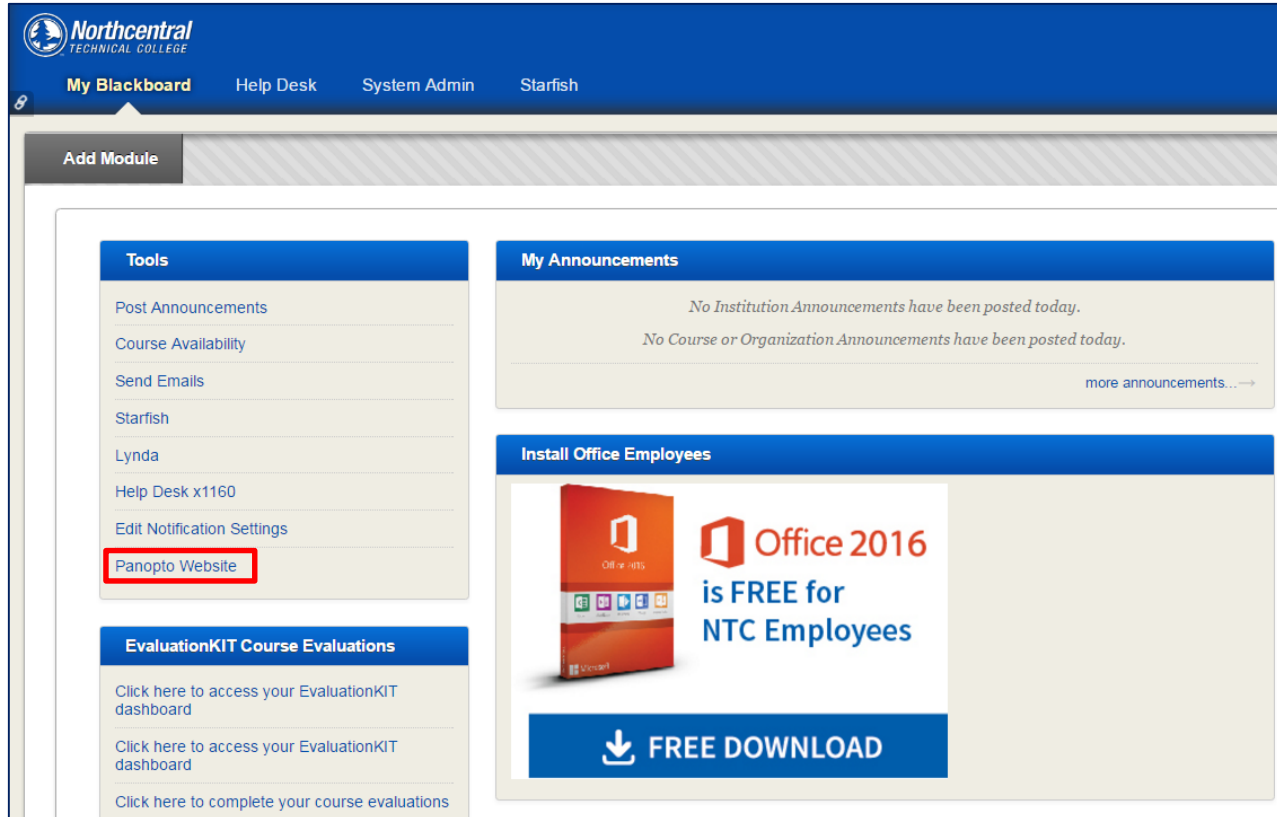


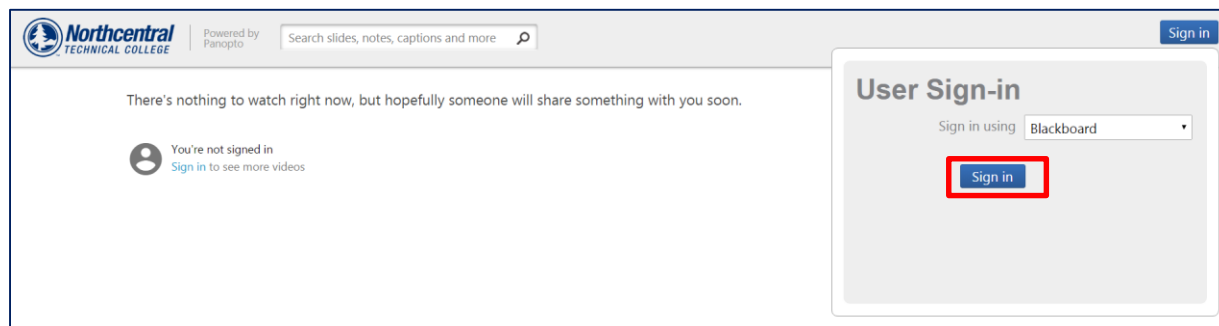
Panopto-Create Welcome Video

Panopto can be used to create short welcome videos for your course announcements or learning plan overviews by following the directions below.

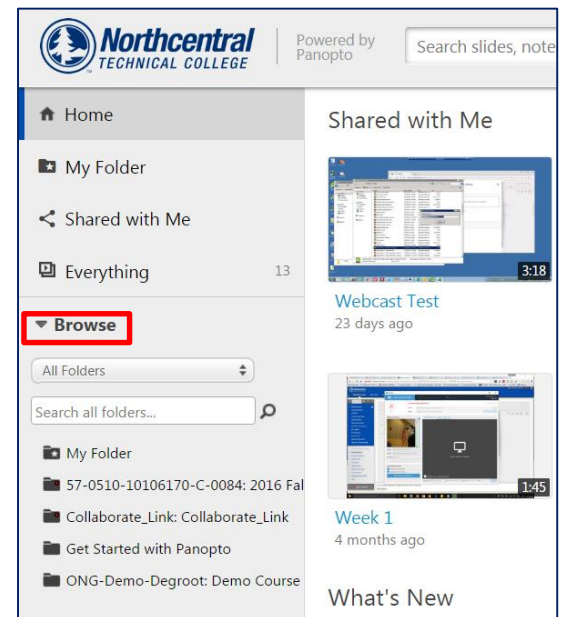
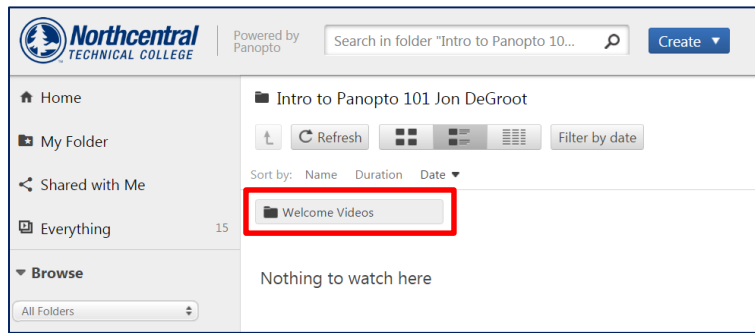
1. **Before recording contact Jon DeGroot or Todd Will in IT to have a Panopto folder created for your course.**
2. Sign into **Blackboard**. From the **My Blackboard** page, in the **Tools** module, click on the **Panopto Website** link.



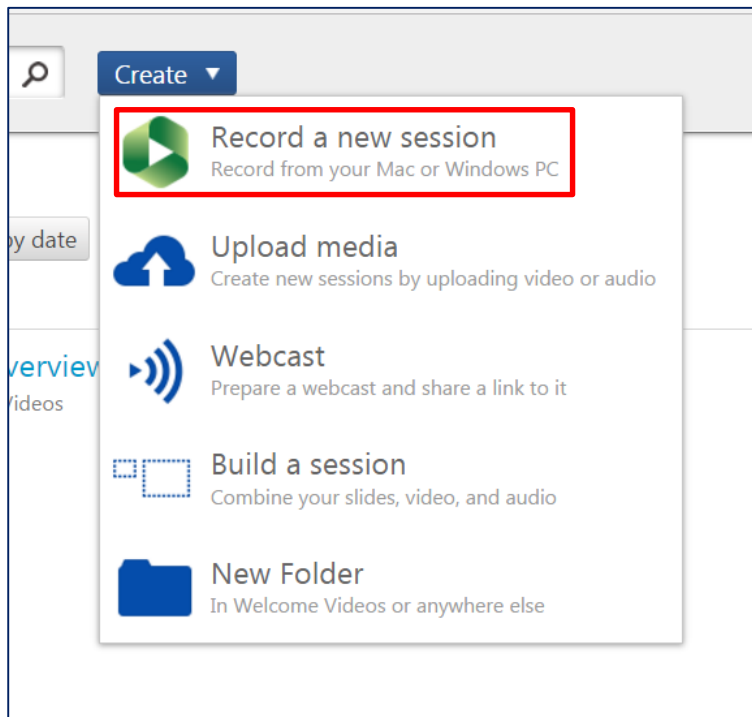
3. The Panopto Login page will display. Click **Sign in**.
4. Make sure **Blackboard** is selected in the drop down and **click Sign in again**. (Your Blackboard login credentials carry over to Panopto.)



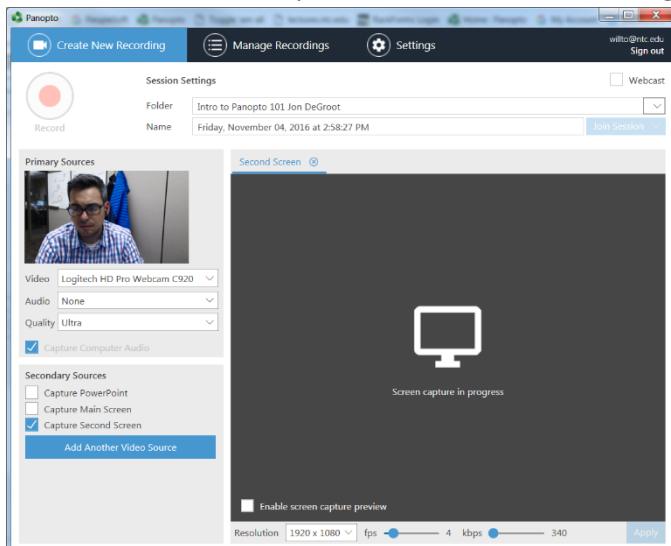
- Once logged into Panopto, click on the **Browse** button and choose the folder for the course you want to make the recording for.
- Since you are creating welcome videos, click on the Welcome Videos sub folder.



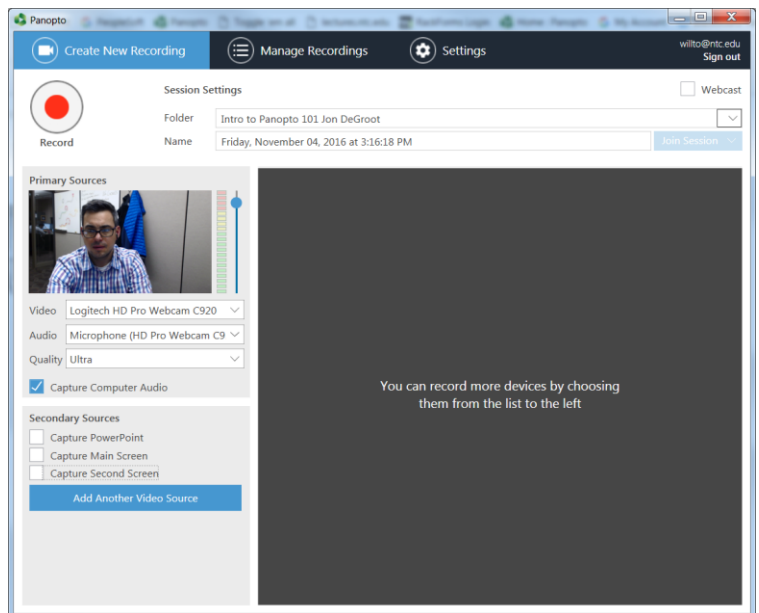
- Once in the Welcome Videos folder, click on the Create button.




- The Panopto recorder will launch. Notice you are set to record into the **Welcome Videos** folder. In the **Name** text area, enter the name you would like for the recording.



9. Make the following changes to the settings:
 - a. Ensure your **camera** is displaying properly.
 - b. Change the quality to **Ultra**.
 - c. **Uncheck Capture PowerPoint** and any other screens to only capture your video.
10. When ready, click on the **Record** button.
11. When finished with your recording, click the Stop button.
12. Make sure the **Session Name** is correct and click Upload.



Recording Complete



Session name

Learning Plan 1 Overview

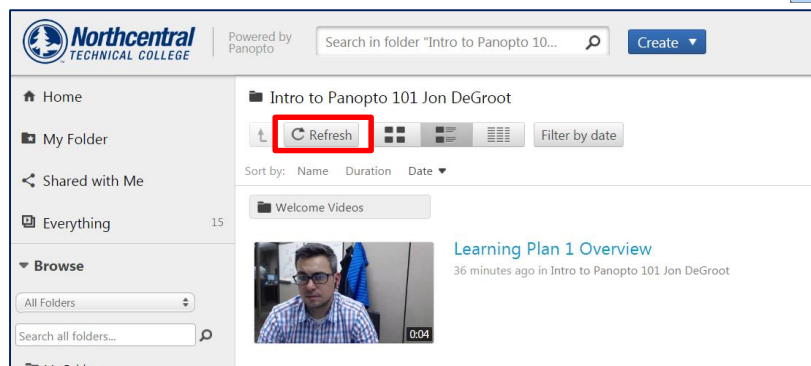
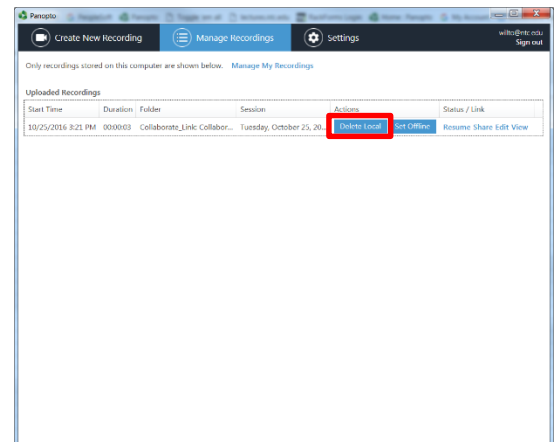
Located in folder

Intro to Panopto 101 Jon DeGroot

Enter a description (optional)

Delete and record again
Upload

13. The video will take a few moments to **upload**. When complete you can click **Delete Local** to remove the video recording from the computer hard drive.
14. Close the **Recorder** and the **Record New Session** window.
15. In Panopto, click on the **Refresh** button. Your video will display as processing.



16. Repeat the steps to create another video. View the **Post Video to Blackboard** tutorial to see how to embed the video to Blackboard.