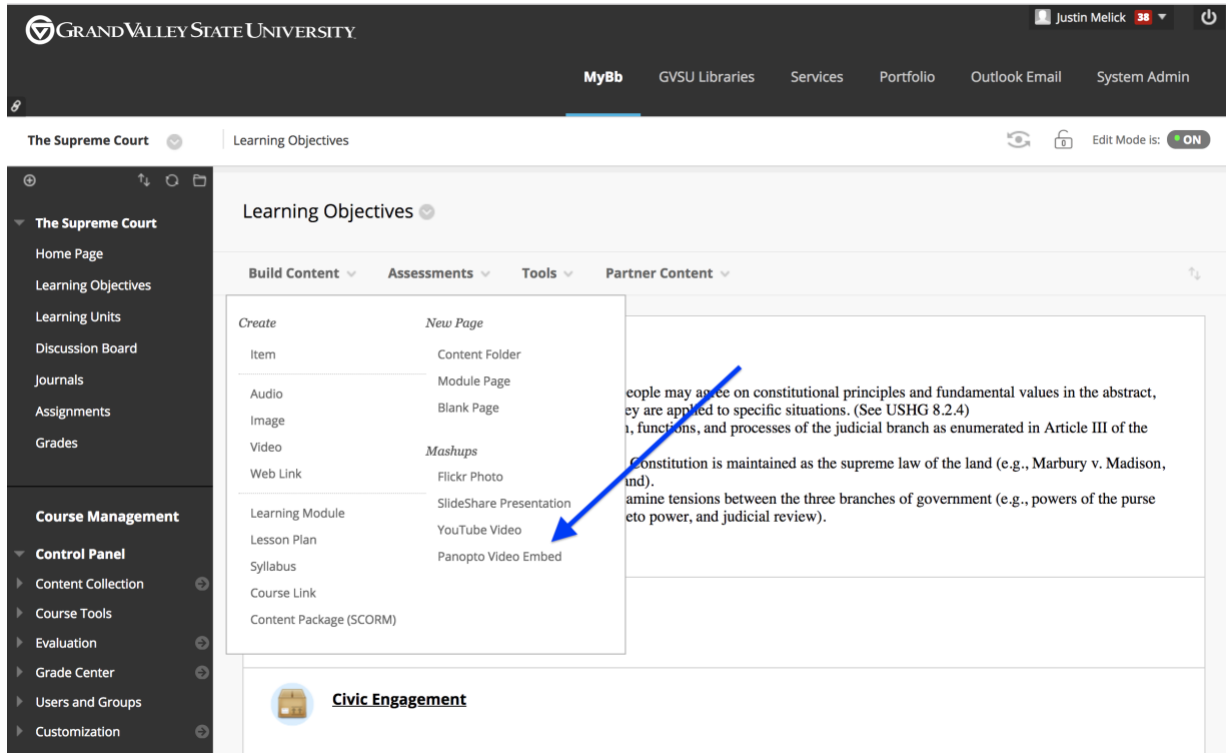
Users without access to Panopto folder
(no one)

Result
Successfully provisioned course Creating Digital Media

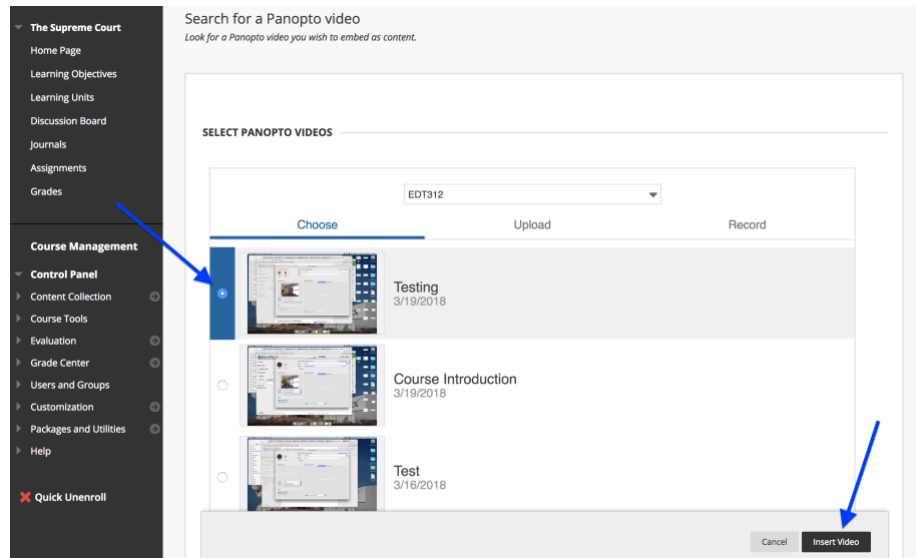
Configure more folders Return to course

Sharing Your Content in BlackBoard

1. Once in BlackBoard go the section you would like to add your video and go to Build Content and then click Panopto Video Embed.



2. 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"



3. Once you've added your video your BlackBoard page should look like this!

Weekly Learning Modules ▾

Build Content ▾ Assessments ▾ Tools ▾ Partner Content ▾

The screenshot displays a BlackBoard course page titled "Course Introduction" with a dropdown arrow. Below the title is a video player interface. The interface includes a "Record" button, a "Pause" button, and a "Manage Recordings" link. The "Folder" is set to "637312" and the "Session" is "Course Introduction". The "Primary Source" is "FaceTime HD Camera" and the "Secondary Source" is "Secondary 2". The "Audio" source is "Built-in Microphone". The "Slides" section has "Record PowerPoint" and "Record Keynote" checked. The "Source" is "Built-in Display". The video player shows a play button in the center. The background of the video player is a screenshot of a desktop environment with a blue desktop background, various icons, and a taskbar. The text "Powered by Panopto" is visible at the bottom left of the video player.