If you have never used Panopto before, follow this first part.

Log into your Blackboard Account and open the course you wish to capture:

Open your Course Management Control Panel
Scroll down to get to the Panopto

Activate by checking and then scroll down to “submit”

Now when you go to tools in the course, you will see Panopto Focus Content

The very first time you go into a course and activate Panopto, you will need to download Panopto on your computer. You will also need to make sure that you have Microsoft SilverLight. If you are using your office computer, you will need to contact IT at 1-6226 or IT Help Desk thru email to have it downloaded.

Click on Panopto Focus Content and you will receive this screen:
The course is not provisioned with Panopto. Before a course can be used with Panopto, it must be provisioned. Please press the configure button to provision.

Click on Configure

You will be prompted to select a server, from the drop down menu, choose nvccv.hosted.panopto.com

Then click Add course to Panopto
After clicking okay, you will see your course listed again.

You will see your course listed with its information. Click OK in the bottom right corner.

If you click video at this time, you get an error message until you have created, edited, and shared video.
Now you have successfully downloaded Panopto and should have a new icon on your desktop. You can right click the icon to check the properties to confirm that you have the Focus Recorder.
When you click on the icon, you will be prompted to open Panopto with either Blackboard or an account, you will choose Blackboard and provide your user name and password.

Panopto will open to this window. This looks different on a MAC, we will create a guide soon.

Choose your capture sources, the default is your webcam as the video and power point and computer screen. If you see many pictures of yourself as seen above, Panopto is capturing your computer screen or whatever your VGA cable is projecting (i.e. document camera, SMART Board, iPad, VCR/DVD) so you will want to make sure that is available.

To choose a Power Point, highlight the PowerPoint tab:

Click open a Presentation
Choose the PPT you want.

If you are ready to begin, click on yes. Otherwise, choose no and begin later.
You are now recording. If you chose a PowerPoint presentation, it will open up as a slide show. You will not be able to see the recording window. If you hit escape, you can go back to the recording window and choose “Primary Screen.” Then anything that shows up thru the projector will appear as the large window in your recording. If you want to use any source other that PPT, you will want to choose the Primary Screen option.

If you hit the pause button, Panopto will continue to record. You can edit out the paused portion of the capture or you can add parts back. This is useful if you have a student ask a great question during a break that you want to share or if you forget to hit record again after the break.

When you are done with the portion of class that you wish to record, click the stop button. You will receive the following message:
Now it is time to publish!

Click upload to server

Find your folder with your course name.

Give a name to your session, the date and time are the default. Then click Upload to New Session

This will take a while.
It takes quite a while for the video to upload.

Once you have uploaded, Panopto will let you edit your creation:

You will get a screen from which to preview your video. The gray area is a paused section, use the pull tabs to lengthen or shorten.
When I played the video back, there was a dark screen where I paused. It did not publish this part, but gave me the opportunity to put it back in which I have done to keep a record. This is useful if a student makes an important point while you have the recording paused during a break.

After you are done with your edits, click on save. Panopto will “process” for a while.

After processing, you will receive the following message:

When you are satisfied, then click “share”

You will be directed to this screen:
After the video has been processed, it will show up in your Blackboard course in the tools.

Your students will see this as well and you can click on it and view it as they can.

For more information or assistance, please contact Leslie Bowman (lbowman@nvcc.edu or 703-933-8360) or Holly Owens (howens@nvcc.edu or 703-933-3998)