Panopto User Guide
Download Panopto Recorder
(Blackboard)

Panopto video folder is created for all Blackboard courses.

If you need to use Panopto but don't have a Blackboard course, please submit a service request to elearning@cuhk.edu.hk.

Review Date: 15 August 2019

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1. Get ready the mic

1. CLEAR AUDIO is very important!

2. Make sure you a good microphone for audio input before proceeding.
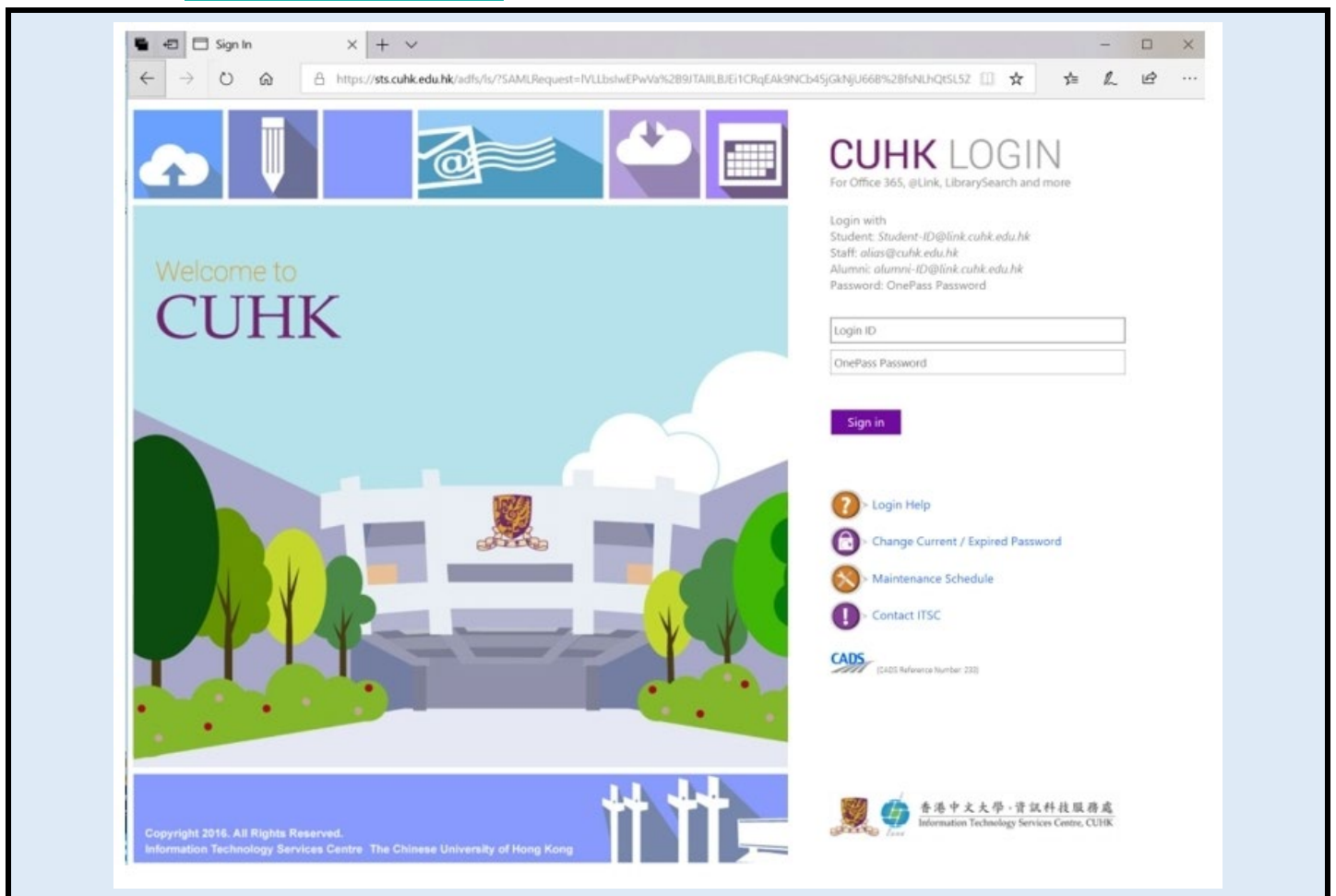
2. Get ready your computer

1. Turn on your computer.

2. Connect to the internet.

3. Access Blackboard

1. Launch a web browser

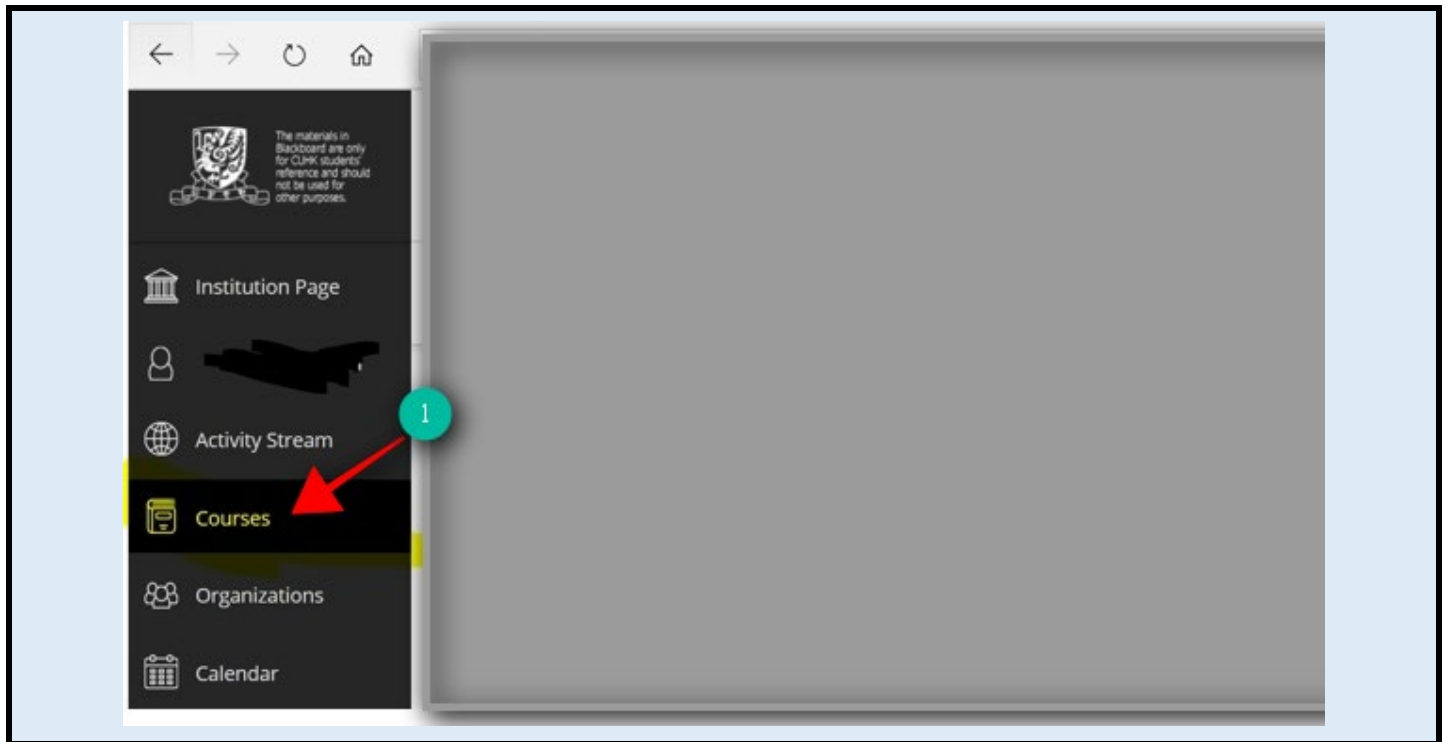☼ Internet Explorer is not unsupported.
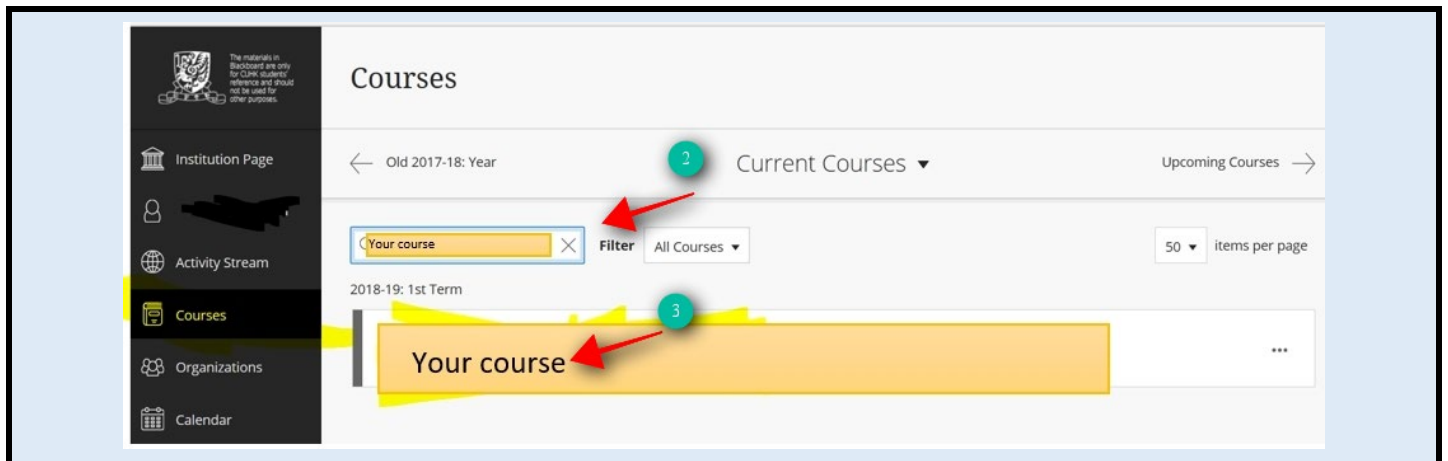☼ *For more: How to login Blackboard?*

4. Access the Blackboard course

1. Access Courses page.

☼ For more: ULTRA: Easy navigation, ULTRA: Explore the courses page

2. Locate you Blackboard course using the filter.

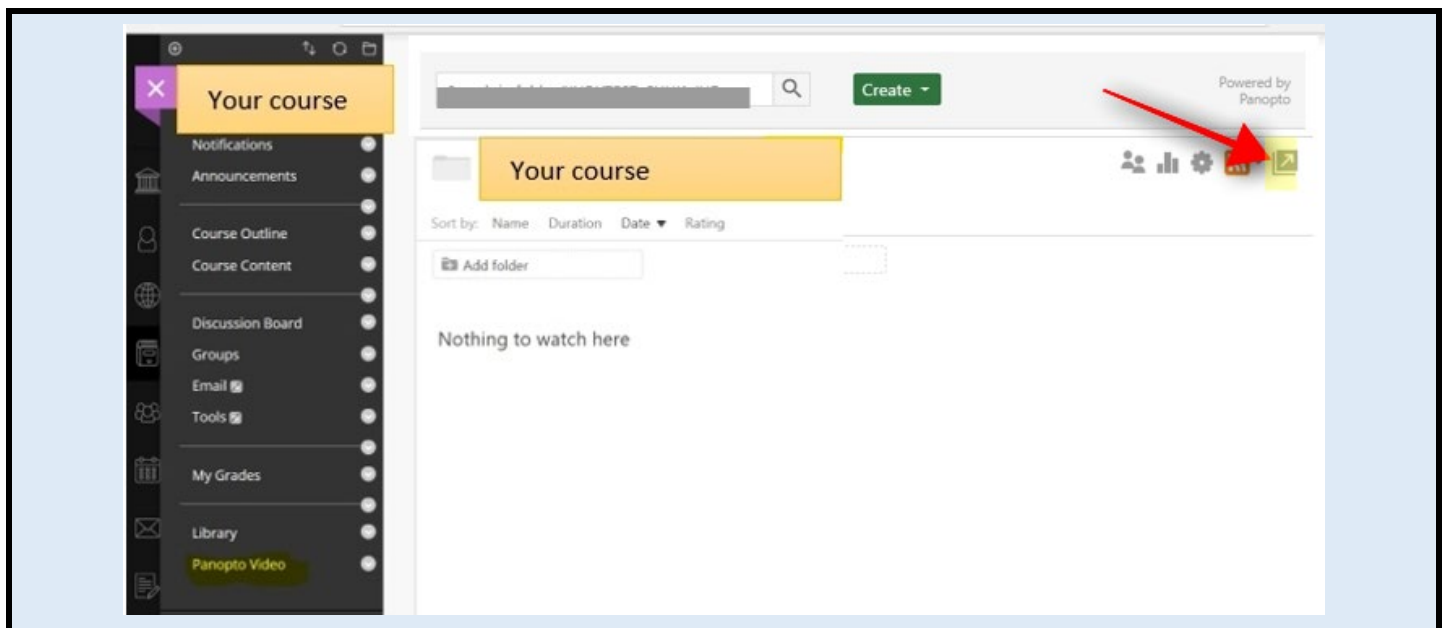## 3. Click on the course name to enter the Blackboard course.

5. Access "Panopto Video"

1) In the Blackboard course, click on Panopto Video link on the course menu.
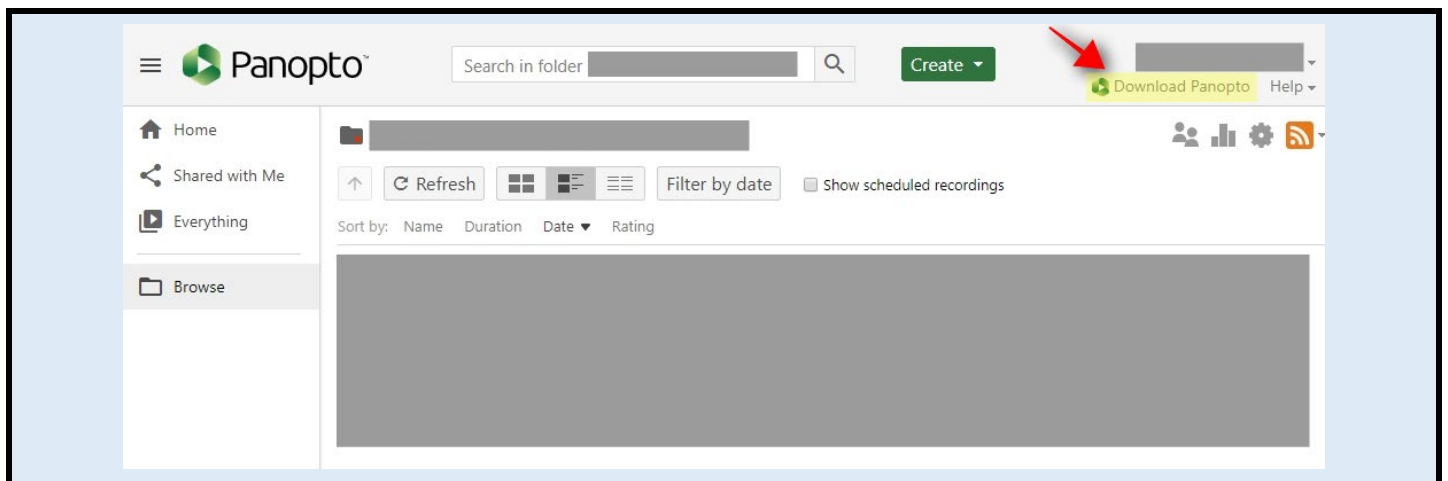

6. Download "Panopto Recorder" installer

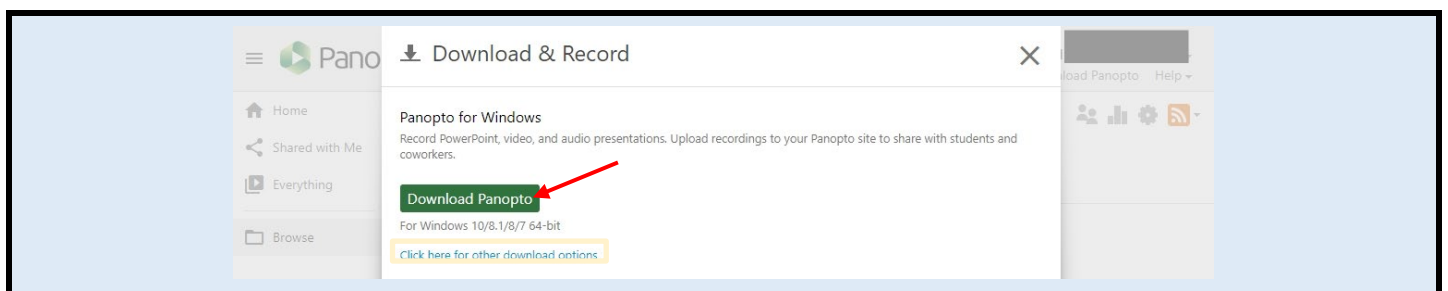1. Click on "Open in Panopto" (arrow) icon

2. A new browser window will open, and you will be brought to the Panopto system.

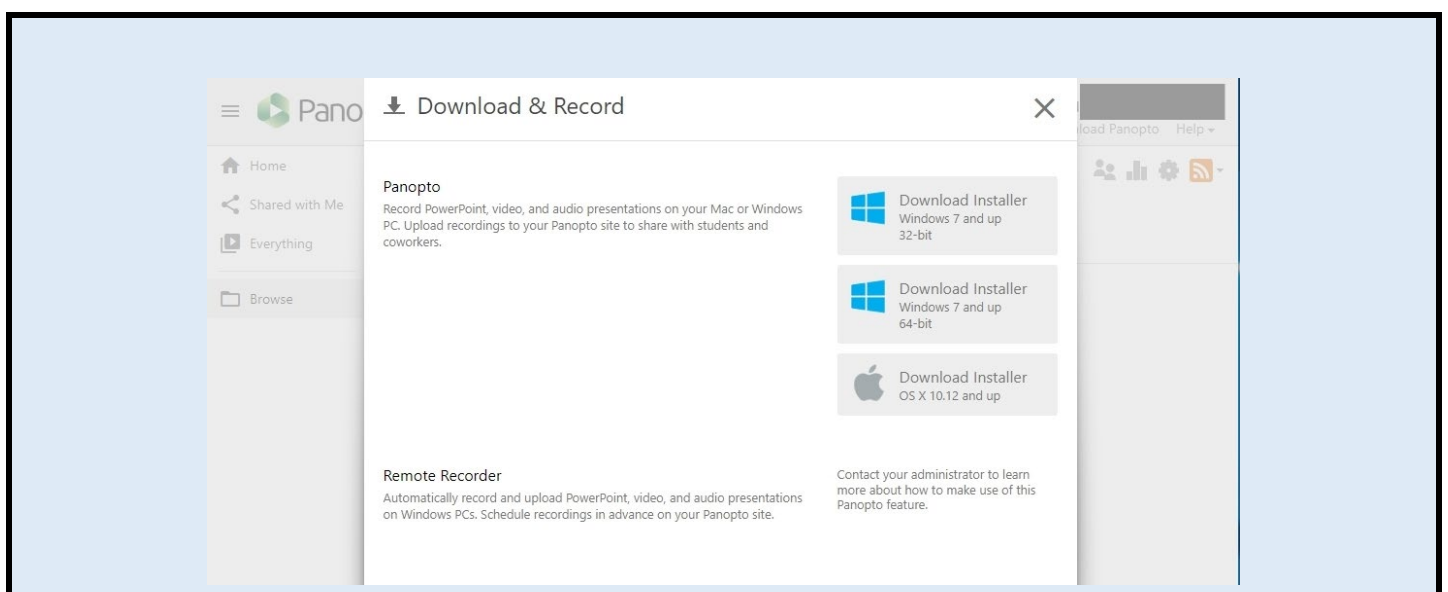3. Click on "Download Panopto"

4. "Download & Record" popup window will be displayed.

5. Click on "Download Panopto".

6. (Optionally) If the download option shown does not match your computer configuration, click on "Click here for other download options" and select the correct option for your computer.
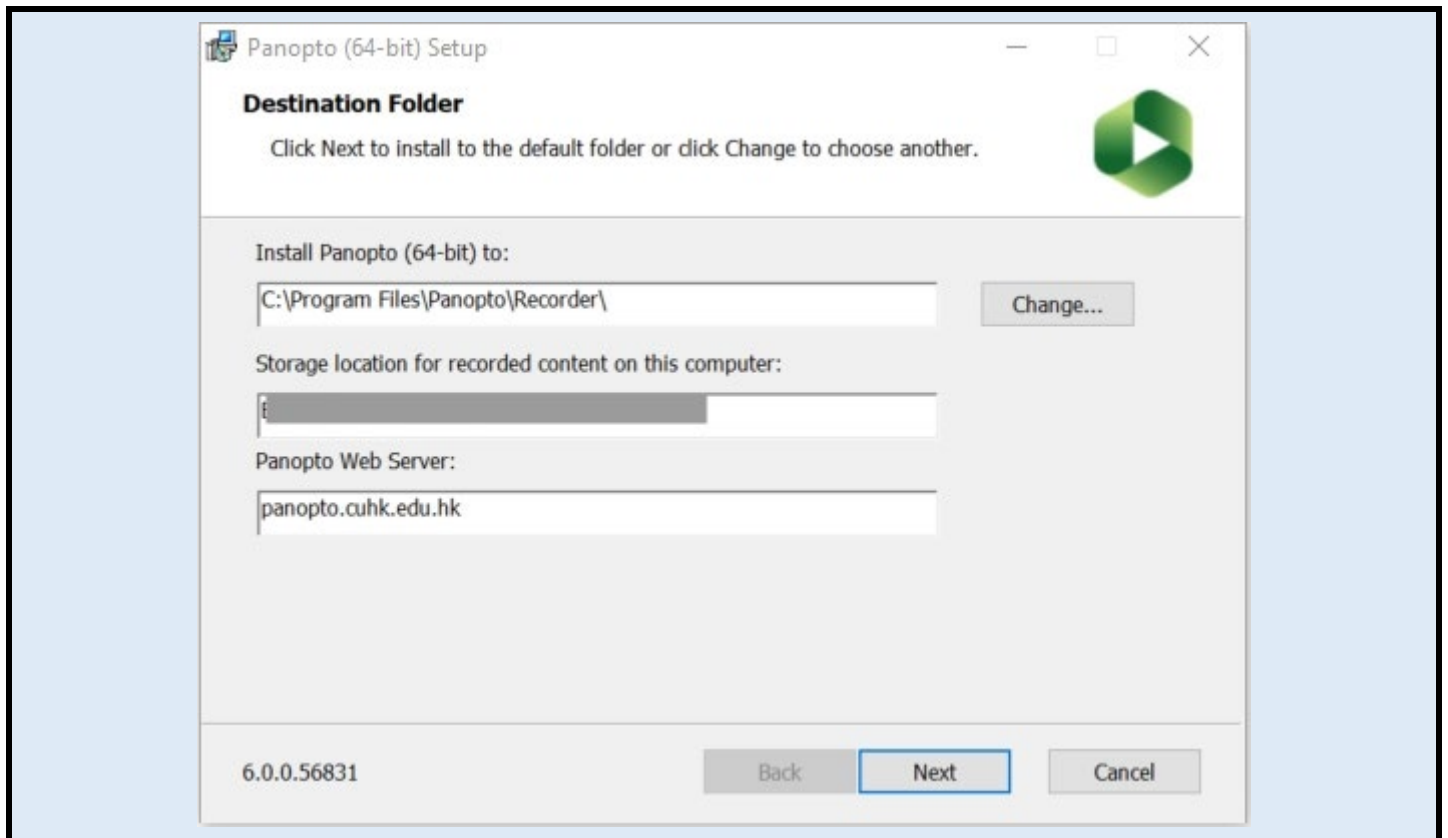
7. Install "Panopto Recorder" application

1. Locate the installer file you have downloaded and proceed to install the application.

☼The following steps for different computers would be different. This screenshot below is for Windows (64-bit).

☼ Detailed steps for Windows: https://support.panopto.com/s/article/Install-Panopto-for-Windows

☼ Detailed steps for Mac: https://support.panopto.com/s/article/Recording-with-Panopto-for-Mac

More

- [More FAQs](#)

- [Panopto Instructor Guide](#)

- Panopto User Guide: [On Demand Recording @Classroom](#)

- [Panopto Support](#)(vendor info) - best place to search for specific functions

- [Panopto Support](#) (CUHK info)

Further Questions?

- Email: elearning@cuhk.edu.hk

- Web: https://www.elearning.cuhk.edu.hk