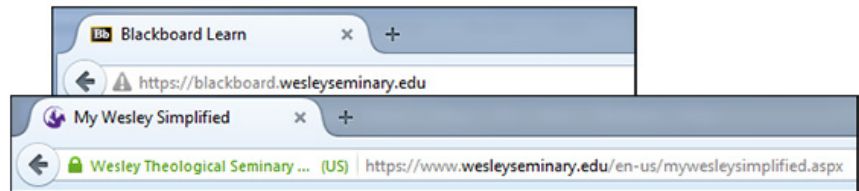


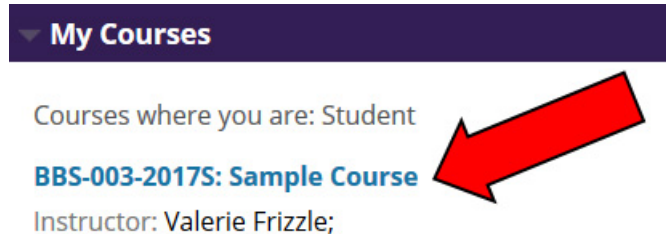
Preparing (Provisioning) Your Course for Panopto

If you intend to use Panopto, you must first set up your course in Blackboard so that it can be used correctly.

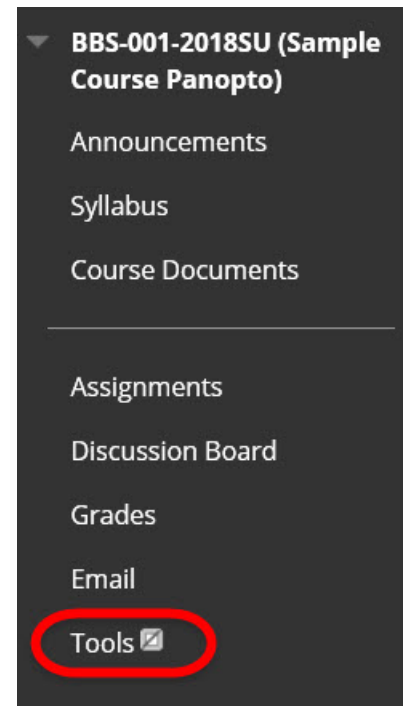
1. Navigate to Blackboard then enter your username and password. You can do this either through [MyWesley](https://www.wesleyseminary.edu/en-us/mywesleysimplified.aspx) or blackboard.wesleyseminary.edu



2. Enter your course.

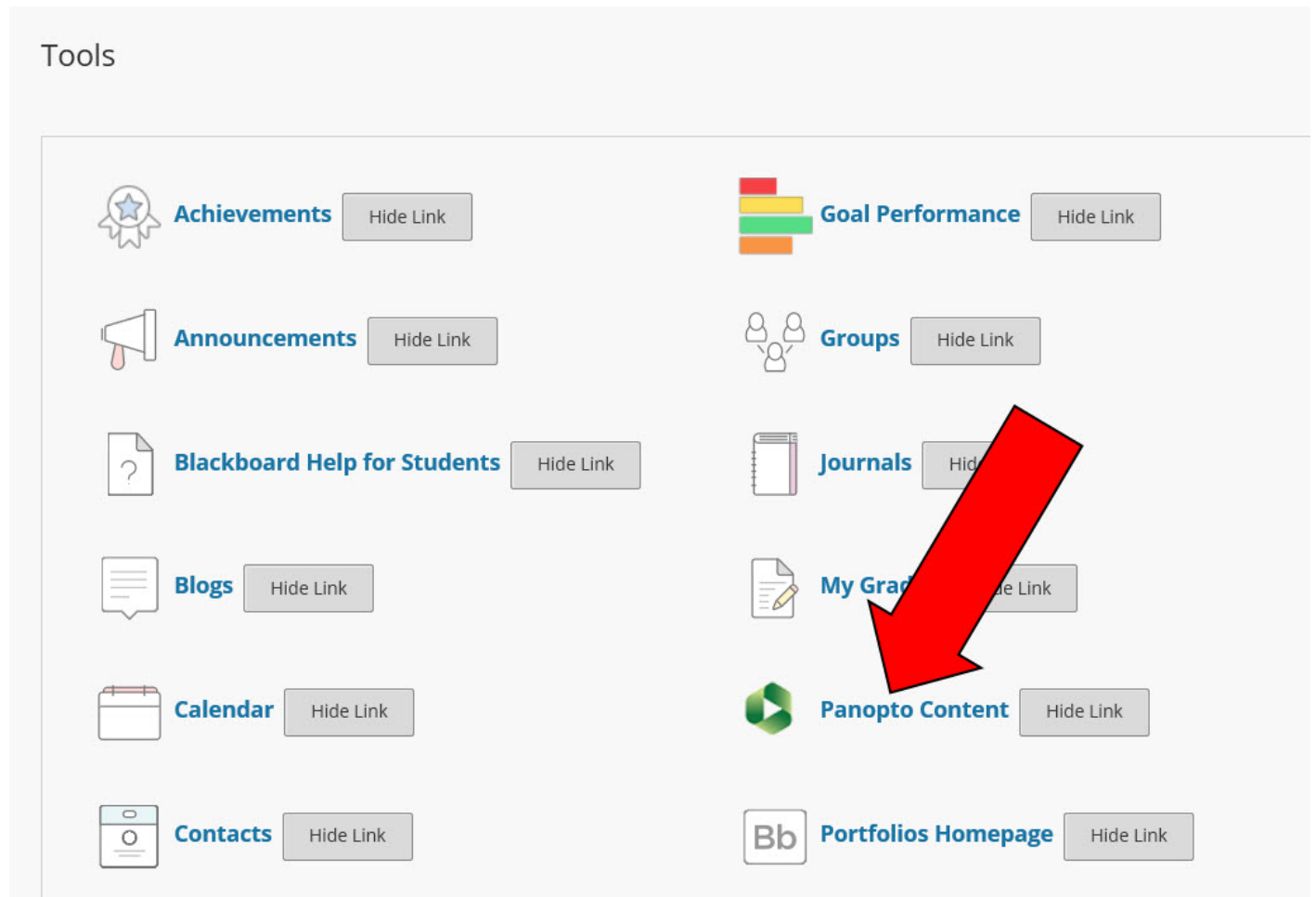


3. Click **Tools** in the Course Menu on the left.



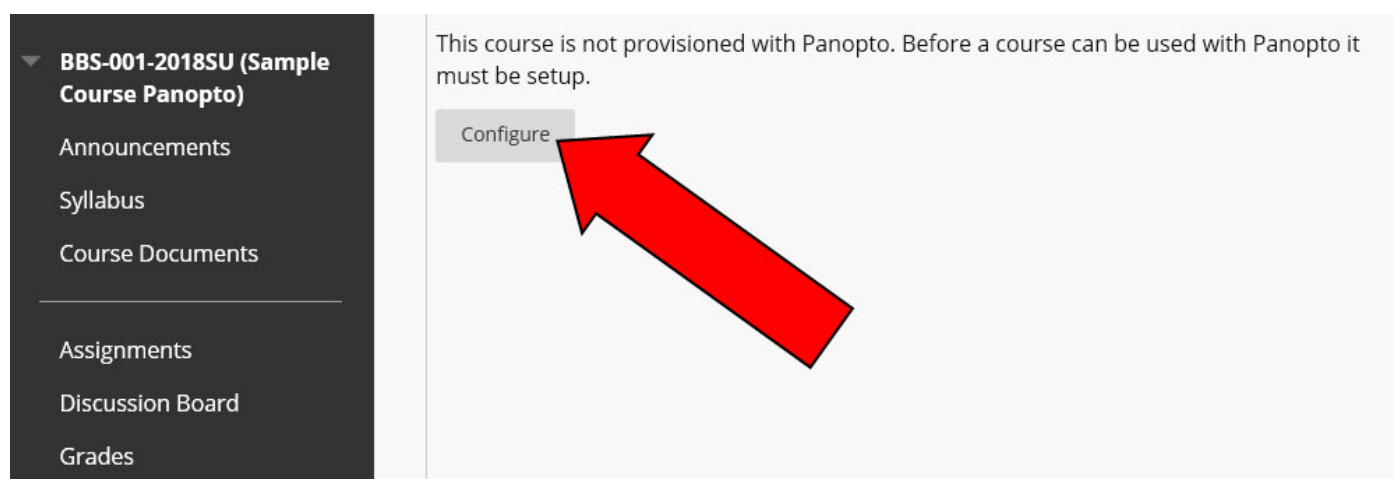
4. Click **Panopto Content** in the right column.

Tools



The screenshot shows a grid of tool icons and labels. Each tool has a 'Hide Link' button next to it. A large red arrow points to the 'Panopto Content' tool, which is located in the second column, fifth row. The tools include: Achievements, Announcements, Blackboard Help for Students, Blogs, Calendar, Contacts, Goal Performance, Groups, Journals, My Grades, Panopto Content, and Portfolios Homepage.

5. Click **Configure**.



The screenshot shows a course page for 'BBS-001-2018SU (Sample Course Panopto)'. The left sidebar contains a list of course items: Announcements, Syllabus, Course Documents, Assignments, Discussion Board, and Grades. The main content area displays the message: 'This course is not provisioned with Panopto. Before a course can be used with Panopto it must be setup.' Below this message is a 'Configure' button, which is highlighted with a large red arrow.

6. Click **Add Course to Panopto**.

Configure Panopto Course

wesleyseminary.hosted.panopto.com

Add Course to Panopto

Creates a Panopto folder for the course and sets up access so that instructors are able to create content in the folder and students are able to view it. Once the course has been added to Panopto you may associate additional Panopto folders to the course.

7. You will receive a message letting you know that you have successfully provisioned the course. Click **OK**.

Configure Panopto Connector

Provisioning Results:

Course Name

Sample Course Panopto

Instructors

blackboard\instructor005

Teaching Assistants

No teaching assistants.

Students

No students.

Users without access to Panopto folder

(no one)

Result

Successfully provisioned course Sample Course Panopto

OK



8. Panopto creates a folder titled with the course ID and course title for the course that is being provisioned. It defaults to associate that folder with the course. It is recommended to leave the defaults as they are and click **Submit**.

If you are a more advanced Panopto user and you have requested folders be created you can select that folder from the column on the left.

Configure Panopto Course

You may update the list of Panopto folders associated with this course. Instructors of this course will be able to create content in any folder associated with it and students will be able to view the content.

Available Folders:

- BBS-013-2017SU: Sample 101 My Folder

Selected Folders:

- BBS-001-2018SU: Sample Course Panopto

Buttons: Add >>, << Remove, Create New Folder

Buttons: Cancel, **Submit**

9. Your course is now set up to work with Panopto. You can now proceed to the next step of downloading the Panopto recorder, then recording videos and presentations.

Search in folder "BBS-001-2018SU: Sam..." 🔍 Create ▾ Powered by Panopto

📁 BBS-001-2018SU: Sample Course Panopto ▾ 👤 📊 ⚙️ 📡 🔗

Sort by: Name Duration Date ▾ Rating

📁 Add folder

This folder contains no videos.



If you have any questions or problems, please contact Blackboard Support at extension 6091, 202.885.6091, or email us at edtech@wesleyseminary.edu