How to Find and View Panopto Recordings in Blackboard

Overview

When your Blackboard course has been provisioned to Panopto Instructors are automatically made Panopto creators, and students become viewers. Panopto recordings and webcasts automatically publish to the associated Blackboard course, and can also be embedded directly into Blackboard by an instructor. Panopto’s Blackboard integration includes our industry-leading Smart Search video search engine. With Smart Search, students can find and instantly fast-forward to any word spoken or shown on-screen in any class recording.

Prerequisites

- Access to Panopto

1. Find Videos

1.1. **Login** to Blackboard and find your course that has been configured with Panopto.

1.2. In the left-hand navigation pane, you will see an item similar to this (See Figure 1). It may be called **Panopto Video**, but your school does have the option to rename this to something else. Please ask your instructor if you have problems locating this item.
1.3. A new page will load and your Panopto videos will be available for viewing (Fig. 2).
2. View Videos

Note: Some options might look different based on your account permissions, but these are some basic navigation steps.

2.1. View any recording by clicking on the thumbnail or name of the recording.

2.2. Search by using the Search in folder "CourseName:" area at the top of your screen. The search will provide results based on all PowerPoint or Keynote text, the instructor's speech, captions (if available), and written words shown on screen (Fig. 3).
2.3. Change course folders by clicking the drop-down arrow next to the course name (Fig. 4).

![Figure 4](image)

2.4. Subscribe to podcast downloads via iTunes or to RSS feeds by clicking the feeds icon (if available) (Fig. 5).

![Figure 5](image)

2.5. Record a new session or Upload existing media (if permitted) for your own presentations (Fig. 6).

![Figure 6](image)

**Students:** See [How to Record with Windows or Mac](#) for instructions on student recording.

**Faculty:** See [Student Assignment Folders](#) for more information on enabling this feature.

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