

## Using Brightspace with Zoom and Panopto

### Video Recording Program - Faculty

1. Zoom is a great way to meet with your students across different locations. We recommend using an OSUN Zoom account. If you do, your Zoom recordings will automatically get copied to Panopto. To make sure your recordings are stored correctly in Panopto, click your “Profile” icon and then click “User Settings.” Under the default folder settings, make sure your recordings are set to the correct Brightspace course.

Default Folder      Sandboxes - sb-bard-shread2 - Network Collaborative Course [Edit](#)

2. Return to the content page to create a Zoom tile. Click add “New Unit,” then add a description, and a weekly Zoom link.

3. To make sure the link is easily locatable for your students, click “Add Existing,” then “External Learning Tools,” and link to OSUN Zoom.

What would you like to add?

  
Assignment

  
Discussion

  
Quiz

  
Checklist

  
External Tool  
Activity

  
LOR

  
Virtual  
Classroom

  
Video  
Assignment

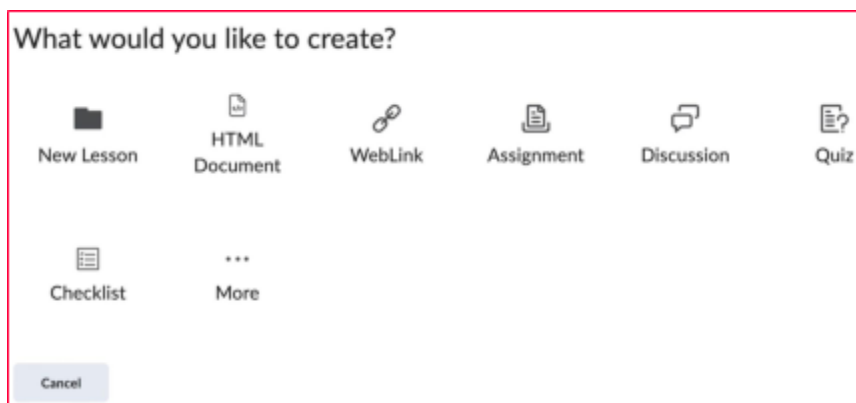
...  
More



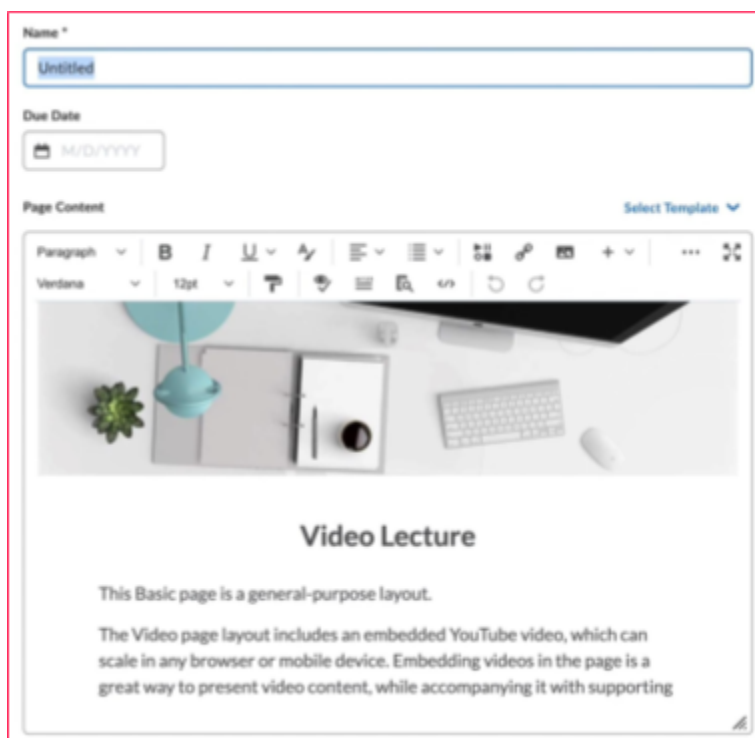
Drag and drop or [browse](#)

Cancel

4. If you do not have an OSUN Zoom account, you can click “Create New,” then “Link,” and insert your Zoom link.



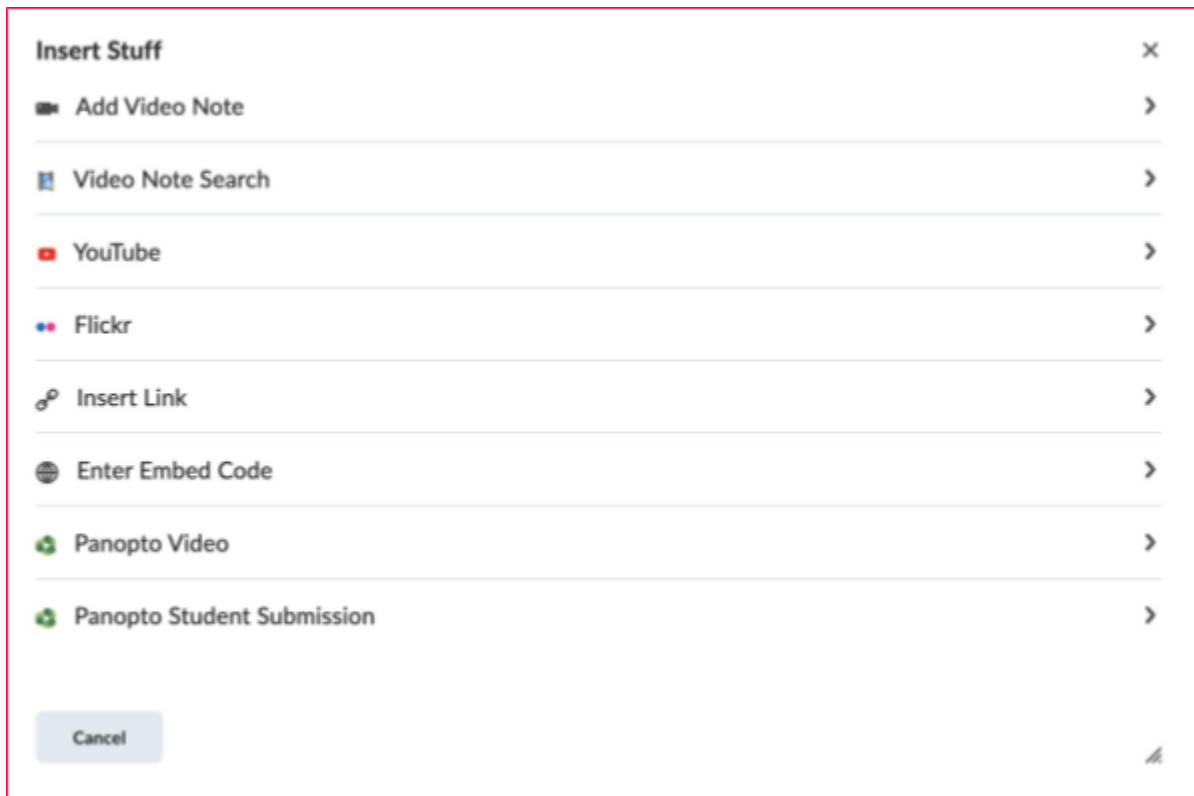
5. You can also click “Create New” and “HTMLI Document,” then select a template from the dropdown menu above the text box, and choose “Video Lecture.” Using the template instructions, you can upload previous Zoom recordings here so your students can watch them in Brightspace.



6. To make your own Panopto video, go to the Panopto page by clicking the heading in the toolbar and then selecting create. Within the Panopto app you will have two screens, one depicting you giving the presentation, and the other showing your laptop screen. When you are ready, click the red record button to start, when you are done, click the same button and you have just created your first Panopto video.



7. To include the video on the Brightspace course page, select the “Create New” button and choose where your video should live. Once you are on the creation page for assignments, discussions, or other options, click the “Insert Stuff” button at the top of the textbox. Then select “Panopto Video” and under the upload button you will see your pre-recorded video, which you can now insert into your Brightspace materials.



8. If you need to record a new video related to this unit, select “Record” and record from the browser recorder.

9. Now that your video has been uploaded, students can reply to this thread with their own Panopto video and follow similar instructions to engage online with our various video recording services.