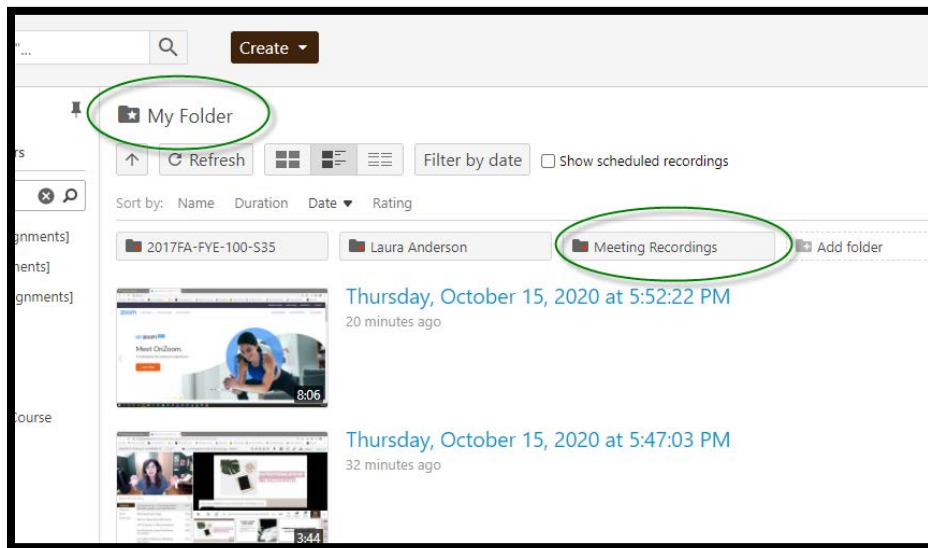


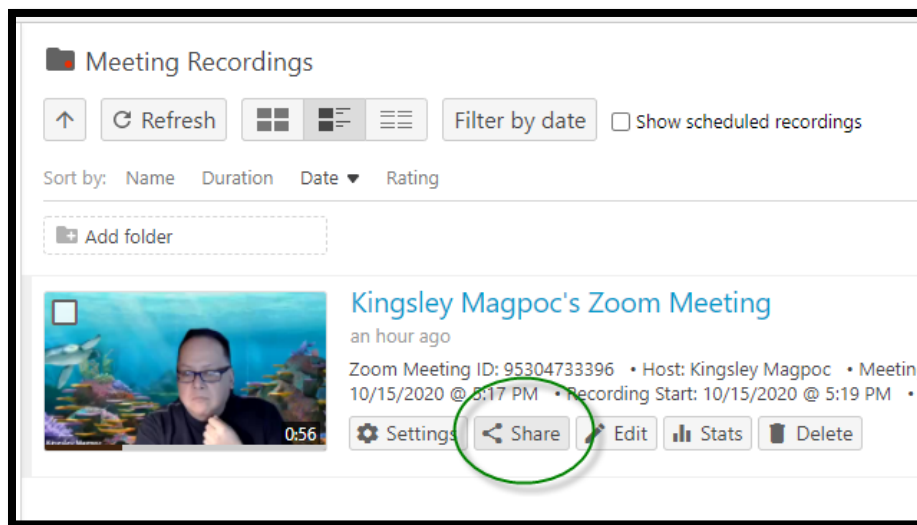
Saving and Locating Your Zoom Recordings in Panopto

Due to limited storage in Zoom, saved recordings will be re-directed to Panopto – BW's streaming server. This happens automatically.

Converted videos will appear in Panopto (<https://bw.hosted.panopto.com>) in "My Folder" under "Meeting Recordings."



The **SHARE** button will let you email the video link to a student, a colleague, or a class.



Indicate who to share your video with and send the link. Adding a message is optional.

Who has access:
This session inherits permissions from its folder: [Meeting Recordings](#)

Specific people
Only specific users and groups can view.

[Kingsley Magpoc](#) Can create

Invite people: [Add Meeting Participants](#)

[Greg Flanik](#) ×

Notify people via email

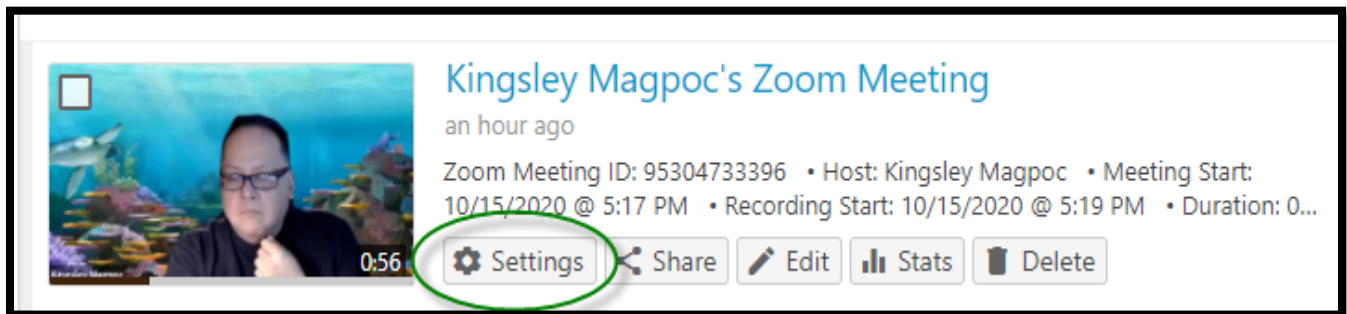
Hi Greg - Here is a video I know you will love. :-) - Kingsley

Check Notify people via email to add an optional message and send.

[Send and save changes](#) [Cancel](#)


To POST VIDEO IN YOUR BLACKBOARD COURSE:

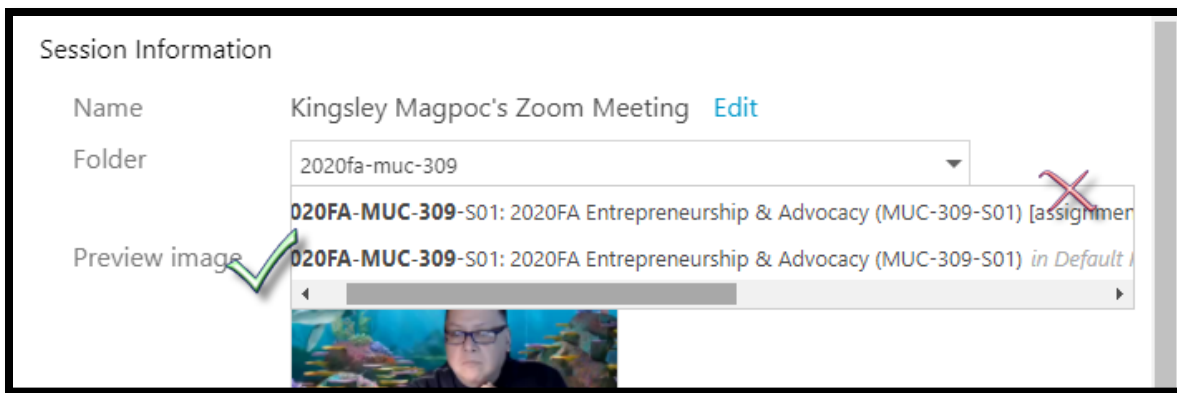
1. Click **Settings** (not Share).



2. Change the Folder line to your course (Avoid the one with “assignments” at the end of the name). Save changes.

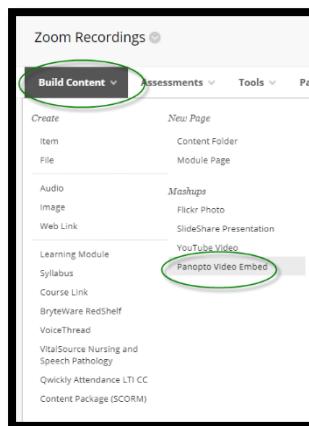
Session Information

Name	Kingsley Magpoc's Zoom Meeting	Edit
Folder	Meeting Recordings	Edit ←
Preview image		Edit Enter part of Course ID or course title: example 2020FA-MUC-309
Viewer link	https://bw.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=3aa	



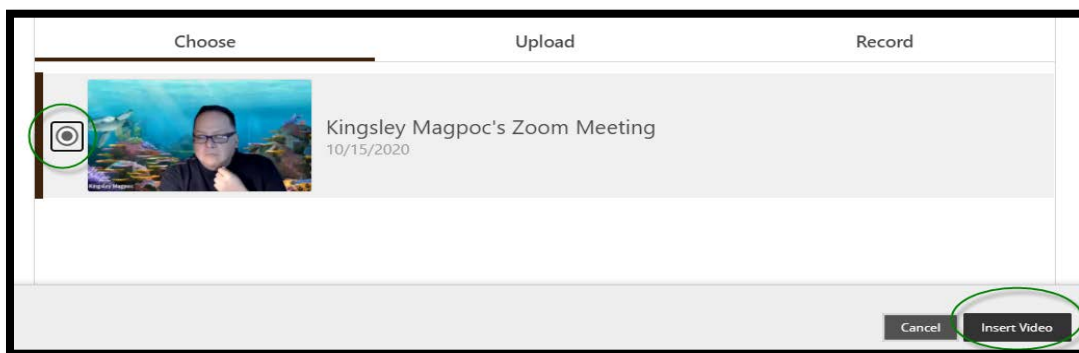
3. Go to Blackboard to the folder in the course in which the video should appear.

4. **Build Content > Panopto Video**




Embed.

5. Select and insert your video.



Please reach out to your instructional designer if you have trouble. We're here to help!


MEET YOUR INSTRUCTIONAL DESIGNER!



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