



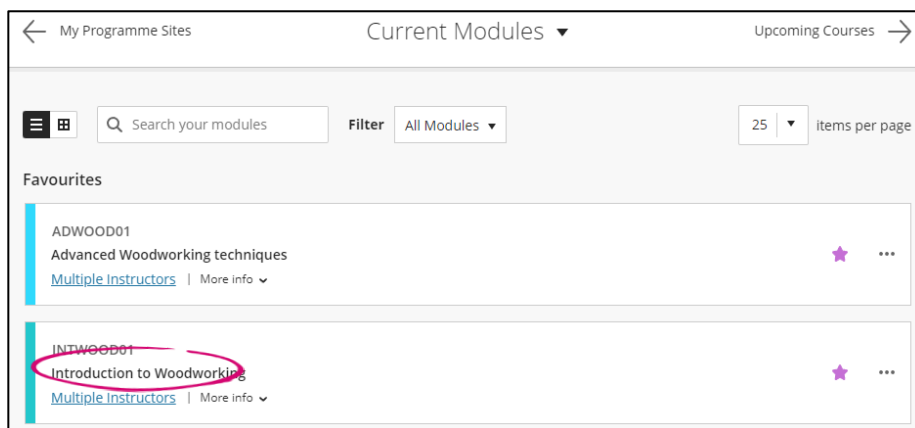
Adding yourself to Panopto

As part of the assessment on your module you might have been asked to upload a video to Panopto or use the Panopto recorder to create a video of yourself talking over a PowerPoint or one of your assignments.

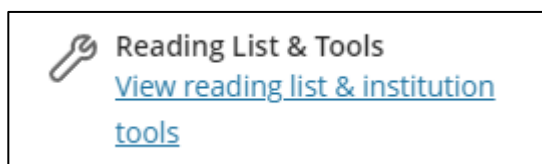
Before you can do this, you may need to Add yourself to Panopto on that module. You may need to do this for every module you have been asked to upload a Panopto recording for at least once.

Adding yourself to Panopto on a module

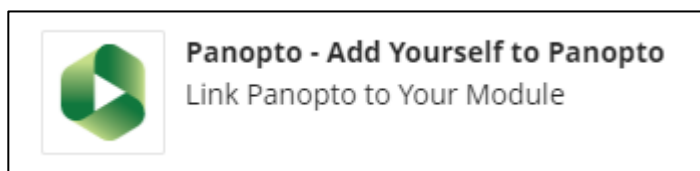
- 1 Login into Blackboard and go to the module you have been asked to create your recording for on Blackboard.



- 2 Click on View reading list & institutional tools from the Details & Actions menu.



- 3 A panel will open on the right side of the screen, click **Add Yourself to Panopto**.



- 4 The Panopto module folder will open with any videos in there along with your **Assignments folder** (Marked with a little red dot and usually suffixed with **[assignments]**)

The assignments folder is a space when you can record into or upload videos too.

You are now ready to record using the Panopto recorder or upload media to the assignment folder.



If you cannot see the assignment folder, please speak to your module tutor.

