Configuring the Panopto Tool in Your Course

To create a course folder for your Panopto recordings, follow these steps to configure your course.

- If you have never used Panopto in this particular course before, follow all steps below.
- If you have copied your course content from a semester when you already used Panopto, start with step #4.

1. In the Course Management tools below the course menu on the left, choose Customization, and then Tool Availability. The tools are listed alphabetically; scroll down to Panopto Course Tool Application, check the box, and click Submit.
2. Above the course menu, mouse to the button, and choose to add a Tool Link.
3. Name the tool and change Type to Panopto Course Tool Application, make Available to Users, and Submit – but do not click this link yet!
4. Click Course Content in the course menu on the left.
5. Select Tools in the menu bar above the content area and choose Panopto Video Link from the dropdown.
6. Click the Add Course to Panopto button.
7. Click Add Course to Panopto (again). This is the actual Panopto Course Tool Application linking mechanism.
8. You have now created permissions for your course folder. Anyone with a Blackboard role of Student is automatically a Viewer; everyone else (TAs, etc.) is a Creator. Click OK to continue.
9. Click Submit to create the course folder on the Panopto server. At this time, you can also add folders from prior semesters or connect multiple courses to a single folder. (Please contact us for further information.)
10. Click CANCEL on the next screen.
11. Your Panopto link in your course menu will now function correctly, linking to a page of your Panopto hosted server folder contents for your course.

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