Uploading Videos to Panopto

St. Lawrence College

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

January 2022

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

2. You will be presented with the login screen. You will be able to login with your SLC email address and click on 'Next'.
   Remember that your SLC email address ends with ***@student.sl.on.ca***
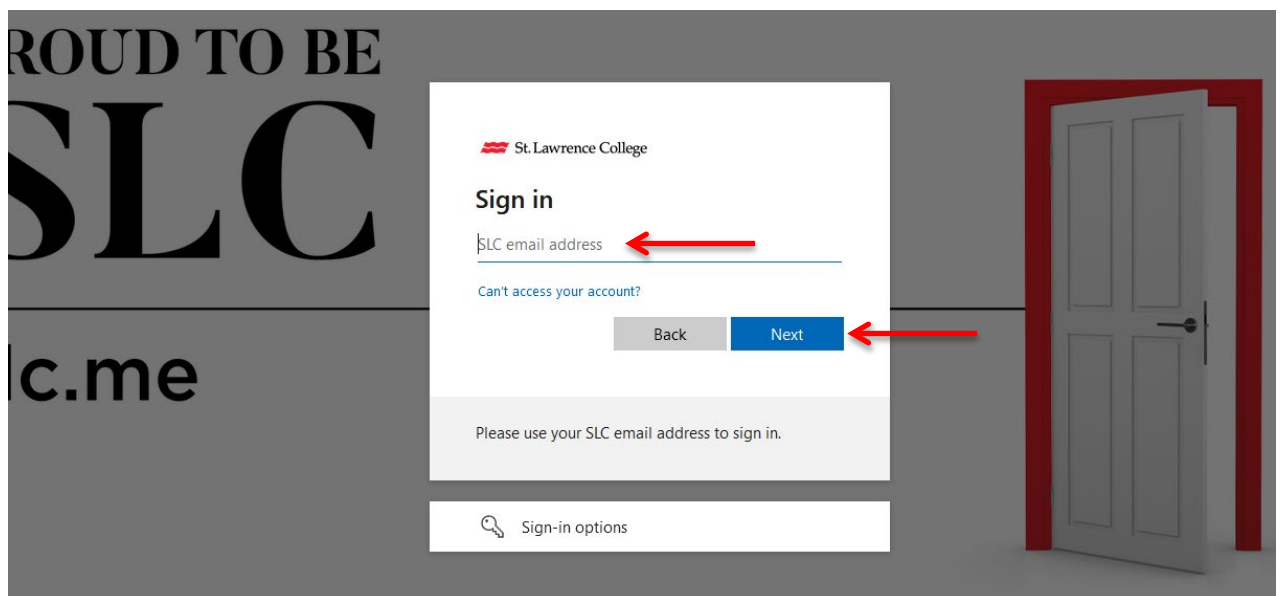
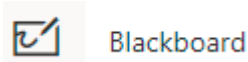3. You will then be prompted to enter your SLC password and click the 'Sign-in' button.
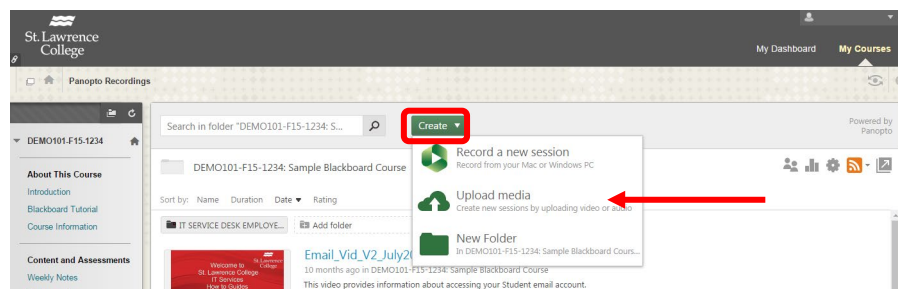
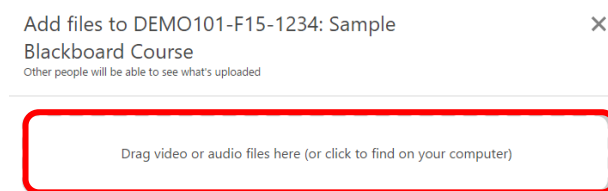4. Scroll down, and click on the Blackboard icon. Blackboard

5. 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.*
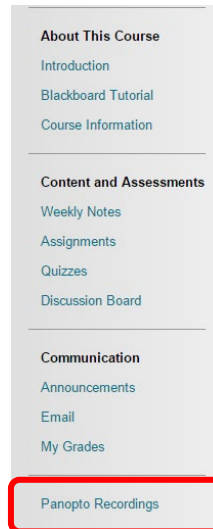
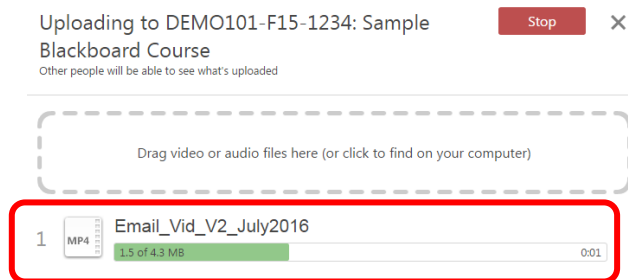6. Click 'Create' and select 'Upload media'.

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

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

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