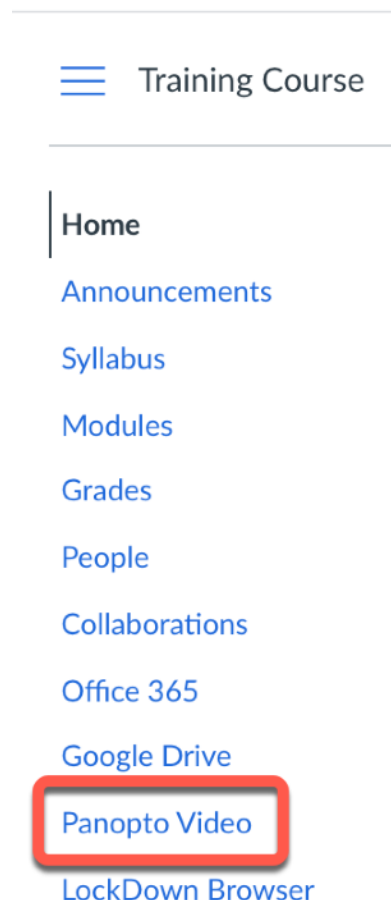# How to Upload Video Files To Panopto

This documentation will explain how to upload video files that you have downloaded and/or created that are stored locally on your computer using the Create button in Panopto and how to rename them after uploading is complete.
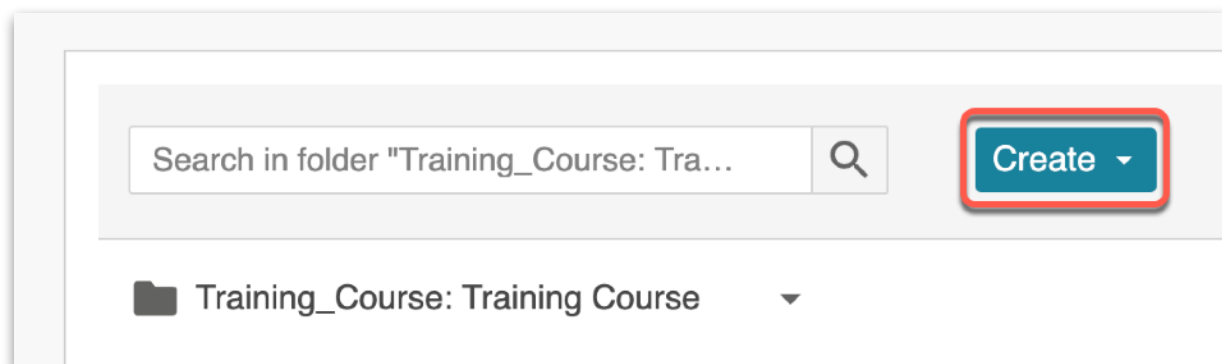
Step 1: - Access Canvas

- Log into Canvas
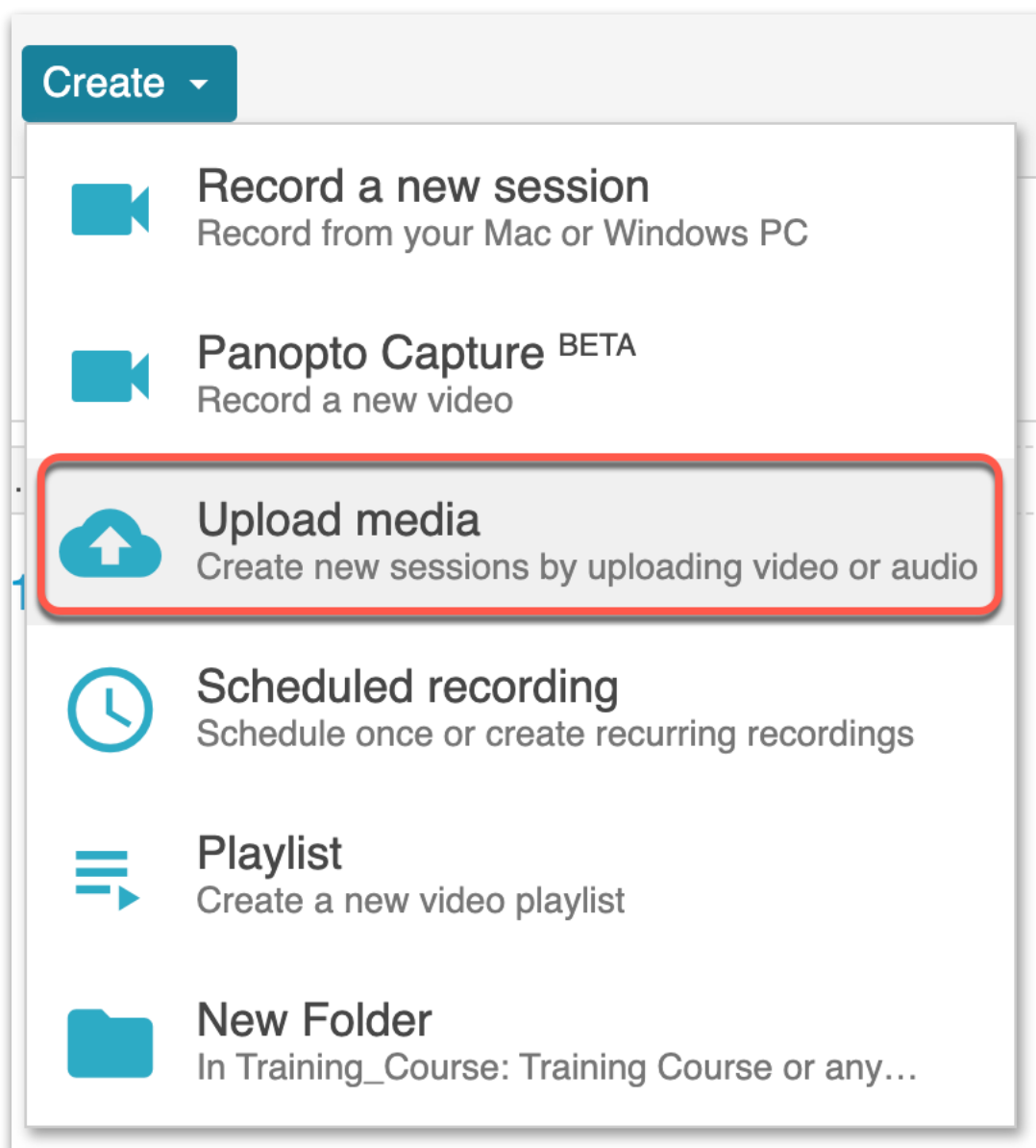- Go to the course you want to upload the video

Step 2: - Access Panopto

• Click Panopto Video from your course menu
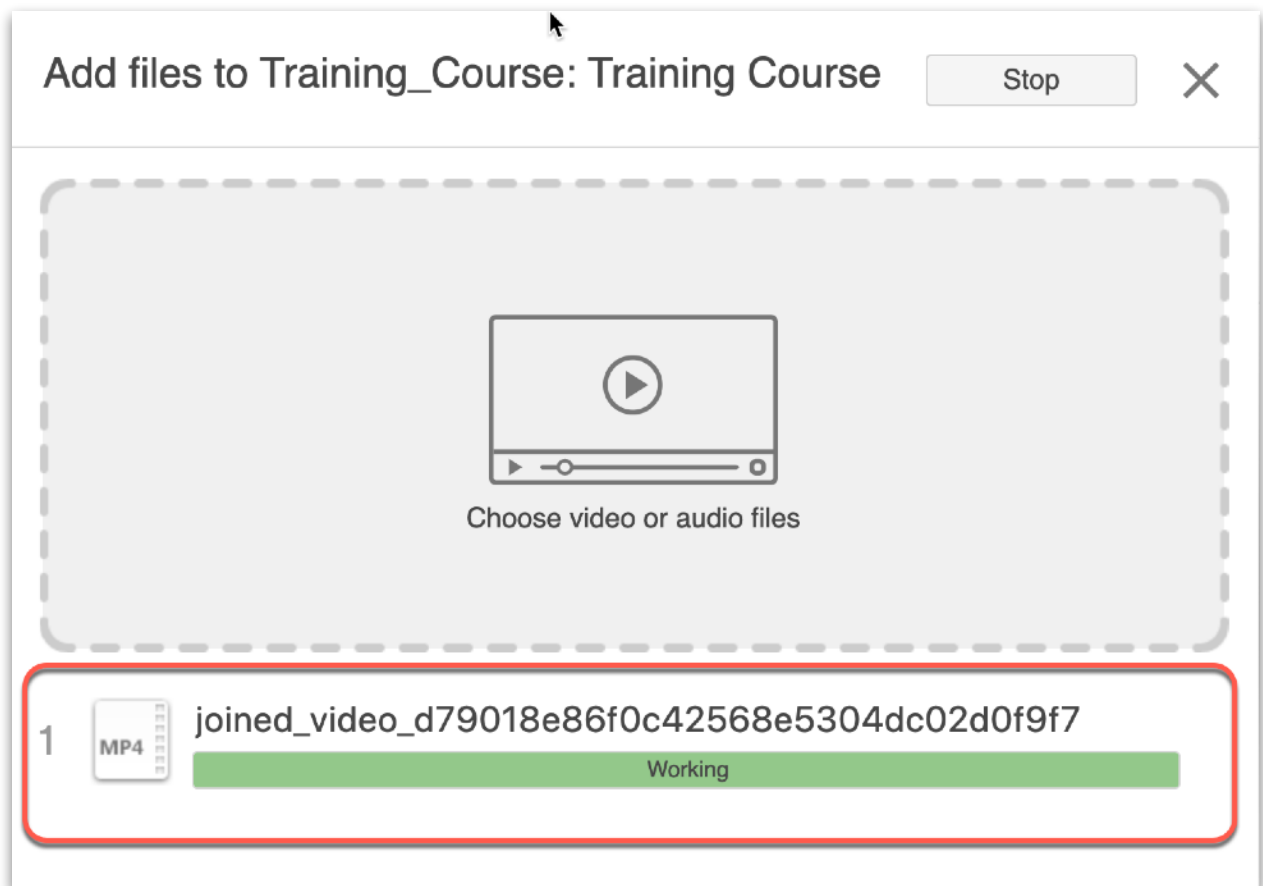
- Click the Create button

Search in folder "Training_Course: Tra…" 🔍 **Create** ▾

📁 Training_Course: Training Course ▾

- Click Upload Media

Create ▾

🎥 **Record a new session**
Record from your Mac or Windows PC

🎥 **Panopto Capture** BETA
Record a new video

☁️ **Upload media**
Create new sessions by uploading video or audio

🕐 **Scheduled recording**
Schedule once or create recurring recordings

≣▶ **Playlist**
Create a new video playlist

📁 **New Folder**
In Training_Course: Training Course or any…

- The default course folder should be ok, but if you want to change the folder, you can do that here by clicking on the chevron behind the course folder name
- Drag and drop the video file(s) or click inside of the box to select the video file(s) from your computer
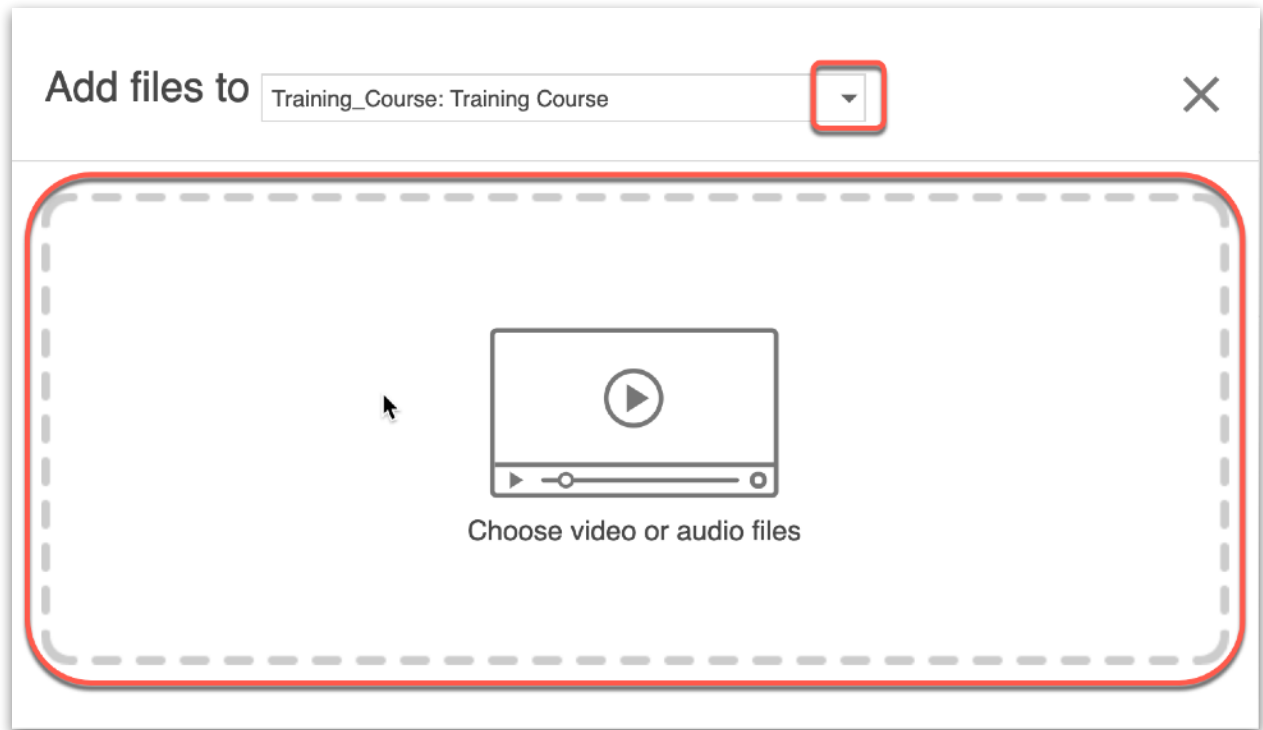
- Wait for **Uploading** to finish, which may take a while based on the size and amount of files.

Note: there are certain factors, such as bitrate, aspect ratio, file size, and video length, can impact the time it takes for the video to process.

- Once the upload is complete, you can close the upload window while your video continues to process in the background

Add files to Training_Course: Training Course ✕

Content

Choose video or audio files

✔ Upload complete. You can close this window now.

MP4 joined_video_d79018e86f0c42568e5304dc02d0f9...
Processing
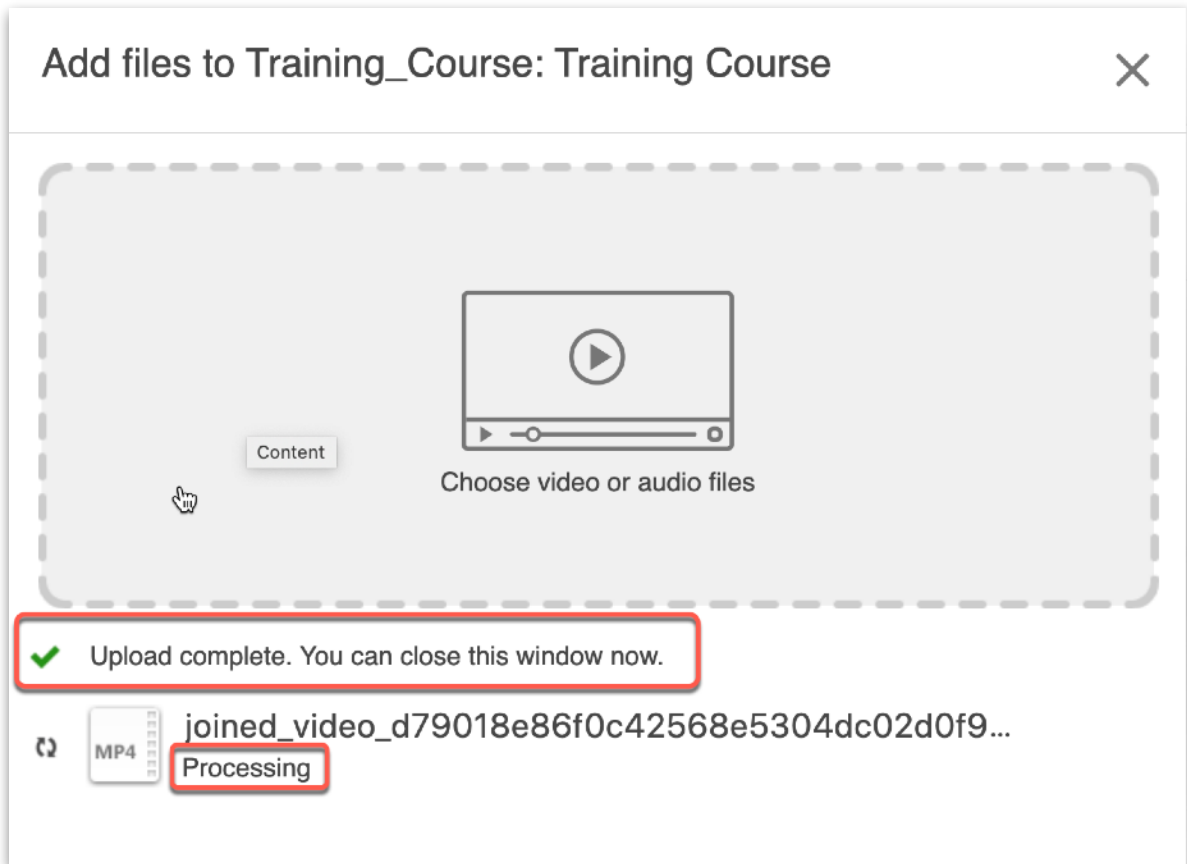
- Once the processing is complete, you will see a green check in front of the video name and you will receive an email indicating that processing is complete
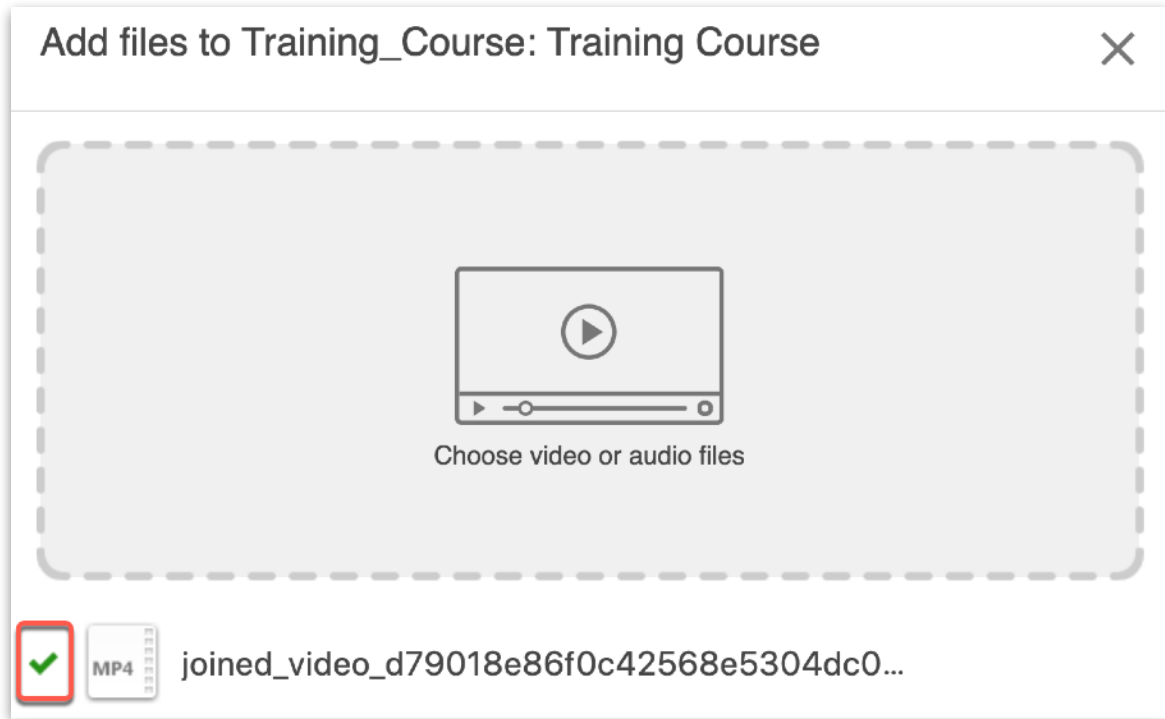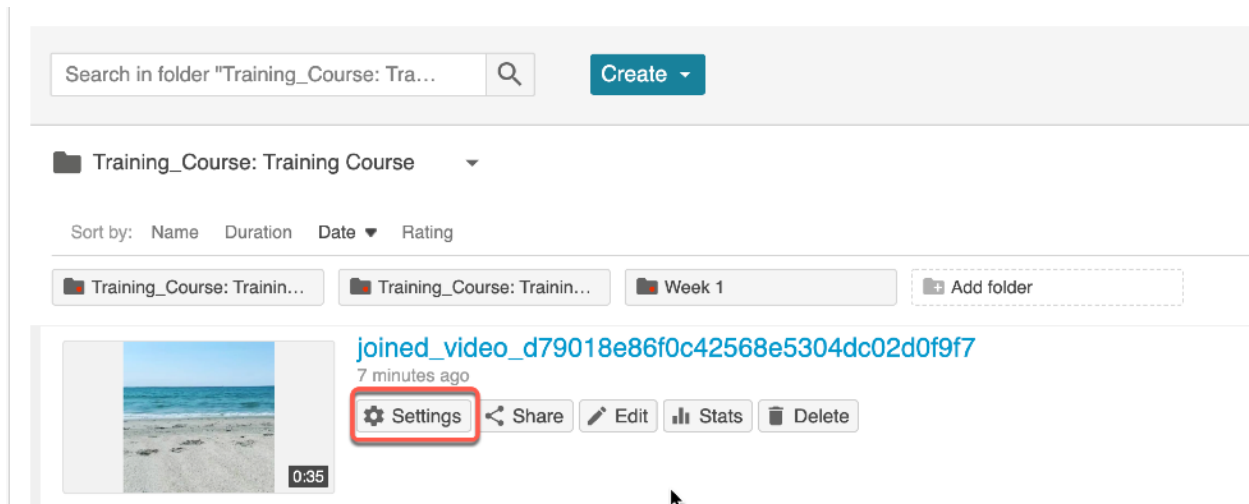

- The video will now show in your Panopto course folder
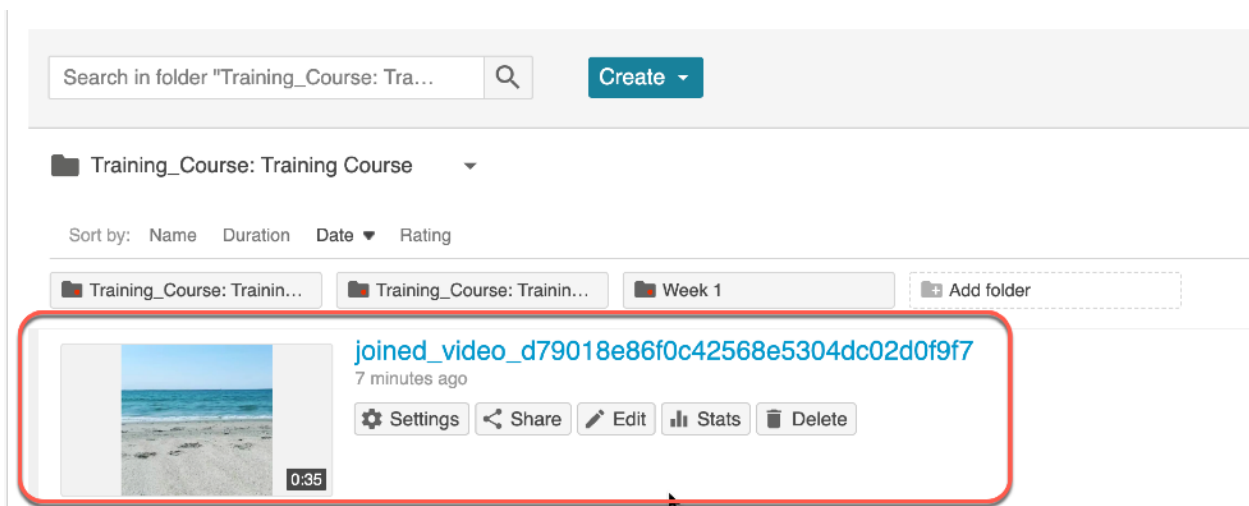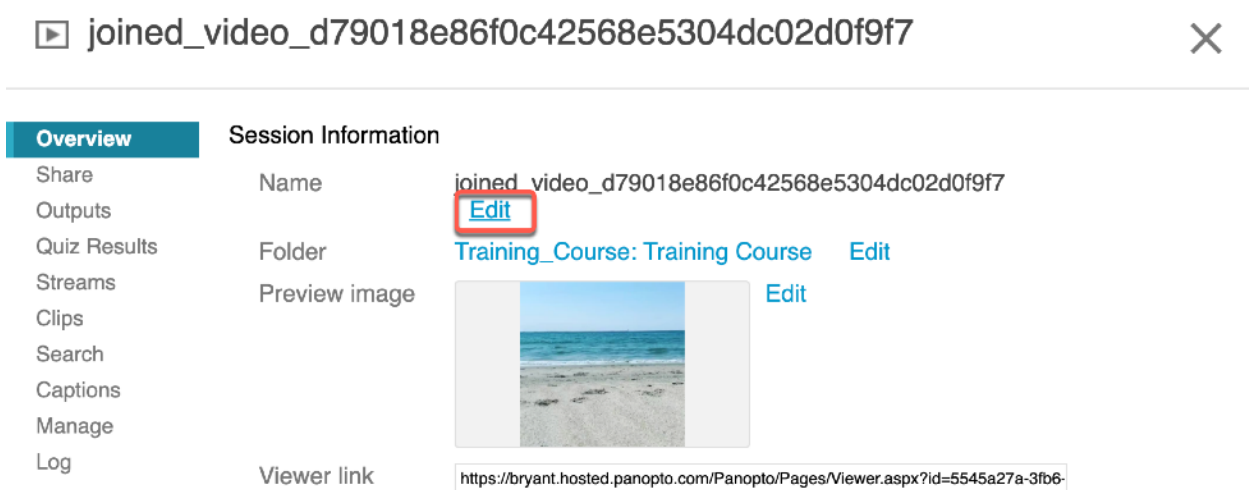
Step 3 - Change Video Name

- You can change the name of your video so that it reflects the topic, subject, etc by clicking on Settings
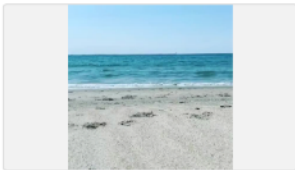
- Click Edit
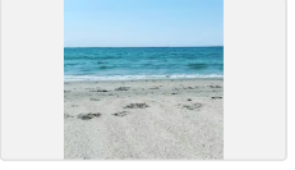
- Type and new name for your video and click Save

- Click the X to close the Edit screen

- The new name of your video is now shown

Search in folder "Training_Course: Tra...   🔍   Create ▾

📁 Training_Course: Training Course   ▾

Sort by: Name   Duration   **Date** ▾   Rating

📁 Training_Course: Trainin...   📁 Training_Course: Trainin...   📁 Week 1   📁 Add folder

Beach!
an hour ago

0:35