

# HOW DO I SHARE A VIDEO RECORDING?

## LEARN MORE

Web: <https://tech.rochester.edu/services/panopto>



## ACCESS PANOPTO

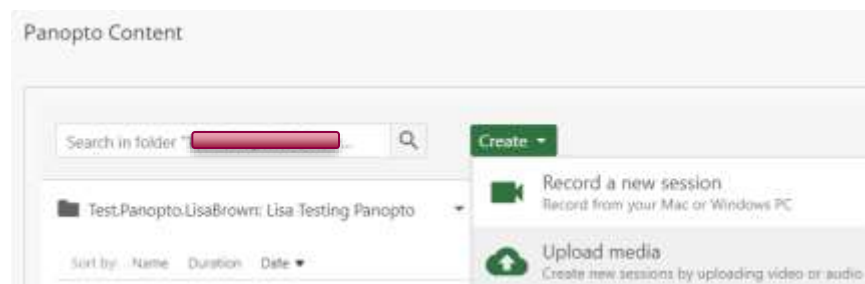
Log on to Blackboard and enter your course.

Click on Tools / Course Tools in the left hand menu. Find **Panopto Content** and click the link.

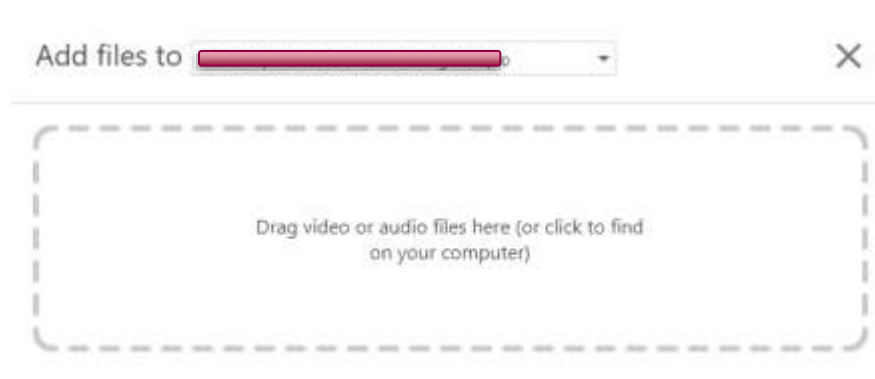


## UPLOAD YOUR SESSION

Click on the **Create** button and choose **Upload Media** from the menu.



Drag your video file into the box, or click the box to navigate to the file location.



Allow the file to upload. When it is finished, you will get a message and be able to close the upload window.

✓ Upload complete. You can close this window now.



## SESSION IS READY

You will receive an email when the session is ready to view and use. When it is ready, the video will show as a link.

## LINKING THE VIDEO IN BLACKBOARD

Navigate in Blackboard to the Content Area where you want to place the video for your students.

From the **Tools** menu in the Content area, choose **Panopto Video Link**.



Select your Course Folder.

Select the specific video as your Lecture.

Provide a Title and Description.

Click Submit.

The video will appear in your Blackboard course and be available to only the students in your course.

