How to Provision Panopto & Activate the Panopto Portal within Blackboard
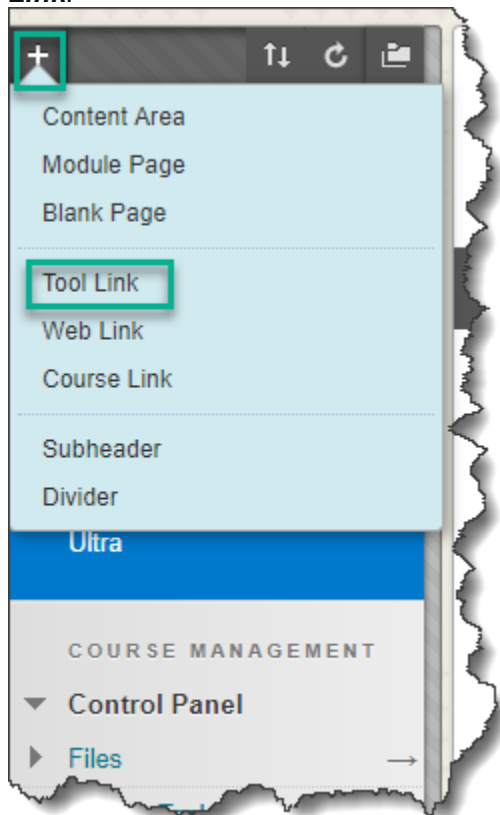
Before you begin using Panopto in Blackboard, you will need to provision your course. If you don't provision your course, you will receive the following error.

This course is not provisioned with Panopto. Before a course can be used with Panopto, it must be set up.

This guide will show you how to provision your course, and also activate the Portal, so that students can freely browse the videos that have been uploaded to your Blackboard Course Folder in Panopto.
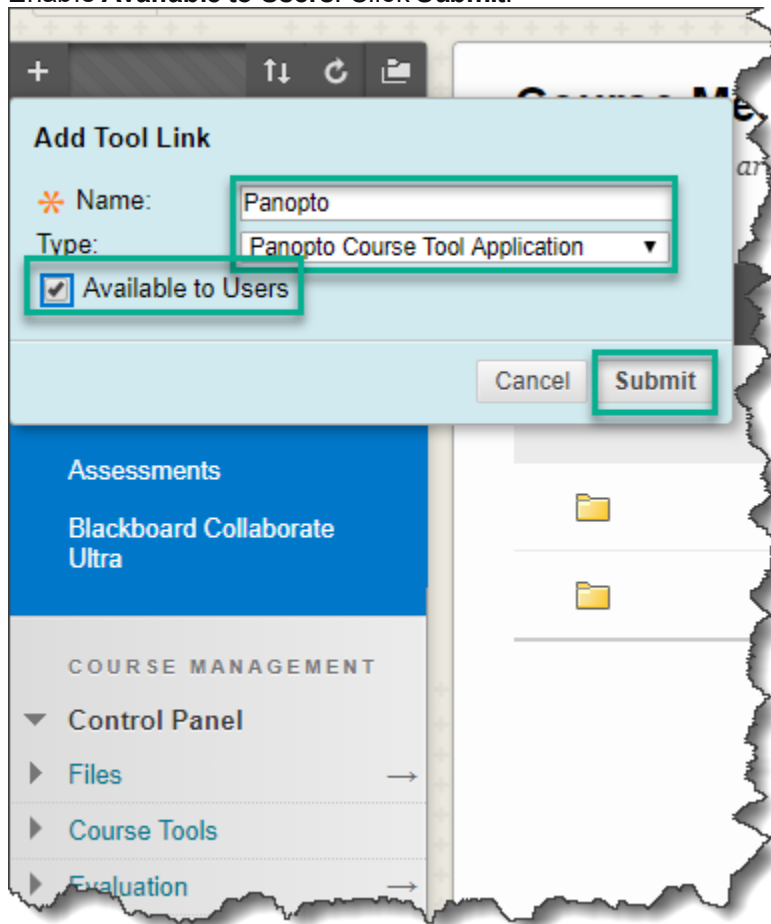
To provision your course, follow the instructions below:

1. From Blackboard's left course menu, click the plus sign on the left-hand side. Now Click **Tool Link**.

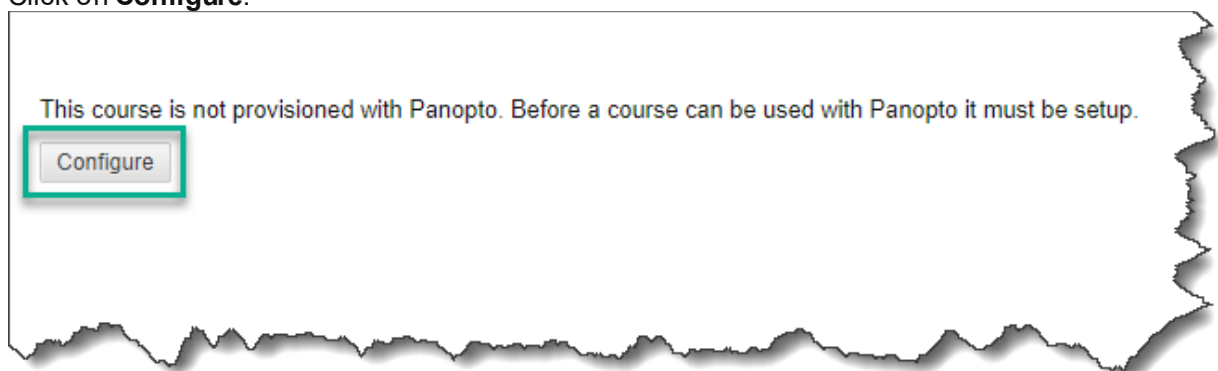2. From the dropdown menu, select **Panopto Course Tool Application**. Use **Panopto Videos** as the name

Enable **Available to Users**. Click **Submit**.

Add Tool Link

✱ Name: Panopto

Type: Panopto Course Tool Application ▼

☑ Available to Users

Cancel   Submit

Assessments

Blackboard Collaborate Ultra

COURSE MANAGEMENT

▼ Control Panel

▶ Files   →

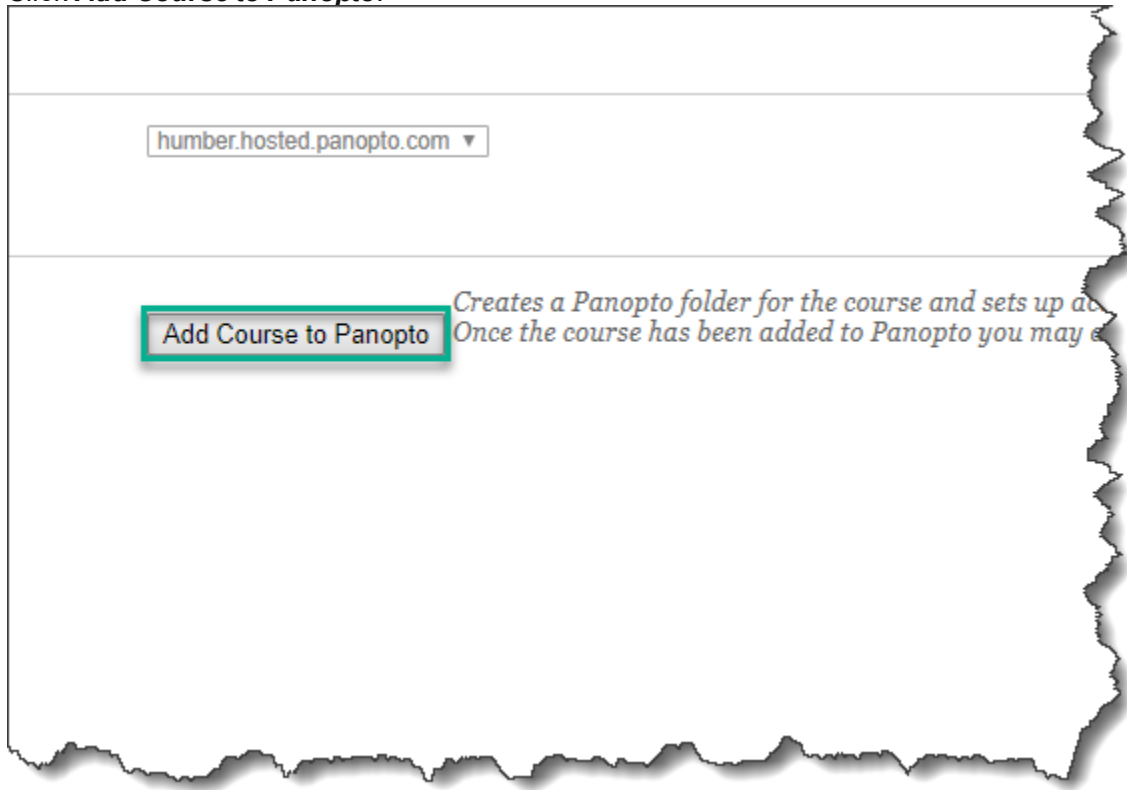▶ Course Tools

▶ Evaluation   →

This will create a link in the sidebar for students to access Panopto via the course on Blackboard.

Note: if you prefer to only embed your videos directly into the relevant course sections, then don't make the sidebar link available to students.

3. Click on **Configure**.

This course is not provisioned with Panopto. Before a course can be used with Panopto it must be setup.

Configure

4. Click **Add Course to Panopto**.

humber.hosted.panopto.com ▾

Add Course to Panopto	*Creates a Panopto folder for the course and sets up ac*
	Once the course has been added to Panopto you may

To check that your course was successfully provisioned with Panopto, the "Successfully provisioned course" message will appear in the Result area:

Configure Panopto Connector

Provisioning Results:

Course Name
  _SBX_waterloo-north-23
Instructors
  blackboard\waterloo
Teaching Assistants
  No teaching assistants.
Students
  blackboard\waterloo_previewuser
Users without access to Panopto folder
  (no one)
Result
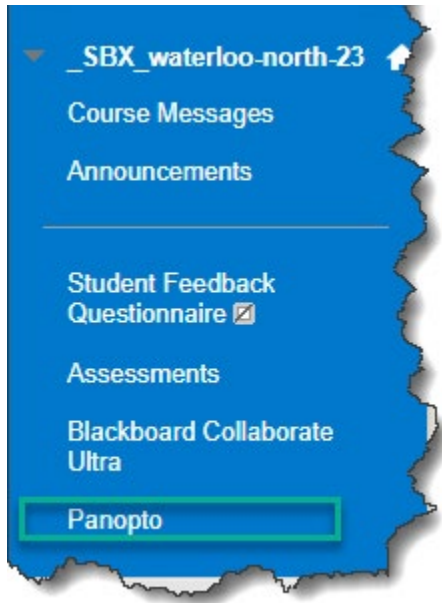 Successfully provisioned course _SBX_waterloo-north-23

Configure more folders   Return to course

Your course is now provisioned with Panopto. Click on **Return to course** to return to your course on Blackboard.

5. This will create a link in the left course menu for students to access Panopto via Blackboard.

This Panopto Portal facilitates students' access to relevant videos for that course. Your students can browse all the videos that you've uploaded into the course folder on Panopto.

You can either embed videos into different areas within Blackboard, or simply direct students to the Panopto Portal.

Your Panopto Course Folders

A course folder has now been created in Panopto for you. Find this folder in the Browse section under the **Blackboard Courses** folder.