

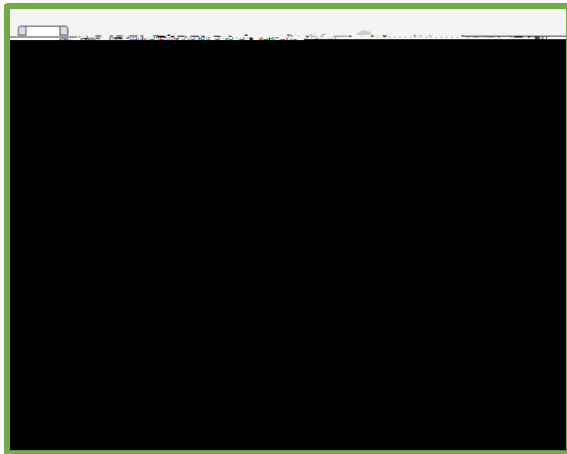
# Downloading and Converting Videos to Panopto

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.)



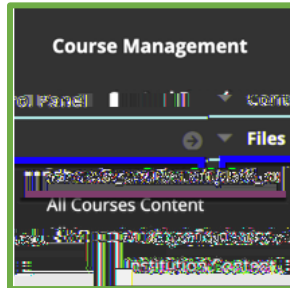
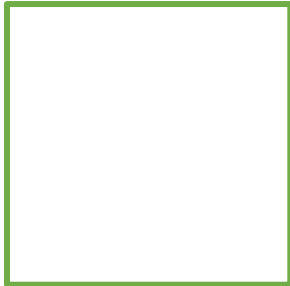
2. Then click **Download**.



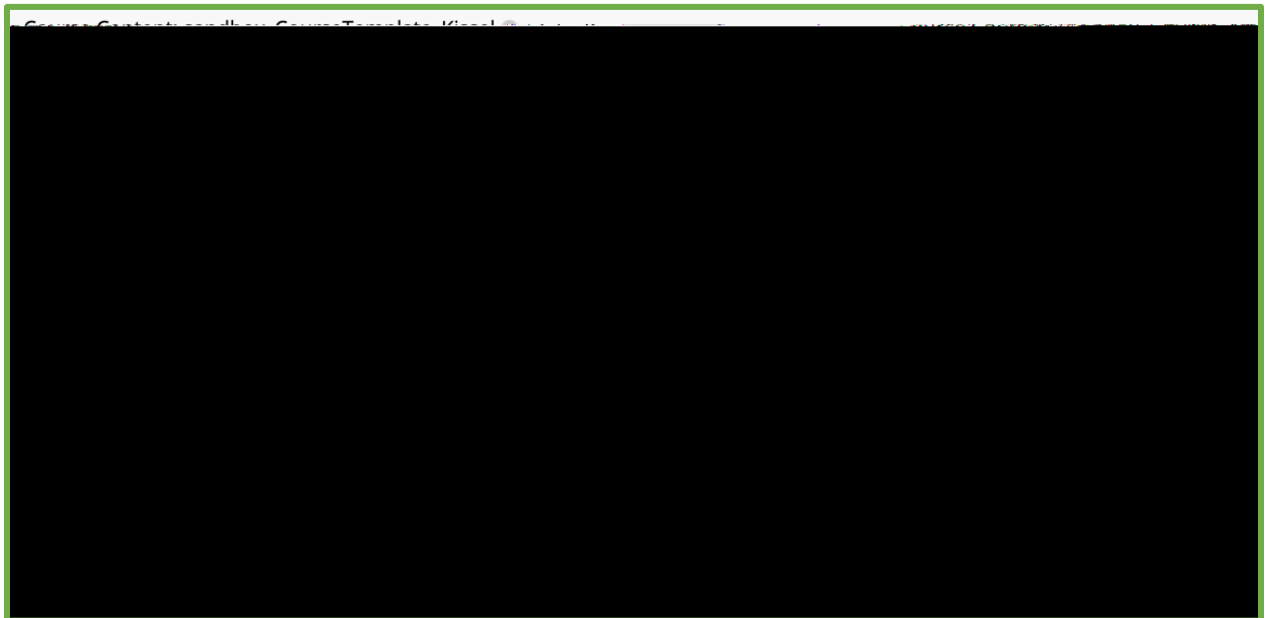
3. Your video will download.
4. Once the download is complete you can delete the video from your content area by clicking the chevron next to the title and selecting delete.

## Option 2 for NonChrome Users

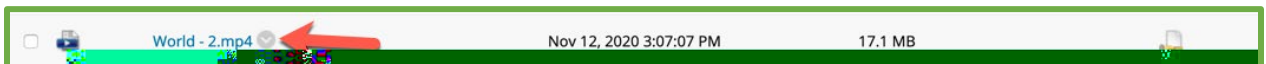
5. If you are not using Chrome you will need to access your course files. To locate the files in Blackboard, go to the left navigation menu and under Course Management click Files. Then select the course name.



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



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



## 8. SelectDownload 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.

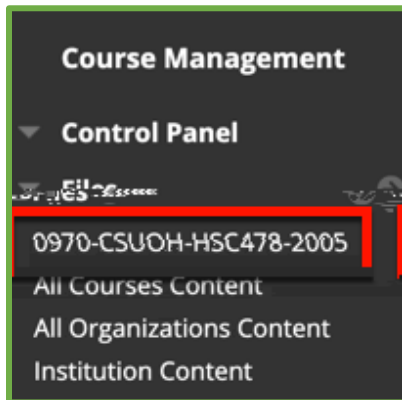


10. Once the download is complete you can delete the video from content area by clicking the chevron next to the title and selecting delete.

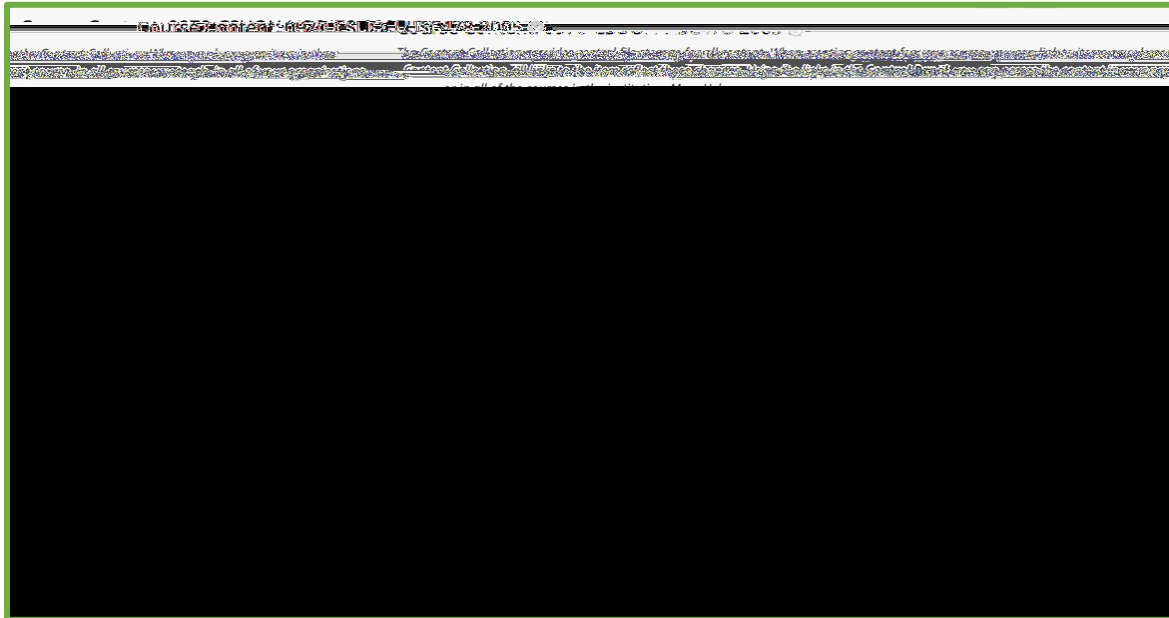
For all Users:

## Permanently Delete a Video to Increase Storage Space

1. You will now need to access your course files to delete the video permanently. To locate the files in Blackboard, go to the left 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.



## Uploading Video to Panopto

1. To locate the Panopto Content Area in Blackboard go to the lefthand navigation menu and click Panopto Video



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



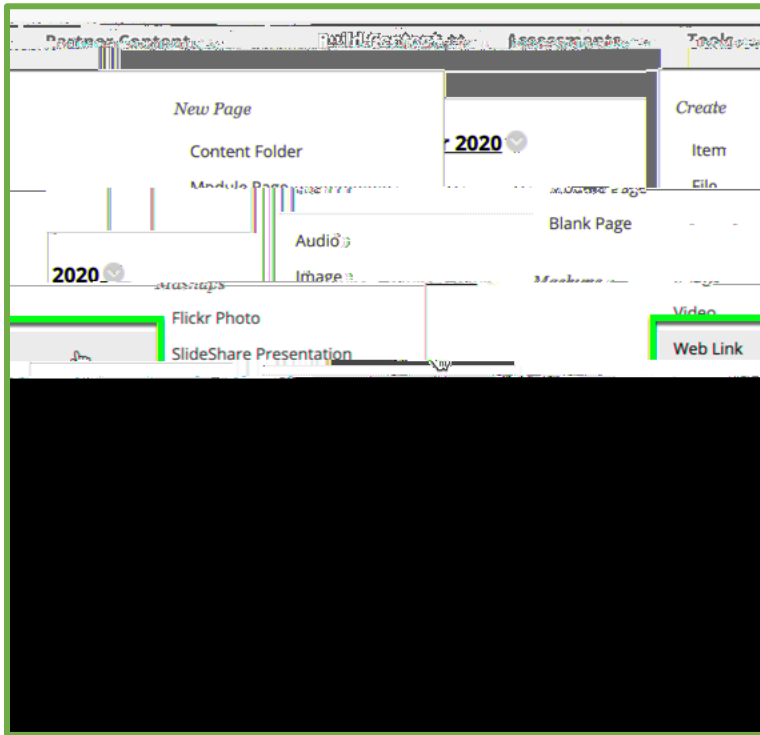
3. Click Upload Media

4. Now move the video(s).

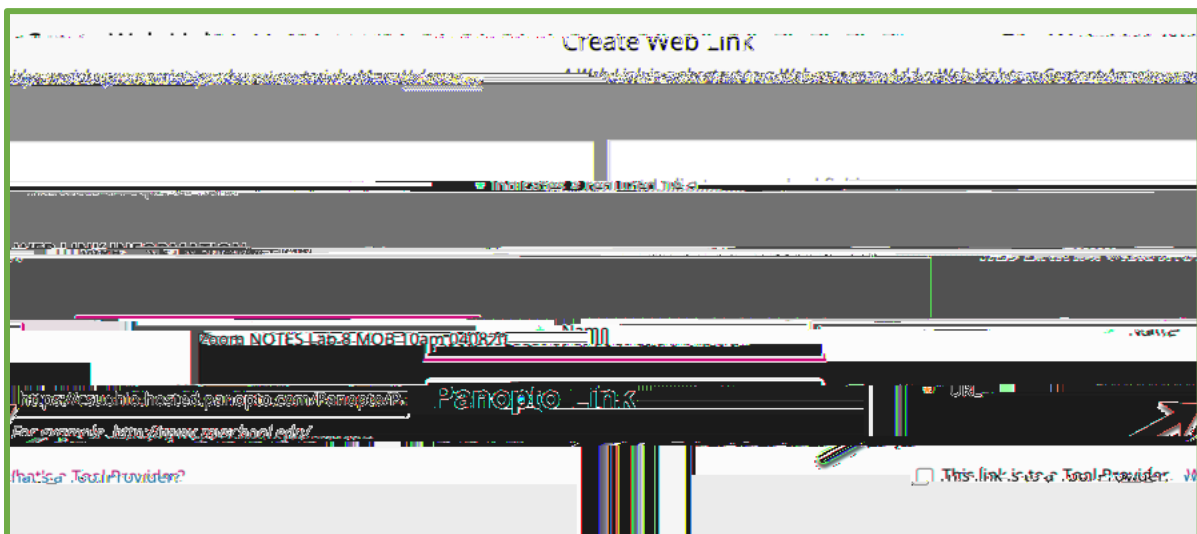
## How to Insert a Panopto Link to Blackboard

1. Go into your

- 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 Panopticon link in the URL box.





## How to Embed a Panopto Video 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

