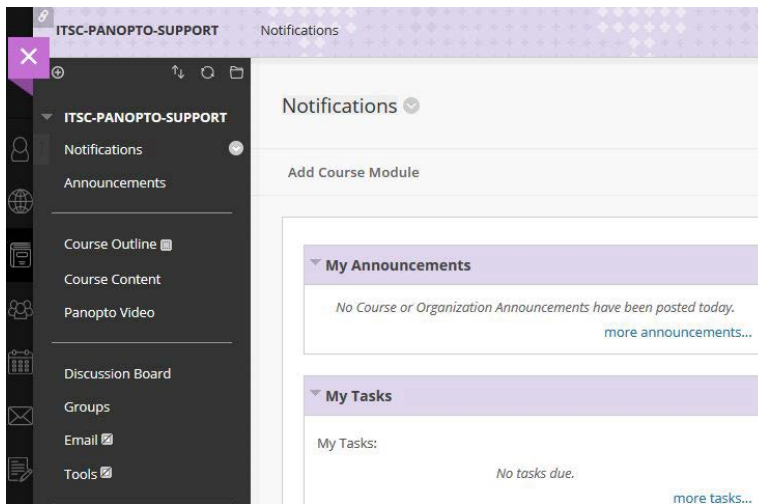# Panopto Instructor Guide

Panopto is a service which you can use to share video files to your students for teaching and learning purposes.

You may access Panopto via [Blackboard](). "Panopto Video" link displays in Blackboard course menu if Panopto service is enabled (provisioned) in the Blackboard course:

This guide is an overview for beginners. It lists out three Panopto features that are commonly used.

1. Enabling Panopto service in your Blackboard course

2. Upload existing videos and sharing them with students using Panopto service

3. Record sessions using **Panopto recorder software** on your own computers

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Things you need to know before proceeding

Panopto User Role Definitions
- Creator
  - Users with **Creator** role in a video folder on Panopto can upload videos and create videos into the video folder for sharing with other users.
  - Instructors and TA/Support Staff in a Blackboard course (with Panopto enabled) have been assigned **Creator** role by default to manage the corresponding video folder on Panopto.
- Viewer
  - Users who can only view videos in a video folder on Panopto.
  - Students in a Blackboard course have been assigned **Viewer** role by default to allow them to view videos in the corresponding video folder on Panopto.

To learn more, please see [User Permission (6. User Type Breakdown)]().

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1. **Enabling Panopto in your Blackboard Course**

   If you don't see the link "Panopto Video" in your Blackboard course. Perform this to enable (provision) Panopto in your Blackboard course.

   1. [Provision Individual Courses](#)

2. **Upload existing videos and sharing them with students using Panopto service**
   If you have existing videos, you may upload them to Panopto and share them with your class through Blackboard.

   1. Access Panopto via your [Blackboard](#) Course.
   2. Upload existing content to Panopto ([Documentation](#) | [Videos](#))

3. **Record your session using Panopto recorder software on your own computers**

   Remember to connect the computer to the Internet before starting the recording. The video will be uploaded while you talk.

   You may also install Panopto recorder software on your own computers and record your video anytime anywhere. After recording, you can upload the video directly to a specific Panopto folder and the respective Blackboard course users can view the video right away.

   1. **Access [Panopto](#) via your [Blackboard](#) Course**. This is necessary for you to get the "Creator Access" of the video folder (before you can use the recorder software).
   2. Click "Open in Panopto ⬈".
   3. On the new window, download Panopto recorder software Installer ([Windows](#) | [Mac](#))
   4. Record session ([Documentation](#) | [Videos](#))

   Note: Please make sure Audio Stream is selected. Recording without audio will not be usable.

Additional Notes

1. Time is needed to process the files after video upload. You can wait for the email notification from the system.
2. Setting a Blackboard Courses "**unavailable to students**" has **no effect** on the accessibility of the videos shared in the corresponding **video folders** on Panopto. Remember to update the "**Availability**" or "Who has access:" settings of the corresponding video folders on Panopto as well.
3. Special notes on re-using your Blackboard course and shared videos on Panopto. Details: [Batch Copy and Move](#).

Additional Resources

1. [Panopto Creator Training Slide Deck](#) (CUHK)
2. [Panopto Quick Start Guide](#)
3. [Panopto Support Documentation](#)
4. [Panopto Training Webinars](#)
5. [Panopto Info Page](#) (CUHK)
6. [ITSC Online Service Desk](#) | [eLearning Assistant](#) | [eLearning Clinic](#)

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