Uploading Video to Panopto

St. Lawrence College

This manual contains pertinent information about how to upload previously created videos to Panopto
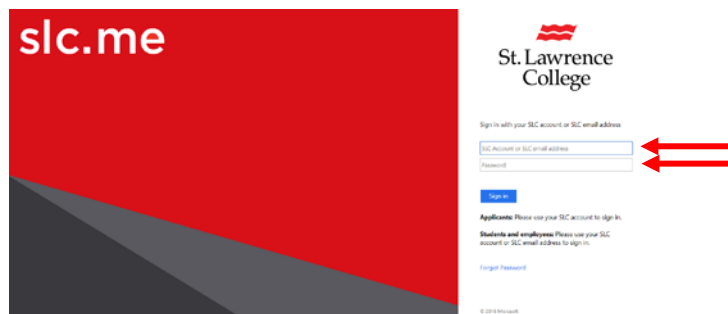
June 2019

About

Panopto is a video sharing service that is accessible through Blackboard to staff and students. As some students will prefer to use other video recording software, you are able to share these videos instead of using the Panopto Recorder.
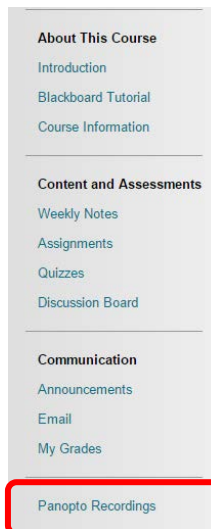
Uploading existing videos

1. To upload video content, you will need to first log in to your Slc.me account by going to https://slc.me. On the right-hand side, you will be asked for your username and password. Enter the information and click the sign in button.

2. Once logged in, click the blackboard icon. This will log in you into your blackboard account.
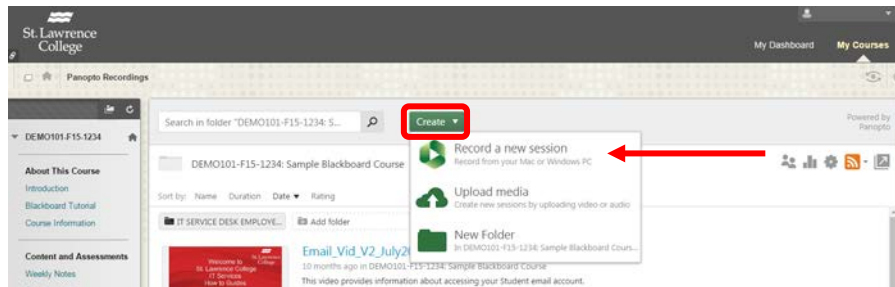

3. You will need to select the course that the video has been created for and select Panopto from the course menu. *Please note: the course menu for each course may look different depending on the instructor's preferences.*
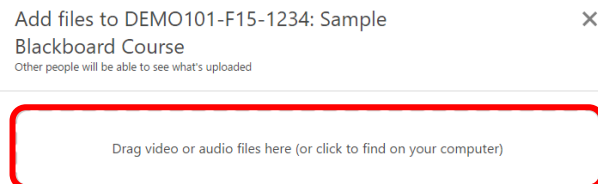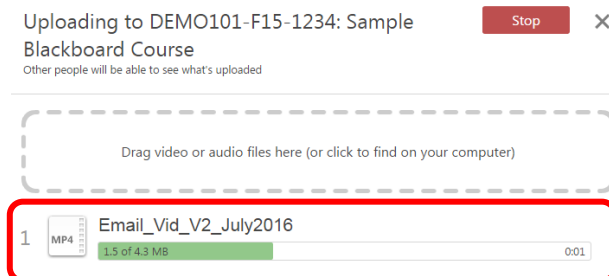

---

4. Click create and select upload media.

5. You may either drag and drop the file into the window or navigate to the file on your computer.

6. Once selected, you will see a progress bar as the file is being uploaded.

7. Once the upload is complete, a green check mark will appear on the left.