

How to Upload Media to Panopto

STEP 1: Choose the right folder.

1. Before uploading media, choose an appropriate folder for your content: Blackboard R 11 0 🛅 _SBX_waterlol-lakeshore-Q Create 💌 Search in folder "_SBX_waterlol-lakesho... Announcements _SBX_waterlol-lakeshore-11: _SBX_waterlol-lakeshore-11 1 Course Messages Sort by: Name Duration Date 🔻 Rating Student Feedback Questionnaire Z SBX_waterlol-lakeshore-1... 🖿 Student folder? 🛅 Add folder Testina Introduction to Psychology (Home Page) COURSE MATERIALS

Course Folder

If your video is only intended for use in one class, you may wish to upload the video to the Blackboard Course Folder within Panopto. You can do this by navigating to your course folder within Panopto, before uploading your media. Videos uploaded to the course folder will automatically be available to students enrolled in the course.

My Folder

If you intend on using your content repeatedly, navigate to your My folder before uploading media. Note that your My Folder, by default, does not allow for anyone else to view it. So, before you share, you need to adjust the permissions.



Step 2: Upload media.

- 1. Click Create.
- 2. From the dropdown menu, select Upload media.



Step 3: Adjust permissions.

1. Click on the gear sign in the top right-hand corner.

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2. Click on Share.



The Centre for Teaching & Learning Infinite Possibilities...

- 3. Adjust the permissions to match your preference.
 - a. Specific people if you wish to manually invite people to view your video.
 - b. **Anyone at your organization with the link** If you do not want anyone to discover the video, but require that viewers have to sign in to view it.
 - c. Anyone with the link if you are ok with the content being shared possibly outside of Humber College.

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1 _{Overview}	Link Embed	
Share Settings	https://www.hashashashashashashashashashashashashash	
Order Manage		
	Who has access:	
	Specific people Only specific users and groups can view or edit sessions in the folder.	
	Anyone at your organization with the link	
	CO Unlisted, anyone at your organization who has the link can access.	
	Anyone at your organization	
	Anyone at your organization can find and access.	
	S Anyone with the link	
	CD Unlisted, anyone who has the link can access. No sign-in required.	

For support, visit: panopto.humber.ca