Downloading and Converting Videos to Panopto

Any video directly uploaded to Blackboard should be converted to save space. Some examples are Zoom downloads or previously recorded MP4s. If you have videos linked to an outside source, such as YouTube or a Cloud, those do not need to be converted.

Downloading a Video on Blackboard

Option 1 for Chrome users

1. Locate the video in your course and click the three dots on the viewer. (You may need to click the video file name to see the viewer.)
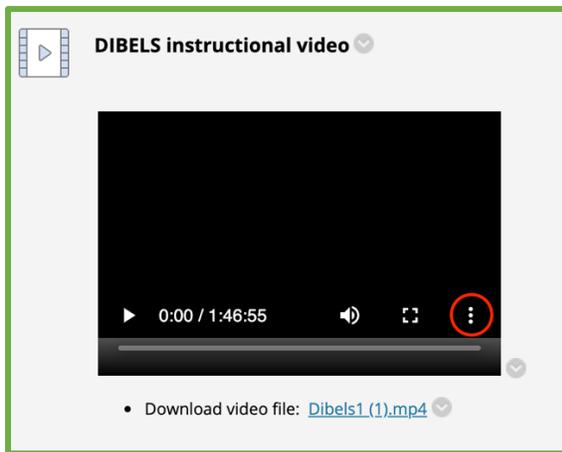
2. Then click **Download**.
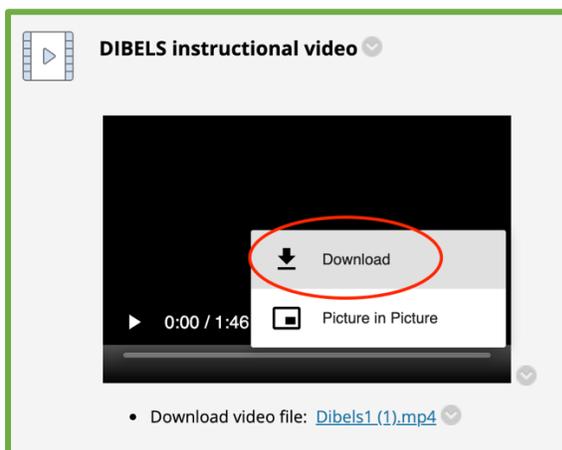
3. Your video will download.
4. Once the download is complete you can delete the video from your content area by clicking the chevron next to the title and selecting delete.

Option 2 for Non-Chrome Users

5. If you are not using Chrome you will need to access your **course files**. To locate the **files** in Blackboard, go to the left-hand navigation menu and under **Course Management** click **Files**. Then select the course name.
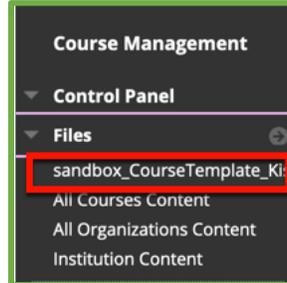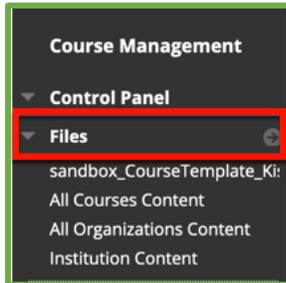

6. You will then be in the file area of your Blackboard course.

7. Navigate to the video you want to download and click the down arrow next to the file name.
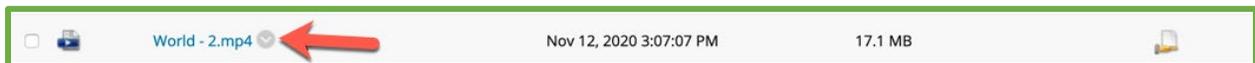
8. Select **Download Package.**
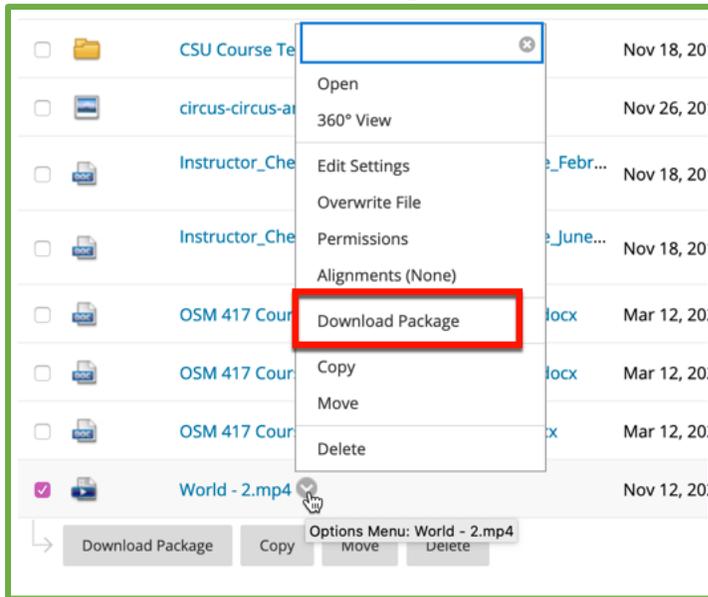
9. Some browsers, such as Firefox, will ask how to open the file. Chose to save the file. Please note after clicking download it may seem like nothing is happening. It does take time to download.
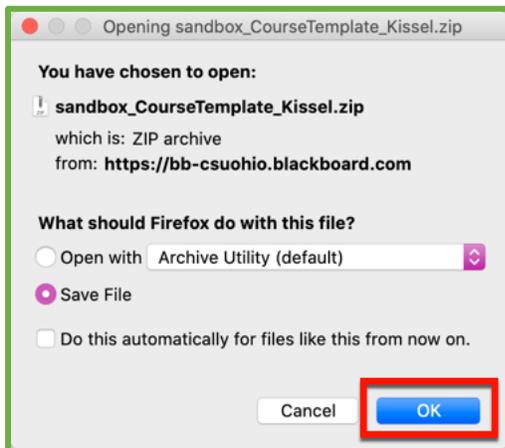
10. Once the download is complete you can delete the video from your content area by clicking the chevron next to the title and selecting delete.

For all Users:

Permanently Delete a Video to Increase Storage Space

1. You will now need to access your course files to delete the video(s) permanently. To locate the **files** in Blackboard, go to the left-hand navigation menu and under **Course Management** click **Files**. Then select the course name.
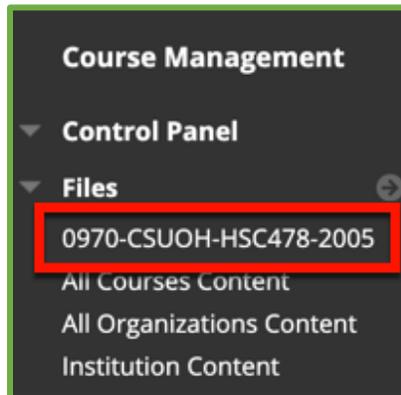
2. Then locate the MP4 video file, select it by clicking the check box, and click **Delete**.

Uploading Video to Panopto

1. To locate the **Panopto Content Area** in Blackboard, go to the left-hand navigation menu and click **Panopto Video**.
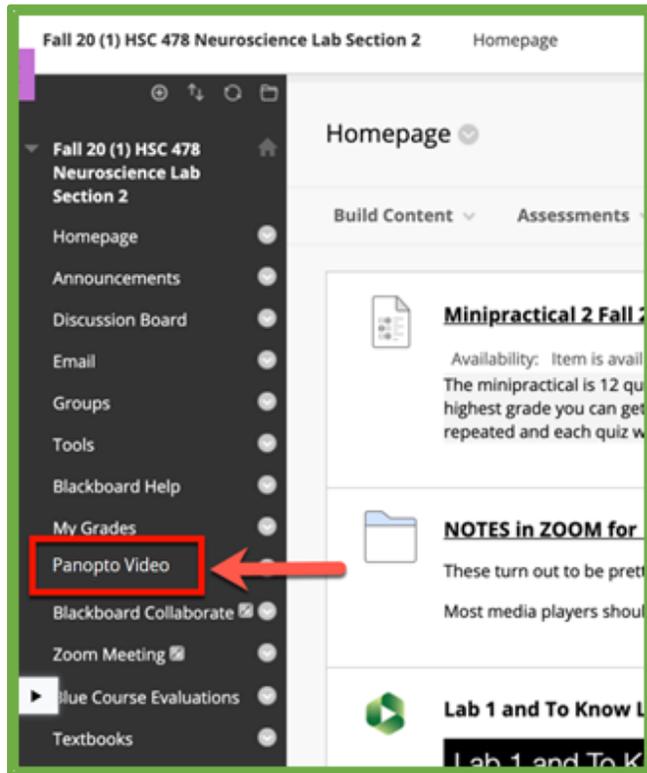
2. In the Panopto Content area, click the green button that is labeled **Create**.
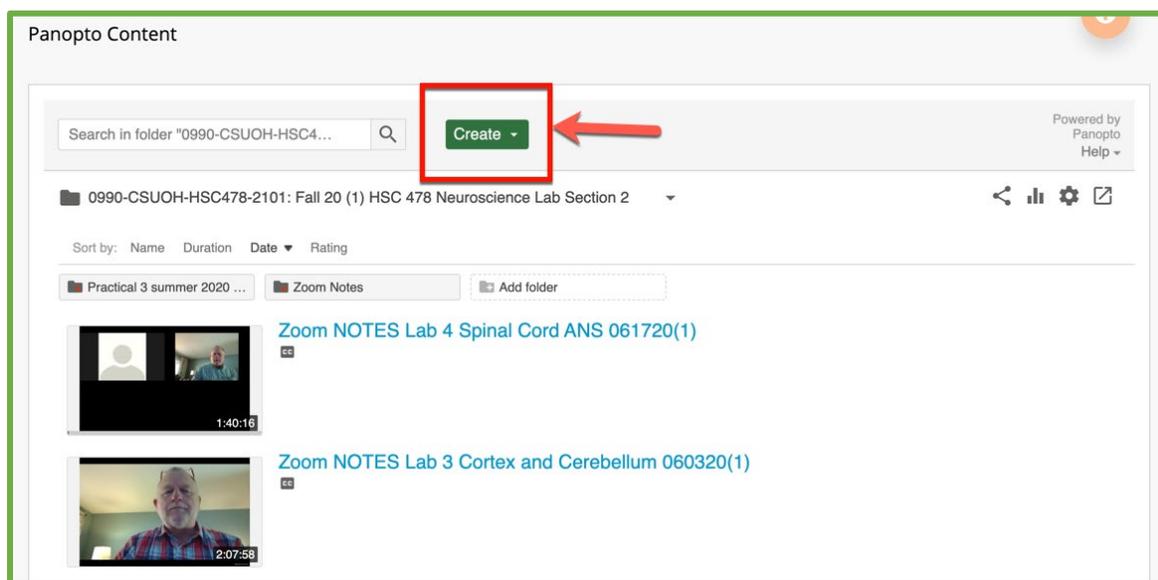
3. Click **Upload Media**.
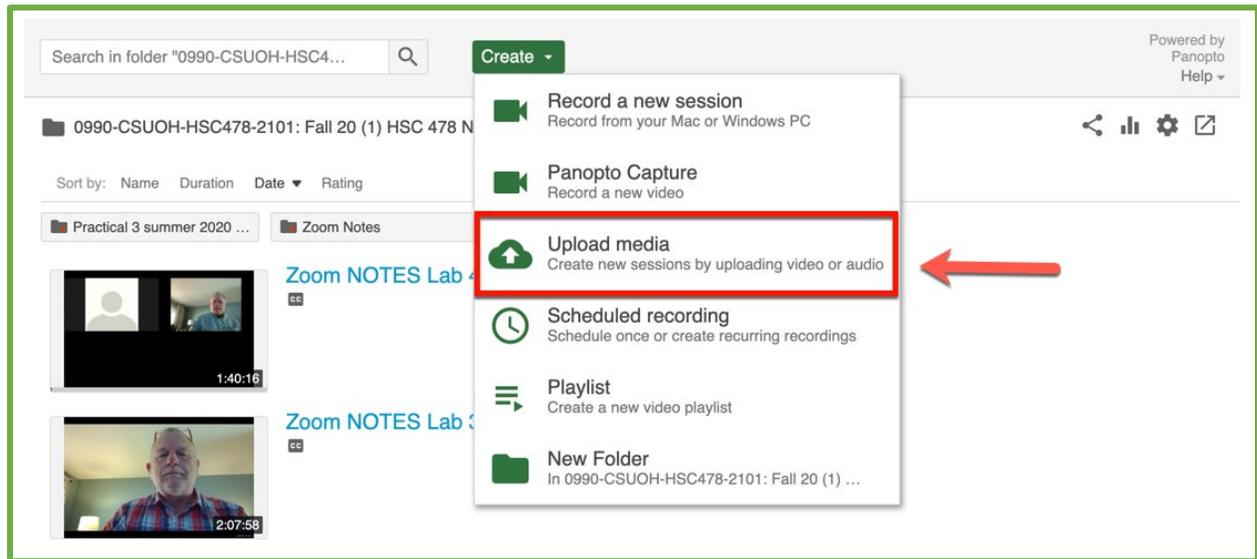
4. Now move the video(s). You can either drag and drop one or more files into the **Choose Video box,** or, click the box to use your computer's file explorer to find the video(s).
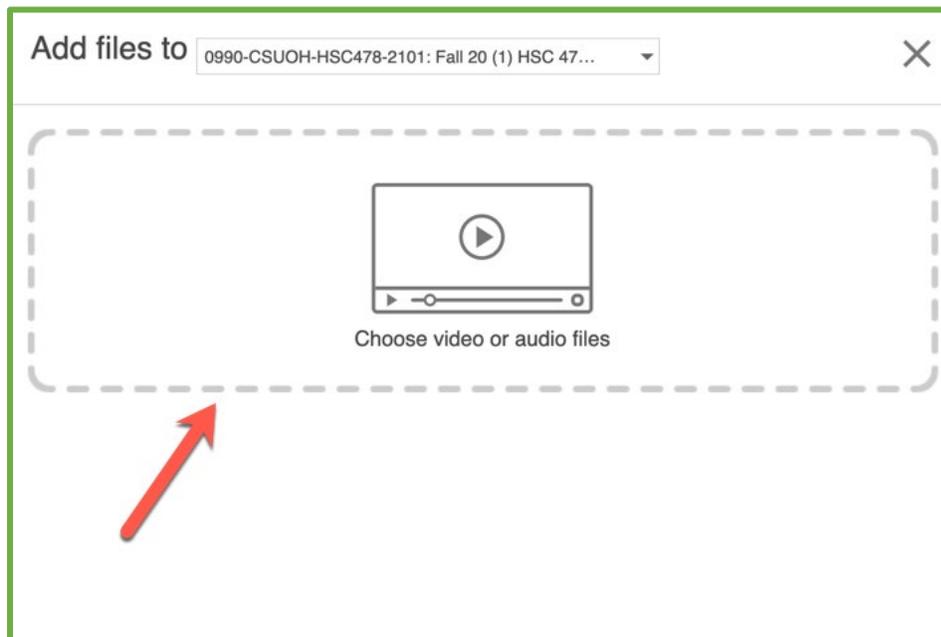

5. Your video will then process. Depending on how big the video is, completion time will vary.

How Insert a Panopto Link to Blackboard

1. Go into your **Panopto Content area** and hover over the video you wish to link.

2. Click **Share.**
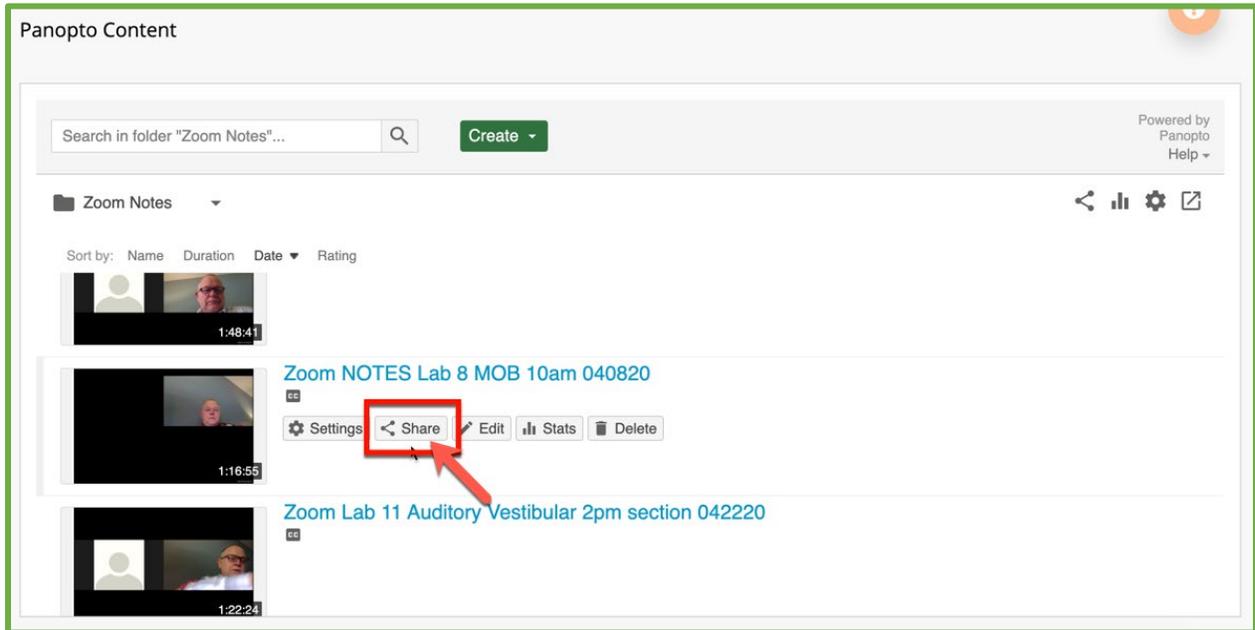
3. Highlight and copy the link of your video.
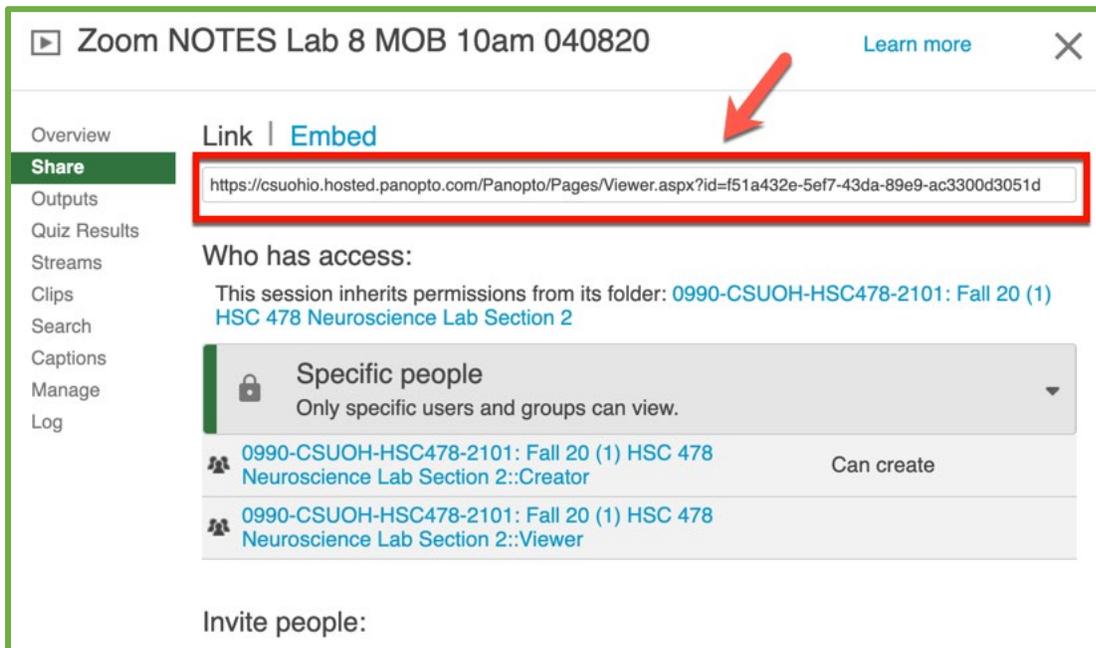
4. Go back into your Blackboard course and navigate to where you want the link.

5. Click **Build Content** and slide down to **Web Link.**
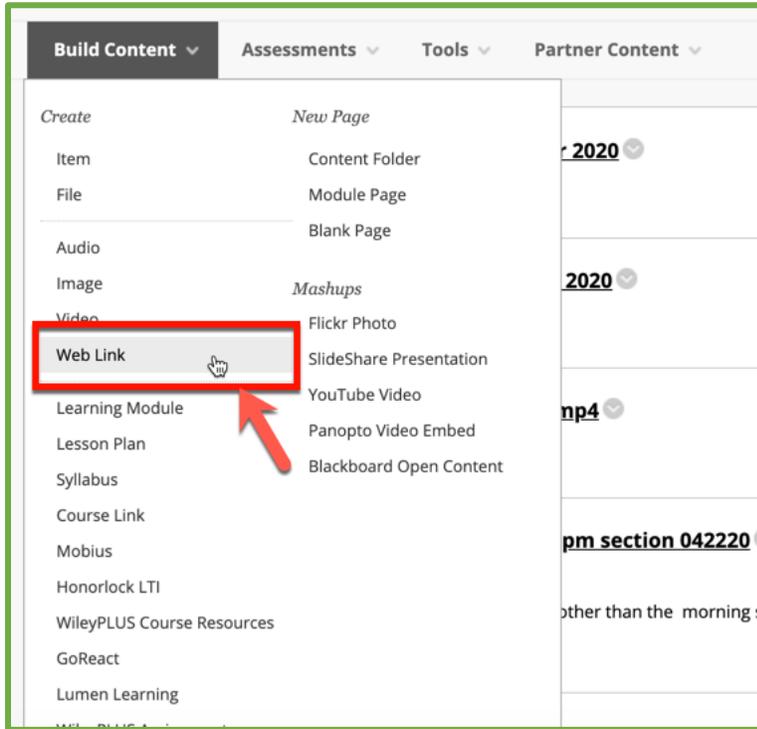
6. Paste your copied Panopto link in the URL box.

How to Embed a Panopto Video in Blackboard

1. Go back into your Blackboard course and navigate to where you want the link.

2. Click **Build Content** and slide down to **Panopto Video Embed.**
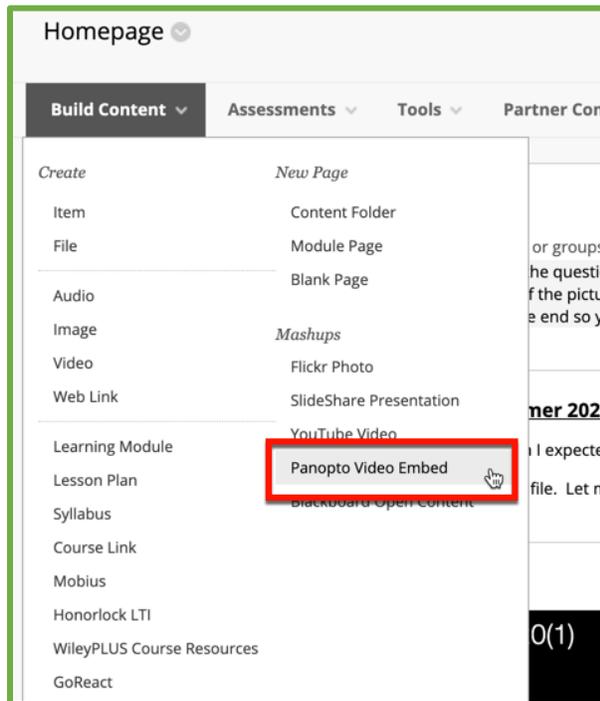
3. Then select the video you want to embed and click **Insert Video**.