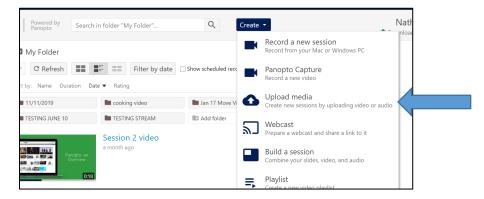
Uploading a video from Blackboard Collaborate into Panopto

Downloading your recorded session from Blackboard Collaborate Ultra, and uploading it into Panopto allows you to add auto-generated captions to your video, use Panopto's fine-tuned sharing abilities, and see your videos' analytics.

1. Download the video from Blackboard Collaborate Ultra

В	lackboard Co	llaborate Ultra				
	Blackboard Collaborate		Recordings	9/23/20, 9:29 A	M 00:00:16	-
	Nathan Howard	_			▷ Watch now	
<u>د</u> دا	Sessions	Session name / Recording name	Date		Download	
		Class 1 / recording_1	9/23/20, 9:29 AM		Necording settings	
Ľ	Recordings				÷ .	

- 2. Login to Panopto
- 3. In Panopto, click the "Create" button and choose "Upload Media"



4. **Choose** the folder that you want to upload this video to via the dropdown. To upload your video, either **drag the file** onto the gray box, or **click** the gray box to find it on your computer.

Add files to	O'Reilly
All cor	Itent uploaded must meet the Terms of Use located under the Help menu (top right)
	Drag video or audio files here (or click to find on your computer)

For support, visit: panopto.humber.ca



5. Allow the video to upload and process.

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1	MP4	Blackboard Collaborate video 38.4 of 183.5 MB 1:13
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~	Upload complete. You can close this window now.
ŝ	MP4 Blackboard Collaborate video Processing

 ϕ Blackboard Collaborate video			
Settings	< Share	🖍 Edit	Delete
Processing			
 Processing			

6. You will know the video is done processing once you see the thumbnail of the video and the timestamp.

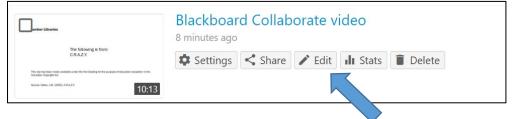


7. The video is now uploaded and can now have captions added.



Adding Closed Captions to your Uploaded Video

1. To add captions, hover over the video title and click the "Edit" button.



2. In the "Edit" window, choose "**Captions**" on the left hand side. Click the "**Import Captions**" dropdown and select "**Import automatic captions**". If you don't see this option yet, the captions are still processing. Come back later.



3. Check for spelling & grammar, and edit as needed.

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	You know, we need to the Oh, yes. Just went to.	Time	0:00:48.41			

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4. Captions have now been added to your video! Make sure to click "**Apply**" at the top right to make the captions available to your students.



For support, visit: panopto.humber.ca