Sharing Panopto Recordings
If you have recordings that you want to share outside of Blackboard, you have two options.

1) Make the recording public and use the provided link. This will allow you to place the URL on a web site, or share it with anyone via email. A login will no longer be required to access this recording.
2) Download an MP4 version of your recording. This will keep your Panopto version private but allow you to also use the recording in other locations.

To begin with either of these options, log in to the Panopto web site at http://rochester.hosted.panopto.com.
Log in with your Blackboard credentials (NetID). If you are already logged into Blackboard in the same browser, this step will be skipped.

Enter your credentials, click “Login”
Once you have logged in successfully, you will see a screen similar to the one below. Choose the folder that your recording is in. This should be the name of the Blackboard course where you recorded it.
Creating a Public URL for your Panopto Recording
Once you have selected the folder, all of the recordings will appear in the list. Move your mouse over the desired recording and choose the Settings option for the recording that you want to share.

Select the Settings Option
When the Settings window opens, choose the “Share” option.

Select the Share Option
Note that the recording is currently set to PRIVATE. To the right, there is a link that says “Make Public”. Click that link.
The setting will change and you now have a URL that can be used on any website, sent through email, or published to Twitter or Facebook. You can also make the recording Private again by clicking the “Make Private” Link.

Use this URL
**Downloading your Panopto Recording**

Once you have selected the folder, all of the recordings will appear in the list. Move your mouse over the desired recording and choose the Settings option for the recording that you want to share.

Select the Settings Option
When the Settings window opens, choose the “Outputs” option.
Here you can choose to have an MP3 or MP4 of your recording.

To get an audio only file, scroll down to the Audio Podcast section. Find the “Download MP3 Audio” link.
To get a full video file, find the Video Podcast area and use the Download Podcast link. Feel free to change the settings of the video podcast to get the type of file and quality that you want.

![Video Podcast](image)

- Use this link
- Change settings here and click