

How to
install
Panopto
(PC)



St. Lawrence
College

This manual contains pertinent information about installing Panopto on a personal computer.

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About

Panopto is a video sharing web service. This service will allow users to upload videos created from other sources, but also comes with a software package that allows user to create and edit videos. These videos are then uploaded to a selected folder. Students will only be able to upload videos to drop box files.

Installing Panopto

1. To access Panopto, you will first need to access your SLC.me account by going to <https://SLC.me/> On the right-hand side you will be asked for your username and password.



2. Once you are logged in, you will need to go to your **Blackboard** account by clicking the Blackboard icon.

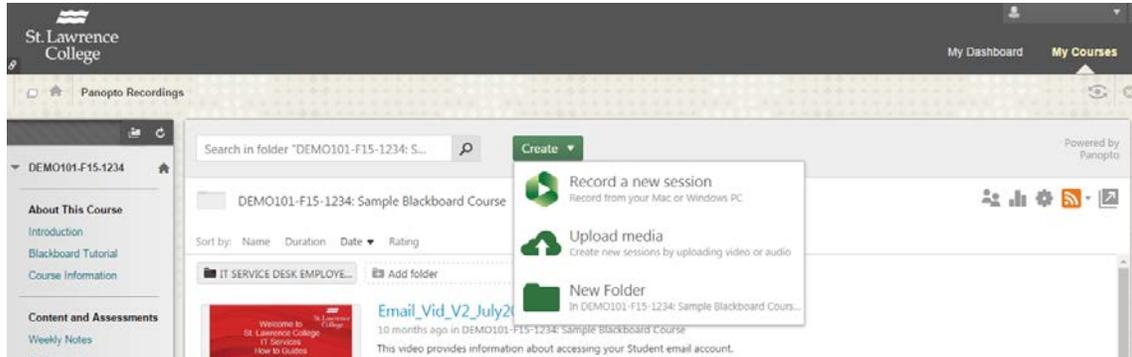


3. You will then need to select a course that has Panopto active. You will know that Panopto is active in the course when you see Panopto listed in the course menu.

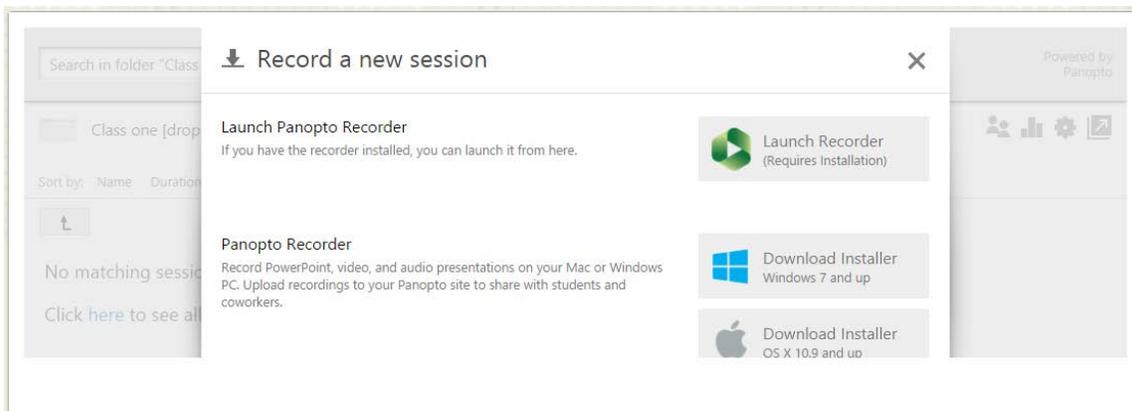


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- Click the **Create** button. This will open a drop down menu with options to Record new session or upload media. Click **Record a new session**.



- This will open the **record a new session** window. You will see options to install on Windows or Mac. *Please select the appropriate option for your device.*



- This will then download the **Installation file**. Once this file has completely downloaded, click it to open. In the window that opens, click **run**.



- This will then begin the **Panopto Installation Wizard**. To begin the wizard you will need to click **Install**.
- Now that Panopto is installed you will be able to launch the Panopto Recorder without accessing Blackboard each time. For more information about creating videos see our How to guide on creating videos using Panopto.