How do I submit a Panopto video assignment in Blackboard?

The information presented on this page provides guidance for students to submit a Panopto video assignment in their Blackboard course.

Tell Me

1. Create or upload a video into Panopto by first clicking on the Panopto tool link in the course navigation
2. Click on the existing course storage folder to drill down to the assignments folder. **Important:** If you miss this step you will not record your video in the correct location for submission!

   ![Panopto interface](image)

3. From the Assignment folder, click the **Create** button, and select **Create a new session** to record, or Upload media to import external content
4. After selecting Record new session, users will have the option to **download and install the recorder** if they have not already done so, or launch the recorder if it is already installed on the user's machine
5. **Title the session**
6. Select primary and secondary video sources (i.e., forward-facing camera or screen)
7. Click **Record** to begin recording
8. Click **Stop** to end recording
9. Finalize any edits; select Delete and record again to abandon current recording
10. Click **Upload**
11. Close the recorder screen
12. Navigate to the Panopto assignment
13. Click on the assignment to open it
14. Click on the **Mashups option > Panopto Video**
15. Select the video > Insert Video
16. Select the video > Insert Video
17. Add comments as desired
18. Click **Submit**

   **Note:** Although the video will not render in the Grade Center interface, it will be accessible for your instructor via their Panopto interface within Blackboard.

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