# Panopto Class Capture Tool: Basic

Topics:

- Accessing Panopto from Blackboard (via Panopto Course Tool Application)
- Recording in Panopto
- Editing in Panopto
- Sharing Panopto recording in Blackboard course
- Locate video analytics

## Accessing Panopto from Blackboard

via Panopto Course Tool Application

1. Go to you Blackboard course shell
2. From the course menu, click the **plus (+) icon**. Select **Tool Link** from the menu that appears.
3. The Tool Link window opens up. Provide a name and from the dropdown list, select **Panopto Course Tool Application**. If you want students to have access to this link, check the box for **Available to Users**.
4. Click Submit.
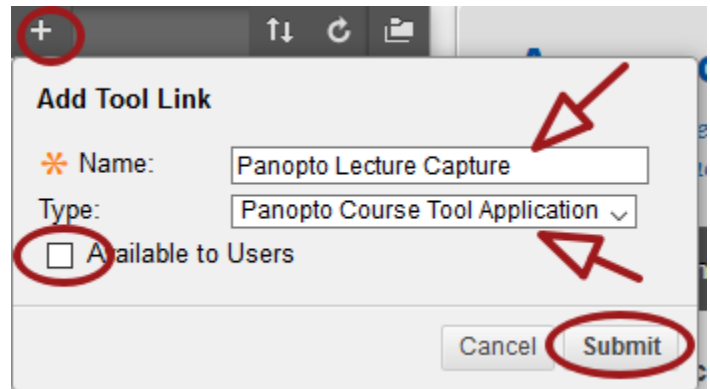
If this is the first time you're using Panopto, you will be prompted to provision the course. This means this course will be added to Panopto, and instructors and students that have access to this class will have access to any videos added to the course's Panopto folder. *Provisioning a course is only a one-time setup.*

Provisioning your Blackboard course for Panopto

1. From your course, click the Panopto link you just added to your course menu.
2. You will see a message that saus your course is not provisioned in Panopto yet. Click the **Configure** button on that page.
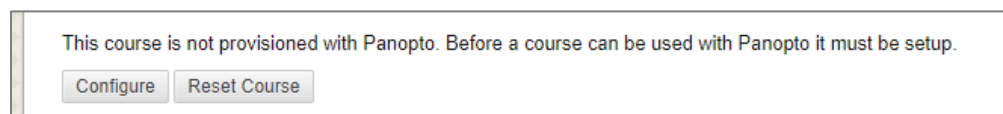
3. On the next page, click the button **Add Course to Panopto**. You will see the provisioning results. If you see the last line of the results as, "Successfully provisioned course," you're all good to go. Click the button **Return to your course** to go back to Blackboard.
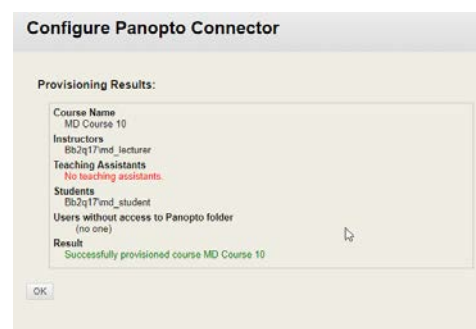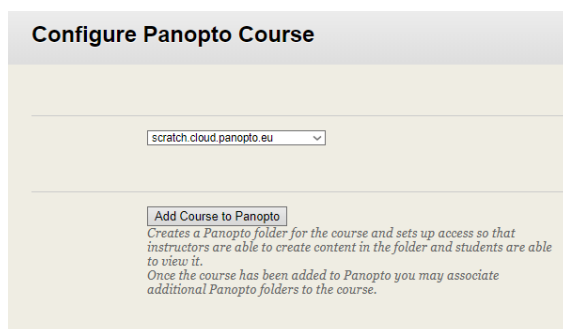

4. When you click on the Panopto link this time, you would see the Panopto Video Library.

Recording in Panopto

To start recording in Panopto, it's best to click the Panopto link from the course you want to record your video to. This ensures that the video for that course will be uploaded and saved to the Panopto videos folder for that course.

1. Go to your Blackboard course and select the Panopto link from the course menu.
2. From the Panopto Video Library, click the Create button and select **Record a New Session**. If prompted, select **Open Panopto**. *(If you're using a campus computer, you need to request Information Services to install Panopto. If it's in the classroom, send the request to Media Services.)*

3. When Panopto opens, provide a name and check your primary sources such as your webcam feed and audio feed. If you want to record the computer screen, make sure Capture Main Screen is selected.
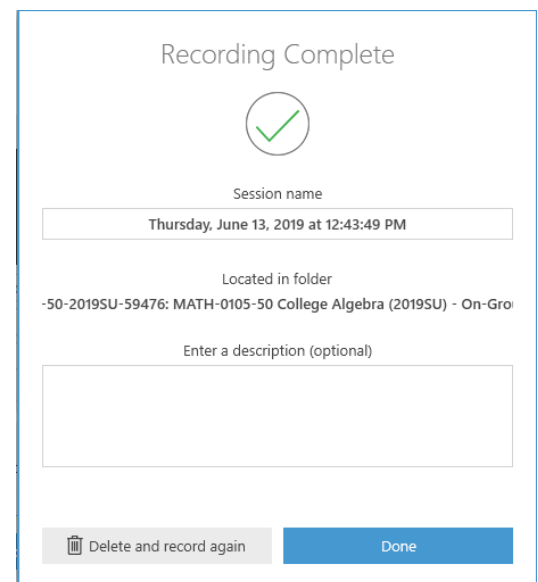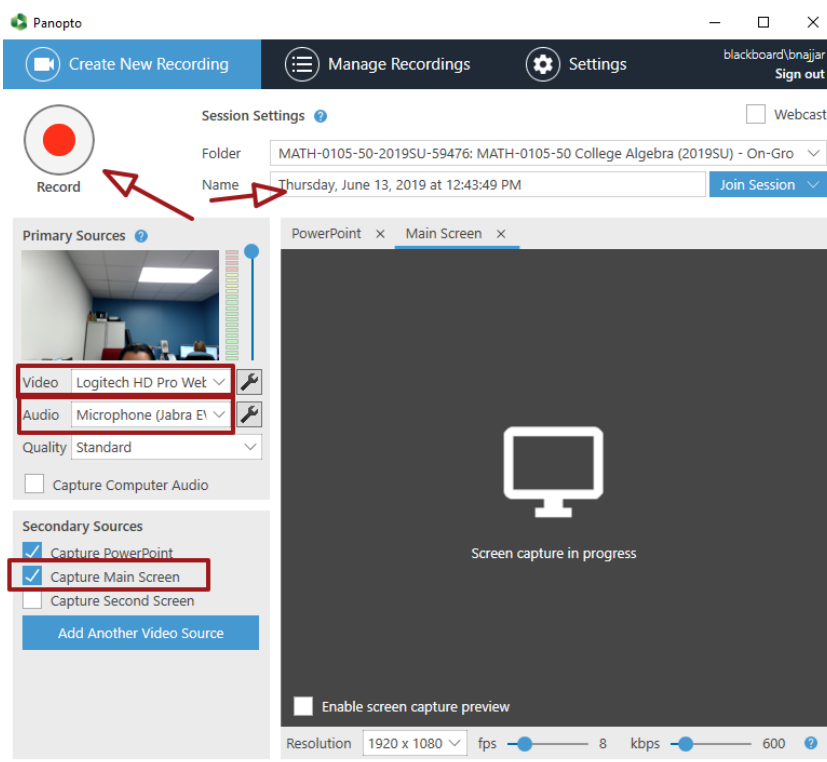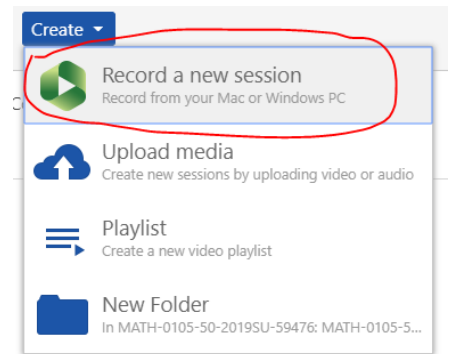

4. When you are ready to record, click the red RECORD icon. Once your recording has started, that icon will change into PAUSE and STOP.
5. When you're done recording, go back to the Panopto Window and press the STOP button. You will be notified that recording is complete. Click DONE to upload the video. You will see progress bars in the Panopto window. When the progress bars disappear, the video has been successfully uploaded in Panopto.

Editing in Panopto

1. From your Panopto Video Library in your course, hover your mouse over the video you want to edit. Click the Edit button.
2. The video will open in Panopto's editor.
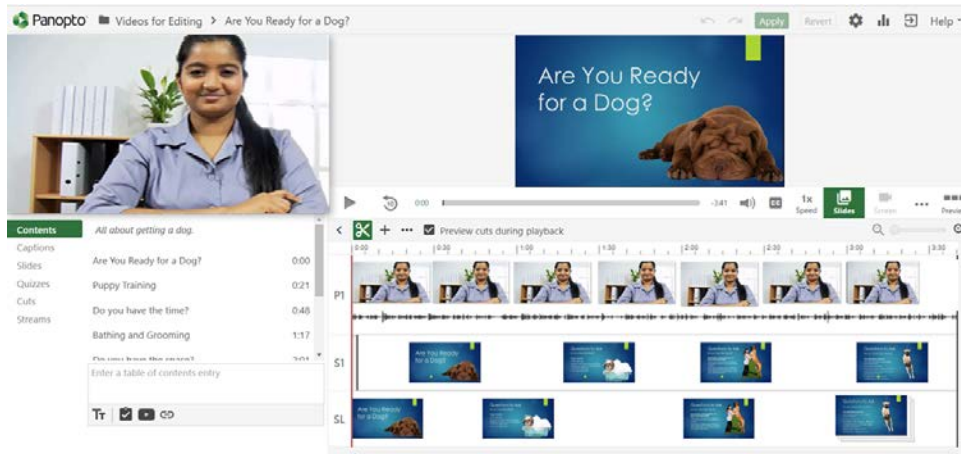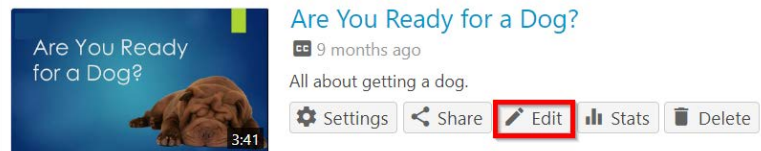
3. The timeline is at the bottom of the editor. It consists of a separate row for each stream recorded in the video. To trim a video, you will select the cut tool.
4. When you select the cut tool, you will see a dark gray line appear at the beginning and end of the timeline.
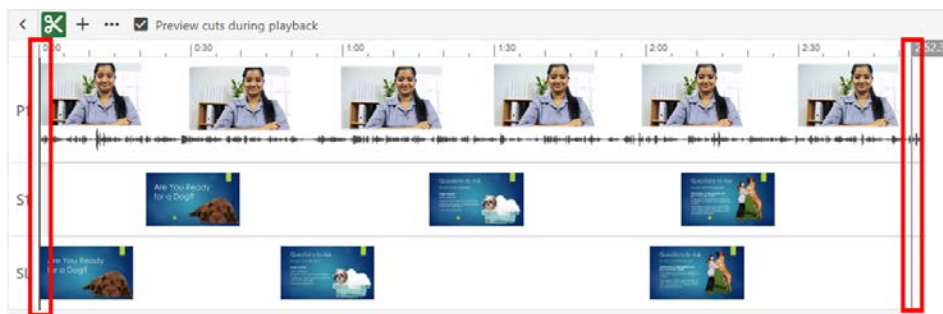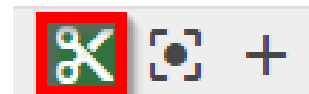
5. To cut a specific area, play the video and pause at the timestamp where you want to start your cut. The red line on the timeline should now be on that timestamp you paused on. From the timestamp, click and drag until you reach the point where you want to end your cut. Release the mouse hold.
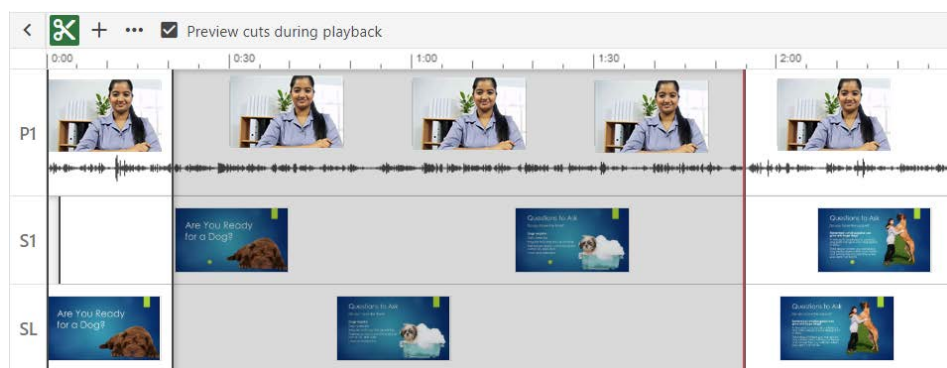
6. Cut sections will still appear in the timeline but they will be gray. When you play your video, it will skip the grayed out parts. When you're done, click **Apply**. Since Panopto's editor is **non-destructive,** you can always remove the cuts and still get the original parts of your video.
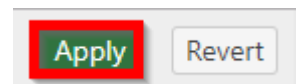
Sharing your Panopto video in your Blackboard course

There's two ways you can share your Panopto video in your class. The first one is to just let your students access the Panopto Video Library and they can access all of the course videos that are saved in that course's Panopto folder.

The other way is you can add a Panopto video in any content area of your course by utilizing the Panopto Video Mashup button.
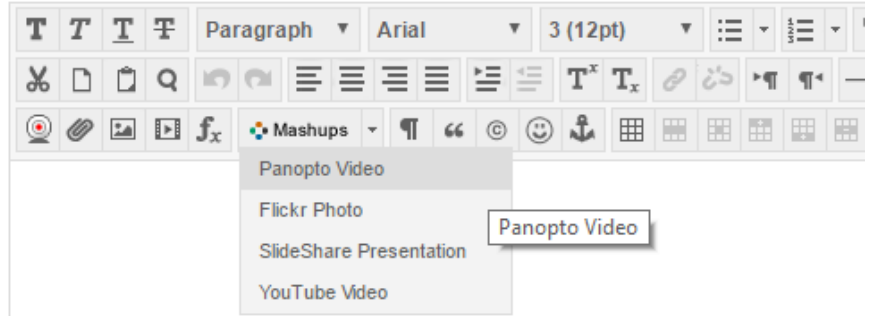
Panopto Video Mashup

1. Navigate to an editor for a discussion, form or announcement and click on the **Mashups** drop-down.
2. Select **Panopto Video** from the drop down menu.
3. A new page will load that will allow you to select an existing video, upload new content, or record with the Panopto for Windows or Mac client.
4. If you already have the video recorded, **choose the video from the list by selecting the radio button** beside the video thumbnail.
5. Click the **Insert Video** button.

CONTENT INFORMATION

* Name

Color of Name   Black

Text

Mashups
Panopto Video
Flickr Photo   Panopto Video
SlideShare Presentation
YouTube Video

Panopto Video   ×

Spring Term- Spanish-Language   ▼   Search Under Spanish-Language

Choose   Upload   Record

Flipped_Laboratory_-_How_to_Use_the_Leica_Microscope
5/31/2019

Spanish-Language_Student_Presentation
5/31/2019

Mars Rover 2
5/30/2019

Mars Rover
5/30/2019

Insert

Locate Video Analytics

You can access video viewing statistics at the folder and video level. These statistics will give you information such as how often your videos are being viewed, what portions of your videos users are watching most, and which users are accessing your videos.

1. Select the video you wish to view the statistics for and click on the **Stats** icon.
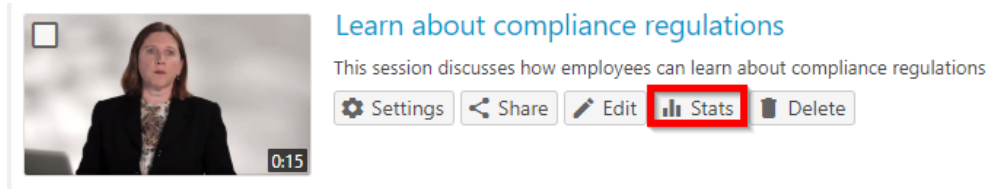
- **Views by Day Graph**: The views by day graph is at the top of the session statistics page. For each day, this shows the total number of views of the video, the number of unique users who accessed the video, and the total minutes of video that were streamed or downloaded. You will have the option to view reports for different time periods. The options include: **Any time, Last 7 days, Last 30 days, Last 90 days, or a custom period of time.**
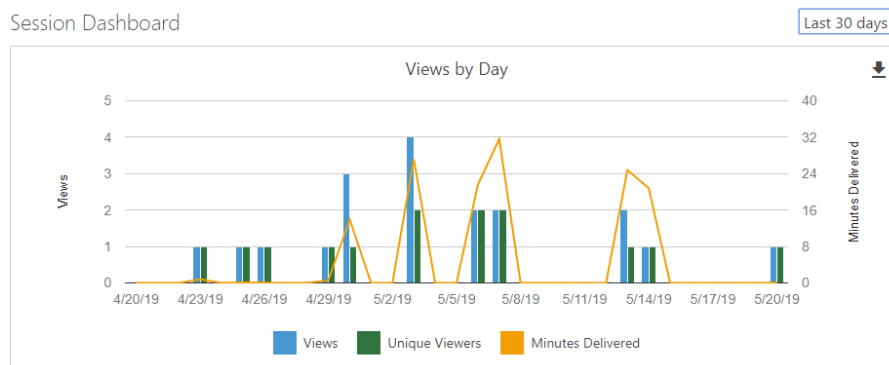
- **Viewer Engagement**: Shows the duration of the video and the viewing activity throughout the duration. You can see which areas of the video are being viewed the most and where in the video users are making notes and comments.
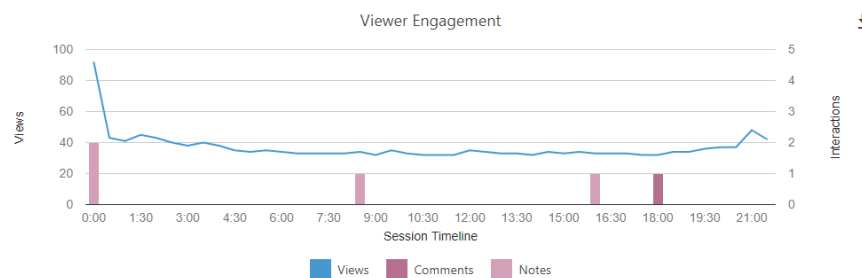
- **Top Viewers**: This section shows the viewers that have watched your video the most times. For each top viewer, you will see the user's name, total views, minutes delivered, and the number of notes and comments they've made. Click on the See All button to look at all viewers who have watched you video. Also, if a viewer is not logged in when they watch your video, their viewer name will show up as "anonymous"

Download Reports

Views by Day
Viewer Engagement
Top Viewers

2. You can download the statistics by selecting the **Download** icon, or **download .csv files of the Views by Day, Viewer Engagement, or Top Viewers**.