

Guide for Storing and Sharing Video Files and Voiceover PowerPoint Files

Video files and voiceover PowerPoint files are larger files that can take up a lot of space. Blackboard courses have a finite amount of space before the maximum is reached. Faculty and students can use this guide for alternatives to uploading a large file directly to Blackboard.

Faculty: Use the space in your Blackboard course efficiently with the Content Collection. Learn about the Blackboard [Content Collection with this short video](#).

Tool	Description	For large files, best used for:	Help and Resources
OneDrive	<ul style="list-style-type: none"> • Office 365/OneDrive is the recommended tool for students. • OneDrive is part of Office 365 that all faculty, staff and students can access. • Includes access to Microsoft Word, Excel, PowerPoint, OneNote and Outlook email. 	<p>Students</p> <ul style="list-style-type: none"> • Videos: upload video files (ex: mp4, wmv files) to OneDrive then share the link in the Blackboard assignment. • Voiceover PowerPoint: Record using Zoom or convert .ppt or pptx file to a video, upload the video to OneDrive, then share the link with others. <p>Faculty may use OneDrive or Panopto.</p>	<ul style="list-style-type: none"> • How to sign in to OneDrive • How to upload a file to OneDrive and get a shareable link • How to turn your voiceover PowerPoint into an mp4 video file • For help, contact the IT Help Desk: <ul style="list-style-type: none"> ○ CUW: ithelpdesk@cuw.edu, 262-243-4357. ○ CUAA: ithelpdesk@cuaa.edu, 734-995-7424.
Panopto	<ul style="list-style-type: none"> • Panopto use is primarily for faculty. Students will use Panopto only if their instructor has enabled a Panopto Assignment in their Blackboard course. • Panopto is a video capture technology. • Some classrooms are equipped with Panopto for live lecture capture. • Faculty can use their laptop to record screen capture or voice over PowerPoint. • Faculty can upload .mp4 video files recorded with other software such as Zoom. • If used in a Blackboard course, students can record a screen capture or voiceover PowerPoint in Panopto then upload directly to a Blackboard Assignment (“drop box”). 	<p>Faculty:</p> <ul style="list-style-type: none"> • Record screen captures or voiceover PowerPoints directly in Panopto. • Upload Zoom recordings to Panopto for long term storage and sharing (more than 180 days). • Add a Panopto assignment in Blackboard if you want students to make a recording in Panopto as part of an assignment. <p>Students:</p> <ul style="list-style-type: none"> • If your instructor created a Panopto assignment, instructions for creating a Panopto video will be included with the assignment in Blackboard. 	<ul style="list-style-type: none"> • Upload a video from Zoom to Panopto. • Upload a video from your PC to Panopto. • Enable Panopto in your Blackboard course (“provision a Panopto folder”) • Faculty: How to add a link to your blackboard course; get a thumbnail to show up. • Record a video in Panopto • Add a Panopto assignment in Blackboard (Instructors use this option if you want students to make a recording in Panopto as part of an assignment) • Panopto resources on CELT Blog • For help, contact the IT Help Desk.
YouTube	<ul style="list-style-type: none"> • A third-party video recording and storage platform. • Content uploaded to YouTube becomes the intellectual property of YouTube. • The Online Instructional Design Team manages a CUWAA YouTube account for online courses. 	<ul style="list-style-type: none"> • Uploading videos to YouTube and sharing link, if user is comfortable using YouTube. • For online courses, faculty will work with the instructional designer to determine the best storage method for large files. 	<ul style="list-style-type: none"> • www.youtube.com • YouTube support by Google