Create a Panopto Presentation with Webcam Turned on in Blackboard

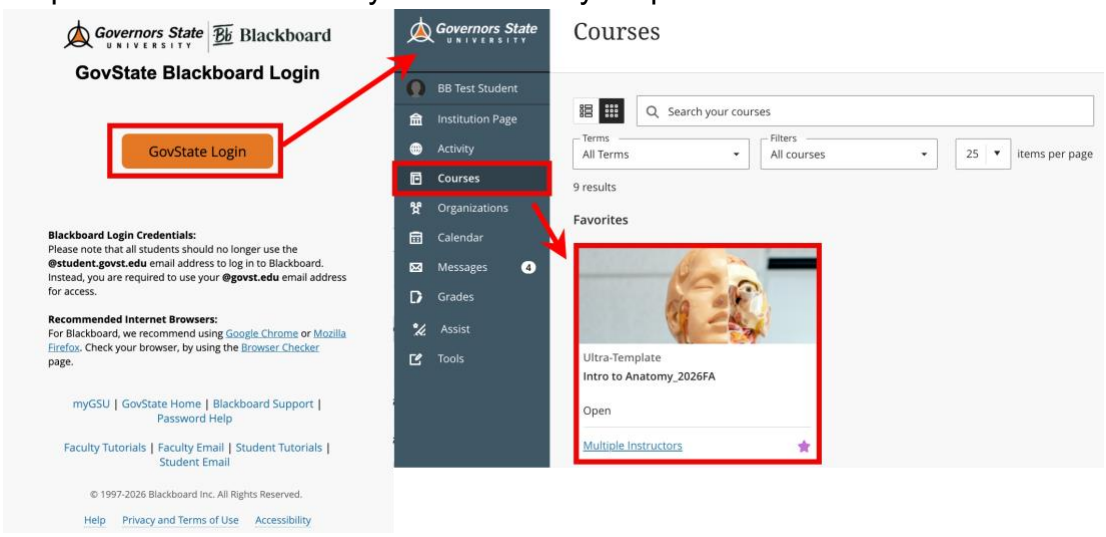
This tutorial provides step-by-step instructions for creating and recording a Panopto presentation with webcam video enabled directly from Blackboard Learn Ultra.

Prerequisites

- Access to GovState Blackboard
- Working webcam and microphone
- Google Chrome, Mozilla Firefox or Microsoft Edge
- Panopto access within your Blackboard course

Step 1: Log in to Blackboard Learn Ultra

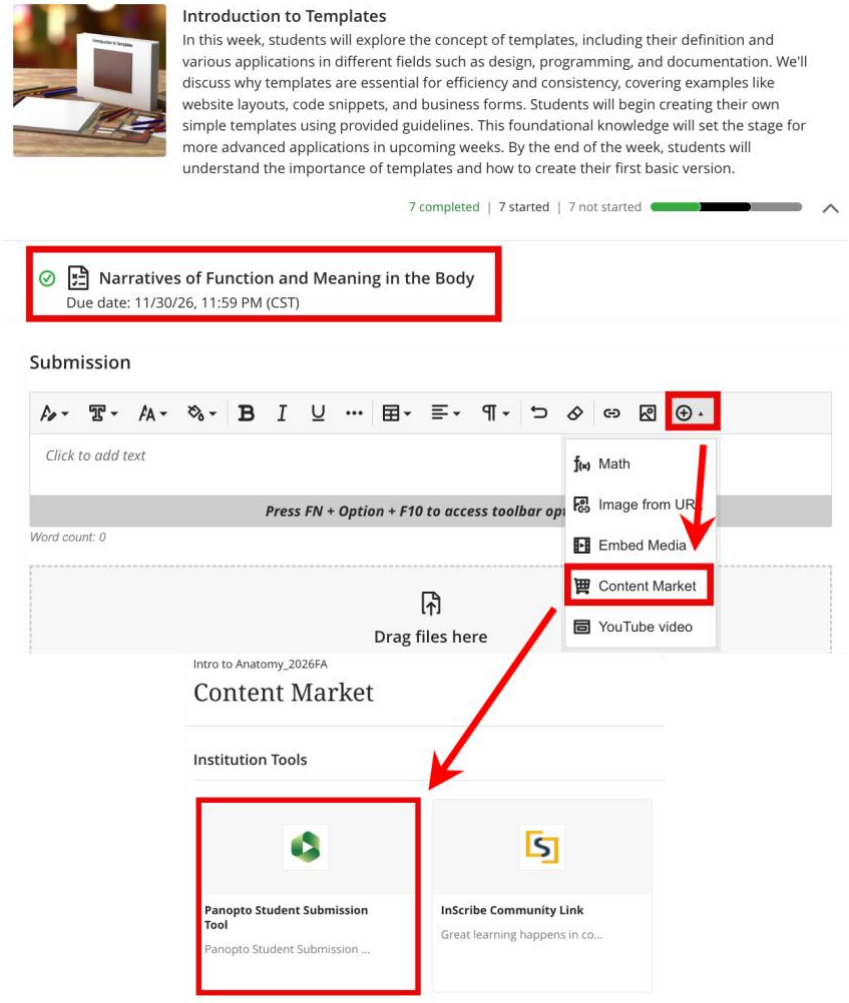
- Open GovState Blackboard Learn in your browser.
- Sign in using your GovState credentials.
- Open the course where you will create your presentation.



Step 2: Access Panopto

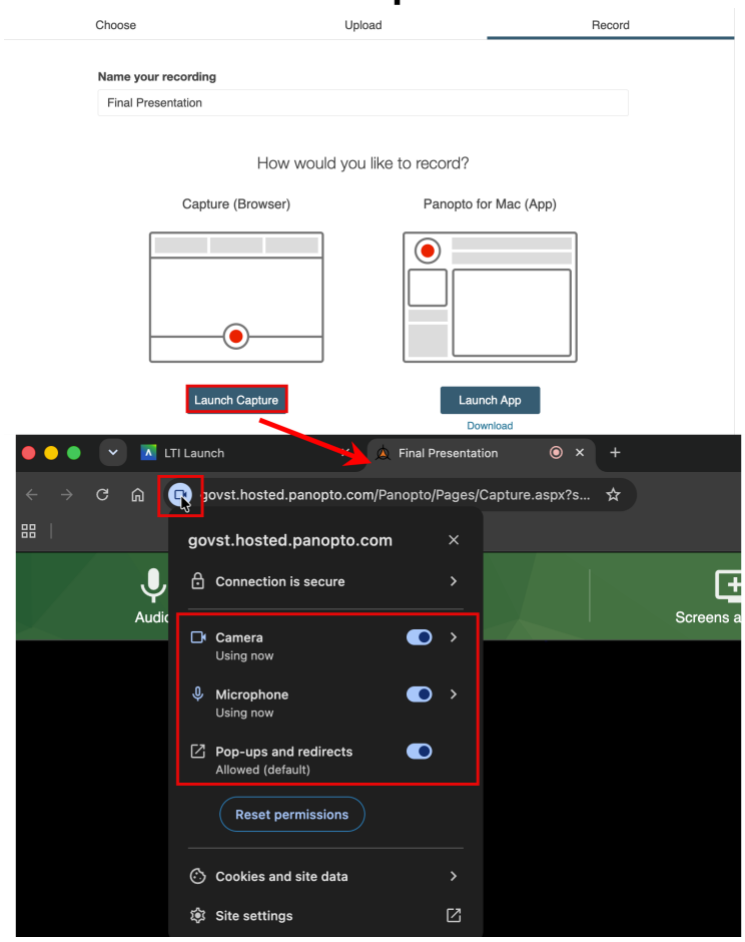
- Navigate to the Content area of the course.

- Select the appropriate assignment or discussion to submit the Panopto presentation.
- Click Create Content (+).
- Choose Content Market and select Panopto.
- Authorize access if prompted.



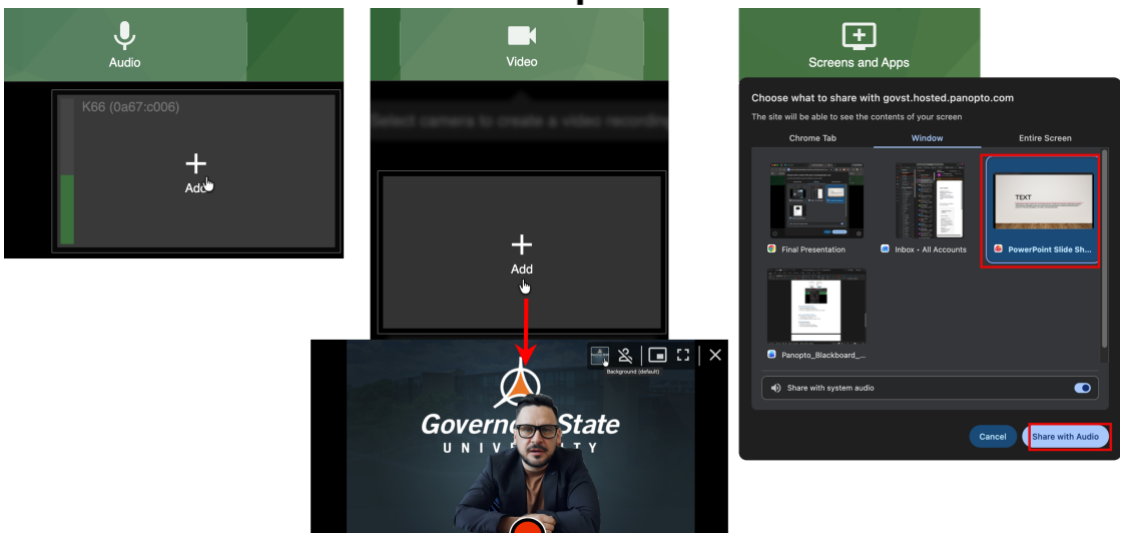
Step 3: Launch Panopto Capture

- Select the Record tab.
- Choose the Launch Capture button, which will open a new tab.
- Allow camera and microphone permissions when prompted by your browser.



Step 4: Select Recording Sources

- Choose your webcam under Video Source.
- Choose your microphone under Audio Source.
- Select the screen, application, or browser tab you want to present.



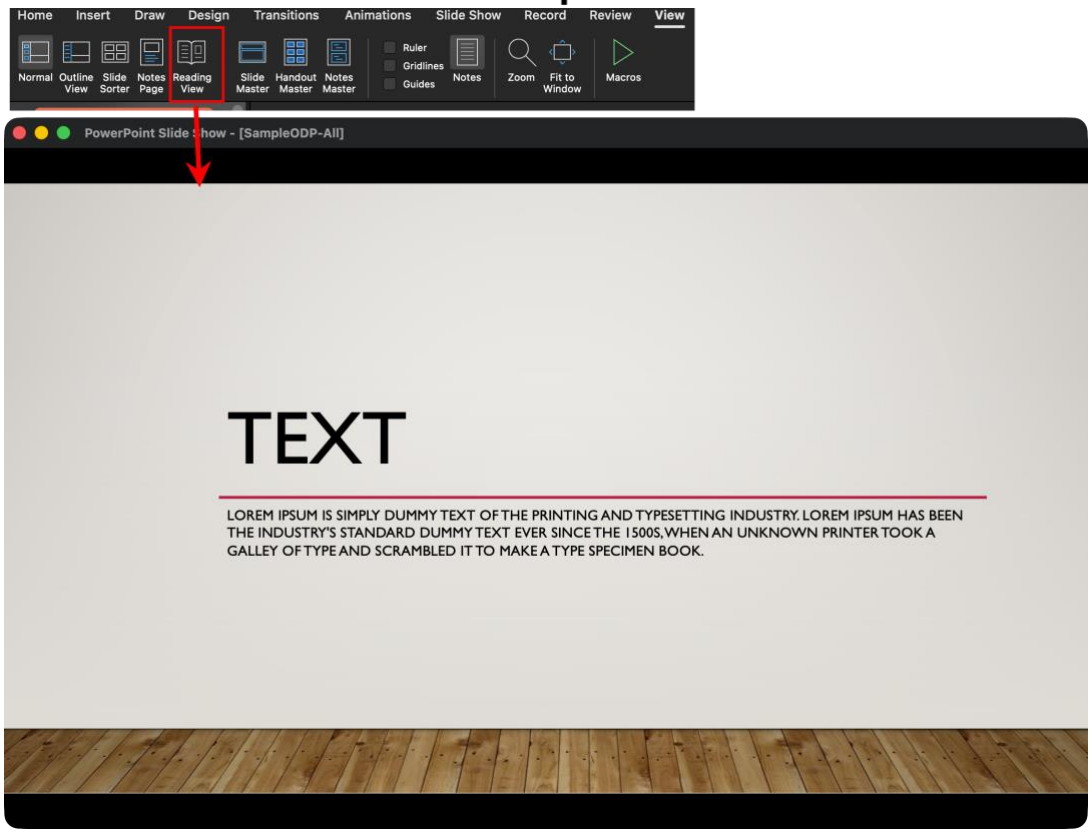
Step 5: Enable Webcam Recording

- Verify that a live webcam preview is visible.
- Adjust lighting and camera position.
- Close any applications that may be using the webcam.



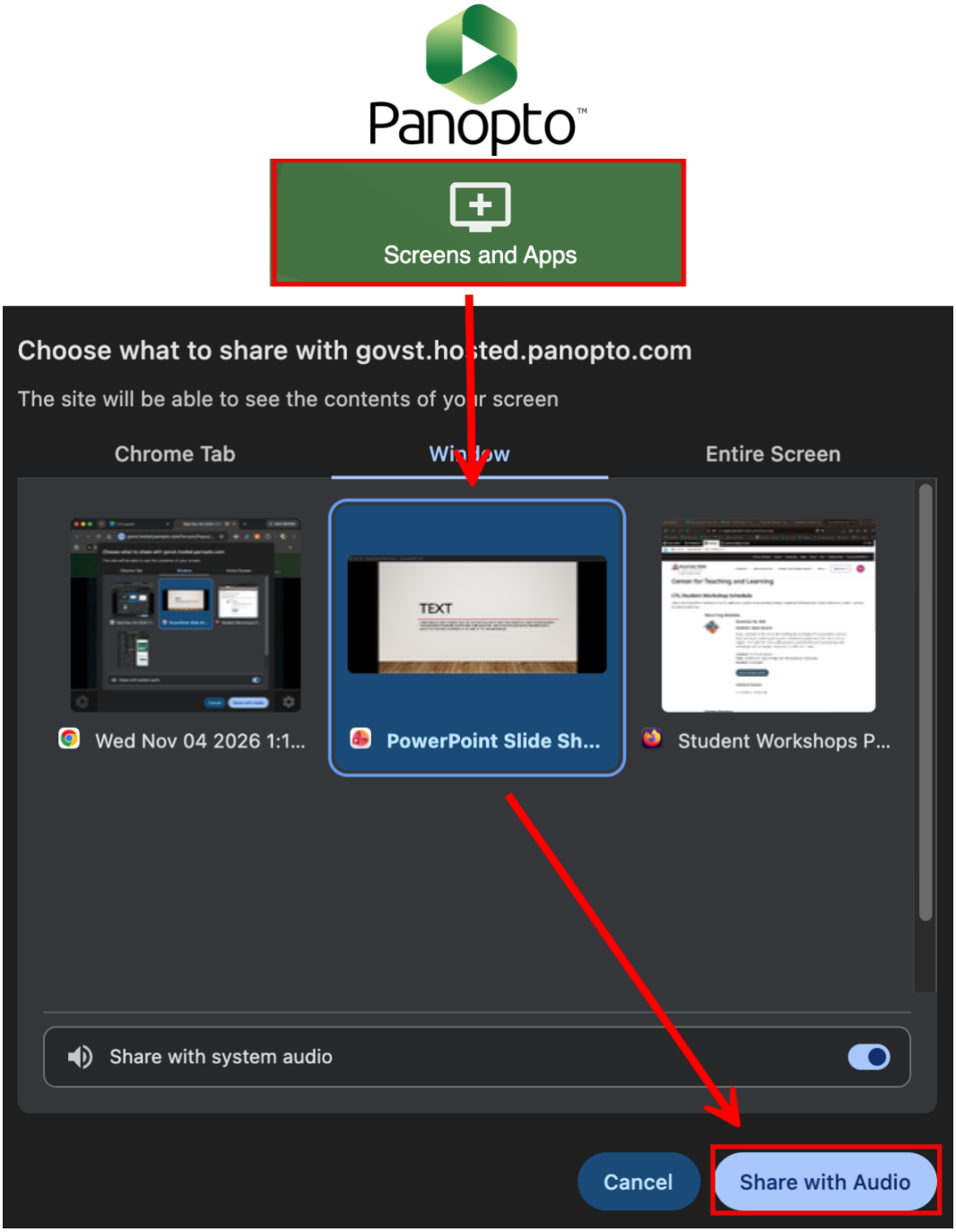
Step 6: Open PowerPoint

- Open your PowerPoint
- Navigate to View > Reading View to make presentation in a larger window.



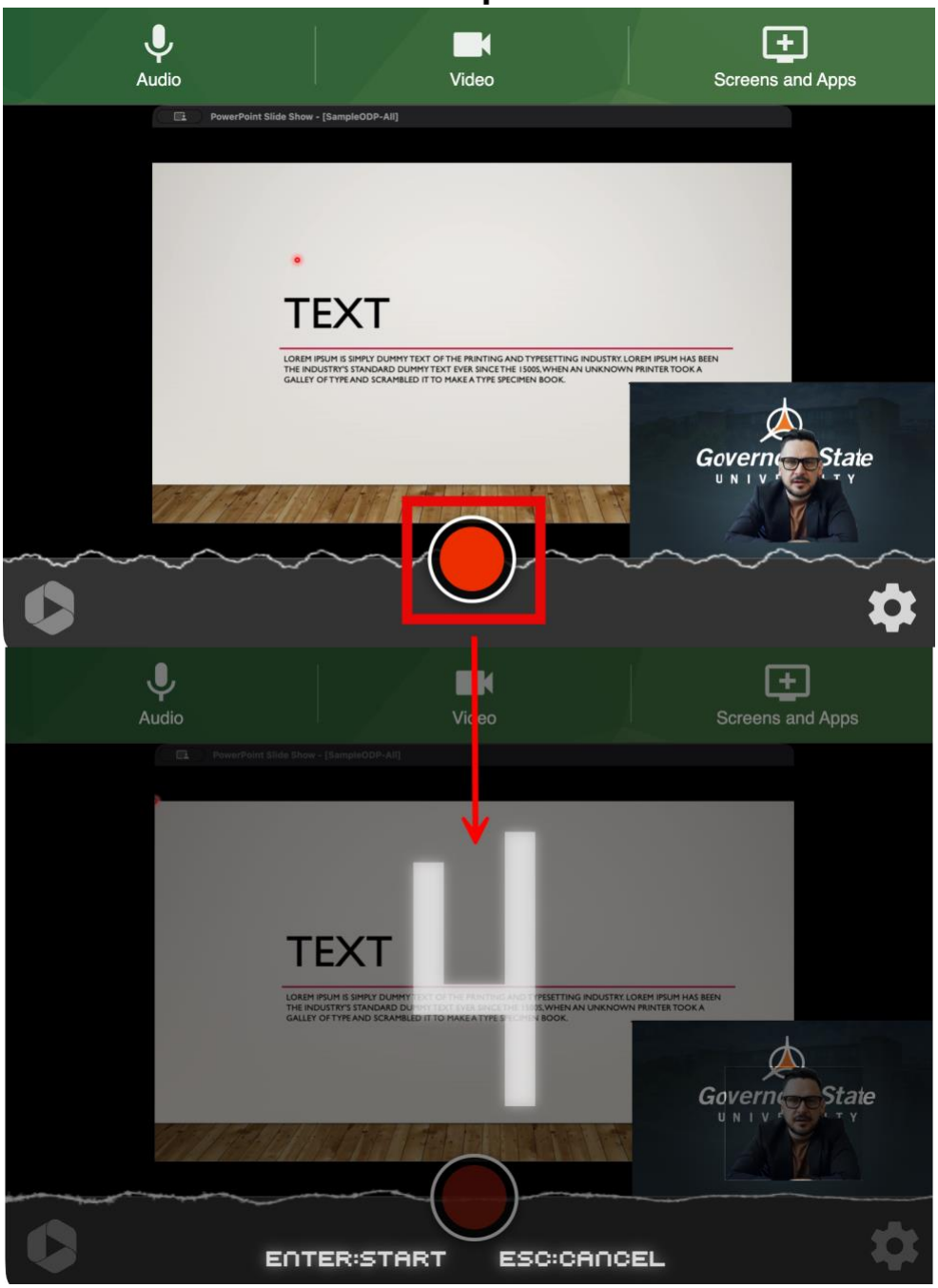
Step 7: Share Screen in Panopto

- Navigate back to the Panopto tab and select the Screens and Apps option to share.
- Select the Window tab and click the window you wish to share. Enable Share with system audio, if needed. Then select Share (or Share with Audio is Share with system audio option is enabled).



Step 8: Record

- Once microphone and webcam are enabled and the screen is shared, if required, you may select the red Record Button at the bottom of Panopto.
- Wait for the countdown and begin presenting.

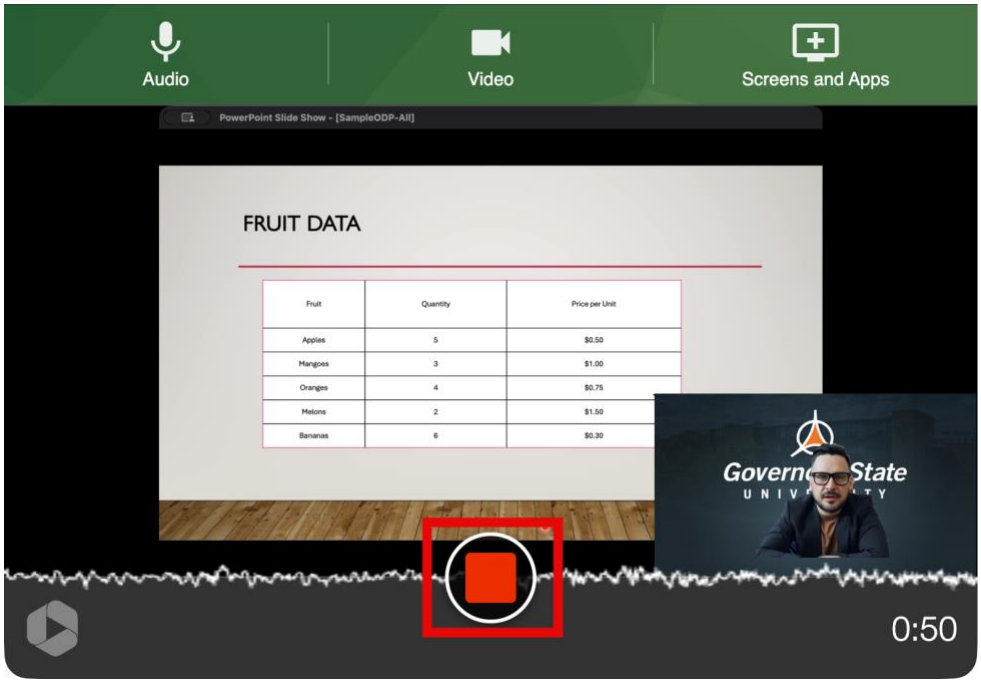


Step 9: Deliver Your Presentation

- Speak clearly and maintain eye contact with the camera periodically.
- Advance slides normally during the presentation.
- Minimize background noise and distractions.

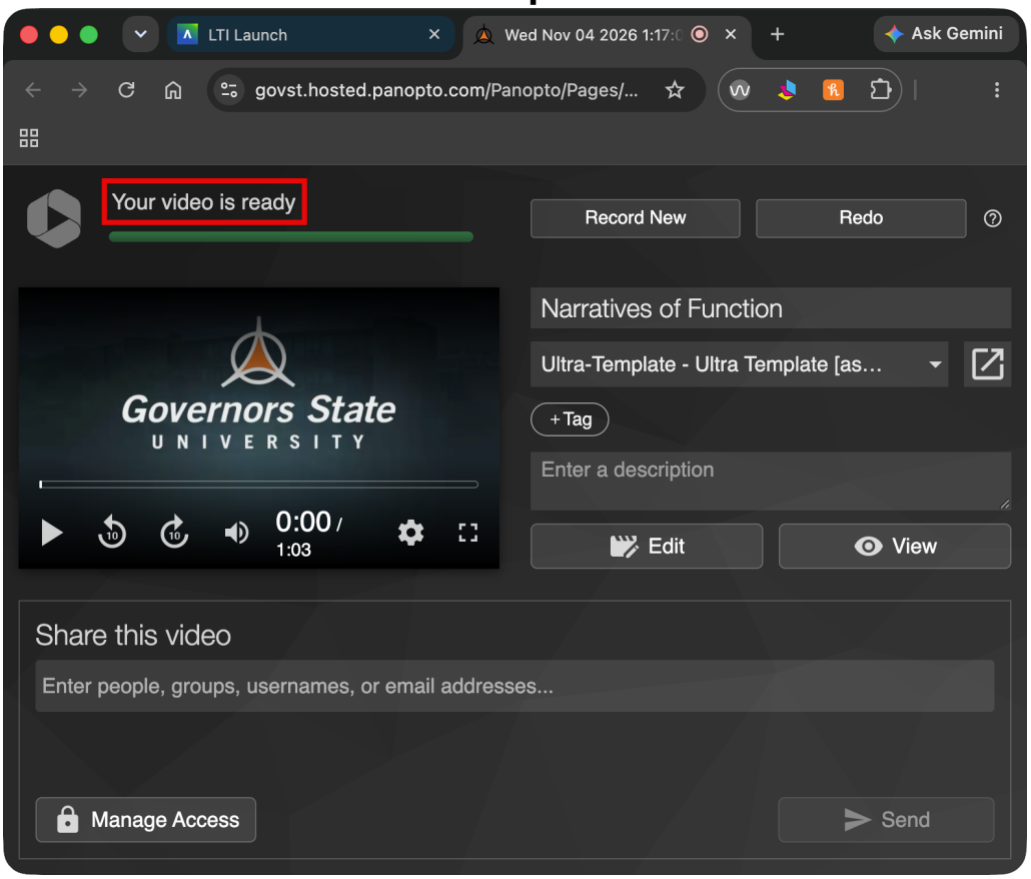
Step 9: Stop Recording

- Return to Panopto Capture.
- Click Stop Recording.
- Click the Stop sharing screen button (usually located at the top or bottom of your desktop screen.
- Confirm when prompted.



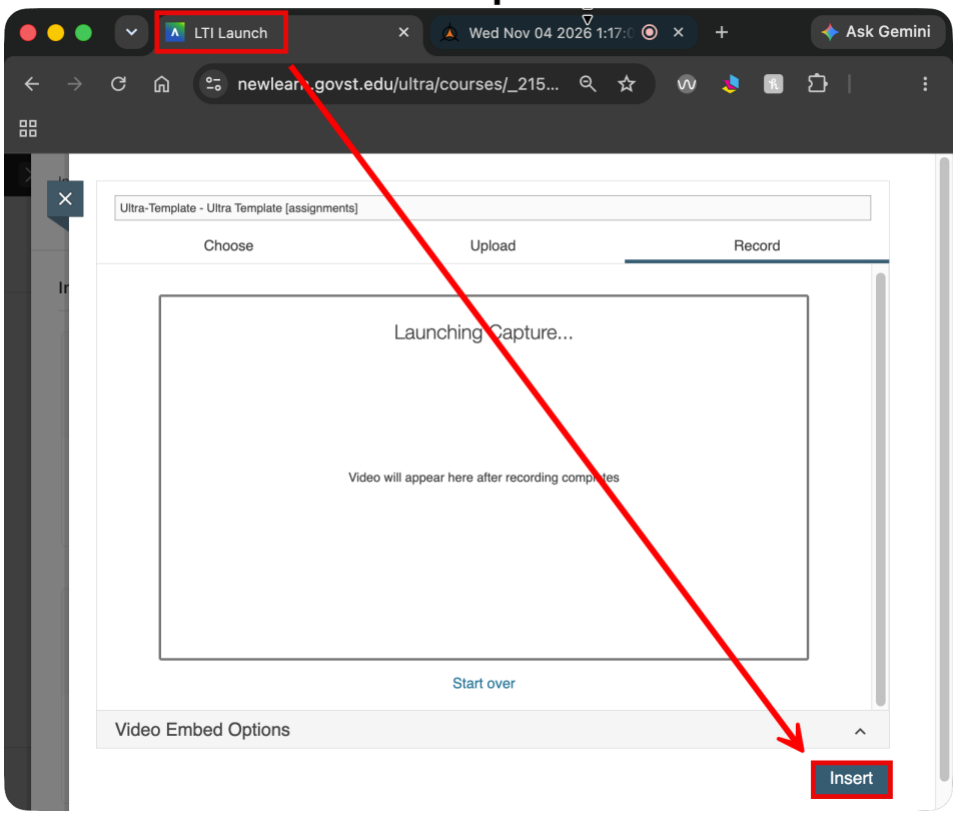
Step 10: Upload and Process the Video

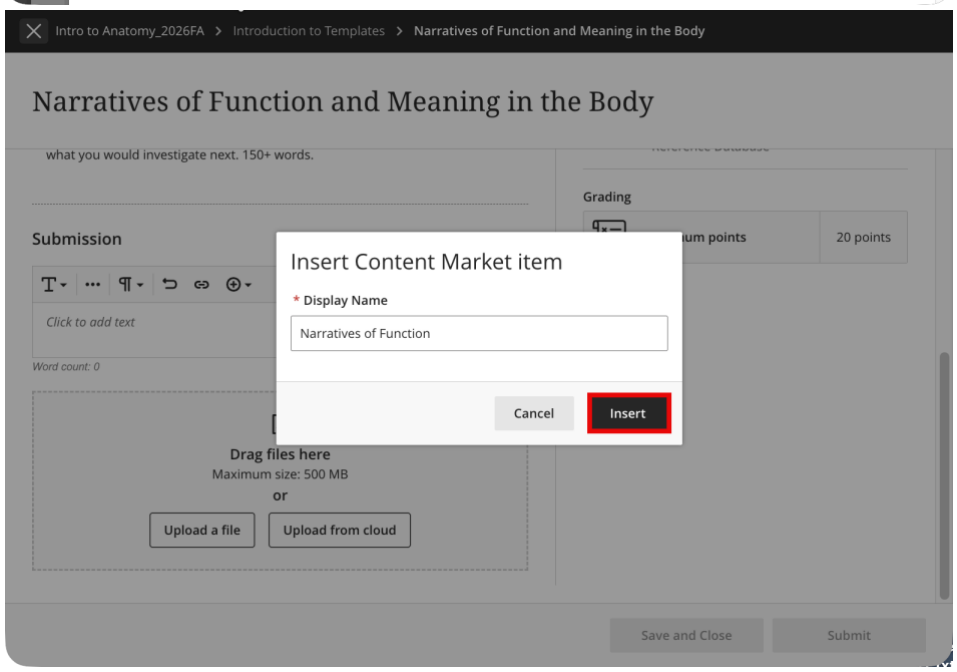
- Click Upload after recording.
- Wait until upload reaches 100% and you see the message “Your video is ready”
- Allow processing to complete.
- Verify you can play the recording by clicking the play button in the video player.



Step 11: Insert the Recording

- Navigate to the Blackboard tab.
- Select the Insert button near the bottom of the page.
- You may receive a pop-up window requesting to insert a Content Market item. Select Insert.



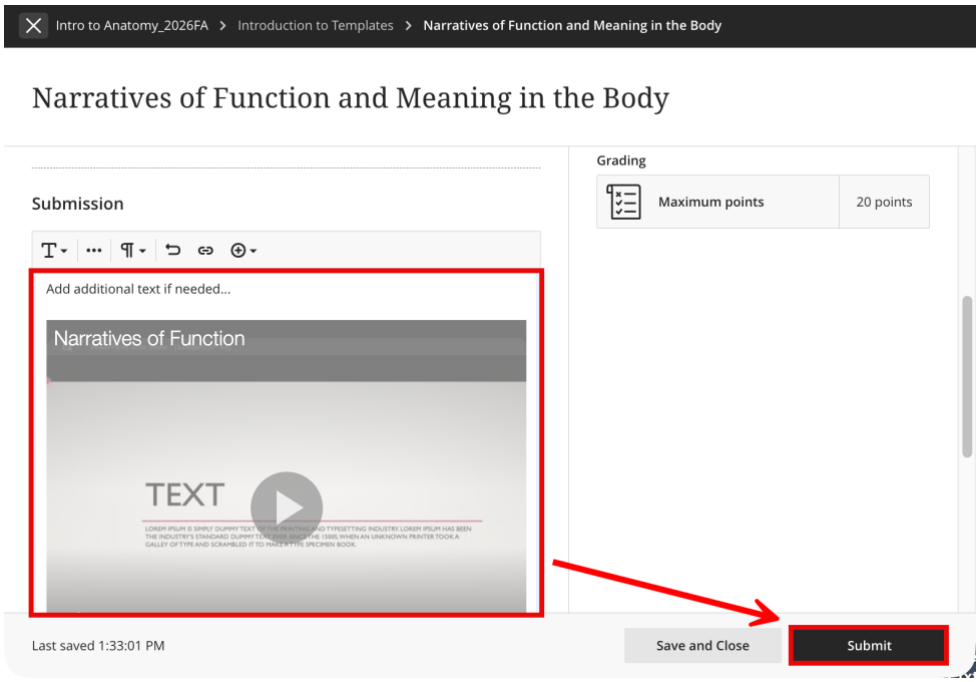


Step 12: Submit the Presentation

- The Panopto player should appear in the Blackboard Content Editor.
- Add any text in the Content Editor, if needed.

Blackboard Questions?
Email: blackboard@govst.edu Phone: (708) 534-4115

- Submit the assignment.



Troubleshooting

- If the webcam does not appear, verify camera permissions and close any other programs that may be using your webcam.
- If audio is missing, verify microphone selection and browser permissions.
- If screen sharing fails, reselect the presentation window.
- Keep the browser open until uploads complete.