HOW TO PROVISION PANOPTO ON BLACKBOARD
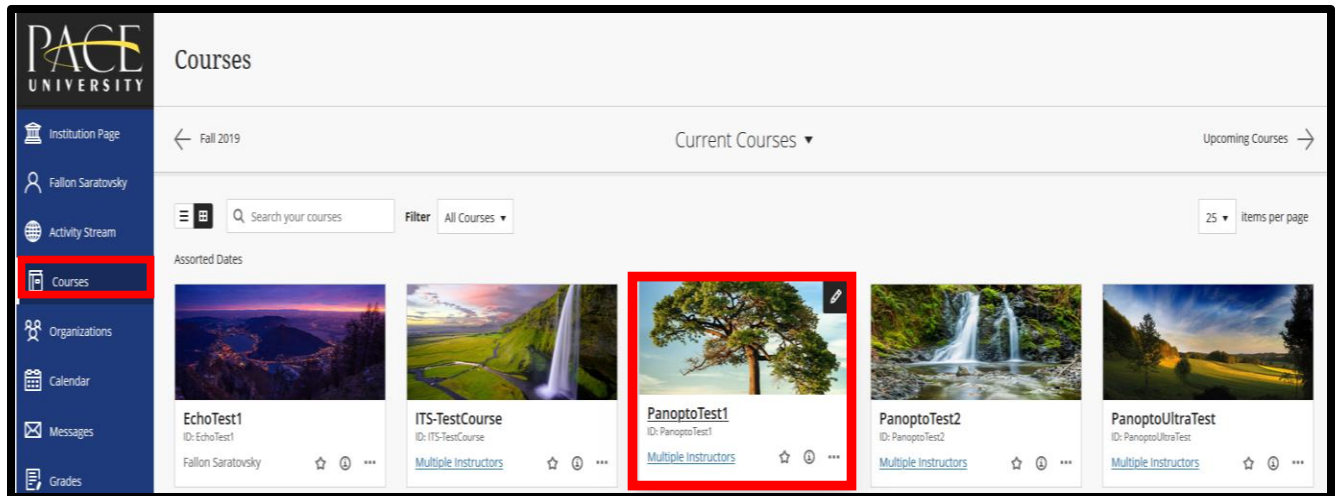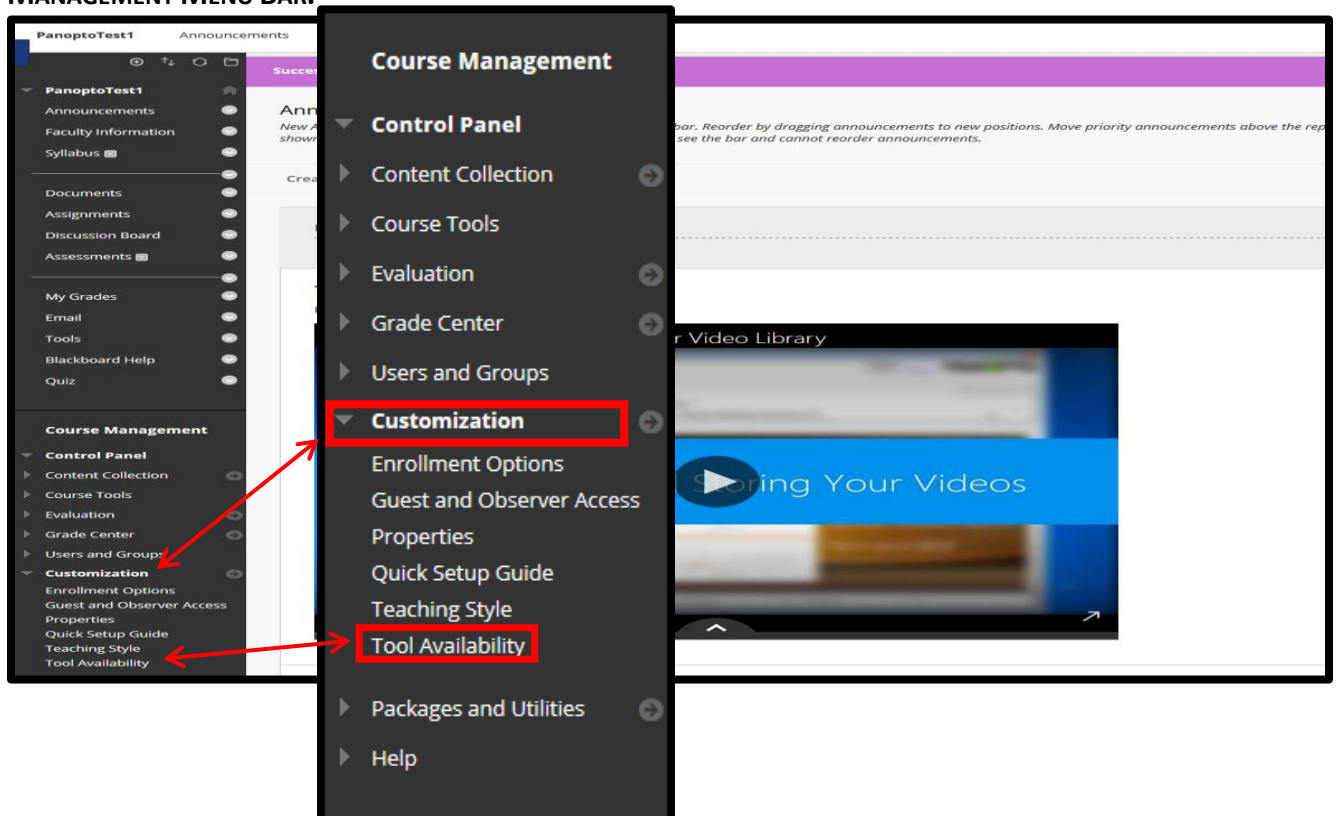
1. **SELECT COURSES FROM THE BLACKBOARD MENU, FOLLOWED BY THE COURSE YOU WOULD LIKE TO PROVISION WITH PANOPTO.**

2. **ONCE YOU ARE IN THE COURSE SHELL, SELECT TOOL AVAILABILITY UNDER THE CUSTOMIZATION TAB IN THE COURSE MANAGEMENT MENU BAR.**

3. ONCE YOU ARE IN THE TOOL AVAILABILITY WINDOW, SCROLL DOWN TO SELECT THE FOLLOWING OPTIONS: PANOPTO COURSE TOOL APPLICATION, PANOPTO VIDEO BUTTON, AND PANOPTO VIDEO LINK. ONCE THOSE OPTIONS ARE SELECTED, CLICK SUBMIT.

4. SELECT THE ADD MENU BUTTON (+) AND CLICK ON TOOL LINK. THE ADD TOOL LINK WINDOW WILL APPEAR.

FOR NAME: WE RECOMMEND PANOPTO RECORDINGS.

FOR TYPE: SELECT PANOPTO COURSE TOOL APPLICATION FROM THE DROP DOWN MENU.

AVAILABLE TO USERS MUST BE SELECTED.

FINALLY SELECT SUBMIT.

5. THE PANOPTO RECORDINGS TAB WILL NOW APPEAR ON THE COURSE MENU. WE CAN NOW BEGIN THE FINAL STEPS OF PROVISIONING.

1. SELECT THE PANOPTO RECORDINGS TAB FROM THE COURSE MENU.

2. A NEW WINDOW WILL APPEAR - SELECT CONFIGURE.

3. IN THE NEXT WINDOW SELECT ADD COURSE TO PANOPTO.

4. THE PROVISIONING RESULTS WINDOW WILL LOAD. SELECT OK.

5. IN THE FINAL WINDOW, KEEP ALL FOLDER SETTINGS AS IS AND SELECT SUBMIT.