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.



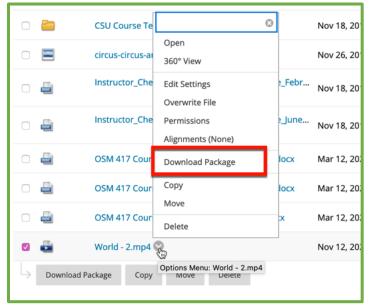
6. You will then be in the file area of your Blackboard course.

Th Co	Course Content: sandbox_CourseTemplate_Kissel © The Content Collection provides central file storage for all content. When creating content for your course, you can link to items anywhere in the Content Collection. When you change an item in the Content Collection, all links to the item reflect those changes. Using the links in the Control Panel, you can access the content in your present course, in all courses you teach, in all of your organizations, or in all of the courses in the institution. More Help											
ι	Jploa	d v C	reate HTML O	ject	Create	e Folder					Set Up S	hared Location
		Download	Package Co	ру М	ove	Delete						Refresh
		FILE TYPE	NAME					EDITED	SIZE	ACCESSIBILITY	PERMISS	IONS
		E	CSU Course	Template	Files			Nov 18, 2019 2:53:09 PM	2.56 MB			
			circus-circus	-amenities	-shopp	ing.jpg		Nov 26, 2019 9:30:32 AM	501.0 KB	0		
			Instructor_C	hecklist_fo	r_CSU_	Course_T	emplate_Febr	Nov 18, 2019 2:53:08 PM	51.6 KB	0	,	
			Instructor_C	hecklist_fo	r_CSU_	Course_T	emplate_June	Nov 18, 2019 2:53:08 PM	51.7 KB			
			OSM 417 Co	urse Map_	Ver1 M	IO comme	ents(1).docx	Mar 12, 2020 10:05:36 AM	35.5 KB		P	

7. Navigate to the video you want to download and click the down arrow next to the file name.

World - 2.mp4 Nov 12, 2020 3:07:07 PM	17.1 MB	,
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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.

Opening sandbox_CourseTemplate_Kissel.zip						
You have chosen to open:						
sandbox_CourseTemplate_Kissel.zip						
which is: ZIP archive from: https://bb-csuohio.blackboard.com						
What should Firefox do with this file?						
Open with Archive Utility (default)						
O Save File						
Do this automatically for files like this from now on.						
Cancel						

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

 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.

	Course Management				
-	Control Panel				
-	Files 🖸				
	0970-CSUOH-HSC478-2005				
	All Courses Content				
	All Organizations Content				
	Institution Content				

2. Then locate the MP4 video file, select it by clicking the check box, and click **Delete**.

Course Content: 0970-CSUOH-HSC478-2005 C the Content Collection provides central file storage for all content. When creating content for your course, you can link to items anywhere in the Content Collection. When you change an item in the Content Collection, all links to the item reflect those changes. Using the links in the Control Panel, you can access the content in your present course, in all courses you teach, in all of your organizations, or in all of the courses in the institution. More Help						
pload ∨	Create HTML Object Create Folder				Set Up Shared Locatio	
Downloa	ad Package Copy Move Delete				Refresh Page 1 of 18 > >>	
FILE TYPE	NAME	EDITED	SIZE 🗢	ACCESSIBILITY	PERMISSIONS	
0 🛅	0940-CSUOH-HSC478-2- 3_ImportedContent_20190116010132	Mar 30, 2020 2:00:59 PM	1.72 GB		P	
	Neuro Lab 3 PPT.pptx	Jan 29, 2020 4:43:44 PM	522.7 MB			
	Lab 3 PPT.pptx	Jan 11, 2020 7:56:31 PM	522.7 MB			
	Lab 3 PPT(1).pptx	Mar 30, 2020 2:00:01 PM	522.7 MB			
	Neuro Lab 3 PPT(1).pptx	Jan 29, 2020 4:50:41 PM	522.7 MB			
	Zoom NOTES Lab 8 MOB 10am 040820.mp4	Apr 9, 2020 2:36:53 AM	368.7 MB			

Uploading Video to Panopto

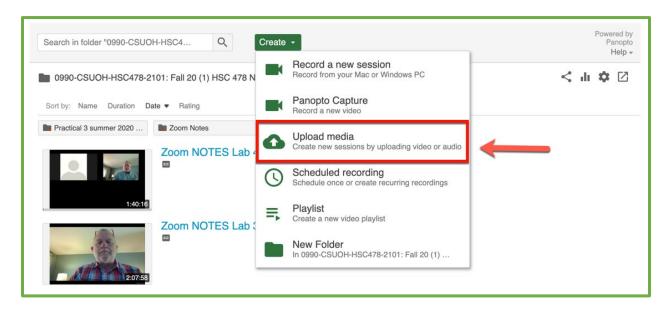
1. To locate the **Panopto Content Area** in Blackboard, go to the left-hand navigation menu and click **Panopto Video**.

Fall 20 (1) HSC 478 Neuroscience	Lab Section 2 Homepage
 ⊕ [†]↓ ○ □ ✓ Fall 20 (1) HSC 478 合 Neuroscience Lab 	Homepage 💿
Section 2 Homepage 💿	Build Content V Assessments
Announcements 💿	
Announcements Discussion Board Email Groups Sroups	Availability: Item is avail
	The minipractical is 12 qu highest grade you can get repeated and each quiz w
Tools 🛛 😨 Blackboard Help 💿	repeated and each quiz w
My Grades 😔	NOTES in ZOOM for
Panopto Video	These turn out to be pret
Blackboard Collaborate 🖾 💬	Most media players shoul
Zoom Meeting 🖾 💿	
Ilue Course Evaluations	Lab 1 and To Know L
Textbooks 📀	Lab 1 and To K

2. In the Panopto Content area, click the green button that is labeled **Create**.

Panopto Content	
Search in folder "0990-CSUOH-HSC4 Q Create -	Powered by Panopto Help +
0990-CSUOH-HSC478-2101: Fall 20 (1) HSC 478 Neuroscience Lab Section 2 ✓ Sort by: Name Duration Date ▼ Rating	< հ 🌣 🛛
Practical 3 summer 2020 Zoom Notes	
Zoom NOTES Lab 4 Spinal Cord ANS 061720(1)	
Zoom NOTES Lab 3 Cortex and Cerebellum 060320(1)	

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).

Add files to 0990-CSUOH-HSC478-2101: Fall 20 (1) HSC 47	×
Choose video or audio files	

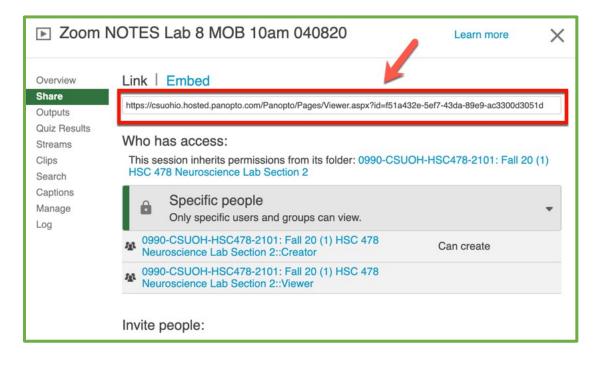
5. Your video will then process. Depending on how big the video is, completion time will vary.

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.

Panopto Content	
Search in folder "Zoom Notes" Q Create -	Powered by Panopto Help +
Zoom Notes -	< di 🌣 🗹
Sort by: Name Duration Date Rating	
Zoom NOTES Lab 8 MOB 10am 040820	
Zoom Lab 11 Auditory Vestibular 2pm section 042220	

3. Highlight and copy the link of your video.



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

Build Content 🗸	Assessments v To	ols 🗸 Partner Content 🗸
Create	New Page	
Item	Content Folder	<u>r 2020</u> 💿
File	Module Page	
Audio	Blank Page	
Image	Mashups	2020 💿
Video	Flickr Photo	
Web Link	SlideShare Presen	tation
Learning Module	YouTube Video	<u>np4</u> 🛇
Lesson Plan	Panopto Video Em	ibed
Syllabus	Blackboard Open	Content
Course Link		
Mobius		<u>pm section 042220</u>
Honorlock LTI		
WileyPLUS Course Res	sources	other than the morning s
GoReact		
Lumen Learning		
DUC DUC -		

5. Click Build Content and slide down to Web Link.

6. Paste your copied Panopto link in the URL box.

Create Web Link A Web Link is a shortcut to a Web resource. Add a Web Link to a Content Area to provide a quick access point to relevant materials. <u>More Help</u>						
* Indicates a required field.						
WEB LINK INFORMATION						
* Name	之oom NOTES Lab 8 MOB 10am 040820					
* URL	https://csuohio.hosted.panopto.com/Panopto/P	Panopto Link				
	For example, http://www.myschool.edu/					
	This link is to a Tool Provider. What's a Tool Provider.	ovider?				

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.**

Homepage 💿			
Build Content 🗸	Assessments 🗸	Tools \lor	Partner Con
Create	New Page		
Item	Content Fold	der	
File	Module Page	e	or groups
Audio	Blank Page		he questic f the pictu e end so y
Image	Mashups		e enu so y
Video	Flickr Photo		
Web Link	SlideShare P	resentation	ner 202
Learning Module Lesson Plan	YouTube Vid Panopto Vid		file. Let n
Syllabus	Didekboard	open content	
Course Link			
Mobius			
Honorlock LTI			O(1)
WileyPLUS Course Reso	ources		0(1)
GoReact			

3. Then select the video you want to embed and click **Insert Video**.

Search for a Panopto video Look for a Panopto video you wish to embed as content.			U
SELECT PANOPTO VIDEOS			
0990-CSUOH-HSC478-2101: Fall 20 (1) HSC 478 Neuroscience Lab Section 2		Search under "0990-CSUOH-HSC478-2101: Fall 20 (1)	
Choose	Upload	Record	
	Zoom NOTES Lab 4 Spinal Cord ANS 061720(1) 9/10/2020		
0	Zoom NOTES Lab 3 Cortex and Cerebellum 060320(1) 9/10/2020		
Cancel Insert Video			