

How to Upload Video Files To Panopto

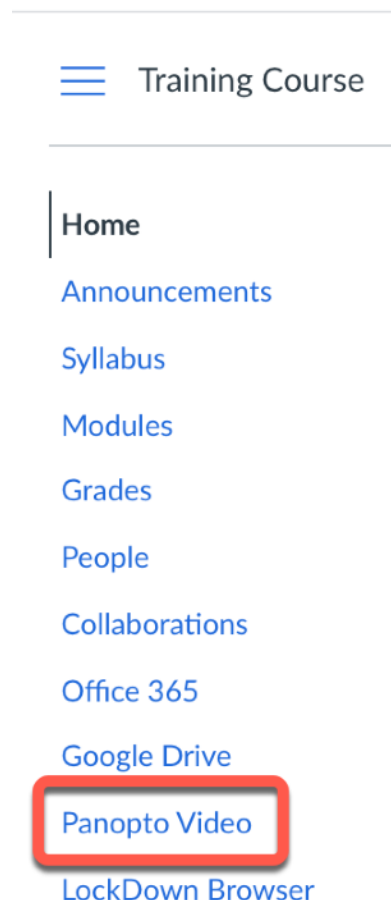
This documentation will explain how to upload video files that you have downloaded and/or created that are stored locally on your computer using the Create button in Panopto and how to rename them after uploading is complete.

Step 1: - Access Canvas

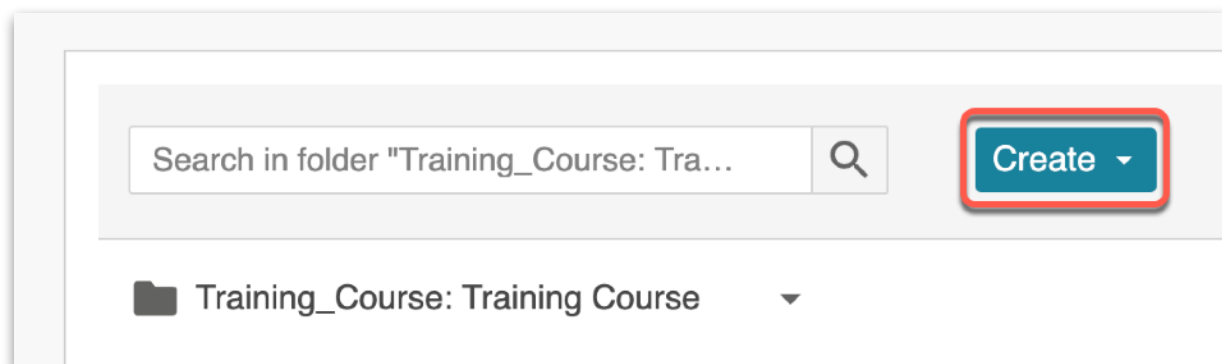
- Log into Canvas
- Go to the course you want to upload the video

Step 2: - Access Panopto

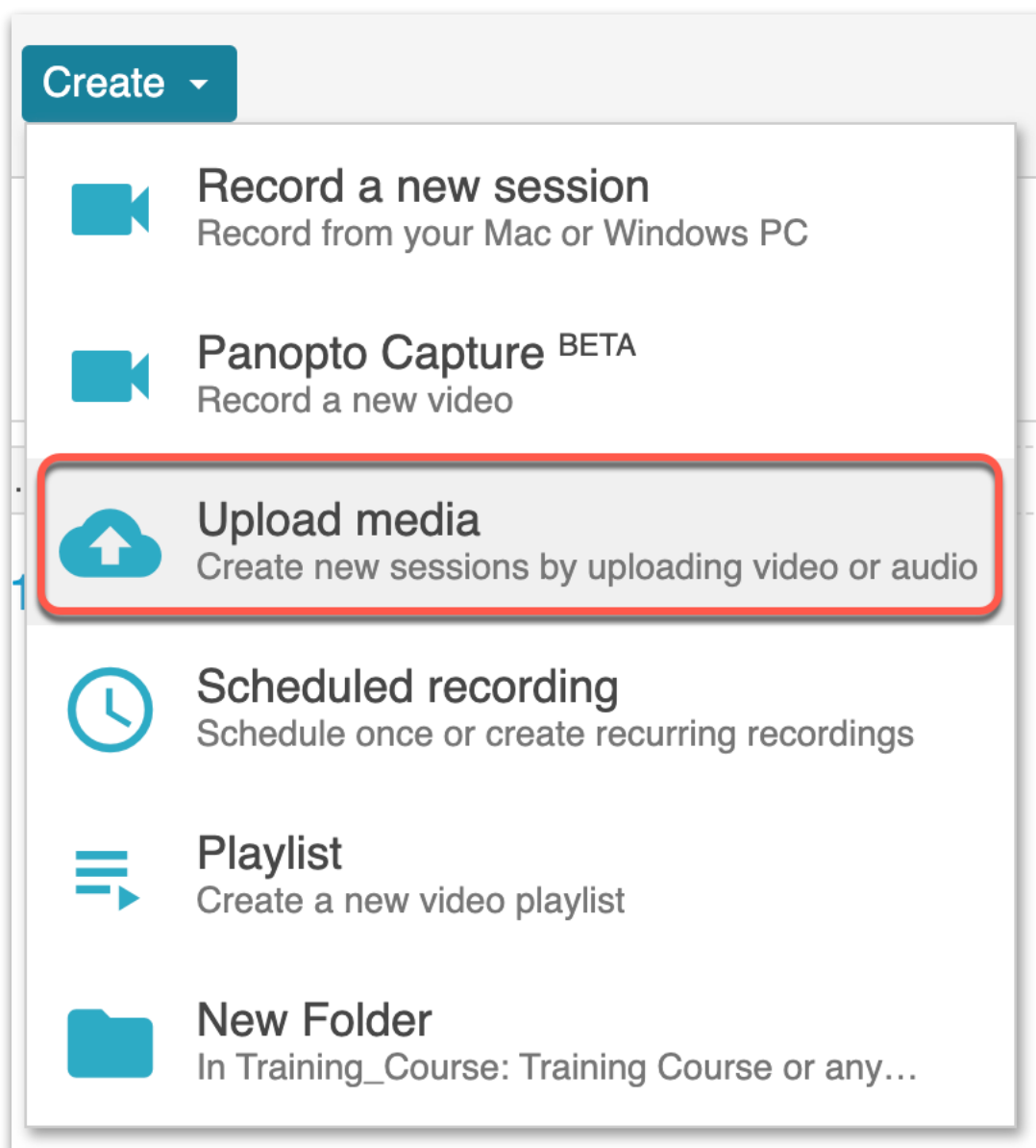
- Click Panopto Video from your course menu



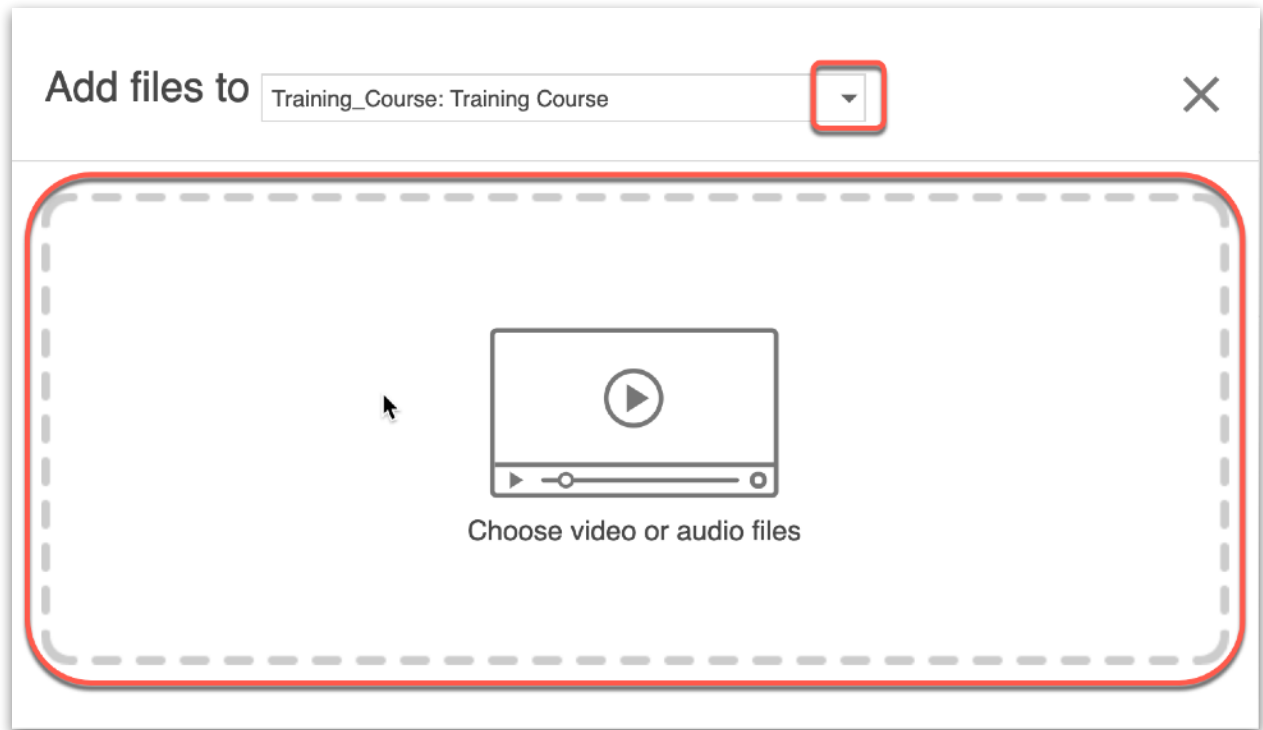
- Click the Create button



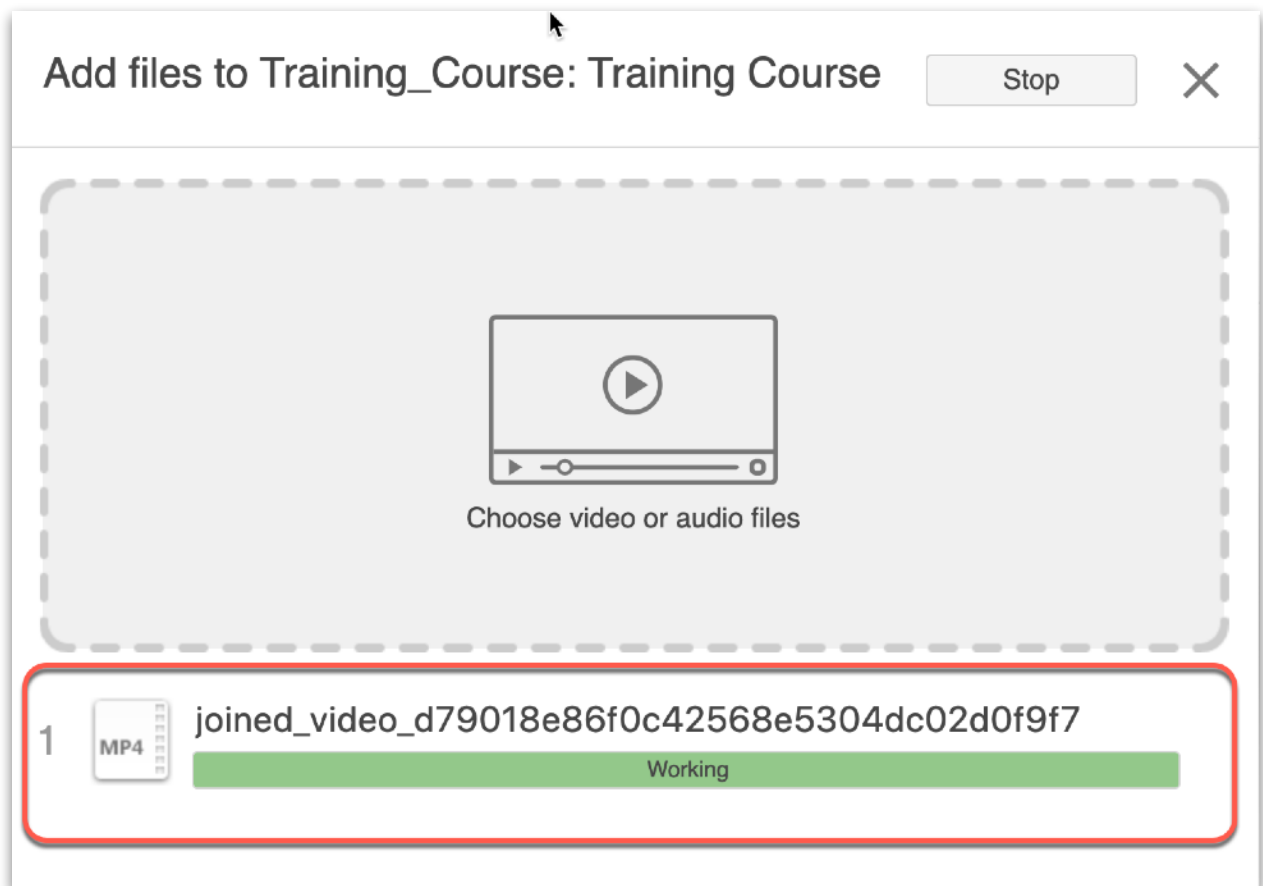
- Click Upload Media



- 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



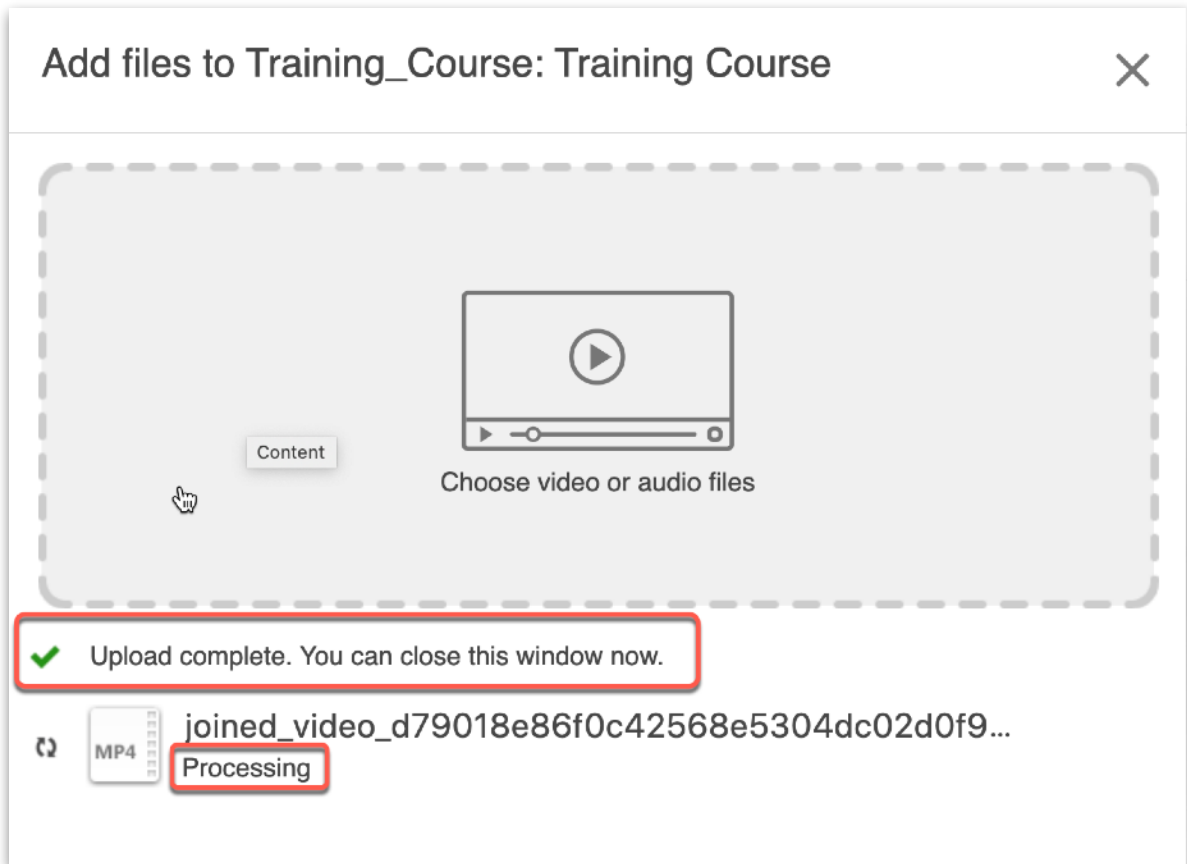
- Wait for **Uploading** to finish, which may take a while based on the size and amount of files.



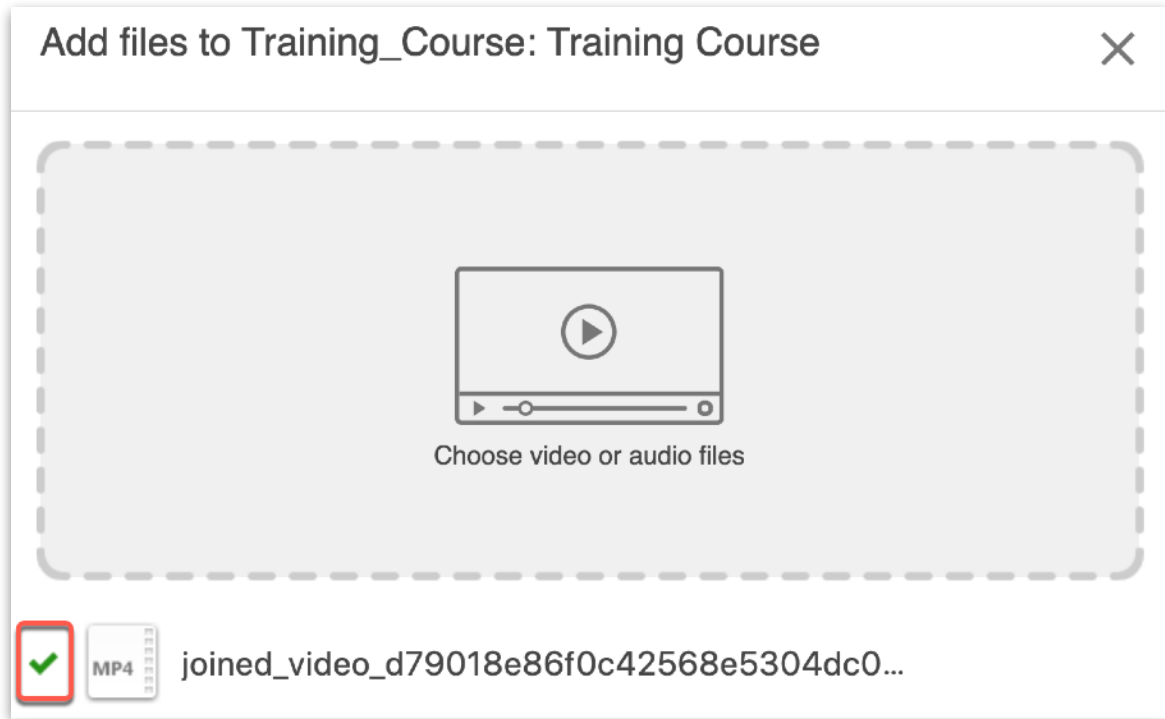
The screenshot shows a window titled "Add files to Training_Course: Training Course". At the top right, there is a "Stop" button and a close icon (X). The main area is a dashed box containing a video player icon and the text "Choose video or audio files". Below this, a red-bordered box highlights a file upload progress bar. The file is named "1 joined_video_d79018e86f0c42568e5304dc02d0f9f7" and is in MP4 format. A green progress bar is shown with the word "Working" in the center.

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.

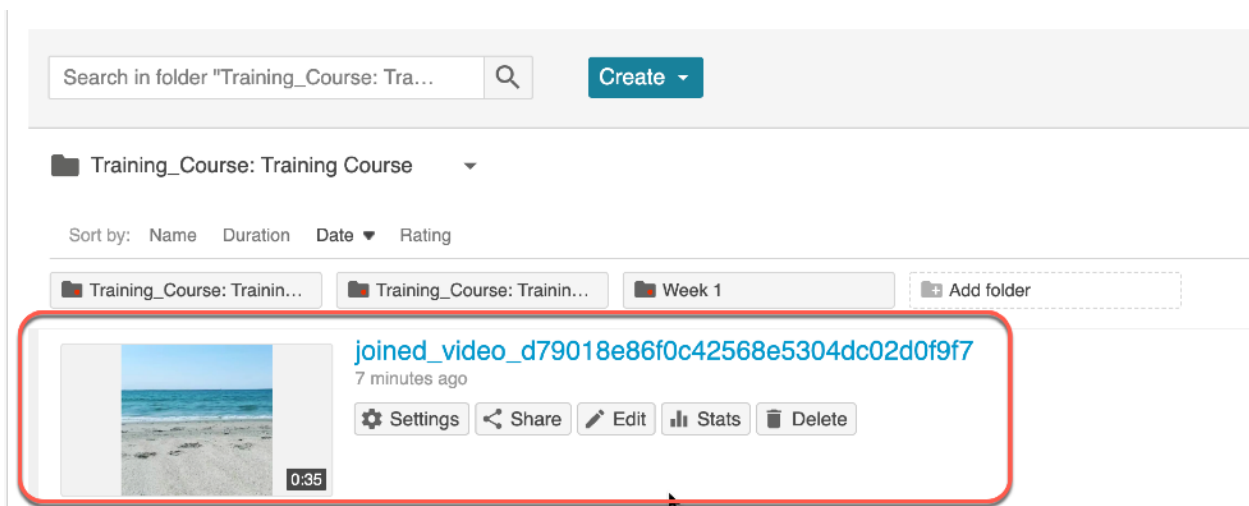
- Once the upload is complete, you can close the upload window while your video continues to process in the background



- 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

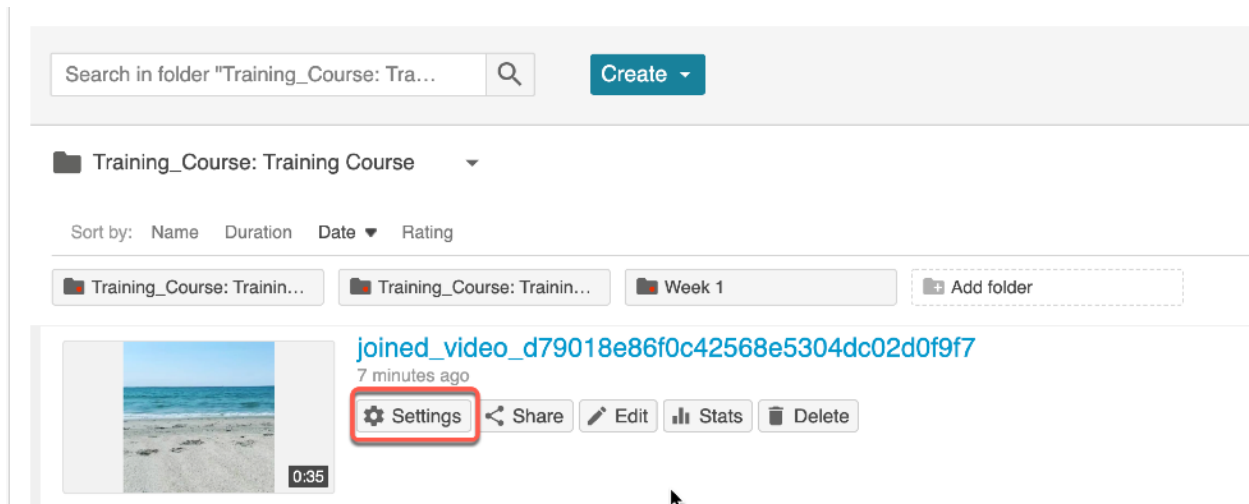


- The video will now show in your Panopto course folder



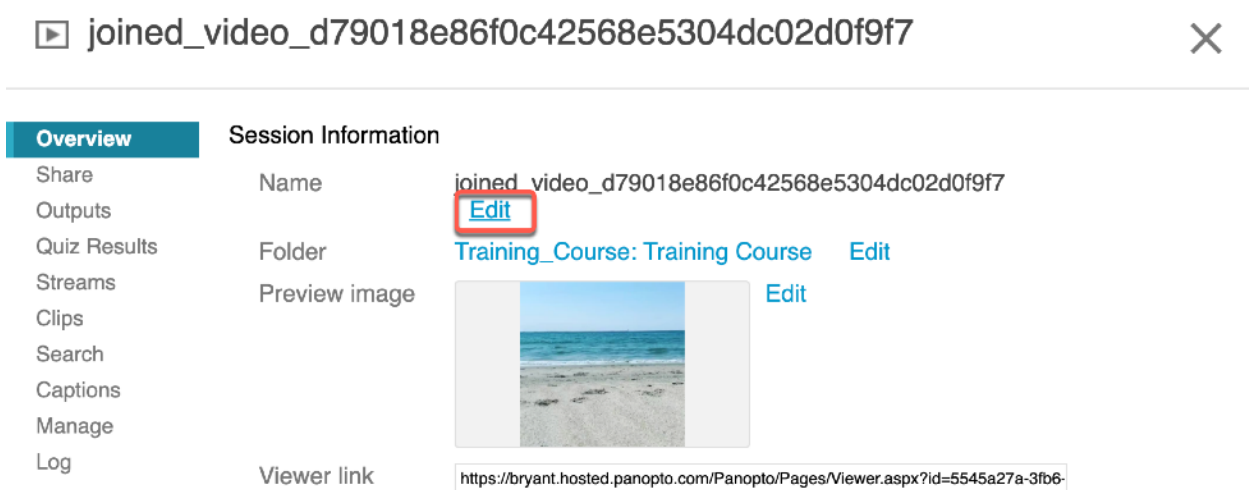
Step 3 - Change Video Name

- You can change the name of your video so that it reflects the topic, subject, etc by clicking on Settings

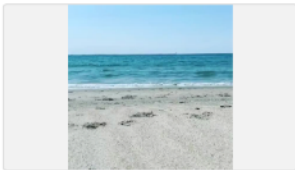


The screenshot shows a video management interface. At the top, there is a search bar with the text "Search in folder 'Training_Course: Tra...'" and a "Create" button. Below the search bar, there is a folder selection dropdown showing "Training_Course: Training Course". Underneath, there are sorting options: "Sort by: Name Duration Date Rating". A row of folder thumbnails includes "Training_Course: Trainin...", "Training_Course: Trainin...", and "Week 1", along with an "Add folder" button. The main content area displays a video thumbnail with a beach scene and a duration of "0:35". To the right of the thumbnail, the video title "joined_video_d79018e86f0c42568e5304dc02d0f9f7" is shown, along with "7 minutes ago". Below the title, there are several action buttons: "Settings" (highlighted with a red box), "Share", "Edit", "Stats", and "Delete".

- Click Edit



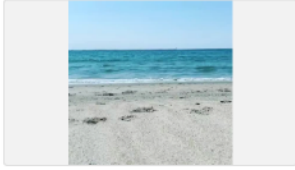
The screenshot shows the settings page for the video "joined_video_d79018e86f0c42568e5304dc02d0f9f7". The page has a close button (X) in the top right corner. On the left side, there is a navigation menu with the following items: Overview (highlighted), Share, Outputs, Quiz Results, Streams, Clips, Search, Captions, Manage, and Log. The main content area is titled "Session Information" and contains the following details:

Name	joined_video_d79018e86f0c42568e5304dc02d0f9f7
Folder	Training_Course: Training Course Edit
Preview image	 Edit
Viewer link	https://bryant.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=5545a27a-3fb6-

The "Edit" button next to the video name is highlighted with a red box.

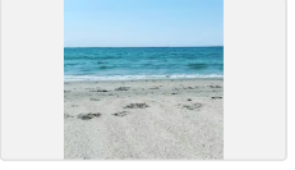
- Type and new name for your video and click Save

▶ joined_video_d79018e86f0c42568e5304dc02d0f9f7 ✕

Overview	Session Information
Share	Name <input type="text" value="Beach!"/> Save Cancel
Outputs	Folder Training_Course: Training Course Edit
Quiz Results	Preview image  Edit
Streams	
Clips	
Search	
Captions	
Manage	
Log	Viewer link https://bryant.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=5545a27a-3fb6-

- Click the X to close the Edit screen

▶ Beach! ✕

Overview	Session Information
Share	Name Beach! Edit
Outputs	Folder Training_Course: Training Course Edit
Quiz Results	Preview image  Edit
Streams	
Clips	
Search	
Captions	
Manage	
Log	Viewer link https://bryant.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=5545a27a-3fb6-

- The new name of your video is now shown

