## SUPPORT

**Contact Panopto Support:**

📞 (855) 726-6786

✉️ support@panopto.com

👤 support.panopto.com/s/createcase

**Contact the Center for Learning Design, Innovation, and Online Instruction:**

🏫 MacArthur Hall 202

📞 (315) 386-7118

✉️ cldioi@canton.edu

**Contact Southworth Library:**

📞 (315) 386-7228

👤 https://libanswers.canton.edu/

* The library has many DVDs you can use in Panopto!

# WWW.CANTON.EDU/OL

## RESOURCES

Find more Panopto training, documentation, and video tutorials on the Panopto Support website at:

support.panopto.com

Find more SUNY Canton CLDIOI resources at:

canton.edu/ol/panopto.html

**Contact the Center for Learning Design, Innovation, and Online Instruction**

MacArthur Hall 202

Phone Number (315) 386-7118

**cldioi@canton.edu**

# PANOPTO

# INSTRUCTOR GUIDE

SUNY Canton

Center for Learning Design, Innovation, and Online Instruction

**34 Cornell Dr.**
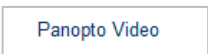
**Canton, NY 13617**

# What is Panopto?

Panopto is a cloud-based software used for recording, live streaming, managing, and sharing videos across the University.

# Access Panopto

Connect ("provision") your Blackboard course to Panopto by navigating to the course menu > "Tools" > "Panopto Content."

 Panopto Content

After provisioning, a "Panopto Video" link appears at the bottom of the Blackboard course menu for your convenience.

 Panopto Video

You can also access Panopto on the web at panopto.com. Use the "Sign In" button, then enter your campus email, NetID and password.

Sign In

# Create a Video

Install Panopto for Windows or Mac by signing into the web portal at panopto.com. Then select the "Download Panopto" button.

 Download Panopto

Upload media or record a new session using the "Create" button.
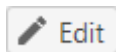
Create ▾

Create a video in Windows or Mac by opening the installed Panopto program. Sign in with your NetID and password, choose your media sources on the sidebar, then click the "Record" button.



# Edit a Video

Edit a video you have already created using the "Edit" button that appears when you hover your cursor over your Panopto video.

✎ Edit

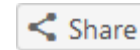Import captions, cut video, and upload a preview image.

# Share a Video

There are many ways to share a video with your students, but you must create it first in your Panopto course folder or have rights to access it in another location, like "My Folder" or another class folder.

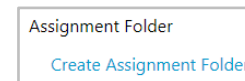Students can access videos in the "Panopto Content" course tool.

You can add a video to a Blackboard course using the "Build Content" > "Panopto Video Embed."

Share a video using the "Share" button by hovering your cursor over your Panopto video. Use the link or embed options in Blackboard.

< Share

# Panopto Assignments

Navigate to your Panopto folder > Settings > "Create Assignment Folder."

Assignment Folder
Create Assignment Folder

Navigate to your Blackboard folder > Assessments > Assignment.

Include instructions in the Blackboard Assignment for students to use "Write Submission" to submit their recorded Panopto video link.