PANOPTO: PROVISIONING
REGISTERING/PROVISIONING THE TOOL IN A BLACKBOARD AREA
Section 1 - How do I Register/Provision the Panopto tool in a Blackboard Course?

Before using Panopto to create a recording, or to upload a recording to a Blackboard area, you may need to register, or ‘provision’, the Blackboard area with Panopto. This only needs to be done once per Blackboard area.

In a Module Area

Most people will be using Panopto in a module area. The Blackboard module template has a link to Panopto included, called ‘Recorded Content’.

If you select this link and see a page which includes the message “This course is not provisioned with Panopto”, then you will need to click on the ‘Configure’ button to begin the process.

Note that if the ‘Recorded Content’ link to Panopto has been added by Course Copy from a provisioned Blackboard area that you still have access to, it will link
to the previous year’s module/programme area. Therefore we would advise that such links are deleted, and recreated as described in section 1b of this guide. Any resources that you want copying over from previous years, can be moved using the process described in section 2 of this guide.

Next select ‘Add Course to Panopto’.

On the next page you get a report on what has been done. Click ‘OK’.

Finally click ‘Submit’.
The ‘Recorded Content’ link is hidden from students by default. To allow the students to see the link, hover over the ‘Recorded Content’ link, open the drop down menu using the arrow that appears to the left of the link, and select ‘Show Link’ from the menu.
In an Area without a ‘Recorded Content’ Link in the Course Menu

If you are using a Programme area, for example, you will not have the pre-created Panopto link on the template. You will need to create one yourself.

To do this choose the ‘+’ button and then choose ‘Tool Link’

Choose ‘Type’ = ‘Panopto Course Tool Application’. Give the link a title that students will recognise and check the ‘Available to Users’ box.

The link that will be created at the bottom of the course menu. Click on it and go through the provisioning process described above.
Section 2 - How do I copy my content over from a previous year?

Course copying usually copies existing video or audio content that is stored in Panopto from previous years. If it does not, or you are not using the Course Copy tool, then you need to make a copy of that content, and then move that copy to the new area.

To do this, go to the old course that contains the content, find an item that you want to copy, and click on ‘Settings’.

Click on the ‘Manage’ tab, and under ‘Copy session’ click on ‘Copy’.
Find the new copy, and click on Settings. On the ‘Overview’ tab click on the ‘Edit’ link for the Folder.

Using the drop down menu, choose the course that you want to move the resource to. Finally click on Save.

You can access the copied resource in the new course, in the list of Panopto resources.