Before you can create a recording using the Panopto Recorder, you must first connect your Blackboard course - along with yourself and your students - to the Panopto server using the building block.

Making the Building Block Available
In your Blackboard course, the Panopto building block may not be available automatically. To make it available, you must turn on the tools – Panopto Course Tool Application and Panopto Video Link.

1. Go to the Control Panel in your Blackboard course, under Customization, choose Tool Availability.
2. An alphabetical listing of all the tools available in NOVA's Blackboard installation will open.
3. Scroll down the page until you find Panopto Course Tool Application and Panopto Video Link.
4. Check the boxes next to each and click Submit.

Once the tools have been turned on, you can find Panopto under the Tools or Communication link in the Course Menu.
**PANOPTO: BLACKBOARD BUILDING BLOCK**

**Connect Your Course to Panopto**

1. Click **Panopto Focus Content** on the **Tools** page.
2. Click the **Configure** button on the **Panopto Focus Content** page.

3. From the **Configure Panopto Focus Course** page:
4. **Select Panopto Server:** Selecting **panopto.nvcc.edu** from the dropdown.

5. **Provision Panopto Course:**
   a. Click the **Add Course to Panopto** button.
   b. The Configure Panopto Focus Connector page displays the instructors and students that now have access to this course's Panopto content. Click Ok.

6. **Select Panopto Folders:** A folder for the course is automatically created and place in the **Selected Folders** box. More than one folder can be selected and new folders can be added by clicking the **Create New Folder** button. Videos that already exist in another folder can be made viewable to students in this course by selecting that folder.

7. Click **Submit**.
Connecting your course to Panopto is what creates the user accounts for the instructors and students in that course. Instructors can create content in the course’s Panopto folder while students can view the content. No one else can see the content in the course’s folder unless the instructor changes the permission on a recording from the Web Management Interface.

Panopto & iTunes
An Audio Podcast and a Video Podcast feed are automatically created on the Panopto server and can be added to a users’ iTunes account by clicking on the link displayed on the Panopto Focus Content page. The podcast feed notifies uses of new audio and/or video recordings available for downloading and can easily be viewed using any mobile device that iTunes has an app for.
PANOPTO: BLACKBOARD BUILDING BLOCK

Adding a Panopto Video Link to a Content Area
Adding a link directly to the Panopto video from a content area (folder) can make it easier for students to find the videos.

1. Hover your mouse over the Tools button to reveal the Tools Menu.
2. Click Panopto Video Link.
3. Select the Course Folder from the dropdown menu. Only folders associated with the course or public folders will be available to link.
4. Select the Panopto Lecture from the dropdown menu.
5. Optionally edit the Title for the Panopto Lecture.
6. Optionally enter a Description.
7. Click Submit.
8. The new link will appear last on the page. Use the tab arrows on the left side of the menu to reorder the page items as desired.
**PANOPTO: BLACKBOARD BUILDING BLOCK**

Share a Panopto Recording in Multiple Courses
If you have not already provisioned Panopto please follow the [Connect Your Course to Panopto](#) instructions above.

1. Click **Panopto Focus Content** on the **Tools** page.
2. Click the **Configure** button on the **Panopto Focus Content** page.
3. From the **Available Folders** list select the Folder containing the Panopto recording.
4. Click Add to move it to the **Selected Folders** list.

5. Click **Save** to save changes.