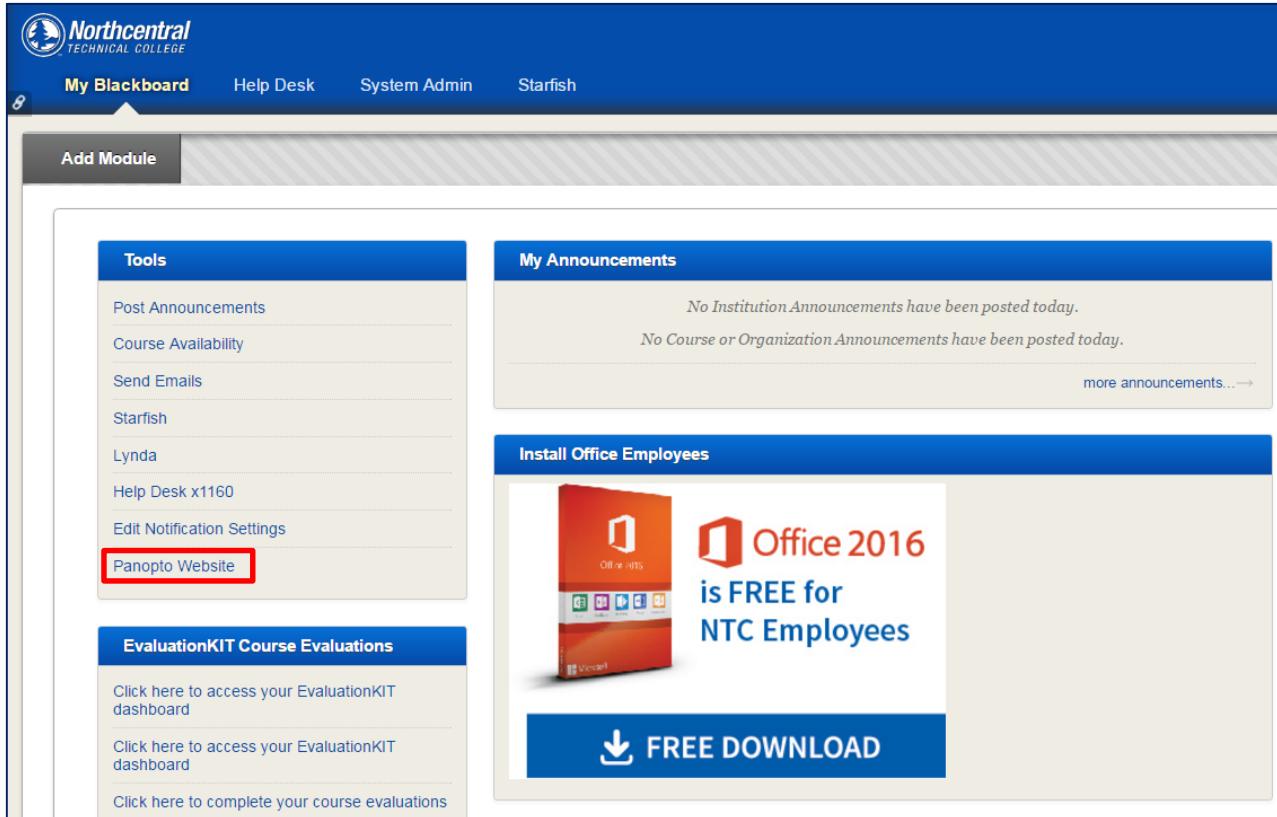


## Panopto-Create Welcome Video

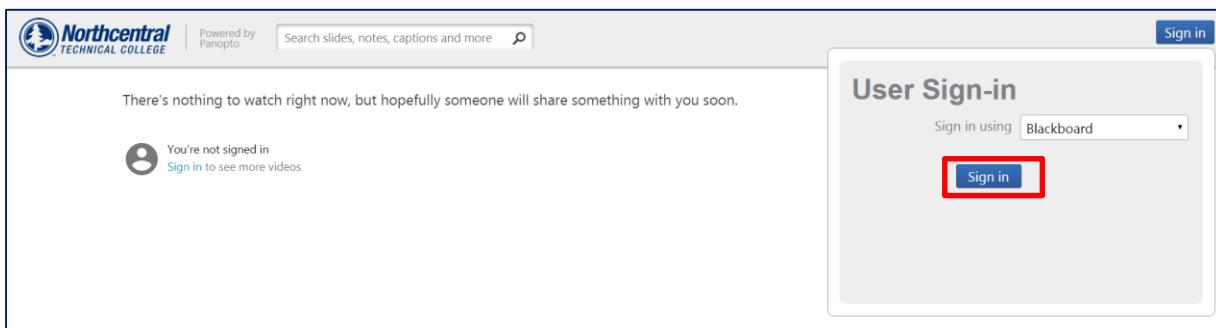
Panopto can be used to create short welcome videos for your course announcements or learning plan overviews by following the directions below.

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.



The screenshot shows the 'My Blackboard' dashboard. At the top, there are links for 'My Blackboard', 'Help Desk', 'System Admin', and 'Starfish'. Below this is a 'Add Module' button. The 'Tools' module is open, listing various links: 'Post Announcements', 'Course Availability', 'Send Emails', 'Starfish', 'Lynda', 'Help Desk x1160', 'Edit Notification Settings', and 'Panopto Website'. The 'Panopto Website' link is highlighted with a red box. To the right of the tools, there are sections for 'My Announcements' (showing none) and 'Install Office Employees' (advertising Office 2016 for NTC Employees with a 'FREE DOWNLOAD' button).

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.*)



The screenshot shows the 'User Sign-in' page. It features a search bar at the top and a message: 'There's nothing to watch right now, but hopefully someone will share something with you soon.' Below this, a user icon shows a message: 'You're not signed in' and 'Sign in to see more videos'. To the right, a 'Sign in' button is highlighted with a red box. Above the 'Sign in' button, a dropdown menu shows 'Sign in using' with 'Blackboard' selected.

- 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.

The screenshot shows the Panopto web interface. On the left, a sidebar has a 'Browse' section with a red box around the 'Welcome Videos' folder. The main area shows a list of recordings under 'Intro to Panopto 101 Jon DeGroot', with 'Welcome Videos' highlighted by a red box. Below it, a message says 'Nothing to watch here'.

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

The screenshot shows the 'Create' menu in Panopto. The 'Record a new session' option, which includes a play button icon and the text 'Record from your Mac or Windows PC', is highlighted with a red box.

- 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.

The screenshot shows the 'Create New Recording' window in Panopto. The 'Session Settings' tab is selected. Under 'Primary Sources', there is a video feed of a person. Under 'Secondary Sources', 'Capture Second Screen' is checked. The 'Webcast' checkbox is unchecked. The 'Name' field contains 'Friday, November 04, 2016 at 2:58:27 PM'. The 'Apply' button is at the bottom right.

The screenshot shows the Panopto dashboard. The 'Browse' section is highlighted with a red box. It shows a list of recordings: 'Webcast Test' (23 days ago), 'Week 1' (4 months ago), and 'ONG-Demo-Degroot: Demo Course'. The 'What's New' section is also visible on the right.

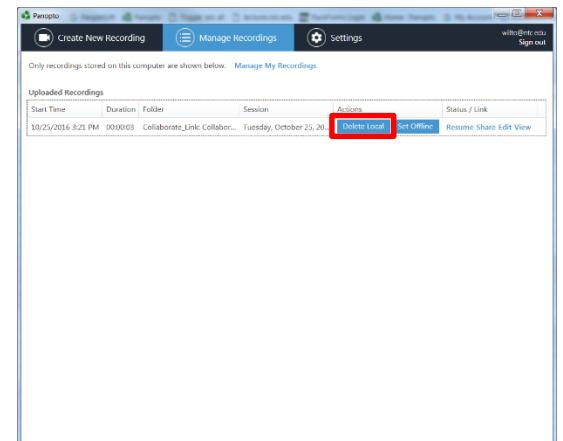
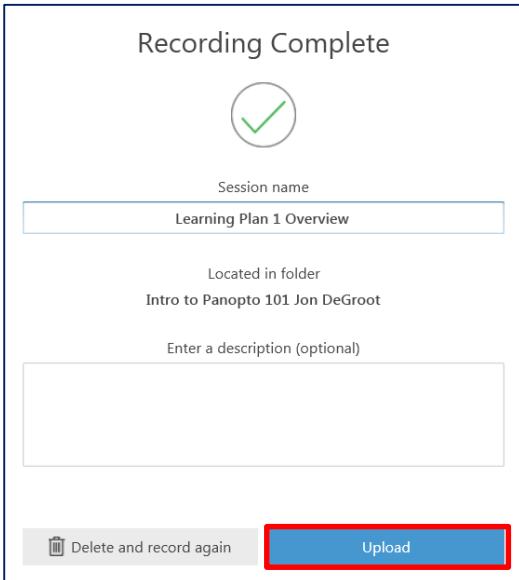
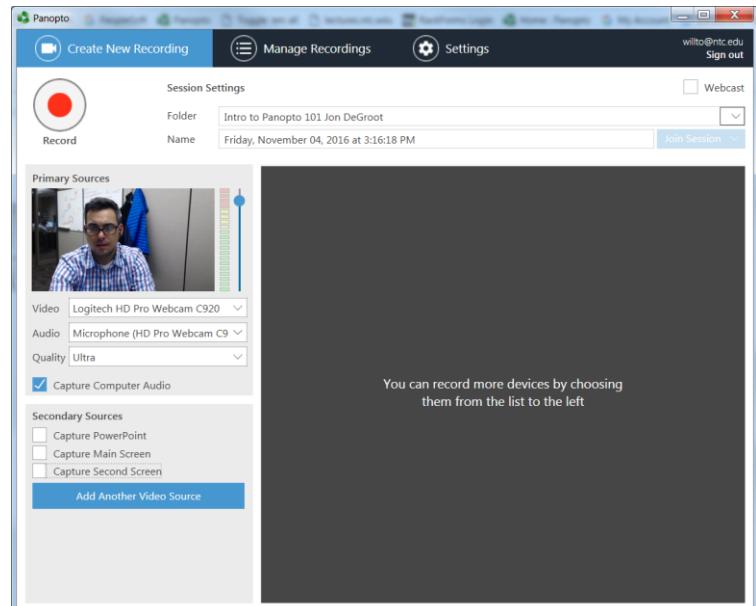
9. Make the following changes to the settings:
  - Ensure your **camera** is displaying properly.
  - Change the quality to **Ultra**.
  - Uncheck Capture PowerPoint** and any other screens to only capture your video.

10. When ready, click on the **Record** button.

Panopto will begin recording immediately.

11. When finished with your recording, click the **Stop** button.

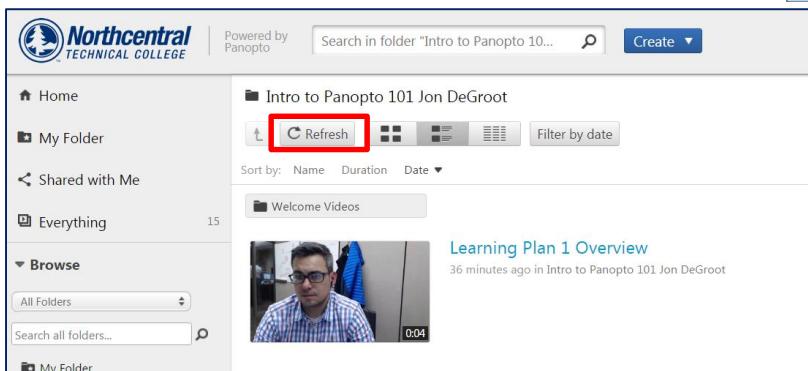
12. Make sure the **Session Name** is correct and click **Upload**.



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.