

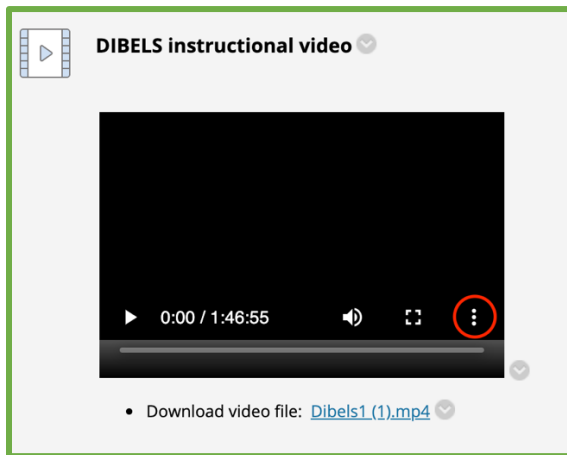
# Downloading and Converting Videos to Panopto

Any video directly uploaded to Blackboard should be converted to save space. Some examples are Zoom downloads or previously recorded MP4s. If you have videos linked to an outside source, such as YouTube or a Cloud, those do not need to be converted.

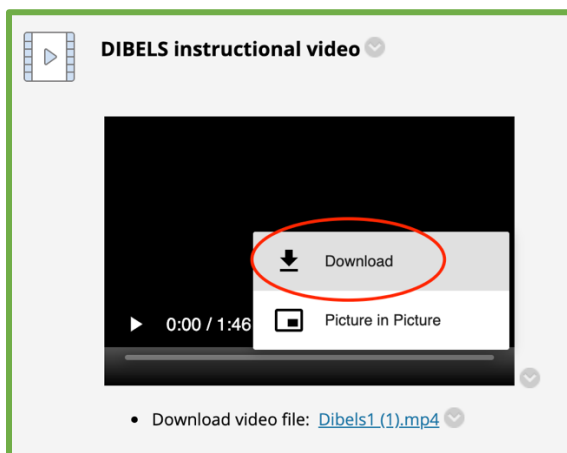
## Downloading a Video on Blackboard

### Option 1 for Chrome users

1. Locate the video in your course and click the three dots on the viewer. (You may need to click the video file name to see the viewer.)



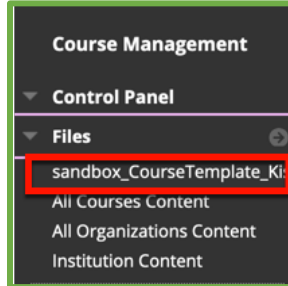
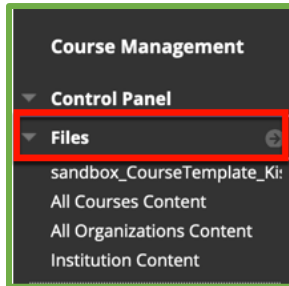
2. Then click **Download**.



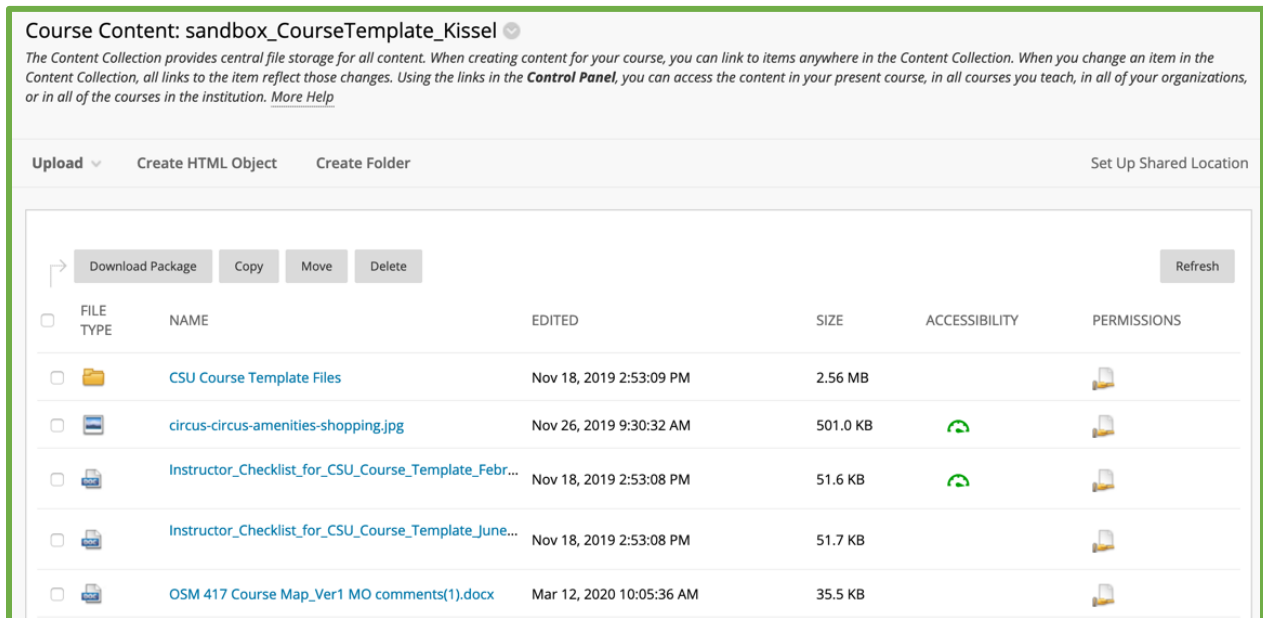
3. Your video will download.
4. Once the download is complete you can delete the video from your content area by clicking the chevron next to the title and selecting delete.

## Option 2 for Non-Chrome Users

5. If you are not using Chrome you will need to access your **course files**. To locate the **files** in Blackboard, go to the left-hand navigation menu and under **Course Management** click **Files**. Then select the course name.



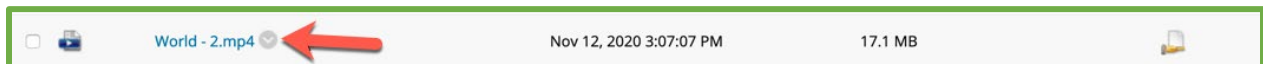
6. You will then be in the file area of your Blackboard course.



The screenshot shows the 'Course Content: sandbox\_CourseTemplate\_Kissel' page. It includes a header with 'Upload', 'Create HTML Object', and 'Create Folder' buttons. Below is a table of files with columns for File Type, Name, Edited, Size, Accessibility, and Permissions. A red arrow points to the 'World - 2.mp4' file in the table.

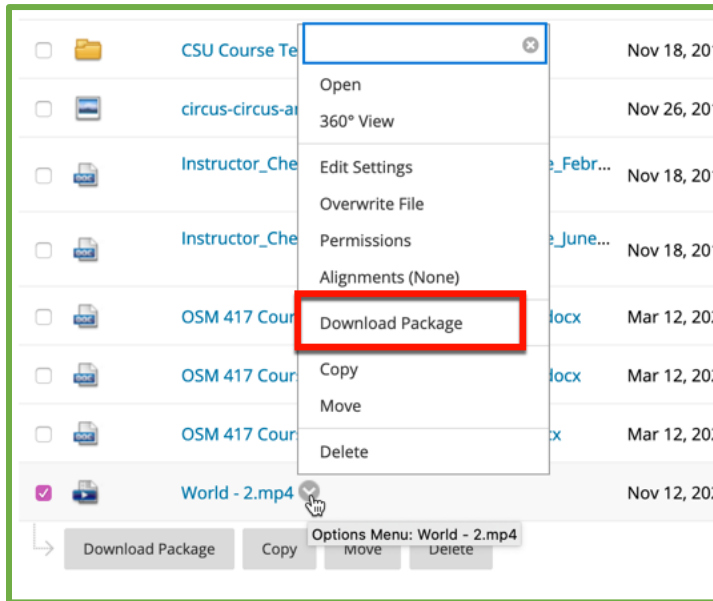
FILE TYPE	NAME	EDITED	SIZE	ACCESSIBILITY	PERMISSIONS
Folder	CSU Course Template Files	Nov 18, 2019 2:53:09 PM	2.56 MB		
Image	circus-circus-amenities-shopping.jpg	Nov 26, 2019 9:30:32 AM	501.0 KB	Green checkmark	
Document	Instructor_Checklist_for_CSU_Course_Template_Febr...	Nov 18, 2019 2:53:08 PM	51.6 KB	Green checkmark	
Document	Instructor_Checklist_for_CSU_Course_Template_June...	Nov 18, 2019 2:53:08 PM	51.7 KB		
Document	OSM 417 Course Map_Ver1 MO comments(1).docx	Mar 12, 2020 10:05:36 AM	35.5 KB		

7. Navigate to the video you want to download and click the down arrow next to the file name.

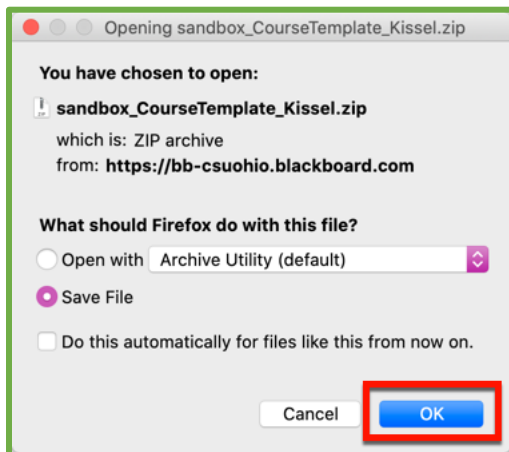


A close-up screenshot of a file row in the Blackboard interface. The file name is 'World - 2.mp4', the date is 'Nov 12, 2020 3:07:07 PM', and the size is '17.1 MB'. A red arrow points to the small downward-pointing arrow next to the file name, which is used to reveal download options.

## 8. Select **Download Package**.



9. Some browsers, such as Firefox, will ask how to open the file. Chose to save the file.  
Please note after clicking download it may seem like nothing is happening. It does take time to download.

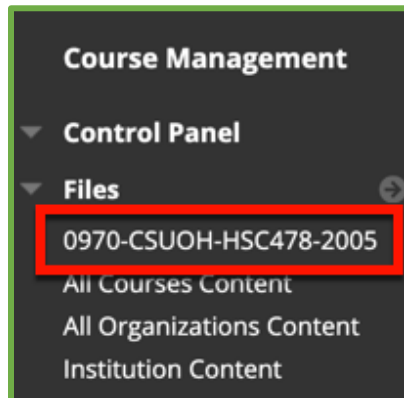


10. Once the download is complete you can delete the video from your content area by clicking the chevron next to the title and selecting delete.

For all Users:

## Permanently Delete a Video to Increase Storage Space

1. You will now need to access your course files to delete the video(s) permanently. To locate the **files** in Blackboard, go to the left-hand navigation menu and under **Course Management** click **Files**. Then select the course name.



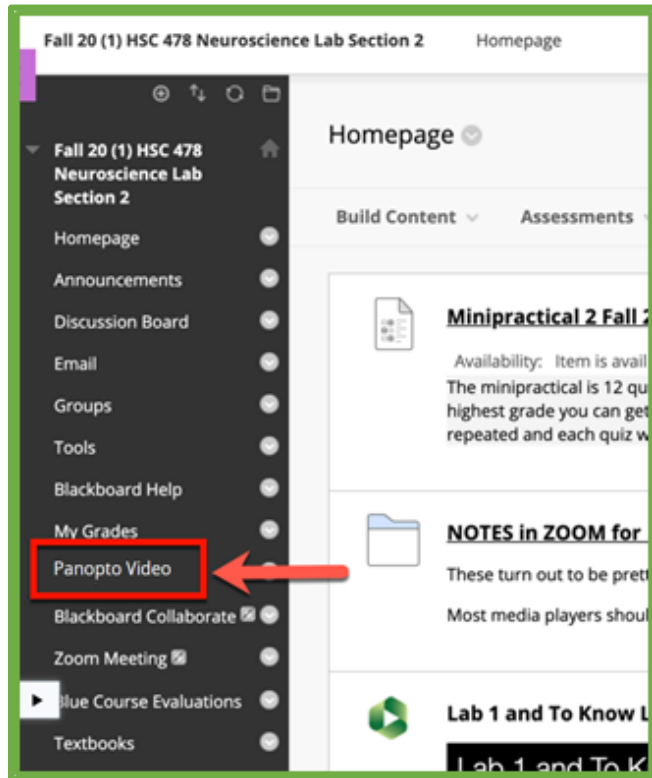
2. Then locate the MP4 video file, select it by clicking the check box, and click **Delete**.

The image shows the 'Course Content' interface for the course '0970-CSUOH-HSC478-2005'. At the top, there are buttons for 'Upload', 'Create HTML Object', and 'Create Folder'. Below these is a toolbar with 'Download Package', 'Copy', 'Move', and 'Delete' buttons. The 'Delete' button is highlighted with a red box. Below the toolbar is a table of files with columns for 'FILE TYPE', 'NAME', 'EDITED', 'SIZE', 'ACCESSIBILITY', and 'PERMISSIONS'. The file 'Zoom NOTES Lab 8 MOB 10am 040820.mp4' is highlighted with a red box, and its checkbox is also highlighted with a red box.

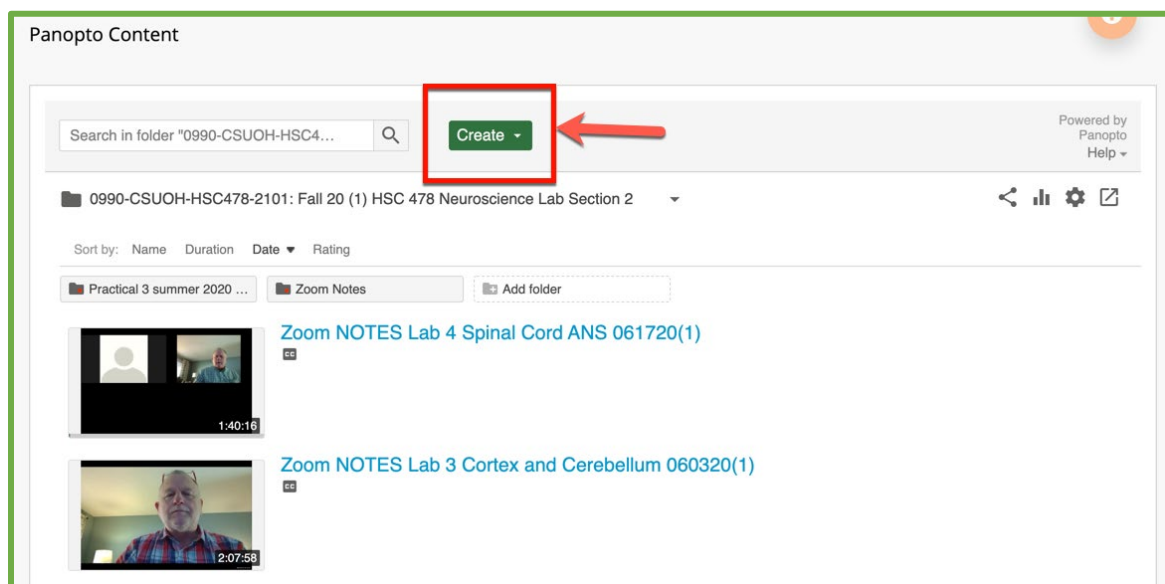
FILE TYPE	NAME	EDITED	SIZE	ACCESSIBILITY	PERMISSIONS
<input type="checkbox"/>	0940-CSUOH-HSC478-2-3_importedContent_20190116010132	Mar 30, 2020 2:00:59 PM	1.72 GB		
<input type="checkbox"/>	Neuro Lab 3 PPT.pptx	Jan 29, 2020 4:43:44 PM	522.7 MB		
<input type="checkbox"/>	Lab 3 PPT.pptx	Jan 11, 2020 7:56:31 PM	522.7 MB		
<input type="checkbox"/>	Lab 3 PPT(1).pptx	Mar 30, 2020 2:00:01 PM	522.7 MB		
<input type="checkbox"/>	Neuro Lab 3 PPT(1).pptx	Jan 29, 2020 4:50:41 PM	522.7 MB		
<input type="checkbox"/>	Zoom NOTES Lab 8 MOB 10am 040820.mp4	Apr 9, 2020 2:36:53 AM	368.7 MB		

## Uploading Video to Panopto

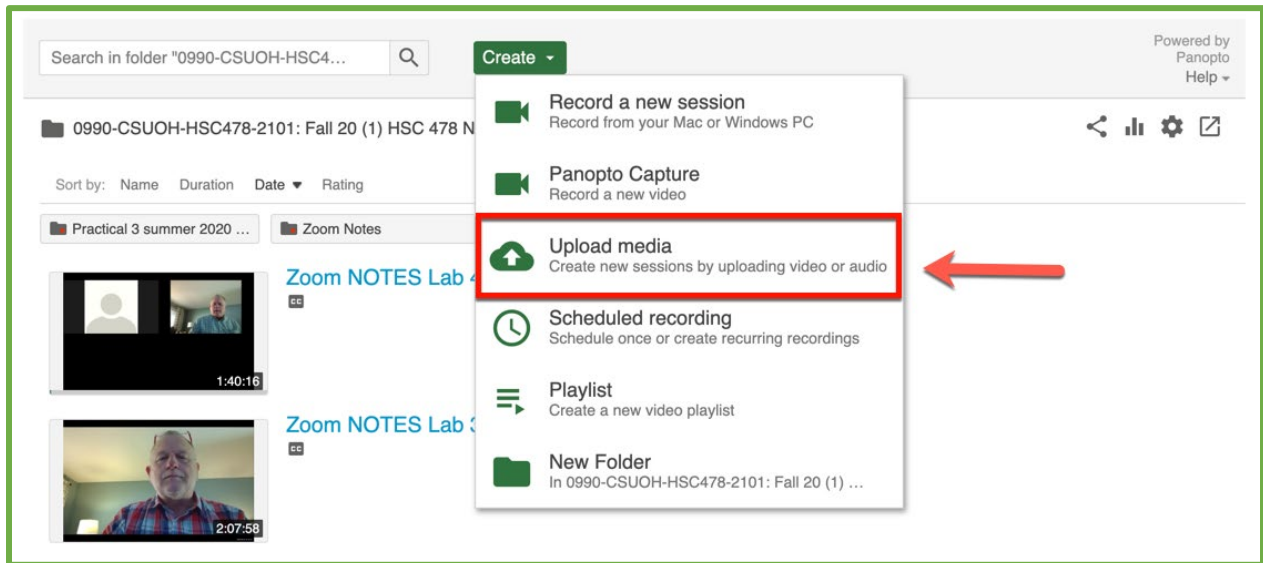
1. To locate the **Panopto Content Area** in Blackboard, go to the left-hand navigation menu and click **Panopto Video**.



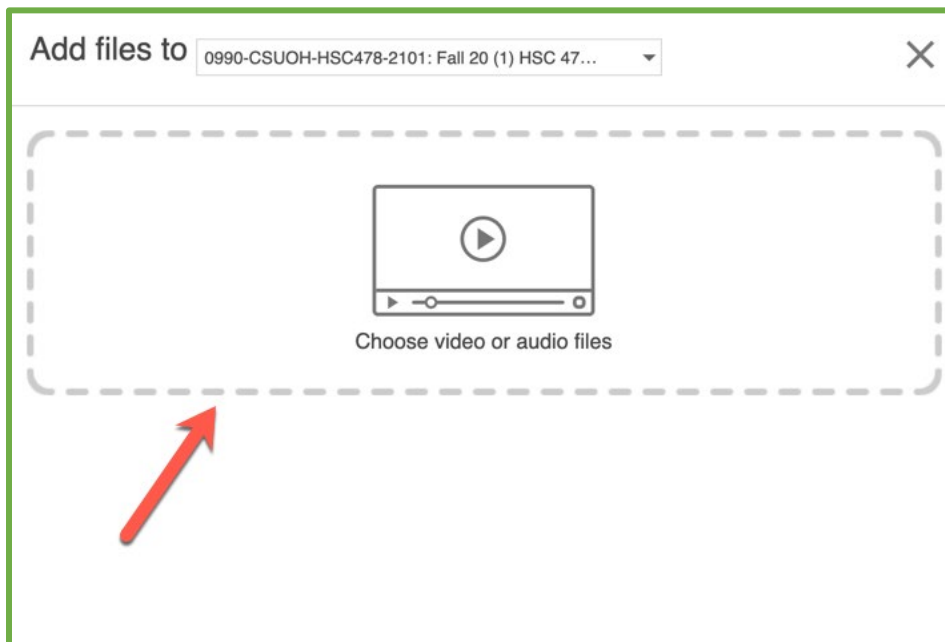
2. In the Panopto Content area, click the green button that is labeled **Create**.



3. Click **Upload Media**.



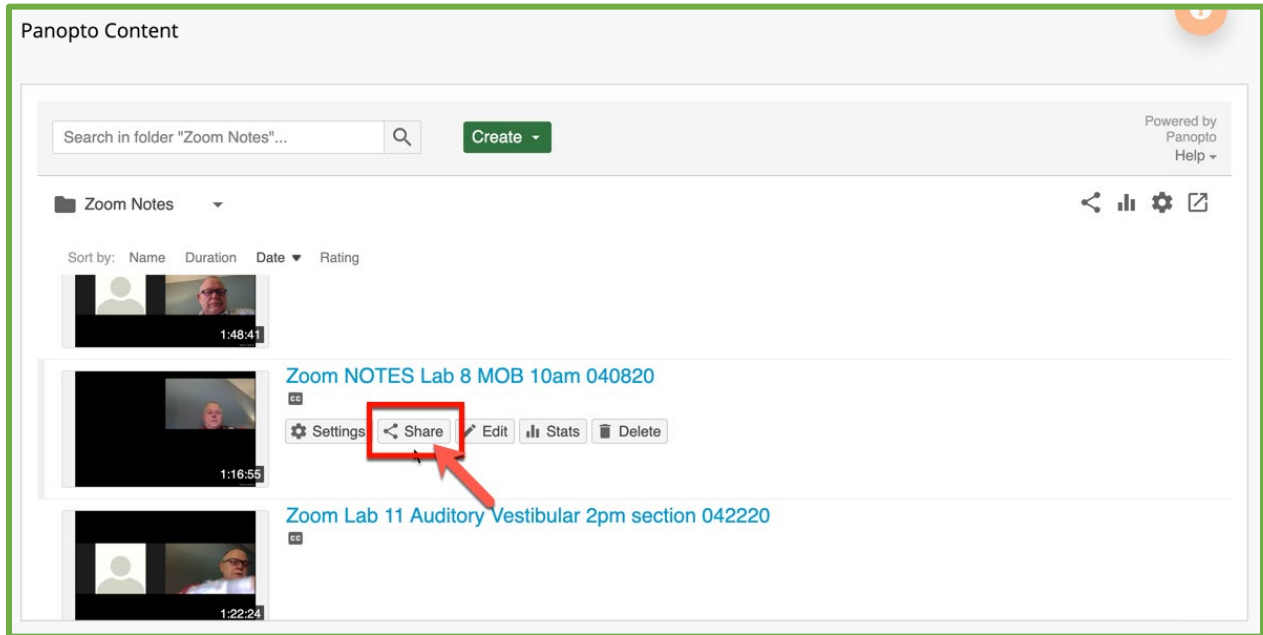
4. Now move the video(s). You can either drag and drop one or more files into the **Choose Video box**, or, click the box to use your computer's file explorer to find the video(s).



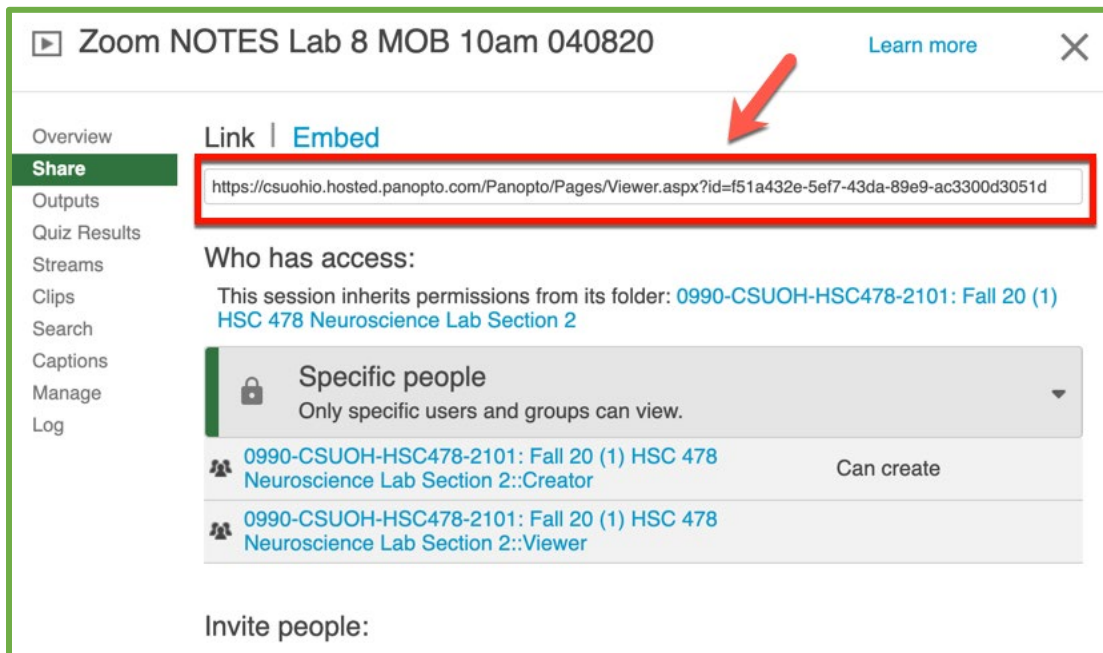
5. Your video will then process. Depending on how big the video is, completion time will vary.

## How Insert a Panopto Link to Blackboard

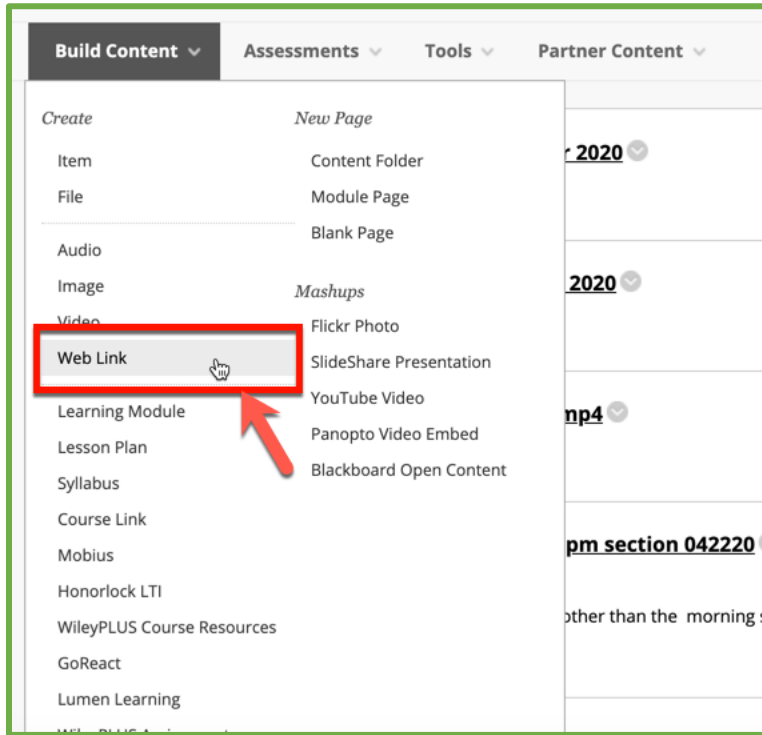
1. Go into your **Panopto Content** area and hover over the video you wish to link.
2. Click **Share**.



3. Highlight and copy the link of your video.



- Go back into your Blackboard course and navigate to where you want the link.
- Click **Build Content** and slide down to **Web Link**.



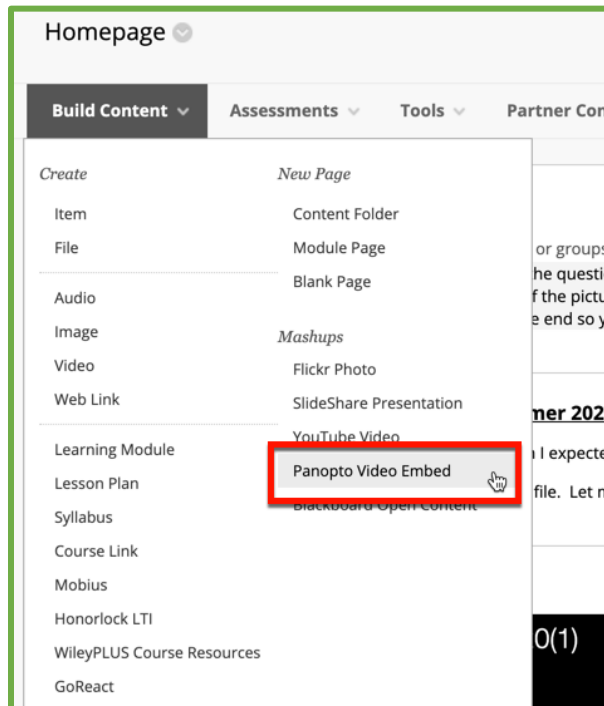
- Paste your copied Panopto link in the URL box.

A screenshot of the 'Create Web Link' form in Blackboard. The form title is 'Create Web Link' and it includes a brief description: 'A Web Link is a shortcut to a Web resource. Add a Web Link to a Content Area to provide a quick access point to relevant materials. More Help'. Below the description, there is a section titled 'WEB LINK INFORMATION'. The 'Name' field is filled with 'Zoom NOTES Lab 8 MOB 10am 040820'. The 'URL' field is filled with 'https://csuohio.hosted.panopto.com/Panopto/P...'. A red arrow points to the URL field. To the right of the URL field, the text 'Panopto Link' is written in red. Below the URL field, there is a checkbox labeled 'This link is to a Tool Provider. What's a Tool Provider?' which is currently unchecked. A legend at the top left indicates that an asterisk (\*) indicates a required field.



## How to Embed a Panopto Video in Blackboard

1. Go back into your Blackboard course and navigate to where you want the link.
2. Click **Build Content** and slide down to **Panopto Video Embed**.



3. Then select the video you want to embed and click **Insert Video**.

