To move a video recording made in Collaborate to Panopto

Step 1- Download the file from Collaborate

From within your Blackboard course, go to your **Virtual Classroom**

Click the **burger menu** on the left:
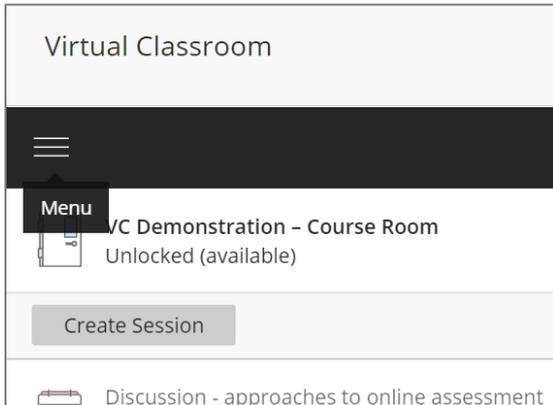
Select **Recordings:**
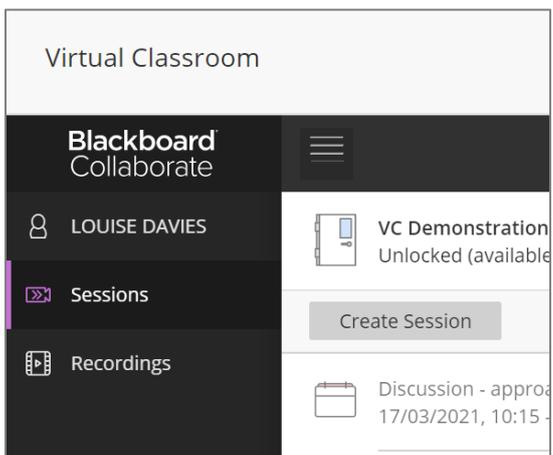
Click the circle with three dots icon across from your chosen video and select **Download:**
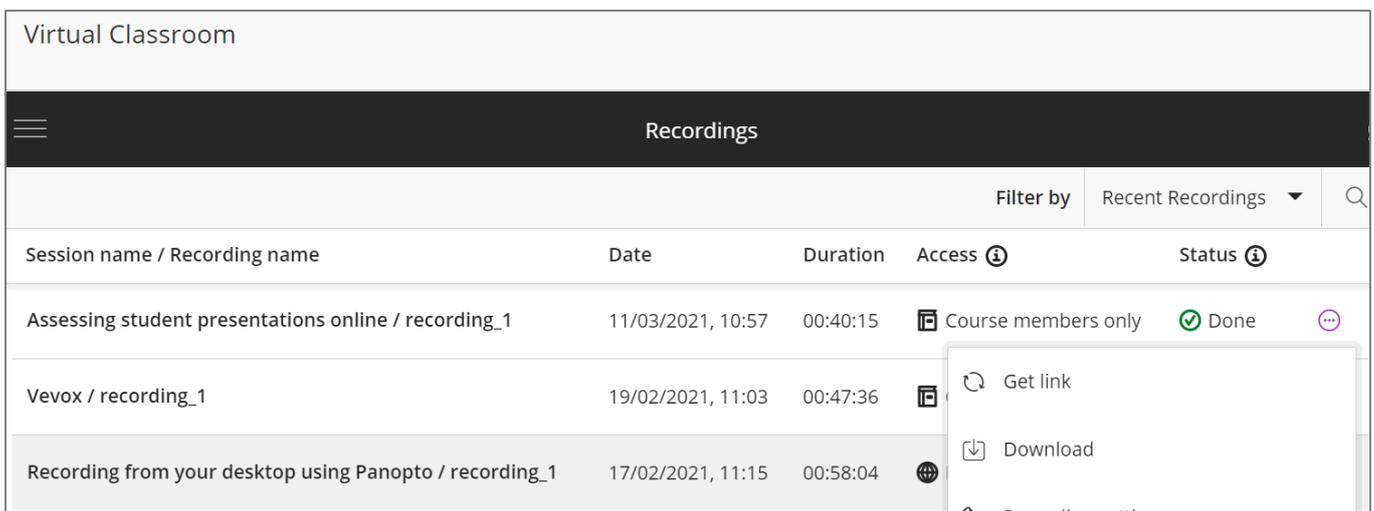
You will see the video download in the bottom left of your Chrome window. You can go to your Downloads folder from here by clicking on the arrow and selecting **Show in folder:**
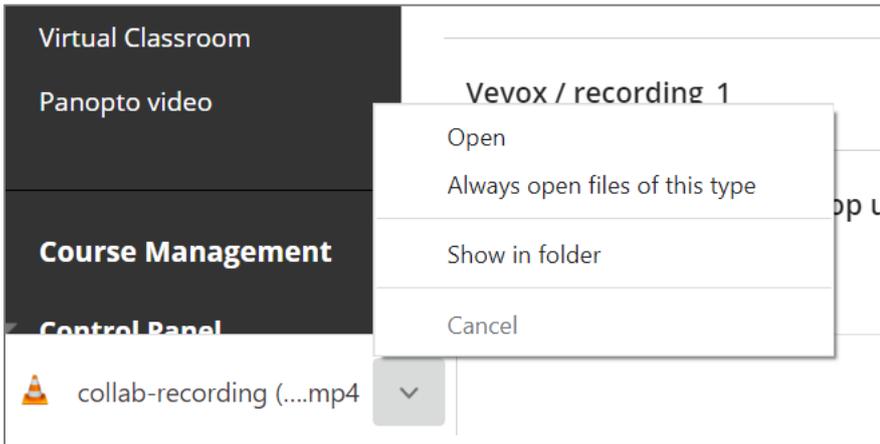
From here you can rename the recording if you so wish:
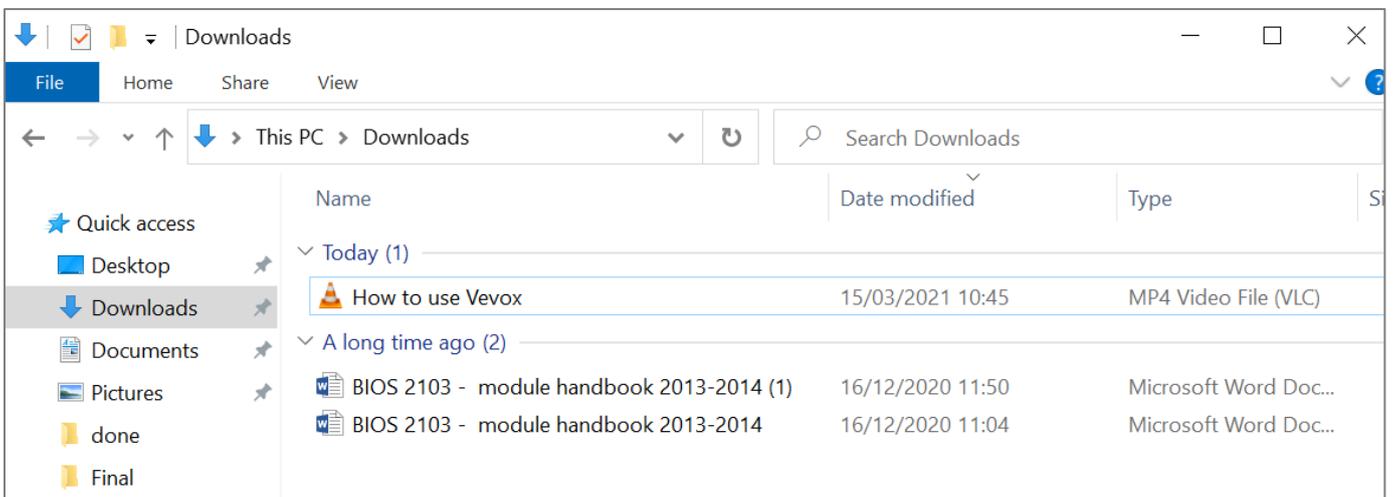
Step 2 - Upload the video to Panopto

You can embed the video onto your Blackboard page and upload it at the same time.

From with your Blackboard course, go to Build Content > Mashups > **Panopto Video Embed**:
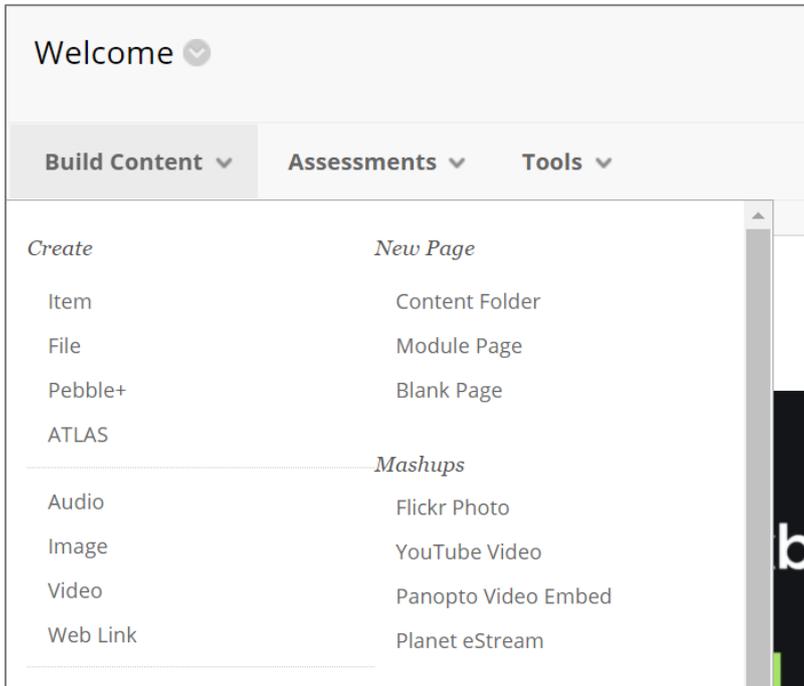
Click **Upload** and then select your video from your Downloads folder and click **Open:**
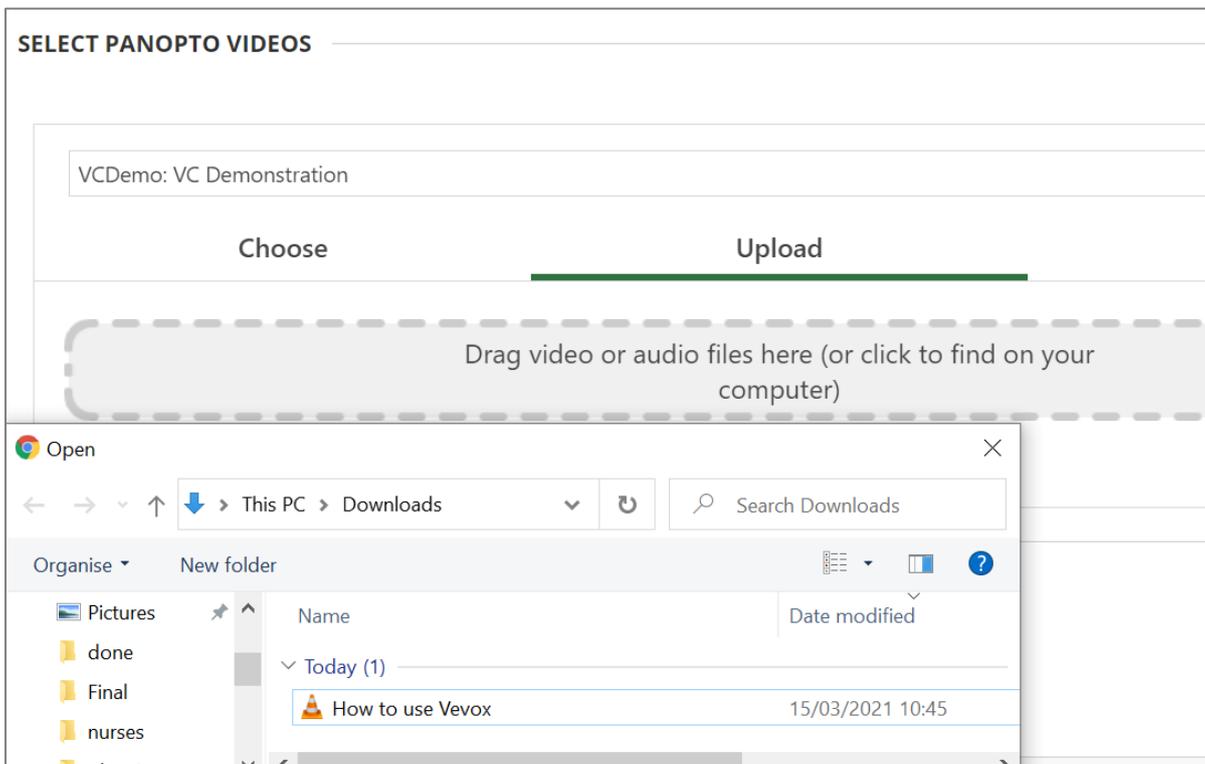
The video will then upload (this may take a few minutes if it is a large video file):
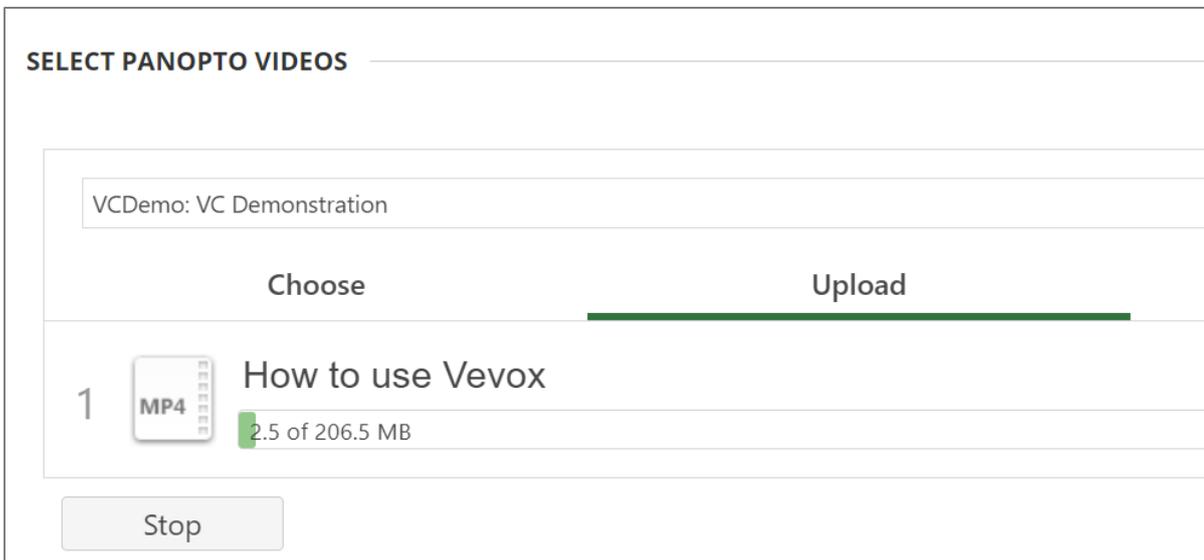
When the video has uploaded to Panopto and finished processing, click **Choose**, select the video and click the **Insert Video** button:
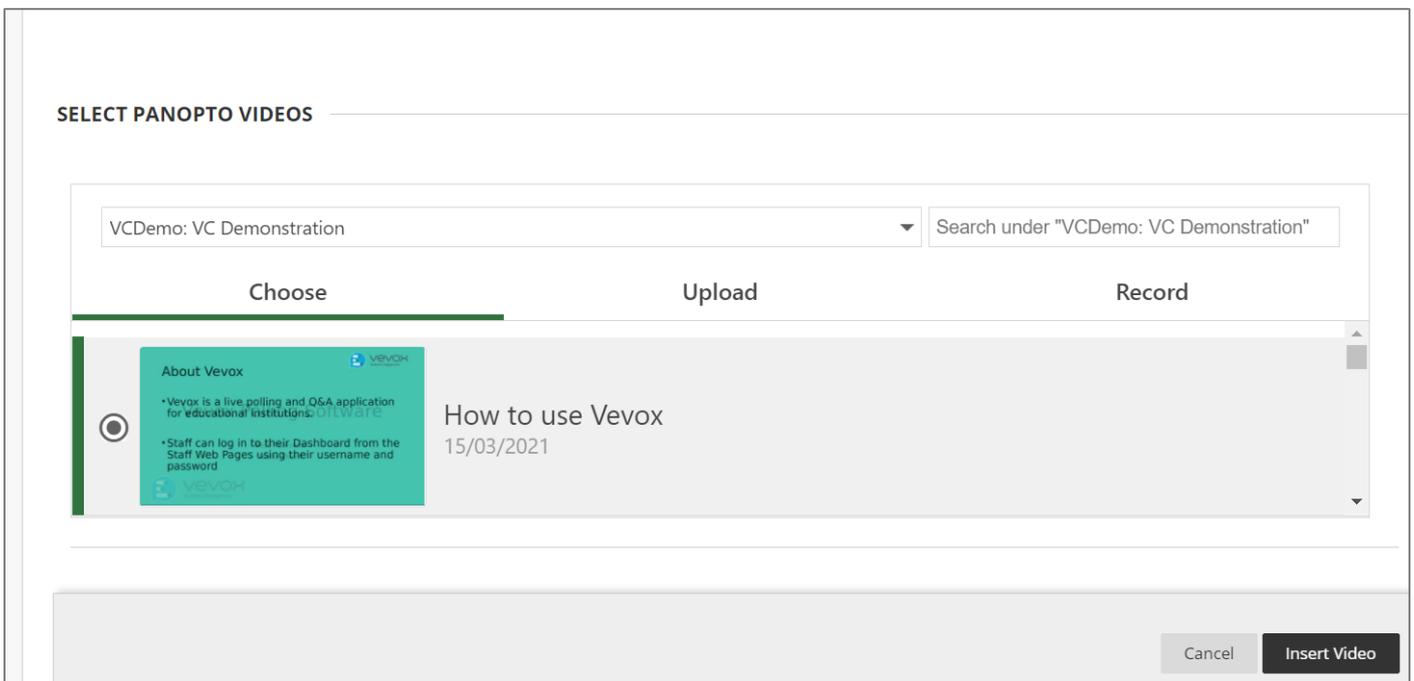
The embedded video will then appear on your page.

Note that it may take a few minutes for automated closed captions to appear on your video.

You can now return to the Collaborate Virtual Classroom and delete your recording (again by clicking the circle with three dots icon across from your recording).

Tip: to see all your Panopto videos in one place, add the Panopto Tool Link to your page. You can also upload videos directly into Panopto from here and edit captions if you need to.