

RECORDING PANOPTO VIDEOS ON YOUR PERSONAL COMPUTER



Login to Blackboard. (ieu.blackboard.com)



**İZMİR UNIVERSITY
OF ECONOMICS**

Welcome to Blackboard Learn, the learning management system used at Izmir University of Economics for contributing to its "excellence in education" aim.

USERNAME

PASSWORD

Sign In

The image shows a login page for Blackboard Learn at Izmir University of Economics. The background is a photograph of a university building. The page features the university's logo and name, a welcome message, and two input fields for 'USERNAME' and 'PASSWORD'. Below the password field is an orange 'Sign In' button. At the bottom of the image, there is a row of small, partially visible photos of people.

Blackboard Courses

Institution Page
Esin Caglayan
Activity Stream
Courses
Organizations
Calendar
Messages
Grades
Tools

Current Courses ▾ Upcoming Courses →

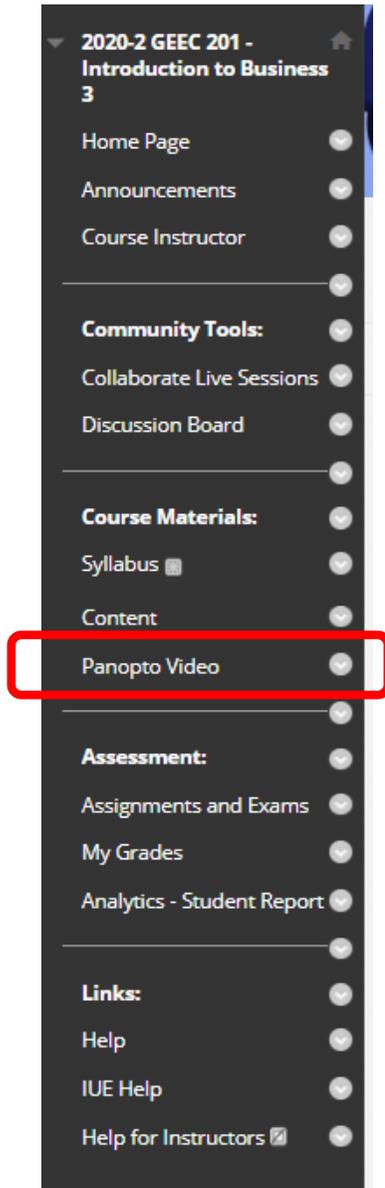
Search your courses Filter All Courses ▾ 25 items per page

Favorites

BA 567 Dynamics of Organizations 148982 2020-1 BA 567 - Dynamics of Organizations 1 Esin ÇAĞLAYAN	EBA 567 Dynamics of Organizations 148999 2020-1 EBA 567 - Dynamics of Organizations 1 Multiple Instructors	EBA 570 Organizational Behavior 151277 2020-2 EBA 570 - Organizational Behavior 1 Multiple Instructors
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Select the course which you will create a video recording for.

Click on the Panopto video link in your course menu.

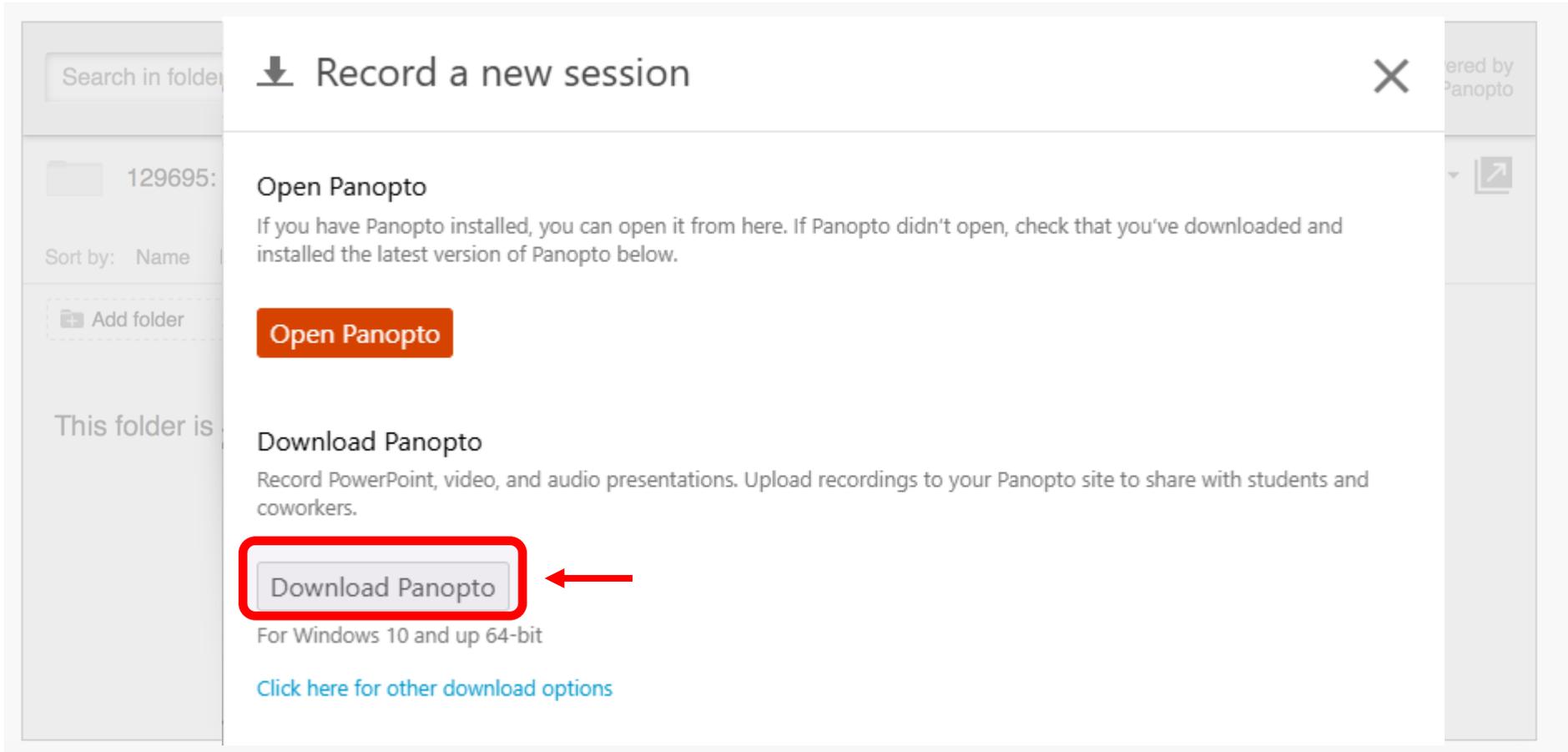


Click on 'Create' and then 'Record a new session'.

The screenshot displays the Panopto Content interface. On the left is a dark sidebar with navigation links for '2020-2 GEEC 201 - Introduction to Business 3', 'Home Page', 'Announcements', 'Course Instructor', 'Community Tools', 'Collaborate Live Sessions', 'Discussion Board', 'Course Materials', 'Syllabus', 'Content', 'Panopto Video', 'Assessment', 'Assignments and Exams', 'My Grades', and 'Analytics - Student Report'. The main content area is titled 'Panopto Content' and features a search bar, a 'Create' button (highlighted with a red box and a red arrow labeled '1'), and a dropdown menu (highlighted with a purple box and a purple arrow labeled '2'). The dropdown menu includes options: 'Panopto for Windows Record in application', 'Panopto Capture Record in browser', 'Upload media Create new sessions by uploading video or audio', 'Playlist Create a new video playlist', and 'New Folder In "tlctrainingcourse_chrt5: ETKILI OGRETIM_GRP.'.

Click on 'Download Panopto'.

NOTE: If you have the Panopto application installed on your computer, you can go to page 11.



The screenshot shows a web interface for recording a session. At the top, there is a search bar and a title "Record a new session" with a close button. Below this, there are two main sections: "Open Panopto" and "Download Panopto". The "Open Panopto" section includes a description and a prominent orange button labeled "Open Panopto". The "Download Panopto" section includes a description and a button labeled "Download Panopto" which is highlighted with a red rectangular box. A red arrow points from the right side of the box to the button. Below the button, it specifies "For Windows 10 and up 64-bit" and provides a link for other download options.

Search in folder

Record a new session

129695:

Sort by: Name

Add folder

This folder is

Open Panopto

If you have Panopto installed, you can open it from here. If Panopto didn't open, check that you've downloaded and installed the latest version of Panopto below.

Open Panopto

Download Panopto

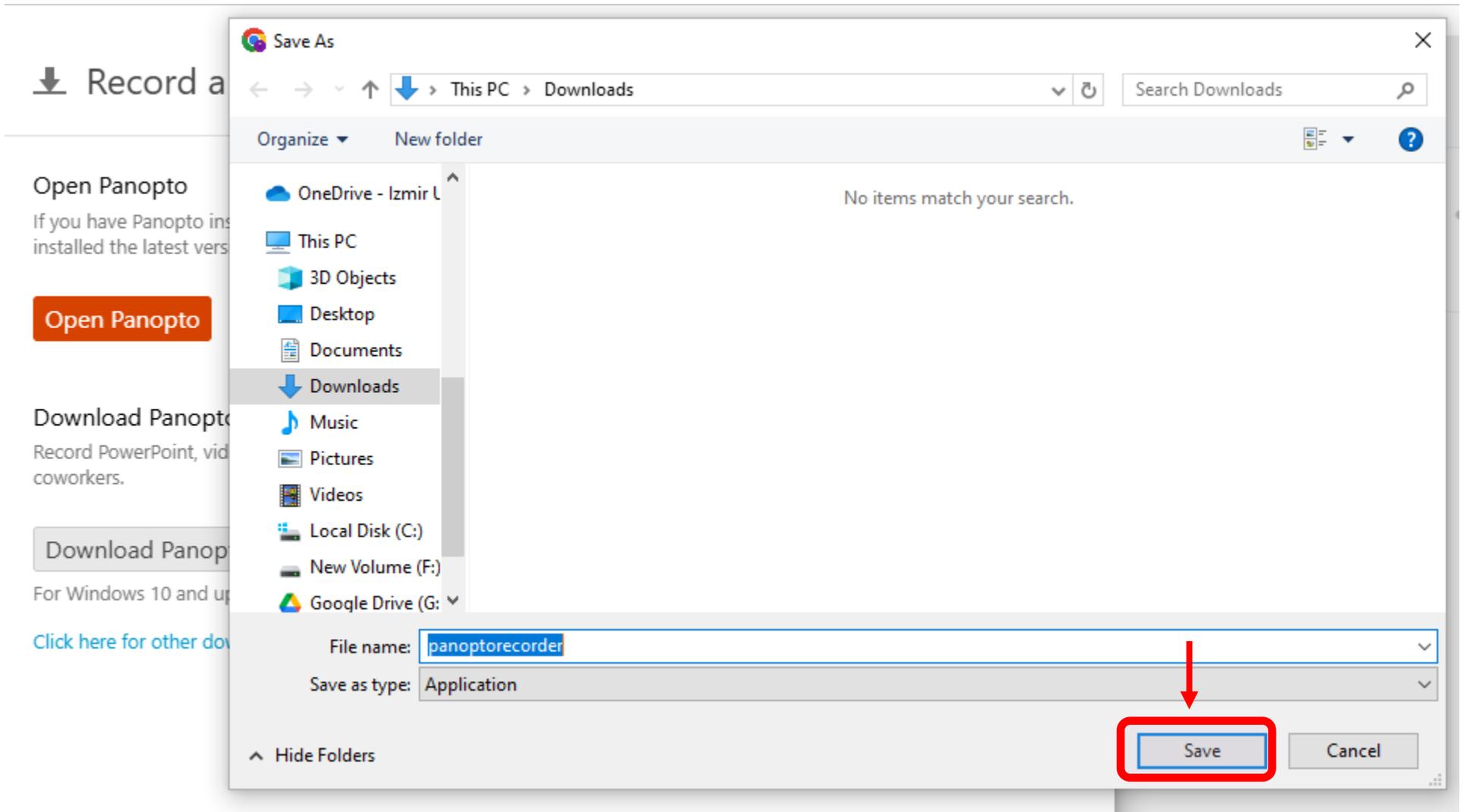
Record PowerPoint, video, and audio presentations. Upload recordings to your Panopto site to share with students and coworkers.

Download Panopto

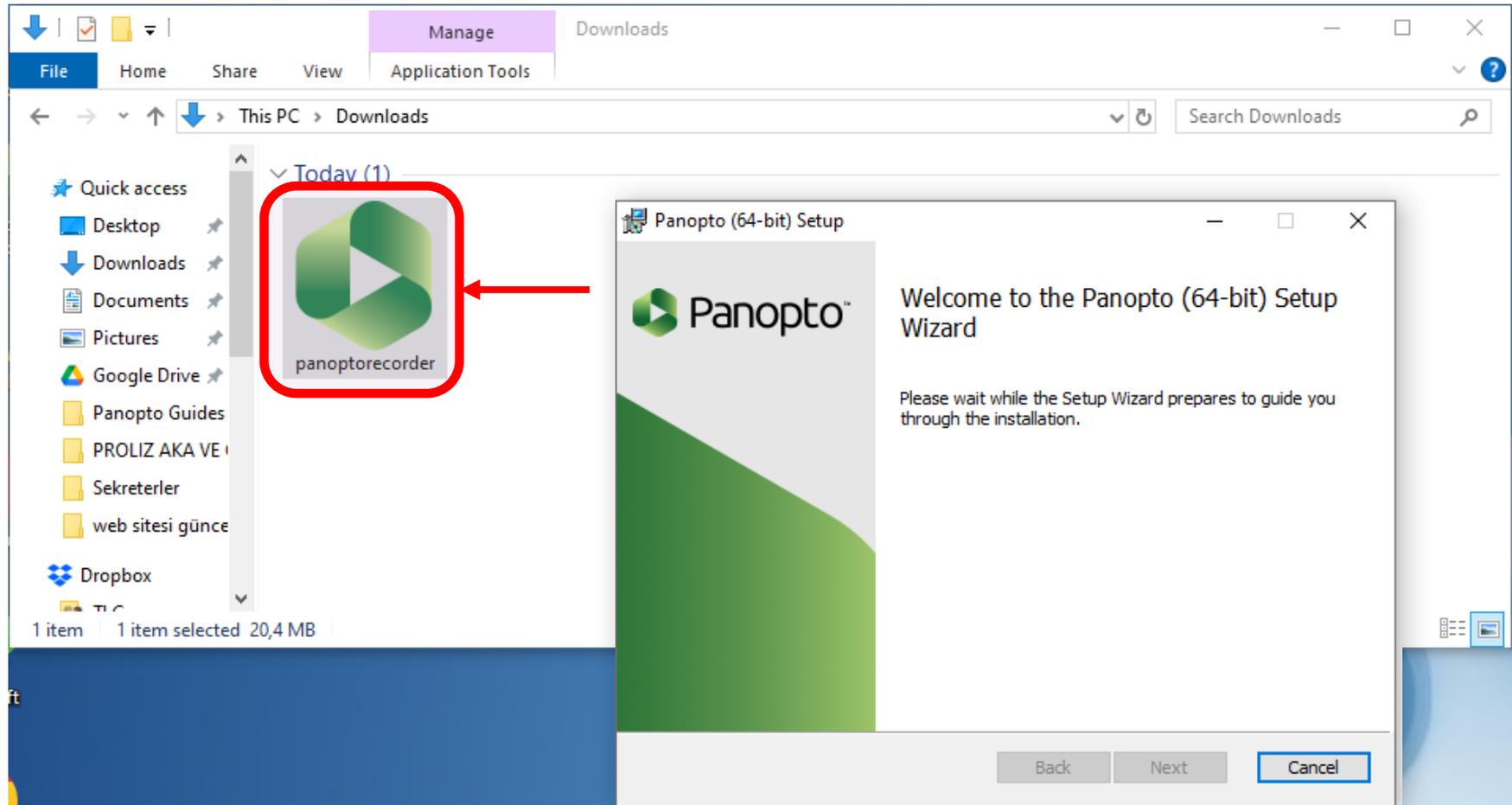
For Windows 10 and up 64-bit

[Click here for other download options](#)

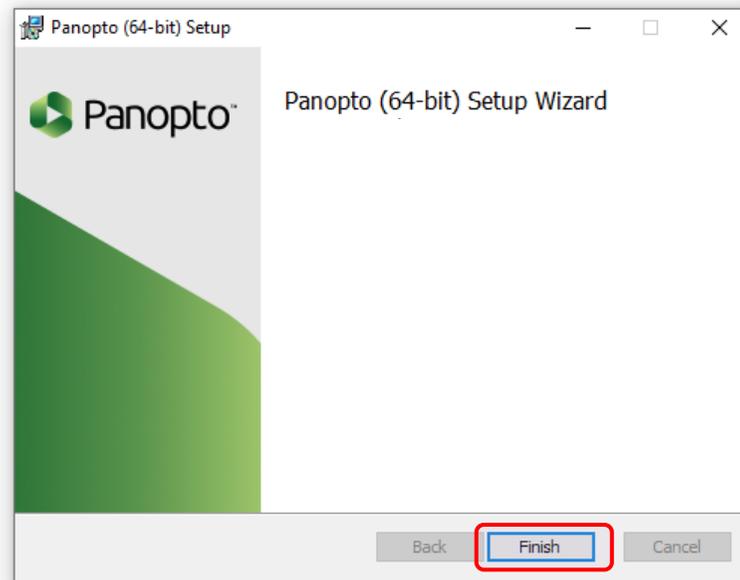
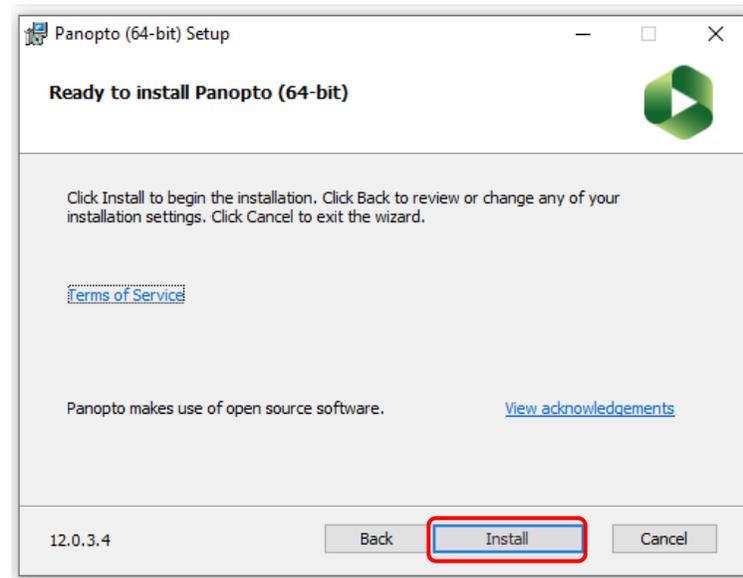
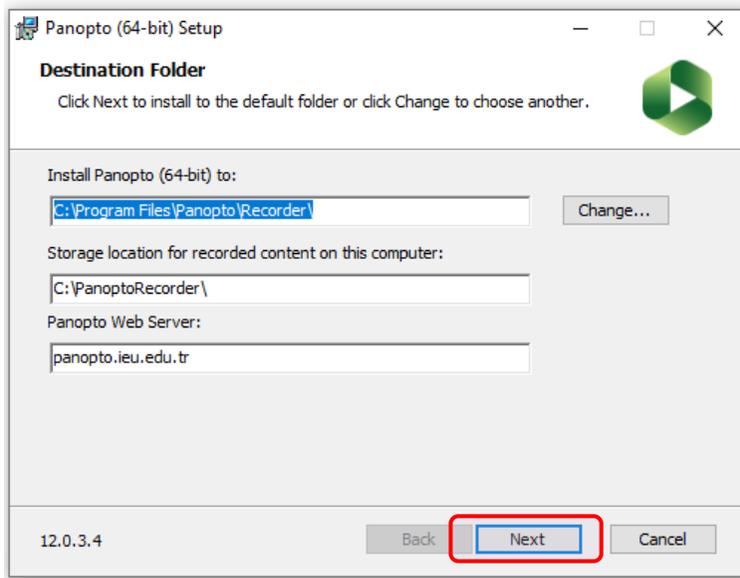
After clicking the 'Download Panopto' option, save the Panopto installation file to your computer.



Click the Panopto installation file saved on your computer to start the installation.



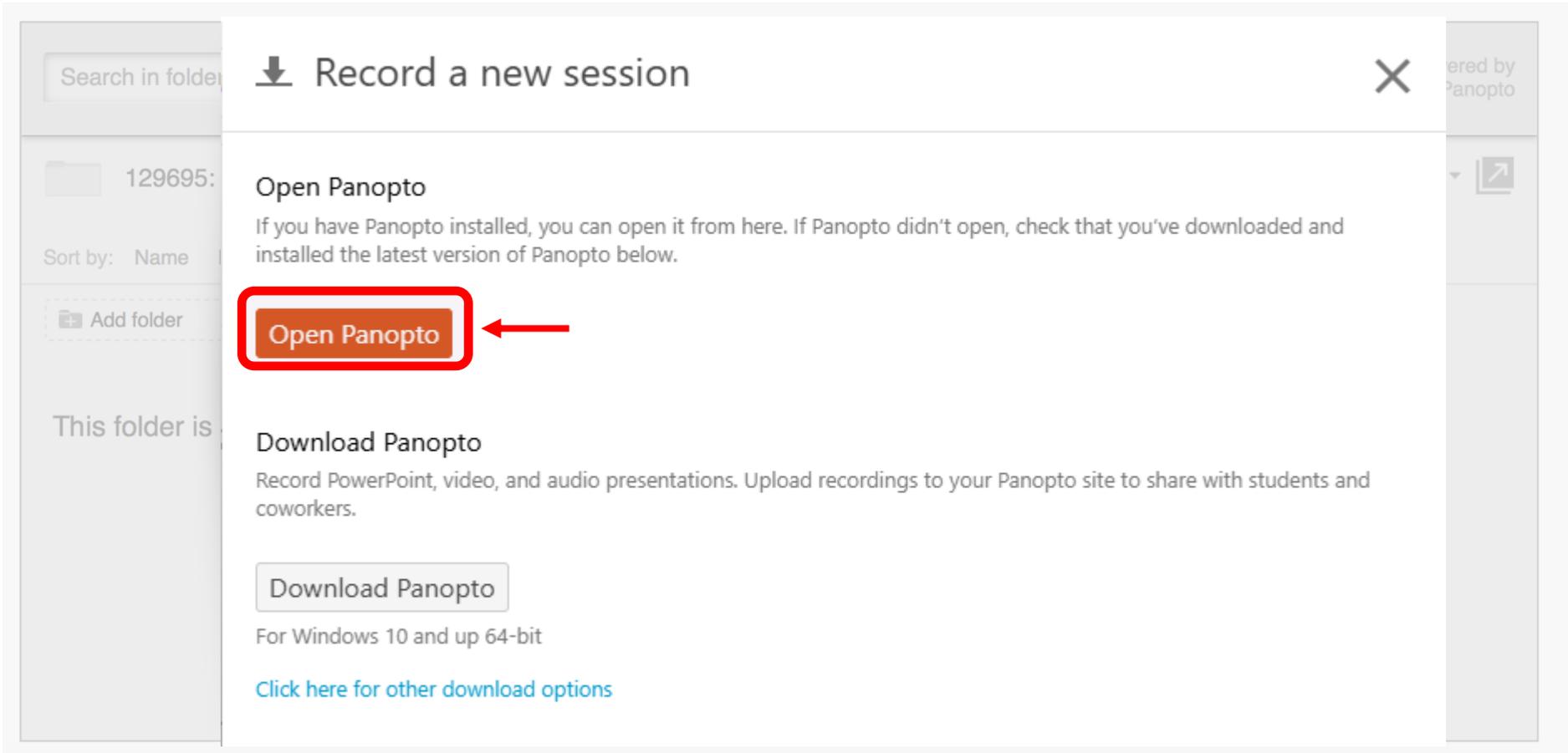
When you start the installation, click the **'Next'** and then the **'Install'** buttons in order. Once the installation is complete, click the **'Finish'** button. After this process, the Panopto application will be installed on your computer.



Now, return to your Blackboard screen and click the **'Create'** button. Then, click the **'Panopto for Windows'** option.

The screenshot displays the Blackboard interface for a course titled "2020-2 GEEC 201 - Introduction to Business 3". The left sidebar contains navigation options such as Home Page, Announcements, Course Instructor, Community Tools, Course Materials, and Assessment. The main content area is titled "Panopto Content" and shows a search bar, a "Create" button (highlighted with a red box and labeled "1"), and a list of options (highlighted with a purple box and labeled "2"). The options include "Panopto for Windows" (Record in application), "Panopto Capture" (Record in browser), "Upload media" (Create new sessions by uploading video or audio), "Playlist" (Create a new video playlist), and "New Folder" (In "tlctrainingcourse_chrt5: ETKILI OGRETIM_GRP"). The main content area also shows a folder named "151825: 2020-2 GEEC 201 - Introduction to Business" and a message stating "This folder contains no videos."

Click on 'Open Panopto'.



Search in folder

Record a new session

129695:

Sort by: Name

Add folder

This folder is

Open Panopto

If you have Panopto installed, you can open it from here. If Panopto didn't open, check that you've downloaded and installed the latest version of Panopto below.

Open Panopto

Download Panopto

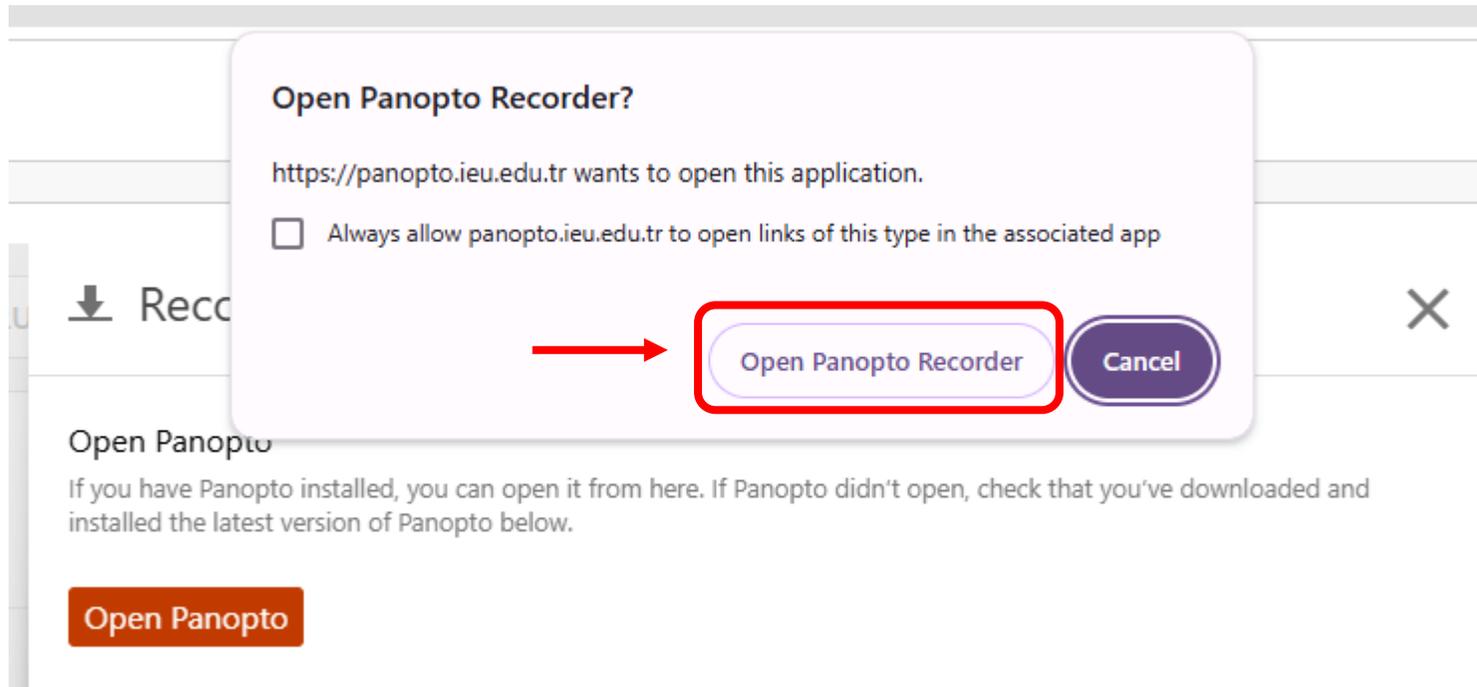
Record PowerPoint, video, and audio presentations. Upload recordings to your Panopto site to share with students and coworkers.

Download Panopto

For Windows 10 and up 64-bit

[Click here for other download options](#)

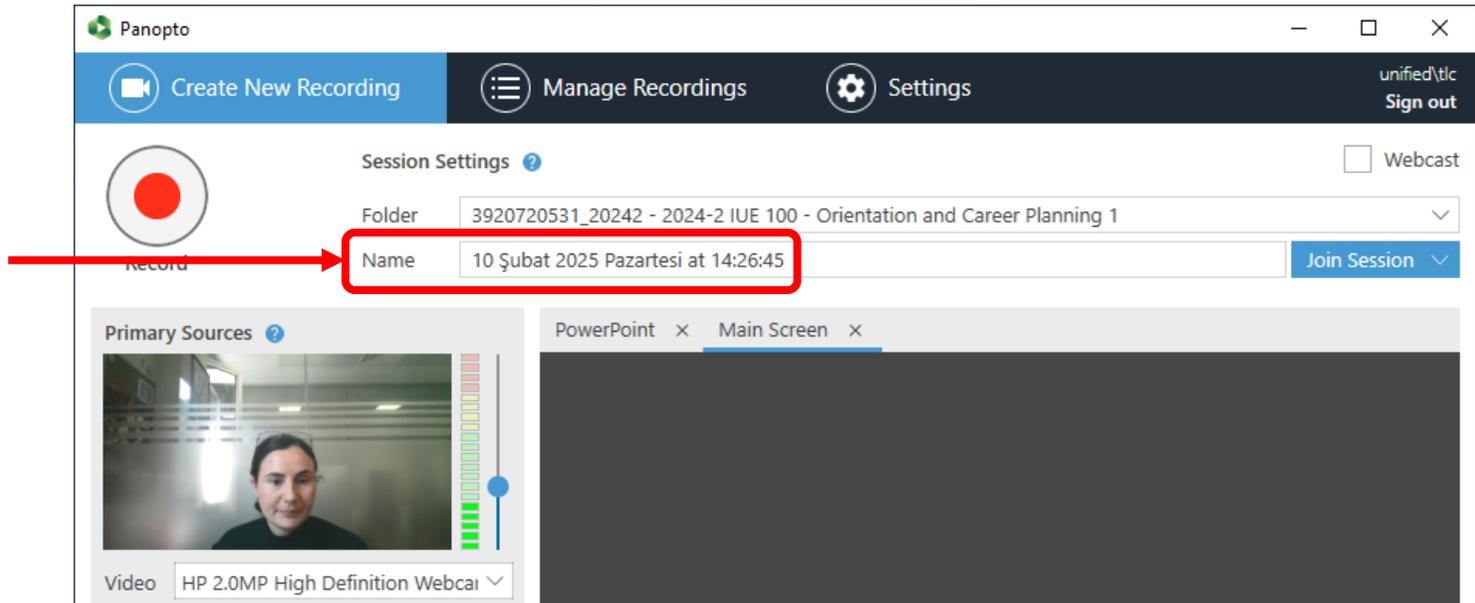
Click on 'Open Panopto Recorder' on the dialog box.



Check the audio and video settings.

Uncheck 'Capture PowerPoint' box if you do not have a powerpoint in that class.

It is very important to name your Panopto videos. They must include the COURSE CODE (for example, HIST 100, PRA 203, PSY 307) and a brief description of the topic discussed in the video.



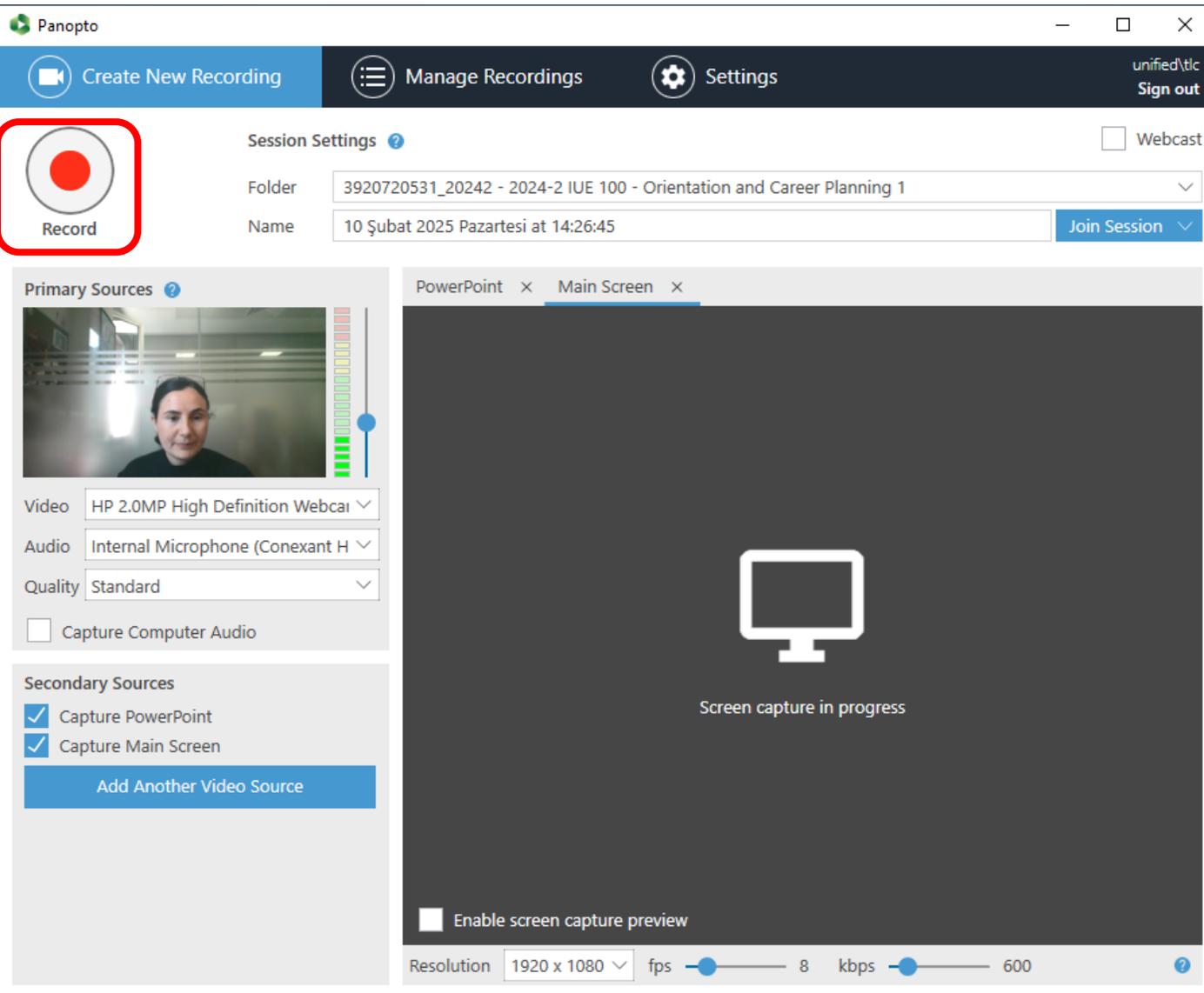
Video Naming Examples

 **GEHU 209 (6):SESSION III: THE STORY OF TROY AND ILIAD OF HOMEROS, OCTOBER 20, 2024**
□ 176725: 2024-1 GEHU 209 - History of Civilization I 6

 **BA 255 Section 2 Lecture 13 Thursday, December 19, 2024 at 1:06:15 PM**
□ 37290_20241: 2024-1 BA 255 - Management Sciences 1

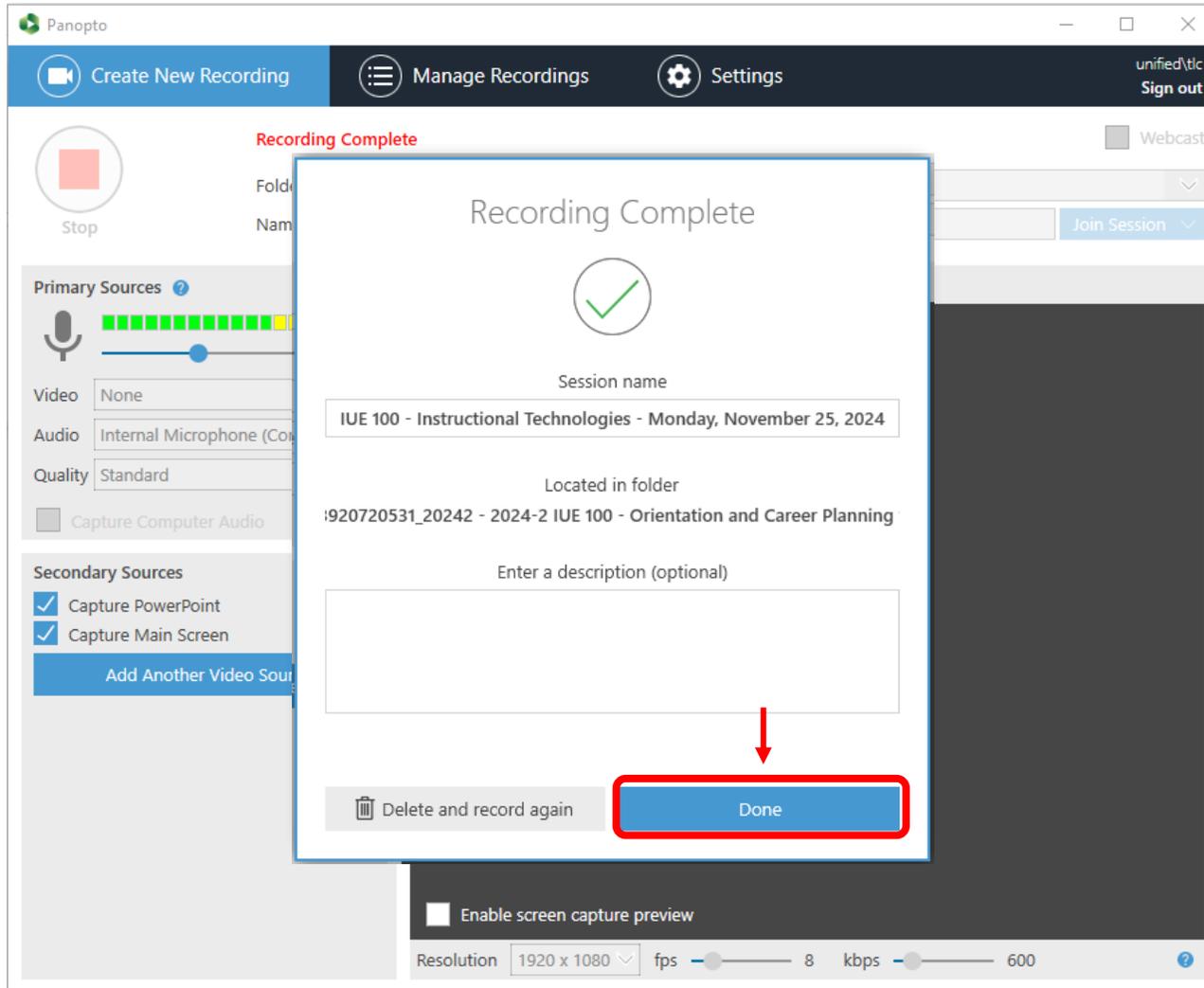
 **HSP 202-Healthcare Law(1)-Zeynep Şişli Thursday, March 14, 2024 at 3:48:41 PM**

Click on **Record** button and start your recording.

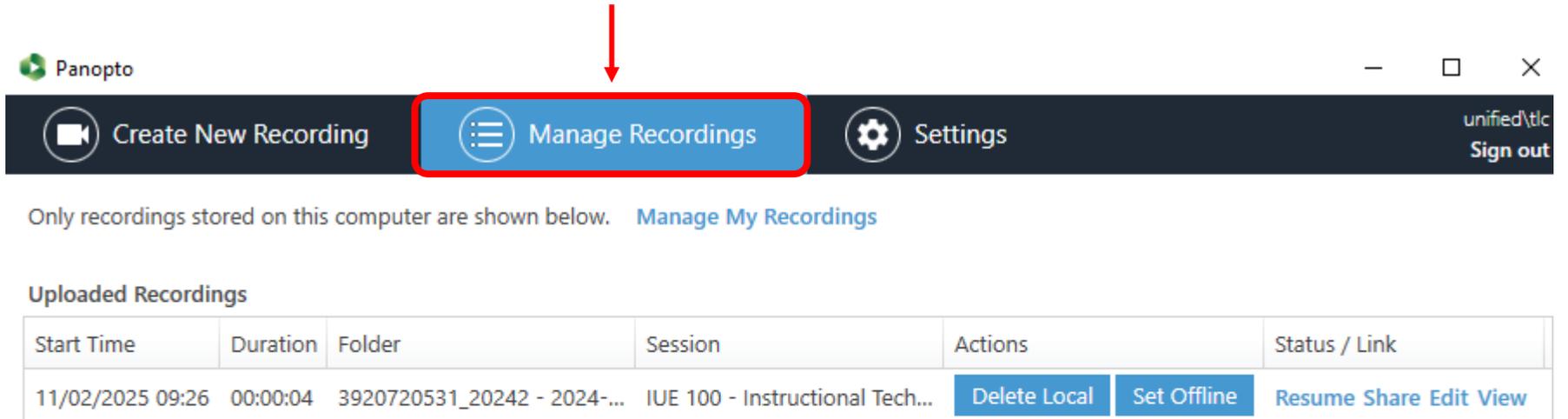


The screenshot shows the Panopto web interface. At the top, there are navigation buttons for 'Create New Recording', 'Manage Recordings', and 'Settings'. The 'Record' button, represented by a red circle with a white center, is highlighted with a red circle and a red arrow pointing to it from the left. Below the navigation bar, the 'Session Settings' section is visible, showing a folder path and a session name. To the right of the session settings is a 'Webcast' checkbox. Below the session settings, there are 'Primary Sources' and 'Secondary Sources' sections. The 'Primary Sources' section includes a video preview window, a video resolution dropdown (HP 2.0MP High Definition Webca), an audio source dropdown (Internal Microphone (Conexant H)), a quality dropdown (Standard), and a checkbox for 'Capture Computer Audio'. The 'Secondary Sources' section has checkboxes for 'Capture PowerPoint' and 'Capture Main Screen', both of which are checked, and a button for 'Add Another Video Source'. The main recording area shows a large monitor icon and the text 'Screen capture in progress'. At the bottom, there are settings for 'Resolution' (1920 x 1080), 'fps' (8), and 'kbps' (600).

When finished, **STOP** recording. Then click on **DONE** option. If you want to check the status of your video recording, click on **Manage Recordings** panel.



If you want to check the status of your video recording, click on **Manage Recordings** panel.



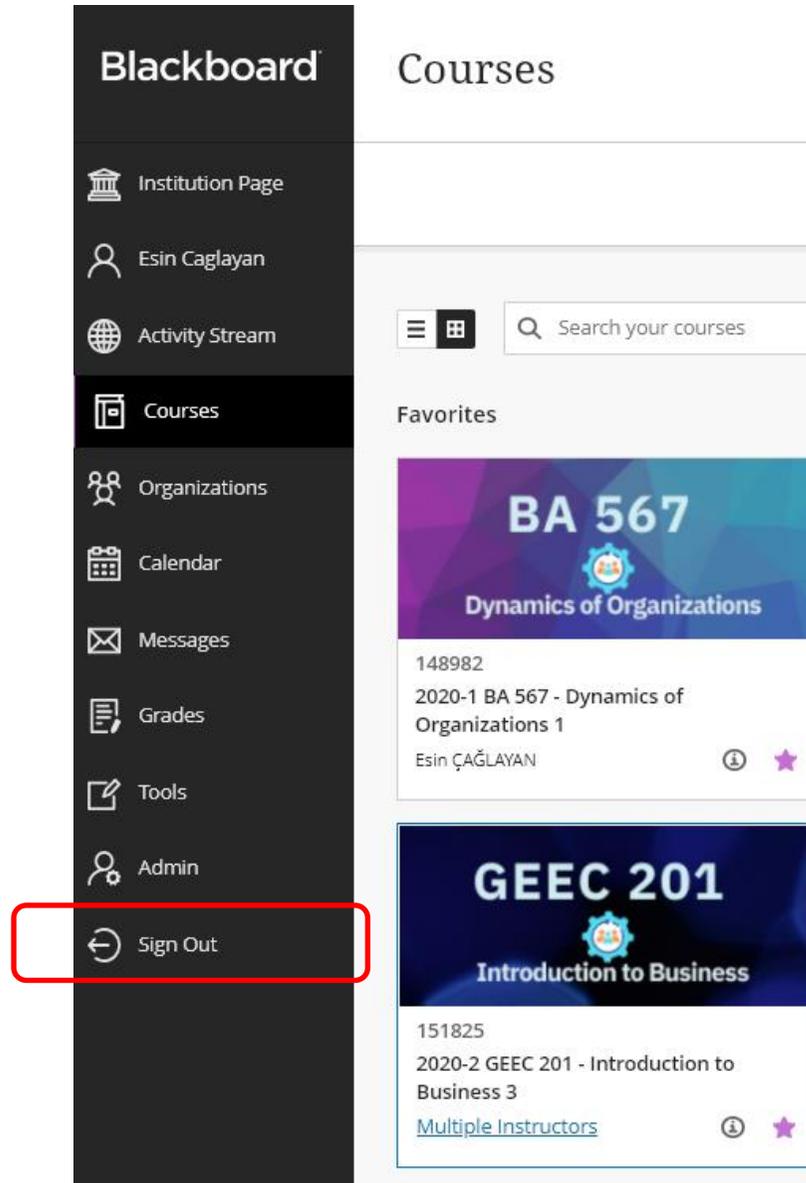
The screenshot shows the Panopto application window. The title bar includes the Panopto logo, the name 'Panopto', and standard window controls (minimize, maximize, close). The main navigation bar is dark grey and contains three buttons: 'Create New Recording' (with a camera icon), 'Manage Recordings' (with a list icon, highlighted with a red box and a red arrow pointing to it), and 'Settings' (with a gear icon). On the right side of the navigation bar, the user's name 'unified\tlc' and a 'Sign out' button are visible. Below the navigation bar, a message states 'Only recordings stored on this computer are shown below.' followed by a link 'Manage My Recordings'. Underneath, the section 'Uploaded Recordings' is displayed, containing a table with one data row and one header row.

Start Time	Duration	Folder	Session	Actions	Status / Link
11/02/2025 09:26	00:00:04	3920720531_20242 - 2024-...	IUE 100 - Instructional Tech...	Delete Local Set Offline	Resume Share Edit View

When you go back to your Blackboard course page, you will see the processing status of the recording.

The screenshot displays a Blackboard course interface. At the top, there is a search bar with the text "Search in folder '3920720531_20242 - 2024-2 IUE 100 - Orientation and ...'" and a red "Create" button. Below this, a folder icon and the name "3920720531_20242 - 2024-2 IUE 100 - Orientation and Career Planning 1" are visible. A sorting menu shows "Sort by: Name Duration Date Rating". An "Add folder" button is located on the left. The main content area features a video player thumbnail with a "0:13" duration indicator. To the right of the thumbnail, a recording entry is highlighted with a red rounded rectangle. The entry text is "IUE 100 - Instructional Technologies - 25 November 2024 at 09:41:36" with a refresh icon on the left, and "Processing: 0%" below it. A red arrow points upwards from the bottom center towards the recording entry.

Sign out of Blackboard.



The image shows a screenshot of the Blackboard user interface. On the left is a dark sidebar with a list of navigation options. The 'Sign Out' option, represented by a circular arrow icon, is highlighted with a red rectangular box. The main content area on the right is titled 'Courses' and features a search bar, a 'Favorites' section, and two course cards. The first card is for 'BA 567 Dynamics of Organizations' and the second is for 'GEEC 201 Introduction to Business'.

Blackboard Courses

Institution Page

Esin Caglayan

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BA 567
Dynamics of Organizations

148982
2020-1 BA 567 - Dynamics of Organizations 1
Esin ÇAĞLAYAN

GEEC 201
Introduction to Business

151825
2020-2 GEEC 201 - Introduction to Business 3
[Multiple Instructors](#)