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

Procedure

1. Getting Started

Click on Media Library (Panopto) in the bCourses menu.
### Procedure

| 2 | Finding and Searching Videos |

1. **Finding and Searching Videos**
   - 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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### 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) |

#### Notes
- 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
### Procedure

| 5 | Searching for keywords in a Single Source Video (video without slides) |

- 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
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- **Procedure**
  - **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
### Procedure

|   | Viewing a Multi-source Video (video with slides) |

- **Settings, sharing, and editing icons are at upper right.**
- **Search/Notes functions and player controls are the same as the single source viewer.**
**Procedure**

8. Viewing 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?
Send an email to helpdesk@haas.berkeley.edu and include the word “Panopto” in the subject line.