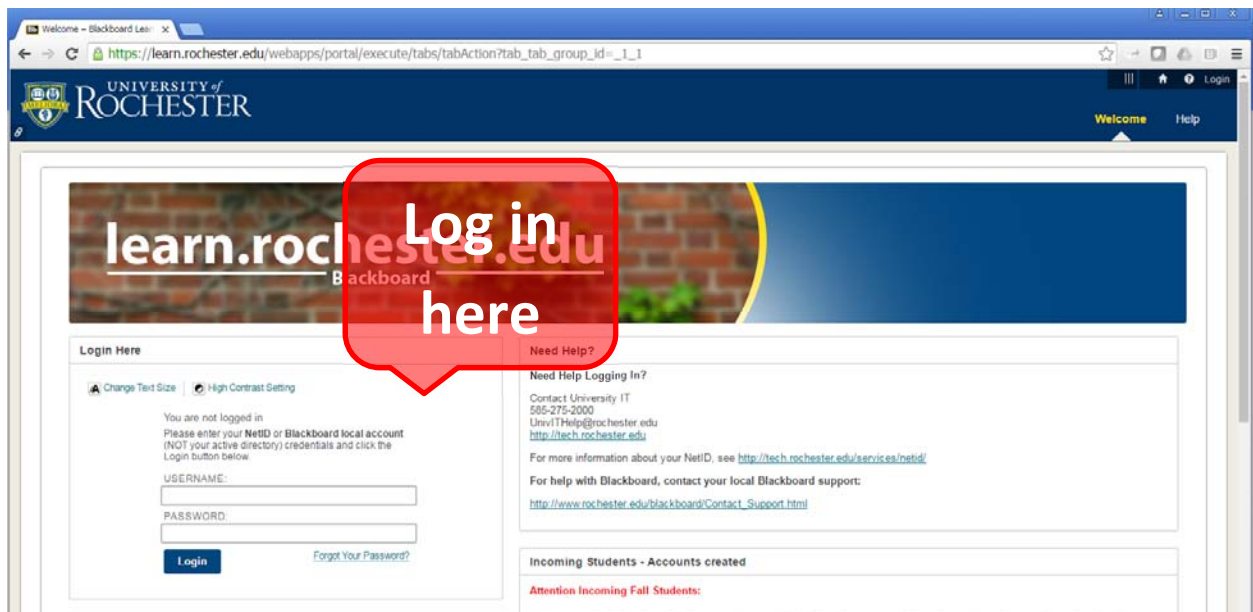


Commission your course from Blackboard

This process needs to be performed once for each course that you wish to record using Panopto.

Start by accessing Blackboard from a web browser: <http://learn.rochester.edu>. Use your NetID, or your Blackboard credentials.



Once logged into Blackboard, select the course that will involve recordings.

The screenshot shows the Blackboard Learn interface for the University of Rochester. The top navigation bar includes 'Main', 'Courses', 'Course Planning', 'Student Access', and 'Instructor Access'. The 'Main' tab is selected. The page content is divided into several sections:

- My Announcements:** A message stating 'No Institution Announcements have been posted in the last 7 days.' Below this, there are two announcements: 'MASTER'S RESEARCH METHODS - 2016FALL' with a link 'Welcome to ED406!' and 'PRACTICUM IN ONLINE TEACHING - 2016FALL' with a link 'Welcome to EDF488 - Practicum in Online Teaching'. A 'more announcements...-->' link is at the bottom.
- Welcome to Blackboard Learn:** A welcome message and instructions on how to navigate the system, including links to 'Services', 'Activities', and 'Accounts' sub-tabs.
- University of Rochester Bursar:** A link to 'UR ePAY' for viewing tuition statements and making payments.
- Multiple Course Email/Announcements:** A '+ Post Announcement' button.
- UR Courses Online:** A table listing courses for the 2016 FALL Semester. A red callout box with the text 'Select course' points to this section.

2016 FALL Semester		
Title	ID	Role
● MASTER'S RESEARCH METHODS - 2016FALL	ED408.2016FALL.44082	Instructor
● ONLINE TEACHING & LEARNING - 2016FALL	EDE484.2016FALL.45819	Instructor
● PRACTICUM IN ONLINE TEACHING - 2016FALL	EDF488.2016FALL.48650	Instructor
✘ USING QUANT SOFTWARE SPSS - 2016FALL (unavailable)	ED528.2016FALL.44517	Instructor

2016 SUMMER Semester

The screenshot shows the Blackboard interface for a course named 'Simon Demo July 08 (SIMON.demo)'. The top navigation bar includes links for Main, Courses, Instructor Access, Student Access, My Email, My Accounts, Activities, Content Collection, Libraries, GOG, System Admin, and Help. A red callout box with white text points to the 'Course Tools' option in the left-hand navigation menu. The main content area shows an 'Announcements' section with a 'Create Announcement' button and a 'Welcome to the Simon Demo' message posted on Monday, July 21, 2008.

The screenshot displays the 'Tools' page in Blackboard. It features several tool icons with descriptions and 'Hide Link' buttons. A red callout box with white text highlights the 'Panopto Content' tool. The tools listed include:

- Achievements**: A gold medal icon with the text 'Achievements'.
- Announcements**: A speaker icon with the text 'Announcements' and the description 'Create and view Course Announcements.'
- Blackboard Help for Students**: A book icon with the text 'Blackboard Help for Students' and the description 'Open Blackboard Help in a separate window.'
- Blogs**: A globe icon with the text 'Blogs'.
- Library Resources**: A book icon with the text 'Library Resources' and the description 'Links to the LibGuides vendors in this course.'
- My Grades**: A document icon with the text 'My Grades' and the description 'Displays detailed information about your grades.'
- Panopto Content**: A play button icon with the text 'Panopto Content' and the description 'Panopto Content'.
- Piazza**: A globe icon with the text 'Piazza'.

Panopto Focus Content

Configure

Click
'configure'

This course is not provisioned with Panopto. Before a course can be used with Panopto it must be provisioned. Please press the configure button to provision.

Configure Panopto Focus Course

1 Select Panopto Server

rochester.hosted.panopto.com

Click 'Add Course
to Panopto'

2 Provision Panopto Course

Add Course to Panopto

Creates a Panopto folder for the course and sets up access so that instructors are able to create content in the folder and students are able to view it. Once the course has been added to Panopto you may associate additional Panopto folders to the course.

If the course is successfully added to the Panopto system, a screen similar to the following should appear (NOTE, the lists of Instructors and Students should match what you would expect for your course):

Configure Panopto Focus Connector

Provisioning Results:

Course Name
Simon Demo July 08

Instructors
Blackboard\pharvey (PAM HARVEY <pharvey@z.rochester.edu>)
Blackboard\anakonec (Alexei NAKONECHNYI <alex.nakonechnyi@simon.rochester.edu>)
Blackboard\mtanger_bb (Lisa Brown <lita@ur.rochester.edu>)
Blackboard\jebert (JOHN EBERT <john.ebert@simon.rochester.edu>)

Students
No students.

Result
Successfully provisioned course Simon Demo July 08

OK

Click
'OK'

On the following screen, you may be shown the option of adding additional folders to your course, even if they are from other courses. All folders where you have permissions will appear in Available Folders.

If you have recordings from another course that you wish to use in this course, you can add the folder from the other course here. Then click Submit.

Configure Panopto Focus Course

1 Select Panopto Folders

*You may update the list of Panopto folders associated with this course.
Instructors of this course will be able to create content in any folder associated with it and students will be able to view the content.*

Available Folders:

- Admin.PanoptoTest: Panopto Test
- Admin.PanoptoTest: Panopto Test [drop box]
- Ed Tech/Class Tech
- EDE484.group3: EDE484 - Group 3
- edtech: ed tech course 2 [drop box]
- Lisa Brown Test
- Test.DemoStudent: Demonstration Course

Selected Folders:

- SIMON.demo: Simon Demo July 08

Buttons: Add >>, << Remove, Create New Folder

Select the Course Folder and Click Add

Click 'Submit'

Cancel Submit