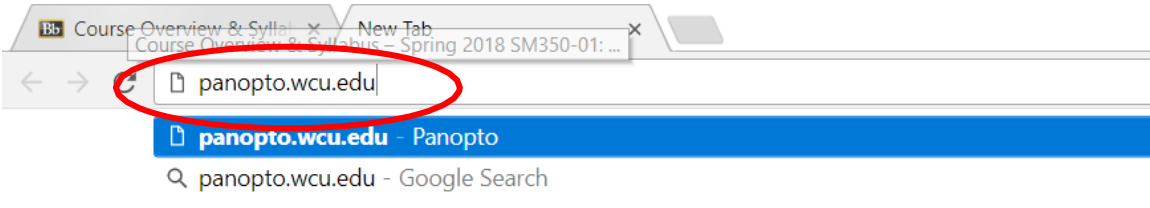


## Quick Start Guide

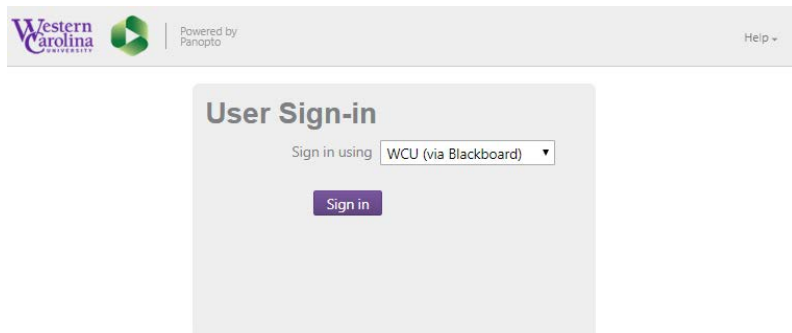
### Guide for Students using Panopto

#### Using Panopto – for Students

1. First, **log in** to **Blackboard** and then open a second tab in your browser and Enter **panopto.wcu.edu** in the address bar. (<https://wcu.hosted.panopto.com/>)

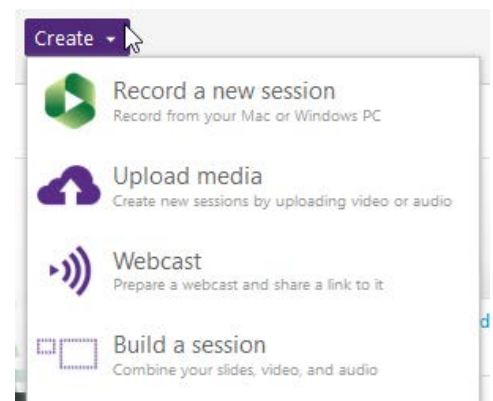


2. When prompted, **click** on **Sign in**. The username will be WCU (via Blackboard). Click the purple Sign in button to automatically log in to Panopto.



The Panopto home screen opens and you will see various instructional video links. The left side of the screen is the menu area.

3. Click on the **Create** button listed at the top
  - Access to record a video and upload video is found here.
4. To **record** a video select **Record a new session**, users will need to Download the Panopto recorder if they have not used the recorder before.

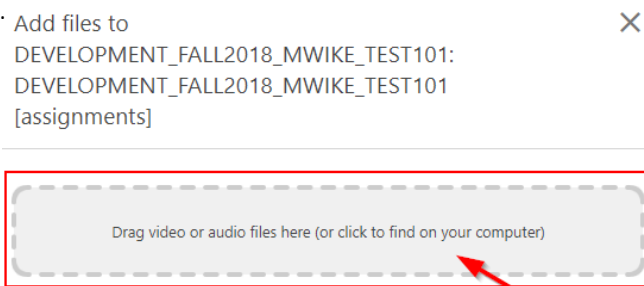


**Note:**

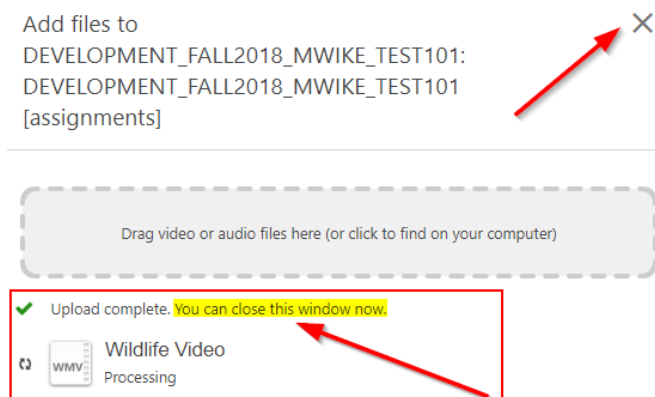
If a Panopto Video Assignment has **not** been created in Blackboard for your course, please contact the instructor. Instructors and Panopto site admins create the video assignment in Blackboard to allow students Creator Access in Panopto.

5. To Upload Media:

- a. Click on the purple **Create** button. A drop-down menu will appear, click on the **Upload media** link
- b. A window will open, from this window, you can **drag or drop video or audio files** or **click the link** to find the files you want to upload on your computer.



- c. Once you select a file, Panopto will begin to process the file and will prompt you to **close this window**.



- d. Once the file has been completely processed, Panopto will send you an email confirmation and you will see the file located in the Panopto folder.
- e. From here you can click on the **title** or the **file image** to **play** the file.
- f. Your media file has now been successfully uploaded to the Course Assignment folder. To log off, simply **click on your name** in the upper right hand corner of the screen and select **Sign out**.

6. To view your course folders that have given access to Panopto

- Click the **Browse** link to see your **My Folders**, which lists of all of course folders provisioned from Blackboard to Panopto available to you.

