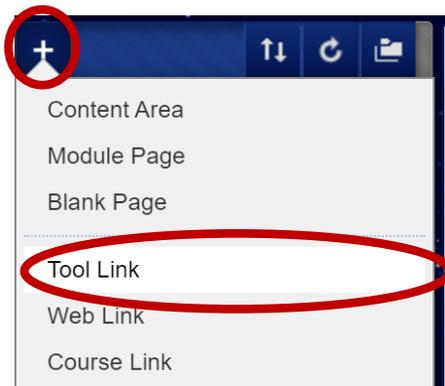# USNA Panopto Quick Start Guide

Panopto is a lecture capture system that allows instructors that allows instructors to create, manage, and distribute searchable lectures, flipped classroom videos, presentations, training programs and simulations.

1. Connect a microphone and a Web cam(optional) to your computer
2. Log into Blackboard
3. Click on any course title that you teach under **My Courses** to enter a Blackboard course site. (Note, if you don't have a Blackboard course under **My Courses**, please submit a Web Help Desk ticket)
4. On the left side of the screen, you should see a link already present called **Panopto Video** on the **Course Menu**. (Note, if you don't see the **Panopto Video** link on the **Course Menu**, you can click the **+sign** >>**Tool Link,** give a name for the tool, say **Panopto Video**, and for the **Type**, select **Panopto Course Tool Application** from the drop down menu to add it to the course menu.)

5. When you click on the **Panopto Video** link, it will open the Panopto page.
6. Follow the onscreen instructions to provision the course for Panopto if it's the first time you access Panopto from this course.
7. Click on the **Create** button and select **Record a new session**. It will prompt you to install the **Panopto Recorder** if it hasn't been installed (You will need admin permission to install Panopto. You may need to contact your IT support to install it) or **Launch Panopto** if it has been installed.
   o Instructions on how to record with Panopto for windows:
     https://support.panopto.com/s/article/basic-recording-1
   o Instructions on how to record with Panopto for Mac:
     https://support.panopto.com/s/article/Recording-with-Panopto-for-Mac
   o Instructions on how to upload videos files using the Create Button
     https://support.panopto.com/s/article/Batch-Upload-Video-Files
8. Once you go through Blackboard and click on the **Create** button, it will log you into the desktop app automatically from now on. You can then directly click on the **Panopto** icon on your desktop and start recording without going through Blackboard or logging in anymore.
9. For additional instructions, check out the Quick Start Guide https://support.panopto.com/s/quickstart which includes videos to help you get started on using Panopto.