



Configuring the Panopto Tool in Your Course

To create a course folder for your Panopto recordings, follow these steps to configure your course.

- If you have never used Panopto in this particular course before, follow all steps below.
 - If you have copied your course content from a semester when you already used Panopto, start with step #4.
1. In the **Course Management** tools below the course menu on the left, choose **Customization**, and then **Tool Availability**. The tools are listed alphabetically; scroll down to **Panopto Course Tool Application**, check the box, and click **Submit**.
 2. Above the course menu, mouse to the **+** button, and choose to add a **Tool Link**.
 3. Name the tool and change **Type** to **Panopto Course Tool Application**, make **Available to Users**, and **Submit** – but do not click this link yet!
 4. Click **Course Content** in the course menu on the left.
 5. Select **Tools** in the menu bar above the content area and choose **Panopto Video Link** from the dropdown.
 6. Click the **Add Course to Panopto** button.
 7. Click **Add Course to Panopto** (again). This is the **actual Panopto Course Tool Application** linking mechanism.
 8. You have now created permissions for your course folder. Anyone with a Blackboard role of Student is automatically a Viewer; everyone else (TAs, etc.) is a Creator. Click **OK** to continue.
 9. Click **Submit** to create the course folder on the Panopto server. At this time, you can also add folders from prior semesters or connect multiple courses to a single folder. (Please contact us for further information.)
 10. Click **CANCEL** on the next screen.
 11. Your Panopto link in your course menu will now function correctly, linking to a page of your Panopto hosted server folder contents for your course.