How do I View and Manage Videos in bCourses (Faculty)?

### Procedure

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**1. Getting Started**

- **Procedure: Media Library (Panopto)**
  - Click on **Media Library (Panopto)** in the **bCourses menu**
### Procedure

2. **Finding and Searching Videos**

[Image: Screenshot of the Panopto media library in an online course, with annotations indicating:
- Enter a search term for videos or scroll down to browse
- Select the folder of videos in which to search
- Click on a video title to watch the video]

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Haas Technology Solutions
Last Updated: 8/16/2016
University of California Berkeley
### Procedure

#### 3 Managing and Editing Videos

**Click Create to upload a video or record a video from your desktop**

*see separate document*

**Icons at upper right for sharing, statistics & settings for entire folder of videos**

**Hover the cursor over a video for sharing, statistics & settings icons for that video**
Procedure

4. Viewing a Single Source Video (video without slides)

Add notes or bookmarks or participate in discussions during the video

Select sound volume, playback speed, and playback quality

Click play or rewind 10 seconds or use the timeline slider
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Enter a search term to find the term in spoken words, notes, discussions, etc.

Limit scope search or search all

Clicking on a search result will take you to that point in the video
| Procedure 6 | Viewing a Multi-source Video (video with slides) |

**Procedure**

6. Viewing a Multi-source Video (video with slides)

- **Usually, Video is on the left**
- **Slides are on the right**

**Timeline of thumbnails is below the slides:**
**Click Hide to suppress**
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*Search/Notes functions and player controls are the same as the single source viewer*

*Settings, sharing, and editing icons are at upper right*
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| **8** View a Multi-source Video (video with slides)  
Controlling the windows |

For video or slides in full-screen, hover in the window and select the full-screen icon.

If additional sources are available, they can be selected here.
### Need help with Panopto?
1. Send an email to [helpdesk@haas.berkeley.edu](mailto:helpdesk@haas.berkeley.edu) and include the word “Panopto” in the subject line.
2. View the Panopto “How Do I..?” web page
3. Online documents:
   - [Using Panopto to Find and View Videos in bCourses](https://example.com) (Student ver.)
   - [Using Panopto to View and Manage Videos in bCourses](https://example.com) (Faculty ver. – this doc)
   - Creating your own videos with the Panopto Desktop Recorder
4. More about Panopto:
   - [View the Berkeley-Haas Panopto Library](https://example.com)
   - [Tutorials for the Berkeley-Haas Panopto Library](https://example.com)