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:

Virtual Classroom	
Blackboard Collaborate	
	VC Demonstration Unlocked (available
Sessions	Create Session
Recordings	Discussion - approa 17/03/2021, 10:15 -

Click the circle with three dots icon across from your chosen video and select **Download:**

Virtual Classroom						
	Recordings					
			Filter by	Recent Recordings	•	Q
Session name / Recording name	Date	Duration	Access	Status 追		
Assessing student presentations online / recording_1	11/03/2021, 10:57	00:40:15	Course memb	ers only 🕜 Done	(
Vevox / recording_1	19/02/2021, 11:03	00:47:36	🖬 🗘 Get link			
Recording from your desktop using Panopto / recording_1	17/02/2021, 11:15	00:58:04	Downlo	ad		
			Recordi	ng settings		

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:**

Virtual Classroom		
Panopto video	Vevox / recording 1	
	Open	
	Always open files of this type	op u
Course Management	Show in folder	
Control Panel	Cancel	
🔺 collab-recording (mp4	~	

From here you can rename the recording if you so wish:

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File Home Shar	re View		~ 🛿
$\leftarrow \rightarrow \checkmark \uparrow \checkmark \checkmark$	This PC > Downloads v U	⁹ Search Downloads	
🖈 Quick access	Name	Date modified	Type Si
📃 Desktop	→ Today (1)		
👆 Downloads	How to use Vevox	15/03/2021 10:45	MP4 Video File (VLC)
Documents	🖌 🗠 A long time ago (2)		
Notures	BIOS 2103 - module handbook 2013-2014 (1)	16/12/2020 11:50	Microsoft Word Doc
📕 done	BIOS 2103 - module handbook 2013-2014	16/12/2020 11:04	Microsoft Word Doc
📜 Final			

Step 2 - Upload the video to Panopto

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

Welcome 💿		
Build Content 🗸	Assessments V Tools V	
Create	New Page	
ltem	Content Folder	
File	Module Page	
Pebble+	Blank Page	
ATLAS	Mashups	
Audio	Flickr Photo	
Image	YouTube Video	
Video	Panopto Video Embed	
Web Link	Planet eStream	

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**:

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The video will then upload (this may take a few minutes if it is a large video file):

SE	LECT	PANOPI	O VIDEOS		
	V	CDemo: VC	Demonstration		
			Choose	Upload	
	1	MP4	How to use Vevox 2.5 of 206.5 MB		
		Stop			

When the video has uploaded to Panopto and finished processing, click **Choose**, select the video and click the **Insert Video** button:

VCDemo: VC Demonstration			Search under "VCDemo: VC Demonstration
Choose		Upload	Record
About Vevox • Vevor is a live polling and QSA application for educational institutions: OffWare • Staff can hog in to their Dashboard from the Staff Web Pages using their username and password • Vevox	How to use Vevox		

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 <u>Panopto Tool Link</u> to your page. You can also upload videos directly into Panopto from here and edit captions if you need to.