For Students: How to Record and Share Panopto Videos

Prepare to Record

1. Login to https://kumc.hosted.panopto.com with the Blackboard Ultra login.

2. Click on “My Folder”, located on the left-hand side of the page. This is your personal folder, and most recordings should be saved here.

Record/Upload

From the My Folder page, click the blue “Create” button and choose one of the following options:

- Panopto Capture - Uses a computer’s web browser to record and does not require additional software installation.
  - How to Create a Video Using Panopto Capture
- Panopto For Windows/Mac - The Panopto desktop application; it requires a software installation.
  - How to Record with Panopto for Windows
  - How to Record with Panopto for Mac
- Upload Media - This offers the ability to upload a recording made with another system like Zoom, PowerPoint, Collaborate, etc.
  - How to Upload a Video
- Panopto Mobile - The mobile application for Panopto; it can be found in the Android and Apple app stores
  - How to Use the Panopto Mobile App

Share the Recording

Every Panopto recording has a specific URL (weblink) that goes with it. These Panopto URLs also contain permissions that determine who can view a recording. You must change the permissions before anyone else can view the recording.

1. Find the recording you want to share.
2. Hover your computer’s mouse over the recording’s preview image and click the “Share” button that appears.
3. Under “Who can access this video”, click “Change” and choose “Public (unlisted)”
4. Finally, click “Copy link” to copy and share the video.