

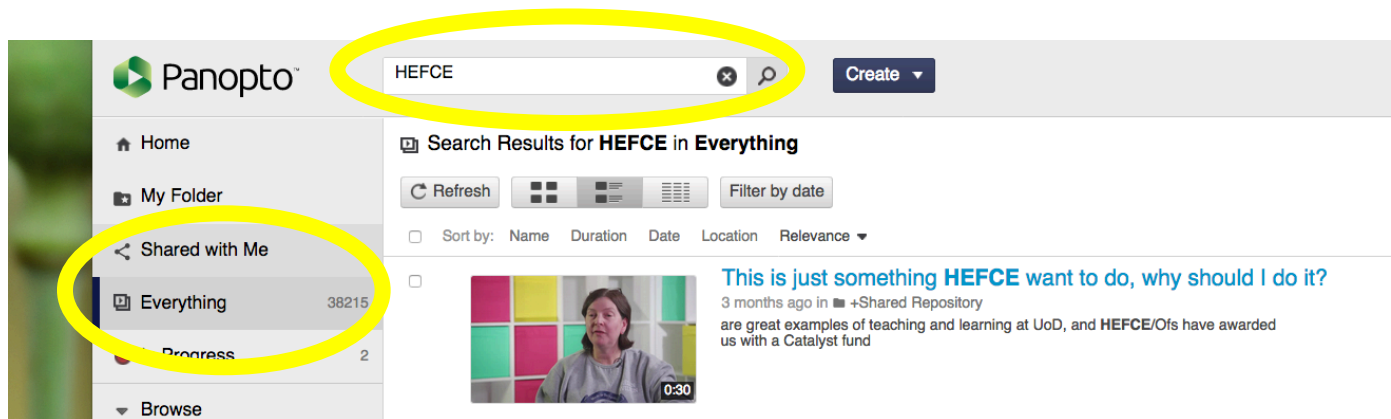
# Panopto Shared Repository

Panopto's Shared Repository is a collection of media that can be added to any Course Resources Module. It allows staff to share and reuse content across modules without having to get a copy and upload individually. You can access the Shared Repository through the [Panopto web portal](#) or from within a Course Resources module.

## Searching for videos

On the Panopto webpages you can search the Shared Repository, any videos you have created or have been shared with you.

Click on 'Everything' on the left-hand side and search key words in the top search box.



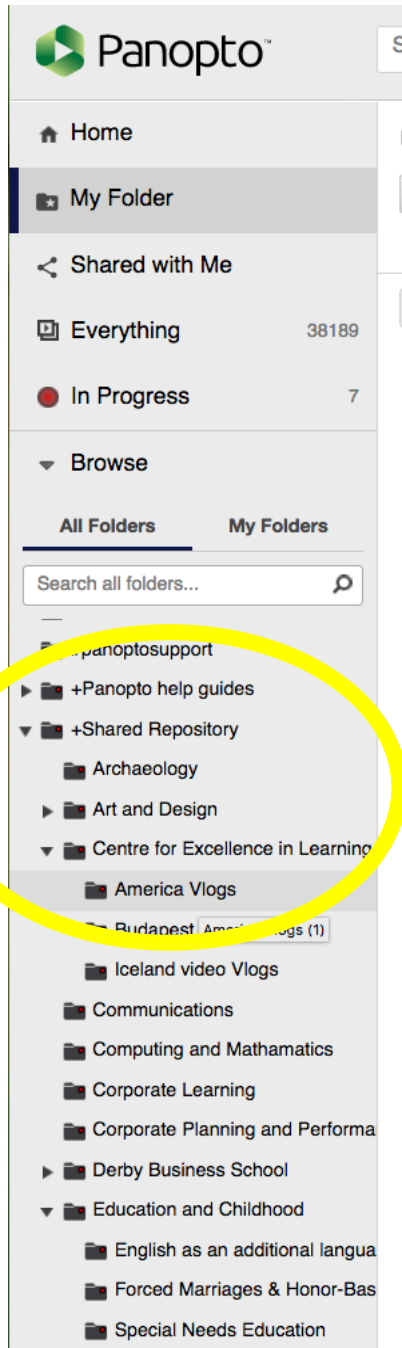
The search results search the titles, descriptions and text within a PowerPoint; highlighting the searched word appropriately.

## Adding your own videos to Shared Repository

To add your own videos to the Shared Repository, enabling other staff members to use the content, please e-mail [tel@derby.ac.uk](mailto:tel@derby.ac.uk) with your request.

## How to access & add a link for the content in the Shared Repository through the Panopto web portal

Panopto's web portal is a great way to view videos and decide what you would like to use in your module.



Go to: <https://derby.cloud.panopto.eu>

On the left-hand side click on the arrow next to 'Shared Repository'.

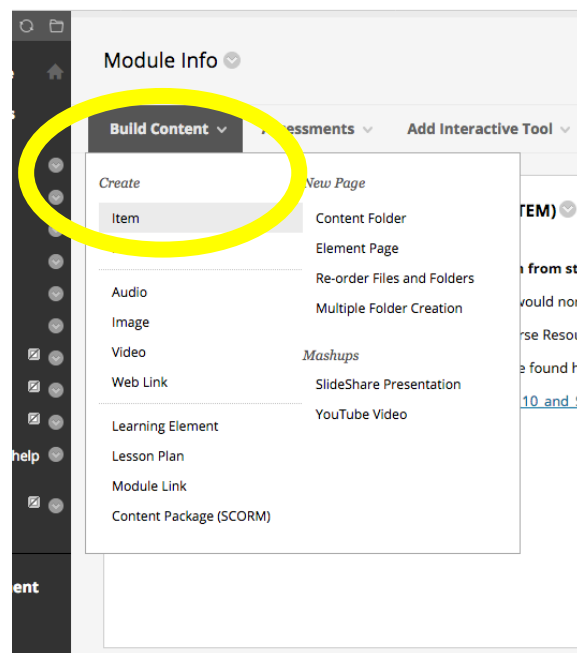
Here there are various folders for you to find a video you would like to use. Eg: 'Centre for Excellence in Learning and Teaching (CELT)' > 'American Vlogs'.

You can view the video from here by clicking on title to open up the video in a viewer. Copy the URL and this can be pasted into Course Resources as a link or shared through e-mail, etc.

## How to access & embed content from the Shared Repository through Course Resources

Within Course Resources you can add any video within the Shared Repository to any of your modules for students to access. First go to the module you would like to add content to and the particular area you would like the video to appear (for example 'Module Info').

Go to 'Build Content' > 'Item'



Name the video and then click on 'Mashups' > 'Panopto Video'

**Create Item**  
A content item is any type of file, text, image, or link that appears to users in a Content Area, Learning Element, Lesson Plan, or content area.

\* Indicates a required field.

**CONTENT INFORMATION**

\* Name

Colour of Name Black

Text

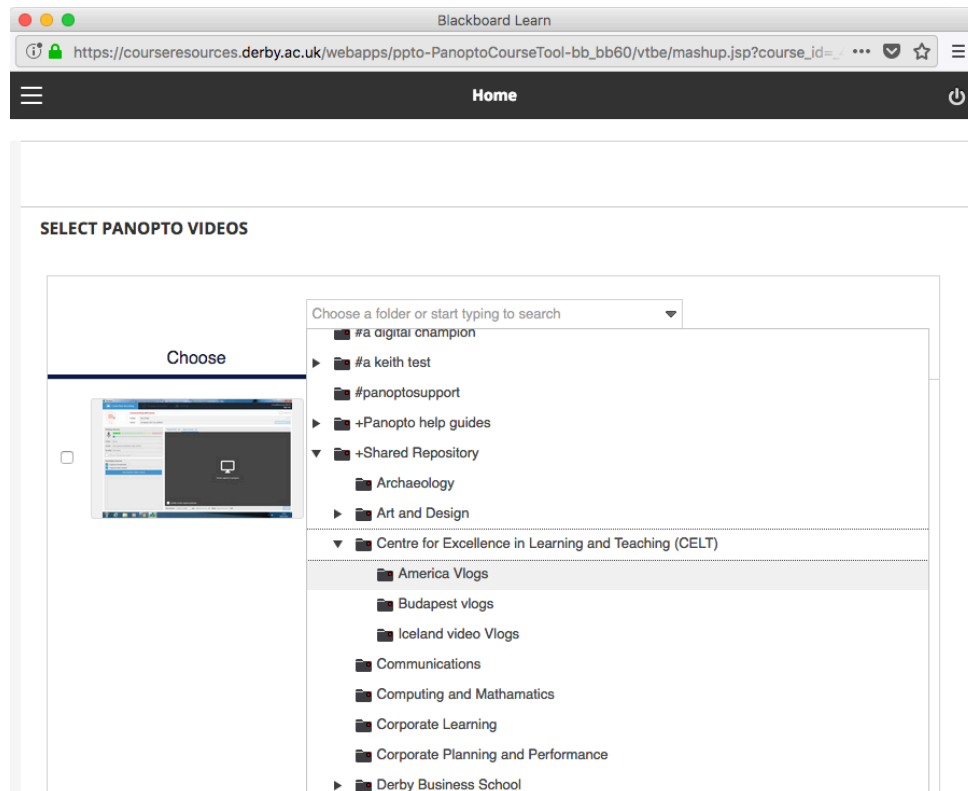
**Mashups**

- Panopto Student Video Submission
- Panopto Video
- SlideShare Presentation
- YouTube Video

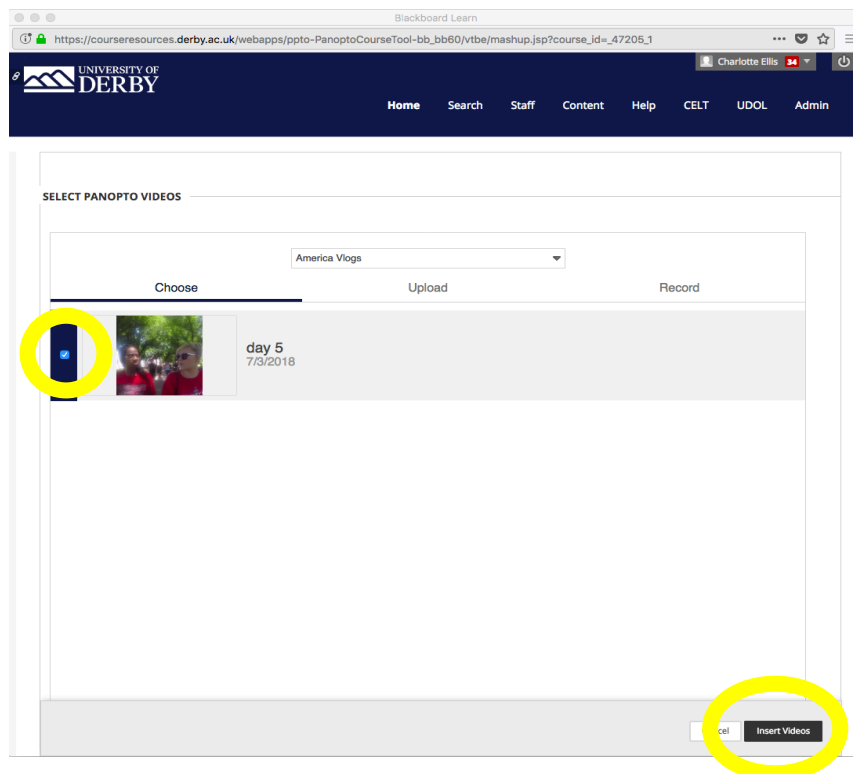
Path: p

**ATTACHMENTS**

This comes up with a pop-up window with a drop-down list. Here you select the folder in which the video you want to embed appears, eg: 'Shared Repository' > 'Centre for Excellence in Learning and Teaching (CELТ)' > 'American Vlogs'



This opens up all the videos within that folder and you tick the one you want and click 'insert videos' at the bottom on the page.



Then click 'Submit' at the bottom of the page and your video will now be embedded into the module.

Indicates a required field.

### CONTENT INFORMATION

Name

Colour of Name ☒ Black

Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Paragraph Arial 3 (12pt)

Path: p Words:0

### ATTACHMENTS

You can drag files from your computer to the Attach Files area or use the browse functions. Files are saved in the top-level folder in your module's file repository. Select **Do Not Attach** to remove a selected file.

Attach Files

### STANDARD OPTIONS

Permit Users to View this Content ☒ Yes ☐ No

Track Number of Views ☐ Yes ☒ No

Select Date and Time Restrictions

☐ Display After

Enter dates as dd/mm/yyyy. Time may be entered in any increment.


☐ Display Until

Enter dates as dd/mm/yyyy. Time may be entered in any increment.

Click **Submit** to proceed.

### Module Info

Build Content Assessments Add Interactive Tool Partner Content

 **Adding Module Information (HIDDEN ITEM)**

Availability: Item is not available.


**This item is a tutor-support item and is hidden from students. Feel free to delete after reading.**

The Module Information area is where students would normally expect to find the module handbook, usually in a printable format, such as Word or PDF.

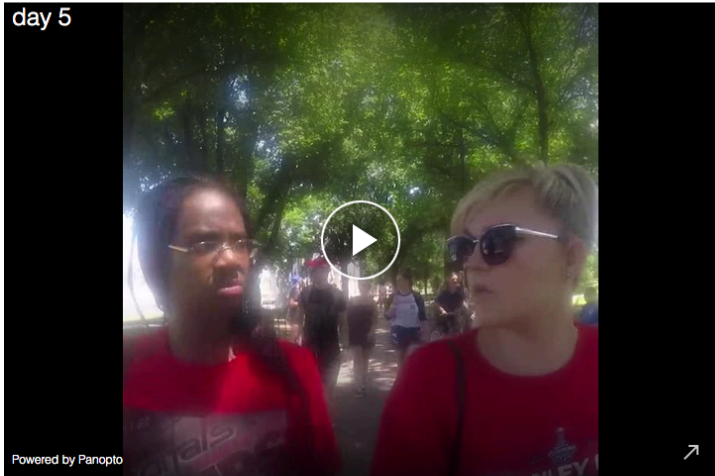
The easiest way to upload your handbook to Course Resources is to go to Build Content > File, then browse for a file on your computer and upload it.

The Blackboard help guide for adding a file can be found here:

<https://help.blackboard.com/en-us/Learn/9.1 SP 10 and SP 11/Instructor/090 Course Files/010 Adding Files to Course Files>

 **Video**

day 5



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