

Panopto Setup - First Time Use

Introduction

Panopto is a desktop or lecture capture program that works on a computer, through Blackboard, to capture a presentation. Panopto then uploads the resulting recording, allows you to do minimal editing, and you can control when your students can view it.

This first-time set-up guide will get you using Panopto and help you make your first recording available in Blackboard.

Please note, throughout this document we will use screen shots that may have red highlighting and/or arrows around pertinent areas of the illustrated screen. These highlights will not appear on your computer screen as you work.

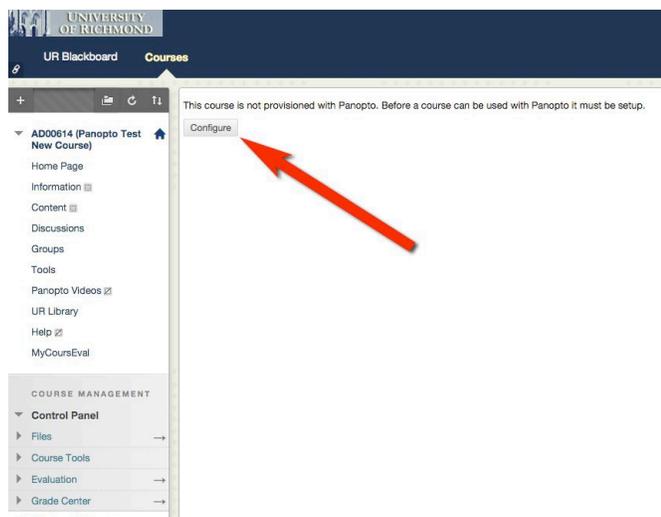
This document is in two sections. You only need to use this document the first time you make a recording in your Blackboard course. For subsequent recordings, your course and your computer will already be configured for Panopto - for those recordings, please request a Panopto Quick Start Guide from your CTLT liaison (contact details at end of this document).

1. Configuring your course for Panopto
2. Installing Panopto desktop

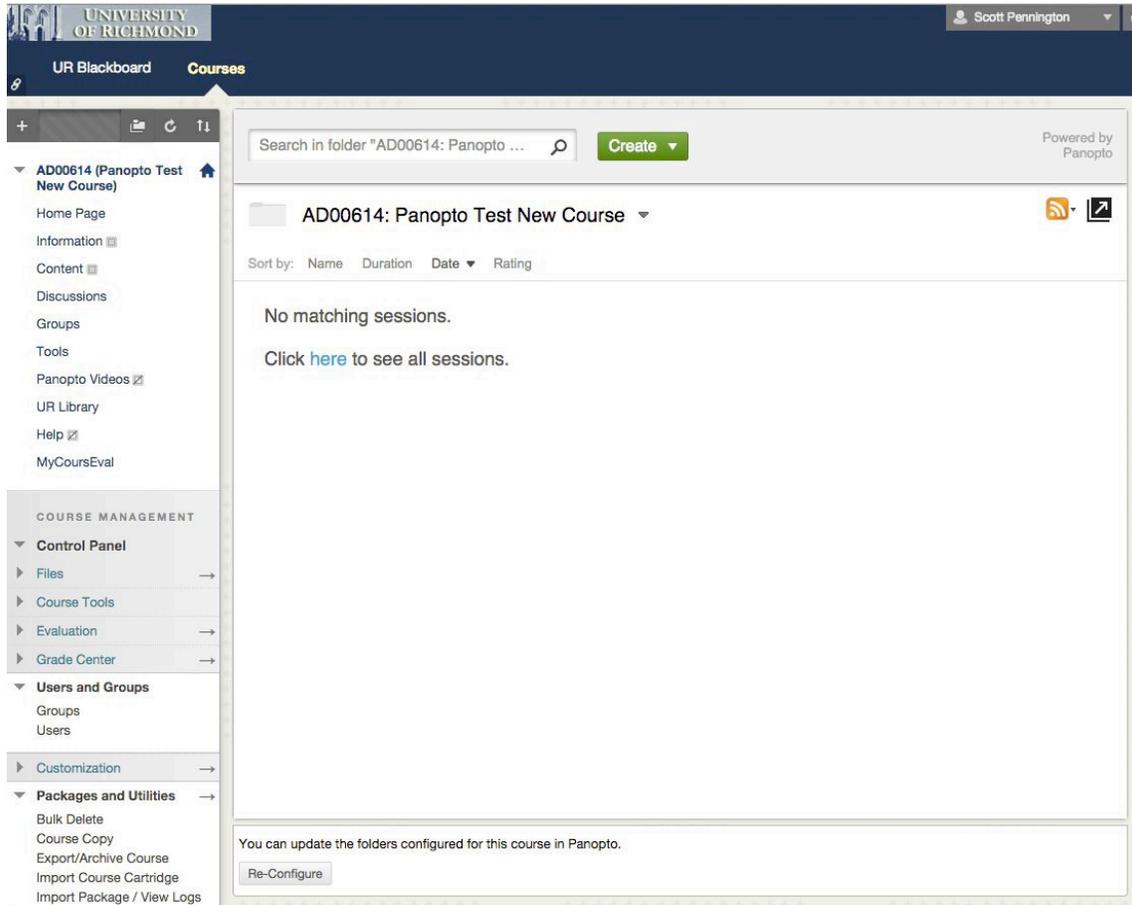
Section 1: Configuring your course for Panopto

You will need to configure your course for using Panopto. Log into your Blackboard course. Click the Panopto Videos link in the left navigation menu.

On the right, you'll see an example of the "configure Panopto" page that will load. Click the Configure button, then on the next page to load click "Add Course to Panopto." Another page will load listing folders available to your course. Just click the Submit button and you're done. After the system configures your course, you will see the result (below). Your course is now configured for Panopto use.



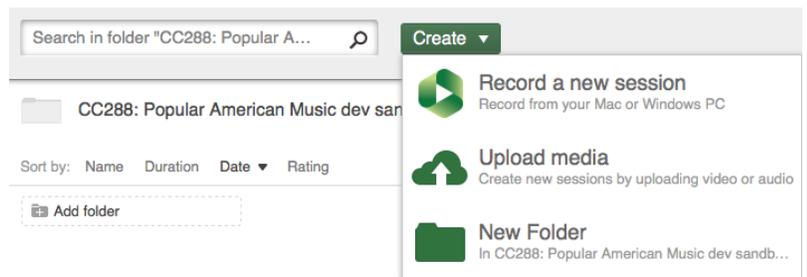
Click the Panopto Videos link in the left menu again and the Panopto options will load. The screenshot below shows an example of what your page may look like.



Section 2: Install Panopto desktop

In your Blackboard course, click the Panopto Videos link in the left menu of your course.

The Panopto system will load into your web browser. As shown at right, click on the green Create button, then select “Record a new session.”



Before you can make your first recording, you will be asked to download the Panopto software to your computer. The download links (highlighted in red below) will download the installer for your computer (Mac or Windows).

↓ Record a new session



Launch Panopto

If you have Panopto installed, you can launch it from here.



Launch Panopto
(Requires Installation)

If Panopto didn't launch, ensure you've downloaded and installed the latest version of Panopto below.

Panopto

Record PowerPoint, video, and audio presentations on your Mac or Windows PC. Upload recordings to your Panopto site to share with students and coworkers.



Download Installer
Windows 7 and up
32-bit



Download Installer
Windows 7 and up
64-bit



Download Installer
OS X 10.9 and up



Download Installer
OS X 10.8

Find the downloaded installer, double-click it (if it doesn't automatically open), and follow the installation instructions.

Return to Blackboard and you are ready to begin making your first recording. For help with that first recording, please see our Panopto Quick Start guide.

As always, if you have any questions or would like assistance using Panopto, please contact your CTLT liaison at learning.richmond.edu/contact and we will be happy to help.