

Edge Hill University

# PANOPTO: PROVISIONING

REGISTERING/PROVISIONING THE TOOL IN A BLACKBOARD AREA

## Section 1 - How do I Register/Provision the Panopto tool in a Blackboard Course?

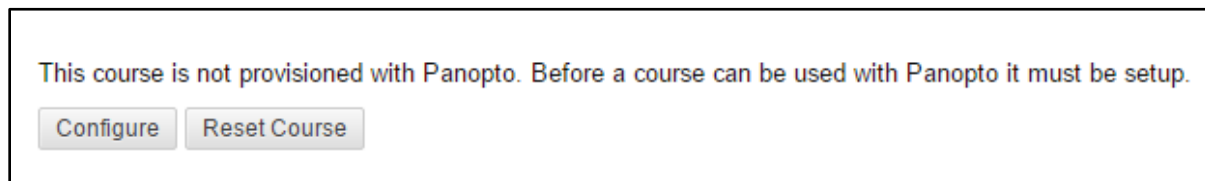
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Before using Panopto to create a recording, or to upload a recording to a Blackboard area, you may need to register, or 'provision', the Blackboard area with Panopto. This only needs to be done once per Blackboard area.

### In a Module Area

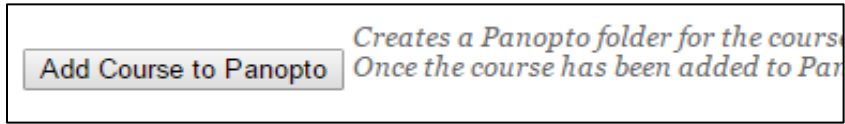
In the standard module template, go to 'Home Hub' > 'Module Information and Support' and select 'Recorded Content (full access to all Panopto content)'.

If you follow the 'Recorded Content' link to 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.

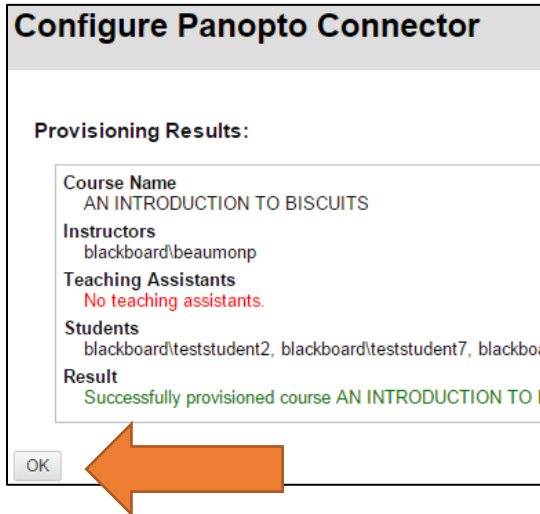


Note that if the 'Recorded Content' link to Panopto has been added by Course Copy from a provisioned Blackboard area that you still have access to, it will link to the previous year's module/programme area. Therefore, we would advise that such links are deleted, and recreated as described in section 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.

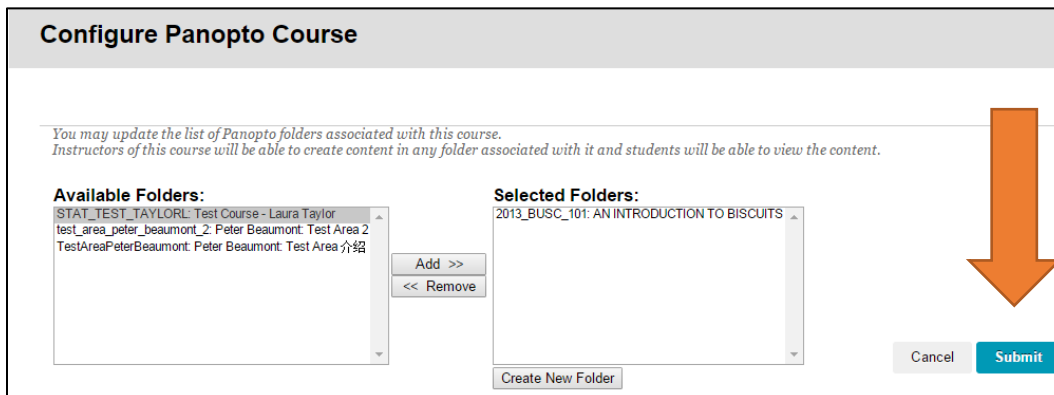
Next select 'Add Course to Panopto'.



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



Finally click 'Submit'.



In an Area without a 'Recorded Content' Link in the Course Menu

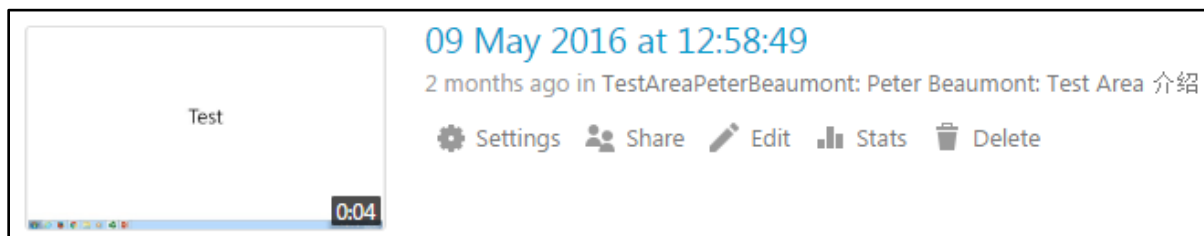
If you are using a Programme area, for example, you will not have the pre-created Panopto link on the template. You will need to create one yourself.

To do this choose the '+' button and then choose 'Tool Link'

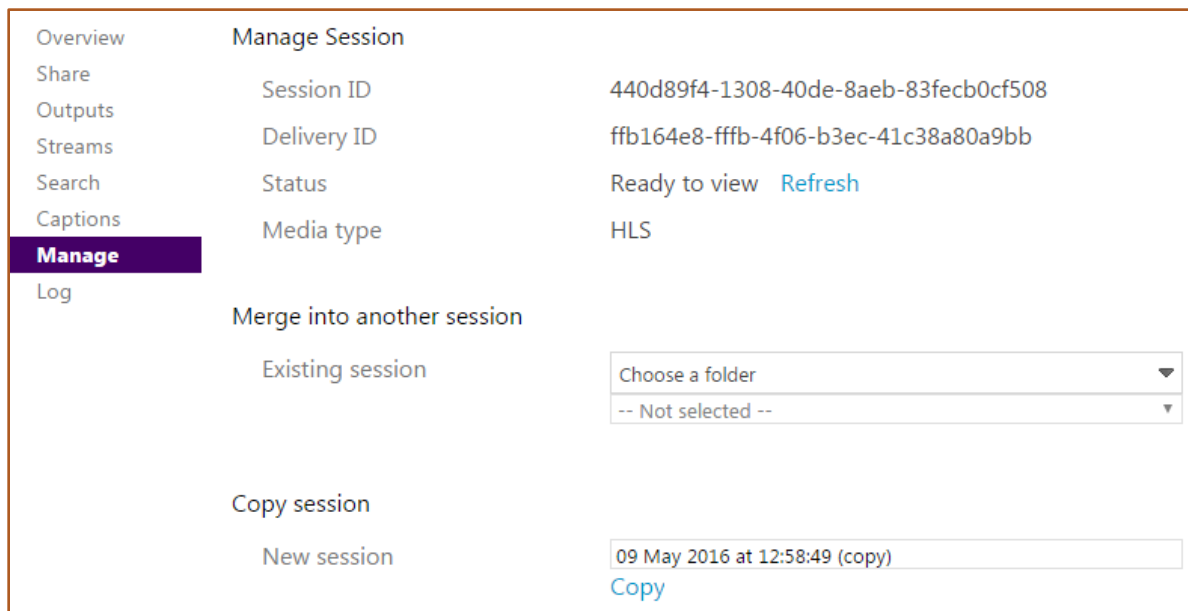
## Section 2 - How do I copy my content over from a previous year?

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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

<b>Overview</b>	Name	09 May 2016 at 12:58:49 (copy) <a href="#">Edit</a>
Share		
Outputs	Folder	<a href="#">TestAreaPeterBeaumont: Peter Beaumont: Test Area</a> <a href="#">介紹</a> <a href="#">Edit</a>
Streams		

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

<b>Overview</b>	Name	09 May 2016 at 12:58:49 (copy) <a href="#">Edit</a>
Share		
Outputs	Folder	<input type="text" value="TestAreaPeterBeaumont: Peter Beaumont: Test Area 介紹"/> ▼
Streams		<a href="#">Save</a> <a href="#">Cancel</a>

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