

Panopto

Provisioning a Course

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Before you can begin recording using Panopto, you must first provision your Blackboard account. Provisioning is the process of preparing and equipping an account so that it integrates with Panopto.

Each course that you want to incorporate with Panopto has to be provisioned.

1. Open your browser and navigate to **http://blackboard.towson.edu**.
2. Login to Blackboard with your **USERNAME** (NetID) and **PASSWORD**.

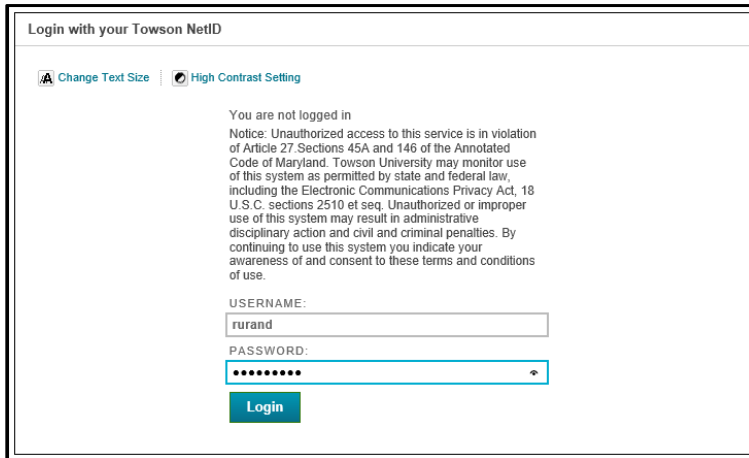


Figure 1

3. Select the Course you would like to provision. Your course will load.

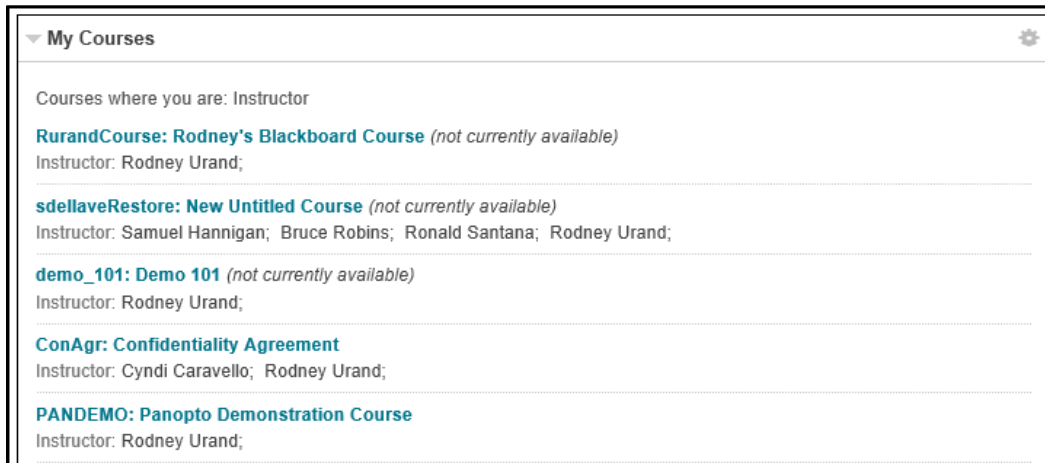


Figure 2

Panopto: Provisioning a Course

4. Click **Tools** in your course menu.

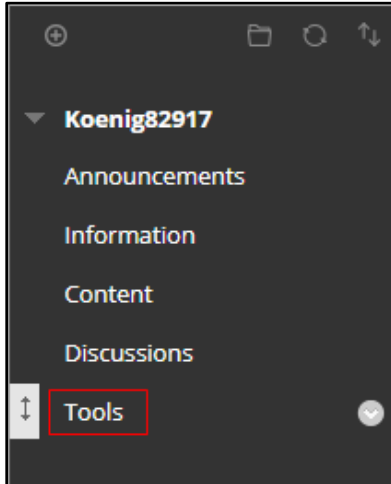


Figure 3

5. Click the **Panopto Content** tool. The **Configure** screen will appear.

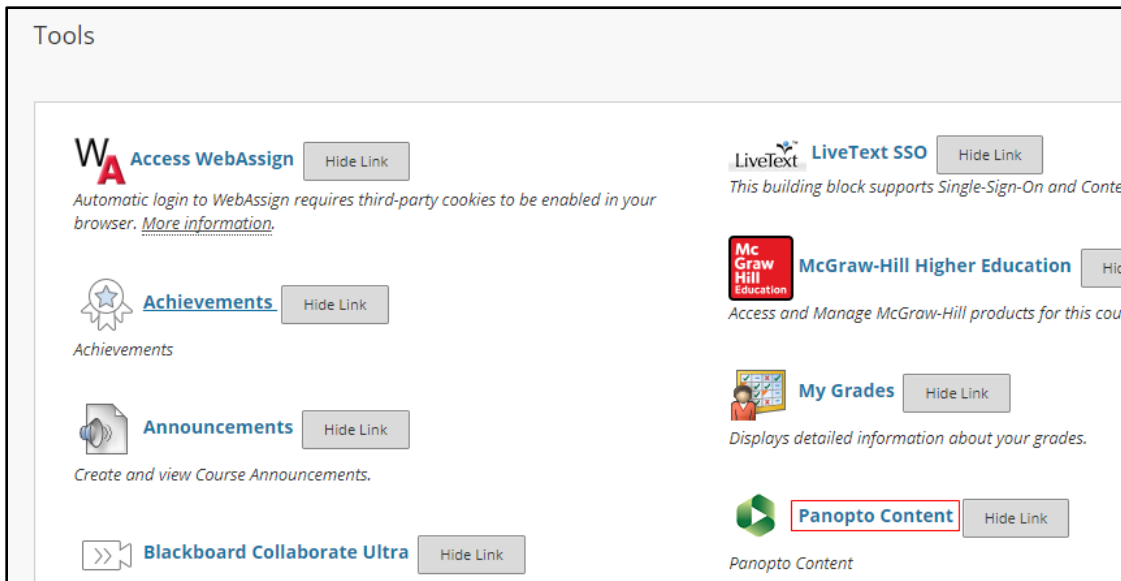


Figure 4

6. Click on the **Configure** button. This will enable you to provision Panopto to record to your course folder. The **Configure Panopto Course** page will appear.

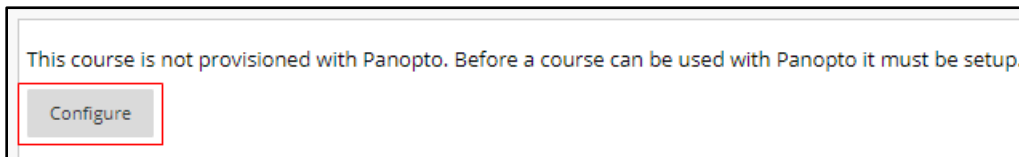


Figure 5

Panopto: Provisioning a Course

7. In the **Configure Panopto Course** screen, click the **Add Course to Panopto** button.

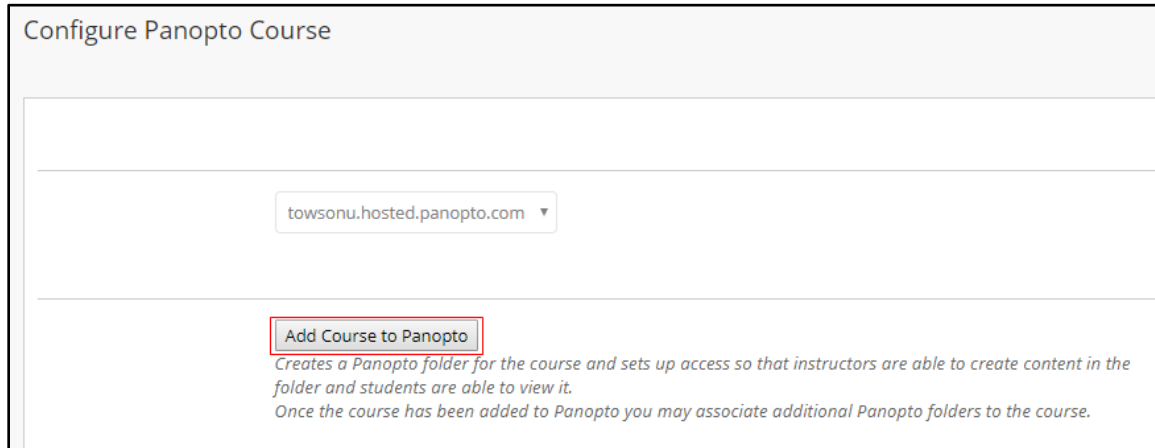


Figure 6

8. The **Configure Panopto Connector** screen appears. Click the **OK** button. You will be directed to the **Course Configuration** Screen. **Note:** The Provisioning process may take up to five minutes to complete.

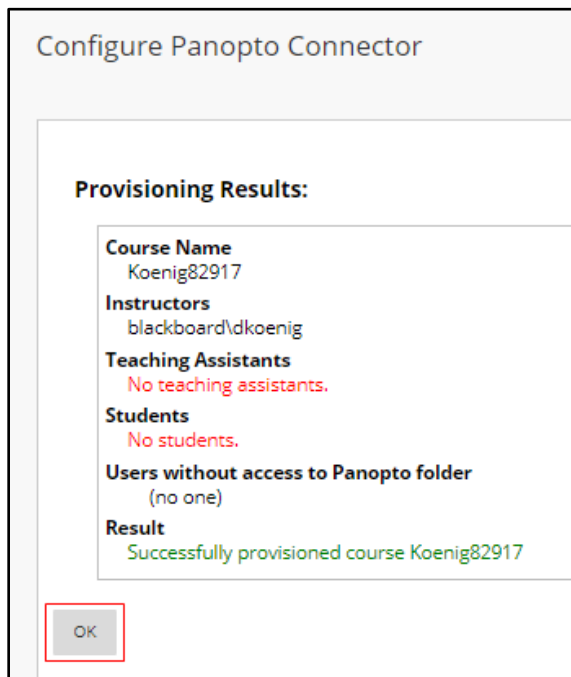


Figure 7

Panopto: Provisioning a Course

- Click **Submit** in the lower right corner of the **Configure Panopto Course** screen. Your course will be provisioned for use with Panopto. You will be redirected back to the Panopto Content screen. You can safely exit out of Blackboard and begin the process of using Panopto.

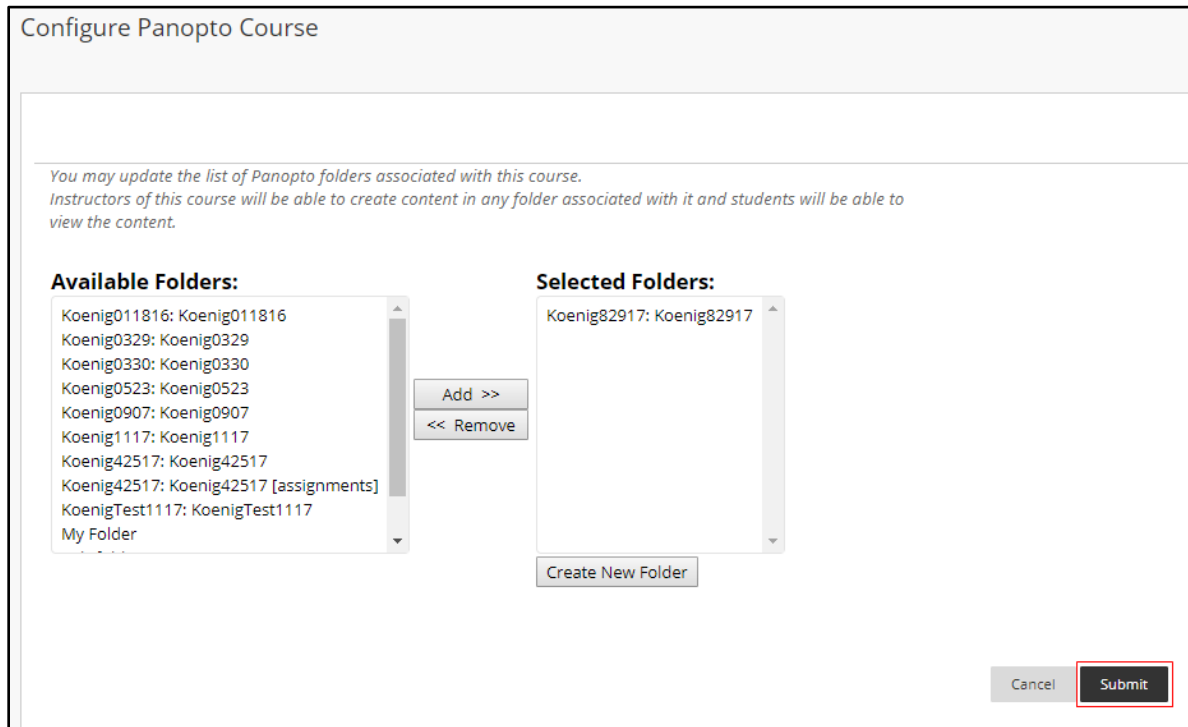


Figure 8

Provisioning Multiple Courses

If you teach multiple courses, you may wish to have your Panopto recordings available across all of your courses. Complete the following steps to provision a Blackboard Course for use with other Panopto Course Folders.

- Login to Blackboard as you would normally and select the first course you wish to provision.

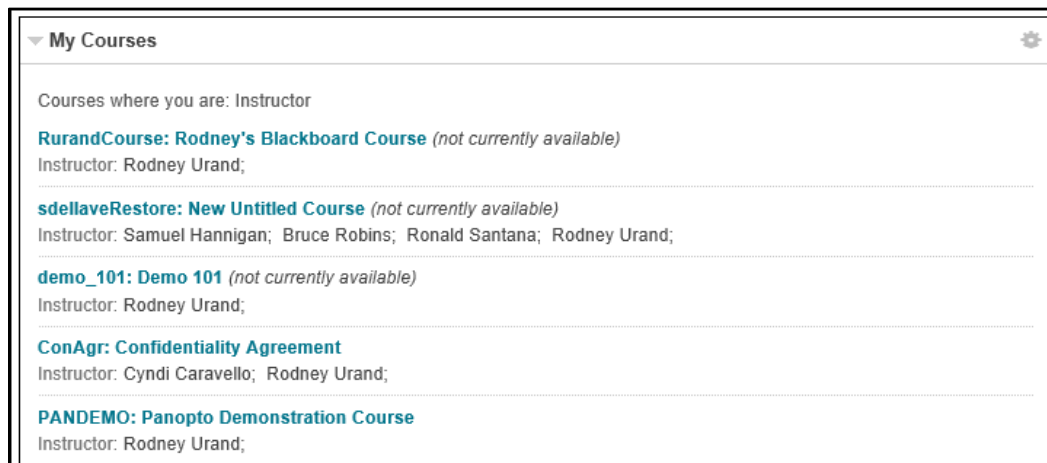


Figure 9

Panopto: Provisioning a Course

2. Click **Tools** in your course menu.

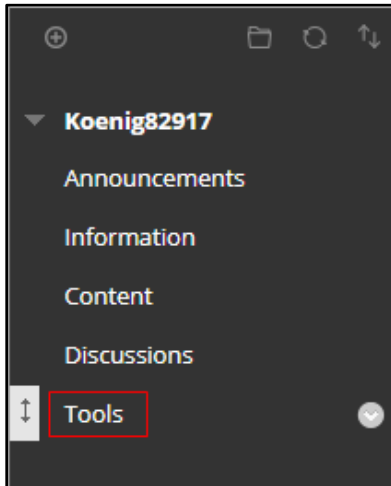


Figure 10

3. Click the **Panopto Content** tool.

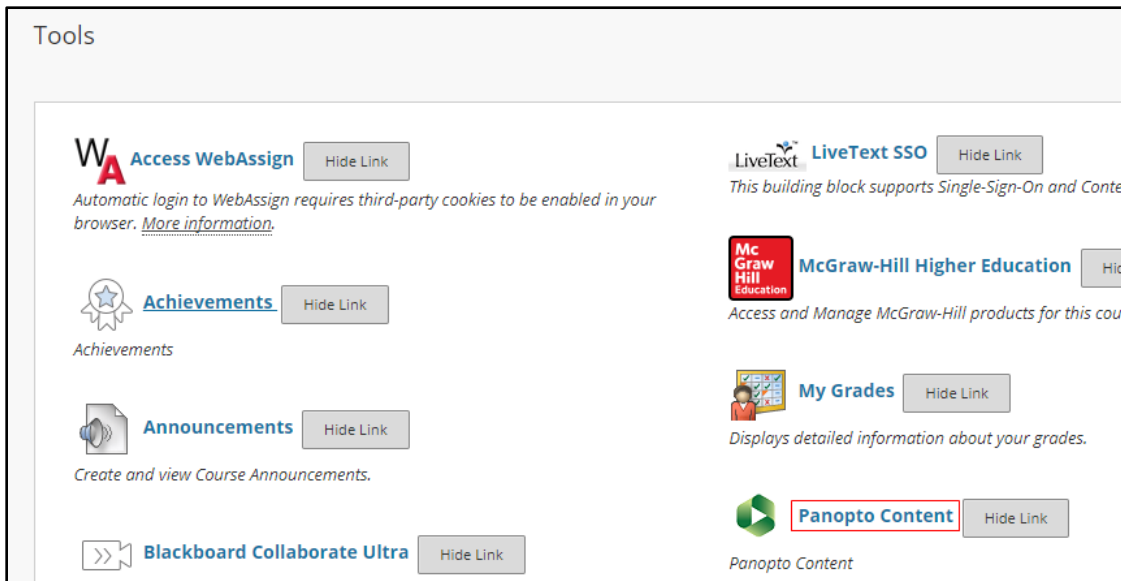


Figure 11

4. The content folder for the course will appear.
5. Scroll down and click the **Re-Configure** button at the bottom of the screen. This will enable you to provision additional course folders. The **Configure Panopto Course** screen will appear.

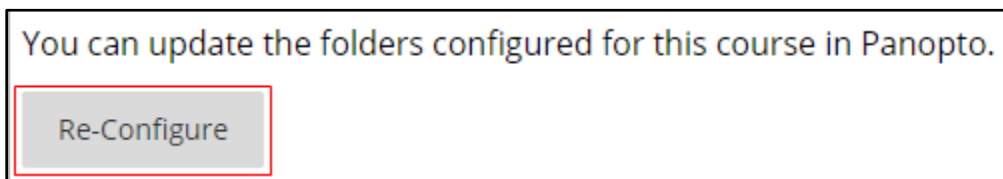


Figure 12

Panopto: Provisioning a Course

6. Select a course folder from the **Available Folders** section and click the **Add** button to make it available for Panopto. The folder will move to the **Selected Folders** section.

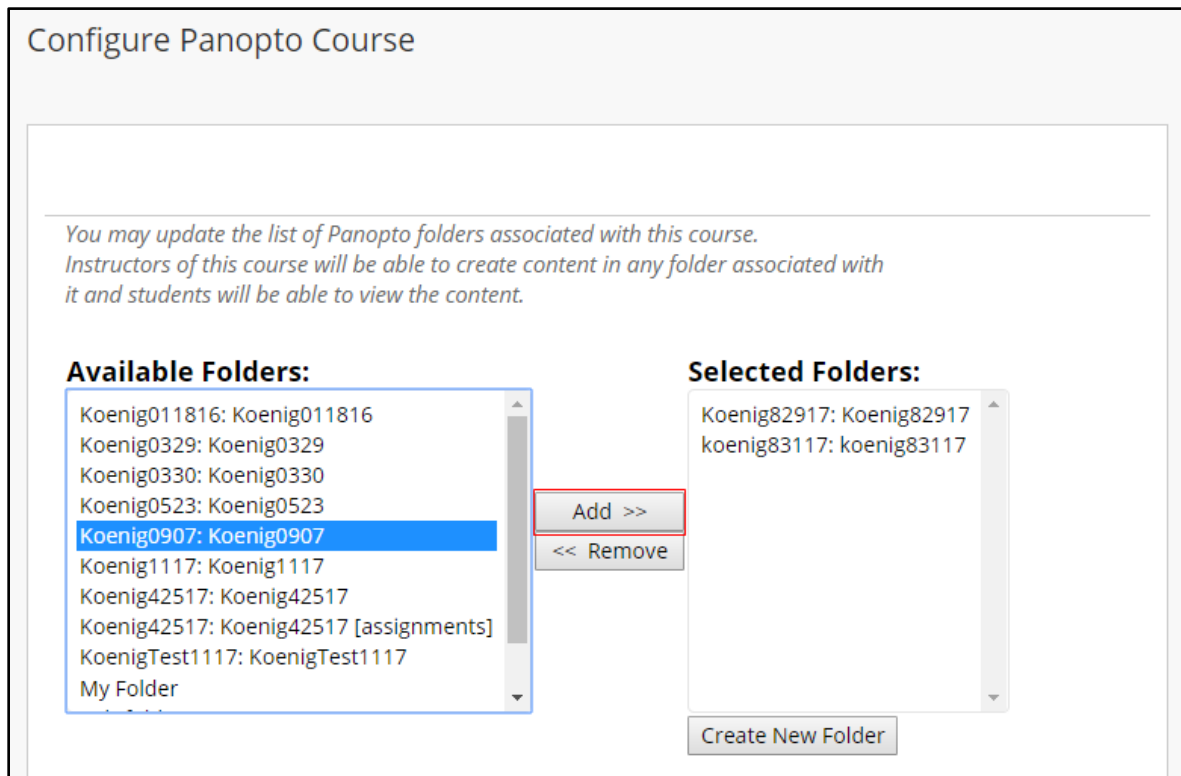


Figure 13

7. Click the **Submit** button to save the changes.

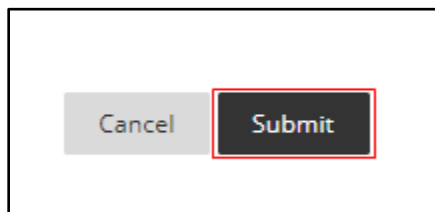


Figure 14

8. You will be returned to the **Panopto Course Tool** screen where you can download the recorder or log out. Your Blackboard Course Folder will now be provisioned for use with Panopto.