

Panopto and Blackboard Course Copy

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School of
**Contemporary Teaching
& Learning**

St. Lawrence College

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Panopto and Blackboard Course Copy

Overview: Different Options for Copying Courses

In general, there are three approaches to managing Panopto videos when copying courses in Blackboard.

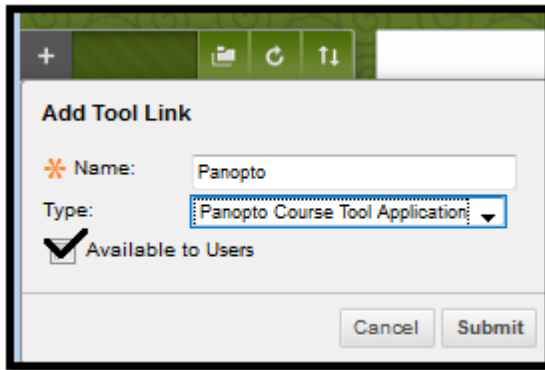
1. This approach would be useful if, for example, you made weekly update videos or announcements that were tied to what happened with that particular class or to a current event.
 - **Action:** Don't copy anything. Start from scratch with a new Panopto folder and create new videos.
2. This approach would work well if you wanted to keep a select set of videos or if you wanted to make sure that videos uploaded by students didn't get copied to the new course.
 - **Action:** Create a new Panopto folder (i.e., configure the new course to a new folder) and manually move or copy individual videos or folders from past Panopto course folders.
3. This approach is best if you have numerous Panopto videos embedded (using the Mashup tool) throughout your course. Attaching the folder that contains those videos will keep those embedded videos active.
 - **Action:** Configure the new course to point to one or more old Panopto folders.

Copying and sharing videos between Blackboard courses using Panopto is complicated. If you have any questions or if you'd like guidance, please contact your eLearning Specialist.



Options 1 and 2: Configuring your New Course with a New Panopto Folder

1. In your new course, go to the **+ sign > Add Tool Link > Give it a name** (e.g., "Panopto") > Under Type, select **Panopto Course Tool Application > Check Available to Users > Submit**

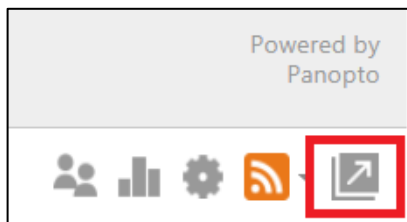


2. Click on the **Panopto** link in your Course Menu.
3. Click **Configure**.
4. Click **Add Course to Panopto**.
5. Click **Ok**.
6. On the next menu, you will see a list of folders that you have creator rights in Panopto (left-hand side) and the newly created folder for the Blackboard course you are currently working in on the right. Do not make any changes on the screen. Simply click **Submit**.

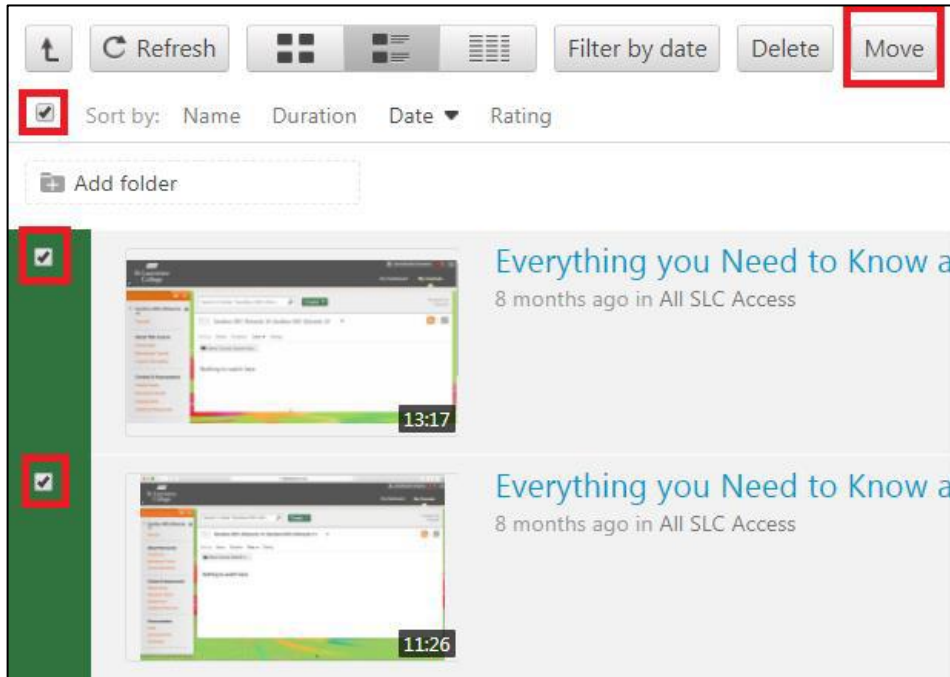
Option 2: Manually Moving/Copying Videos between Panopto Folders

The easiest way to move videos between Panopto folders is as follows:

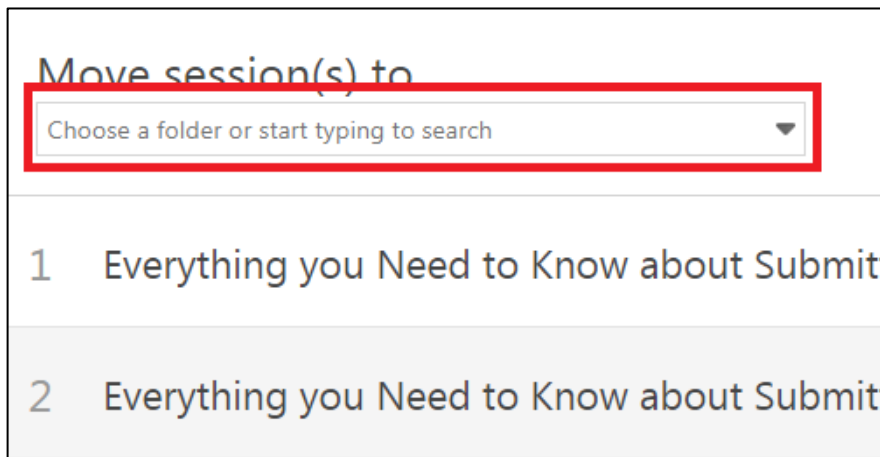
1. Access the main Panopto website at slcme.hosted.panopto.com or by clicking the Open in Panopto icon on the Panopto page in your Blackboard course.



2. Navigate to the folder that contains that videos that you'd like to move.
3. Select them by clicking the checkbox beside each or by clicking the checkbox at the top right to select all.



4. Select the folder to which you'd like to move the selected videos.



Any changes made on the main Panopto page (e.g., moving files, etc.) will also be made in the Panopto link within your course in Blackboard.

Alternatively, if you wish to move individual videos from one Panopto folder to another, follow these steps:

1. Navigate to the video within its folder in Panopto.
2. Hover over the video and click Settings.



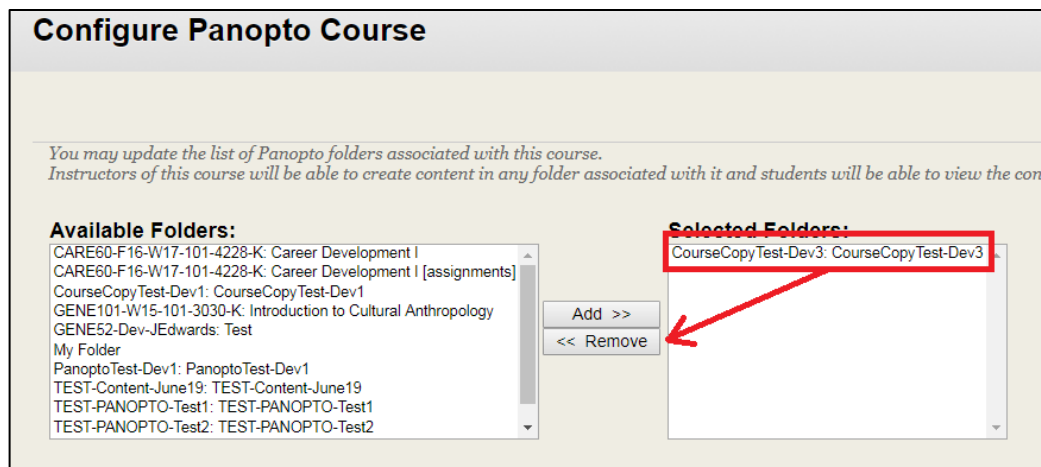
3. Select the Overview tab and, beside the folder name, click Edit.
4. Click the dropdown menu and select the Panopto folder into which you'd like to move the video (presumably this is the folder that you just created by configuring your new course).

Option 3: Attaching your new Blackboard Course to a past Panopto Folder

If you've embedded (via the Mashup tool) or linked Panopto videos directly into your course content (as opposed to simply having students access them via the main Panopto link on the course menu), you will need to configure your new Blackboard course to attach to the Panopto folder that contains those videos that are embedded/linked.

Be aware that configuring your course to attach to a past Panopto folder will mean that students in the current course will have access to all videos in the previous course that are set to be available to students/viewers. This typically only matters if you have an Assignment submission folder that contains submission from last year's/semester's students.

1. Follow steps 1-5 of Option 1.
2. On the next menu, you will see a list of folders that you have creator rights in Panopto (left-hand side) and the newly created folder for the Blackboard course you are currently working in on the right. Do not make any changes on the screen. Simply click **Submit**.
3. In the **Selected Folders** box (right-hand side), you will see the new Panopto folder that has been created for this course.
4. Remove the newly created folder in the **Selected Folders** box and add a folder from the **Available Folders** box.



Configure Panopto Course

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:

- CARE60-F16-W17-101-4228-K: Career Development I
- CARE60-F16-W17-101-4228-K: Career Development I [assignments]
- CourseCopyTest-Dev1: CourseCopyTest-Dev1
- CourseCopyTest-Dev3: CourseCopyTest-Dev3
- GENE101-W15-101-3030-K: Introduction to Cultural Anthropology
- GENE52-Dev-JEdwards: Test
- My Folder
- PanoptoTest-Dev1: PanoptoTest-Dev1
- TEST-Content-June19: TEST-Content-June19
- TEST-PANOPTO-Test1: TEST-PANOPTO-Test1

Selected Folders:

Add >> << Remove

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- GENE52-Dev-JEdwards: Test
- My Folder
- PanoptoTest-Dev1: PanoptoTest-Dev1
- TEST-Content-June19: TEST-Content-June19
- TEST-PANOPTO-Test1: TEST-PANOPTO-Test1
- TEST-PANOPTO-Test2: TEST-PANOPTO-Test2

Selected Folders:

- CARE60-F16-W17-101-4228-K: Career Development I

Add >> << Remove

Cancel **Submit**

Do not configure Panopto to multiple folders. There should only be one folder listed in the Selected Folders box (as shown above).

Related Documents

- Configuring Panopto in Your Course
- Managing Sharing and Permissions
- Course Copy (Blackboard)

